



Board of Trustees Regular Meeting  
Thursday, January 27, 2022 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/](http://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](mailto:LibraryBoard@nols.org).

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of November 18, 2021  
Approval of minutes for special meeting of December 14, 2021
4. Communications
5. Public Comments

6. Financial Reports: November 2021; December 2021
7. Approval of Vouchers: November 2021; December 2021
8. Unfinished Business  
None
9. New Business
  - N.1. Approval of the 2022 Capital Budget
  - N.2. End-of-Year/Start-of-Year Fiscal Reconciliation
  - N.3. Approval of Resolution 22-01-01: Authorizing Staff to Transfer Funds
  - N.4. Approval of All Staff Training Day Closures for 2022
  - N.5. Verbal Update on NOLS' COVID-19 Response
10. Reports
  - R.1. Monthly Statistics Reports: November 2021; December 2021
  - R.2. 2021 Annual Statistics Report
  - R.3. Monthly Activity Reports: November 2021; December 2021
  - R.4. Highlight Log: November and December 2021
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 their 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.*
13. Next meeting: 5:30pm, Thursday, February 24, 2022 via Zoom.
14. Agenda items for next meeting
15. Executive session to conclude annual performance review of Executive Director
16. Action on executive session, if any
17. Adjournment

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

*NOLS Mission Statement  
Adopted 11/22/16*

### Upcoming Board meetings

<b>Date</b>	<b>Time</b>		<b>Location</b>
Thursday, February 24, 2022	5:30pm	Regular meeting	Zoom
Thursday, March 24, 2022	5:30pm	Regular meeting	TBD

Thursday, April 28, 2022	5:30pm	Regular meeting	TBD
Thursday, May 26, 2022	5:30pm	Regular meeting	TBD
Thursday, June 23, 2022	5:30pm	Regular meeting	TBD
Thursday, August 25, 2022	5:30pm	Regular meeting	TBD
Thursday, September 22, 2022	5:30pm	Regular meeting	TBD
Thursday, October 27, 2022	5:30pm	Regular meeting	TBD
Thursday, <b>November 17</b> , 2022	5:30pm	Regular meeting	TBD

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

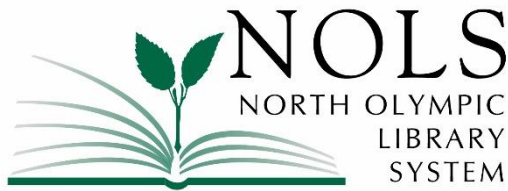
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm in the Administrative conference room of the Port Angeles Main Library.

### **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/](http://www.nols.org/board-administration/).

1. Call to order, roll call and introductions  
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Rajala.
2. Approval of agenda  
*Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Gordon. Motion carried.*
3. Approval of minutes for regular meeting of October 28, 2021  
*Motion by Ms. Gordon to approve the minutes from the October 28, 2021 meeting. Motion seconded by Ms. Pelikan. Motion carried.*
4. Communications: **None**
5. Public Comments
6. Financial reports: October 2021  
*The financial reports for October 2021 were accepted as presented.*
7. Approval of vouchers: October 2021  
*Motion by Ms. Pelikan to approve the October 2021 vouchers, numbered #933 through #1036, in the amount of \$343,346.36. Motion seconded by Ms. Gordon. Motion carried.*
8. Unfinished business: **None**
9. New business  
N.I. Verbal update and discussion regarding NOLS' emergency response to the inclement weather events in the West End

N.2. Review and discussion of 2022 Operating Budget

N.3. Public Hearing on the 2022 Operating Budget

The Chair announced the second public hearing on the 2022 operating budget. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

*Motion by Ms. Pelikan to adopt the 2022 operating budget in the amount of \$5,106,748 as presented. Motion seconded by Ms. Gordon. Motion carried.*

N.4. Adoption of Resolution 21-11-06: Authorizing Levy for 2022

*Motion by Ms. Gordon to adopt Resolution 21-11-06 authorizing the levy for 2022. Motion seconded by Mr. Caldwell. Motion carried.*

N.5. Adoption of Resolution 21-11-07: Establishing a Holiday Schedule

*Motion by Mr. Caldwell to adopt Resolution 21-11-07 establishing a holiday schedule. Motion seconded by Ms. Pelikan. Motion carried.*

N.6. Approval of Collection Management Policy update

*Motion by Ms. Gordon to approve Policy 2.1: Collection Management. Motion seconded by Mr. Caldwell. Motion carried.*

N.7. Approval of Gifts & Donations Policy update

*Motion by Ms. Pelikan to approve update to Policy 5.13: Gifts and Donations. Motion seconded by Mr. Caldwell. Motion carried.*

N.8. Approval of Naming & Recognition Policy creation

*Motion by Ms. Pelikan to approve creation of Policy 5.17: Naming and Recognition. Motion seconded by Mr. Caldwell. Motion carried.*

N.9. Approval of contract with SHKS Architects to design and oversee construction of Sequim Library Expansion and Renovation Project

*Motion by Ms. Gordon to approve the contract with SHKS Architects for the Sequim Library Expansion and Renovation Project. Motion seconded by Mr. Caldwell. Motion carried.*

N.10. Verbal update and discussion regarding NOLS' COVID-19 response and plan to restore library operating hours

N.11 Approval of Resolution 21-11-08: Honoring Betty Gordon for service to the library

*Motion by Ms. Pelikan to approve Resolution 21-11-08: Honoring Betty Gordon. Motion seconded by Mr. Caldwell. Motion carried.*

10. Reports

R.1. Monthly Statistics Reports: October 2021

R.2. Monthly Activity Reports: October 2021

R.3. Highlight Log: October 2021

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 meeting: 5:30pm, Thursday, January 27, 2022 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.

14. Agenda items for next meeting:

Capital Budget  
Policy Updates

15. Executive session to discuss collective bargaining

At 6:40pm the Chair announced that the Board would move to executive session to discuss collective bargaining.

At 6:47pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

16. (Action on executive session, if any)

*Motion by Ms. Gordon to approve the Collective Bargaining Agreement between NOLS and the General Employees Unit, AFSCME Local No. 1619L, to be effective January 1, 2022 through December 31, 2022. Motion seconded by Ms. Pelikan. Motion carried.*

17. Executive session to initiate annual performance review of Executive Director

At 6:50pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director.

At 7:20pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

18. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:20pm.

**CERTIFIED AS TRUE AND CORRECT**

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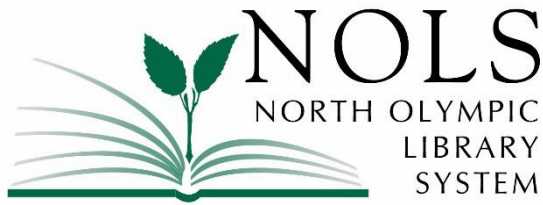
Chair

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Board Secretary







Board of Trustees Special Meeting  
Tuesday, December 14, 2021, 6:30pm  
Zoom Video Conference

## MINUTES

### **PANDEMIC RESPONSE**

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

Board Chair Mark Urnes called the meeting to order at 6:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude.

#### 2. Approval of Agenda

*Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Ms. Gordon. Motion carried.*

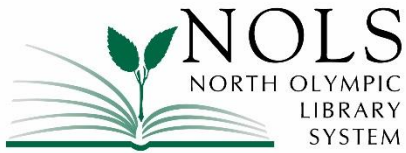
#### 3. New Business

N.I. Approval of contract between NOLS and ByWater Solutions to purchase a discovery tool  
*Motion by Mr. Miller to approve the contract with ByWater Solutions as presented. Motion seconded by Ms. Gordon. Motion carried.*

#### 4. Adjournment

*There being no further business, the meeting was adjourned by the Chair at 6:50pm.*





## Staff Report

Meeting Date: January 27, 2022  
To: Library Board of Trustees  
From: Finance Manager, John DeFrancisco  
Subject: Comments on Financial Reports for November 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 October, and posted in November is \$653. Additionally, net interest of \$17,041 from F Bode and M Bode CDs was earned at maturity. The net interest plus the face value of these CDs were re-invested in two new CDs.

Other Miscellaneous Revenue includes \$559 for US Bank Q3 Credit Card Rebate.

**Expenditures:** Repair and Maintenance includes the Polaris Annual Maintenance of \$50,470. All expenditures are within the expected range for this time of year.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$219,008 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 \$278,394.

Of the \$219,008 in electronic transfers, \$212 was paid to the DOR for Sales and Use Tax (Voucher 1078).

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





## Revenue Report

November 30, 2021

<b>Operating Revenue</b>				<b>11/12ths is</b>	<b>91.7%</b>
	<b>Budgeted</b>	<b>Current</b>	<b>YTD</b>	<b>Difference</b>	<b>Percent</b>
<i>Taxes</i>	4,435,000	293,957	4,414,615	20,385	99.5
<i>Intergovernmental Revenues</i>	-	-	96	(96)	-
<i>Goods and Services</i>	10,100	330	6,815	3,285	67.5
<i>Library Fees</i>	10,000	1,469	8,815	1,185	88.1
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	17,375	653	7,483	9,892	43.1
Investment Interest (net of fees)	-	17,041	39,006	-	-
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	74	34,217	16,983	66.8
Other Miscellaneous Revenue	41,200	552	71,925	(30,725)	174.6
<i>Total Miscellaneous Revenues</i>	110,775	18,320	152,631	(41,856)	137.8
<i>Nonrevenues (excise taxes)</i>	590	31	317	273	53.6
<i>Transfers In</i>	540,283	-	-	540,283	-
<b>Total Operating Revenue</b>	<b>5,106,748</b>	<b>314,106</b>	<b>4,583,288</b>	<b>523,460</b>	<b>89.7</b>
<b>Capital Revenue</b>					
<i>Timber Revenues (received in 2021)</i>	-	12,095	259,313	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>12,095</b>	<b>259,313</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>326,202</b>	<b>4,842,600</b>		



## Expenditure Report

### November 30, 2021

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	198,420	2,103,587	462,679	82.0
Benefits	1,163,813	79,974	881,278	282,535	75.7
<b>Total Personnel</b>	<b>3,730,079</b>	<b>278,394</b>	<b>2,984,866</b>	<b>745,213</b>	<b>80.0</b>
<i>Supplies</i>					
Supplies, Office and Operating	103,900	7,152	66,922	36,978	64.4
Fuel	17,900	661	5,815	12,085	32.5
Merchandise for resale	1,700	-	58	1,642	3.4
Collection Materials	486,000	58,974	309,894	176,106	63.8
Small Tools/Equip (<\$200)	1,500	41	783	717	52.2
<b>Total Supplies</b>	<b>611,000</b>	<b>66,829</b>	<b>383,472</b>	<b>227,528</b>	<b>62.8</b>
<i>Services</i>					
Professional Services	227,985	19,480	153,500	74,485	67.3
Communication	174,859	11,124	107,667	67,192	61.6
Travel	6,500	118	3,265	3,235	50.2
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	200	590	25.3
Insurance	83,700	-	82,339	1,361	98.4
Public Utilities	90,160	6,902	78,582	11,578	87.2
Repair and Maintenance	147,390	57,153	94,391	52,999	64.0
Miscellaneous Services	12,955	892	3,542	9,413	27.3
<b>Total Services</b>	<b>748,339</b>	<b>95,669</b>	<b>526,741</b>	<b>221,598</b>	<b>70.4</b>
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>-</i>	<i>3,113</i>	<i>13,627</i>	<i>18.6</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>590</i>	<i>41</i>	<i>280</i>	<i>310</i>	<i>47.4</i>
<b>Total Operating Expenditures</b>	<b>5,106,748</b>	<b>440,933</b>	<b>3,898,471</b>	<b>1,208,277</b>	<b>76.3</b>

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	48,700	-	41,150	7,550	84.5
Other Improvements	88,000	2,170	11,025	76,975	12.5
Machinery & Equipment	448,449	2,831	102,814	345,635	22.9
<b>Total Capital Outlays</b>	<b>585,149</b>	<b>5,001</b>	<b>154,989</b>	<b>430,160</b>	<b>26.5</b>
<b>Grand Total All Expenditures</b>	<b>5,691,897</b>	<b>445,934</b>	<b>4,053,461</b>	<b>1,638,436</b>	<b>71.2</b>



## Account Balances

November 30, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	909,484	-	12,095	-	921,579
Operating Reserve <sup>(3)</sup>	1,104,899	-	-	-	1,104,899
PA Capital Reserve <sup>(4)</sup>	113,988	-	-	-	113,988
Sequim Capital Project Acct. <sup>(4)</sup>	2,000,000	-	-	-	2,000,000
Capital Budget - 2021 <sup>(4)</sup>	344,634	-	-	5,001	339,634
<i>Total Board Designated Accounts</i>	<i>5,780,024</i>	<i>-</i>	<i>12,095</i>	<i>5,001</i>	<i>5,787,119</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	85,221	-	-	-	85,221
NOLS Materials Fund	15,497	-	-	719	14,778
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	14,388	-	25	2,432	11,981
Port Angeles Donations Fund	7,395	-	12	-	7,407
Port Angeles Friends Donations	9,012	-	-	2	9,010
Sequim Donations Fund	53,398	-	1	-	53,399
Sequim Friends Donations	2,162	-	-	-	2,162
Forks Donations Fund	1,983	-	31	9	2,006
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,082	-	4	-	7,086
Clallam Bay Friends Donations	676	-	-	-	676
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,447	-	-	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	11,681	-	-	-	11,681
<i>Total Grants and Donations</i>	<i>454,703</i>	<i>-</i>	<i>74</i>	<i>3,162</i>	<i>451,614</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,237,389</i>	<i>-</i>	<i>12,169</i>	<i>8,163</i>	<i>6,241,395</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,031,071</i>	<i>853,629</i>			<i>2,884,700</i>
<b>Total WA State Local Investment Pool</b>	<b>8,268,460</b>	<b>853,629</b>	<b>12,169</b>	<b>8,163</b>	<b>9,126,095</b>

## Notes:

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



## Account Balances

November 30, 2021

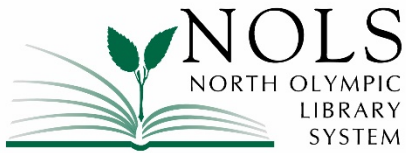
	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(5)</sup>	338,548	-	-	-	338,548
PA Capital Acct CD 15 (9/23 First Fed) <sup>(6)</sup>	522,758	-	-	-	522,758
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(6)</sup>	211,548	(219,796)	8,249	-	-
Francis Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	-	219,796	-	-	219,796
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(6)</sup>	228,050	(236,942)	8,892	-	-
Margaret Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	-	236,942	-	-	236,942
<b>Total Certificates of Deposit</b>	<b>1,300,904</b>	<b>-</b>	<b>17,141</b>	<b>-</b>	<b>1,318,045</b>
<b>Total Investments</b>	<b>9,569,364</b>	<b>853,629</b>	<b>29,310</b>	<b>8,163</b>	<b>10,444,140</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	994,508	(994,508)			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	-	4,161	4,161	6,000
Payroll Account (US Bank 1301)	200	223,681	-	219,008	4,873
Merchant Account (FF 7401)	1,000	(963)	1,101	139	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>7,650</b>	<b>222,718</b>	<b>5,262</b>	<b>223,308</b>	<b>12,323</b>
<b>Total Cash</b>	<b>1,002,158</b>	<b>(771,790)</b>	<b>5,262</b>	<b>223,308</b>	<b>12,323</b>
<b>Total Cash and Investments</b>	<b>10,571,522</b>	<b>81,839</b>	<b>34,572</b>	<b>231,470</b>	<b>10,456,463</b>

## 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.





## Staff Report

Meeting Date: January 27, 2022  
To: Library Board of Trustees  
From: Finance Manager, John DeFrancisco  
Subject: Comments on Financial Reports for December 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 November and December, and posted in December is \$1,359.

**Expenditures:** Collection Materials includes annual expenses for Hoopla, WT Cox and Secretary of State Washington Digital Library Consortium. Communication also includes the annual payment to Secretary of State for K20 Bandwidth.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$221,572 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 \$286,276.

Of the \$221,572 in electronic transfers, \$101 was paid to the DOR for Sales and Use Tax (Voucher 1187).

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





## Revenue Report

December 31, 2021

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,435,000	44,472	4,459,087	(24,087)	100.5
Intergovernmental Revenues	-	-	96	(96)	-
Goods and Services	10,100	334	7,149	2,951	70.8
Library Fees	10,000	884	9,699	301	97.0
Miscellaneous Revenues					
Pool Fund Investment Interest	17,375	1,359	8,842	8,533	50.9
Investment Interest (net of fees)	-	-	39,006	-	-
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	1,046	35,263	15,937	68.9
Other Miscellaneous Revenue	41,200	25	71,950	(30,750)	174.6
Total Miscellaneous Revenues	110,775	2,430	155,061	(44,286)	140.0
Nonrevenues (excise taxes)	590	31	348	242	58.9
Transfers In	540,283	-	-	540,283	-
<b>Total Operating Revenue</b>	<b>5,106,748</b>	<b>48,151</b>	<b>4,631,439</b>	<b>475,309</b>	<b>90.7</b>
<b>Capital Revenue</b>					
Timber Revenues (received in 2021)	-	111,036	370,348	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>111,036</b>	<b>370,348</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>159,187</b>	<b>5,001,787</b>		



## Expenditure Report

### December 31, 2021

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	195,875	2,299,462	266,804	89.6
Benefits	1,163,813	90,401	971,679	192,134	83.5
<b>Total Personnel</b>	<b>3,730,079</b>	<b>286,276</b>	<b>3,271,142</b>	<b>458,937</b>	<b>87.7</b>
<i>Supplies</i>					
Supplies, Office and Operating	103,900	10,052	76,973	26,927	74.1
Fuel	17,900	583	6,398	11,502	35.7
Merchandise for resale	1,700	-	58	1,642	3.4
Collection Materials	486,000	142,108	452,002	33,998	93.0
Small Tools/Equip (<\$200)	1,500	215	998	502	66.5
<b>Total Supplies</b>	<b>611,000</b>	<b>152,958</b>	<b>536,430</b>	<b>74,570</b>	<b>87.8</b>
<i>Services</i>					
Professional Services	227,985	9,750	163,249	64,736	71.6
Communication	174,859	18,082	125,750	49,109	71.9
Travel	6,500	990	4,255	2,245	65.5
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	200	590	25.3
Insurance	83,700	-	82,339	1,361	98.4
Public Utilities	90,160	6,884	85,466	4,694	94.8
Repair and Maintenance	147,390	810	95,201	52,189	64.6
Miscellaneous Services	12,955	100	3,642	9,313	28.1
<b>Total Services</b>	<b>748,339</b>	<b>36,615</b>	<b>563,356</b>	<b>184,983</b>	<b>75.3</b>
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>1,357</i>	<i>4,471</i>	<i>12,269</i>	<i>26.7</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>590</i>	<i>32</i>	<i>312</i>	<i>278</i>	<i>52.9</i>
<b>Total Operating Expenditures</b>	<b>5,106,748</b>	<b>477,239</b>	<b>4,375,711</b>	<b>731,037</b>	<b>85.7</b>

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	48,700	3,650	44,800	3,900	92.0
Other Improvements	88,000	22,543	33,568	54,432	38.1
Machinery & Equipment	448,449	30,235	133,049	315,400	29.7
<b>Total Capital Outlays</b>	<b>585,149</b>	<b>56,428</b>	<b>211,418</b>	<b>373,731</b>	<b>36.1</b>
<b>Grand Total All Expenditures</b>	<b>5,691,897</b>	<b>533,667</b>	<b>4,587,128</b>	<b>1,104,769</b>	<b>80.6</b>



## Account Balances

December 31, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	921,579	-	111,036	-	1,032,615
Operating Reserve <sup>(3)</sup>	1,104,899	-	-	-	1,104,899
PA Capital Reserve <sup>(4)</sup>	113,988	-	-	-	113,988
Sequim Capital Project Acct. <sup>(4)</sup>	2,000,000	-	-	-	2,000,000
Capital Budget - 2021 <sup>(4)</sup>	339,634	-	-	56,428	283,206
<i>Total Board Designated Accounts</i>	<i>5,787,119</i>	<i>-</i>	<i>111,036</i>	<i>56,428</i>	<i>5,841,727</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	85,221	-	334	-	85,555
NOLS Materials Fund	14,778	-	-	214	14,564
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	11,981	-	-	5,483	6,498
Port Angeles Donations Fund	7,407	-	9	-	7,416
Port Angeles Friends Donations	9,010	-	-	112	8,898
Sequim Donations Fund	53,399	-	101	-	53,500
Sequim Friends Donations	2,162	-	-	-	2,162
Forks Donations Fund	2,006	-	1	-	2,007
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,086	-	2	-	7,088
Clallam Bay Friends Donations	676	-	500	-	1,176
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,447	-	-	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	11,681	-	100	-	11,780
<i>Total Grants and Donations</i>	<i>451,614</i>	<i>-</i>	<i>1,046</i>	<i>5,809</i>	<i>446,851</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,241,395</i>	<i>-</i>	<i>112,082</i>	<i>62,237</i>	<i>6,291,240</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,884,700</i>	<i>(424,325)</i>			<i>2,460,375</i>
<b>Total WA State Local Investment Pool</b>	<b>9,126,095</b>	<b>(424,325)</b>	<b>112,082</b>	<b>62,237</b>	<b>8,751,615</b>

Notes:

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



## Account Balances

December 31, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(5)</sup>	338,548	-	-	-	338,548
PA Capital Acct CD 15 (9/23 First Fed) <sup>(6)</sup>	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	236,942	-	-	-	236,942
<b>Total Certificates of Deposit</b>	<b>1,318,045</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,318,045</b>
<b>Total Investments</b>	<b>10,444,140</b>	<b>(424,325)</b>	<b>112,082</b>	<b>62,237</b>	<b>10,069,660</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	-	850	850	6,000
Payroll Account (US Bank 1301)	4,873	221,572	-	221,572	4,873
Merchant Account (FF 7401)	1,000	(564)	702	138	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>12,323</b>	<b>221,008</b>	<b>1,551</b>	<b>222,560</b>	<b>12,323</b>
<b>Total Cash</b>	<b>12,323</b>	<b>221,008</b>	<b>1,551</b>	<b>222,560</b>	<b>12,323</b>
<b>Total Cash and Investments</b>	<b>10,456,463</b>	<b>(203,317)</b>	<b>113,633</b>	<b>284,797</b>	<b>10,081,982</b>

