

Board of Trustees Regular Meeting
Thursday, February 24, 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/.

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.

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 January 27, 2022
4. Communications
5. Presentation: Services for Older Adults at NOLS, presented by Librarian Cheryl Martin

6. Public Comments
7. Financial Reports: January 2022
8. Approval of Vouchers: January 2022
9. Unfinished Business
None
10. New Business
 - N.1. Verbal Update on NOLS' COVID-19 Response
 - N.2. Board Meeting Locations and Presentations in 2022
 - N.3. Verbal Update on Sequim Expansion and Renovation Project
 - N.4. Verbal Update on Bookmobile Project
11. Reports
 - R.1. Monthly Statistics Reports: January 2022
 - R.2. Monthly Activity Reports: January 2022
 - R.3. Customer Comments 2022
 - R.4. Highlight Log: January 2022
12. Public Comments
13. Trustee Comments
Library Board members may ask a question for clarification, make a brief announcement or make a brief report on 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.
14. Next meeting: 5:30pm, Thursday, March 24, 2022.
15. Agenda items for next meeting
16. Adjournment

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

*NOLS Mission Statement
Adopted 11/22/16*

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, 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, November 17 , 2022	5:30pm	Regular meeting	TBD

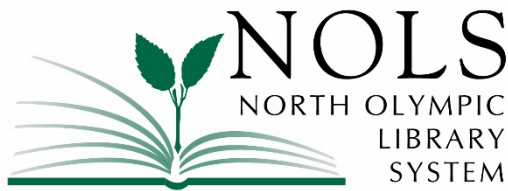
Note: no regular Board meetings scheduled in July or December.

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

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

1. Call to order, roll call and introductions
Board Chair 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, IT Manager Shane Miller, Facilities Manager Brian Phillips, and HR & Business Manager Shaina Rajala. Visitors present: Matthew Nash.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of November 18, 2021
Motion by Ms. Pelikan to approve the minutes from the November 18, 2021 regular meeting. Motion seconded by Mr. Ian Miller. Motion carried.
Approval of minutes for special meeting of December 14, 2021
Motion by Ms. Pelikan to approve the minutes from the December 14, 2021 special meeting. Motion seconded by Mr. Ian Miller. Motion carried.
4. Communications:
The Washington State auditor's office have just concluded their financial and accountability audit of NOLS without findings, noting in particular the ease and efficiency in working with NOLS' Finance Manager John DeFrancisco.
NOLS was recently contacted by an attorney of an estate to announce that a sizeable donation will be made toward the SQ Library Expansion and Renovation project.
5. Public Comments
6. Financial reports: November 2021 and December 2022
The financial reports for November 2021 and December 2021 were accepted as presented.

7. Approval of vouchers: November 2021

Motion by Ms. Pelikan to approve the November 2021 vouchers, numbered #1037 through #1145, in the amount of \$446,073.08. Motion seconded by Mr. Caldwell. Motion carried.

Motion by Ms. Pelikan to approve the December 2021 vouchers, numbered #1146 through #1266, in the amount of \$533,697.18. Motion seconded by Mr. Ian Miller. Motion carried.

8. Unfinished business: **None**

9. New business

N.1. Approval of the 2022 Capital Budget

Motion by Ms. Pelikan to adopt the 2022 capital budget in the amount of \$2,663,800 as presented. Motion seconded by Mr. Caldwell. Motion carried.

N.2. End-of-Year/Start-of-Year Fiscal Reconciliation

N.3. Approval of Resolution 22-01-01: Authorizing Staff to Transfer Funds

Motion by Mr. Ian Miller to adopt Resolution 22-01-01 authorizing the staff to transfer funds. Motion seconded by Ms. Pelikan. Motion carried.

N.4. Approval of All Staff Training Day Closures for 2022

Motion by Mr. Caldwell to approve All Staff Training Day Closures for 2022. Motion seconded by Mr. Ian Miller. Motion carried.

N.5. Verbal Update on NOLS' COVID-19 Response

10. Reports

R.1. Monthly Statistics Reports: November 2021; December 2021

R.2. Monthly Activity Reports: November 2021; December 2021

R.3. Highlight Log: November 2021; December 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, February 24, 2022 by teleconference.

14. Agenda items for next meeting:

Social Media Policy Update

Presentations from staff for future 2022 board meetings

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

At 6:45pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director.

At 7:01pm the Chair announced that the Board had concluded its executive session and would now return to open session.

16. Actions on executive session

Motion by Ms. Pelikan to approve a merit based salary increase to the Executive Director in recognition of excellent performance. Motion seconded by Mr. Ian Miller. Motion carried.

Motion by Ms. Pelikan to authorize amendment of the Executive Director's employment contract to set the Executive Director's monthly gross salary at \$8,635/month, to be effective February 1, 2022. Motion seconded by Mr. Ian Miller. Motion carried.

Note for the record that in setting the Executive Director's salary the Board takes into consideration that the Executive Director is ineligible to receive the routine salary adjustments available to other NOLS employees, such as annual step increases, cost of living adjustments, longevity pay benefits, or overtime compensation, and his salary has not been adjusted since his contract was first agreed upon in March 2020. Since then, almost all other NOLS employees received a 1% COLA in 2021, 4% COLA in 2022, and at least a 5% step increase or more.

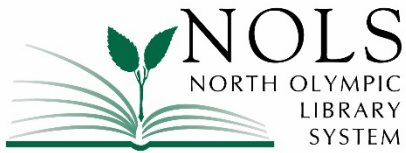
17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:05pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: February 24, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for January 2022

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: Private Grants and Donations includes \$11,000 from PAFOL, and \$25,000 from FOSL. NOLS is grateful for the generosity the Friends' groups.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$229,062 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 January are \$283,434.

Of the \$229,062 in electronic transfers, \$67 was paid to the DOR for Sales and Use Tax (Voucher 36).

Transfers In/Out amounts in the Investment section of the Account Balances statement represent the beginning year float entries as approved by the Board of Trustees at the January Meeting. This is for Resolution 22-01-01: Authorizing Transfer of Funds.

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



Revenue Report

January 31, 2022

Operating Revenue				I/I 2ths is	8.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,535,000	9,400	9,400	4,525,600	0.2
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	8,100	344	344	7,756	4.3
Library Fees	10,000	1,029	1,029	8,971	10.3
Miscellaneous Revenues					
Pool Fund Investment Interest	6,300	-	-	6,300	-
Facilities Leases (Short Term)	-	-	-	-	-
Private Grants and Donations	102,000	37,740	37,740	64,260	37.0
Other Miscellaneous Revenue	53,200	24	24	53,176	0.0
Total Miscellaneous Revenues	161,500	37,763	37,763	123,737	23.4
Nonrevenues (excise taxes)	410	32	32	378	7.8
Transfers In	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	48,568	48,568	5,466,078	0.9

Capital Revenue					
Timber Revenues (received in 2022)	-	7,016	7,016	-	-
Total Capital Revenue	-	7,016	7,016	-	-

Grand Total Revenues	55,584	55,584			
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Expenditure Report

