



Board of Trustees Regular Meeting
Thursday, March 24, 2022 5:30pm
Port Angeles Main Library

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 may 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 February 24, 2022
Approval of minutes for special meeting of March 11, 2022
4. Communications
5. Presentation: A Look into Youth Services, presented by the NOLS Youth Services Team

6. Public Comments
7. Financial Reports: February 2022
8. Approval of Vouchers: February 2022
9. Unfinished Business
None
10. New Business
 - N.1. Designation of Signature Authority Resolution 22-03-02
 - N.2. Verbal Update on NOLS' COVID-19 Response
 - N.3. Verbal Update on Sequim Expansion and Renovation Project
11. Reports
 - R.1. Monthly Statistics Reports: February 2022
 - R.2. Monthly Activity Reports: February 2022
 - R.3. Customer Comments February 2022
 - R.4. Highlight Log: February 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 agendaize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, April 28, 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

Date	Time		Location
Thursday, April 28, 2022	5:30pm	Regular meeting	Port Angeles
Thursday, May 26, 2022	5:30pm	Regular meeting	Forks
Thursday, June 23, 2022	5:30pm	Regular meeting	Port Angeles
Thursday, August 25, 2022	5:30pm	Regular meeting	Clallam Bay
Thursday, September 22, 2022	5:30pm	Regular meeting	Port Angeles
Thursday, October 27, 2022	5:30pm	Regular meeting	Port Angeles

Thursday, **November 17, 2022** 5:30pm Regular meeting Port Angeles

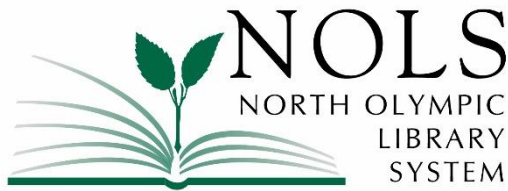
Note: no regular Board meetings scheduled in July or December.

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, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Adult Services Librarian Cheryl Martin, and HR & Business Manager Shaina Rajala. Visitors present: none.
2. Approval of agenda
Motion by Mr. Miller to approve agenda as amended. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of January 27, 2022
Motion by Mr. Miller to approve the minutes from the January 27, 2022 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications:
None
5. Presentation: Services for Older Adults at NOLS, presented by Librarian Cheryl Martin
6. Public Comments
7. Financial reports: January 2022
The financial reports for January 2022 were accepted as presented.
8. Approval of vouchers: January 2022
Motion by Ms. Pelikan to approve the January 2022 vouchers, numbered #1 through #75, in the amount of \$338,237.74. Motion seconded by Mr. Miller. Motion carried.
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. Highlight Log: January 2022

All reports were accepted as presented.
12. Public Comments
13. Trustee comments

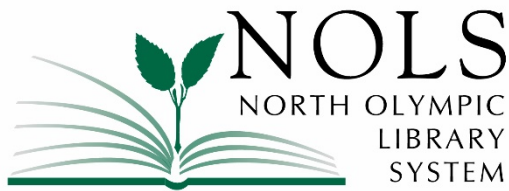
Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, March 24, 2022 by teleconference.
15. Agenda items for next meeting:
16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:07pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Board of Trustees Special Meeting
Friday, March 11, 2022 3:30pm
Zoom Video Conference

MINUTES

PANDEMIC RESPONSE

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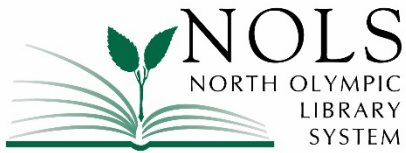
In accordance with Proclamation 20-28.15, Trustees and Staff will participate remotely by teleconference. Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at www.nols.org/board-administration/.

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 3:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Rajala. Visitors present: none.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Mr. Miller. Motion carried.
3. New business
N.I. Approval of an amendment to the contract between NOLS and TechOps Specialty Vehicles LLC to purchase a bookmobile
Motion by Mr. Miller to approve agenda as amended. Motion seconded by Ms. Pelikan. Motion carried.
4. Adjournment
There being no further business, the meeting was adjourned by the Chair at 3:48pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: March 24, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for February 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 \$1,250 donation to be used for the Bookmobile Project. NOLS is grateful for the generosity of its donors.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$242,838 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in February are \$291,222.

Of the \$242,838 in electronic transfers, \$138 was paid to the DOR for Sales and Use Tax (Voucher 116).

Recommendation/Alternatives for Consideration

No action is required. As always, the Board may request clarification or additional information.



Revenue Report

February 28, 2022

Operating Revenue				2/12ths is	16.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,535,000	32,476	41,876	4,493,124	0.9
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	8,100	484	828	7,272	10.2
<i>Library Fees</i>	10,000	821	1,849	8,151	18.5
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	6,300	669	669	5,631	10.6
Facilities Leases (Short Term)	-	-	-	-	-
Private Grants and Donations	102,000	1,565	39,305	62,695	38.5
Other Miscellaneous Revenue	53,200	499	522	52,678	1.0
<i>Total Miscellaneous Revenues</i>	161,500	2,732	40,496	121,004	25.1
<i>Nonrevenues (excise taxes)</i>	410	46	78	332	18.9
<i>Transfers In</i>	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	36,559	85,127	5,429,519	1.5
Capital Revenue					
<i>Timber Revenues (received in 2022)</i>	-	21,273	28,289	-	-
Total Capital Revenue	-	21,273	28,289	-	-
Grand Total Revenues		57,832	113,416		



Expenditure Report

February 28, 2022

				2/12ths is	16.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	208,950	410,802	2,459,821	14.3
Benefits	1,191,101	82,272	163,854	1,027,247	13.8
Total Personnel	4,061,724	291,222	574,655	3,487,069	14.1
<i>Supplies</i>					
Supplies, Office and Operating	106,100	6,036	9,060	97,040	8.5
Fuel	18,150	585	953	17,197	5.2
Merchandise for resale	1,700	25	25	1,675	1.5
Collection Materials	480,000	20,019	33,165	446,835	6.9
Small Tools/Equip (<\$200)	1,750	12	12	1,738	0.7
Total Supplies	607,700	26,677	43,213	564,487	7.1
<i>Services</i>					
Professional Services	317,436	11,592	17,992	299,444	5.7
Communication	138,560	8,679	17,314	121,246	12.5
Travel	18,500	963	973	17,527	5.3
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	7,870	15,923	76,917	17.2
Repair and Maintenance	136,196	3,800	9,477	126,719	7.0
Miscellaneous Services	21,325	297	1,331	19,994	6.2
Total Services	827,072	33,199	63,010	764,062	7.6
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>8,243</i>	<i>16,782</i>	<i>958</i>	<i>94.6</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>32</i>	<i>63</i>	<i>347</i>	<i>15.4</i>
Total Operating Expenditures	5,514,646	359,373	697,723	4,816,923	12.7

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	168,000	-	-	168,000	0.0
Other Improvements	106,900	130	130	106,770	0.1
Machinery & Equipment	388,900	1,773	1,773	387,127	0.5
Construction of Capital Assets	2,000,000	5,083	5,083	1,994,917	0.3
Total Capital Outlays	2,663,800	6,986	6,986	2,656,814	0.3
Grand Total All Expenditures	8,178,446	366,359	704,709	7,473,737	8.6



Account Balances

February 28, 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⁾	925,037	-	21,273	-	946,310
Operating Reserve ⁽³⁾	927,423	-	-	-	927,423
PA Capital Reserve ⁽⁴⁾	113,988	-	-	-	113,988
Sequim Capital Project Acct. ⁽⁴⁾	2,000,000	-	-	5,083	1,994,917
Capital Budget - 2022 ⁽⁴⁾	397,800	-	-	6,986	390,814
<i>Total Board Designated Accounts</i>	<i>5,671,267</i>	<i>-</i>	<i>21,273</i>	<i>12,069</i>	<i>5,680,471</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	86,247	-	135	-	86,382
NOLS Materials Fund	15,543	-	-	131	15,412
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	5,537	-	-	1,506	4,032
Port Angeles Donations Fund	7,419	-	10	-	7,429
Port Angeles Friends Donations	19,898	-	-	177	19,720
Sequim Donations Fund	53,805	-	3	-	53,808
Sequim Friends Donations	27,162	-	-	-	27,162
Forks Donations Fund	2,018	-	58	-	2,076
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,089	-	11	-	7,100
Clallam Bay Friends Donations	1,176	-	-	-	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	11,780	-	100	-	11,880
Bookmobile Donations	-	-	1,250	-	1,250
<i>Total Grants and Donations</i>	<i>483,885</i>	<i>-</i>	<i>1,565</i>	<i>1,814</i>	<i>483,636</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,157,814</i>	<i>-</i>	<i>22,838</i>	<i>13,883</i>	<i>6,166,769</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,311,035</i>	<i>(317,482)</i>			<i>1,993,553</i>
Total WA State Local Investment Pool	8,468,849	(317,482)	22,838	13,883	8,160,322

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

February 28, 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	9,786,893	(317,482)	22,838	13,883	9,478,366
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	227	227	6,000
Payroll Account (US Bank 1301)	4,873	238,165	-	242,838	200
Merchant Account (FF 7401)	1,000	(766)	916	150	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	237,399	1,143	243,215	7,650
Total Cash	12,323	237,399	1,143	243,215	7,650
Total Cash and Investments	9,799,216	(80,083)	23,981	257,098	9,486,016