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 NOVEMBER 2021

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
I 037	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-21) - EFT 890	184,481.73	
I 055	NOLS Employee	HRA Reimbursement	1,750.00	
I 077	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-21) - EFT 891	37,328.17	
I 085	Hartford Retirement Plan Solutions	MMDCP 11-2021 (PPE 10-31-21) - EFT 892	230.00	
I 086	Health Care Authority	HCA 11-2021 (PPE 10-31-21)	37,079.75	
I 087	HealthEquity	HSA ER Contributions - November 2021	520.82	
I 095	NOLS Employee	HRA Reimbursement	1,750.00	
I 098	NOLS Employee	HRA Reimbursement	1,450.00	
I 102	NOLS Employee	HRA Reimbursement	1,012.55	
I 122	NOLS Employee	HRA Reimbursement	237.98	
I 124	NOLS Employee	HRA Reimbursement	1,064.45	
I 125	NOLS Employee	HRA Reimbursement	960.00	
I 126	NOLS Employee	HRA Reimbursement	256.96	
I 129	NOLS Employee	HRA Reimbursement	225.16	
I 135	United Way of Clallam County	United Way Donations (PPE 10-31-21)	85.00	
I 140	WCIF	Vision/Life/EAP Premiums 11-2021 (PPE 10-31-21)	1,272.70	
I 143	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-21) - December Coverage	5,524.20	
I 144	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2021 (PPE 10-31-21)	2,023.65	
CK 221	I NOLS Employee	Payroll - Replacement of Rejected Direct Deposit	1,428.76	278,681.88
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
I 044	Angeles Millwork & Lumber Company	PO 1069 Supplies and Maintenance - Roofing Screws - FAC	23.93	
I 076	Commercial Filter Sales & Service	PO 1038 Maintenance Supplies - HVAC Filters - FAC	586.48	
I 078	Dept. of Revenue - Use/Sales Tax	October 2021 Sales & Use Tax - EFT 894	11.28	
I 088	Hi-Tech Security, Inc.	PO 1015 Maintenance Supplies - CB Fire Alarm Batteries - FAC	206.72	
I 097	KCDA Purchasing Cooperative	PO 1036 Maintenance Supplies - Cleaning Supplies - FAC	962.24	
I 110	Olympia Sheet Metal Inc.	PO 1017 Maintenance Supplies - PA Heat Pump Sensor - FAC	81.60	
I 115	Pacific Office Equipment, Inc.	PO 1025 Office Supplies - Toner - SQ	304.10	
I 120	Quill Corporation	PO 985 Office Supplies - Book Tape - SQ	70.44	
I 130	The Home Depot Pro	PO 1014 Maintenance Supplies - Cleaning Supplies - Floor Finish - FAC	173.64	
I 131	The Home Depot Pro	PO 1037 Maintenance Supplies - Cleaning Supplies - FAC	782.98	
I 133	True Value	PO 1019 Maintenance Supplies - Cleaning Supplies - Soap - FAC	9.52	
CC 3	Amazon.com	PO 972 Technology Supplies - Imaging Drum for CB - IT	220.04	
CC 4	Amazon.com	PO 998 Technology Supplies - Battery Charger, Batteries, USB Drives - IT	256.10	
CC 11	Amazon.com	PO 921 Technology Supplies - Alcohol Wipes - IT	35.85	
CC 21	Amazon.com	PO 936 Maintenance Supplies - Masks - FAC	28.26	
CC 22	Amazon.com	PO 933 Toner & Ink - PA	436.92	

Category	Claimant	Purpose	Amount	Subtotal
		PO1021 Maintenance Supplies		
CC 23	Amazon.com	- Drinking Fountain Filters - FAC	125.22	
CC 40	Hartnagel Building Supply	PO 917 Maintenance Supplies - PA Bike Shelter - FAC	100.84	
CC 41	Hartnagel Building Supply	PO 917 Maintenance Supplies - PA Bike Shelter - FAC	(67.23)	
CC 43	Home Depot	PO 983 Maintenance Supplies - PA Bike Shelter - FAC	454.57	
CC 44	Home Depot	PO 1035 Maintenance Supplies - Drill Bits, Batteries - FAC	19.06	
CC 45	Home Depot	PO 1022 Maintenance Supplies - Bike Shelter PA - FAC	90.91	
CC 46	Home Depot	PO 1022 Maintenance Supplies - Bike Shelter PA - FAC	173.30	
CC 51	KCDA Purchasing Cooperative	PO 999 Office Supplies - Paper - PA	108.30	
CC 52	KCDA Purchasing Cooperative	PO 1000 Office Supplies - Tape - PA	14.56	
CC 53	KCDA Purchasing Cooperative	PO 1000 Office Supplies - Paper - PA	43.57	
CC 64	Namify	PO 1051 Office Supplies - Nametags - NOLS	66.30	
CC 65	Namify	PO 1051 Office Supplies - Nametags - NOLS	(66.30)	
CC 66	Office Depot	PO 986 Office Supplies - Paper - SQ	89.27	
CC 70	Quill Corporation	PO 937 Office Supplies - Book Cleaning Supplies - FO	16.05	
CC 71	Quill Corporation	PO 937 Office Supplies - Clock - FO	22.77	
CC 72	Quill Corporation	PO 938 Office Supplies - Clock - FO	22.77	
CC 73	Radio Shack	PO 987 Office Supplies - Audio Jack - SQ	16.31	
CC 74	Saars Grocery	PO 993 Office Supplies - Water for Disc Repair - TS	12.93	
CC 75	Safeway	PO 913 Training Supplies - All Staff Training Day - NOLS	28.34	
CC 89	Uline	PO 988 Office Supplies - Tape Dispenser Blades - SQ	24.15	5,485.79
<b><u>PROGRAM SUPPLIES</u></b>				
	1078 Dept. of Revenue - Use/Sales Tax	October 2021 Sales & Use Tax - EFT 894	2.37	
CC 5	Amazon.com	PO 1060 Program Supplies - Teen Lit Bag Supplies (VFOL)	9.88	
CC 6	Amazon.com	PO 1061 Program Supplies - Teen Lit Bag Supplies (VFOL)	22.06	
CC 7	Amazon.com	PO 943 Program Supplies - Intentional Aging (VFOL)	106.12	
CC 8	Amazon.com	PO 930 Program Supplies - Intentional Aging (VFOL)	277.20	
CC 9	Amazon.com	PO 1024 Program Supplies - Creativity Winter Recipe Book Supplies (VFOL)	15.12	
CC 10	Amazon.com	PO 1024 Program Supplies - Creativity Winter Recipe Book Supplies (VFOL)	20.40	
CC 19	Amazon.com	PO 929 Program Supplies - Take and Make Rocket Supplies (VFOL)	29.20	
CC 20	Amazon.com	PO 929 Program Supplies - Take and Make Rocket Supplies (VFOL)	121.94	
CC 25	Amazon.com	PO 1004 Program Supplies - Take & Make - Gratitude Wreath (VFOL)	230.38	
CC 31	Costco	PO 1082 Program Supplies - Winter Take and Make Supplies (VFOL)	57.97	
CC 39	Forks Outfitters	PO 1088 Program Supplies - Candy for Outreach (FO Donations)	8.98	
CC 42	High Mowing Organic Seeds	PO 980 Program Supplies - Library Garden Take and Make Supplies (VFOL)	98.78	
CC 49	JoAnn Fabrics	PO 1090 Programming Supplies - Creativity Winter Recipe Book Supplies (VFOL)	(14.11)	
CC 50	JoAnn Fabrics	PO 1024 Program Supplies - Creativity Winter Supplies (VFOL)	172.58	
CC 60	Michael's Store	PO 996 Program Supplies - Dia de los Muertos Display (VFOL)	5.42	



Category	Claimant	Purpose	Amount	Subtotal
CC 61	Michael's Store	PO 1076 Program Supplies - Take and Make Garland Supplies (VFOL)	113.02	
CC 69	Port Book and News	PO 944 Program Supplies - Indigenous Peoples Day (VFOL)	40.00	
CC 76	Safeway	PO 1010 Program Supplies - Dia de los Muertos (VFOL)	15.99	
CC 97	Walmart	PO 1062 Program Supplies - Teen Lit Bag Supplies (VFOL)	19.88	
CC 98	Walmart	PO 928 Program Supplies - Take and Make Rocket Supplies (VFOL)	51.69	
CC 99	Walmart	PO 997 Program Supplies - Dia de los Muertos Display (VFOL)	1.06	
CC 100	Walmart	PO 1041 Program Supplies - Take and Make Rockets (VFOL)	36.77	
CC 101	Walmart	PO 1077 Program Supplies - Take and Make Garland Supplies (VFOL)	6.40	
CC 102	Webstaurant Store	PO 953 Program Supplies - Creativity Winter Recipe Book Supplies (VFOL)	217.16	1,666.26
<b><u>FUEL</u></b>				
CC 26	Arco	PO 967 Business Fuel - Nolsy White - NOLS	43.63	
CC 27	Arco	PO 1001 Business Fuel - Nolsy White - NOLS	45.72	
CC 28	Circle K	PO 1064 Business Fuel - Transit Van - FAC	51.96	
CC 29	Circle K	PO 1009 Business Fuel - Nolsy White - NOLS	44.69	
CC 36	Evergreen 76	PO 1040 Business Fuel - Pacifica - NOLS	38.87	
CC 37	Exxon Mobil	PO 945 Business Fuel - Westy - NOLS	26.03	
CC 54	Lower Elwha Food & Fuel	PO 918 Business Fuel - Chevy Van - FAC	50.00	
CC 55	Lower Elwha Food & Fuel	PO 1003 Business Fuel - Westy - NOLS	25.61	
CC 56	Lower Elwha Food & Fuel	PO 939 Business Fuel - Nolsy White - NOLS	49.36	
CC 57	Lower Elwha Food & Fuel	PO 940 Business Fuel - Westy - NOLS	33.60	
CC 58	Lower Elwha Food & Fuel	PO 990 Business Fuel - Westy - NOLS	30.83	
CC 59	Lower Elwha Food & Fuel	PO 1011 Business Fuel - Nolsy White - NOLS	46.39	
CC 67	PA Chevron	PO 1006 Business Fuel - Chevy Van - FAC	92.76	
CC 77	Shell	PO 968 Business Fuel - Westy - NOLS	30.06	
CC 78	Shell	PO 1033 Business Fuel - Westy - NOLS	26.76	
CC 79	Shell	PO 1034 Business Fuel - Westy - NOLS	25.00	661.27
<b><u>COLLECTION MATERIALS</u></b>				
I039	Amazon.com	Collection Materials	883.34	
I040	Amazon.com	Collection Materials	684.60	
I041	Amazon.com	Collection Materials	275.09	
I042	Amazon.com	Collection Materials	551.08	
I045	Baker & Taylor Entertainment	Collection Materials	1,200.47	
I046	Baker & Taylor Entertainment	Collection Materials	90.79	
I047	Baker & Taylor Entertainment	Collection Materials	265.99	
I048	Baker & Taylor Entertainment	Collection Materials	357.74	
I049	Baker & Taylor Information	Collection Materials	3,742.90	
I050	Baker & Taylor Information	Collection Materials	2,802.35	
I051	Baker & Taylor Information	Collection Materials	4,018.19	
I052	Baker & Taylor Information	Collection Materials	4,574.95	
I053	Blackstone Audio, Inc.	Collection Materials	85.88	

Category	Claimant	Purpose	Amount	Subtotal
		Collection Materials		
	1054 Brainfuse, Inc.	- Online Tutoring Services (02-01/22 to 1/31/2023) - NOLS	8,686.00	
	1056 Brodart Company	Collection Materials	58.75	
	1057 CENGAGE Learning	Collection Materials	503.31	
	1058 CENGAGE Learning	Collection Materials	668.45	
	1059 CENGAGE Learning	Collection Materials	596.31	
	1060 Center Point Large Print	Collection Materials	230.70	
	1078 Dept. of Revenue - Use/Sales Tax	October 2021 Sales & Use Tax - EFT 894	47.84	
	1080 Ebsco Information Services	Collection Materials - Consumer Reports and Novelist (02/2022 to 01/2023) - NOLS	11,633.00	
	1081 Film Ideas, Inc.	Collection Materials	279.70	
	1082 Findaway World, LLC	Collection Materials	391.61	
	1090 Ingram Library Services	Collection Materials	277.14	
	1091 Ingram Library Services	Collection Materials	300.07	
	1092 Ingram Library Services	Collection Materials	254.89	
	1103 Midwest Tape	Collection Materials	313.20	
	1104 Midwest Tape	Collection Materials	647.29	
	1105 Midwest Tape	Collection Materials	2,154.85	
	1109 Office of the Code Reviser	Collection Materials	250.24	
	1112 OverDrive, Inc.	Collection Materials	570.65	
	1113 OverDrive, Inc.	Collection Materials	1,111.43	
	1114 OverDrive, Inc.	Collection Materials	568.50	
		Collection Materials		
	1119 ProQuest LLC	- Heritage Quest and Ancestry Library - Annual to 01-2023	8,911.27	
	1123 Rowman & Littlefield Publishing Group	Collection Materials	109.77	
	1132 The Leader	Collection Materials - 1 year Subscription Renewal	66.00	
	1145 WT COX	Collection Materials	809.63	58,973.97
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
CC 14	Amazon.com	PO 921 Small Tools - Disposable Earplugs - IT	41.29	41.29
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
	1038 ADP, LLC	Payroll Services - Payroll Processing - (PPE 09-30-2021) - (PPE 10-11-2021) NOLS	727.99	
	1043 AMS NET	PO 946 Technology Services - Cisco Umbrella Filter Renewal - IT	2,544.00	
	1078 Dept. of Revenue - Use/Sales Tax	October 2021 Sales & Use Tax - EFT 894	109.70	
	1084 Haggard & Ganson LLP	PO 1050 Professional Services - Legal Services - NOLS	1,787.50	
	1096 Juan de Fuca Foundation	C24 Programming - Dia de los Muertos - Ofrenda (VFOL)	400.00	
	1106 Morley, Anders	C23 Programming - Meet the Author - Anders Morley (VFOL)	100.00	
		PO 1023 Technology Services		
	1108 OCLC, Inc.	- Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05	
	1111 Olympic Laundry & Dry Cleaners, Inc.	PO 1067 Professional Services - Laundry - FAC	152.32	
		PO 1030 Professional Services - Training		
	1117 Pluralsight	- 5 License Training Platform - IT	3,149.77	
	1127 Summit Law Group	PO 1007 Professional Fees - Legal Services - ADM	3,752.00	
	1134 Unique Management Services, Inc.	Professional Services - Debt Collection	170.10	
	1139 Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 2	Adobe Creative Cloud	PO 1078 Technology Services - Creative Cloud Subscription - IT	391.55	
CC 30	Cleverbridge.net	PO 1081 Technology Services - Asset Tracking Software Subscription - IT	1,652.79	
CC 32	DialMyCalls.com	PO 1099 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 33	Digmypics	PO 981 Technology Services - Photo Scanning Services - NOLS	83.00	
CC 34	Digmypics	PO 981 Technology Services - Photo Scanning Services - NOLS	67.17	
CC 35	E-Fax	PO 1052 Technology Services - Online Fax Service - ADM	29.99	
CC 38	Facebook	PO 1075 Professional Services - Sponsored Ads - NOLS	32.56	
CC 62	Microsoft Office	PO 1083 Technology Services - Microsoft Cloud Services - IT	839.58	
CC 63	Microsoft Office	PO 1084 Technology Services - Microsoft Business Voice - IT	123.48	
CC 68	PayFlow Pro	Gateway Service Fee - NOLS	59.95	
CC 83	Stamps.com	PO 1008 Technology Services - Monthly Service Charge - TS	19.57	
CC 88	Survey Monkey	PO 1101 Technology Services - Annual Subscription - ADM	416.64	
CC 90	UpdraftPlus	PO 949 Technology Services - Cloud Backup Subscription - IT	42.00	
CC 91	UpdraftPlus	PO 948 Technology Services - Cloud Backup Storage - IT	70.00	
CC 92	UpdraftPlus	PO 1079 Technology Services - Backup Subscription - IT	(42.00)	
CC 93	UpdraftPlus	PO 1080 Technology Services - Backup Subscription - IT	(70.00)	
CC 104	Zoom	PO 1100 Technology Services - Monthly Subscription 1 - NOLS	16.30	
CC 105	Zoom	PO 1100 Technology Services - Monthly Subscription 2 - NOLS	16.30	
CC 106	Zoom	PO 1100 Technology Services - Monthly Subscription 3 - NOLS	16.30	
CC 107	Zoom	PO 1100 Technology Services - Monthly Subscription 4 - NOLS	16.30	
CC 108	Zoom	PO 1109 Technology Services - Monthly Subscription - NOLS	16.30	
CC 109	Zoom	PO 1108 Technology Services - Monthly Subscription - NOLS	54.40	19,308.60
<b>COMMUNICATIONS</b>				
I 061	CenturyLink 300511187 FO	Communications - Voice - FO	87.09	
I 062	CenturyLink 300561130 CB	Communications - Voice - CB	79.47	
I 063	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.21	
I 064	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,407.36	
I 065	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	126.38	
I 066	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	264.10	
I 137	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.38	
I 141	WDH - Wave Business	Communication - Internet - IT	3,783.12	
CC 80	Stamps.com	PO 905 Postage - TS	250.00	
CC 81	Stamps.com	PO 912 Postage - TS	250.00	
CC 82	Stamps.com	PO 952 Postage - TS	250.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 84	Stamps.com	PO 1027 Postage - TS	250.00	
CC 85	Stamps.com	PO 1026 Postage - TS	250.00	
CC 94	UPS	PO 843 Freight - TS	11.07	
CC 95	UPS	PO 848 Freight - TS	15.11	
CC 96	UPS	PO 904 Freight - TS	17.44	
CK 2210	Angeles Communications	Communications - VOIP	2,709.12	11,123.85
<b><u>TRAVEL</u></b>				
I 083	Goff, Sarah Louise	Travel - Business - Mileage Reimbursement - IT	117.60	117.60
<b><u>UTILITIES</u></b>				
I 067	City of Forks	Public Utilities - FO	105.82	
I 068	City of Port Angeles/Dump	PO 1028 Utilities - Recycling - Metal Recycling - FAC	10.00	
I 069	City of Port Angeles/Orcas Avenue	Public Utilities - PA	214.22	
I 070	City of Port Angeles/Peabody St.	Public Utilities - PA	4,409.91	
I 071	City of Sequim	Public Utilities - SQ	102.63	
I 072	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
I 073	Clallam County PUD	Public Utilities - CB	362.00	
I 074	Clallam County PUD	Public Utilities - FO	420.00	
I 075	Clallam County PUD	Public Utilities - SQ	641.00	
I 079	DM Disposal Company, Inc.	Public Utilities - SQ - PA	523.87	
I 142	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,902.38
<b><u>REPAIR AND MAINTENANCE</u></b>				
I 089	Hi-Tech Security, Inc.	PO 1085, 1086 Repair and Maintenance - PA and Annex Security Alarm Cell Communicators - FAC	533.12	
I 093	Innovative Interfaces	PO 1029 Repair and Maintenance - Technology - Polaris Annual Maintenance (12/1/21 - 11/30/22)	50,470.12	
I 099	Knight Fire Protection, Inc.	PO 1012, 1013 Repair and Maintenance - PA Annual Fire Extinguisher Servicing and Sprinkler Test - FAC	943.29	
I 100	Les Schwab Tires	PO 1039 Vehicle Maintenance - Seasonal Tire Change - Pacifica - FAC	91.10	
I 101	Les Schwab Tires	PO 1065, 1066 Vehicle Maintenance - Seasonal Tire Change - Westy, Nolsy White - FAC	182.20	
I 110	Olympia Sheet Metal Inc.	PO 1016 Repair and Maintenance - PA HVAC Maintenance - FAC	2,393.60	
I 115	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	346.59	
I 116	Peninsula Heat, Inc.	PO 1018 Repair and Maintenance - FO Heat Pump Preventive Maintenance - FAC	591.33	
I 121	Rainbow Sweepers, Inc.	PO 1047 Groundskeeping - PA Parking Lot Sweeping 11-07-21 - FAC	212.16	
I 128	Technology Unlimited	PO 1032 Technology Maintenance - Maintenance Renewal for ST Viewscan II - (Annual to 10-2022) - NOLS	816.00	
I 138	Viking Sew & Vac	PO 984 Repair and Maintenance - Vacuum Repair - FAC	28.29	
CC 1	8th Street Car Wash	PO 935 Vehicle Maintenance - Car Wash Westy - FAC	3.00	
CC 48	Jiffy Lube	PO 950 Vehicle Maintenance - Oil Change Westy - FAC	102.25	
CC 103	Wilder Toyota	PO 1070 Vehicle Maintenance - Pacifica Repair - Wiring Damage - FAC	439.81	57,152.86
<b><u>MISCELLANEOUS SERVICES</u></b>				
I 118	Port Angeles Chamber of Commerce	Annual Membership Dues 2022	207.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 24	Amazon.com	PO 1063 Memberships and Dues - Prime Membership - NOLS	129.47	
CC 47	Innovative Users Group	PO 1031 Memberships and Dues - Membership - NOLS	110.00	
CC 86	Sticker Giant	PO 1073 Printing and Binding - TOL Stickers - NOLS	169.37	
CC 87	Sticker Giant	PO 1074 Printing and Binding - FOL SRP Book Stickers (VFOL)	276.59	892.43
<b><u>OTHER IMPROVEMENTS</u></b>				
1094	Jerry's Small Engines	PO 1097 Other Capital Improvements - Undesignated Contingency - FO Hazard Tree Removal - FAC	2,170.00	2,170.00
<b><u>MACHINERY AND EQUIPMENT</u></b>				
CC 12	Amazon.com	PO 920 Machinery and Equipment - Laptop RAM - IT	241.50	
CC 13	Amazon.com	PO 919 Machinery and Equip. - Microfilm Printer PA - IT	1,630.80	
CC 15	Amazon.com	PO 919 Machinery and Equipment - Tray for Microfilm Printer PA - IT	418.88	
CC 16	Amazon.com	PO 959 Machinery and Equipment - Laptop RAM - IT	161.00	
CC 17	Amazon.com	PO 1002 Machinery and Equipment - RAM Upgrades for Staff Computers - IT	252.36	
CC 18	Amazon.com	PO 1005 Machinery and Equipment - RAM Upgrades for Staff Computers - IT	126.18	2,830.72
<b><u>SALES TAX</u></b>				
1078	Dept. of Revenue - Use/Sales Tax	October 2021 Sales & Use Tax - EFT 894	41.19	41.19
<b><u>FINES AND FEES, PATRON REFUNDS</u></b>				
CK 2209	NOLS Patron	Patron Refund	22.99	22.99
			<b>446,073.08</b>	<b>446,073.08</b>





## Voucher Approval for November 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 #1037 through #1145 are approved in the amount of \$446,073.08 this 27th day of January 2022.