January 31, 2022

				1/12ths is	8.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	201,852	201,852	2,668,771	7.0
Benefits	1,191,101	81,582	81,582	1,109,519	6.8
Total Personnel	4,061,724	283,434	283,434	3,778,290	7.0
<i>Supplies</i>					
Supplies, Office and Operating	106,100	3,024	3,024	103,076	2.8
Fuel	18,150	367	367	17,783	2.0
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	480,000	13,145	13,145	466,855	2.7
Small Tools/Equip (<\$200)	1,750	-	-	1,750	0.0
Total Supplies	607,700	16,536	16,536	591,164	2.7
<i>Services</i>					
Professional Services	317,436	6,400	6,400	311,036	2.0
Communication	138,560	8,635	8,635	129,925	6.2
Travel	18,500	10	10	18,490	0.1
Taxes and Operating Assessments	4,000	-	-	4,000	0.0
Operating Rentals and Leases	815	-	-	815	0.0
Insurance	97,400	-	-	97,400	0.0
Public Utilities	92,840	8,053	8,053	84,787	8.7
Repair and Maintenance	136,196	5,678	5,678	130,518	4.2
Miscellaneous Services	21,325	1,034	1,034	20,291	4.9
Total Services	827,072	29,811	29,811	797,261	3.6
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>8,539</i>	<i>8,539</i>	<i>9,201</i>	<i>48.1</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>31</i>	<i>31</i>	<i>379</i>	<i>7.6</i>
<i>Transfers ⁽²⁾</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.0</i>
Total Operating Expenditures	5,514,646	338,351	338,351	5,176,295	6.1

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	168,000	-	-	168,000	0.0
Other Improvements	106,900	-	-	106,900	0.0
Machinery & Equipment	388,900	-	-	388,900	0.0
Construction of Capital Assets	2,000,000	-	-	2,000,000	0.0
Total Capital Outlays	2,663,800	-	-	2,663,800	0.0
Grand Total All Expenditures	8,178,446	338,351	338,351	7,840,095	4.1



Account Balances

January 31, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,032,615	(114,594)	7,016	-	925,037
Operating Reserve ⁽³⁾	1,104,899	(177,476)	-	-	927,423
PA Capital Reserve ⁽⁴⁾	113,988	-	-	-	113,988
Sequim Capital Project Acct. ⁽⁴⁾	2,000,000	-	-	-	2,000,000
Capital Budget - 2021 ⁽⁴⁾	283,206	(283,206)	-	-	-
Capital Budget - 2022 ⁽⁴⁾	-	397,800	-	-	397,800
<i>Total Board Designated Accounts</i>	<i>5,841,727</i>	<i>(177,476)</i>	<i>7,016</i>	<i>-</i>	<i>5,671,267</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	85,555	-	693	-	86,247
NOLS Materials Fund	14,564	-	1,025	45	15,543
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	6,498	-	-	961	5,537
Port Angeles Donations Fund	7,416	-	4	-	7,419
Port Angeles Friends Donations	8,898	-	11,000	-	19,898
Sequim Donations Fund	53,500	-	306	-	53,805
Sequim Friends Donations	2,162	-	25,000	-	27,162
Forks Donations Fund	2,007	-	11	-	2,018
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,088	-	2	-	7,089
Clallam Bay Friends Donations	1,176	-	-	-	1,176
NOLF Donations 2022	-	-	-	-	-
Williams Bequest	165,509	-	-	-	165,509
WA Rural Heritage Grant - Remediation	-	-	-	-	-
Streett Memorial Gift Fund	5,447	-	-	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	11,780	-	-	-	11,780
<i>Total Grants and Donations</i>	<i>446,851</i>	<i>-</i>	<i>38,040</i>	<i>1,006</i>	<i>483,885</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,291,240</i>	<i>(177,476)</i>	<i>45,056</i>	<i>1,006</i>	<i>6,157,814</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,460,375</i>	<i>(149,340)</i>			<i>2,311,035</i>
Total WA State Local Investment Pool	8,751,615	(326,816)	45,056	1,006	8,468,849

Notes:

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



Account Balances

January 31, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁵⁾	338,548	-	-	-	338,548
PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	1,318,045	-	-	-	1,318,045
Total Investments	10,069,660	(326,816)	45,056	1,006	9,786,893
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	652	652	6,000
Payroll Account (US Bank 1301)	4,873	229,062	-	229,062	4,873
Merchant Account (FF 7401)	1,000	(950)	1,094	144	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	12,323	228,112	1,747	229,858	12,323
Total Cash	12,323	228,112	1,747	229,858	12,323
Total Cash and Investments	10,081,982	(98,705)	46,803	230,864	9,799,216

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 JANUARY 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
	I ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 12-31-21) - EFT 902	189,784.46	
	34 Dept. of Labor & Industries	Q4 2021 L&I - NOLS	6,252.64	
	35 Dept. of Retirement Systems	PERS and DCP (PPE 12-31-21) - EFT 903	38,980.00	
	42 Hartford Retirement Plan Solutions	MMDCP 01-2022 (PPE 12-31-21) - EFT 904	230.00	
	43 Health Care Authority	HCA 01-2022 (PPE 12-31-21)	37,693.19	
	44 HealthEquity	HSA ER Contributions - January 2022	666.65	
	66 NOLS Employee	HRA Reimbursement	98.14	
	67 United Way of Clallam County	United Way Donations (PPE 12-31-21)	290.00	
	71 WCIF	Vision/Life/EAP Premiums 01-2022 (PPE 12-31-21)	1,296.10	
	74 WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-21) - February Coverage	5,436.92	
	75 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 01-2022 (PPE 12-31-21)	2,084.37	
	CK 2214 NOLS Employee	HRA Reimbursement	621.28	283,433.75
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
	14 Bill's Plumbing	PO 17 Maintenance Supplies - Mechanical Supplies - FAC	57.64	
	16 CED Consolidated Electrical Distributors	PO 85 Maintenance Supplies - Light Fixture Ballasts - FAC	146.88	
	32 Commercial Filter Sales & Service	PO 53 Maintenance Supplies - HVAC Filters - FAC	225.85	
	33 Co-Op Farm & Garden, The	PO 15 Maintenance Supplies - Groundskeeping Supplies - Ice Melt - FAC	68.48	
	36 Dept. of Revenue - Use/Sales Tax	December 2021 Sales & Use Tax - EFT 906	12.14	
	58 Sherwin-Williams	PO 67 Maintenance Supplies - CB Touch Up Paint - FAC	28.77	
	63 True Value	PO 07 Maintenance Supplies - Hardware for FO Baby Changing Station - FAC	4.88	
	64 True Value	PO 27, 28, 29, 34, 38 Maintenance Supplies - FO Ice Melt, Drain Opener, Paint and Spackle - FAC	137.46	
	65 True Value	PO 92 Maintenance Supplies - FO Batteries for Driveway Sensor - FAC	19.52	
	CC 3 Amazon.com	PO 1126 Technology Supplies - Drum for Printer CB - IT	227.62	
	CC 15 Global Industrial	PO 61 Maintenance Supplies - PA Trash Container and Dispenser - FAC	418.81	
	CC 16 Home Depot	PO 35 Maintenance Supplies - Groundskeeping - Ice Melt - FAC	119.35	
	CC 17 KCDA Purchasing Cooperative	PO 12 Paper Supplies - PA	74.85	
	CC 18 KCDA Purchasing Cooperative	PO 12 Office Supplies - PA	82.54	
	CC 27 POS Supply Solutions	PO 14 Paper Supplies - NOLS	191.39	
	CC 28 Project N95	PO 65 Office Supplies - Masks for Staff Use - NOLS	118.04	
	CC 45 WellBefore	PO 64 Office Supplies - Masks for Staff Use - NOLS	128.49	2,062.71
<u>PROGRAM SUPPLIES</u>				
	53 OverDrive, Inc.	PO 60 Program Supplies - Intentional Aging (VFOL)	39.10	
	CC 2 Amazon.com	PO 54 Program Supplies - Intentional Aging (VFOL)	472.71	
	CC 6 Costco	PO 52 Program Supplies - Teen Lit Bags (VFOL)	11.49	
	CC 7 Costco	PO 73 Program Supplies - Take and Make Supplies (VFOL)	29.37	
	CC 21 Michael's Store	PO 1 Program Supplies - Teen Lit Bags (VFOL)	208.56	

