

Board of Trustees Regular Meeting
Thursday, April 28, 2022 5:30pm
Port Angeles Main Library

REMOTE ACCESS

If unable to join in person, members of the public may participate in the meeting via internet or phone 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 March 24, 2022
4. Communications
5. Presentation: An update on the Sequim Library Renovation and Expansion by SHKS Architects
6. Public Comments
7. Financial Reports: March 2022
8. Approval of Vouchers: March 2022

9. Unfinished Business

None

10. New Business

N.1. Update on NOLS' COVID-19 Response

N.2. Sequim Expansion and Renovation Project – Discussion of Next Steps

11. Reports

R.1. Monthly Statistics Reports: March 2022

R.2. Monthly Activity Reports: March 2022

R.3. Customer Comments March 2022

R.4. Highlight Log: March 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, May 26, 2022 at Forks Branch Library

15. Agenda items for next meeting

16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, May 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

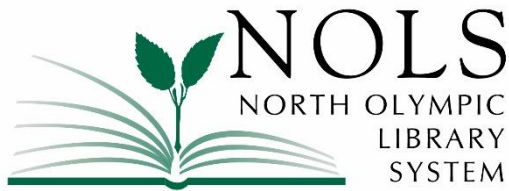
Note: no regular Board meetings scheduled in July or December.

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.



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

MINUTES

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, Bert Caldwell, Cyndi Ross and Ian Miller. Library staff present: Executive Director Noah Glaude, HR & Business Manager Shaina Rajala, IT Manager Shane Miller, Public Services Specialists Jessica R. and Kristin O., and Youth Services Librarians Clair D. and Kristine T. Visitors present: none.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Mr. Caldwell. Motion carried.
3. Approval of minutes for regular meeting of February 24, 2022
Motion by Ms. Pelikan to approve the minutes from the February 24, 2022 regular meeting. Motion seconded by Ms. Ross. Motion carried.

Approval of minutes for special meeting of March 11, 2022
Motion by Mr. Caldwell to approve the minutes from the March 11, 2022 special meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications:
None
5. Presentation: A Look into Youth Services, presented by the NOLS Youth Services Team
6. Public Comments
7. Financial reports: February 2022
The financial reports for February 2022 were accepted as presented.
8. Approval of vouchers: February 2022
Motion by Ms. Pelikan to approve the February 2022 vouchers, numbered #76 through #176, in the amount of \$370,907.37. Motion seconded by Mr. Caldwell. Motion carried.
9. Unfinished business: None
10. New business

N.1. Designation of Signature Authority Resolution 22-03-02

Motion by Mr. Caldwell to approve Resolution 22-03-02. Motion seconded by Ms. Ross. Motion carried.

N.2. Verbal Update on NOLS' COVID-19 Response

N.3. Verbal Update on Sequim Expansion and Renovation Project

I.1. 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

All reports were accepted as presented.

I.2. Public Comments

I.3. 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.

I.4. Next meeting: 5:30pm, Thursday, April 28, 2022 at the Port Angeles Main Library.

I.5. Agenda items for next meeting: Presentation by SHKS Architects on the Sequim Library Expansion and Renovation Project

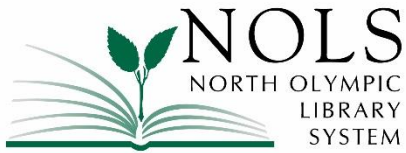
I.6. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:55pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: April 28, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for March 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: Investment Interest of \$6,846 is from PA Capital Account CD 14 which matured in March. Private Grants and Donations includes a \$186,648 bequest from the DeLand Family Trust designated to the Sequim Future Library. Port Angeles Friends of the Library donated \$10,000 for Spanish Language Materials and Community Book Drops. The Donald Naddy Fund also contributed \$2,000 designated to the Sequim Future Library. NOLS is grateful for the generosity of its donors!

Expenditures: Expenditures are within the expected range for this time of year with the exception of Taxes and Operating Assessments. The annual assessment for Stormwater and Weed Control was \$1,305 more than budgeted. This variance will remain for the rest of 2022 as this is the only item budgeted in this category.