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR FEBRUARY 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
	76 NOLS Employee	HRA Reimbursement	191.22	
	77 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-22) - EFT 907	202,163.37	
	96 NOLS Employee	HRA Reimbursement	196.28	
	115 Dept. of Retirement Systems	PERS and DCP (PPE 01-31-22) - EFT 908	40,307.20	
	121 Hartford Retirement Plan Solutions	MMDCP 02-2022 (PPE 01-31-22) - EFT 909	230.00	
	122 Health Care Authority	HCA 02-2022 (PPE 01-31-22)	38,419.01	
	123 HealthEquity	HSA ER Contribution - February 2022	666.65	
	128 NOLS Employee	HRA Reimbursement	111.54	
	129 NOLS Employee	HRA Reimbursement	1,375.00	
	131 NOLS Employee	HRA Reimbursement	1,558.05	
	136 Miller, Shane	Cell Phone Reimbursement - IT	120.00	
	145 NOLS Employee	HRA Reimbursement	621.28	
	155 NOLS Employee	HRA Reimbursement	269.23	
	164 United Way of Clallam County	United Way Donations (PPE 01-31-22)	135.00	
	170 WCIF	Vision/Life/EAP Premiums 02-2021 (PPE 01-31-22)	1,317.62	
	173 NOLS Employee	HRA Reimbursement	191.22	
	174 WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-22) - March Coverage	5,689.80	
	175 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 02-2022 (PPE 01-31-22)	2,163.62	
	CK 2217 NOLS Employee	HRA Reimbursement	168.27	295,894.36
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
	86 Angeles Millwork & Lumber Company	PO 110 Maintenance Supplies - Posts and Hardware for CB Staff Parking Area - FAC	65.00	
	97 CED Consolidated Electrical Distributors	PO 149 Maintenance Supplies - Light Bulbs - FAC	195.84	
	143 Pacific Office Equipment, Inc.	PO 139 Office Supplies - Toner and Paper - SQ	646.13	
	144 Pacific Office Equipment, Inc.	PO 165 Office Supplies - Toner - SQ	304.10	
	146 Quill Corporation	PO 140 Office Supplies - Book Tape - SQ	78.37	
	150 Sherwin-Williams	PO 123 Maintenance Supplies - CB Touch Up Paint - FAC	26.39	
	158 Swains General Store, Inc.	PO 172 Maintenance Supplies - Wiper Fluid - FAC	48.61	
	160 The Home Depot Pro	PO 102 Maintenance Supplies - Cleaning Supplies - FAC	458.93	
	161 True Value	PO 98 Maintenance Supplies - CB Heat Pump Filter Parts - FAC	10.84	
	162 True Value	PO 173 Maintenance Supplies - Thermostat Batteries - FAC	20.60	
	168 Viking Sew & Vac	PO 120 Maintenance Supplies - Vacuum Supplies - FAC	72.79	
	CC 10 Amazon.com	PO 74 Maintenance Supplies - Filters - FAC	29.37	
	CC 11 Amazon.com	PO 84 Office Supplies - Curbside Bell - FO	22.76	
	CC 15 Amazon.com	PO 58 Office Supplies - Batteries for People Counter - NOLS	8.64	
	CC 16 Amazon.com	PO 44 Office Supplies - Felt Pads - PA	3.80	
	CC 17 Amazon.com	PO 42 Toner and Ink - PA	383.18	
	CC 19 Amazon.com	PO 43 Office Supplies - Key Tags - PA	4.34	
	CC 20 Amazon.com	PO 108 Office Supplies - Labels - PA	32.14	

Category	Claimant	Purpose	Amount	Subtotal
CC 21	Amazon.com	PO 115 Toner and Ink - PA	463.73	
CC 33	Dell Sales and Service	PO 68 Toner and Ink - PA	78.33	
CC 34	Dell Sales and Service	PO 68 Toner and Ink - PA	82.68	
CC 35	Demco, Inc.	PO 126 Office Supplies - Archival Box - PA	176.26	
CC 44	Home Depot	PO 101 Maintenance Supplies - Grout - FAC	68.45	
CC 45	Home Depot	PO 99 Maintenance Supplies - PA Grout - FAC	59.37	
CC 49	Jim's Pharmacy	PO 119 Maintenance Supplies - First Aid Supplies - FAC	28.27	
CC 50	KCDA Purchasing Cooperative	PO 75 Paper Supplies - PA	43.57	
CC 51	KCDA Purchasing Cooperative	PO 75 Office Supplies - Book Tape and Notepads - PA	12.26	
CC 52	KCDA Purchasing Cooperative	PO 41 Paper Supplies - PA	52.39	
CC 53	KCDA Purchasing Cooperative	PO 41 Office Supplies - Book Tape - PA	4.20	
CC 54	KCDA Purchasing Cooperative	PO 131 Paper Supplies - PA	110.20	
CC 55	KCDA Purchasing Cooperative	PO 131 Office Supplies - Tape and Sticky Notes - PA	10.75	
CC 57	LabelValue.com	PO 153 Office Supplies - Labels - SQ	58.97	
CC 63	Office Depot	PO 155 Paper Supplies - SQ	106.60	
CC 65	POS Supply Solutions	PO 88 Paper Supplies - NOLS	234.47	
CC 66	Saars Grocery	PO 56 Office Supplies - Processing Supplies - Disc Repair - TS	15.54	
CC 75	Smartsign	PO 100 Maintenance Supplies - CB Lot Signs - FAC	176.38	
CC 76	Smartsign	PO 145 Maintenance Supplies - PA Loading Sign - FAC	34.75	
CC 77	Smartsign	PO 145 Maintenance Supplies - PA Staff Sign - FAC	56.18	
CC 78	Smartsign	PO 147 Maintenance Supplies - PA Surveillance Sign - FAC	58.48	
CC 88	Walmart	PO 154 Office Supplies - Rubbing Alcohol - SQ	9.52	4,353.18
<u>PROGRAM SUPPLIES</u>				
94	Baker & Taylor Information	PO 178 Program Supplies - Books - Dia Del Niño's (SP)	909.36	
CC 8	Amazon.com	PO 83 Program Supplies - Intentional Aging (SP)	137.04	
CC 9	Amazon.com	PO 89 Program Supplies - Intentional Aging (SP)	15.81	
CC 12	Amazon.com	PO 160 Program Supplies - Dia de los Niño's (SP)	50.70	
CC 13	Amazon.com	PO 156 Program Supplies - PAHS Book Club Books (PAFOL)	165.36	
CC 14	Amazon.com	PO 58 Program Supplies - Garden Take and Make (SP)	19.56	
CC 23	Amazon.com	PO 62 Program Supplies - Take and Make (SP)	129.95	
CC 24	Amazon.com	PO 62 Program Supplies - Take and Make (SP)	22.64	
CC 25	Amazon.com	PO 69 Program Supplies - Take and Make (SP)	96.97	
CC 26	Amazon.com	PO 113 Program Supplies - Dia del Niño's (SP)	88.52	
CC 84	Walmart	PO 158 Program Supplies - Dia de los Niño's (SP)	6.07	
CC 85	Walmart	PO 157 Program Supplies - PAHS Book Club (PAFOL)	11.88	
CC 86	Walmart	PO 159 Program Supplies - Dia de los Niño's (SP)	18.28	
CC 87	Walmart	PO 80 Program Supplies - Take and Make (SP)	10.63	1,682.77
<u>FUEL</u>				
CC 27	Burnt Mountain Store	PO 150 Business Fuel - Nolsy Red - FAC	41.54	
CC 28	Chevron	PO 51 Business Fuel - Pacifica - TS	32.51	
CC 29	Chevron	PO 71 Business Fuel - Westy - TS	31.23	
CC 30	Chevron	PO 114 Business Fuel - Pacifica - TS	35.24	
CC 31	Circle K	PO 194 Business Fuel - Nolsy White - FAC	51.83	
CC 32	Co-Op Farm & Garden, The	PO 122 Equipment Fuel - FAC	4.99	
CC 40	Evergreen 76	PO 128 Business Fuel - Transit Van - TS	46.95	

Category	Claimant	Purpose	Amount	Subtotal
CC 42	Exxon Mobil	PO 94 Business Fuel - Pacifica - TS	36.67	
CC 58	Lower Elwha Food & Fuel	PO 57 Business Fuel - Westy - TS	28.16	
CC 68	Shell	PO 132 Business Fuel - Pacifica - TS	30.01	
CC 69	Shell	PO 55 Business Fuel - Nolsy White - TS	54.63	
CC 70	Shell	PO 70 Business Fuel - Pacifica - TS	43.27	
CC 71	Shell	PO 81 Business Fuel - Westy - TS	31.52	
CC 72	Shell	PO 86 Business Fuel - Westy - TS	28.38	
CC 73	Shell	PO 105 Business Fuel - Nolsy White - TS	36.53	
CC 74	Shell	PO 133 Business Fuel - Pacifica - TS	51.79	585.25
<u>MERCHANDISE FOR RESALE</u>				
CC 18	Amazon.com	PO 43 Merchandise for Resale - Flash Drives - NOLS	24.96	24.96
<u>COLLECTION MATERIALS</u>				
80	Amazon.com	Collection Materials	45.62	
81	Amazon.com	Collection Materials	574.11	
82	Amazon.com	Collection Materials	204.90	
83	Amazon.com	Collection Materials	246.43	
87	Baker & Taylor Entertainment	Collection Materials	687.79	
88	Baker & Taylor Entertainment	Collection Materials	453.13	
89	Baker & Taylor Entertainment	Collection Materials	204.50	
90	Baker & Taylor Entertainment	Collection Materials	273.46	
91	Baker & Taylor Information	Collection Materials	2,460.73	
92	Baker & Taylor Information	Collection Materials	4,369.21	
93	Baker & Taylor Information	Collection Materials	2,646.69	
94	Baker & Taylor Information	Collection Materials	2,459.23	
95	Blackstone Audio, Inc.	Collection Materials	58.80	
98	CENGAGE Learning	Collection Materials	413.04	
99	CENGAGE Learning	Collection Materials	278.41	
100	CENGAGE Learning	Collection Materials	288.98	
101	Center Point Large Print	Collection Materials	230.70	
116	Dept. of Revenue - Use/Sales Tax	January 2022 Sales & Use Tax - EFT 911	22.55	
119	Findaway World, LLC	Collection Materials	171.33	
120	Findaway World, LLC	Collection Materials	3.25	
124	Ingram Library Services	Collection Materials	231.04	
125	Ingram Library Services	Collection Materials	235.93	
126	Ingram Library Services	Collection Materials	189.74	
132	Midwest Tape	Collection Materials	752.82	
133	Midwest Tape	Collection Materials	210.38	
134	Midwest Tape	Collection Materials	170.19	
135	Midwest Tape	Collection Materials	318.38	
140	OverDrive, Inc.	Collection Materials	804.81	
141	OverDrive, Inc.	Collection Materials	721.90	
142	OverDrive, Inc.	Collection Materials	206.49	
149	Sequim Gazette	Collection Materials	70.00	
176	WT COX	Collection Materials	14.65	20,019.19
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
157	Swains General Store, Inc.	PO 121 Small Tools - Ice Scrapers - FAC	11.65	11.65