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

No.	Claimant	Purpose	Amount
1037	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-21) - EFT 890	184,481.73
1038	ADP, LLC	Payroll Services - Payroll Processing - (PPE 09-30-2021) - (PPE 10-11 2021) NOLS	727.99
1039	Amazon.com	Collection Materials	883.34
1040	Amazon.com	Collection Materials	684.60
1041	Amazon.com	Collection Materials	275.09
1042	Amazon.com	Collection Materials	551.08
1043	AMS NET	PO 946 Technology Services - Cisco Umbrella Filter Renewal - IT	2,544.00
1044	Angeles Millwork & Lumber Company	PO 1069 Supplies and Maintenance - Roofing Screws - FAC	23.93
1045	Baker & Taylor Entertainment	Collection Materials	1,200.47
1046	Baker & Taylor Entertainment	Collection Materials	90.79
1047	Baker & Taylor Entertainment	Collection Materials	265.99
1048	Baker & Taylor Entertainment	Collection Materials	357.74
1049	Baker & Taylor Information	Collection Materials	3,742.90
1050	Baker & Taylor Information	Collection Materials	2,802.35
1051	Baker & Taylor Information	Collection Materials	4,018.19
1052	Baker & Taylor Information	Collection Materials	4,574.95
1053	Blackstone Audio, Inc.	Collection Materials	85.88
1054	Brainfuse, Inc.	Collection Materials - Online Tutoring Services (02-01/22 to 1/31/2023)	8,686.00
1055	NOLS Employee	HRA Reimbursement	1,750.00
1056	Brodart Company	Collection Materials	58.75
1057	CENGAGE Learning	Collection Materials	503.31
1058	CENGAGE Learning	Collection Materials	668.45
1059	CENGAGE Learning	Collection Materials	596.31
1060	Center Point Large Print	Collection Materials	230.70

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
1061	CenturyLink 300511187 FO	Communications - Voice - FO	87.09
1062	CenturyLink 300561130 CB	Communications - Voice - CB	79.47
1063	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.21
1064	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,407.36
1065	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	126.38
1066	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	264.10
1067	City of Forks	Public Utilities - FO	105.82
1068	City of Port Angeles/Dump	PO 1028 Utilities - Recycling - Metal Recycling - FAC	10.00
1069	City of Port Angeles/Orcas Avenue	Public Utilities - PA	214.22
1070	City of Port Angeles/Peabody St.	Public Utilities - PA	4,409.91
1071	City of Sequim	Public Utilities - SQ	102.63
1072	Clallam County Public Works Dept.	Public Utilities - CB	56.50
1073	Clallam County PUD	Public Utilities - CB	362.00
1074	Clallam County PUD	Public Utilities - FO	420.00
1075	Clallam County PUD	Public Utilities - SQ	641.00
1076	Commercial Filter Sales & Service	PO 1038 Maintenance Supplies - HVAC Filters - FAC	586.48
1077	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-21) - EFT 891	37,328.17
1078	Dept. of Revenue - Use/Sales Tax	October 2021 Sales & Use Tax - EFT 894	212.38
1079	DM Disposal Company, Inc.	Public Utilities - SQ - PA	523.87
1080	Ebsco Information Services	Collection Materials - Consumer Reports and Novelist (02/2022 to 01/2023)	11,633.00
1081	Film Ideas, Inc.	Collection Materials	279.70
1082	Findaway World, LLC	Collection Materials	391.61
1083	Goff, Sarah Louise	Travel - Business - Mileage Reimbursement - IT	117.60
1084	Haggard & Ganson LLP	PO 1050 Professional Services - Legal Services - NOLS	1,787.50
1085	Hartford Retirement Plan Solutions	MMDCP 11-2021 (PPE 10-31-21) - EFT 892	230.00
1086	Health Care Authority	HCA 11-2021 (PPE 10-31-21)	37,079.75
1087	HealthEquity	HSA ER Contributions - November 2021	520.82
1088	Hi-Tech Security, Inc.	PO 1015 Maintenance Supplies - CB Fire Alarm Batteries - FAC	206.72
1089	Hi-Tech Security, Inc.	PO 1085, 1086 Repair and Maintenance - PA and Annex Security Alarm Cell Communicators - FAC	533.12
1090	Ingram Library Services	Collection Materials	277.14
1091	Ingram Library Services	Collection Materials	300.07
1092	Ingram Library Services	Collection Materials	254.89
1093	Innovative Interfaces	PO 1029 Repair and Maintenance - Technology - Polaris Annual Maintenance (12/1/21 - 11/30/22)	50,470.12
1094	Jerry's Small Engines	PO 1097 Other Capital Improvements - Undesignated Contingency - FO Hazard Tree Removal - FAC	2,170.00
1095	NOLS Employee	HRA Reimbursement	1,750.00
1096	Juan de Fuca Foundation	C24 Programming - Dia de los Muertos - Ofrenda (VFOL)	400.00
1097	KCDA Purchasing Cooperative	PO 1036 Maintenance Supplies - Cleaning Supplies - FAC	962.24
1098	NOLS Employee	HRA Reimbursement	1,450.00



<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>I099</b>	<b>Knight Fire Protection, Inc.</b>	PO 1012, 1013 Repair and Maintenance - PA Annual Fire Extinguisher Servicing and Sprinkler Test - FAC	943.29
<b>I100</b>	<b>Les Schwab Tires</b>	PO 1039 Vehicle Maintenance - Seasonal Tire Change - Pacifica - FAC	91.10
<b>I101</b>	<b>Les Schwab Tires</b>	PO 1065, 1066 Vehicle Maintenance - Seasonal Tire Change - Westy, Nolsy White - FAC	182.20
<b>I102</b>	<b>NOLS Employee</b>	HRA Reimbursement	1,012.55
<b>I103</b>	<b>Midwest Tape</b>	Collection Materials	313.20
<b>I104</b>	<b>Midwest Tape</b>	Collection Materials	647.29
<b>I105</b>	<b>Midwest Tape</b>	Collection Materials	2,154.85
<b>I106</b>	<b>Morley, Anders</b>	C23 Programming - Meet the Author - Anders Morley (VFOL)	100.00
<b>I107</b>	<b>North Olympic Library System</b>	November 2021 Revolving Fund Reimbursement (* Detail Below)	4,160.87
<b>I108</b>	<b>OCLC, Inc.</b>	PO 1023 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05
<b>I109</b>	<b>Office of the Code Reviser</b>	Collection Materials	250.24
<b>I110</b>	<b>Olympia Sheet Metal Inc.</b>	PO 1017 Maint. Supplies - PA Heat Pump Sensor - FAC PO 1016 Repair and Maintenance - PA HVAC Maintenance - FAC	2,475.20
<b>I111</b>	<b>Olympic Laundry &amp; Dry Cleaners, Inc.</b>	PO 1067 Professional Services - Laundry - FAC	152.32
<b>I112</b>	<b>OverDrive, Inc.</b>	Collection Materials	570.65
<b>I113</b>	<b>OverDrive, Inc.</b>	Collection Materials	1,111.43
<b>I114</b>	<b>OverDrive, Inc.</b>	Collection Materials	568.50
<b>I115</b>	<b>Pacific Office Equipment, Inc.</b>	Copier Repair and Maintenance - All Branches PO 1025 Office Supplies - Toner - SQ	650.69
<b>I116</b>	<b>Peninsula Heat, Inc.</b>	PO 1018 Repair and Maintenance - FO Heat Pump Preventive Maintenance - FAC	591.33
<b>I117</b>	<b>Pluralsight</b>	PO 1030 Professional Services - Training - 5 License Training Platform - IT	3,149.77
<b>I118</b>	<b>Port Angeles Chamber of Commerce</b>	Annual Membership Dues 2022	207.00
<b>I119</b>	<b>ProQuest LLC</b>	Collection Materials - Heritage Quest and Ancestry Library - Annual to 01-2023	8,911.27
<b>I120</b>	<b>Quill Corporation</b>	PO 985 Office Supplies - Book Tape - SQ	70.44
<b>I121</b>	<b>Rainbow Sweepers, Inc.</b>	PO 1047 Groundskeeping - PA Parking Lot Sweeping 11-07-21 - FAC	212.16
<b>I122</b>	<b>NOLS Employee</b>	HRA Reimbursement	237.98
<b>I123</b>	<b>Rowman &amp; Littlefield Publishing Group</b>	Collection Materials	109.77
<b>I124</b>	<b>NOLS Employee</b>	HRA Reimbursement	1,064.45
<b>I125</b>	<b>NOLS Employee</b>	HRA Reimbursement	960.00
<b>I126</b>	<b>NOLS Employee</b>	HRA Reimbursement	256.96
<b>I127</b>	<b>Summit Law Group</b>	PO 1007 Professional Fees - Legal Services - ADM	3,752.00

No.	Claimant	Purpose	Amount
		PO 1032 Technology Maintenance	
		- Maintenance Renewal for ST Viewscan II	
1128	Technology Unlimited	- Annual to 10-2022 - NOLS	816.00
1129	NOLS Employee	HRA Reimbursement	225.16
		PO 1014 Maintenance Supplies	
1130	The Home Depot Pro	- Cleaning Supplies - Floor Finish - FAC	173.64
1131	The Home Depot Pro	PO 1037 Maintenance Supplies - Cleaning Supplies - FAC	782.98
1132	The Leader	Collection Materials - 1 year Subscription Renewal	66.00
		PO 1019 Maintenance Supplies	
1133	True Value	- Cleaning Supplies - Soap - FAC	9.52
1134	Unique Management Services, Inc.	Professional Services - Debt Collection	170.10
1135	United Way of Clallam County	United Way Donations (PPE 10-31-21)	85.00
1136	US Bank	Credit Card Services - October 2021 (* Detail Below)	13,866.31
1137	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.38
1138	Viking Sew & Vac	PO 984 Repair and Maintenance - Vacuum Repair - FAC	28.29
1139	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
1140	WCIF	Vision/Life/EAP Premiums 11-2021 (PPE 10-31-21)	1,272.70
1141	WDH - Wave Business	Communication - Internet - IT	3,783.12
1142	West Waste & Recycling	Public Utilities - FO - CB	56.43
1143	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-21) - December Coverage	5,524.20
1144	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2021 (PPE 10-31-21)	2,023.65
1145	WT COX	Collection Materials	809.63
			<b>446,073.08</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #1107**

2209	NOLS Patron	Patron Refund	22.99
2210	Angeles Communications	Communications - VOIP	2,709.12
2211	NOLS Employee	Payroll - Replacement of Rejected Direct Deposit	1,428.76
			<b>4,160.87</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1136**

1	8th Street Car Wash	PO 935 Vehicle Maintenance - Car Wash Westy - FAC	3.00
		PO 1078 Technology Services	
2	Adobe Creative Cloud	- Creative Cloud Subscription - IT	391.55
3	Amazon.com	PO 972 Technology Supplies - Imaging Drum for CB - IT	220.04
		PO 998 Technology Supplies	
4	Amazon.com	- Battery Charger, Batteries, USB Drives - IT	256.10
5	Amazon.com	PO 1060 Program Supplies - Teen Lit Bag Supplies (VFOL)	9.88
6	Amazon.com	PO 1061 Program Supplies - Teen Lit Bag Supplies (VFOL)	22.06
7	Amazon.com	PO 943 Program Supplies - Intentional Aging (VFOL)	106.12
8	Amazon.com	PO 930 Program Supplies - Intentional Aging (VFOL)	277.20

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>9</b>	<b>Amazon.com</b>	PO 1024 Program Supplies - Creativity Winter Recipe Book Supplies (VFOL)	15.12
<b>10</b>	<b>Amazon.com</b>	PO 1024 Program Supplies - Creativity Winter Recipe Book Supplies (VFOL)	20.40
<b>11</b>	<b>Amazon.com</b>	PO 921 Technology Supplies - Alcohol Wipes - IT	35.85
<b>12</b>	<b>Amazon.com</b>	PO 920 Machinery and Equipment - Laptop RAM - IT	241.50
<b>13</b>	<b>Amazon.com</b>	PO 919 Machinery and Equip. - Microfilm Printer PA - IT	1,630.80
<b>14</b>	<b>Amazon.com</b>	PO 921 Small Tools - Disposable Earplugs - IT	41.29
<b>15</b>	<b>Amazon.com</b>	PO 919 Machinery and Equipment - Tray for Microfilm Printer PA - IT	418.88
<b>16</b>	<b>Amazon.com</b>	PO 959 Machinery and Equipment - Laptop RAM - IT	161.00
<b>17</b>	<b>Amazon.com</b>	PO 1002 Machinery and Equipment - RAM Upgrades for Staff Computers - IT	252.36
<b>18</b>	<b>Amazon.com</b>	PO 1005 Machinery and Equipment - RAM Upgrades for Staff Computers - IT	126.18
<b>19</b>	<b>Amazon.com</b>	PO 929 Program Supplies - Take and Make Rocket Supplies (VFOL)	29.20
<b>20</b>	<b>Amazon.com</b>	PO 929 Program Supplies - Take and Make Rocket Supplies (VFOL)	121.94
<b>21</b>	<b>Amazon.com</b>	PO 936 Maintenance Supplies - Masks - FAC	28.26
<b>22</b>	<b>Amazon.com</b>	PO 933 Toner & Ink - PA	436.92
<b>23</b>	<b>Amazon.com</b>	PO 1021 Maintenance Supplies - Drinking Fountain Filters - FAC	125.22
<b>24</b>	<b>Amazon.com</b>	PO 1063 Memberships and Dues - Prime Membership - NOLS	129.47
<b>25</b>	<b>Amazon.com</b>	PO 1004 Program Supplies - Take & Make - Gratitude Wreath (VFOL)	230.38
<b>26</b>	<b>Arco</b>	PO 967 Business Fuel - Nolsy White - NOLS	43.63
<b>27</b>	<b>Arco</b>	PO 1001 Business Fuel - Nolsy White - NOLS	45.72
<b>28</b>	<b>Circle K</b>	PO 1064 Business Fuel - Transit Van - FAC	51.96
<b>29</b>	<b>Circle K</b>	PO 1009 Business Fuel - Nolsy White - NOLS	44.69
<b>30</b>	<b>Cleverbridge.net</b>	PO 1081 Technology Services - Asset Tracking Software Subscription - IT	1,652.79
<b>31</b>	<b>Costco</b>	PO 1082 Program Supplies - Winter Take and Make Supplies (VFOL)	57.97
<b>32</b>	<b>DialMyCalls.com</b>	PO 1099 Technology Services - Staff Emergency Contact System - NOLS	19.99
<b>33</b>	<b>Digmypics</b>	PO 981 Technology Services - Photo Scanning Services - NOLS	83.00
<b>34</b>	<b>Digmypics</b>	PO 981 Technology Services - Photo Scanning Services - NOLS	67.17
<b>35</b>	<b>E-Fax</b>	PO 1052 Technology Services - Online Fax Service - ADM	29.99
<b>36</b>	<b>Evergreen 76</b>	PO 1040 Business Fuel - Pacifica - NOLS	38.87
<b>37</b>	<b>Exxon Mobil</b>	PO 945 Business Fuel - Westy - NOLS	26.03
<b>38</b>	<b>Facebook</b>	PO 1075 Professional Services - Sponsored Ads - NOLS	32.56

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
39	Forks Outfitters	PO 1088 Program Supplies - Candy for Outreach (FO Donations)	8.98
40	Hartnagel Building Supply	PO 917 Maintenance Supplies - PA Bike Shelter - FAC	100.84
41	Hartnagel Building Supply	PO 917 Maintenance Supplies - PA Bike Shelter - FAC	(67.23)
42	High Mowing Organic Seeds	PO 980 Program Supplies - Library Garden Take and Make Supplies (VFOL)	98.78
43	Home Depot	PO 983 Maintenance Supplies - PA Bike Shelter - FAC	454.57
44	Home Depot	PO 1035 Maintenance Supplies - Drill Bits, Batteries - FAC	19.06
45	Home Depot	PO 1022 Maintenance Supplies - Bike Shelter PA - FAC	90.91
46	Home Depot	PO 1022 Maintenance Supplies - Bike Shelter PA - FAC	173.30
47	Innovative Users Group	PO 1031 Memberships and Dues - Membership - NOLS	110.00
48	Jiffy Lube	PO 950 Vehicle Maintenance - Oil Change Westy - FAC	102.25
49	JoAnn Fabrics	PO 1090 Programming Supplies - Creativity Winter Recipe Book Supplies (VFOL)	(14.11)
50	JoAnn Fabrics	PO 1024 Program Supplies - Creativity Winter Supplies (VFOL)	172.58
51	KCDA Purchasing Cooperative	PO 999 Office Supplies - Paper - PA	108.30
52	KCDA Purchasing Cooperative	PO 1000 Office Supplies - Tape - PA	14.56
53	KCDA Purchasing Cooperative	PO 1000 Office Supplies - Paper - PA	43.57
54	Lower Elwha Food & Fuel	PO 918 Business Fuel - Chevy Van - FAC	50.00
55	Lower Elwha Food & Fuel	PO 1003 Business Fuel - Westy - NOLS	25.61
56	Lower Elwha Food & Fuel	PO 939 Business Fuel - Nolsy White - NOLS	49.36
57	Lower Elwha Food & Fuel	PO 940 Business Fuel - Westy - NOLS	33.60
58	Lower Elwha Food & Fuel	PO 990 Business Fuel - Westy - NOLS	30.83
59	Lower Elwha Food & Fuel	PO 1011 Business Fuel - Nolsy White - NOLS	46.39
60	Michael's Store	PO 996 Program Supplies - Dia de los Muertos Display (VFOL)	5.42
61	Michael's Store	PO 1076 Program Supplies - Take and Make Garland Supplies (VFOL)	113.02
62	Microsoft Office	PO 1083 Technology Services - Microsoft Cloud Services - IT	839.58
63	Microsoft Office	PO 1084 Technology Services - Microsoft Business Voice - IT	123.48
64	Namify	PO 1051 Office Supplies - Nametags - NOLS	66.30
65	Namify	PO 1051 Office Supplies - Nametags - NOLS	(66.30)
66	Office Depot	PO 986 Office Supplies - Paper - SQ	89.27
67	PA Chevron	PO 1006 Business Fuel - Chevy Van - FAC	92.76
68	PayFlow Pro	Gateway Service Fee - NOLS	59.95
69	Port Book and News	PO 944 Program Supplies - Indigenous Peoples Day (VFOL)	40.00
70	Quill Corporation	PO 937 Office Supplies - Book Cleaning Supplies - FO	16.05
71	Quill Corporation	PO 937 Office Supplies - Clock - FO	22.77
72	Quill Corporation	PO 938 Office Supplies - Clock - FO	22.77
73	Radio Shack	PO 987 Office Supplies - Audio Jack - SQ	16.31
74	Saars Grocery	PO 993 Office Supplies - Water for Disc Repair - TS	12.93

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
75	Safeway	PO 913 Training Supplies - All Staff Training Day - NOLS	28.34
76	Safeway	PO 1010 Program Supplies - Dia de los Muertos (VFOL)	15.99
77	Shell	PO 968 Business Fuel - Westy - NOLS	30.06
78	Shell	PO 1033 Business Fuel - Westy - NOLS	26.76
79	Shell	PO 1034 Business Fuel - Westy - NOLS	25.00
80	Stamps.com	PO 905 Postage - TS	250.00
81	Stamps.com	PO 912 Postage - TS	250.00
82	Stamps.com	PO 952 Postage - TS	250.00
83	Stamps.com	PO 1008 Technology Services - Monthly Service Charge - TS	19.57
84	Stamps.com	PO 1027 Postage - TS	250.00
85	Stamps.com	PO 1026 Postage - TS	250.00
86	Sticker Giant	PO 1073 Printing and Binding - TOL Stickers - NOLS	169.37
87	Sticker Giant	PO 1074 Printing and Binding - FOL SRP Book Stickers (VFOL)	276.59
88	Survey Monkey	PO 1101 Technology Services - Annual Subscription - ADM	416.64
89	Uline	PO 988 Office Supplies - Tape Dispenser Blades - SQ	24.15
90	UpdraftPlus	PO 949 Technology Services - Cloud Backup Subscription - IT	42.00
91	UpdraftPlus	PO 948 Technology Services - Cloud Backup Storage - IT	70.00
92	UpdraftPlus	PO 1079 Technology Services - Backup Subscription - IT	(42.00)
93	UpdraftPlus	PO 1080 Technology Services - Backup Subscription - IT	(70.00)
94	UPS	PO 843 Freight - TS	11.07
95	UPS	PO 848 Freight - TS	15.11
96	UPS	PO 904 Freight - TS	17.44
97	Walmart	PO 1062 Program Supplies - Teen Lit Bag Supplies (VFOL)	19.88
98	Walmart	PO 928 Program Supplies - Take and Make Rocket Supplies (VFOL)	51.69
99	Walmart	PO 997 Program Supplies - Dia de los Muertos Display (VFOL)	1.06
100	Walmart	PO 1041 Program Supplies - Take and Make Rockets (VFOL)	36.77
101	Walmart	PO 1077 Program Supplies - Take and Make Garland Supplies (VFOL)	6.40
102	Webstaurant Store	PO 953 Program Supplies - Creativity Winter Recipe Book Supplies (VFOL)	217.16
103	Wilder Toyota	PO 1070 Vehicle Maintenance - Pacifica Repair - Wiring Damage - FAC	439.81
104	Zoom	PO 1100 Technology Services - Monthly Subscription 1 - NOLS	16.30
105	Zoom	PO 1100 Technology Services - Monthly Subscription 2 - NOLS	16.30
106	Zoom	PO 1100 Technology Services - Monthly Subscription 3 - NOLS	16.30

No.	Claimant	Purpose	Amount
107	Zoom	PO 1100 Technology Services - Monthly Subscription 4 - NOLS	16.30
108	Zoom	PO 1109 Technology Services - Monthly Subscription - NOLS	16.30
109	Zoom	PO 1108 Technology Services - Monthly Subscription - NOLS	54.40
			<b>13,866.31</b>

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

EFT 890	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 10-31-21)	184,481.73
EFT 891	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 10-31-21)	37,328.17
EFT 892	Hartford Retirement Plan Solutions	MMDCP (PPE 10-31-21)	230.00
			<b>222,039.90</b>

## VOUCHERS BY CATEGORY FOR DECEMBER 2021

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
I 146	NOLS Employee	HRA Reimbursement	643.12	
I 147	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-21) - EFT 896	183,193.58	
I 154	NOLS Employee	HRA Reimbursement	354.08	
I 184	DeFrancisco, John L.	Cell Phone Reimbursement - July-Dec 2021 - ADM	120.00	
I 185	NOLS Employee	HRA Reimbursement	189.09	
I 186	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-21) - EFT 897	38,047.36	
I 189	NOLS Employee	HRA Reimbursement	911.97	
I 190	NOLS Employee	HRA Reimbursement	597.55	
I 191	NOLS Employee	HRA Reimbursement	119.58	
I 192	NOLS Employee	HRA Reimbursement	956.97	
I 196	NOLS Employee	HRA Reimbursement	529.46	
I 197	Felton, Jina	Cell Phone Reimbursement - July-Dec 2021 - PA	120.00	
I 201	Gale, Troi	Cell Phone Reimbursement - Jan-Dec 2021 - FO	240.00	
I 202	NOLS Employee	HRA Reimbursement	1,750.00	
I 203	Glaude, Noah	Cell Phone Reimbursement - Jul-Dec 2021 - ADM	120.00	
I 204	NOLS Employee	HRA Reimbursement	397.79	
I 206	Hartford Retirement Plan Solutions	MMDCP 12-2021 (PPE 11-30-21) - EFT 898	230.00	
I 207	Health Care Authority	HCA 12-2021 (PPE 11-30-21)	37,846.84	
I 208	HealthEquity	HSA ER Contributions - December 2021	520.97	
I 209	NOLS Employee	HRA Reimbursement	270.00	
I 210	NOLS Employee	HRA Reimbursement	475.08	
I 214	NOLS Employee	HRA Reimbursement	396.63	
I 216	NOLS Employee	HRA Reimbursement	286.06	
I 217	McNeil, Shannon	Cell Phone Reimbursement - Sept-Dec 2021 - IT	40.00	
I 221	NOLS Employee	HRA Reimbursement	1,750.00	
I 225	NOLS Employee	HRA Reimbursement	1,600.00	
I 229	NOLS Employee	HRA Reimbursement	472.62	
I 230	Phillips, Brian	Cell Phone Reimbursement - Jul-Dec 2021 - FAC	120.00	
I 235	Rajala, Shaina E	Cell Phone Reimbursement - July-Dec 2021 - ADM	120.00	
I 239	NOLS Employee	HRA Reimbursement	829.57	
I 240	Shield, Erin	Cell Phone Reimbursement - Jul-Dec 2021 - TS	120.00	
I 242	Sly, Emily	Cell Phone Reimbursement - Jul-Dec 2021 - SQ	120.00	
I 243	NOLS Employee	HRA Reimbursement	1,750.00	
I 245	NOLS Employee	HRA Reimbursement	1,750.00	
I 249	NOLS Employee	HRA Reimbursement	94.58	
I 250	Teufert, Steve	Cell Phone Reimbursement - June-Dec 2021 - FAC	60.00	
I 254	NOLS Employee	HRA Reimbursement	31.91	
I 256	United Way of Clallam County	United Way Donations (PPE 11-30-21)	85.00	
I 261	WCIF	Vision/Life/EAP Premiums 12-2021 (PPE 11-30-21)	1,294.22	
I 264	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-21) - January Coverage	5,816.24	
I 265	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2021 (PPE 11-30-21)	2,018.73	286,389.00