Account Balances: PA Capital Account CD 14 matured in March. The proceeds of \$345,444 were not reinvested but added to the PA Capital Reserve. Payroll Account (US Bank 1301) shows expenses and reimbursements of \$249,249 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in March are \$300,477.

Of the \$249,249 in electronic transfers, \$249 was paid to the DOR for Sales and Use Tax (Voucher 226).

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



Revenue Report

March 31, 2022

Operating Revenue				3/12ths is	25.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,535,000	575,985	617,861	3,917,139	13.6
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	8,100	522	1,350	6,750	16.7
Library Fees	10,000	979	2,828	7,172	28.3
Miscellaneous Revenues					
Pool Fund Investment Interest	6,300	695	1,364	4,936	21.6
Investment Interest (net of fees)	-	6,846	6,846	-	-
Private Grants and Donations	102,000	199,066	238,370	(136,370)	233.7
Other Miscellaneous Revenue	53,200	190	713	52,487	1.3
Total Miscellaneous Revenues	161,500	206,797	247,292	(85,792)	153.1
Nonrevenues (excise taxes)	410	49	127	283	30.9
Transfers In	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	784,331	869,458	4,645,188	15.8

Capital Revenue					
Timber Revenues (received in 2022)	-	28,404	56,694	-	-
Total Capital Revenue	-	28,404	56,694	-	-

Grand Total Revenues		812,736	926,152		
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Expenditure Report

March 31, 2022

				3/12ths is	25.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	219,522	630,323	2,240,300	22.0
Benefits	1,191,101	80,955	244,809	946,292	20.6
Total Personnel	4,061,724	300,477	875,132	3,186,592	21.5
<i>Supplies</i>					
Supplies, Office and Operating	106,100	7,773	16,833	89,267	15.9
Fuel	18,150	492	1,445	16,705	8.0
Merchandise for resale	1,700	27	52	1,648	3.1
Collection Materials	480,000	28,816	61,981	418,019	12.9
Small Tools/Equip (<\$200)	1,750	-	12	1,738	0.7
Total Supplies	607,700	37,108	80,322	527,378	13.2
<i>Services</i>					
Professional Services	317,436	9,183	27,176	290,260	8.6
Communication	138,560	9,848	27,162	111,398	19.6
Travel	18,500	220	1,193	17,307	6.5
Taxes and Operating Assessments	4,000	5,305	5,305	(1,305)	132.6
Operating Rentals and Leases	815	-	-	815	0.0
Insurance	97,400	-	-	97,400	0.0
Public Utilities	92,840	8,097	24,020	68,820	25.9
Repair and Maintenance	136,196	5,203	14,680	121,516	10.8
Miscellaneous Services	21,325	1,087	2,418	18,907	11.3
Total Services	827,072	38,945	101,955	725,117	12.3
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>55</i>	<i>16,837</i>	<i>903</i>	<i>94.9</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>48</i>	<i>111</i>	<i>299</i>	<i>27.1</i>
Total Operating Expenditures	5,514,646	376,634	1,074,357	4,440,289	19.5

(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	106,770	0.1
Machinery & Equipment	388,900	124	1,897	387,003	0.5
Construction of Capital Assets	2,000,000	10,593	15,676	1,984,324	0.8
Total Capital Outlays	2,663,800	10,717	17,703	2,646,097	0.7
Grand Total All Expenditures	8,178,446	387,351	1,092,060	7,086,386	13.4