Category	Claimant	Purpose	Amount	Subtotal
PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES				
	78 ADP, LLC	Payroll Services - Payroll Processing (PPE 12-31-2021) - NOLS	761.18	
	79 ADP, LLC	Payroll Services - Year End Processing - Tax Reporting - W-2s - NOLS	517.45	
	94 Baker & Taylor Information	PO 197 Technology Services - Title Source Fee - TS	250.00	
	116 Dept. of Revenue - Use/Sales Tax	January 2022 Sales & Use Tax - EFT 911	83.04	
	118 E-Rate Expertise	PO 180 Professional Services - E-rate Consulting 02-2022 - NOLS	525.00	
	138 OCLC, Inc.	PO 124 Technology Services - Bibliographic Subscription - TS	2,521.05	
	139 Olympic Laundry & Dry Cleaners, Inc.	PO 136 Professional Services - Laundry - FAC	190.40	
	148 Rajala, Shaina E	PO 169 Technology Services - DocuSign Digital Signature Service - ADM	326.40	
	153 Sound Publishing Inc	PO 166 Professional Services - Recruitment Advertising - NOLS	20.50	
	163 Unique Management Services, Inc.	Professional Services - Debt Collection	386.40	
	169 Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
	CC 2 ACR	PO 142 Training Fee - PLA Conference Fee - NOLS	610.00	
	CC 3 ACR	PO 93 Training Fee - PLA Conference Fee - NOLS	610.00	
	CC 4 ACR	PO 97 Training Fee - PLA Conference Fee - NOLS	610.00	
	CC 5 ACR	PO 170 Training Fee - PLA Conference Fee - NOLS	610.00	
	CC 6 ACR	PO 95 Training Fee - PLA Conference Fee - NOLS	200.00	
	CC 36 DialMyCalls.com	PO 191 Technology Services - Staff Emergency Contact System Credits - NOLS	50.00	
	CC 37 DialMyCalls.com	PO 192 Technology Services - Staff Emergency Contact System - NOLS	19.99	
	CC 39 eFax Corporate	PO 137 Technology Services - Online Fax Service - ADM	29.99	
	CC 43 Facebook	PO 168 Advertising - Sponsored Ads - NOLS	130.00	
	CC 56 Keenan Systems	PO 21 Technology Services - Ruckus Wi-Fi Support - IT	885.00	
	CC 59 Microsoft Office	PO 1186 Technology Services -Credit Business Voice - IT	(107.55)	
	CC 60 Microsoft Office	PO 177 Technology Services - Cloud Services - IT	839.58	
	CC 61 MRSC	PO 138 Training Fee - Procurement Webinar - ADM	35.00	
	CC 62 NexusTek	PO 107 Technology Services - MS Project Licenses - IT	418.70	
	CC 64 PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95	
	CC 67 Secure By Design	PO 163 Technology Services - Ninite Subscription, Annual - 250 Machines - IT	600.00	
	CC 81 Stamps.com	PO 106 Technology Services - Monthly Fee - TS	19.57	
	CC 89 WP Mail SMTP	PO 164 Technology Services - WordPress Plugin - IT	49.00	
	CC 90 Zoom	PO 143 Technology Services - Monthly Subscription - NOLS	54.40	
	CC 91 Zoom	PO 144 Technology Services - Monthly Subscription - NOLS	16.30	
	CC 92 Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30	
	CC 93 Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30	
	CC 94 Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30	
	CC 95 Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30	11,408.55

Category	Claimant	Purpose	Amount	Subtotal
<u>COMMUNICATIONS</u>				
84	Angeles Communications	Communications - VOIP	903.04	
102	CenturyLink 300511187 FO	Communications - Voice - FO	179.72	
103	CenturyLink 300561130 CB	Communications - Voice - CB	78.41	
104	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.65	
105	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.43	
106	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,359.98	
166	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
167	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.26	
171	WDH - Wave Business	Communication - Internet - IT	3,783.12	
CC 79	Stamps.com	PO 37 Postage - TS	250.00	
CC 80	Stamps.com	PO 82 Postage - TS	250.00	
CC 82	Stamps.com	PO 109 Postage - TS	250.00	8,678.64
<u>TRAVEL</u>				
130	Lu'Becke, Jennifer	Travel - Business - Mileage Reimbursement - PA	64.35	
136	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	20.16	
154	Stallman, Christie	Travel - Business - FO	30.80	
CC 7	AirBnB	PO 96 Training Travel - PLA Conference Accommodations - NOLS	847.75	963.06
<u>UTILITIES</u>				
107	City of Forks	Public Utilities - FO	111.64	
108	City of Port Angeles/Orcas Avenue	Public Utilities - PA	263.65	
109	City of Port Angeles/Peabody St.	Public Utilities - PA	5,305.22	
110	City of Sequim	Public Utilities - SQ	117.85	
111	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
112	Clallam County PUD	Public Utilities - CB	362.00	
113	Clallam County PUD	Public Utilities - FO	420.00	
114	Clallam County PUD	Public Utilities - SQ	641.00	
117	DM Disposal Company, Inc.	Public Utilities - PA - SQ	535.35	
172	West Waste & Recycling	Public Utilities - FO - CB	56.43	7,869.64
<u>REPAIR AND MAINTENANCE</u>				
85	Angeles Electric Inc.	PO 175 Repair and Maintenance - PA Parking Lot Lights - FAC	310.19	
127	Jerry's Small Engines	PO 111, 112, 116, 117 Groundskeeping - FO and CB Snow Removal - FAC	800.20	
143	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	472.17	
147	Rainbow Sweepers, Inc.	PO 141 Groundskeeping - PA Parking Lot Sweeping 2-06-22 - FAC	212.16	
152	Sound Energy Systems	PO 127 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	802.68	
159	Technology Unlimited	PO 118 Technology Maintenance - Renewal for ST Viewscan III (02-2022 - 02-2023) - NOLS	854.08	
CC 1	8th Street Car Wash	PO 104 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00	
CC 46	Jiffy Lube	PO 103 Vehicle Maintenance - Oil Change Pacifica - FAC	107.69	
CC 47	Jiffy Lube	PO 87 Vehicle Maintenance - Oil Change Westy - FAC	126.72	
CC 48	Jiffy Lube	PO 152 Vehicle Maintenance - Oil Change Transit Van - FAC	107.69	3,799.58

Category	Claimant	Purpose	Amount	Subtotal
<u>MISCELLANEOUS SERVICES</u>				
CC 83	Uprinting	PO 125 Printing and Binding - New Hours Bookmarks - NOLS	296.52	296.52
<u>INTERGOVERNMENTAL SERVICES</u>				
156	State Auditor's Office	PO 176 Professional Services - State Examiner's Fee - ADM	8,243.10	8,243.10
<u>OTHER IMPROVEMENTS</u>				
CC 38	Displays2go.com	PO 162 Other Improvements - Brochure Holder - FO	129.83	129.83
<u>MACHINERY AND EQUIPMENT</u>				
CC 22	Amazon.com	PO 45 Machinery and Equipment - Laptop RAM - IT	33.71	
CC 41	Evergreen IDSF	PO 130 Machinery and Equipment - Name Badge Printer - NOLS	1,739.71	1,773.42
<u>CAPITAL CONSTRUCTION</u>				
151	SHKS Architects	PO 167 Capital Construction - Design for SQ Library Expansion and Renovation - NOLS	5,082.77	5,082.77
<u>SALES TAX</u>				
116	Dept. of Revenue - Use/Sales Tax	January 2022 Sales & Use Tax - EFT 911	31.93	31.93
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2216	NOLS Patron	Patron Refund	11.99	
CK 2218	NOLS Patron	Patron Refund	39.99	
CK 2219	NOLS Patron	Patron Refund	6.99	58.97
			370,907.37	370,907.37



Voucher Approval for February 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 #76 through #176 are approved in the amount of \$370,907.37 this 24th day of March 2022.