Category	Claimant	Purpose	Amount	Subtotal
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
I 153	Angeles Millwork & Lumber Company	PO 1155 Maintenance Supplies - Tape and Fasteners - FAC	26.38	
I 163	Bill's Plumbing	PO 4 Maintenance Supplies - Mechanical Supplies - FAC	16.30	
I 230	Phillips, Brian	PO 1163 Maintenance Supplies - CB Key Copies - FAC	12.24	
I 231	Quill Corporation	PO 1072 Ink & Toner - Xerox Printer and Dell Printers - ADM	683.75	
I 232	Quill Corporation	PO 1158 Office Supplies - Coffee (Coffee Fund) - ADM	91.98	
I 248	Swains General Store, Inc.	PO 1172 Maintenance Supplies - Cleaning Supplies - FAC	33.38	
I 252	True Value	PO 1110 Mechanical Supplies - Wiper Fluid - FAC	4.11	
I 253	True Value	PO 1127 Maint. Supplies - First Aid Kit Supplies - FAC	4.32	
CC 1	Amazon.com	PO 1087 Toner & Ink - Xerox Printer - ADM	249.15	
CC 2	Amazon.com	PO 1059 Office Supplies - Ergo Foot Rest - FO	39.03	
CC 8	Amazon.com	PO 1132 Office Supplies - Tax Forms - ADM	26.65	
CC 9	Amazon.com	PO 1111 Processing Supplies - Archive Supplies - TS	41.09	
CC 14	Amazon.com	PO 1071 Technology Supplies - Rechargeable Batteries - IT	187.02	
CC 15	Amazon.com	PO 1091 Technology Supplies - Electrical Tape - IT	52.04	
CC 18	CCI Solutions	PO 1103 Processing Supplies - Media Cases - TS	192.31	
CC 23	Dell Marketing	PO 1159 Technology Supplies - Keyboards - IT	179.49	
CC 24	Demco, Inc.	PO 1105 Processing Supplies - TS	151.49	
CC 29	Findaway World, LLC	PO 1106 Processing Supplies - Media Cases - TS	17.31	
CC 30	Grainger	PO 1095 Maintenance Supplies - Beam Clamps - FAC	40.65	
CC 32	Home Depot	PO 1146 Maintenance Supplies - Snow Guards PA - FAC	278.72	
CC 33	Home Depot	PO 1147 Maintenance Supplies - Snow Guards PA - FAC	278.72	
CC 34	KCDA Purchasing Cooperative	PO 1057 Paper Supplies - FO	462.39	
CC 35	KCDA Purchasing Cooperative	PO 1102 Processing Supplies - TS	226.76	
CC 36	Labels Direct, Inc.	PO 1104 Processing Supplies - Labels - TS	138.00	
CC 46	NewEgg.com	PO 1092 Technology Supplies - PC Power Supplies - IT	198.54	
CC 47	Office Depot	PO 1153 Paper Supplies - SQ	82.45	
CC 48	Office Depot	PO 1166 Office Supplies - Calendars - SQ	70.35	
CC 52	Quill Corporation	PO 1056 Office Supplies - Calendars - FO	106.56	
CC 53	Quill Corporation	PO 1056 Office Supplies - Waste Toner Box - FO	29.66	
CC 54	Quill Corporation	PO 1056 Office Supplies - Notebooks - FO	31.64	
CC 55	Quill Corporation	PO 1058 Toner & Ink - FO	297.27	
CC 56	Quill Corporation	PO 1107 Processing Supplies - TS	83.20	
CC 57	Quill Corporation	PO 1107 Processing Supplies - TS	16.96	
CC 69	StringKing	PO 1119 Maintenance Supplies - Masks - FAC	219.56	4,569.47
<b><u>PROGRAM SUPPLIES</u></b>				
I 160	Baker & Taylor Information	PO 1141 Program Supplies - Books for BOB (VFOL)	3,731.73	
I 236	Scholastic Library Publishing	PO 1142 Program Supplies - Books for BOB (VFOL)	1,168.09	
CC 3	Amazon.com	PO 1138 Program Supplies - PAHS Book Club (PAFOL)	122.10	
CC 4	Amazon.com	PO 1137 Program Supplies - Teen Lit Bags (VFOL)	109.30	
CC 5	Amazon.com	PO 1024 Program Supplies - Creativitea Winter (VFOL)	46.58	
CC 6	Amazon.com	PO 1135 Program Supplies - Creativitea Winter (VFOL)	15.22	
CC 7	Amazon.com	PO 1122 Program Supplies - Take & Make Winter (VFOL)	18.74	
CC 10	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	6.52	
CC 11	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	34.81	
CC 12	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	129.84	



Category	Claimant	Purpose	Amount	Subtotal
CC 13	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	153.33	
CC 43	Michael's Store	PO 1151 Program Supplies - Winter Take & Make (VFOL)	8.69	
CC 58	Safeway	PO 1149 Program Supplies - Teen Lit Bags (VFOL)	2.00	
CC 59	Safeway	PO 1150 Program Supplies - Winter Take & Make (VFOL)	14.28	
CC 70	Walmart	PO 1139 Program Supplies - Teen Lit Bags (VFOL)	30.82	
CC 71	Walmart	PO 1136 Program Supplies - Creativitea Winter (VFOL)	13.28	5,605.33
<b><u>FUEL</u></b>				
CC 17	Arco	PO 1089 Business Fuel - Pacifica - NOLS	47.47	
CC 19	Chevron	PO 1125 Business Fuel - Pacifica - NOLS	49.71	
CC 20	Circle K	PO 1133 Business Fuel - Transit Van - FAC	40.19	
CC 21	Circle K	PO 1134 Business Fuel - Transit Van - FAC	44.16	
CC 22	Circle K	PO 1115 Business Fuel - Westy - NOLS	28.89	
CC 27	Evergreen 76	PO 1123 Business Fuel - Westy - NOLS	33.01	
CC 37	Lower Elwha Food & Fuel	PO 1049 Business Fuel - Westy - NOLS	29.34	
CC 38	Lower Elwha Food & Fuel	PO 1098 Business Fuel - Westy - NOLS	24.71	
CC 39	Lower Elwha Food & Fuel	PO 1148 Business Fuel - Nolsy White - FAC	43.82	
CC 40	Lower Elwha Food & Fuel	PO 1160 Business Fuel - Nolsy White - FAC	50.00	
CC 41	Lower Elwha Food & Fuel	PO 1116 Business Fuel - Westy - NOLS	21.85	
CC 62	Shell	PO 1094 Business Fuel - Chevy Van - FAC	52.89	
CC 63	Shell	PO 1145 Business Fuel - Chevy Van - FAC	67.69	
CC 64	Shell	PO 1117 Business Fuel - Pacifica - NOLS	49.10	582.83
<b><u>COLLECTION MATERIALS</u></b>				
I 149	Amazon.com	Collection Materials	602.83	
I 150	Amazon.com	Collection Materials	119.32	
I 151	Amazon.com	Collection Materials	67.40	
I 155	Baker & Taylor Entertainment	Collection Materials	496.65	
I 156	Baker & Taylor Entertainment	Collection Materials	998.73	
I 157	Baker & Taylor Entertainment	Collection Materials	75.49	
I 158	Baker & Taylor Entertainment	Collection Materials	30.82	
I 159	Baker & Taylor Information	Collection Materials	9,949.20	
I 160	Baker & Taylor Information	Collection Materials	6,051.85	
I 161	Baker & Taylor Information	Collection Materials	2,695.28	
I 162	Baker & Taylor Information	Collection Materials	852.06	
I 164	Brodart Company	Collection Materials	90.04	
I 166	CENGAGE Learning	Collection Materials	731.75	
I 167	CENGAGE Learning	Collection Materials	4,475.62	
I 168	Center Point Large Print	Collection Materials	230.70	
I 187	Dept. of Revenue - Use/Sales Tax	November 2021 Sales & Use Tax - EFT 900	53.67	
I 198	Findaway World, LLC	Collection Materials	391.61	
I 200	Forks Forum	Collection Materials	170.00	
I 211	Ingram Library Services	Collection Materials	924.92	
I 212	Ingram Library Services	Collection Materials	505.66	
I 218	Midwest Tape	Collection Materials	838.24	
I 219	Midwest Tape	Collection Materials	272.43	
I 220	Midwest Tape	Collection Materials	50,240.63	
I 226	OverDrive, Inc.	Collection Materials	87.50	
I 227	OverDrive, Inc.	Collection Materials	1,622.72	

Category	Claimant	Purpose	Amount	Subtotal
I 238	Secretary of State	Collection Materials - WDLC Jan-Dec 2022	46,642.41	
I 251	The Leader	Collection Materials	66.00	
I 266	WT COX	Collection Materials - Magazine Subscriptions	12,682.76	
CC 16	Annie's Publishing	PO 1046 Collection Materials - NOLS	19.58	
CC 42	Magnolia Journal	PO 1045 Collection Materials - NOLS	21.72	
CC 49	Outside Yoga	PO 1043 Collection Materials - NOLS	24.00	
CC 72	Writer's Digest	PO 1044 Collection Materials - NOLS	43.43	
CC 73	WSU Extension	PO 1042 Collection Materials - NOLS	32.98	142,108.00
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
CC 31	Home Depot	PO 1093 Small Tools - Cordless Drills - FAC	215.42	215.42
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
I 148	ADP, LLC	Payroll Services - Payroll Processing - (PPE 10-31-2021) - (PPE 11-30 2021) NOLS	1,472.25	
I 187	Dept. of Revenue - Use/Sales Tax	November 2021 Sales & Use Tax - EFT 900	14.97	
I 193	E-Rate Expertise	PO 1121 Professional Services - E-rate Consulting 11-2021 - NOLS	375.00	
I 194	E-Rate Expertise	PO 1177 Professional Services - E-rate Consulting 12-2021 - NOLS	375.00	
I 205	Haggard & Ganson LLP	PO 1140 Professional Services - Legal Services - NOLS	55.00	
I 223	OCLC, Inc.	PO 1124 Technology Services - Bibliographic Subscription - TS	2,521.05	
I 224	Olympic Laundry & Dry Cleaners, Inc.	PO 1144 Professional Services - Laundry - FAC	79.82	
I 244	Sound Publishing Inc	PO 1176 Professional Services - Recruitment Advertising - NOLS	23.50	
I 247	Summit Law Group	PO 1120 Professional Fees - Legal Services - ADM	3,082.00	
I 255	Unique Management Services, Inc.	Professional Services - Debt Collection	189.00	
CC 25	DialMyCalls.com	PO 1164 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 26	E-Fax	PO 1128 Technology Services - Fax Service - ADM	29.99	
CC 28	Facebook	PO 1161 Advertising - Sponsored Ads - NOLS	162.34	
CC 44	Microsoft Office	PO 1169 Technology Services - Microsoft Cloud Services - IT	839.58	
CC 45	Microsoft Office	PO 1170 Technology Services - Business Voice Licenses - IT	123.48	
CC 50	PayFlow Pro	Gateway Service Fee - NOLS	59.95	
CC 61	SentryLink LLC	PO 1129 Professional Services - Background Check - NOLS	19.95	
CC 68	Stamps.com	PO 1118 Technology Services - Monthly Service Charge - TS	19.57	
CC 74	Zoom	PO 1156 Technology Services - Monthly Subscription - NOLS	16.30	
CC 75	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30	
CC 76	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30	
CC 77	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30	
CC 78	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30	9,543.94

Category	Claimant	Purpose	Amount	Subtotal
<b><u>COMMUNICATIONS</u></b>				
I 152	Angeles Communications	Communications - VOIP	903.04	
I 169	CenturyLink 300511187 FO	Communications - Voice - FO	87.09	
I 170	CenturyLink 300561130 CB	Communications - Voice - CB	79.47	
I 171	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	126.38	
I 172	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.15	
I 173	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,407.36	
I 174	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	264.10	
I 237	Secretary of State	Communications - Internet - K20 Bandwidth - July 2021-June 2022 - NOLS	8,950.00	
I 258	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	240.06	
I 259	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
I 260	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.38	
I 262	WDH - Wave Business	Communication - Internet - IT	3,783.12	
CC 65	Stamps.com	PO 1096 Postage - TS	250.00	
CC 66	Stamps.com	PO 1112 Postage - TS	250.00	
CC 67	Stamps.com	PO 1113 Postage - TS	250.00	18,082.18
<b><u>TRAVEL</u></b>				
I 203	Glaude, Noah	Travel Reimbursement - Business Travel - ADM	123.20	
I 215	Martin, Cheryl	Travel - Business - Mileage Reimbursement - PA	6.72	
I 242	Sly, Emily	Travel Reimbursement - Business Travel - SQ	10.08	
CK 2212	Kristine Techavanich	Travel - Business - West End YS Librarian Interview - NOLS	849.73	989.73
<b><u>UTILITIES</u></b>				
I 175	City of Forks	Public Utilities - FO	105.82	
I 176	City of Port Angeles/Orcas Avenue	Public Utilities - PA	206.99	
I 177	City of Port Angeles/Orcas Avenue	Public Utilities - PA	226.82	
I 178	City of Port Angeles/Peabody St.	Public Utilities - PA	4,190.52	
I 179	City of Sequim	Public Utilities - SQ	93.93	
I 180	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
I 181	Clallam County PUD	Public Utilities - CB	362.00	
I 182	Clallam County PUD	Public Utilities - FO	420.00	
I 183	Clallam County PUD	Public Utilities - SQ	641.00	
I 188	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
I 263	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,883.88
<b><u>REPAIR AND MAINTENANCE</u></b>				
I 213	Les Schwab Tires	PO 1157 Vehicle Maintenance - Winter Tire Install - Transit Van - FAC	108.46	
I 228	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	488.92	
I 233	Rainbow Sweepers, Inc.	PO 1154 Groundskeeping - PA Parking Lot Sweeping 12-05-21 - FAC	212.16	809.54
<b><u>MISCELLANEOUS SERVICES</u></b>				
I 199	Forks Chamber of Commerce, Inc.	PO 1179 Membership Dues 2022 - FO	100.00	100.00
<b><u>INTERGOVERNMENTAL SERVICES</u></b>				
I 246	State Auditor's Office	PO 1168 Professional Services - State Examiner's Fee - ADM	1,357.20	1,357.20

Category	Claimant	Purpose	Amount	Subtotal
<b><u>BUILDINGS AND STRUCTURES</u></b>				
I 241	Simpson Electric LLC	PO 1183 Buildings and Structures - FO Emergency Lights - FAC	3,650.01	3,650.01
<b><u>OTHER IMPROVEMENTS</u></b>				
I 234	Rainbow Sweepers, Inc.	PO 1174 Capital Improvements - Fence PA - FAC	22,543.09	22,543.09
<b><u>MACHINERY AND EQUIPMENT</u></b>				
I 165	ByWater Solutions LLC	PO 1171 Machinery and Equipment - Discovery Layer Implementation - NOLS	20,100.00	
I 195	Faronics Technologies USA	PO 1114 Machinery and Equipment - Deep Freeze Licenses - 100 ea. - IT	5,026.56	
CC 51	Platt Electrical	PO 1068 Machinery and Equipment - Materials for Patron Counter Installation - IT	415.37	
CC 60	SenSource Inc	PO 1048 Machinery and Equipment - Patron Counter - NOLS	4,693.16	30,235.09
<b><u>SALES TAX</u></b>				
I 187	Dept. of Revenue - Use/Sales Tax	November 2021 Sales & Use Tax - EFT 900	32.47	32.47
			<b>533,697.18</b>	<b>533,697.18</b>



## Voucher Approval for December 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 #1146 through #1266 are approved in the amount of \$533,697.18 this 27th day of January 2022.

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

No.	Claimant	Purpose	Amount
1146	NOLS Employee	HRA Reimbursement	643.12
1147	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-21) - EFT 896	183,193.58
1148	ADP, LLC	Payroll Services - Payroll Processing - (PPE 10-31-2021) - (PPE 11-30 2021) NOLS	1,472.25
1149	Amazon.com	Collection Materials	602.83
1150	Amazon.com	Collection Materials	119.32
1151	Amazon.com	Collection Materials	67.40
1152	Angeles Communications	Communications - VOIP	903.04
1153	Angeles Millwork & Lumber Company	PO 1155 Maintenance Supplies - Tape and Fasteners - FAC	26.38
1154	NOLS Employee	HRA Reimbursement	354.08
1155	Baker & Taylor Entertainment	Collection Materials	496.65
1156	Baker & Taylor Entertainment	Collection Materials	998.73
1157	Baker & Taylor Entertainment	Collection Materials	75.49
1158	Baker & Taylor Entertainment	Collection Materials	30.82
1159	Baker & Taylor Information	Collection Materials	9,949.20
1160	Baker & Taylor Information	Collection Materials and PO 1141 Program Supplies - Books for BOB (VFOL)	9,783.58
1161	Baker & Taylor Information	Collection Materials	2,695.28
1162	Baker & Taylor Information	Collection Materials	852.06
1163	Bill's Plumbing	PO 4 Maintenance Supplies - Mechanical Supplies - FAC	16.30
1164	Brodart Company	Collection Materials	90.04
1165	ByWater Solutions LLC	PO 1171 Machinery and Equipment - Discovery Layer Implementation - NOLS	20,100.00
1166	CENGAGE Learning	Collection Materials	731.75
1167	CENGAGE Learning	Collection Materials	4,475.62
1168	Center Point Large Print	Collection Materials	230.70
1169	CenturyLink 300511187 FO	Communications - Voice - FO	87.09

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
1170	CenturyLink 300561130 CB	Communications - Voice - CB	79.47
1171	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	126.38
1172	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.15
1173	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,407.36
1174	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	264.10
1175	City of Forks	Public Utilities - FO	105.82
1176	City of Port Angeles/Orcas Avenue	Public Utilities - PA	206.99
1177	City of Port Angeles/Orcas Avenue	Public Utilities - PA	226.82
1178	City of Port Angeles/Peabody St.	Public Utilities - PA	4,190.52
1179	City of Sequim	Public Utilities - SQ	93.93
1180	Clallam County Public Works Dept.	Public Utilities - CB	56.50
1181	Clallam County PUD	Public Utilities - CB	362.00
1182	Clallam County PUD	Public Utilities - FO	420.00
1183	Clallam County PUD	Public Utilities - SQ	641.00
1184	DeFrancisco, John L.	Cell Phone Reimbursement - July-Dec 2021 - ADM	120.00
1185	NOLS Employee	HRA Reimbursement	189.09
1186	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-21) - EFT 897	38,047.36
1187	Dept. of Revenue - Use/Sales Tax	November 2021 Sales & Use Tax - EFT 900	101.11
1188	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
1189	NOLS Employee	HRA Reimbursement	911.97
1190	NOLS Employee	HRA Reimbursement	597.55
1191	NOLS Employee	HRA Reimbursement	119.58
1192	NOLS Employee	HRA Reimbursement	956.97
1193	E-Rate Expertise	PO 1121 Professional Services - E-rate Consulting 11-2021 - NOLS	375.00
1194	E-Rate Expertise	PO 1177 Professional Services - E-rate Consulting 12-2021 - NOLS	375.00
1195	Faronics Technologies USA	PO 1114 Machinery and Equipment - Deep Freeze Licenses - 100 ea. - IT	5,026.56
1196	NOLS Employee	HRA Reimbursement	529.46
1197	Felton, Jina	Cell Phone Reimbursement - July-Dec 2021 - PA	120.00
1198	Findaway World, LLC	Collection Materials	391.61
1199	Forks Chamber of Commerce, Inc.	PO 1179 Membership Dues 2022 - FO	100.00
1200	Forks Forum	Collection Materials	170.00
1201	Gale, Troi	Cell Phone Reimbursement - Jan-Dec 2021 - FO	240.00
1202	NOLS Employee	HRA Reimbursement	1,750.00
1203	Glaude, Noah	Travel Reimbursement - Business Travel - ADM Cell Phone Reimbursement - Jul-Dec 2021 - ADM	243.20
1204	NOLS Employee	HRA Reimbursement	397.79
1205	Haggard & Ganson LLP	PO 1140 Professional Services - Legal Services - NOLS	55.00
1206	Hartford Retirement Plan Solutions	MMDCP 12-2021 (PPE 11-30-21) - EFT 898	230.00
1207	Health Care Authority	HCA 12-2021 (PPE 11-30-21)	37,846.84
1208	HealthEquity	HSA ER Contributions - December 2021	520.97
1209	NOLS Employee	HRA Reimbursement	270.00

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
I210	NOLS Employee	HRA Reimbursement	475.08
I211	Ingram Library Services	Collection Materials	924.92
I212	Ingram Library Services	Collection Materials	505.66
I213	Les Schwab Tires	PO 1157 Vehicle Maintenance - Winter Tire Install - Transit Van - FAC	108.46
I214	NOLS Employee	HRA Reimbursement	396.63
I215	Martin, Cheryl	Travel - Business - Mileage Reimbursement - PA	6.72
I216	NOLS Employee	HRA Reimbursement	286.06
I217	McNeil, Shannon	Cell Phone Reimbursement - Sept-Dec 2021 - IT	40.00
I218	Midwest Tape	Collection Materials	838.24
I219	Midwest Tape	Collection Materials	272.43
I220	Midwest Tape	Collection Materials	50,240.63
I221	NOLS Employee	HRA Reimbursement	1,750.00
I222	North Olympic Library System	December 2021 Revolving Fund Reimbursement (* Detail Below)	849.73
I223	OCLC, Inc.	PO 1124 Technology Services - Bibliographic Subscription - TS	2,521.05
I224	Olympic Laundry & Dry Cleaners, Inc.	PO 1144 Professional Services - Laundry - FAC	79.82
I225	NOLS Employee	HRA Reimbursement	1,600.00
I226	OverDrive, Inc.	Collection Materials	87.50
I227	OverDrive, Inc.	Collection Materials	1,622.72
I228	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	488.92
I229	NOLS Employee	HRA Reimbursement	472.62
I230	Phillips, Brian	PO 1163 Maintenance Supplies - FAC Cell Phone Reimbursement - Jul-Dec 2021 - FAC	132.24
I231	Quill Corporation	PO 1072 Ink & Toner - Xerox Printer and Dell Printers - ADM	683.75
I232	Quill Corporation	PO 1158 Office Supplies - Coffee (Coffee Fund) - ADM	91.98
I233	Rainbow Sweepers, Inc.	PO 1154 Groundskeeping - PA Parking Lot Sweeping 12-05-21 - FAC	212.16
I234	Rainbow Sweepers, Inc.	PO 1174 Capital Improvements - Fence PA - FAC	22,543.09
I235	Rajala, Shaina E	Cell Phone Reimbursement - July-Dec 2021 - ADM	120.00
I236	Scholastic Library Publishing	PO 1142 Program Supplies - Books for BOB (VFOL)	1,168.09
I237	Secretary of State	Communications - Internet - K20 Bandwidth - July 2021-June 2022 - NOLS	8,950.00
I238	Secretary of State	Collection Materials - WDLIC Jan-Dec 2022	46,642.41
I239	NOLS Employee	HRA Reimbursement	829.57
I240	Shield, Erin	Cell Phone Reimbursement - Jul-Dec 2021 - TS	120.00
I241	Simpson Electric LLC	PO 1183 Buildings and Structures - FO Emergency Lights - FAC	3,650.01
I242	Sly, Emily	Travel Reimbursement - Business Travel - SQ Cell Phone Reimbursement - Jul-Dec 2021 - SQ	130.08
I243	NOLS Employee	HRA Reimbursement	1,750.00
I244	Sound Publishing Inc	PO 1176 Professional Services - Recruitment Advertising - NOLS	23.50

No.	Claimant	Purpose	Amount
1245	NOLS Employee	HRA Reimbursement	1,750.00
1246	State Auditor's Office	PO 1168 Professional Services - State Examiner's Fee - ADM	1,357.20
1247	Summit Law Group	PO 1120 Professional Fees - Legal Services - ADM	3,082.00
1248	Swains General Store, Inc.	PO 1172 Maintenance Supplies - Cleaning Supplies - FAC	33.38
1249	NOLS Employee	HRA Reimbursement	94.58
1250	Teufert, Steve	Cell Phone Reimbursement - June-Dec 2021 - FAC	60.00
1251	The Leader	Collection Materials	66.00
1252	True Value	PO 1110 Mechanical Supplies - Wiper Fluid - FAC	4.11
1253	True Value	PO 1127 Maintenance Supplies - First Aid Kit Supplies - FAC	4.32
1254	NOLS Employee	HRA Reimbursement	31.91
1255	Unique Management Services, Inc.	Professional Services - Debt Collection	189.00
1256	United Way of Clallam County	United Way Donations (PPE 11-30-21)	85.00
1257	US Bank	Credit Card Services - November 2021 (* Detail Below)	12,557.36
1258	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	240.06
1259	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1260	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.38
1261	WCIF	Vision/Life/EAP Premiums 12-2021 (PPE 11-30-21)	1,294.22
1262	WDH - Wave Business	Communication - Internet - IT	3,783.12
1263	West Waste & Recycling	Public Utilities - FO - CB	56.43
1264	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-21) - January Coverage	5,816.24
1265	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2021 (PPE 11-30-21)	2,018.73
1266	WT COX	Collection Materials - Magazine Subscriptions	12,682.76
			<b>533,697.18</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #1122**