Category	Claimant	Purpose	Amount	Subtotal
CC 22	Michael's Store	PO 1 Program Supplies - Take and Make Supplies (VFOL)	13.91	
CC 29	QFC	PO 36 Program Supplies - Take and Make Supplies (VFOL)	9.99	
CC 30	Safeway	PO 11 Program Supplies - Take and Make Supplies (VFOL)	1.79	
CC 41	Uline	PO Program Supplies - Envelopes for Seed Program (VFOL)	35.90	
CC 42	Walmart	PO 50 Program Supplies - Teen Lit Bags (VFOL)	9.51	
CC 43	Walmart	PO 2 Program Supplies - Take and Make Supplies (VFOL)	79.19	
CC 44	Walmart	PO 3 Program Supplies - Teen Lit Bags (VFOL)	49.36	960.88
<u>FUEL</u>				
CC 4	Chevron	PO 1152 Business Fuel - Pacifica - TS	45.28	
CC 5	Chevron	PO 33 Business Fuel - Pacifica - TS	42.55	
CC 13	Evergreen 76	PO 1162 Business Fuel - Pacifica - TS	51.84	
CC 19	Lower Elwha Food & Fuel	PO 1173 Business Fuel - Westy - TS	33.94	
CC 20	Lower Elwha Food & Fuel	PO 22 Business Fuel - Westy - TS	27.48	
CC 31	Safeway Fuel	PO 1175 Business Fuel - Pacifica - TS	45.33	
CC 32	Shell	PO 1178 Business Fuel - Westy - TS	29.66	
CC 33	Shell	PO 8 Business Fuel - Westy - TS	29.48	
CC 34	Shell	PO 18 Business Fuel - Pacifica - TS	33.02	
CC 35	Shell	PO 9 Business Fuel - Westy - TS	28.74	367.32
<u>COLLECTION MATERIALS</u>				
3	Amazon.com	Collection Materials	301.64	
4	Amazon.com	Collection Materials	470.96	
5	Amazon.com	Collection Materials	52.07	
7	Baker & Taylor Entertainment	Collection Materials	36.26	
8	Baker & Taylor Entertainment	Collection Materials	817.08	
9	Baker & Taylor Entertainment	Collection Materials	440.24	
10	Baker & Taylor Information	Collection Materials	689.16	
11	Baker & Taylor Information	Collection Materials	1,031.68	
12	Baker & Taylor Information	Collection Materials	3,002.05	
13	Baker & Taylor Information	Collection Materials	4,278.29	
15	Brodart Company	Collection Materials	65.15	
17	CENGAGE Learning	Collection Materials	183.85	
18	Center Point Large Print	Collection Materials	230.70	
36	Dept. of Revenue - Use/Sales Tax	December 2021 Sales & Use Tax - EFT 906	22.41	
40	Findaway World, LLC	Collection Materials	305.95	
45	Ingram Library Services	Collection Materials	246.26	
47	Midwest Tape	Collection Materials	15.50	
48	Midwest Tape	Collection Materials	32.63	
52	OverDrive, Inc.	Collection Materials	134.99	
53	OverDrive, Inc.	Collection Materials	227.48	
59	Sound Publishing Inc	Collection Materials	535.60	
CC 8	Dancing Joy	PO 10 Collection Materials	25.50	13,145.45
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
2	ADP, LLC	Payroll Services - Payroll Processing (PPE 11-30-2021) - NOLS	82.86	
31	Clallam County Treasurer	PO 90 Investment Service Fees - Treasurer's Annual Activity Charge - NOLS	335.33	
36	Dept. of Revenue - Use/Sales Tax	December 2021 Sales & Use Tax - EFT 906	1.76	

Category	Claimant	Purpose	Amount	Subtotal
39	E-Rate Expertise	PO 72 Professional Services - E-rate Consulting 01-2022 - NOLS	487.50	
50	OCLC, Inc.	PO 32 Technology Services - Bibliographic Subscription - TS	2,521.05	
51	Olympic Laundry & Dry Cleaners, Inc.	PO 39 Professional Services - Laundry - FAC	152.32	
61	Summit Law Group	PO 30 Professional Fees - Legal Services - ADM	67.00	
62	Summit Law Group	PO 91 Professional Fees - Legal Services - ADM	134.00	
70	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
CC 9	DialMyCalls.com	PO 78 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 10	DialMyCalls.com	PO 79 Technology Services - System Credits - NOLS	50.00	
CC 11	DialMyCalls.com	PO 79 Technology Services - System Credits - NOLS	100.00	
CC 12	E-Fax	PO 63 Technology Services - Online Fax Service - ADM	29.99	
CC 14	Florida Dept of Law Enforcement	PO 66 Professional Services - Background Check - NOLS	25.00	
CC 23	Microsoft Office	PO 1186 Technology Services - Business Voice - IT	123.48	
CC 24	Microsoft Office	PO 1187 Technology Services - Cloud Services - IT	839.58	
CC 25	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95	
CC 26	PLA Conference	PO 40 Professional Services - Conference Fee - ADM	330.00	
CC 37	Stamps.com	PO 23 Technology Services - Monthly Service Fee - TS	19.57	
CC 40	Synology	PO 49 Technology Services - Offsite Backup - IT	773.60	
CC 46	Zoom	PO 1185 Technology Services - Monthly Subscription - NOLS	16.30	
CC 47	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30	
CC 48	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30	
CC 49	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30	
CC 50	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30	6,256.48
<u>COMMUNICATIONS</u>				
6	Angeles Communications	Communications - VOIP	903.04	
19	CenturyLink 300561130 CB	Communications - Voice - CB	78.41	
20	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	125.34	
21	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	64.18	
22	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,359.98	
23	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.72	
69	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.38	
72	WDH - Wave Business	Communication - Internet - IT	3,783.12	
CC 36	Stamps.com	PO 6 Postage - TS	250.00	
CC 38	Stamps.com	PO 19 Postage - TS	250.00	
CC 39	Stamps.com	PO 31 Postage - TS	250.00	8,635.17
<u>TRAVEL</u>				
38	Downs, Audra	Travel Reimbursement - Business Travel - PA	10.08	10.08
<u>UTILITIES</u>				
24	City of Forks	Public Utilities - FO	105.82	
25	City of Port Angeles/Peabody St.	Public Utilities - PA	5,787.82	
26	City of Sequim	Public Utilities - SQ	99.58	
27	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
28	Clallam County PUD	Public Utilities - CB	362.00	
29	Clallam County PUD	Public Utilities - FO	420.00	

Category	Claimant	Purpose	Amount	Subtotal
30	Clallam County PUD	Public Utilities - SQ	641.00	
37	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
73	West Waste & Recycling	Public Utilities - FO - CB	56.43	8,053.02
<u>REPAIR AND MAINTENANCE</u>				
46	Librarica LLC	PO 59 Technology Maintenance - Cassie Renewal - IT	2,302.16	
54	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	300.13	
56	Rainbow Sweepers, Inc.	PO 24, 25, 26 Groundskeeping - PA Snow Removal - FAC	1,947.52	
57	Rainbow Sweepers, Inc.	PO 46, 47 Groundskeeping - PA Snow Removal 01-04-2022 and 01-06-2022 - FAC	1,124.72	
CC I	8th Street Car Wash	PO 1180 Vehicle Maintenance - Car Wash Westy - FAC	3.00	5,677.53
<u>MISCELLANEOUS SERVICES</u>				
41	Fruition Design	PO 5 Printing Services - Deposit for Logo for SQ Library Expansion - SQ	300.00	
55	Public Libraries of Washington	PO 20 Dues/Memberships - 2022 Membership - Public Libraries of WA - ADM	734.30	1,034.30
<u>INTERGOVERNMENTAL SERVICES</u>				
60	State Auditor's Office	PO 76 Professional Services - State Examiner's Fee - ADM	8,539.05	8,539.05
<u>SALES TAX</u>				
36	Dept. of Revenue - Use/Sales Tax	December 2021 Sales & Use Tax - EFT 906	31.02	31.02
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2213	NOLS Patron	Patron Refund	13.99	
CK 2215	NOLS Patron	Patron Refund	16.99	30.98
			338,237.74	338,237.74



Voucher Approval for January 2022

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 #1 through #75 are approved in the amount of \$338,237.74 this 24th day of February 2022.