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

No.	Claimant	Purpose	Amount
76	NOLS Employee	HRA Reimbursement	191.22
77	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-22) - EFT 907	202,163.37
78	ADP, LLC	Payroll Services - Payroll Processing (PPE 12-31-2021) - NOLS	761.18
79	ADP, LLC	Payroll Services - Year End Processing - Tax Reporting - W-2s - NOLS	517.45
80	Amazon.com	Collection Materials	45.62
81	Amazon.com	Collection Materials	574.11
82	Amazon.com	Collection Materials	204.90
83	Amazon.com	Collection Materials	246.43
84	Angeles Communications	Communications - VOIP	903.04
85	Angeles Electric Inc.	PO 175 Repair and Maintenance - PA Parking Lot Lights - FAC	310.19
86	Angeles Millwork & Lumber Company	PO 110 Maintenance Supplies - Posts and Hardware for CB Staff Parking Area - FAC	65.00
87	Baker & Taylor Entertainment	Collection Materials	687.79
88	Baker & Taylor Entertainment	Collection Materials	453.13
89	Baker & Taylor Entertainment	Collection Materials	204.50
90	Baker & Taylor Entertainment	Collection Materials	273.46
91	Baker & Taylor Information	Collection Materials	2,460.73
92	Baker & Taylor Information	Collection Materials	4,369.21
93	Baker & Taylor Information	Collection Materials	2,646.69
94	Baker & Taylor Information	Collection Materials	3,618.59
95	Blackstone Audio, Inc.	Collection Materials	58.80
96	NOLS Employee	HRA Reimbursement	196.28
97	CED Consolidated Electrical Distributors	PO 149 Maintenance Supplies - Light Bulbs - FAC	195.84
98	CENGAGE Learning	Collection Materials	413.04

No.	Claimant	Purpose	Amount
99	CENGAGE Learning	Collection Materials	278.41
100	CENGAGE Learning	Collection Materials	288.98
101	Center Point Large Print	Collection Materials	230.70
102	CenturyLink 300511187 FO	Communications - Voice - FO	179.72
103	CenturyLink 300561130 CB	Communications - Voice - CB	78.41
104	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.65
105	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.43
106	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,359.98
107	City of Forks	Public Utilities - FO	111.64
108	City of Port Angeles/Orcas Avenue	Public Utilities - PA	263.65
109	City of Port Angeles/Peabody St.	Public Utilities - PA	5,305.22
110	City of Sequim	Public Utilities - SQ	117.85
111	Clallam County Public Works Dept.	Public Utilities - CB	56.50
112	Clallam County PUD	Public Utilities - CB	362.00
113	Clallam County PUD	Public Utilities - FO	420.00
114	Clallam County PUD	Public Utilities - SQ	641.00
115	Dept. of Retirement Systems	PERS and DCP (PPE 01-31-22) - EFT 908	40,307.20
116	Dept. of Revenue - Use/Sales Tax	January 2022 Sales & Use Tax - EFT 911	137.52
117	DM Disposal Company, Inc.	Public Utilities - PA - SQ	535.35
118	E-Rate Expertise	PO 180 Professional Services - E-rate Consulting 02-2022 - NOLS	525.00
119	Findaway World, LLC	Collection Materials	171.33
120	Findaway World, LLC	Collection Materials	3.25
121	Hartford Retirement Plan Solutions	MMDCP 02-2022 (PPE 01-31-22) - EFT 909	230.00
122	Health Care Authority	HCA 02-2022 (PPE 01-31-22)	38,419.01
123	HealthEquity	HSA ER Contribution - February 2022	666.65
124	Ingram Library Services	Collection Materials	231.04
125	Ingram Library Services	Collection Materials	235.93
126	Ingram Library Services	Collection Materials	189.74
127	Jerry's Small Engines	PO 111, 112, 116, 117 Groundskeeping - FO and CB Snow Removal - FAC	800.20
128	NOLS Employee	HRA Reimbursement	111.54
129	NOLS Employee	HRA Reimbursement	1,375.00
130	Lu'Becke, Jennifer	Travel - Business - Mileage Reimbursement - PA	64.35
131	NOLS Employee	HRA Reimbursement	1,558.05
132	Midwest Tape	Collection Materials	752.82
133	Midwest Tape	Collection Materials	210.38
134	Midwest Tape	Collection Materials	170.19
135	Midwest Tape	Collection Materials	318.38
136	Miller, Shane	Cell Phone Reimbursement and Business Travel - Mileage Reimbursement - IT	140.16
137	North Olympic Library System	February 2022 Revolving Fund Reimbursement (* Detail Below)	227.24

No.	Claimant	Purpose	Amount
138	OCLC, Inc.	PO 124 Technology Services - Bibliographic Subscription - TS	2,521.05
139	Olympic Laundry & Dry Cleaners, Inc.	PO 136 Professional Services - Laundry - FAC	190.40
140	OverDrive, Inc.	Collection Materials	804.81
141	OverDrive, Inc.	Collection Materials	721.90
142	OverDrive, Inc.	Collection Materials	206.49
143	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	1,118.30
144	Pacific Office Equipment, Inc.	PO 165 Office Supplies - Toner - SQ	304.10
145	NOLS Employee	HRA Reimbursement	621.28
146	Quill Corporation	PO 140 Office Supplies - Book Tape - SQ	78.37
147	Rainbow Sweepers, Inc.	PO 141 Groundskeeping - PA Parking Lot Sweeping 2-06-22 - FAC	212.16
148	Rajala, Shaina E	PO 169 Technology Services - DocuSign Digital Signature Service - ADM	326.40
149	Sequim Gazette	Collection Materials	70.00
150	Sherwin-Williams	PO 123 Maintenance Supplies - CB Touch Up Paint - FAC	26.39
151	SHKS Architects	PO 167 Capital Construction - Design for SQ Library Expansion and Renovation - NOLS	5,082.77
152	Sound Energy Systems	PO 127 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	802.68
153	Sound Publishing Inc	PO 166 Professional Services - Recruitment Advertising - NOLS	20.50
154	Stallman, Christie	Travel - Business - FO	30.80
155	NOLS Employee	HRA Reimbursement	269.23
156	State Auditor's Office	PO 176 Professional Services - State Examiner's Fee - ADM	8,243.10
157	Swains General Store, Inc.	PO 121 Small Tools - Ice Scrapers - FAC	11.65
158	Swains General Store, Inc.	PO 172 Maintenance Supplies - Wiper Fluid - FAC	48.61
159	Technology Unlimited	PO 118 Technology Maintenance - Renewal for ST Viewscan III (02-2022 - 02-2023) - NOLS	854.08
160	The Home Depot Pro	PO 102 Maintenance Supplies - Cleaning Supplies - FAC	458.93
161	True Value	PO 98 Maintenance Supplies - CB Heat Pump Filter Parts - FAC	10.84
162	True Value	PO 173 Maintenance Supplies - Thermostat Batteries - FAC	20.60
163	Unique Management Services, Inc.	Professional Services - Debt Collection	386.40
164	United Way of Clallam County	United Way Donations (PPE 01-31-22)	135.00
165	US Bank	Credit Card Services - January 2022 (* Detail Below)	13,759.95
166	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
167	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.26
168	Viking Sew & Vac	PO 120 Maintenance Supplies - Vacuum Supplies - FAC	72.79
169	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
170	WCIF	Vision/Life/EAP Premiums 02-2021 (PPE 01-31-22)	1,317.62
171	WDH - Wave Business	Communication - Internet - IT	3,783.12
172	West Waste & Recycling	Public Utilities - FO - CB	56.43

No.	Claimant	Purpose	Amount
173	NOLS Employee	HRA Reimbursement	191.22
174	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-22) - March Coverage	5,689.80
175	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 02-2022 (PPE 01-31-22)	2,163.62
176	WT COX	Collection Materials	14.65
			370,907.37

*** Detail - NOLS Revolving Fund Account -- Voucher #137**

2216	NOLS Patron	Patron Refund	11.99
2217	NOLS Employee	HRA Reimbursement	168.27
2218	NOLS Patron	Patron Refund	39.99
2219	NOLS Patron	Patron Refund	6.99
			227.24

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #165**

1	8th Street Car Wash	PO 104 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00
2	ACR	PO 142 Training Fee - PLA Conference Fee - NOLS	610.00
3	ACR	PO 93 Training Fee - PLA Conference Fee - NOLS	610.00
4	ACR	PO 97 Training Fee - PLA Conference Fee - NOLS	610.00
5	ACR	PO 170 Training Fee - PLA Conference Fee - NOLS	610.00
6	ACR	PO 95 Training Fee - PLA Conference Fee - NOLS	200.00
7	AirBnB	PO 96 Training Travel - PLA Conference Accommodations - NOLS	847.75
8	Amazon.com	PO 83 Program Supplies - Intentional Aging (SP)	137.04
9	Amazon.com	PO 89 Program Supplies - Intentional Aging (SP)	15.81
10	Amazon.com	PO 74 Maintenance Supplies - Filters - FAC	29.37
11	Amazon.com	PO 84 Office Supplies - Curbside Bell - FO	22.76
12	Amazon.com	PO 160 Program Supplies - Dia de los Niño's (SP)	50.70
13	Amazon.com	PO 156 Program Supplies - PAHS Book Club Books (PAFOL)	165.36
14	Amazon.com	PO 58 Program Supplies - Garden Take and Make (SP)	19.56
15	Amazon.com	PO 58 Office Supplies - Batteries for People Counter - NOLS	8.64
16	Amazon.com	PO 44 Office Supplies - Felt Pads - PA	3.80
17	Amazon.com	PO 42 Toner and Ink - PA	383.18
18	Amazon.com	PO 43 Merchandise for Resale - Flash Drives - NOLS	24.96
19	Amazon.com	PO 43 Office Supplies - Key Tags - PA	4.34
20	Amazon.com	PO 108 Office Supplies - Labels - PA	32.14
21	Amazon.com	PO 115 Toner and Ink - PA	463.73
22	Amazon.com	PO 45 Machinery and Equipment - Laptop RAM - IT	33.71
23	Amazon.com	PO 62 Program Supplies - Take and Make (SP)	129.95
24	Amazon.com	PO 62 Program Supplies - Take and Make (SP)	22.64
25	Amazon.com	PO 69 Program Supplies - Take and Make (SP)	96.97