Account Balances

March 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⁾	946,310	-	28,404	-	974,714
Operating Reserve ⁽³⁾	927,423	-	-	-	927,423
PA Capital Reserve ⁽⁴⁾	113,988	345,444	-	-	459,433
Sequim Capital Project Acct. ⁽⁴⁾	1,994,917	-	-	10,593	1,984,324
Capital Budget - 2022 ⁽⁴⁾	390,814	-	5,083	124	395,773
<i>Total Board Designated Accounts</i>	<i>5,680,471</i>	<i>345,444</i>	<i>33,487</i>	<i>10,717</i>	<i>6,048,685</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	86,382	-	209	-	86,591
NOLS Materials Fund	15,412	-	-	59	15,353
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	4,032	-	-	871	3,160
Port Angeles Donations Fund	7,429	-	15	-	7,444
Port Angeles Friends Donations	19,720	-	10,025	-	29,745
Sequim Donations Fund	53,808	-	28	-	53,836
Sequim Friends Donations	27,162	-	-	50	27,112
Forks Donations Fund	2,076	-	16	-	2,092
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,100	-	2	-	7,102
Clallam Bay Friends Donations	1,176	-	-	-	1,176
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,447	-	50	-	5,497
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	11,880	-	188,722	-	200,602
Bookmobile Donations	1,250	-	-	-	1,250
<i>Total Grants and Donations</i>	<i>483,636</i>	<i>-</i>	<i>199,066</i>	<i>981</i>	<i>681,721</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,166,769</i>	<i>345,444</i>	<i>232,553</i>	<i>11,698</i>	<i>6,733,068</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,993,553</i>	<i>(220,855)</i>			<i>1,772,698</i>
Total WA State Local Investment Pool	8,160,322	124,589	232,553	11,698	8,505,766

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

March 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	(345,444)	6,896	-	-
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	(345,444)	6,896	-	979,496
Total Investments	9,478,366	(220,855)	239,448	11,698	9,485,262
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	418,489			418,489
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	882	882	6,000
Payroll Account (US Bank 1301)	200	249,249	-	249,249	200
Merchant Account (FF 7401)	1,000	(407)	547	140	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	7,650	248,842	1,429	250,272	7,650
Total Cash	7,650	667,332	1,429	250,272	426,139
Total Cash and Investments	9,486,016	446,477	240,878	261,970	9,911,401