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

No.	Claimant	Purpose	Amount
1	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 12-31-21) - EFT 902	189,784.46
2	ADP, LLC	Payroll Services - Payroll Processing (PPE 11-30-2021) - NOLS	82.86
3	Amazon.com	Collection Materials	301.64
4	Amazon.com	Collection Materials	470.96
5	Amazon.com	Collection Materials	52.07
6	Angeles Communications	Communications - VOIP	903.04
7	Baker & Taylor Entertainment	Collection Materials	36.26
8	Baker & Taylor Entertainment	Collection Materials	817.08
9	Baker & Taylor Entertainment	Collection Materials	440.24
10	Baker & Taylor Information	Collection Materials	689.16
11	Baker & Taylor Information	Collection Materials	1,031.68
12	Baker & Taylor Information	Collection Materials	3,002.05
13	Baker & Taylor Information	Collection Materials	4,278.29
14	Bill's Plumbing	PO 17 Maintenance Supplies - Mechanical Supplies - FAC	57.64
15	Brodart Company	Collection Materials	65.15
16	CED Consolidated Electrical Distributors	PO 85 Maintenance Supplies - Light Fixture Ballasts - FAC	146.88
17	CENGAGE Learning	Collection Materials	183.85
18	Center Point Large Print	Collection Materials	230.70
19	CenturyLink 300561130 CB	Communications - Voice - CB	78.41
20	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	125.34
21	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	64.18
22	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,359.98
23	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.72
24	City of Forks	Public Utilities - FO	105.82
25	City of Port Angeles/Peabody St.	Public Utilities - PA	5,787.82
26	City of Sequim	Public Utilities - SQ	99.58

No.	Claimant	Purpose	Amount
27	Clallam County Public Works Dept.	Public Utilities - CB	56.50
28	Clallam County PUD	Public Utilities - CB	362.00
29	Clallam County PUD	Public Utilities - FO	420.00
30	Clallam County PUD	Public Utilities - SQ	641.00
31	Clallam County Treasurer	PO 90 Investment Service Fees - Treasurer's Annual Activity Charge - NOLS	335.33
32	Commercial Filter Sales & Service	PO 53 Maintenance Supplies - HVAC Filters - FAC	225.85
33	Co-Op Farm & Garden, The	PO 15 Maintenance Supplies - Groundskeeping Supplies - Ice Melt - FAC	68.48
34	Dept. of Labor & Industries	Q4 2021 L&I - NOLS	6,252.64
35	Dept. of Retirement Systems	PERS and DCP (PPE 12-31-21) - EFT 903	38,980.00
36	Dept. of Revenue - Use/Sales Tax	December 2021 Sales & Use Tax - EFT 906	67.33
37	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
38	Downs, Audra	Travel Reimbursement - Business Travel - PA	10.08
39	E-Rate Expertise	PO 72 Professional Services - E-rate Consulting 01-2022 - NOLS	487.50
40	Findaway World, LLC	Collection Materials	305.95
41	Fruition Design	PO 5 Printing Services - Deposit for Logo for SQ Library Expansion - SQ	300.00
42	Hartford Retirement Plan Solutions	MMDCP 01-2022 (PPE 12-31-21) - EFT 904	230.00
43	Health Care Authority	HCA 01-2022 (PPE 12-31-21)	37,693.19
44	HealthEquity	HSA ER Contributions - January 2022	666.65
45	Ingram Library Services	Collection Materials	246.26
46	Librarica LLC	PO 59 Technology Maintenance - Cassie Renewal - IT	2,302.16
47	Midwest Tape	Collection Materials	15.50
48	Midwest Tape	Collection Materials	32.63
49	North Olympic Library System	January 2022 Revolving Fund Reimbursement (* Detail Below)	652.26
50	OCLC, Inc.	PO 32 Technology Services - Bibliographic Subscription - TS	2,521.05
51	Olympic Laundry & Dry Cleaners, Inc.	PO 39 Professional Services - Laundry - FAC	152.32
52	OverDrive, Inc.	Collection Materials	134.99
53	OverDrive, Inc.	Collection Materials	266.58
54	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	300.13
55	Public Libraries of Washington	PO 20 Dues/Memberships - 2022 Membership - Public Libraries of WA - ADM	734.30
56	Rainbow Sweepers, Inc.	PO 24, 25, 26 Groundskeeping - PA Snow Removal - FAC	1,947.52
57	Rainbow Sweepers, Inc.	PO 46, 47 Groundskeeping - PA Snow Removal 01-04-2022 and 01-06-2022 - FAC	1,124.72
58	Sherwin-Williams	PO 67 Maintenance Supplies - CB Touch Up Paint - FAC	28.77
59	Sound Publishing Inc	Collection Materials	535.60
60	State Auditor's Office	PO 76 Professional Services - State Examiner's Fee - ADM	8,539.05
61	Summit Law Group	PO 30 Professional Fees - Legal Services - ADM	67.00
62	Summit Law Group	PO 91 Professional Fees - Legal Services - ADM	134.00

No.	Claimant	Purpose	Amount
63	True Value	PO 07 Maintenance Supplies - Hardware for FO Baby Changing Station - FAC	4.88
64	True Value	PO 27, 28, 29, 34, 38 Maintenance Supplies - FO Ice Melt, Drain Opener, Paint and Spackle - FAC	137.46
65	True Value	PO 92 Maintenance Supplies - FO Batteries for Driveway Sensor - FAC	19.52
66	NOLS Employee	HRA Reimbursement	98.14
67	United Way of Clallam County	United Way Donations (PPE 12-31-21)	290.00
68	US Bank	Credit Card Services - December 2021 (* Detail Below)	5,881.35
69	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.38
70	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
71	WCIF	Vision/Life/EAP Premiums 01-2022 (PPE 12-31-21)	1,296.10
72	WDH - Wave Business	Communication - Internet - IT	3,783.12
73	West Waste & Recycling	Public Utilities - FO - CB	56.43
74	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-21) - February Coverage	5,436.92
75	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 01-2022 (PPE 12-31-21)	2,084.37
			338,237.74

*** Detail - NOLS Revolving Fund Account -- Voucher #49**

2213	NOLS Patron	Patron Refund	13.99
2214	NOLS Employee	HRA Reimbursement	621.28
2215	NOLS Patron	Patron Refund	16.99
			652.26