2212	Kristine Techavanich	Travel - Business - West End YS Librarian Interview - NOLS	849.73
			<b>849.73</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1257**

1	Amazon.com	PO 1087 Toner & Ink - Xerox Printer - ADM	249.15
2	Amazon.com	PO 1059 Office Supplies - Ergo Foot Rest - FO	39.03
3	Amazon.com	PO 1138 Program Supplies - PAHS Book Club (PAFOL)	122.10
4	Amazon.com	PO 1137 Program Supplies - Teen Lit Bags (VFOL)	109.30
5	Amazon.com	PO 1024 Program Supplies - Creativitea Winter (VFOL)	46.58
6	Amazon.com	PO 1135 Program Supplies - Creativitea Winter (VFOL)	15.22
7	Amazon.com	PO 1122 Program Supplies - Take & Make Winter (VFOL)	18.74
8	Amazon.com	PO 1132 Office Supplies - Tax Forms - ADM	26.65
9	Amazon.com	PO 1111 Processing Supplies - Archive Supplies - TS	41.09
10	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	6.52
11	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	34.81

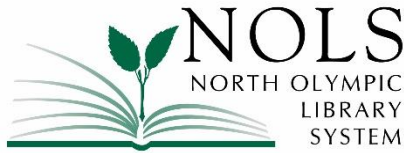


<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
12	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	129.84
13	Amazon.com	PO 1055 Program Supplies - Winter Take & Make (VFOL)	153.33
14	Amazon.com	PO 1071 Technology Supplies - Rechargeable Batteries - IT	187.02
15	Amazon.com	PO 1091 Technology Supplies - Electrical Tape - IT	52.04
16	Annie's Publishing	PO 1046 Collection Materials - NOLS	19.58
17	Arco	PO 1089 Business Fuel - Pacifica - NOLS	47.47
18	CCI Solutions	PO 1103 Processing Supplies - Media Cases - TS	192.31
19	Chevron	PO 1125 Business Fuel - Pacifica - NOLS	49.71
20	Circle K	PO 1133 Business Fuel - Transit Van - FAC	40.19
21	Circle K	PO 1134 Business Fuel - Transit Van - FAC	44.16
22	Circle K	PO 1115 Business Fuel - Westy - NOLS	28.89
23	Dell Marketing	PO 1159 Technology Supplies - Keyboards - IT	179.49
24	Demco, Inc.	PO 1105 Processing Supplies - TS	151.49
25	DialMyCalls.com	PO 1164 Technology Services - Staff Emergency Contact System - NOLS	19.99
26	E-Fax	PO 1128 Technology Services - Fax Service - ADM	29.99
27	Evergreen 76	PO 1123 Business Fuel - Westy - NOLS	33.01
28	Facebook	PO 1161 Advertising - Sponsored Ads - NOLS	162.34
29	Findaway World, LLC	PO 1106 Processing Supplies - Media Cases - TS	17.31
30	Grainger	PO 1095 Maintenance Supplies - Beam Clamps - FAC	40.65
31	Home Depot	PO 1093 Small Tools - Cordless Drills - FAC	215.42
32	Home Depot	PO 1146 Maintenance Supplies - Snow Guards PA - FAC	278.72
33	Home Depot	PO 1147 Maintenance Supplies - Snow Guards PA - FAC	278.72
34	KCDA Purchasing Cooperative	PO 1057 Paper Supplies - FO	462.39
35	KCDA Purchasing Cooperative	PO 1102 Processing Supplies - TS	226.76
36	Labels Direct, Inc.	PO 1104 Processing Supplies - Labels - TS	138.00
37	Lower Elwha Food & Fuel	PO 1049 Business Fuel - Westy - NOLS	29.34
38	Lower Elwha Food & Fuel	PO 1098 Business Fuel - Westy - NOLS	24.71
39	Lower Elwha Food & Fuel	PO 1148 Business Fuel - Nolsy White - FAC	43.82
40	Lower Elwha Food & Fuel	PO 1160 Business Fuel - Nolsy White - FAC	50.00
41	Lower Elwha Food & Fuel	PO 1116 Business Fuel - Westy - NOLS	21.85
42	Magnolia Journal	PO 1045 Collection Materials - NOLS	21.72
43	Michael's Store	PO 1151 Program Supplies - Winter Take & Make (VFOL)	8.69
44	Microsoft Office	PO 1169 Technology Services - Microsoft Cloud Services - IT	839.58
45	Microsoft Office	PO 1170 Technology Services - Business Voice Licenses - IT	123.48
46	NewEgg.com	PO 1092 Technology Supplies - PC Power Supplies - IT	198.54
47	Office Depot	PO 1153 Paper Supplies - SQ	82.45
48	Office Depot	PO 1166 Office Supplies - Calendars - SQ	70.35
49	Outside Yoga	PO 1043 Collection Materials - NOLS	24.00
50	PayFlow Pro	Gateway Service Fee - NOLS	59.95
51	Platt Electrical	PO 1068 Machinery and Equipment - Materials for Patron Counter Installation - IT	415.37

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
52	Quill Corporation	PO 1056 Office Supplies - Calendars - FO	106.56
53	Quill Corporation	PO 1056 Office Supplies - Waste Toner Box - FO	29.66
54	Quill Corporation	PO 1056 Office Supplies - Notebooks - FO	31.64
55	Quill Corporation	PO 1058 Toner & Ink - FO	297.27
56	Quill Corporation	PO 1107 Processing Supplies - TS	83.20
57	Quill Corporation	PO 1107 Processing Supplies - TS	16.96
58	Safeway	PO 1149 Program Supplies - Teen Lit Bags (VFOL)	2.00
59	Safeway	PO 1150 Program Supplies - Winter Take & Make (VFOL)	14.28
60	SenSource Inc	PO 1048 Machinery and Equipment - Patron Counter - NOLS	4,693.16
61	SentryLink LLC	PO 1129 Professional Services - Background Check - NOLS	19.95
62	Shell	PO 1094 Business Fuel - Chevy Van - FAC	52.89
63	Shell	PO 1145 Business Fuel - Chevy Van - FAC	67.69
64	Shell	PO 1117 Business Fuel - Pacifica - NOLS	49.10
65	Stamps.com	PO 1096 Postage - TS	250.00
66	Stamps.com	PO 1112 Postage - TS	250.00
67	Stamps.com	PO 1113 Postage - TS	250.00
68	Stamps.com	PO 1118 Technology Services - Monthly Service Charge - TS	19.57
69	StringKing	PO 1119 Maintenance Supplies - Masks - FAC	219.56
70	Walmart	PO 1139 Program Supplies - Teen Lit Bags (VFOL)	30.82
71	Walmart	PO 1136 Program Supplies - Creativitea Winter (VFOL)	13.28
72	Writer's Digest	PO 1044 Collection Materials - NOLS	43.43
73	WSU Extension	PO 1042 Collection Materials - NOLS	32.98
74	Zoom	PO 1156 Technology Services - Monthly Subscription - NOLS	16.30
75	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30
76	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30
77	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30
78	Zoom	PO 1165 Technology Services - Monthly Subscription - NOLS	16.30
			<b>12,557.36</b>

No.	Claimant	Purpose	Amount
<b>* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services</b>			
<b>EFT 896</b>	<b>ADP Tax/Financial Services</b>	Net Payroll and Taxes (PPE 11-30-21)	183,193.58
<b>EFT 897</b>	<b>Dept. of Retirement Systems</b>	PERS and DCP Retirement (PPE 11-30-21)	38,047.36
<b>EFT 898</b>	<b>Hartford Retirement Plan Solutions</b>	MMDCP (PPE 11-30-21)	230.00
			<b>221,470.94</b>





## Staff Report

Meeting Date: January 27, 2022  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Approving the Capital Budget for FY 2022

Attachment(s): Proposed 2022 Capital Budget

**Topic/Issue:** Adoption of the 2022 Capital Budget in the amount of \$2,663,800. NOLS revenues supporting this budget include \$397,800 from the NOLS Capital Reserve (NCR), \$256,000 from the Port Angeles Capital Reserve (PA CR), \$2,000,000 from the Sequim Capital Project Account (SQ CPA) and a donation of \$10,000 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 2022 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 2022, revenue allocations are proposed from the NCR, the PA CR, and the SQ CPA to support Capital Budget expenditures. Revenue for the 2022 Capital Budget also includes a possible donation from NOLF in the amount of \$10,000. 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 which are budgeted for Capital Budget purposes will be transferred to the Capital Budget account for expenditure. Capital Budget expenditures funded by the PA CR and SQ CPA, 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. In 2022, the amount funded by the NCR exceeds last year's timber revenue because so many projects are carried over from 2021. Timber revenue figures relative to 2022 Capital Budget funding are summarized in the Fiscal Considerations section below.

In 2021, timber revenue was reduced due to a technical issue. In August 2021, the Department of Revenue alerted Clallam County to a chargeback that would occur because of a failure of their software to compute and retain a portion of the timber excise tax for administrative fees. The chargeback covered the period from January of 2019 through May of 2021. The overpayment to Clallam County for this period was \$227,716.56. NOLS portion of the overpayment was \$25,182.31. Because under Washington State law the Department of Revenue is required to collect the overpayment, \$25,182.21 of timber revenue was withheld from NOLS in 2021.

The Port Angeles Capital Reserve (PA CR) 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 2022 Capital Budget includes \$256,000 of expenditures to be funded through the PA CR; that amount has therefore been allocated as revenue in the 2022 Capital Budget. The PA CR 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 in coming years.

To better preserve PA CR funds for their intended purpose, routine Port Angeles 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 2022 Capital Budget.

#### **Timber Revenues Summary**

Timber Revenues 2021(added to NCR)	\$370,348
2022 Proposed Capital Budget Revenues from NCR	\$397,800
Difference	\$27,452

### NOLS Capital Reserve Summary

NOLS Capital Reserve (NCR) balance as of 12/31/21	\$1,032,615
Return of Unspent 2021 Capital Budget allocations	\$283,206
Proposed transfer of NCR funds to 2022 Capital Budget Account	\$397,800
NOLS Capital Reserve balance after transfer of funds (does not include any projected timber receipts for 2022)	\$918,020

### PA Capital Reserve Summary\*

PA Capital Reserve balance as of 12/31/21	\$975,294
Proposed expenditure of PA CR funds to support 2022 PA Capital Budget projects	\$256,000
PA Capital Reserve balance after expenditure of designated funds	\$719,294

*\*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 2022 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 \$283,206 of Capital Budget funds that were allocated but unspent in 2021 is an unusually high figure. This mostly resulted from several large projects extending into 2022. Examples include the bookmobile, which a down payment was made on in April 2021, but the vehicle has not yet been delivered due to global supply chain issues. Similarly, a major network improvement project was scheduled for November 2021, but delayed by the vendor because they could not obtain the necessary hardware in time.

### Discussion:

**Buildings and Structures:** The budgeted total in this category is \$168,000. \$156,000 of this total is projected for funding through the PA Capital Reserve.

A new security system is budgeted for Clallam Bay. This system will ensure the building has the same level of security as all other buildings in the system.

As part of the Library's effort to improve facility infrastructure, increase occupant comfort and safety, and reduce utility consumption, in 2021 NOLS hired a vendor to conduct an Investment Grade Audit (IGA) utilizing the Washington State Department of Enterprise Services (DES) Energy Program. Based

on the results of that audit and discussions with the vendor and DES, it was agreed that the Library's objectives can best be met with focus on the facilities and Energy Efficiency Measures (EEMs), such as LED Lighting, HVAC Upgrades and roof improvements.

The audit analyzed cost effective Energy Efficiency Measures and the vendor's Energy Services Proposal (ESP) provides guaranteed maximum construction costs, utility savings, and system performance for the selected EEMs NOLS could select to perform. Discussions with Department of Enterprises Services are ongoing, but at this time, switching all of the Port Angeles Building's florescent lighting to LED and installing advance control systems is a current priority. There is \$150,000 budgeted as a maximum amount for this project, but significantly less could be spent as the project is carried out.

Additional lighting improvements have been budgeted in Forks and Port Angeles to improve safety.

**Other improvements:** The budgeted total in this category is \$106,900. \$100,000 of this total will be funded 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 impacts from the pandemic. Reduced traffic while the building was closed and only offering curbside service, has reduced the parking lot's deterioration and bought us time, but the improvements still need to be made to prevent more significant damage.

The remaining amount is to add diaper changing stations in restrooms and a large sign in Clallam Bay that will better identify the library to vehicle traffic traveling in both directions along Highway 101.

**Machinery and equipment:** The budgeted total in this category, \$388,900, is funded through the NOLS Capital Reserve 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:

- \$75,000 is budgeted for the complete replacement of NOLS core networking equipment, including equipment at each branch. Current equipment was set up when standards were different; and more significantly, the hardware is fast approaching end-of-life.

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. This project was budgeted for in 2021, but supply chain issues prevented the vendor from completing the work as scheduled.

- An additional \$20,000 is budgeted for network security software to eliminate security vulnerabilities. Currently, aside from standard filters that update automatically (anti-virus, anti-malware, some of the databases used by our firewall), NOLS does not have automated



detection and response to threats. The skills and availability of IT staff is too heavily relied upon to identify threats before problems develop. While it is not possible to replace skilled staff, automated software to quickly alert us to developing threats and in some cases to automate the response significantly reduces our overall cybersecurity risk. NOLS needs a combination of tools, such as a SIEM (which stands for Security Information and Event Management) and data harvesting and analytics, to better assure continued secure operation for patrons as well as staff.

- \$25,000 is budgeted for a UPS battery back-up and power protection project. Computer equipment subject to power fluctuations, brown-outs and spikes can become damaged. Also, data loss can occur as those power events take place. While NOLS' servers and highest-priority systems are protected by battery backup systems which also provide power conditioning, almost none of the staff or patron systems have any protection. As such, when the Library predicts a power event due to a storm or other reason, staff mobilize management at each site to shut down and physically unplug computer equipment. Of course, many power events are not predictable. Also, some of those that are predictable occur at times when there isn't staff available to disconnect the equipment. In addition to protection, proper battery back-ups also improve and enhance service because many power events are very brief and the batteries maintain continuous power to the equipment during those brief events. So, in addition to protection of the equipment, the UPS systems also maintain greater availability of NOLS staff and services for patrons.
- \$10,000 has been budgeted for an overhaul of the IT room in Forks and a caching system for the West End branches. This budget item addresses two separate needs in one package: an aging piece of HVAC system in Forks; and inadequate network speed in Forks. Currently, the IT room has an aging HVAC system that must be replaced or taken out of service because it is at end of life. However, that unit cools the entire IT room, which is inefficient. Additionally, adequate Internet connectivity is not yet available in Forks, which regularly interrupts the work flows of staff, as well as the flow of information for patrons. Although NOLS is working with community partners to attempt to galvanize interest from high-speed internet providers and make a faster connection available, that doesn't appear to be imminently forthcoming. Installing the proposed caching technology will have a small impact in curing this problem for staff and patrons in Forks, while also enabling us to leverage E-Rate discounts to replace the HVAC system with more efficient equipment that is specialized for IT and better-suited for the job.
- \$15,000 has been budgeted for a remote access printing system and a new public computer management system. Limitations in our current software inhibit us from enabling patrons using their own devices to print to NOLS printers. Additionally, the current centralized access management system (i.e. "Cassie" for short) which allows control of patron user sessions on public access computers is limited. Though there was earlier interest in replacing and upgrading that system before the pandemic, the pandemic brought the inherent limitations in Cassie to the forefront. It's not a very nimble system, and since it is also the system that controls access to printers (and accountability so that patrons can pay the correct amount for their print jobs), it makes sense to replace it at the same time as deploying a system to allow patrons to print to NOLS printers from their own devices.

- A total of \$25,000 has been budgeted to implement and certify multi-factor authentication (MFA) and acquire hardware authentication devices for all staff. MFA has become a vital foundational cornerstone of IT security. It is a means of augmenting passwords with the use of a hardware device that displays a code for the staff to input along with the standard username and password. It has become so important that it is becoming mandated by some insurance providers. A consultant is a good fit for this project because it will be done more quickly; it will provide a third-party certification that it has been done correctly, which will provide good legal foundation in the event an insurable event does arise; and it will engender better adoption and acceptance among staff. That last reason is a consideration because MFA does impose an additional requirement on the employee.
- 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 2021 Capital Budget, \$130,000 was budgeted for a bookmobile, but only half of that amount was used on a deposit. Supply chain issues have delayed the delivery and customization of the vehicle, but it is now expected in the first quarter of 2022. The remaining balance will be due once the vehicle is delivered. Additional funds have been budgeted for bookmobile-related equipment, including \$6,000 for laptops, scanners and printers, and \$20,000 for exterior book return containers to be placed at sites the bookmobile will visit. The North Olympic Library Foundation has indicated they will make a donation to support these efforts.
- Lastly, there is a contingency of \$25,000 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:** The Sequim Expansion and Renovation Project will finally begin in 2022. \$2 million has been set aside for this project.

In June 2020, NOLS applied for the Library Capital Improvement Program Grant administered by the Washington State Department of Commerce. The funding would help correct pressing facility issues at the Sequim Branch Library; issues which have been exacerbated by the effects of COVID-19. In early October 2020, NOLS was notified that its application was selected as a recommended project, ranked 5th out of 33 applications, with recommendation for full funding of the project.

A staff report from May 28, 2020 about NOLS' grant application for the Library Capital Improvement Program can be found on the NOLS website at <http://local.nols.org/Docs/sequim-library-project/LCIP-Grant-Staff-Report.pdf>. More information about NOLS' efforts during the past decade to expand the Sequim Branch Library can be found at [www.nols.org/sequimlibraryproject](http://www.nols.org/sequimlibraryproject).

In May 2021, Governor Inslee signed [HB1080](#) – the Washington State 2021-23 Capital Budget, which includes \$2 million in matching funds for the Library Capital Improvement Program grant for the Sequim Branch Library. The Department of Commerce will administer the Library Capital Improvement Program grant.

On May 27, 2021, the Board of Trustees authorized the transfer of \$2 million to the Sequim Capital Project account to provide matching funds for the grant. A staff report about the transfer of funds can be found at [https://local.nols.org/Docs/board-meetings/2021/agendas\\_minutes/05-27-21%20Board%20Packet%20FINAL.pdf](https://local.nols.org/Docs/board-meetings/2021/agendas_minutes/05-27-21%20Board%20Packet%20FINAL.pdf).

A contract with an architect was approved in November 2021. The design phase began in December 2021 and is expected to be complete by summer 2022, allowing for construction bidding in fall 2022. Construction is expected to last from winter 2022 through fall 2023.

The conceptual plans that library staff developed in June 2020 had an estimated project cost of \$4.8 million. Based on that cost estimate and rising construction costs, NOLS will need to utilize the full \$2 million grant and \$2 million in matching funds. Additionally, NOLS will need to work with community partners to conduct additional fundraising efforts to cover the additional costs of the Sequim Library Expansion and Renovation Project. Library staff have already begun to seek additional grant opportunities and the North Olympic Library Foundation has offered its assistance in facilitating donations.

**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 2022 as presented, in the amount of \$2,663,800.*



**2022 Capital Budget**  
**Proposed Draft 1-27-22**

			Branches				Departments						NOLS	
		2021 Budget	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2022 Budget
	<b>Revenue</b>													
	From Capital Budget Account	356,949											397,800	397,800
	From Port Angeles Capital Reserve (PA CR)	108,200											256,000	256,000
	From Sequim Capital Project Account (SQ CPA)					2,000,000							-	2,000,000
	Proposed for NOLF Funding	5,000								10,000				10,000
	<b>Total Revenues</b>	585,149	-	-	-	2,000,000	-	-	-	10,000	-	-	653,800	2,663,800
<b>594.72.60</b>	<b>Capital Outlays</b>													
	<b>62.0110 · Buildings and Structures</b>													
	Security System		5,000											5,000
	Window/Door Shades and Blinds *	2,700			3,000									3,000
	LED Light Conversions and Controls				150,000									150,000
	Emergency Light Replacements and Additions	3,000		4,000										4,000
	Exterior and Lobby Lighting Improvements	1,000		3,000	3,000								-	6,000
	<b>Subtotal - Buildings and Structures</b>	48,700	5,000	7,000	156,000	-	-	-	-	-	-	-	-	168,000
	<b>63.0100 · Other Improvements</b>													
	Restroom Improvements		100	500										600
	Street Signage		3,000											3,000
	Parking Lot Driveway Repaving *	80,000			100,000									100,000
	Parking Lot Restriping and asphalt sealing*	4,000	2,300	4,600	-	-								6,900
	<b>Subtotal - Other Improvements</b>	88,000	2,300	4,600	100,000	-	-	-	-	-	-	-	-	106,900
	<b>64.0010 · Machinery &amp; Equipment</b>													
	Meeting Room/Event Calendar/Reservation Software - initial setup*	4,000											5,000	5,000
	Network Security Software*	20,000							20,000					20,000
	Networking Equipment*	100,000							75,000					75,000
	Forks Network Room Overhaul and West End Branch Caching System								10,000					10,000
	UPS Battery Back-up and Power Protection								25,000					25,000
	Public Remote Printing Access and Public Computer Management								15,000					15,000
	Multi-factor Authentication Remediation and Certification								20,000					20,000
	Multi-factor Authentication Hardware and Devices for All Staff								5,000					5,000
	Servers **	6,500							6,500					6,500
	Computer Workstation (staff) **	7,500							7,500					7,500
	Computer Workstation (public) **	7,500							7,500					7,500

**2022 Capital Budget**  
**Proposed Draft 1-27-22**

			Branches				Departments						NOLS	
		2021 Budget	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2022 Budget
	Monitors **	1,500							1,500					1,500
	Printers **	2,000							2,000					2,000
	Receipt Printers **	700							700					700
	Dymo Label Printer **	300							600					600
	Computer Mounts **	300							300					300
	Monitor Arms **	500							500					500
	Barcode Scanners **	700							700					700
	Misc. Tech Items (keyboards, webcams, etc.) **	1,000							1,000					1,000
	Vacuum **	750						750						750
	Document Scanner *	1,500							1,500					1,500
	Name Badge Printer						2,000							2,000
	Sound System		300	300										600
	Conference Room Camera and Speaker												2,000	2,000
	Counter Loops		300	300	300	300								1,200
	AED Replacements												7,400	7,400
	Staff Desks	11,000		4,500		-								4,500
	Staff Chairs	500	500	1,000										1,500
	Staff Area Storage				2,000									2,000
	Display Cart	3,000			3,000									3,000
	Teen Area Furniture Improvements			5,000										5,000
	Public Chair & Table Replacements *	5,000			7,500									7,500
	Bulletin Boards		750	1,500										2,250
	Outdoor Trash Cans & Smoking Receptacle			1,500										1,500
	Outdoor Bench			600										600
	Outdoor Sharps Containers												2,000	2,000
	Bike Rack			1,000										1,000
	Bookmobile *	130,000								82,300				82,300
	Bookmobile Winter Tires*	1,500								2,000				2,000
	Bookmobile Carts*	2,000								2,000				2,000
	Bookmobile Off-site Book Return Bins*	5,000								20,000				20,000
	Bookmobile Tech									6,000				6,000
	Pop-up Library Kits												1,500	1,500
	Undesignated Contingency Repair/Replacement **	10,000											25,000	25,000
	<b>Subtotal - Machinery &amp; Equipment</b>	<b>448,449</b>	<b>1,850</b>	<b>15,700</b>	<b>12,800</b>	<b>300</b>	<b>2,000</b>	<b>750</b>	<b>200,300</b>	<b>112,300</b>	<b>-</b>	<b>-</b>	<b>42,900</b>	<b>388,900</b>
	<b>65.0100 - Construction of Capital Assets</b>	<b>-</b>												<b>-</b>
	Sequim Library Expansion and Renovation Project	-				2,000,000								2,000,000
	<b>Subtotal - Construction of Capital Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>
	<b>Total Capital Outlays</b>	<b>585,149</b>	<b>9,150</b>	<b>27,300</b>	<b>268,800</b>	<b>2,000,300</b>	<b>2,000</b>	<b>750</b>	<b>200,300</b>	<b>112,300</b>	<b>-</b>	<b>-</b>	<b>42,900</b>	<b>2,663,800</b>

\* Budgeted for in 2021, but project not completed/funding not used in 2021

\*\* Included in capital budget annually

\*\*\* 2021 Expenditure subtotals reflect 2021 expenditures as budgeted in the revised budget, **not** subtotals/totals of the figures in the 2021 column (2021 expenditures eliminated in the 2022 budget have been/will be removed)



## Staff Report

Date: January 27, 2022  
To: Library Board of Trustees  
From: Noah Glaude, Library Executive Director  
Subject: Approval of Resolution 22-01-01: Authorizing Transfer of Funds

Attachments: Resolution 22-01-01: 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 2022 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 2022 is as follows:

- The 2021 ending balance of the Undesignated Cash Operating Funds is \$2,460,375 .
- The expenditure float necessary to start 2022 (2022 Operating Budget of \$5,514,646 / 3 = 4 months) is \$1,838,215.
- The ending balance in Undesignated Cash Operating Funds exceeds the needed float amount.