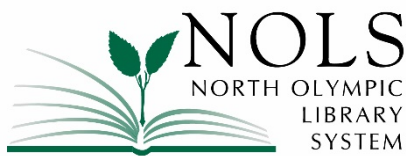
No.	Claimant	Purpose	Amount
26	Amazon.com	PO 113 Program Supplies - Dia del Niño's (SP)	88.52
27	Burnt Mountain Store	PO 150 Business Fuel - Nolsy Red - FAC	41.54
28	Chevron	PO 51 Business Fuel - Pacifica - TS	32.51
29	Chevron	PO 71 Business Fuel - Westy - TS	31.23
30	Chevron	PO 114 Business Fuel - Pacifica - TS	35.24
31	Circle K	PO 194 Business Fuel - Nolsy White - FAC	51.83
32	Co-Op Farm & Garden, The	PO 122 Equipment Fuel - FAC	4.99
33	Dell Sales and Service	PO 68 Toner and Ink - PA	78.33
34	Dell Sales and Service	PO 68 Toner and Ink - PA	82.68
35	Demco, Inc.	PO 126 Office Supplies - Archival Box - PA	176.26
36	DialMyCalls.com	PO 191 Technology Services - Staff Emergency Contact System Credits - NOLS	50.00
37	DialMyCalls.com	PO 192 Technology Services - Staff Emergency Contact System - NOLS	19.99
38	Displays2go.com	PO 162 Other Improvements - Brochure Holder - FO	129.83
39	eFax Corporate	PO 137 Technology Services - Online Fax Service - ADM	29.99
40	Evergreen 76	PO 128 Business Fuel - Transit Van - TS	46.95
41	Evergreen IDSF	PO 130 Machinery and Equipment - Name Badge Printer - NOLS	1,739.71
42	Exxon Mobil	PO 94 Business Fuel - Pacifica - TS	36.67
43	Facebook	PO 168 Advertising - Sponsored Ads - NOLS	130.00
44	Home Depot	PO 101 Maintenance Supplies - Grout - FAC	68.45
45	Home Depot	PO 99 Maintenance Supplies - PA Grout - FAC	59.37
46	Jiffy Lube	PO 103 Vehicle Maintenance - Oil Change Pacifica - FAC	107.69
47	Jiffy Lube	PO 87 Vehicle Maintenance - Oil Change Westy - FAC	126.72
48	Jiffy Lube	PO 152 Vehicle Maintenance - Oil Change Transit Van - FAC	107.69
49	Jim's Pharmacy	PO 119 Maintenance Supplies - First Aid Supplies - FAC	28.27
50	KCDA Purchasing Cooperative	PO 75 Paper Supplies - PA	43.57
51	KCDA Purchasing Cooperative	PO 75 Office Supplies - Book Tape and Notepads - PA	12.26
52	KCDA Purchasing Cooperative	PO 41 Paper Supplies - PA	52.39
53	KCDA Purchasing Cooperative	PO 41 Office Supplies - Book Tape - PA	4.20
54	KCDA Purchasing Cooperative	PO 131 Paper Supplies - PA	110.20
55	KCDA Purchasing Cooperative	PO 131 Office Supplies - Tape and Sticky Notes - PA	10.75
56	Keenan Systems	PO 21 Technology Services - Ruckus Wi-Fi Support - IT	885.00
57	LabelValue.com	PO 153 Office Supplies - Labels - SQ	58.97
58	Lower Elwha Food & Fuel	PO 57 Business Fuel - Westy - TS	28.16
59	Microsoft Office	PO 1186 Technology Services -Credit Business Voice - IT	(107.55)
60	Microsoft Office	PO 177 Technology Services - Cloud Services - IT	839.58
61	MRSC	PO 138 Training Fee - Procurement Webinar - ADM	35.00
62	NexusTek	PO 107 Technology Services - MS Project Licenses - IT	418.70
63	Office Depot	PO 155 Paper Supplies - SQ	106.60
64	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95
65	POS Supply Solutions	PO 88 Paper Supplies - NOLS	234.47

No.	Claimant	Purpose	Amount
66	Saars Grocery	PO 56 Office Supplies - Processing Supplies - Disc Repair - TS	15.54
67	Secure By Design	PO 163 Technology Services - Ninite Subscription, Annual - 250 Machines - IT	600.00
68	Shell	PO 132 Business Fuel - Pacifica - TS	30.01
69	Shell	PO 55 Business Fuel - Nolsy White - TS	54.63
70	Shell	PO 70 Business Fuel - Pacifica - TS	43.27
71	Shell	PO 81 Business Fuel - Westy - TS	31.52
72	Shell	PO 86 Business Fuel - Westy - TS	28.38
73	Shell	PO 105 Business Fuel - Nolsy White - TS	36.53
74	Shell	PO 133 Business Fuel - Pacifica - TS	51.79
75	Smartsign	PO 100 Maintenance Supplies - CB Lot Signs - FAC	176.38
76	Smartsign	PO 145 Maintenance Supplies - PA Loading Sign - FAC	34.75
77	Smartsign	PO 145 Maintenance Supplies - PA Staff Sign - FAC	56.18
78	Smartsign	PO 147 Maintenance Supplies - PA Surveillance Sign - FAC	58.48
79	Stamps.com	PO 37 Postage - TS	250.00
80	Stamps.com	PO 82 Postage - TS	250.00
81	Stamps.com	PO 106 Technology Services - Monthly Fee - TS	19.57
82	Stamps.com	PO 109 Postage - TS	250.00
83	Uprinting	PO 125 Printing and Binding - New Hours Bookmarks - NOLS	296.52
84	Walmart	PO 158 Program Supplies - Dia de los Niño's (SP)	6.07
85	Walmart	PO 157 Program Supplies - PAHS Book Club (PAFOL)	11.88
86	Walmart	PO 159 Program Supplies - Dia de los Niño's (SP)	18.28
87	Walmart	PO 80 Program Supplies - Take and Make (SP)	10.63
88	Walmart	PO 154 Office Supplies - Rubbing Alcohol - SQ	9.52
89	WP Mail SMTP	PO 164 Technology Services - WordPress Plugin - IT	49.00
90	Zoom	PO 143 Technology Services - Monthly Subscription - NOLS	54.40
91	Zoom	PO 144 Technology Services - Monthly Subscription - NOLS	16.30
92	Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30
93	Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30
94	Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30
95	Zoom	PO 193 Technology Services - Monthly Subscription - NOLS	16.30
			13,759.95

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

EFT 907	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 01-31-22)	197,490.51
EFT 908	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 01-31-22)	40,307.20

No.	Claimant	Purpose	Amount
EFT 909	Hartford Retirement Plan Solutions	MMDCP (PPE 01-31-22)	230.00
			238,027.71



Staff Report

Meeting Date: March 24, 2022
To: Library Board of Trustees
From: Executive Director, Noah Glaude
Subject: Designation of Signature Authority Resolution 22-03-02

Topic/Issue

Routine update of NOLS signature authority designations.

Policy Considerations

The Board customarily designates signature authority by resolution, which is consistent with state law and Library policy. The resolution form used for this authorization process designates certain signature authorities by position title, and certain other authorities by position title and individual name.

The Designation of Signature Authority form also includes a section to designate those staff who are authorized to conduct business with Clallam County on behalf of NOLS. This section has been added to NOLS signature authority resolution in order to be responsive to County protocols.

Fiscal Considerations

This resolution documents staff assignments that require purchasing contracting, or fiscal authority; other policies and agreements define the parameters under which such authorized fiscal assignments must be carried out.

Discussion

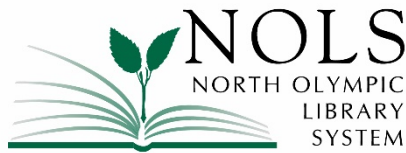
Signature authorities must be updated periodically to reflect new or changing work assignments, and/or job titles. This resolution 22-03-02, updates and voids the previous Signature Authority Resolution, 21-06-04. Also reflected in the resolution are recent hires, promotions, retirements, and changes in work assignments. Specifically, Meghan Sullivan was added by name, and Library Managers are given the authority to purchase library collection materials, an accidental omission in earlier versions.

Recommendation/Alternatives for Consideration

That the Library Board of Trustees approve Resolution 22-03-02, which designates staff authority to make purchases, contract for goods and services, and transact Library business of specified types.

Action/Motion

That the Board approve Resolution 22-03-02 as presented.



Resolution 22-03-02

Library Board of Trustees
North Olympic Library System

Designation of Signature Authority

Whereas, the Board of Trustees of the North Olympic Library System has the power to permit the certification of the receipt of labor, services, and materials; enter into contracts and transact business of all types and acquire valuable property; and

Whereas, the day-to-day operation of the Library system requires, and RCW 27.12.210 permits the Board of Trustees to employ, such assistants as may be necessary to conduct the business of the library system;

Therefore be it resolved, that the Board of Trustees of the North Olympic Library System authorize the following employees, as designated by position title, to conduct Library transactions as indicated below:

AUTHORIZATION BY POSITION TITLE

	Certifying budgets and levy	Certifying payroll	Contracting with service and labor providers and vendors	Purchasing library collection materials	Purchasing library supplies
Executive Director	X	X	X	X	X
Public Services Director	X	X	X	X	X
Information Technology Manager			X		X
Collection Services Manager			X	X	X
Facilities Manager		X	X		X
Finance Manager			X		X
HR & Business Manager			X		X
Library Manager			X	X	X
Branch Operations Manager			X		X
Technical Services Specialist				X	X
Acquisitions Lead				X	X
Administrative Operations Specialist I & 2					X
Librarian I & 2				X	X
Library Services Specialist					X
Community Outreach Specialist					X
Public Services Lead					X
Facilities Tech I & 2					X
Facilities Lead					X
IT Specialist 2 & 3					X
IT Systems Administrator					X
Marketing Coordinator					X

And be it further resolved, that the Board of Trustees of the North Olympic Library System authorize the following employees, as designated by name, to conduct transactions as indicated below:

AUTHORIZATION BY EMPLOYEE NAME

	Authorized to conduct business with Clallam County on behalf of NOLS	Signing ALL Imprest checking account checks	Signing Imprest checking account checks EXCEPT payroll	Purchasing library supplies
Noah Glaude, Executive Director	X	X		
Meghan Sullivan, Public Services Director	X	X		
John DeFrancisco, Finance Manager	X		X	
Shaina Rajala, HR & Business Mgr.	X		X	
Karen Rasler, Administrative Operations Specialist I			X	
Jan Stark, Public Services Specialist				X

And be it further resolved, that signatures of record for employees so authorized will be kept on file by the Executive Director;

And be it further resolved, that in addition to the above authorizations, employees who have executed a Credit Card Agreement and been issued an authorized library credit card are permitted to make a variety of purchases within the transaction limits assigned to the issued card, according to the terms of Policy 5.6 (Credit Card);

And be it further resolved, that Resolution 21-06-04, dated June 24, 2021, is now void.