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #68**

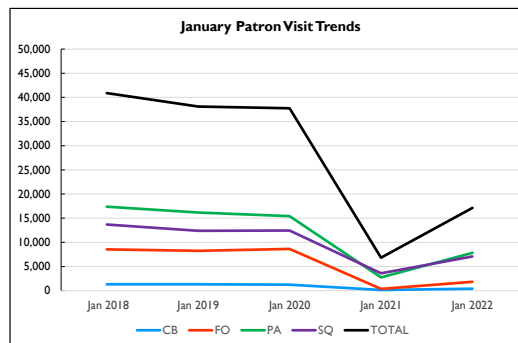
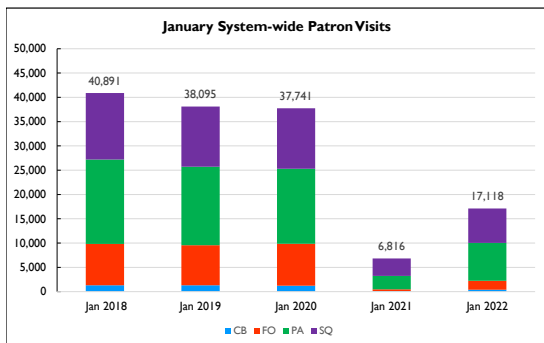
1	8th Street Car Wash	PO 1180 Vehicle Maintenance - Car Wash Westy - FAC	3.00
2	Amazon.com	PO 54 Program Supplies - Intentional Aging (VFOL)	472.71
3	Amazon.com	PO 1126 Technology Supplies - Drum for Printer CB - IT	227.62
4	Chevron	PO 1152 Business Fuel - Pacifica - TS	45.28
5	Chevron	PO 33 Business Fuel - Pacifica - TS	42.55
6	Costco	PO 52 Program Supplies - Teen Lit Bags (VFOL)	11.49
7	Costco	PO 73 Program Supplies - Take and Make Supplies (VFOL)	29.37
8	Dancing Joy	PO 10 Collection Materials	25.50
9	DialMyCalls.com	PO 78 Technology Services - Staff Emergency Contact System - NOLS	19.99
10	DialMyCalls.com	PO 79 Technology Services - System Credits - NOLS	50.00
11	DialMyCalls.com	PO 79 Technology Services - System Credits - NOLS	100.00
12	E-Fax	PO 63 Technology Services - Online Fax Service - ADM	29.99
13	Evergreen 76	PO 1162 Business Fuel - Pacifica - TS	51.84
14	Florida Dept of Law Enforcement	PO 66 Professional Services - Background Check - NOLS	25.00
15	Global Industrial	PO 61 Maintenance Supplies - PA Trash Container and Dispenser - FAC	418.81

No.	Claimant	Purpose	Amount
16	Home Depot	PO 35 Maintenance Supplies - Groundskeeping - Ice Melt - FAC	119.35
17	KCDA Purchasing Cooperative	PO 12 Paper Supplies - PA	74.85
18	KCDA Purchasing Cooperative	PO 12 Office Supplies - PA	82.54
19	Lower Elwha Food & Fuel	PO 1173 Business Fuel - Westy - TS	33.94
20	Lower Elwha Food & Fuel	PO 22 Business Fuel - Westy - TS	27.48
21	Michael's Store	PO 1 Program Supplies - Teen Lit Bags (VFOL)	208.56
22	Michael's Store	PO 1 Program Supplies - Take and Make Supplies (VFOL)	13.91
23	Microsoft Office	PO 1186 Technology Services - Business Voice - IT	123.48
24	Microsoft Office	PO 1187 Technology Services - Cloud Services - IT	839.58
25	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95
26	PLA Conference	PO 40 Professional Services - Conference Fee - ADM	330.00
27	POS Supply Solutions	PO 14 Paper Supplies - NOLS	191.39
28	Project N95	PO 65 Office Supplies - Masks for Staff Use - NOLS	118.04
29	QFC	PO 36 Program Supplies - Take and Make Supplies (VFOL)	9.99
30	Safeway	PO 11 Program Supplies - Take and Make Supplies (VFOL)	1.79
31	Safeway Fuel	PO 1175 Business Fuel - Pacifica - TS	45.33
32	Shell	PO 1178 Business Fuel - Westy - TS	29.66
33	Shell	PO 8 Business Fuel - Westy - TS	29.48
34	Shell	PO 18 Business Fuel - Pacifica - TS	33.02
35	Shell	PO 9 Business Fuel - Westy - TS	28.74
36	Stamps.com	PO 6 Postage - TS	250.00
37	Stamps.com	PO 23 Technology Services - Monthly Service Fee - TS	19.57
38	Stamps.com	PO 19 Postage - TS	250.00
39	Stamps.com	PO 31 Postage - TS	250.00
40	Synology	PO 49 Technology Services - Offsite Backup - IT	773.60
41	Uline	PO Program Supplies - Envelopes for Seed Program (VFOL)	35.90
42	Walmart	PO 50 Program Supplies - Teen Lit Bags (VFOL)	9.51
43	Walmart	PO 2 Program Supplies - Take and Make Supplies (VFOL)	79.19
44	Walmart	PO 3 Program Supplies - Teen Lit Bags (VFOL)	49.36
45	WellBefore	PO 64 Office Supplies - Masks for Staff Use - NOLS	128.49
46	Zoom	PO 1185 Technology Services - Monthly Subscription - NOLS	16.30
47	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30
48	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30
49	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30
50	Zoom	PO 77 Technology Services - Monthly Subscription - NOLS	16.30
			5,881.35

No.	Claimant	Purpose	Amount
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 902	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 12-31-21)	189,784.46
EFT 903	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 12-31-21)	38,980.00
EFT 904	Hartford Retirement Plan Solutions	MMDCP (PPE 12-31-21)	230.00
			228,994.46

Patron Visits

	2022	% of System
PA	7,821	45.7%
SQ	7,072	41.3%
FO	1,830	10.7%
CB	395	2.3%
Total	17,118	100.0%



* In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.

* Due to COVID-19, all NOLS locations were closed in January 2021, but curbside service was offered.

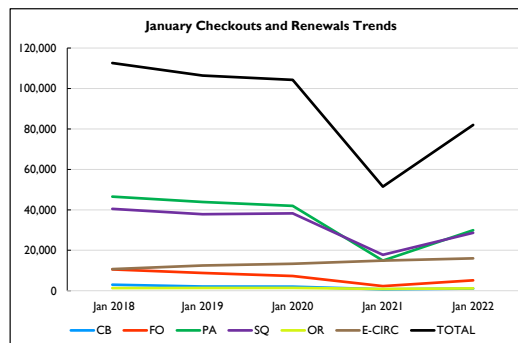
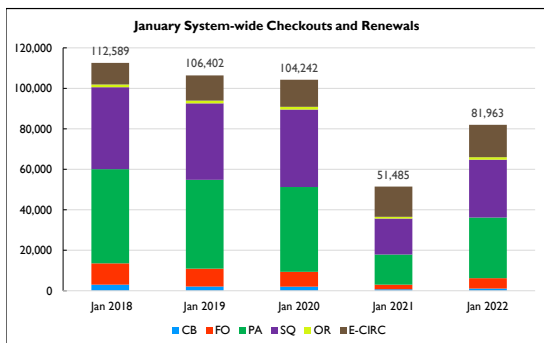
* Due to COVID-19, all NOLS facilities were only open for limited service in January 2022.

* In January 2022, Library hours were expanded in Forks, Port Angeles and Sequim.

* In January 2022, inclement weather caused reduced hours for one week.

Checkouts & Renewals

	2022	% of System
PA	29,902	36.5%
Self	47%	
SQ	28,656	35.0%
Self	49%	
FO	5,136	6.3%
Self	14%	
CB	1,101	1.3%
OR	1,155	1.4%
E Circ	16,013	19.5%
Total	81,963	100.0%



* In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.

* Due to COVID-19, all NOLS locations were closed in January 2021, but curbside service was offered.