*For 2022 therefore, funding the “float” allows transfer of \$622,160 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 2022, this transfer amount is \$799,636.*

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

This is the amount from the NOLS 2021 Capital Budget that was unspent in 2021 and is being returned to the NOLS Capital Reserve.

*For 2022, this transfer amount is \$283,206.*

### **Transfer from NOLS Capital Reserve (NCR) to NOLS 2022 Capital Budget**

This is the amount needed to fund the Capital Budget expenses for 2022 (with the exception of designated expenditures, which will be paid directly from the PA Capital Reserve (PA CR) (\$256,000), the Sequim Capital Project Account (SQ CPA) (\$2,000,000) and designated expenditures potentially funded through a grant from NOLF (\$10,000). Transferring approved capital budget revenues to the



NOLS 2022 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 2022, this transfer amount is \$397,800.*

**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 22-01-01, authorizing transfer of funds as follows:

<b>Amount of Transfer</b>	<b>Transfer From</b>	<b>Transfer To</b>
\$622,160	Undesignated Cash Operating	Operating Reserve
\$799,636	Operating Reserve	Undesignated Cash Operating
\$238,206	NOLS 2021 Capital Budget	NOLS Capital Reserve
\$397,800	NOLS Capital Reserve	NOLS 2022 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 22-01-01, authorizing transfer of funds as indicated.





**Resolution 22-01-01:**  
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 2022 Operating Budget and 2022 Capital Budget; and

**Whereas,** transfers are also required to reconcile end-of-2021 account balances and fund the operating “float” for 2022;

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

<b>Amount of Transfer</b>	<b>Transfer From</b>	<b>Transfer To</b>
\$622,160	Undesignated Cash Operating	Operating Reserve
\$799,636	Operating Reserve	Undesignated Cash Operating
\$238,206	NOLS 2021 Capital Budget	NOLS Capital Reserve
\$397,800	NOLS Capital Reserve	NOLS 2022 Capital Budget

**Passed by the Board of Trustees of the North Olympic Library System** at the regular meeting held this 27th day of January 2022.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

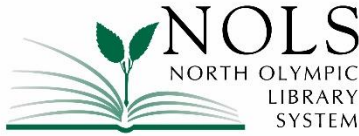
\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Attested by:

\_\_\_\_\_  
Secretary to the Board





## Staff Report

Meeting Date: January 27, 2022  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Approval of All Staff Training Day closures for 2022

**Topic/Issue:** Closure of all NOLS libraries on April 28, 2022, and September 29, 2022, 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 2022 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. Our hope is that the fall All Staff Training Day can be held in person, so funds have been budgeted to hold the training at NatureBridge if conditions improve enough and NatureBridge reopens.

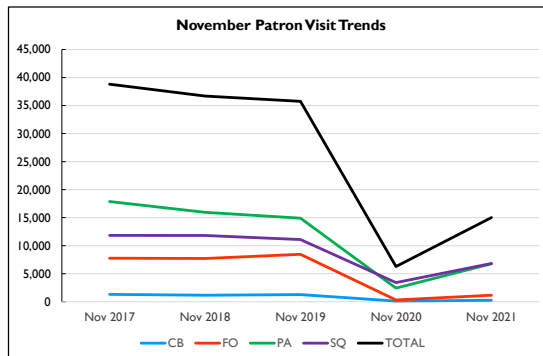
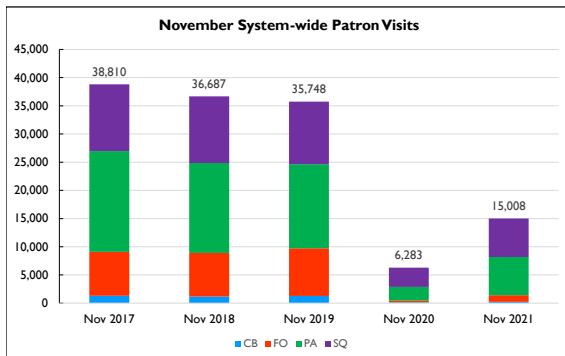
Board members are welcome to observe or participate in any part of the training days. Please notify the Executive Director if you plan to attend.

**Motion:** That the Board approve closing all NOLS Libraries for staff training on Thursday, April 28, 2022, and Thursday, September 29, 2022.



## Patron Visits

	2021	% of System
PA	6,781	45.2%
SQ	6,820	45.4%
FO	1,162	7.7%
CB	245	1.6%
Total	15,008	100.0%



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

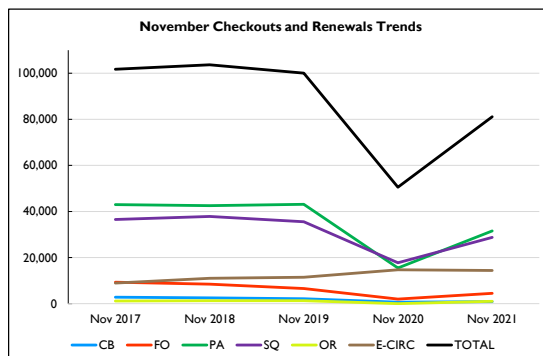
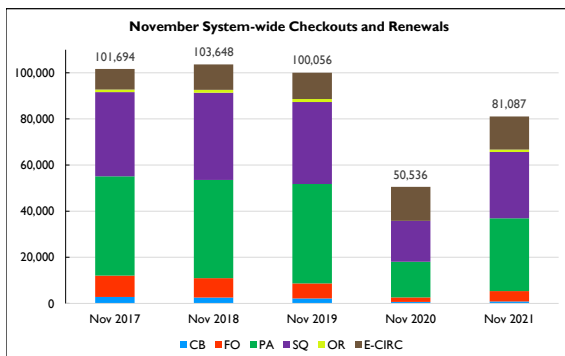
\* Due to COVID-19, all NOLS locations were closed in November 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in November 2021.

\* Due to landslides, flooding and limited staffing, the Clallam Bay and Forks Branches were closed several days in November 2021.

## Checkouts & Renewals

	2021	% of System
PA	31,563	38.9%
Self	46%	
SQ	28,737	35.4%
Self	48%	
FO	4,484	5.5%
Self	14%	
CB	889	1.1%
OR	1,042	1.3%
E Circ	14,372	17.7%
Total	81,087	100.0%



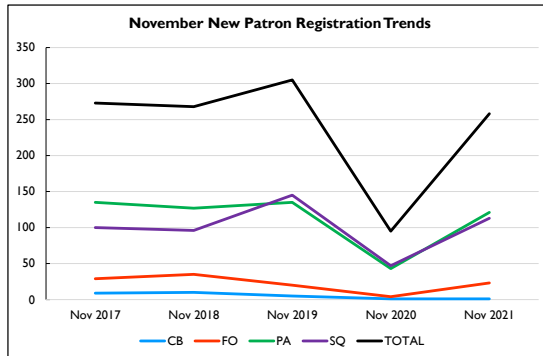
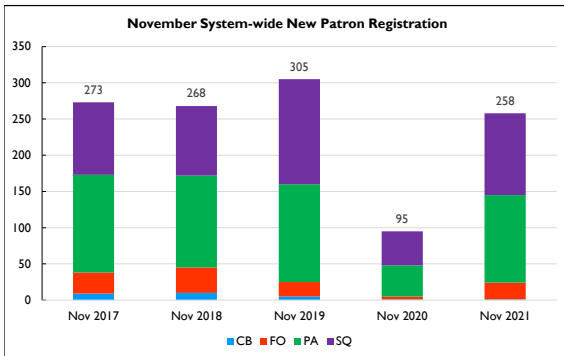
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\* Due to COVID-19, all NOLS facilities were only open for limited service in November 2021.

\* Due to landslides, flooding and limited staffing, the Clallam Bay and Forks Branches were closed several days in November 2021.

## New Patron Registration

	2021	% of System
PA	121	46.9%
SQ	113	43.8%
FO	23	8.9%
CB	1	0.4%
Total	258	100.0%



\* Due to COVID-19, all NOLS locations were closed in November 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in November 2021.

\* Registration remained available through the Library's website.

## Library Programs

	Programs/Attendees	% of System
PA	8/77	29%/5%
SQ	5/68	18%/4%
FO	0/0	0%/0%
CB	0/0	0%/0%
Virtual	15/1394	54%/91%
Total	28/1539	100%/100%

## Computer Prints Made

	# of Prints	% of System
PA	2,813	0.0%
SQ	1,821	0.0%
FO	463	0.0%
CB	176	0.0%
Total	5,273	0.0%

## Wi-Fi Access

System-wide Total	3,708
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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	4878	21.83
SQ	6520	20.89
FO	598	21.98
CB	173	21.02
OR	723	11.10
Total	12892	20.75

## 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	787	81.3%
SQ	294	95.5%
FO	180	29.2%
CB	52	17.1%
Total	1,313	59.8%

## Website Visits

From outside the Library	15,947
From inside the Library	1,293
Avg. # of pages visited	2

## Outreach Services

Deliveries to the Homebound	115
New Patrons w/ Delivery Services	2

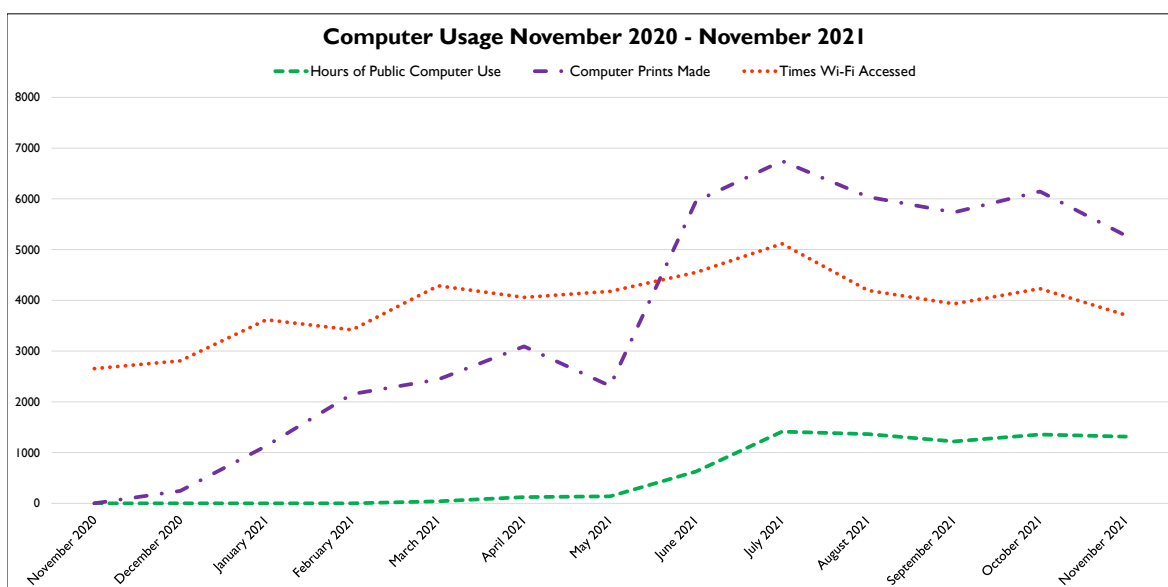
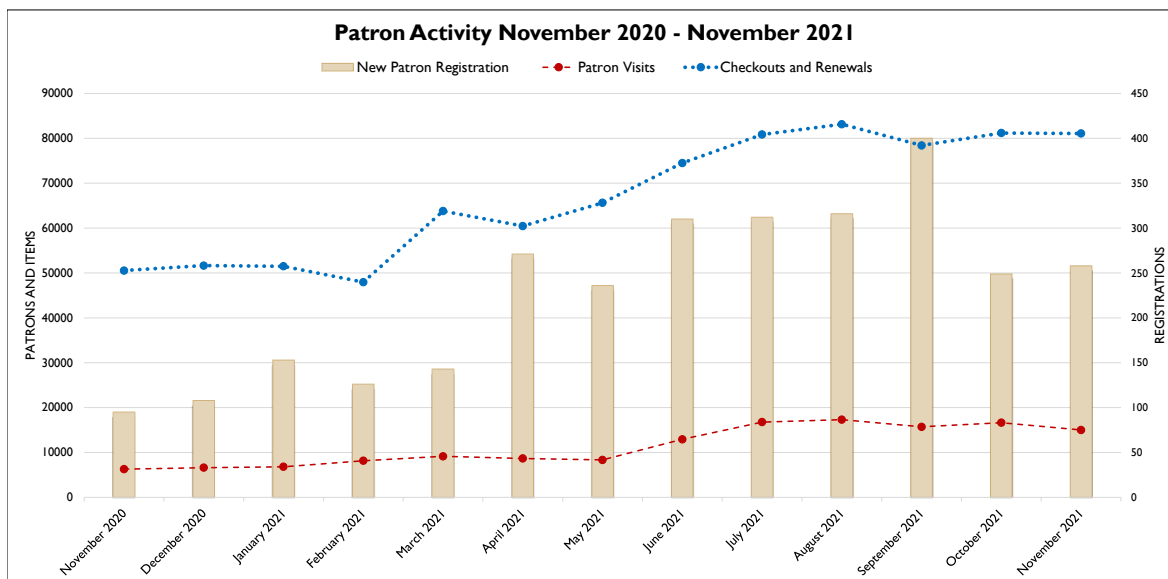
## Interlibrary Loan Services

Items borrowed from other libraries	142
Items loaned to other libraries	75

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	242
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs (Storytimes, Battle of Books)	0
Community Outreach Events	0
Total	242





#### Significant Events During the Past 13 Months:

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.

April 2021 - Limited in-library service expanded from three to six days a week for 3-4 hours each day.

June 2021 - Mask requirement for vaccinated patrons ended. Beginning of Curbside Service phase-out.

July 2021 - Capacity and time limits ended. Some furniture returned to buildings. Hours added on Fridays and Saturdays in Forks, Port Angeles and Sequim.

August 2021 - County and State implement new mask requirement for everyone inside facilities.

August - September 2021 - A technical error caused public computer prints to not be counted in Forks. It was corrected mid-September.

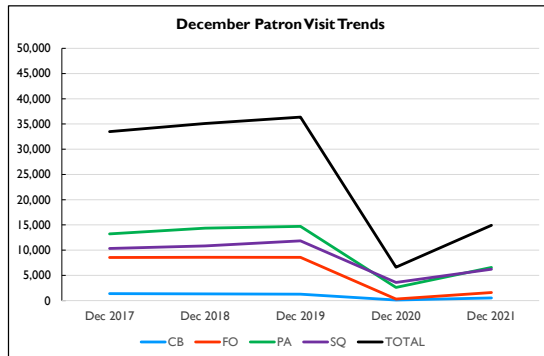
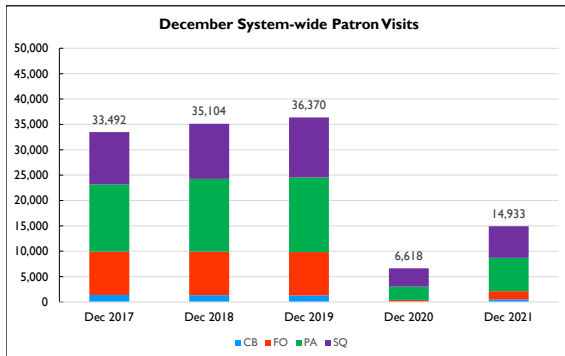
October 2021 - All branches closed one day for an All Staff Training Day.

November 2021 - Landslides, flooding and limited staffing forced the Clallam Bay and Forks Branches to close for several days.



### Patron Visits

	2021	% of System
PA	6,583	44.1%
SQ	6,231	41.7%
FO	1,600	10.7%
CB	519	3.5%
<b>Total</b>	<b>14,933</b>	<b>100.0%</b>



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

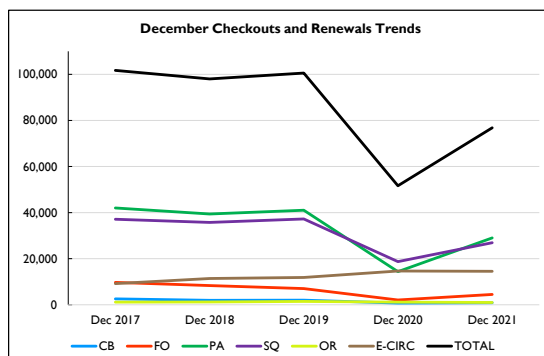
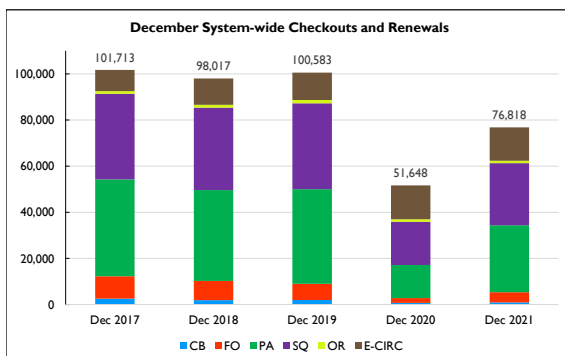
\* December 2018 - A windstorm caused the Clallam Bay, Forks and Port Angeles libraries to close for a day. □

\* Due to COVID-19, all NOLS locations were closed in December 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in December 2021.

### Checkouts & Renewals

	2021	% of System
PA	29,019	37.8%
Self	41%	
SQ	26,936	35.1%
Self	47%	
FO	4,465	5.8%
Self	13%	
CB	904	1.2%
OR	998	1.3%
E Circ	14,496	18.9%
<b>Total</b>	<b>76,818</b>	<b>100.0%</b>



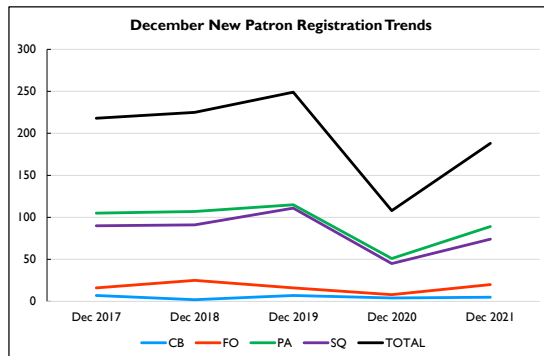
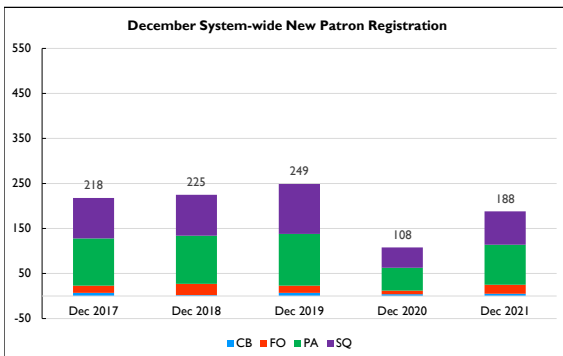
\* December 2018 - A windstorm caused the Clallam Bay, Forks and Port Angeles libraries to close for a day. □

\* Due to COVID-19, all NOLS locations were closed in December 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in December 2021.

## New Patron Registration

	2021	% of System
PA	89	47.3%
SQ	74	39.4%
FO	20	10.6%
CB	5	2.7%
<b>Total</b>	<b>188</b>	<b>100.0%</b>



\* Due to COVID-19, all NOLS locations were closed in December 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in December 2021.

\* Registration remained available through the Library's website.