Passed by the Board of Trustees of the North Olympic Library System at their regular meeting held this 24th day of March, 2022.

Chair

Trustee

Trustee

Trustee

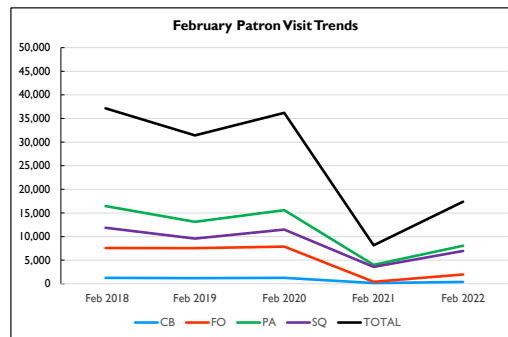
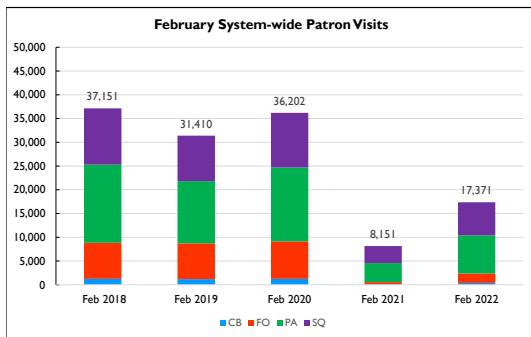
Trustee

Attested by:

Secretary to the Board

Patron Visits

	2022	% of System
PA	8,040	46.3%
SQ	6,958	40.1%
FO	1,980	11.4%
CB	393	2.3%
Total	17,371	100.0%



* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □

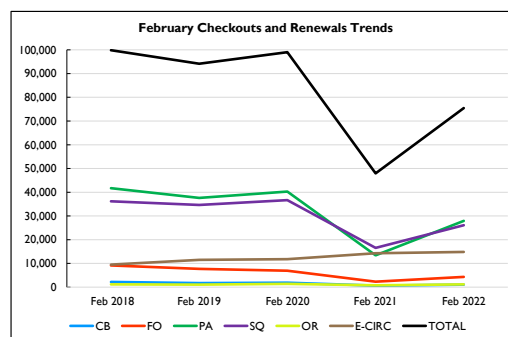
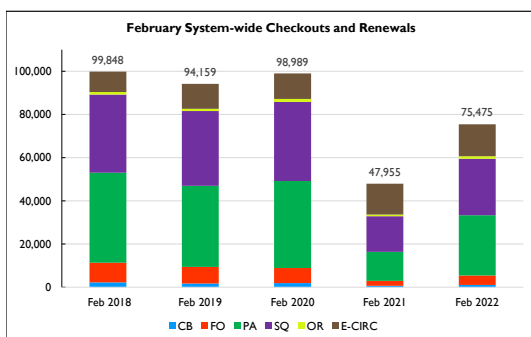
* Due to COVID-19, all NOLS locations were closed in February 2021, but curbside service was offered.

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

* Due to staffing issues, the Clallam Bay was closed 1.5 days and the Forks Branch 0.5 days in February 2022. □

Checkouts & Renewals

	2022	% of System
PA	27,938	37.0%
Self	48%	
SQ	26,113	34.6%
Self	50%	
FO	4,336	5.7%
Self	18%	
CB	1,071	1.4%
OR	1,178	1.6%
E Circ	14,839	19.7%
Total	75,475	100.0%



* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □

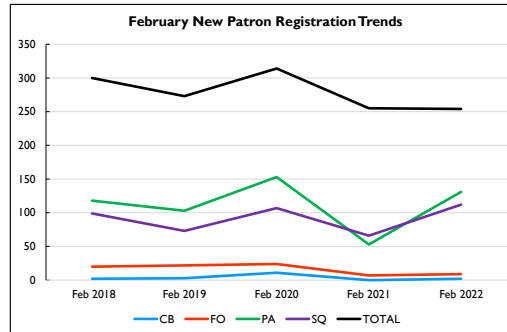
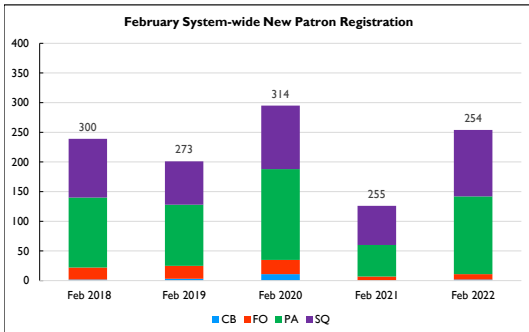
* In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.

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

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

New Patron Registration

	2022	% of System
PA	131	51.6%
SQ	112	44.1%
FO	9	3.5%
CB	2	0.8%
Total	254	100.0%



* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □

* Due to COVID-19, all NOLS facilities were closed to the public in February 2021.

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	0/0	0%/0%
SQ	0/0	0%/0%
FO	0/0	0%/0%
CB	0/0	0%/0%
Virtual	17/1995	100%/100%
Total	17/1995	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	4,262	54.2%
SQ	2,652	33.7%
FO	697	8.9%
CB	249	3.2%
Total	7,860	100.0%

Wi-Fi Access

System-wide Total	4,114
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Volunteers

	Volunteer Hours	# of Volunteers
PA	14.75	2
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	12.5	1
Total	27	3

Holds

	Requests Fulfilled	Avg Days to Fill
PA	4,431	17.06
SQ	5,837	19.39
FO	526	20.03
CB	195	12.42
OR	918	9.14
Total	11,907	17.65

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	920	29.6%
SQ	306	37.0%
FO	238	13.3%
CB	51	8.9%
Total	1515	24.0%

Website Visits

From outside the Library	16,082
From inside the Library	1,571
Avg. # of pages visited	2

Outreach Services

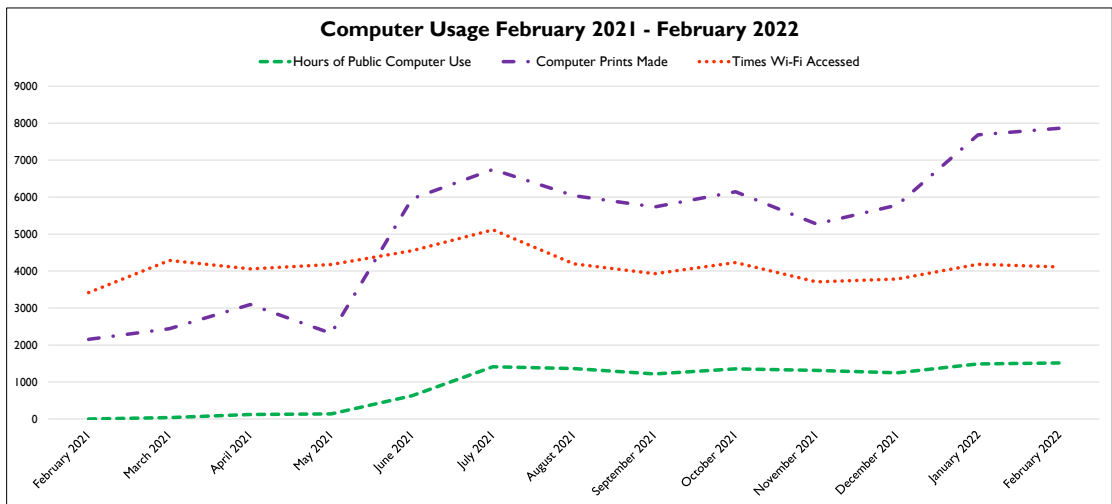
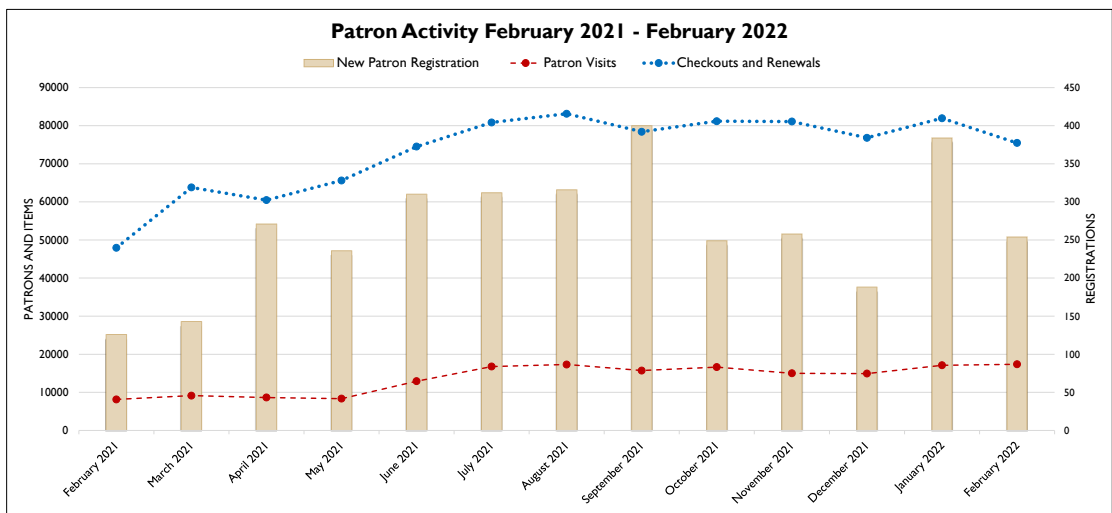
Deliveries to the Homebound	114
New Patrons w/ Delivery Services	2

Interlibrary Loan Services

Items borrowed from other libraries	151
Items loaned to other libraries	69

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	154
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	154



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.