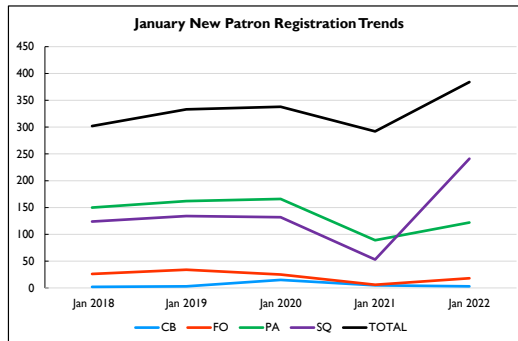
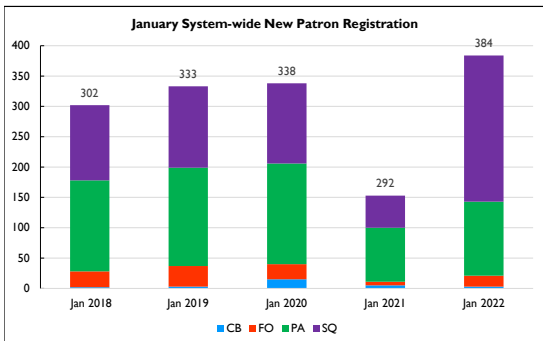
* Due to COVID-19, all NOLS facilities were only open for limited service in January 2022.

* In January 2022, Library hours were expanded in Forks, Port Angeles and Sequim.

* In January 2022, inclement weather caused reduced hours for one week.

New Patron Registration

	2022	% of System
PA	122	31.8%
SQ	241	62.8%
FO	18	4.7%
CB	3	0.8%
Total	384	100.0%



* Due to COVID-19, all NOLS facilities were closed to the public in January 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	13/2413	100%/100%
Total	13/2413	100%/100%

Computer Prints Made*

	# of Prints	% of System
PA	4,088	53.2%
SQ	2,358	30.7%
FO	971	12.6%
CB	268	3.5%
Total	7685	100.0%

Wi-Fi Access

System-wide Total	4,185
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Volunteers

	Volunteer Hours	# of Volunteers
PA	7.6	1
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	9.5	1
Total	17	2

Holds

	Requests Fulfilled	Avg Days to Fill
PA	5077	18.42
SQ	6528	19.47
FO	754	17.08
CB	318	11.43
OR	1006	9.20
Total	13683	18.01

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	867	54.0%
SQ	362	84.6%
FO	214	21.2%
CB	46	16.0%
Total	1489	44.7%

Website Visits

From outside the Library	18,383
From inside the Library	1,383
Avg. # of pages visited	2

Outreach Services

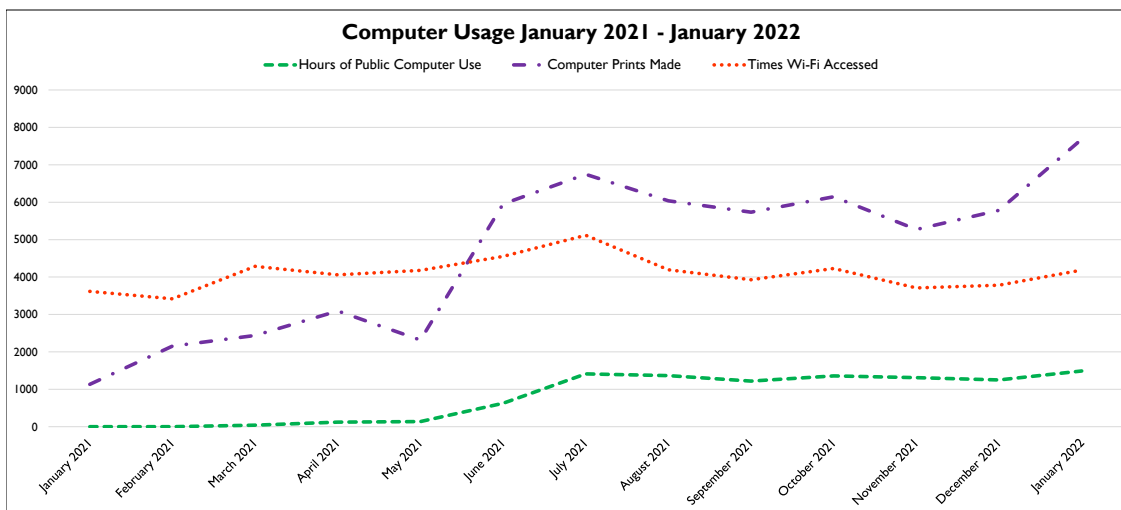
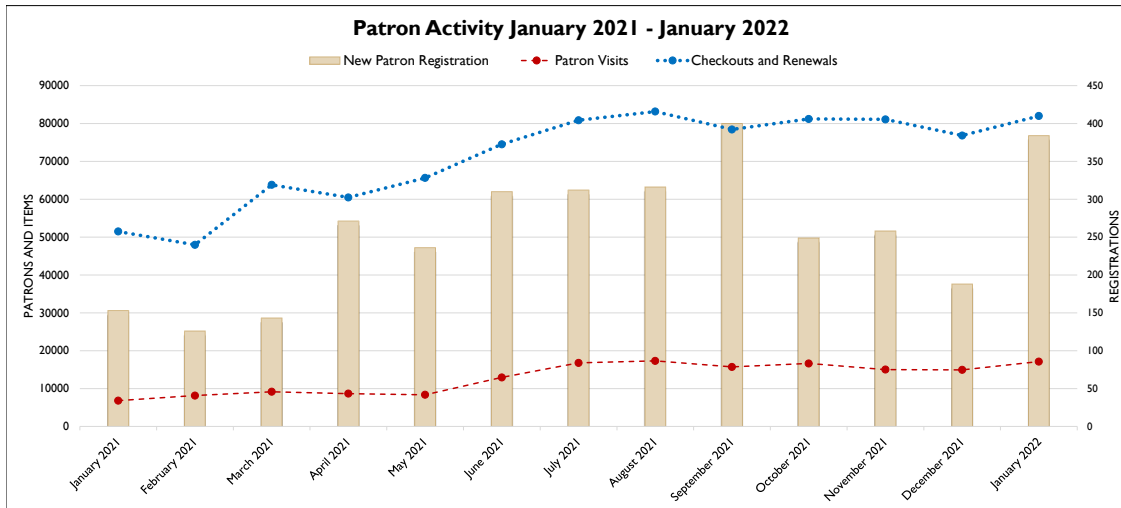
Deliveries to the Homebound	122
New Patrons w/ Delivery Services	7

Interlibrary Loan Services

Items borrowed from other libraries	263
Items loaned to other libraries	104

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	188
Read & Ride (Clallam Transit Buses)	
DSHS (Kiosks in offices in FO and PA)	
NOLS Programs	
Community Outreach Events	
Total	188



Significant Events During the Past 13 Months:

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.

December 2021 - Hours were limited at all branches the last week of December due to inclement weather.

January 2022 - Hours were limited at all branches the first week of January due to inclement weather.

January 2022 - The Sequim Branch Library was closed one Saturday due to a staff shortage.

January 2022 - Regular hours were expanded at the Forks, Port Angeles and Sequim Libraries.

January 2022 - Digital magazines became available through the Washington Anytime Library. There were 501 digital magazine checkouts in January.

Meeting Date: February 24, 2022
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly activity report for January 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Olympic National Park Perspectives Winter Speaker Series kicked off with 143 participants at “Elwha Fish Tales in the Upper Elwha: Updates Since Dam Removal” presented by Heidi Connor and Josh Geffre from Olympic National Park. The video recording received a further 113 views by the end of the month.



AARP Foundation Tax Aide volunteers presented Federal Taxes: DIY and Tips to 7 participants. The video recording will be on the NOLS YouTube page during the first week of February, which coincides with the arrival of tax forms and AARP Tax Aide appointments.