## Library Programs

	Programs/Attendees	% of System
PA	0/0	0%/0%
SQ	0/0	0%/0%
FO	0/0	0%/0%
CB	0/0	0%/0%
Virtual	9/2509	100%/100%
<b>Total</b>	<b>9/2509</b>	<b>100%/100%</b>

## 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%
<b>Total</b>	<b>0/0</b>	<b>0.00%</b>

## Computer Prints Made

	# of Prints	% of System
PA	3,197	55.3%
SQ	1,680	29.0%
FO	691	11.9%
CB	216	3.7%
<b>Total</b>	<b>5,784</b>	<b>100.0%</b>

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	753	73.6%
SQ	283	86.9%
FO	163	25.0%
CB	50	14.9%
<b>Total</b>	<b>1,249</b>	<b>53.5%</b>

## Wi-Fi Access

System-wide Total	3,784
-------------------	-------

## Website Visits

From outside the Library	14,300
From inside the Library	1,328
Avg. # of pages visited	2

## Volunteers

	Volunteer Hours	# of Volunteers
PA	0	0
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

## Outreach Services

Deliveries to the Homebound	118
New Patrons w/ Delivery Services	3

## Interlibrary Loan Services

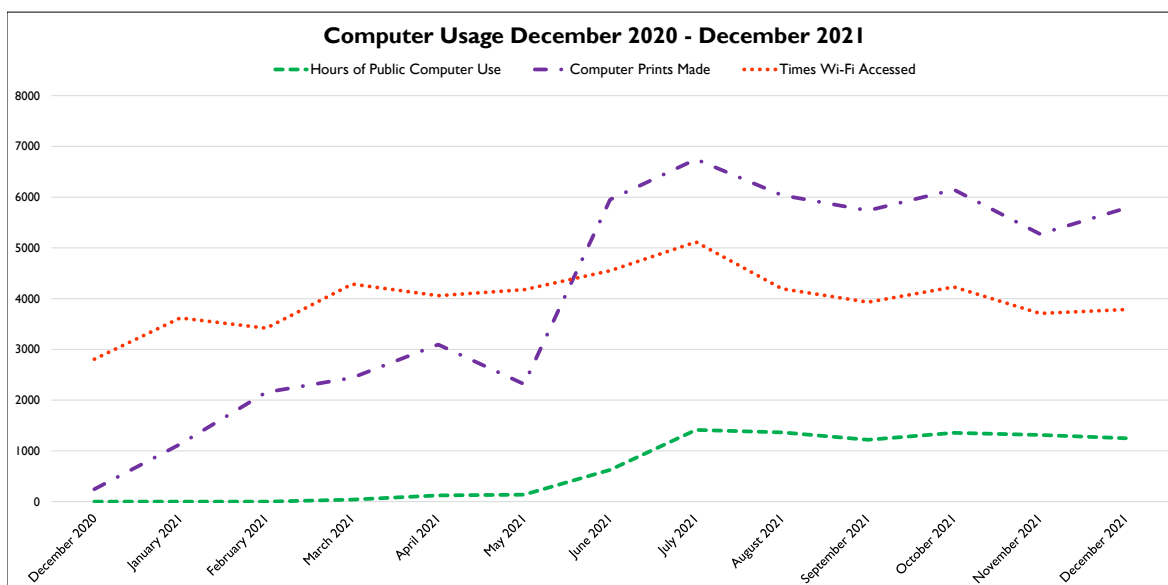
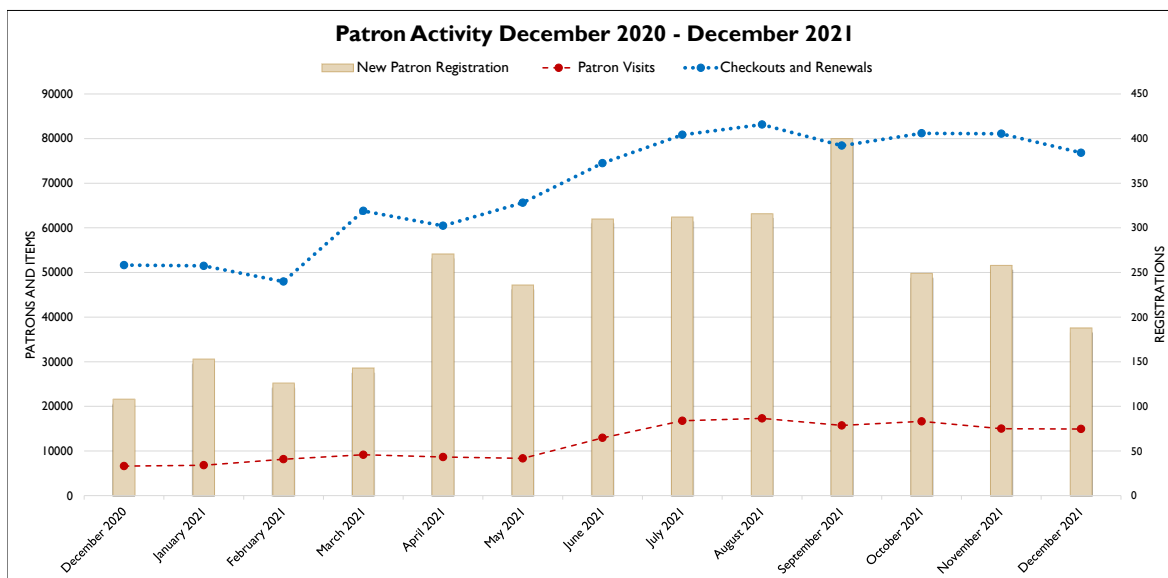
Items borrowed from other libraries	132
Items loaned to other libraries	103

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	4,600	21.88
SQ	6,390	23.55
FO	621	19.30
CB	225	14.13
OR	620	13.76
<b>Total</b>	<b>12,456</b>	<b>22.07</b>

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	327
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
<b>Total</b>	<b>377</b>



#### Significant Events During the Past 13 Months:

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.

April 2021 - Limited in-library service expanded from three to six days a week for 3-4 hours each day.

June 2021 - Mask requirement for vaccinated patrons ended. Beginning of Curbside Service phase-out.

July 2021 - Capacity and time limits ended. Some furniture returned to buildings. Hours added on Fridays and Saturdays in Forks, Port Angeles and Sequim.

August 2021 - County and State implement new mask requirement for everyone inside facilities.

August - September 2021 - A technical error caused public computer prints to not be counted in Forks. It was corrected mid-September.

October 2021 - All branches closed one day for an All Staff Training Day.

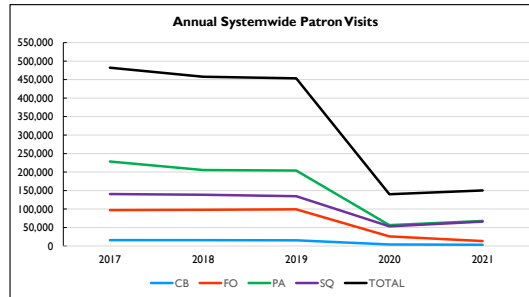
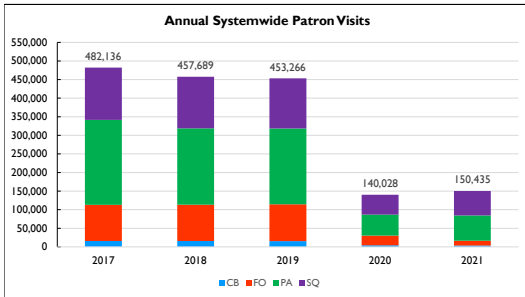
November 2021 - Landslides, flooding and limited staffing forced the Clallam Bay and Forks Branches to close for several days.

November 2021 - Drinking water and portable restrooms were made available at the Clallam Bay Library while water was unavailable in the community.



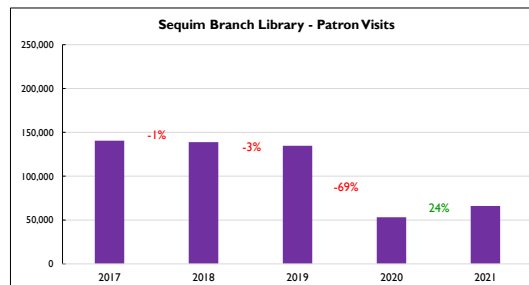
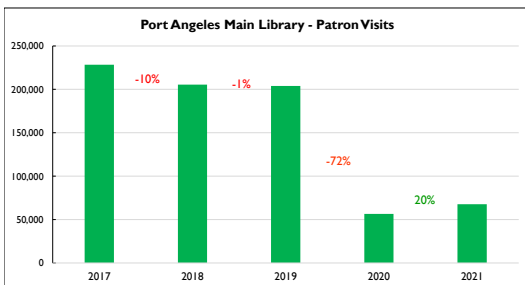
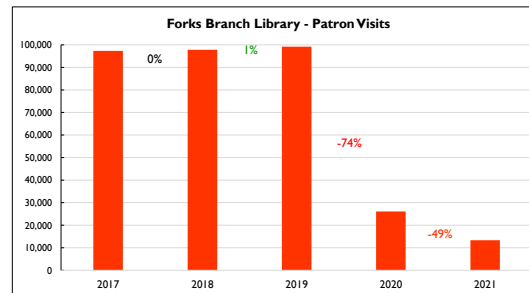
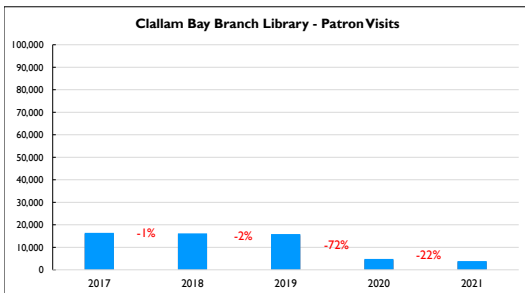
### Patron Visits

	2021	% of System
PA	67,649	45.0%
SQ	66,052	43.9%
FO	13,349	8.9%
CB	3,385	2.3%
<b>Total</b>	<b>150,435</b>	<b>100.0%</b>



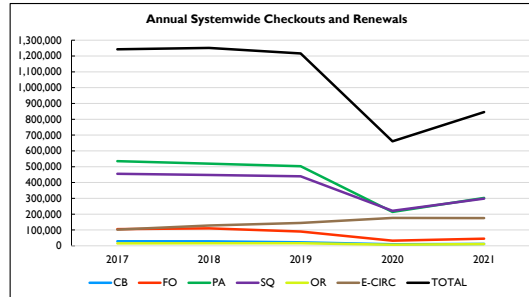
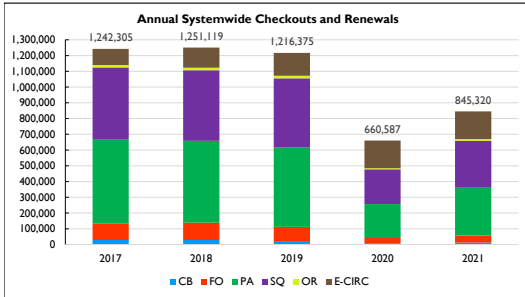
\* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. □

\* When only curbside service was offered, each curbside interaction was counted as a patron visit. □

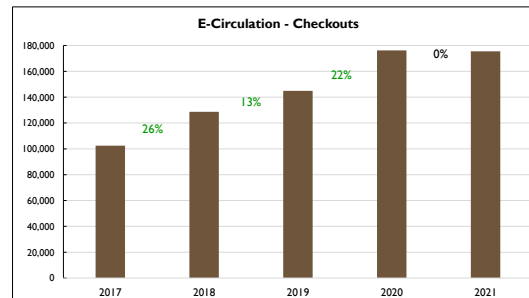
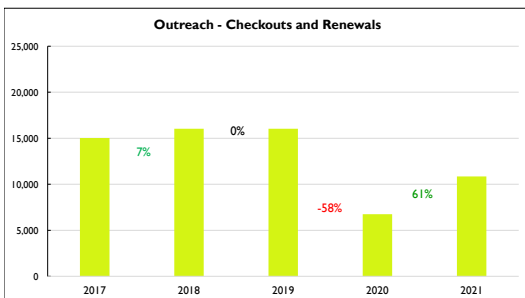
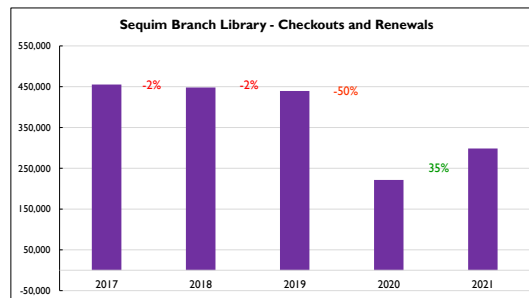
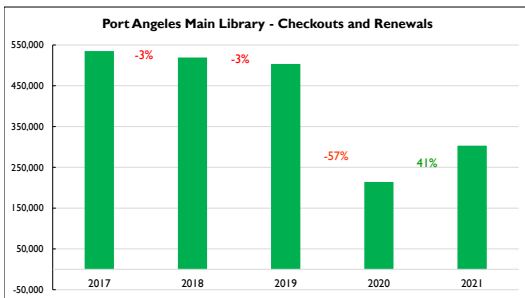
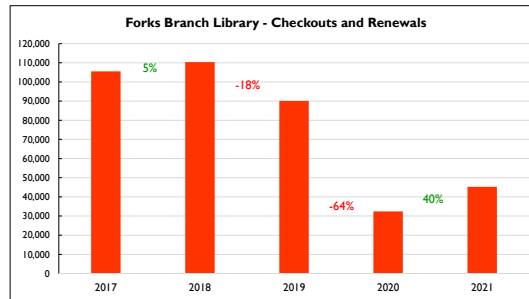
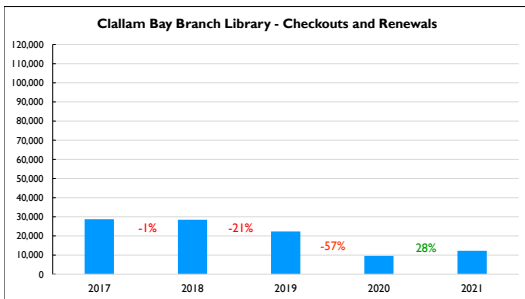


## Checkouts & Renewals

	2021	% of System
PA	303,044	35.8%
Self	37%	
SQ	298,426	35.3%
Self	38%	
FO	45,281	5.4%
Self	13%	
CB	12,266	1.5%
OR	10,849	1.3%
E Circ	175,454	20.8%
Total	845,320	100.0%



\* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021.

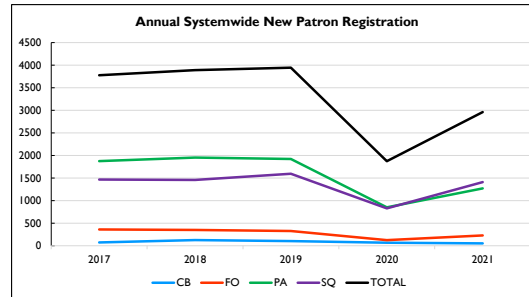
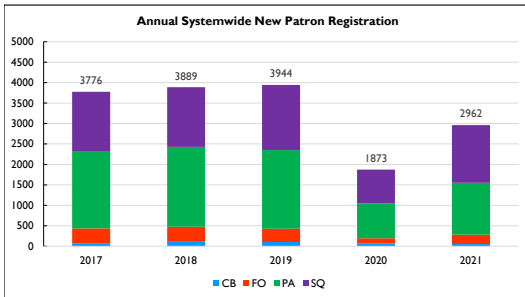


\* Unlike other branch circulation data, e-circulation does not include renewals.



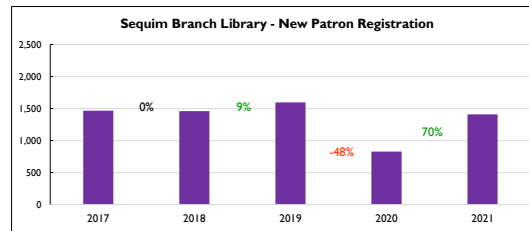
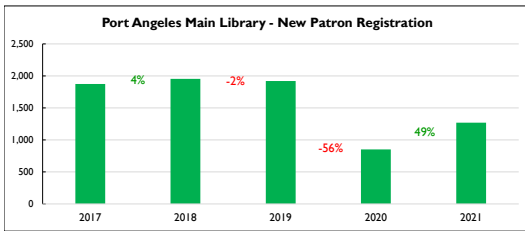
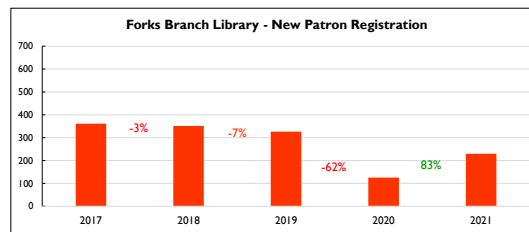
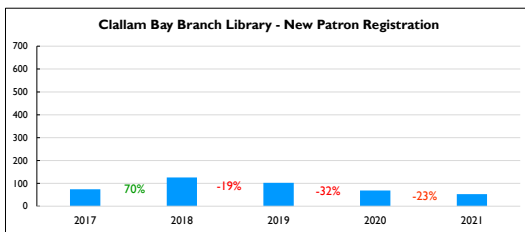
## New Patron Registration

	2021	% of System
PA	1270	42.9%
SQ	1410	47.6%
FO	229	7.7%
CB	53	1.8%
Total	2962	100.0%



\* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. □

\*Registration remained available through the Library's website. □



Library Programs		
	Programs/Attendees	% of System
PA	17/199	6%/2%
SQ	16/367	6%/3%
FO	0/82	0%/1%
CB	1/32	0%/0%
Virtual	236/11504	87%/94%
Total	270/12184	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	29,493	57.0%
SQ	15,107	29.2%
FO	3,889	7.5%
CB	3,210	6.2%
Total	51,699	100.0%

Wi-Fi Access		
System-wide Total		49,071

Volunteers		
	Volunteer Hours	# of Volunteers
PA	63.2	5
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
Total	63	5

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

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	5,402	63.3%
SQ	1,984	98.0%
FO	1,384	23.0%
CB	283	9.5%
Total	9,053	46.2%

Website Visits		
From outside the Library		194,469
From inside the Library		35,104
Avg. # of pages visited		1.80

Outreach Services		
Deliveries to the Homebound		1,364
New Patrons w/ Delivery Services		36

Interlibrary Loan Services		
Items borrowed from other libraries		1,620
Items loaned to other libraries		972

Meeting Date: January 27, 2022  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for November 2021

## Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

Take and Make kits continue to be a hit with library patrons with two offerings in November. The Fizzy Rocket Take and Make combined art and science for a fun project geared towards kids and teens with over 200 kits distributed throughout the county. Later in the month, 300 Gratitude Garland Take and Make kits were distributed. The kits contained string, pre-cut paper, and other supplies for making a hanging garland full of thankful expressions.



Youth Services Librarian Jennifer Lu'Becke visited the early childhood development center at Peninsula College. She shared stories, songs and rhymes with four different classrooms, which included 47 children ages 2-5 years of age. The visits will continue to occur on a monthly basis.

Other events during the month of November included:

- Baking with Kate: Pie Crust Demonstration with Author Kate McDermott – 151 participants

- Intentional Aging Discussion Group – 21 participants
- Author visit with Anders Morley (*This Land of Snow*) – 29 participants
- Trivia Night: Peninsula Native History and Culture – 12 participants
- Second Saturday Book Group reading *So You Want to Talk About Race* by Ijeoma Oluo – 4 participants
- Novel Conversations Book Group reading *The Lost City of the Monkey God* by Douglas Preston – 6 participants
- Second Tuesday Book Group reading *The Girl with the Louding Voice* by Abi Daré – 7 participants
- Wednesday Evening Book Group reading *The Painter* by Peter Heller – 3 participants
- *Rain or Shine!* Outdoor Storytimes – 26 participants at 4 events
- Early Literacy Videos – 3 new videos with 577 views

Librarian Sarah Morrison recently attended the Public Library Association webinar “Digging Deeper into Local and Family History with Census Data” and shared resources with public service staff. A number of staff wrapped up another round of NOLS University training sessions in November.

## **Sequim Branch Library**

*Emily Sly, Library Manager*

NOLS U training sessions were held for recently hired staff. Two Sequim staff joined the trainings. Emily and Erin Shield led the Customer Service Standards training; Emily and Noah Glaude led the Responding to Disruptive Events training.

Interviews were held for the for open Public Services Specialist position. A new door/patron counter was installed with improved data reporting and ease-in-access.

Liz participated in the Equity Diversity and Inclusion Team and Social Media Team. Patrick and Lisa responded to eHelp queries, and Patrick also replied to Book Match requests. Jessica participated in Public Restart Team. Annie participated in the Programming Team. Ellen and Dana participated with the Book Discussion Groups Team. Charlotte participated in the Youth Services Team and with collection selection responsibilities. Emily participated in Public Restart Team, Management Team, Public Communications Team, Sequim Capital Project Team, and Sequim Chamber of Commerce meeting.

## West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

### Daily operations:

- The Public Services Lead and the Branch Manager continued to update and refine West End procedures for new staff training and consistency in operations between Forks and Clallam Bay.
- The Branch Manager and the Bilingual Community Librarian worked together to shift and expand shelf space for the Spanish language. This change led to more patrons browsing the collection during open hours.
- All West End staff continued to provide excellent customer service, provide curbside service upon request, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various workgroups and teams.



### Programming:

- Public Services Specialist Adele hosted the 2<sup>nd</sup> annual Baking with Kate McDermott program which had 151 participants.
- Public Services Specialist Adele prepared and launched 300 Gratitude Garland Take & Makes.
- Youth Services Librarian Jennifer provided Teen Lit Bags to Clallam Bay and Forks teens.

### Outreach:

- The Bilingual Community Librarian continued to attend monthly Dispensa events which served 124 participants in November. She also continued to strengthen relationships



with community organizations and start planning programming for 2022.

- Public Services Specialist, David McDonald continued monthly deliveries to one Outreach to the Homebound patron.

*New Staff:*

- On-Call Circulation Assistant finished her training and was able to start working on book displays to create fun imagery to engage patrons.

*Emergency Response & Inclement Weather:*

During the month of November, the West End experienced extremely damaging flooding, landslides obstructing highways, and water outages that deeply impacted West End residents.



- NOLS was quick to partner with the Emergency Operations Center, the Clallam Bay Fire Department, Clallam Bay School, and the Clallam PUD to be the home base for providing 4,500 Gallons of Water to Clallam Bay residents during the extended water outage which occurred due to the landslide on I 12 between Clallam Bay and Sekiu.



- NOLS Staff and one NOLS Board Member contributed their time to provide daily access to water from the Clallam Bay Library branch. Volunteers from Search & Rescue also contributed their time to support water distribution efforts.



- NOLS collected donations of dry shampoo, baby wipes/flushable toilettes, and water jugs for Clallam Bay residents during the water outage.
- Forks and Clallam Bay Libraries added desktop icons to public computers to connect patrons to report flood damage. Staff fielded questions regarding flood damage and collaborated with the Emergency Operations Center to ensure accurate answers were provided.
- West End branch hours were modified and/or expanded during these emergency response efforts to accommodate water distribution needs and staffing limitations.

## Facilities Department

*Brian Phillips, Facilities Manager*

November is usually a stormy month, bringing heavy rains and high winds. This year, however, November was even more intensely wet than usual. Historic flooding and landslides disrupted library service on the West End, wreaking havoc on the roadways and cutting off the water supply to Clallam Bay. Despite these challenges, Facilities staff managed to assist with relief efforts in Clallam Bay and to even get a few things ticked off the to-do list elsewhere.

*Port Angeles Library:* Updated security alarm system communicator; installed new door/people counter; repaired rain gutter above staff entrance; replaced staff bike shelter roof and sidewalls; installed office bulletin boards; changed HVAC filters; replaced overhead lamps and ballasts; installed shelves behind checkout desk; spot cleaned carpets; patched and touched-up walls; cleaned gutters and drain basin grates; cleaned roof; trimmed bushes and trees; swept parking lot; hauled yard waste to transfer station; lawn care.

*Sequim Library:* Reinstalled bike racks; relocated book drop; installed new door/people counter at front entrance; removed dead juniper bush.

*Forks Library:* Installed door/people counter; replaced drinking fountain filter;

*Clallam Bay:* Installed door/people counter; replaced fire alarm panel battery

*Other:* Installed winter tires on library vehicles; disposed surplus furniture; purchased new cordless drills; restocked cleaning supplies; ordered HVAC filters; cleaned groundskeeping equipment; cleaned Annex drain basins; swept out Annex.

### **Outreach to Homebound Program**

*Cheryl Martin, Outreach Library Services Specialist*

During the month of December, 118 deliveries were made to homebound patrons and 3 new patrons registered for outreach services.

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

*Shane Miller, Information Technology Manager*

In November, the IT and Facilities staffs finished the installation of new door/patron counter sensors and activated the new system. IT will work to provide training on the new platform in December after we have been able to collect a few weeks of data. We look forward to obtaining detailed data and utilizing it in providing insights into helping our communities.

As part of our equipment evaluation process, we continue to track the performance of components with the implementation of benchmark testing to set performance baselines, aiding in a more comprehensive evaluation of our maintenance, upgrade, and replacement plans and procedures.

In this vein, IT continues to upgrade the public and staff workstations with the installation of additional RAM and the exchange of older hard drives for newer and much more efficient SSD drives, as well as upgrading some outdated operating systems. These upgrades aid in extending the longevity of the machines while also providing a better user experience.

Our Web Team continues to maintain and update NOLS web platforms which include the main website, the intranet, catalog, NOLS Docs, Evanced, and more. We created and published web pages for a variety of events and programs.

In addition, the web team worked to help highlight a public survey used to gather information about NOLS operating hours. The team created a web page and slide to provide relevant info about the survey and make people feel comfortable in taking it. In response to the wind and rainstorms that hit in late November, we created an Emergency Response page. We used it to post alerts, and highlight aspects of the emergency effort carried out on the West End including receiving donations of materials from the community destined for the West End.

Working with staff admins, training was implemented on the Evanced meeting room reservation system in preparation for the relaunch of NOLS public meeting rooms. We initiated calendar settings and worked on the reservation platform in preparation for the relaunch. Final changes and testing are also in process for the full launch of the new web forms platform, Ninja Forms.



The IT team welcomed the new Public Services Director, Meghan Sullivan, in November. We provided her with technical equipment training and supplied the information about our web platforms, staff sharing devices, staff chat, video conferencing and more.

IT participated in a demo for the Aspen/ByWater Discovery Layer in November. We initiated a full audit process of the NOLS intranet by tracking all applications and content to determine how much effort it would take to redesign the content, while also taking note of how many people currently use different aspects of StaffNet.