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR MARCH 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
178	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-28-22) - EFT 913	208,735.12	
225	Dept. of Retirement Systems	PERS and DCP (PPE 02-28-22) - EFT 914	40,034.61	
235	NOLS Employee	HRA Reimbursement	286.83	
237	Hartford Retirement Plan Solutions	MMDCP 03-2022 (PPE 02-08-22) - EFT 915	230.00	
238	Health Care Authority	HCA 03-2022 (PPE 02-28-22)	37,622.24	
239	HealthEquity	HSA ER Contribution - March 2022	666.65	
251	NOLS Employee	HRA Reimbursement	196.28	
272	NOLS Employee	HRA Reimbursement	752.16	
273	NOLS Employee	HRA Reimbursement	1,750.00	
280	NOLS Employee	HRA Reimbursement	137.73	
286	NOLS Employee	HRA Reimbursement	95.61	
288	United Way of Clallam County	United Way Donations (PPE 02-28-22)	135.00	
294	WCIF	Vision/Life/EAP Premiums 03-2022 (PPE 02-28-22)	1,296.10	
297	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-28-22) - April Coverage	5,563.36	
298	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 03-2022 (PPE 02-28-22)	2,130.67	
CK 2223	NOLS Employee	HRA Reimbursement	241.32	
CK 2225	NOLS Employee	HRA Reimbursement	95.61	
CK 2226	NOLS Employee	HRA Reimbursement	507.44	300,476.73
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
223	Commercial Filter Sales & Service	PO 242 Maintenance Supplies - HVAC Filters - FAC	909.33	
224	Demco, Inc.	PO 284 Technology Services - "Sign Up" Subscription through 4/30/2023 - NOLS	2,361.73	
246	KCDA Purchasing Cooperative	PO 221 Maintenance Supplies - Cleaning Supplies - FAC	636.53	
262	Olympic Printers, Inc.	267 Office Supplies - #10 Window Envelopes - ADM	250.24	
267	Pacific Office Equipment, Inc.	PO 234 Paper Supplies - SQ	28.29	
270	Quill Corporation	PO 219 Office Supplies - Coffee (Coffee Fund) and SortKwik - ADM	104.74	
282	Swains General Store, Inc.	PO 249 Maintenance Supplies - Marking Paint - Flashlights - FAC	82.52	
285	True Value	PO 295 Maintenance Supplies - FO Trash Can - FAC	18.43	
CC 1	Amazon.com	PO 210 Office Supplies - Glue - TS	28.97	
CC 6	Amazon.com	PO 214 Technology Supplies - Bluetooth Mice - IT	91.35	
CC 9	CCI Solutions	PO 205 Office Supplies - Media Cases - TS	354.11	
CC 13	Demco, Inc.	PO 244 Office Supplies - Record Check Cards - FO	38.00	
CC 17	Elm USA	PO 207 Office Supplies - Disc Repair Supplies - TS	216.99	
CC 22	Home Depot	PO 199 Maintenance Supplies - Security Light - FAC	29.95	
CC 24	KCDA Purchasing Cooperative	PO 208 Office Supplies - Book Tape - TS	219.20	
CC 25	KCDA Purchasing Cooperative	PO 187 Office Supplies - Markers, Calculator - PA	24.58	
CC 26	KCDA Purchasing Cooperative	PO 187 Copy/Printer Paper - PA	47.46	
CC 33	Office Depot	PO 265 Copy/Printer Paper - SQ	75.99	
CC 35	Quill Corporation	PO 209 Toner and Ink - TS	60.88	
CC 36	Quill Corporation	PO 245 Office Supplies - Tape and Glue - FO	290.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 37	Quill Corporation	PO 246 Toner and Ink - FO	994.87	
CC 38	Quill Corporation	PO 245 Office Supplies - Tape - FO	(220.30)	
CC 39	Quill Corporation	PO 247 Office Supplies - Book Tape - FO	266.39	
CC 40	Safeway	PO 196 Office Supplies - Water for Disc Repair - TS	12.93	
CC 41	Safeway	PO 250 Office Supplies - Ziploc Bags for Masks - PA	4.89	
CC 42	Safeway	PO 186 Maintenance Supplies - Hand Sanitizer - FAC	13.03	6,941.10
<u>PROGRAM SUPPLIES</u>				
275	Sequim Irrigation Festival	PO 241 Program Supplies - SIF Booth Fee (FOSL)	50.00	
276	Sequim Irrigation Festival	PO 241 Program Supplies - SIF Booth Refundable Deposit Fee - SQ	25.00	
CC 2	Amazon.com	PO 183 Program Supplies - Intentional Aging - Books (SP)	476.10	
CC 3	Amazon.com	PO 257 Program Supplies - Teen Lit Bags (SP)	38.61	
CC 5	Amazon.com	PO 217 Program Supplies - Earth Day with NOLT (SP)	28.17	
CC 8	Amazon.com	PO 69 Program Supplies - Take and Make (SP)	(96.97)	
CC 11	Costco	PO 258 Program Supplies - Teen Lit Bags (SP)	24.88	
CC 23	Illinois Library Association	PO 259 Program Supplies - SRP Supplies (SP)	270.42	
CC 30	Michaels	PO 148 Program Supplies - Take and Make Salmon (SP)	98.56	
CC 43	Safeway	PO 229 Program Supplies - Take and Make Salmon (SP)	16.36	931.13
<u>FUEL</u>				
252	McNulty, K'Ehleyr	Reimbursement - Business Fuel - FAC	3.89	
CC 10	Chevron	PO 201 Business Fuel - Pacifica - TS	39.13	
CC 12	Costco	PO 280 Business Fuel - Nolsy White - FAC	51.47	
CC 18	Evergreen 76	PO 171 Business Fuel - Transit Van - TS	43.32	
CC 19	Exxon Mobil	PO 179 Business Fuel - Pacifica - TS	42.29	
CC 21	Hess Market	PO 216 Business Fuel - FAC	25.00	
CC 28	Lower Elwha Food & Fuel	PO 182 Business Fuel - Pacifica - TS	50.00	
CC 29	Lower Elwha Food & Fuel	PO 198 Business Fuel - Westy - TS	35.02	
CC 44	Shell	PO 195 Business Fuel - Transit Van - TS	50.21	
CC 45	Shell	PO 211 Business Fuel - Westy - TS	28.89	
CC 46	Shell	PO 161 Business Fuel - Pacifica - TS	30.05	
CC 47	Shell	PO 215 Business Fuel - Westy - TS	29.98	
CC 48	Shell	PO 235 Business Fuel - Westy - TS	32.37	
CC 49	Shell	PO 236 Business Fuel - Westy - TS	30.36	491.98
<u>MERCHANDISE FOR RESALE</u>				
226	Dept. of Revenue - Use/Sales Tax	February 2022 Sales & Use Tax - EFT 917	(2.02)	
CC 4	Amazon.com	PO 188 Merchandise for Resale - Flash Drives - NOLS	29.37	27.35
<u>COLLECTION MATERIALS</u>				
177	Acorn Naturalists	Collection Materials	59.75	
180	Amazon.com	Collection Materials	443.47	
181	Amazon.com	Collection Materials	290.60	
182	Amazon.com	Collection Materials	126.10	
183	Amazon.com	Collection Materials	222.12	
184	Amazon.com	Collection Materials	63.90	
186	Baker & Taylor Entertainment	Collection Materials	1,217.76	
187	Baker & Taylor Entertainment	Collection Materials	450.25	
188	Baker & Taylor Entertainment	Collection Materials	633.89	