Other events during the month of January included:

- Port Angeles High School Book Discussion – 15 participants
- Intentional Aging Discussion Group: Neuroscience of Memory – 26 participants
- Take & Make Hot Cocoa Bombs – 216 participants
- Online Class Visit: Exploring Library Catalog and Online Resources – 14 participants
- Trivia Night @ NOLS: Star Wars, Star Trek, and Stargate – 25 participants
- Federal Taxes: DIY and Tips Presented by AARP Foundation Tax Aide – 7 participants
- Second Saturday Book Group – 8 participants
- Novel Conversations Book Group – 5 participants
- Second Tuesday Book Group – 7 participants
- Wednesday Evening Book Group – 5 participants
- Early Literacy Videos

Librarian Sarah Morrison met with Habitat for Humanity staff to explore possible partnership ideas and also attended a meeting with other contributors to [Northwest Digital Heritage](#). NWDH is a collaboration among the Washington State Library, State Library of Oregon, and Oregon Heritage Commission that operates as a service hub for the Digital Public Library of America, and aims to take infrastructure and best practices created by Washington Rural Heritage and expand these to Oregon-based libraries, museums, and cultural organizations.

Sequim Branch Library

Emily Sly, Library Manager

2022 started with weather-related schedule adjustments and temporary short staffing in Sequim, but by mid-month we were back to regular schedules. Overall, community members were understanding of the temporary adjustments to hours. The Hot Cocoa Bomb Take & Makes were especially popular in Sequim and a fun way to connect with community members.

Work with SHKS Architects continued in January with an on-site visit from SHKS. Noah, Brian and Emily met with the SHKS team, talking through project priorities and walking around the site. The NOLS team also visited several commercial rentals considering them as possible relocation locations during the project.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, Equity Diversity and Inclusion Team, eHelp Team and Bookmatch Team.

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 as well as contribute to Circ Team procedure updates applicable system wide.
- Public Services Specialists Angeles, David, Dianne completed inventory of West End branches and accounted for numerous anomalies. This project offered excitement and intrigue, while assisting in system-wide collection maintenance.
- 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.
- Public Services Specialist Adele prepared her final Take & Make for NOLS. 500 Valentine kits were disbursed system-wide for Valentine's Day.

Outreach:

- The Bilingual Community Librarian continued to strengthen relationships with community organizations, plan visits to various locations on the West End, and started planning programming for 2022.
- Public Services Specialist David continued monthly deliveries with one Outreach to the homebound patron.

New Staff & Retirements:

- Public Services Specialist Adele retired after more than 34 years of service with NOLS. We are so grateful for her dedication and enthusiasm as well as the sense of community she promoted during her time at NOLS.
- Branch Manager prepared for the new West End Youth Services Librarian to start on February 1.

Facilities Department

Brian Phillips, Facilities Manager

2022 got off to a cold and icy start. Snowy weather that struck in late December hung around for at least the first week of January, costing Facilities a significant amount of time to deal with. In the midst of clean-up efforts, we also experienced a brief staffing shortage, some vehicle issues, and problems with vandalism at the Port Angeles Library. It was a perfect storm, as it were! Of course, these short-term challenges were eventually resolved and we were finally able to embark on our new 2022 work plan.

Port Angeles Library: Snow removal; repair vandalized fixtures in men's public restroom; replaced several parking lot lights; repaired bent gutter; patched roof leak; replaced overhead ballasts; cleaned windows; replaced air cleaner filters; touched up damaged picnic table; audited lighting configuration throughout building;

Sequim Library: Snow removal; washed windows; routine cleaning and groundskeeping.

Sequim Expansion and Renovation Project: Inaugural onsite meeting with design team from SHKS Architects; toured potential sites for a temporary library location to use once construction begins; released an RFP for surveying services (NOLS is providing a land survey of the site to SHKS Architects).

Forks Library: Picked up and delivered a donated motorized wheel chair; checked emergency lights; dusted shelves; repaired light fixture.

Clallam Bay: Touched up walls; changed HVAC filters and improved filter holding cage; checked emergency lights.

Other: Finalized 2022 Capital Budget and Facilities Work Plan; repaired Transit van O2 sensor; serviced vacuum; staff took some time away from work.

Outreach to Homebound Program

Cheryl Martin, Adult Services Librarian

During the month of January, 122 deliveries were made to homebound patrons and 7 new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

January started with a bang for IT at NOLS, when the clock struck midnight (UTC) and a bug in Microsoft mail servers - which quickly became known as the “Y2K22 bug” - ushered in the New Year with e-mail delivery issues world-wide. We swiftly got a handle on that, then spent more time than usual managing Microsoft patches through the remainder of the month. In addition to this unusually extensive computer maintenance, support, and troubleshooting cycle, the team continued to solve ongoing concerns regarding software, hardware, internet connectivity, and problems with network connections. We supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. IT participated in work group meetings, including the All Staff Training Day committee, Beanstack App team, Discovery Layer implementation group, Social Media team, Polaris team, EDI committee, and the Evanced team. We helped advance the Sequim Library Expansion and Renovation Project with temporary site selection. IT also continued participating in the Clallam County Community Broadband project, which works to help improve access to broadband. We helped kick off the Discovery Layer project, which is now in active implementation.

IT started working on the end of year 2021 device log inventory. We have mostly finished the IT inventory for the Port Angeles branch. Due to the weather and other events, which delayed us, we have trips scheduled to finish inventory at the other branches in the first half of February. Our goal is to have the device log inventory finished and signed off on by the end of February.

In January, we started the research process for an ID badge printer, which will allow NOLS to have in-house control over our badge printing process. Bringing the process in-house will allow us to have a quicker turn-around time, test different badge designs, and easily print badges for

new employees or employees that need a replacement.

The Web Team worked to manage and maintain all web updates and content for the website. We implemented information regarding the Library's new open hours, worked to get our new web form platform tested and ready for use, helped manage alerts and important notices about Library closures, and added content for all Library programs and Take and Makes.

The web pages and content for the 2022 Battle of the Books program were published. We also added the content for the 2022 Olympic National Park Perspectives Speaker Series.

In connection with the ongoing project to collect, organize, and store analytics data we implemented Google Tag Manager across the website. We then configured a select number of tags to allow us to see in-page clicks and track users' paths and usage while preserving patron anonymity and confidentiality.

IT configured the dashboards and reports for the new door/people counters, which are being used to track the number of adults and children that enter the Library in a given day. We set up recurring analytics reports that are triggered on the first day of the month and will be delivered to specific staff at each branch. IT provided a training for managers to help show them how to navigate the system and interact with the dashboards and reports.

In January, IT welcomed the new Sequim Public Services Specialist Liv Gavriel and provided her with an IT computer orientation.

Due to bandwidth limitations causing workflow delays in Forks, IT set a per-user bandwidth cap on the Drive-In Wi-Fi. This rendered improvements in speed and connectivity for staff, while continuing to allow use of the public Wi-Fi. IT will continue monitoring data reports and communicating with Forks staff to ensure the current configuration is optimal for all users.

This month saw unusual complications with Microsoft Updates. As the clock struck 12 on New Year's (UTC), Microsoft Exchange servers around the world stopped delivering e-mail. Then there were significant problems with the "Patch Tuesday" updates later in the month, which addressed several security issues that were disclosed along with the patches and that were rated as Critical, yet the patches themselves also were flawed. The process for mitigating all this included an update that required IT staff to configure and deploy these updates manually, outside the usual automated processes. IT worked to apply all these updates as expeditiously as possible across the NOLS environment, including servers, staff workstations, public computers, and varied-use laptops.

Technical Services Department

Erin Shield, Collection Services Manager

January saw the reappearance of the on-track turnaround time for getting materials through all the Technical Services' work stops. Items with holds were received, cataloged and processed within 3 working days; items without holds within 7. There were still a lot of delivery delays in January but by the end of the month materials are coming through more or less at a normal pace. NOLS also received a lot of donated materials from the community that will be added to the collection.