Our team contributed to the overall organization of Beanstack, which enabled the publishing of a Beanstack page of the '1000 Books before Kindergarten' challenge. We are looking at the options for a future 'Fit, Fabulous and Fierce' Beanstack challenge. We also continue to participate in meetings for establishing goals and schedules for the 2022 Summer Reading Program.



*Facilities assisting IT staff with installation of door/people counters*

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

November rang in with a rush of physical materials. Every cart in the department loaded with new books, DVDs, and audiobooks. Carts borrowed from other departments stacked to the gills with the same. Unfortunately in this bounty were also a high number of materials that are not properly bound when published. There are always small numbers of materials that need to be sent back due to defects or problems, but this is like, well, a pandemic. Acquisitions Lead, Susan, is working with our primary vendor to rectify the situation – organizing many returns and reissues. We hope to have it resolved soon.

The end of the year for Technical Services revolves around trying to get every ordered title received and invoiced to be paid against this year's budget. The team is doing a great job of hustling through loads of boxes and paperwork. Processor Mark is doing a great job with the mountain of physical processing and the couriers have pitched in with unloading boxes. Every bit helps. We anticipate hitting our turnaround time again by mid-December. It's only a day or two off so not a huge backlog.

And, a visitor: new Public Services Director, Meghan Sullivan, visited Tech Services in November to have a peek at the wide variety of tasks that staff do. We like to have the opportunity to show new staff how things flow behind the scenes.

1484 physical items were processed and available for customers in the month of November. 716 downloadable titles were added. 83 print materials were repaired. 89 media items were resurfaced or repaired to extend their lives. 45 physical donations were made and will be added to the collection shortly. 726 totes were moved between all NOLS' branches by the couriers, as well as 25 Outreach deliveries. Tech Services filled 142 InterLibrary Loan requests for NOLS' patrons and 75 loans out to other libraries.

Carol spent an hour on Safety Committee business. Wendy worked 6 hours in Outreach. Cindy spent 3 hours on Web Team responsibilities. Erin attended meetings related to SQ Library building project, discovery layers, Management Team, helped Emily provide customer service training for a NOLS 101 session, and worked on issuing the RFP for the new discovery tool.

## **Administrative Operations Department**

### ***Human Resources***

*Shaina Rajala, HR & Business Manager*

Significant meetings/events and projects this month:

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meeting & EDI Drop-In Meeting
- Management Team meetings
- PEBB Open Enrollment
- United Way Campaign Rollout

### **Recruitments:**

- Youth Services Librarian I – FO/CB
- Public Services Specialist – SQ
- Public Services Specialist – FO/CB

**New Hires:**

- Meghan Sullivan – Public Services Director – ADM

**Separations:**

- None

**Financial Operations**

*John DeFrancisco, Finance Manager*

John participated in Management Team Meetings and EDI Normalizing Conversations in November.

Accounting Statistics for November:

- 109 Vouchers
- 109 Credit Card Transactions
- 3 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 64 Payroll Pays

**Public Communications**

*Kate Radigan, Marketing Coordinator*

- 8 news releases and an *Off the Shelf* article were sent
- Social media support of community information during the West End emergency
- Troi and Kate began regular bi-weekly meetings for Social Media Team updates
- Troi and Kate finalized a Social Media Policy
- PubCom team continued work on new submittal form and workflow tracking spreadsheet

**Public Service Director's Report**

*Meghan Sullivan, Public Services Director*

Significant meetings/events and projects this month:

- Orientation and Training with all NOLS Departments
- Staff Introductions and Site Visits at the Forks and Sequim Branches
- Participated in the Discovery Layer RFQ Process
- Recruitment activities for positions in Forks and Sequim
- Attended Weekly Branch Manager Meetings in addition to Management Team, Port Angeles Branch Staff, and EDI Normalizing Conversations Meetings

- Attended Port Angeles Friends of the Library Board Meeting
- Attended Puget Sound Regional Library Bi-Monthly Meetings
- Attended Youth Leaders Meeting sponsored by the Washington State Library
- Attended Co-Designing for Trust: Reimagining Online Information Literacies with Underserved Communities Workshop sponsored by the UW iSchool

## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Orientating new Public Services Director
- Responding to COVID-related issues and adjusting in-library use protocols
- Finalizing 2022 Operating Budget and preparing levy certification
- Creation of Naming and Recognition Policy and updating of Gifts Policy
- General Employee Unit Collective Bargaining Agreement negotiations
- Negotiating contract with SHKS Architects for Sequim Library Expansion and Renovation Project
- Responding to emergency in Clallam Bay, coordinating with Clallam County's emergency response team and local partners to provide drinking water and personal hygiene supplies to community members.
- Sequim Library Expansion and Renovation Project planning
- Review and rating of the Discovery Layer RFP submissions
- Working with the Public Communications Team, updating the public communication work flow and forms utilized by staff to submit and track projects
- Routine Branch Manager, Management Team, and Public Restart Team meetings

Meeting Date: January 27, 2022  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for December 2021

## Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

The last CreativiTea event in 2021 featured recipes from around the world. Participants learned about traditional recipes in a multicultural exploration of winter celebrations from around the world. Celebrations explored included Hanukkah, New Year's Day, Three Kings Day, St. Nicholas Day, Winter Solstice, Kwanzaa, Christmas, Chinese New Year, and more. More than 30 people picked up kits to put together their own recipe booklets with about 25 individuals and family groups logging in to participate in the virtual event.



Other events during the month of December included:

- Trivia Night @ NOLS: Popular Music of the last 100 years – 43 participants
- In the Kitchen with NOLS: Virtual Cookie Exchange – 12 participants
- Winter Sugar Scrub Take and Make – 200 participants
- Intentional Aging Discussion Group: Telling Your Story – 16 participants
- Second Saturday Book Group reading *Eleanor Oliphant is Completely Fine* by Gail Honeyman – 8 participants
- Novel Conversations Book Group reading *The Island of Sea Women* by Lisa See – 7 participants
- Second Tuesday Book Group reading *Braiding Sweetgrass* by Robin Wall Kimmerer – 6 participants

- Wednesday Evening Book Group reading *The Warmth of Other Suns* by Isabel Wilkerson – 5 participants
- Early Literacy Videos – 5 new videos with 2140 total views

A number of training opportunities were made available for staff in December:

- Several staff were trained on BookMatch procedures and will begin helping in the new year with BookMatch requests from patrons.
- Staff new to NOLS between summer and fall of 2021 finished a round of NOLS U training sessions on Local History and Responding to Disruptive Events.

NOLS was happy to welcome Clair Dunlap as the newest Youth Services Librarian in Port Angeles. Clair has been able to jump right in and has already produced several Early Literacy videos that have been popular on social media.

### **Sequim Branch Library**

*Emily Sly, Library Manager*

It was a snowy end of December, which was great for being cozy inside reading a book, but not so good for staff and patrons to safely access the library without modification to open hours. The majority of community members were understanding of the temporary reduction in hours to ensure safety. Hold pick up dates were extended to allow patrons more time to get their holds, if unable to get to the library because of the weather.

Earlier in December, the Sequim Expansion and Renovation Project Team joined a Virtual Kick-off meeting with SHKS Architects. We reviewed project goals and are looking forward to moving ahead on design work in early 2022.

### **West End Branches (Forks and Clallam Bay)**

*Troi K. Gale, Library Manager*

*Daily operations:*

- The Public Services Lead and the Branch Manager continued to update and refine West End procedures for new staff training and consistency in operations between Forks and Clallam Bay.
- Staff were able to start using the new door/patron counter software which alleviated staff needing to manually count patrons as they entered the building.
- Youth Services Librarians aided in deselecting and redistribution of some children's fiction when shelves were tight.

- Public Services Specialists Angeles, David, Dianne started a full inventory of Forks and Clallam Bay branches with the guidance of the Tech Services department, which will be completed by January 31, 2022.
- All West End staff continued to provide excellent customer service, provide curbside service upon request, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various workgroups and teams.

*Programming:*

- Youth Services Librarian, Jennifer provided Teen Lit Bags to Clallam Bay and Forks teens.

*Outreach:*

- The Bilingual Community Librarian continued to attend monthly Dispensa events which served 100 participants in December. She also continued to strengthen relationships with community organizations, plan visits to various locations on the West End, and start planning programming for 2022.
- Public Services Specialist, David continued monthly deliveries to one Outreach to the Homebound patron.
- Public Services Specialist, Angeles distributed Outreach to the Homebound brochures to locations in the community to amplify this service.

*New Staff:*

- Due to an upcoming retirement of Public Services Specialist Adele, there was a proactive recruitment. The On-Call Circulation Assistant, who was hired in October, was promoted into this Public Services Specialist position upon the recruitment completion.

*Emergency Response & Inclement Weather:*

- Forks and Clallam Bay Libraries continued to have desktop icons to public computers to connect patrons to report flood damage. Staff fielded questions regarding flood damage and collaborated with the Emergency Operations Center to ensure accurate answers were provided.
- Forks and Clallam Bay Libraries hours were modified during the inclement weather which occurred in late December due road conditions.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

The week between Christmas and New Year's Day is usually a great time to quietly transition from one year to the next in Facilities. Usually at this time, the year's final projects are wrapped-up, annual expenditures are tallied, and tools and equipment are put in order. Staff also use this time to take a quick breather around the holidays before the work plan for the coming year begins. This year, however, the forces of nature had other plans! Facilities staff instead spent the week shoveling snow and de-icing walkways. The Christmas storm brought fairly heavy snow that lingered for many days due to persistent cold temperatures. Though all was eventually dealt with, and without serious incident or injury, it was a dramatic way to end the year!

*Port Angeles Library:* Constructed new fence along west side of building and along north side of parking lot; installed new snow guards above building entrances; replaced vandalized public restroom trash bin/paper dispenser; repaired damaged restroom stall lock; repaired inner front door push bar; touched-up interior paint; repaired motorized scooter power cord; snow and ice removal

*Sequim Library:* Installed people counter; replaced some furniture removed earlier for pandemic-related reasons; rebuilt toilet flush valve; snow and ice removal.

*Forks Library:* Installed additional emergency lights; replaced fire extinguishers; installed people counter; replaced fire extinguishers; cleaned parking lot drains; removed carpet stains; touched-up wall paint; snow and ice removal.

*Clallam Bay:* Installed people counter; checked emergency lights and fire extinguishers; installed diaper-changing station and repositioned sharps container in single use restroom; touched-up wall paint; serviced lawn mower; snow and ice removal.

*Other:* Washed vehicles inside and out; put winter tires on Nolsy Red

## **Outreach to Homebound Program**

*Cheryl Martin, Outreach Library Services Specialist*

During the month of December, 118 deliveries were made to homebound patrons and 3 new patrons registered for outreach services.

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

*Shane Miller, Information Technology Manager*

December was another productive month for the IT team. In addition to the regular computer maintenance, support, and troubleshooting, the team continued to solve ongoing concerns



regarding software, hardware, internet connectivity, and problems with network connection. We supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in the Public Restart team and EDI team meetings, as well as trainings for meeting room booking, public Zoom meetings, and people counter usage.

IT made multiple trips to the West End this month to provide IT support. At the Clallam Bay branch, IT helped fix two computers that developed problems after a sudden power outage. IT also transferred a machine from Clallam Bay back to Port Angeles. In Forks IT worked to improve patron access and experience by setting up another express computer and replacing an old and slow performing catalog computer.

In the Port Angeles branch, IT prepared the Kids and Young Adult computers for additional usage as we continue with our Restart Plan. We deployed an additional Express Computer to allow for more patron usage. As part of our ongoing cybersecurity efforts, network settings were adjusted on multiple printers in PA to increase security.

In December, a major security flaw was discovered in a common software called log4j. As information came out, IT staff tracked what NOLS systems could be affected, and we patched as needed. This involved changing firewall rules, updating servers, and applying software updates. This mainly affected website servers, and caused a brief outage while the necessary servers were updated. No other major NOLS systems were vulnerable.

IT began testing out new software, called Deep Freeze, that will add an extra layer of security and privacy to public-use computers. On each reboot, all changes are wiped and a pre-set point of operation state is restored. This is in addition to already in-use safeguards to wipe patrons' information between sessions and mitigate any security risks. Deep Freeze has been deployed on the public-use laptops for patrons to check out, and is forthcoming on public computers after testing is finished.

The Web Team worked to archive materials from 2021, which included updates to the Board and Administration yearly meeting schedule, the Customer Comments page, and the News Releases landing page. The Library closure dates for 2022 were published and the book discussion groups were added. Work was completed in preparation for a future migration from our current web form system to a new system.

IT worked with the Public Services and Programming teams to help prepare for the soft reopening of the meeting rooms in 2022. The work involved the creation of draft web pages and training sessions to help inform staff about the reopening and show them the process of making a meeting room reservation.

We helped organize the dashboards for the new door/people counters at each branch and provided a training for management on the use of the software. A follow-up training for the counters will take place in January.

In December, IT welcomed the new Youth Services Librarian in Port Angeles, Clair Dunlap, and provided her with an IT computer orientation.

## Technical Services Department

*Erin Shield, Collection Services Manager*

Technical Services started ordering materials again in late December after closing out the 2020 Polaris fiscal year. Everyone worked very hard to get back on track with our turnaround time – getting holds out within 3 days of cataloging and materials without holds within 7 days. There is still a backlog of digital records that catalogers will work through as a priority but patrons already have access to the materials directly through their Overdrive and hoopla accounts.

The team provided new Librarian, Clair Dunlap, with an overview of Technical Services functionality. Welcome aboard, Clair!

December's stats were off the charts. 1811 physical items were processed and available for customers in the month of December. This is over 300 more items than the next highest month in 2021. 429 downloadable titles were added. 189 print materials were repaired. 208 media items were resurfaced or repaired to extend their lives. 152 physical donations were made and will be added to the collection shortly. 775 totes were moved between all NOLS' branches by the couriers, as well as 20 Outreach deliveries. Tech Services filled 132 InterLibrary Loan requests for NOLS' patrons and 103 loans out to other libraries.

Wendy worked 12 hours in Outreach. Cindy spent 3 hours on Web Team responsibilities. Cataloging staffers attended a webinar: "Tackling Racism and Bias in the Library Catalog." Erin attended meetings related to SQ Library building project, collection development, discovery tool, and Management Team.

### 2021 Highlights from Tech Services' staff:

- Lots of deliveries – no problems
- Being able to maintain a quick turnaround time for materials for (most of) the year
- I think what has stood out for me is the Ethical cataloging trainings that we have taken and the small steps that we have already implemented to move our cataloging practices towards more diversity and inclusiveness.
- Impressed by how we constantly add new things to the collection and staff gets them quickly out on the shelves.
- Starting to have regular in-person meetings.
- It's nice to see people back in the library and have Rita and Carol back laughing in the Friends area!
- Tech Services taking over Interlibrary Loans (ILL) seems to be running fairly smoothly!
- Re-subscribed to serials, including newspapers.
- ILL is much less intimidating and feeling more like a regular part of the flow for Tech Services.
- I checked out one of the library's violins and (a friend and I) spent an evening reading Beethoven violin/piano sonatas - Beethoven was probably spinning in his grave, but we had fun!

- For lack of a volunteer, added lots of disc resurfacing and book repairs to daily processing; managed to keep head above water.
- The really excellent quality work the Tech Services Team put into ordering, processing, delivery of materials, Interlibrary Loans, the list goes on and on... It was very productive and a pleasure to see the team meshing so well.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, HR & Business Manager*

Significant meetings/events and projects this month:

- Preparing for the return of a very limited number of NOLS volunteers
- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meeting
- Management Team meeting

#### **Recruitments:**

- YS Librarian I – FO/CB
- Public Services Specialist – FO/CB

#### **New Hires:**

- Clair Dunlap – YS Librarian I – PA

#### **Promotions:**

- Angeles Brito – Public Services Specialist – FO/CB

#### **Separations:**

- Shannon McNeil – IT Specialist 3 – IT
- Danielle Lepping – Librarian 2 – PA

### **Financial Operations**

*John DeFrancisco, Finance Manager*

John participated in Management Team Meetings, inclement weather planning, Capital Budget review, meetings with the State Auditor's Office and EDI Normalizing Conversations in December.

Accounting Statistics for December:

- 121 Vouchers

- 78 Credit Card Transactions
- 1 Revolving Fund Check
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 66 Payroll Pays

### **Public Communications**

*Kate Radigan, Marketing Coordinator*

- 6 news releases and an Off the Shelf article were sent
- Regular PubCom Team and meetings with Troi (social media) continued.
- EDI drop-in meeting
- Programming Team meeting
- Researched and inquired with various companies regarding name tag and business card printing.
- Worked with Youth Services and Web Team to create web page and publicity for 2022 Battle of the Books.
- Finalizing Book Discussion Group info for 2022 began.
- There were a lot of great programs to cap off 2021! Virtual Cookie Exchange, Recipe Book program, Take & Makes, Teen Advisory Board, Trivia Nights, and more, as well as the routine Book Discussion Groups and Intentional Aging continuing.

### **Public Service Director's Report**

*Meghan Sullivan, Public Service Director*

Significant meetings/events and projects this month:

- Staff Introductions and Site Visit to the Clallam Bay Branch
- Recruitment activities for positions in Forks
- Facilitated Weekly Youth Services Team Meetings
- Began regular one on one meeting with direct reports
- Participated in activities for the Sequim Renovation & Expansion Project
- Participated in activities for the Bookmobile Project
- Attended NOLS U Training Sessions
- Attended Clallam Bay Friends of the Library Meeting
- Attended Weekly Branch Manager Meetings in addition to Management Team, Port Angeles and Sequim Branch Staff Meetings, and EDI Normalizing Conversations
- Attended Puget Sound Regional Library Bi-Monthly Meetings
- Attended Monthly Washington State Deputy/Assistant Director Meeting
- Attended Youth Leaders Meeting sponsored by the Washington State Library

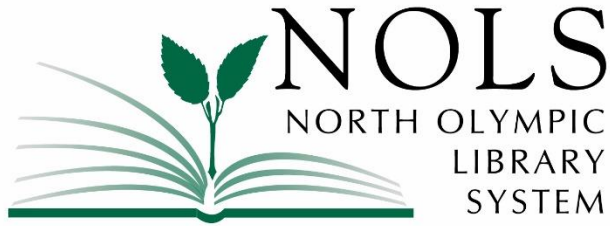
## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Responding to COVID-related issues and adjusting in-library use protocols
- 2022 Capital Budget Development
- Sequim Library Expansion and Renovation Project
- West End Youth Services Librarian recruitment activities
- Routine Fiscal and Accountability Audit
- Offer NOLS U training session on responding to disruptive events
- Routine Branch Manager, Management Team, and Public Restart Team meetings





## 2021 Highlight Log

(November - December 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.*

### 11/3/2021 – NOLS

A patron emailed me this after Baking with Kate program:

"I did the pie workshop tonight and it was great! I've never been able to make a pie crust but now I think I can do it. Please tell everyone involved with organizing this thank you for me. I really enjoyed it."

### 11/3/2021 – NOLS

After Received another email regarding the Baking with Kate program:

"Thank you for hosting Kate tonight! As she said, pie baking is therapeutic. I'm a therapist learning how to bake pies in my tiny kitchen in New York City. My boyfriend snapped a couple pictures during the class tonight, which I absolutely loved! Thank you so much."



**11/4/2021 – Clallam Bay**

Last night's pie crust class with Kate McDermott was a success with 151 people watching. We had people from Maine to California enjoying the class and of course Sequim, Port Angeles and Clallam Bay / Sekiu. Whoever works with Kate next year will find her very gracious and easy to work with.

**11/9/2021 – Port Angeles**

A patron came to front desk to let us know how much they loved their resiliency bag. They talked about every item as well as how useful the resources were in the packet. Very happy and grateful patron!

**11/9/2021 – Port Angeles**

A patron received some ILL materials. They said they used to work in ILLs for some professional libraries. When I pointed out the ILL department contact info on the cover, they said, "I would only contact them to tell them what a wonderful job they are doing! Thank you!"

**11/10/2021 – Port Angeles**

A patron came to the front desk to share how grateful they are that there is a wonderful variety of ethnic and cultural diversity in the NOLS collection. They were very complimentary of our selectors!

**11/10/2021 – Port Angeles**

A patron come up to the desk today raving about our DVD collection. She said that we always have new things, and our collection is very up to date. Kudos to the selector!

**11/16/2021 – Port Angeles**

We waived a recently passed patron's charge for a lost item the family was not able to find and sent back their voided check with a note of condolence. The family sent a lovely bouquet of flowers to the branch with a note thanking the library for being a comfort for their father in his last years and thanking us for serving the community well. The flowers are in the staff room for all to enjoy!

**11/22/2021 – Sequim**

A patron gave a Sequim staff member a lovely card to all Sequim library employees/volunteers: "Your help and smiling faces are very much appreciated--Hope you all have the best Thanksgiving ever--stay safe and well this winter--we need you! Sincerely, a grateful patron."

**11/24/2021 – Clallam Bay**

There is so many highlights amid NOLS' Emergency Response to the landslide and water outage impacting the West End.

People have been amazed and so grateful for NOLS. I have received calls from various organizations including churches, fire departments on the West End, and EOC members thanking us. Additionally, community members have been so thankful to have access to water during this challenging time.

Thank you to everyone who has contributed to these efforts on behalf of so many community members and organizations.



**11/24/2021 – NOLS**

I just received a text from a friend in Clallam County Emergency Management who said "Troi and Noah out on the West End deserve medals. Their dedication to helping out in the community is amazing...says amazing things about NOLS."

**11/27/2021 – Sequim**

A Patron returned the book, God Human Animal Machine by Meghan O'Gieblyn and wanted to thank the library for having such cutting edge, new material available for him to read. Congratulations to the selection team.

**11/30/2021 – Port Angeles**

A patron took three Gratitude Garland Take & Makes and stopped me to say that the library is at the very top of her thankful list because she has so much appreciation for our staff and that the library is open and such an wonderful place to be!

**11/30/2021 – Port Angeles**

A patron wanted to let the library know that her granddaughter really enjoyed the Gratitude Garland Take & Make. She had so much fun making it and is really proud!

**12/2/2021 – Port Angeles**

A frequent patron read a book suggested recently by staff. Today she came in and checked out 6 other works by the author. "This is the point of art," she said about how deeply the work affected her.

**12/4/2021 – Port Angeles**

A patron told me that they really appreciated the gratitude journal (Clallam County Writes) and had written a poem in it, but wanted staff to enjoy the poem as well, so they printed it out and gave me a copy. Check it out in the PA staff room if you're interested!

**12/8/2021 – Port Angeles**

A patron who has been working on an 8 hour AARP course, finished and received a beautiful certificate in which they were so proud. Tears came to their eyes as much appreciation and gratitude for staff was expressed. A thank you card and a bag of chocolates was brought out and would like to be shared with the whole staff. The chocolates are in the staff breakroom. Thank you patron services staff for helping out!

**12/9/2021 – Port Angeles**

Kristin made a curated list for the Washington Anytime Library and it's currently front and center at the top of the page. Great job, Kristin!

**12/13/2021 – Port Angeles**

A happy patron excited about our collection of books in Spanish:

"This is why I love this library!" \*holds up two picture books with identical covers except one is in English and one is in Spanish\* "I get to read to my grandkids in English and in Spanish!"

**12/22/2021 – Port Angeles**

A Sequim patron took the time to call and check about curbside options because they had a sick family member with them and wanted to protect others by not entering the library to pick up holds.

**12/23/2021 – Sequim**

An impressed patron stopped by the desk to ask who did the amazing hedge-work outside Sequim Branch. They said they were "inspired"!

**12/29/2021 – Port Angeles**

A patron called to thank all staff involved in reviewing and picking out the book selections for the Book Group discussions. They don't participate in the groups, but always read the recommended titles and are very appreciative of the work we put into the lists