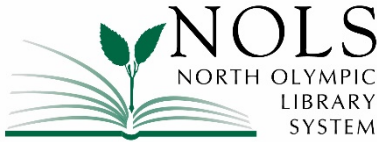
December 2021 - Hours were limited at all branches the last week of December due to inclement weather.

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.



Monthly Activity Report

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

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Trivia Night @ NOLS wrapped up in February with a fun theme: Sweets and Baking. Forty participants shared their knowledge in how to bind, fold, cream, and whisk. Another highlight in February was the second talk in the Olympic National Park Perspectives Winter Speaker Series: Revisiting Stratigraphy of the Eocene to Miocene Sedimentary Rocks on the Olympic Peninsula. Nearly 60 people signed on for the virtual event.



Other events during the month of February included:

- Teen Advisory Board – 4 participants
- Take & Make: Valentines – 497 participants
- Battle of the Books discussion– 88 participants countywide
- Second Saturday Book Group – 8 participants
- Novel Conversations Book Group – 6 participants
- Second Tuesday Book Group– 6 participants
- Wednesday Evening Book Group – 3 participants
- Intentional Aging Discussion Group: Shiba and Medicare – 25 participants
- Early Literacy Videos – 3 new videos with 1209 total views

Aside from programming, Youth Services staff recently noted that more and more families have been visiting the library lately and staying longer in the youth area of the library. Youth Services

Librarians Jennifer L. and Clair D. have been enjoying fielding more reader's advisory type questions.

Sequim Branch Library

Emily Sly, Library Manager

The Sequim Branch continues to be busy with new community members stopping in to get a library card, families browsing the shelves and walking out with armloads of books, and happy community members using the library.

Youth Services Librarian Charlotte M. has been working with Greywolf Elementary, Helen Haller Elementary and Olympic Peninsula Academy fourth grade teachers to offer Battle of the Books to students. The first book discussions of the three-month program were held in February.

Youth Services staff have been working on weeding the youth collection in Sequim. During the pandemic, regular weeding was put on hold, in response to the closure and low circulation of materials. Youth Services Librarians from Port Angeles joined Charlotte in weeding the picture books, J Fiction and J Nonfiction collections.

During the recruitment for the open Marketing Coordinator position, Sequim Branch Manager Emily S. and Executive Director Noah G. are working together to complete NOLS marketing responsibilities. Emily participated in Sequim Expansion and Renovation Project planning, Branch Manager meetings, and Sequim Chamber of Commerce meeting.

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:

- Public Services Lead Jennifer S. started training new Youth Services Librarian Kristine T. on NOLS procedures and integrated library system software, Polaris.
- Public Services Specialists Angeles B. and Dianne B. collaborated with Tech Services to reflect cataloging updates made to the Spanish materials collection. This update will allow for amplified navigation of the collection for staff and patrons.
- 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 L. provided Teen Lit Bags to Clallam Bay and Forks teens.
- The Teen Advisory Board launched with teens from both Forks and Clallam Bay.
- Youth Services Librarian Kristine T. provided Battle of the Books on the West End in-person at Forks Elementary and virtually for the Quileute Tribal School reaching 22 students total.
- Public Services Lead Jennifer finished creating the Beanstack App challenge for the Fierce & Fabulous Movement Challenge to launch in March. The idea originated from Public Services Specialist Violette M. and has been over a year in the making.
- Public Services Specialist Angeles B. starting preparing the Take & Make for Dia del niño with guidance from Bilingual Community Librarian Mary G.

Outreach & Bookmobile:

- West End Branch Manager Troi G. continued to strengthen relationships with community organizations by attending meetings and coordinating efforts with community stakeholders.
- Troi worked with the Bookmobile Core Project team to continue efforts to establish the Bookmobile service. During February activities included posting a Request for Qualifications – Call to Artists for exterior bookmobile graphics, starting the community analysis and demographic research, starting to research and review materials collection data.
- Public Services Specialist David M. continued monthly deliveries to one Outreach to the Homebound patron.

New Staff & Retirements:

- Youth Services Librarian Kristine T. started her employment at NOLS. She is joining NOLS from Florida and brings a wealth of experience and expertise to the West End team, and NOLS as a whole.
- Public Services Specialist Christie retired after more than 15 years of service with NOLS. The West End team will miss her customer service skills and creativity.
- Recruitment for the Forks On-Call Circulation Assistant concluded.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Replaced broken restroom paper towel dispenser; steam cleaned restroom floors, walls and lobby windows; replaced grout in lobby floor cracks; re-caulked restroom sink; repaired and repainted FOSL store wall; replaced carpet tile; replaced more furniture for patron use; cleaned-up oil spilled on parking lot; weed-eated around curbs and signs; weed control with vinegar; mowed lawns.

Port Angeles Energy Project: Brian met with energy services provider Integrity Energy Services (IES) to discuss proposed lighting improvements for the Port Angeles Library. The job scope and cost were tentatively agreed to, though no contract has been signed. Approval of the project by NOLS is pending the possibility of additional funding for the project through a WA State Department of Commerce grant. IES has agreed to assist NOLS is applying for and receiving grant funds to help offset the cost of proposed lighting improvements. However, grant opportunities anticipated for early 2022 have not yet been announced by the state.

Sequim Library: Replaced exterior emergency light; installed DVD opener on workroom desk; made book cart spacers; weed control.

Sequim Expansion and Renovation Project: Hired surveyor and utilities locator to update site information needed to create architectural drawings; toured more potential temporary location sites; met with architects and project team to discuss space allowances for different activities within an expanded library.

Forks Library: Tested emergency lights; cleaned carpet stains.

Clallam Bay: Installed parking lot signage and wooden barriers in staff parking area; cleaned windows; tested emergency lights; replaced HVAC filters; vacuumed supply air vents; weed control.

Other: Washed vehicles; changed oil in Transit van; repaired Westy muffler and replaced brake parts; repaired flat tire on Pacifica van; disposed IT surplus to Goodwill Store.

Outreach to Homebound Program

Cheryl Martin, Outreach Library Librarian

During the month of February, 114 deliveries were made to homebound patrons and 2 new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

February was another productive month for the IT team. Thankfully, computer updates were relatively routine this month. In addition to the regular server updates, web maintenance, employee support, and troubleshooting, the team continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more. We supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. IT participated in work group meetings, including the Beanstack App team, Aspen Discovery Layer implementation group, Social Media Team, Polaris team, Equity Diversity and Inclusion Committee, Sequim Library Expansion and Renovation Project, and the Evanced Team. IT Manager Shane M. participated in MRSC Procurement training, and continued collaboration with the Clallam County Broadband Initiative.

IT traveled to the Sequim and West End branches to finish the 2021 device log inventory. All branches have now had their initial inventory assessment completed. IT is now in the process of tracking down and accounting for the few items that were not signed off during each branch visit.

In February, IT purchased an ID badge printer to enable NOLS to print employee ID cards. The new printer will enable NOLS to design and print badges, and test designs easily and quickly in order to store and print badges for all new and past employees.

The Web Team helped create a web presence for the Bookmobile project. The page includes information about the project timeline, purchasing history, funding, and provides contact information for the public to submit comments.

IT worked closely with the Public Communication team to update online materials regarding the free COVID test kits available at all branch locations. As the requirements for usage and availability evolved, the website was updated to reflect the latest changes to NOLS practices.

Documentation for the 2022 NOLS budget and accountability audit report were added to the Board & Administration web page.

The Sequim Library Expansion web page was updated to reflect the latest approximate timeline and information for the project.

The Beanstack App team worked to develop and promote a new Fierce & Fabulous movement challenge. The challenge was made available to the public starting on March 1 and includes a series of action challenges to promote exercise, competition, and movement.

IT worked to provide a training to staff on the Evanced calendar system. The training included a refined process for submissions, updates, and interaction. IT helped show staff how to post

events to the online calendar, interact with auto-triggered emails, and streamline registration for NOLS events.

IT welcomed the new West End Youth Services Librarian Kristine T., providing her with an IT computer orientation to discuss technical equipment and website portals.

As part of the Aspen Discovery Layer project, IT continued to make numerous technical configurations to allow Aspen's API access to Polaris. This included making new users, adding IPs to the firewall, and creating new firewall rules to log API access from vendors. These changes give IT an extra layer of insight and security for future API access needs.

IT rolled out new software to Port Angeles public computers called Deep Freeze. This software "freezes" the computer and restores it to that state after every reboot. This adds more security for IT and more privacy for patrons. IT is planning on rolling out Deep Freeze to the other branches after the initial test period for Port Angeles is completed.

Technical Services Department

Erin Shield, Collection Services Manager

Kristine T., new West End Youth Services Librarian, joined Technical Services in February for a brief overview of the support services provided. Kristine asked some great questions and saw the inner workings of the department. Additional selection trainings are currently being scheduled for Kristine with Acquisitions Lead, Susan P.

In February catalogers embarked on a recataloging project to update diacritics and new prefix standardization on Spanish language materials. This will allow native speakers a more streamlined experience and better access to materials. Branch staff and Processor Mark affixed the new labels. Thanks to all for making the collection a little better.