868 physical items were processed and available for customers in the month of January. 745 downloadable titles were added. 137 print materials were repaired. 138 media items were resurfaced or repaired to extend their lives. 214 physical donations were made and will be added to the collection. 746 totes were moved between NOLS' branches by the couriers, as well as 23 Outreach deliveries. Tech Services filled 263 InterLibrary Loan requests for NOLS' patrons and 104 loans out to other libraries.

Wendy worked 9 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Susan provided training for newest selector, Clair. Susan and Erin attended Collection Management Team meeting. Erin attended meetings related to SQ Library building project, discovery layer, Management Team, bookmobile project, and a Puget Sound Collection Development.

Volunteer Program

Shaina Rajala, HR & Business Manager

In January, NOLS extended invitations to a very limited number of volunteers to return to their volunteer positions that they held prior to the pandemic. The volunteer program is not yet fully open, but this is a first step in what will likely be a very slow roll out. All returning volunteers have been trained in COVID building protocols and are following the same procedures as NOLS staff. Cheers to Connee and Kathie who returned to the Technical Services and Port Angeles Circulation departments! We're thrilled to welcome you back!

In summary, NOLS had 1 volunteer in PA, and 1 in Technical Services for a total of 17 system-wide volunteer hours.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

Significant meetings, events, and projects Shaina attended and worked on this month:

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meeting
- Management Team meeting
- Providing orientation and COVID building procedure training to two returning volunteers

Recruitments:

- On-Call Circulation Assistant – FO
- On-Call Circulation Assistant – PA
- Librarian I – PA
- IT Systems Administrator – IT
- Marketing Coordinator – ADM

New Hires:

- Olivia Gavriel – Public Services Specialist – SQ

Separations:

- Adele Kelly – Public Services Specialist – CB

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, Finance Committee Meetings, Exit Conferences with the Auditor from SAO, EDI meetings and All Staff Meetings in January.

Accounting Statistics for January:

- 75 Vouchers
- 50 Credit Card Transactions
- 3 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 65 Payroll Pays

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Responded to COVID-related and inclement weather issues
- Site Visits to Forks and Sequim Libraries
- Participated in activities for the Sequim Renovation & Expansion Project
- Participated in activities for the Bookmobile Project
- Participated in activities for the Aspen Discovery Layer Project
- 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
- Participated in Capturing Outcomes of Youth Training (6 weeks) sponsored by the Washington State Library with NOLS Youth Services Librarians Charlotte McGrew, Clair Dunlap, and Jennifer Lu'Becke
- Participated in the second workshop of Co-Designing for Trust: Reimagining Online Information Literacies with Underserved Communities sponsored by the University of Washington iSchool
- Attended first North Olympic Library Foundation Board Meeting
- Routine Branch Manager, Management Team, Youth Services Team, Librarian/Branch Manager, Public Restart Team, Collection Management Team, Programming Team, Port Angeles Staff, and One-on-One meetings

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Responding to inclement weather the first week of the year
- Responding to COVID-related issues and adjusting in-library use protocols
- Finalizing 2022 Capital Budget
- Sequim Library Expansion and Renovation Project
 - Site visit and programming meetings with architects
 - Touring temporary locations
- Bookmobile Service
- Aspen Discovery Layer
- Washington State Auditor Fiscal and Accountability Audit
- Updating forms and process related to the creation of public communications
- Routine Branch Manager, Management Team, and Public Restart Team meetings
- Weekly meetings with Public Libraries of Washington consultant regarding state legislation that has the potential to impact public libraries



Customer Comments

January 2022

The following comments were received by the Library during the month of January 2022. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

RECEIVED BY E-MAIL

Comment:

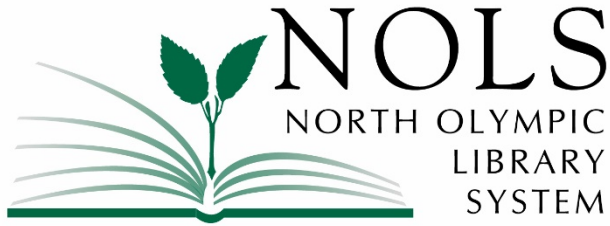
Bring the fireplace back to the Forks Branch!

Also, book bags available for checkout!!!

Response:

After the Forks Branch Library was remodeled in 2013, problems were eventually discovered with the gas fireplace's venting. The gas fireplace was uninstalled and the Library was without a fireplace for some time, but an electric fireplace insert was eventually installed. Due to the library closures and limited services offered during the pandemic, the fireplace has not been used recently. As the Library continues to loosen restrictions and restore services, staff will consider utilizing the fireplace again.

We're happy to hear you're enjoying the tote bags! NOLS made the bags available for checkout beginning in October 2021 as Washington State's plastic bag ban took effect.



Highlight Log

(January 2022)

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.

1/7/2022 – Port Angeles

A Friday Fun fact from the Vertical Files:

From the 1944 Port Angeles Public Library Annual Report:

"The three most popular non-fiction books in 1944 were 'Here Is Your War,' by Ernie Pyle; 'I Never Left Home,' by Bob Hope; 'Yankee From Olympus,' by Catherine B. Bowen. The three fiction books most frequently requested were: 'The Robe,' by Lloyd Douglas; 'A Tree Grows in Brooklyn,' by Betty Smitih; 'A Bell for Adano,' by John Hersey."

From the 1947 Annual Report:

"The three most popular non-fiction books in 1947 were: 'Peace of Mind' by Joshue L. Liebman; 'Inside U.S.A.' by John Gunther; 'A Study of History' by Arnold J. Toynbee. The three fiction books most requested in 1947 were: 'The Miracle of the Bells' by Russell Janney; 'Gentleman's Agreement' by Laura Z. Hobson; 'House Divided' by Ben Ames Williams."

The robe and A Tree grows in Brooklyn are still owned by NOLS in multiple formats. Other titles are eligible for ILL.

01/08/2021 – Forks

A teen patron commented when she picked up her lit bag that she enjoys the diversity in the titles picked out for her. Kudos to Jennifer L. who chooses the books for each teen participant.

01/11/2022 – NOLS

There are 180 people signed up for the first ONP Perspectives Winter Speaker series! The recording of Elwha Fish Tales in the Upper Elwha: Updates Since Dam Removal will be available on NOLS social media platforms soon.

01/11/2022 – NOLS

A staff member from Rite Aid brought a box full of small poinsettias to Sue at the PAFOL bookstore to 'give to everyone!'

Some are displayed at the front desk and self check out to add some life :)

01/13/2022 – Clallam Bay

A coworker stopped her lunch to be in the library while I went to go talk to a patron. (Back up your co-worker, Ryan Dowd training) It's so great to work with such an awesome team!

01/20/2022 – Port Angeles

Nine new teens signed up for Teen Lit Bags this month, bringing the total number of participants to 48!

01/21/2022 – Port Angeles

The look on this four year old's face holding their library card after signing it carefully... they honestly could have been looking at a magical item or piece of gold! They kept looking at it with a sweet smile as they walked away and said in awe, "my first library card"

01/21/2022 – Forks

Two patrons were eagerly waiting at the door at 9am to be the first people to pick-up cocoa bomb kits to work on with their grand kiddos.

We also received two emails from West End residents confirming that they were available, if they made the trek into the library.

01/22/2022 – Port Angeles

Patron asked that staff pass on the message, "I greatly appreciate the later hours during the work week." Patron had many gushing words to say about NOLS!

01/27/2022 – NOLS

During the North Olympic Library Foundation Board meeting yesterday afternoon, members noted how much they've enjoyed the variety of programs and Take & Makes the Library has been able to offer throughout the pandemic. They are very thankful for staff efforts to continue to provide great service. They are happy patrons and happy to continue to support the Library financially.

01/29/2022 – Port Angeles

Patron stopped at front desk to let us know how much she appreciates NOLS being open at 9am Fridays and Saturdays!