1326 physical items were processed and available for customers in the month of February. 584 downloadable titles were added. 120 print materials were repaired. 82 media items were resurfaced or repaired to extend their lives. 83 physical donations were made and will be added to the collection. 697 totes were moved between NOLS' branches by the couriers, as well as 19 Outreach deliveries. Tech Services filled 151 InterLibrary Loan requests for NOLS' patrons and 69 loans out to other libraries.

Technical Services Specialist Wendy O. worked 9 hours in Outreach. Technical Services Specialist Cindy T. spent 1 hour on Web Team responsibilities. Erin attended meetings related to the Sequim Library Expansion and Renovation Project, discovery layer implementation, Management Team, bookmobile project, and a WA Public Libraries Cooperate meeting about shared databases.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had two volunteers in PA, and one in Technical Services, for a total of 27.25 system-wide volunteer hours. There was one new volunteer added in PA. NOLS anticipates gradually adding volunteers back to each department over the coming months.

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
- MRSC Procurement Training

Recruitments:

- On-Call Circulation Assistant – FO
- On-Call Circulation Assistant – PA
- IT Systems Administrator – IT
- Marketing Coordinator – ADM
- Community Outreach Specialist – FO/CB
- Public Services Specialist – FO
- Public Services Specialist – PA
- Community Outreach Specialist – PA
- Adult Services Librarian I – SQ

New Hires:

- Kristine Techavanich – YS Librarian I – FO/CB

Lateral Transfers:

- Cheryl Martin – Adult Services Librarian I – PA

Separations:

- Kate Radigan – Marketing Coordinator – ADM
- Christie Stallman – Public Services Specialist – FO

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, Branch Equity, Diversity and Inclusion meetings and All Staff Meetings in February.

Accounting Statistics for February:

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

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Coordinated the distribution of free COVID-19 rapid test kits and KN90 masks to all 4 NOLS locations in partnership with the Clallam County Health and Human Services
- Participated in activities for the Sequim Expansion and Renovation Project, including architect meetings and touring temporary locations
- Participated in activities for the Bookmobile Service Project
- Participated in activities for the Aspen Discovery Layer Project
- Attended Puget Sound Regional Library Bi-Monthly Meetings
- 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 M., Clair D., and Jennifer L.
- Routine Branch Manager, Management Team, Youth Services Team, Librarian/Branch Manager, Public Restart Team, Collection Management Team, Programming Team, Beanstack 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 COVID-related issues and adjusting in-library use protocols, including staffing issues and West End branch closures in early February

- Sequim Library Expansion and Renovation Project
 - Programming validation meetings with architects
 - Touring temporary locations
 - Developing plans for additional funding
- Renegotiating the contract with TechOps for a Bookmobile vehicle
- Covering Marketing Coordinator tasks while the position is vacant
- Updating forms and process related to the creation of marketing materials
- Developing recruitment and staffing plans
- Meeting with West Sound Stem Executive Director to discuss NOLS joining the organization
- Meetings with NOLS Board of Trustees applicants
- Attending Field Events Arts & Hall Community Board Meetings
- Routine Branch Manager, Management Team, and Public Restart Team meeting
- Weekly meetings with Public Libraries of Washington consultant regarding state legislation that has the potential to impact public libraries



Customer Comments

February 2022

The following comments were received by the Library during the month of February 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:

I just read with dismay that the proposed (Sequim Branch) library only will be expanded by 2000 square feet. That is better than nothing but way short of the needed tripling of space. I don't even know what to else to say.

Response:

Thanks for your message. I wholeheartedly agree. A much larger Sequim Library building would be an asset to the community and would better serve everyone using the library.

NOLS is looking at ways to expand and improve the space within the current budget of this project. The scope of this expansion and renovation is focused on addressing the most critical needs – public bathroom access, meeting room space, staff work areas and in-general more overall space/seating. Here's a link to the [project webpage](#).

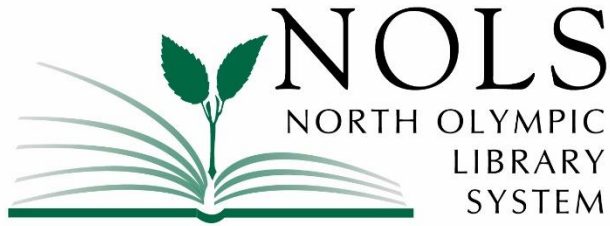
Some background:

NOLS has been working on securing funding to expand the too-small Sequim Branch for over a decade. The community was very supportive of a bond measure in 2018 to construct a brand new 17,000 sf library (about 3x the size of the current building), but the ballot measure narrowly failed to meet the 60% threshold to pass. So, unfortunately an adequately-sized library was not funded.

In 2021, NOLS was awarded a \$2 million matching-funds grant from the Washington Department of Commerce to address the most critical needs at the library. We're currently in the early design process with the architect, and going through the process of prioritizing project areas to meet our identified budget. We anticipate adding around 2,000 square feet to the existing 6,000 square feet building (and fully renovating the existing space). The project scope is based on available funding – if we can afford to add more space, we will.

We'll be launching a community fundraising campaign to support the project this spring and welcome contributions big and small to help fund the expansion. Community support is critical – through volunteer time and financial contributions.

If you're interested in supporting the project or further questions, please let me know. I'd be happy to chat further.



Highlight Log

(February 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.

02/01/2022 – Forks

A donated electric wheelchair was delivered today and it has already been used. The patron didn't realize that it was a motorized chair and was so excited to get to use it, as she has difficulty walking. She was able to follow her friend to the computer without using her cane.

02/01/2022 – Port Angeles

Something fun that Sarah M. shared: August 1966 nonfiction additions to the "Young People's Library"

- Spies, Spies, Spies
- How Scientists Find Out
- American Bears
- Wheels on the Road
- Commander of the Flying Tigers
- Soldier and Patriot: the Life of General Israel Putnam
- The Commandos of World War II
- The Story of the Incas

02/02/2022 – Sequim

Two patrons (husband and wife) just wrote a young adult novel and donated four copies to NOLS for the Local Author shelf. They also gifted me a copy. I just opened it up and the dedication is "to Crusader Rabbit, Ragland T. Tiger, Mad Magazine and Annie B.". How exciting!

2/3/2022 – NOLS

Shortly after sharing with NOLS staff the new Bookmobile webpage, we received a donation of \$1250 towards the Bookmobile from the estate of a former NOLS employee who was a past NOLS Bookmobile driver. Her daughter was excited to hear that NOLS would be restarting the services again soon.

2/3/2022 – Sequim

Just like clockwork! A patron who never misses bringing us treats on Groundhog Day was here yesterday and delivered a big plate of homemade, gluten free, snickerdoodle cookies. She brings treats to her librarians and her mechanic every February 2.

02/03/2022 – Forks

A patron requested that we add a book to the collection that she and her friends had found helpful. She was beaming and beyond thankful for being treated in such a kind and respectful manner about her suggestion.

02/11/2022 – Port Angeles

A patron signed up for a new library card and then asked for audiobooks. She was delighted to discover Playaways and said NOLS having them was "miles ahead" of her previous library. Such a handy format!

02/16/2022 – Clallam Bay

We've had a flurry of positive youth activity here in Clallam Bay! I assisted a patron who came in specifically to register for a teen lit bag subscription. Two teens came in together to check out books. One pulled a chair up to the shelf, taking a serious look to find just the right Junior Graphic Novel. Another patron happily informed me that she would be at the upcoming Teen Advisory Board meeting. She looked so proud and pleased, it was adorable!

02/25/2022 – Port Angeles

Several items have turned up in the Vertical Files related to old NOLS Bookmobiles. This is my favorite so far:

"Thanks to a lot of good luck and the cooperation of the American Red Cross the Clallam County Library has been able to maintain some kind of service throughout the east end of the county during this past winter.

Many many months ago a real bookmobile was ordered for the county library. It was supposed to be ready for use last September. But circumstances apparently beyond the control of everyone concerned prevented the delivery of that bookmobile, although the county library staff has not yet completely given up hope and look daily for some message about it.

So a 'pretend' bookmobile was used. The American Red Cross, Clallam County Chapter, very kindly agreed to let the county library use its big disaster unit until such time as other arrangements could be made. And every morning that a bookmobile run was scheduled, the big olive drab truck, with its bright red cross on each side, pulled up outside of the county library headquarters to be loaded with books.

Books were put everywhere. A small stand with five shelves full of books was put into the rear compartment, leaned against a stationary bunk and braced with bundles of splints. Other boxes of books were piled on the floor and in the hanging bunks. The shelf inside of the windshield was loaded with stamps and stamp pads, with cards and pencils and all the other things which a traveling library needs.

When the Red Cross 'Travelling Library' stopped at a school or at a store or a post office where people were waiting to get books, the back doors were opened up and people could come inside to hand in the books they were returning and to look for some more. Instead of a desk, the librarian used the little alcohol stove to charge books from and the books which had been returned were piled in the little porcelain sink.

Everyone was interested in the house on wheels and very often the boys and girls would say what a fine truck it would be to take on a vacation or on a hunting trip in the mountains. Members of the state patrol would ask if they could get coffee and doughnuts. Lots of people wondered if the library books were part of the army camp libraries and were just being distributed by the Red Cross and everyone thought it looked rather funny to see a truck which looked like an ambulance loaded with books. When the truck was washed after several days of rainy muddy weather, the man who cleaned it said that it was the first time he had ever washed a truck in which he had to clean the sink and polish the stove, too.

When the bookmobile arrives and is ready for christening, the county library is thinking seriously of naming it after the disaster unit, since the Red Cross has played the part of fairy godmother all these months. Plans are now being made to start regular bookmobile service—complete with a real bookmobile on April 1. Watch your newspaper for further announcements."