Category	Claimant	Purpose	Amount	Subtotal
189	Baker & Taylor Entertainment	Collection Materials	502.29	
190	Baker & Taylor Entertainment	Collection Materials	775.45	
191	Baker & Taylor Information	Collection Materials	2,957.96	
192	Baker & Taylor Information	Collection Materials	3,260.56	
193	Baker & Taylor Information	Collection Materials	4,165.74	
194	Baker & Taylor Information	Collection Materials	1,794.77	
195	Baker & Taylor Information	Collection Materials	2,459.93	
198	CENGAGE Learning	Collection Materials	651.15	
199	CENGAGE Learning	Collection Materials	405.71	
200	CENGAGE Learning	Collection Materials	335.70	
201	CENGAGE Learning	Collection Materials	332.71	
202	Center Point Large Print	Collection Materials	230.70	
215	Clallam Bay School	Collection Materials	35.00	
231	Findaway World, LLC	Collection Materials	334.49	
232	Findaway World, LLC	Collection Materials	391.61	
233	Forks High School	Collection Materials	55.00	
243	Ingram Library Services	Collection Materials	306.58	
244	Ingram Library Services	Collection Materials	149.39	
245	Ingram Library Services	Collection Materials	946.35	
226	Dept. of Revenue - Use/Sales Tax	February 2022 Sales & Use Tax - EFT 917	25.48	
253	Midwest Tape	Collection Materials	700.47	
254	Midwest Tape	Collection Materials	424.43	
255	Midwest Tape	Collection Materials	247.38	
256	Midwest Tape	Collection Materials	910.53	
257	Midwest Tape	Collection Materials	929.94	
263	OverDrive, Inc.	Collection Materials	129.49	
264	OverDrive, Inc.	Collection Materials	1,350.23	
265	OverDrive, Inc.	Collection Materials	157.84	
266	OverDrive, Inc.	Collection Materials	100.83	
269	Port Angeles High School	Collection Materials	50.00	
274	Sequim High School	Collection Materials	60.00	
CC 27	IL Bean	PO 189 Collection Materials - NOLS	130.34	28,815.89
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
179	ADP, LLC	Payroll Services - Payroll Processing (PPE 02-28-2022) - NOLS	1,449.73	
226	Dept. of Revenue - Use/Sales Tax	February 2022 Sales & Use Tax - EFT 917	178.00	
230	E-Rate Expertise	PO 299 Professional Services - E-rate Consulting 03-2022 - NOLS	487.50	
236	Haggard & Ganson LLP	PO 233 Professional Services - Legal Services - ADM	962.50	
242	Homeless Training Institute	PO 292 Professional Services - Staff Training - ASTD - NOLS	859.00	
259	OCLC, Inc.	Technology Services - EZ Proxy Service - Annual to 02-2023 - IT PO 224 Technology Services - Bibliographic Subscription - TS	3,191.11	
260	Olympic Laundry & Dry Cleaners, Inc.	PO 252 Professional Services - Laundry - FAC	152.32	
268	Peninsula Interpretation and Translation	PO 237 Program Services - Take and Make Translation (SP)	15.10	
279	Sound Publishing Inc	PO 261 Professional Services - Recruitment Advertising - NOLS	38.50	

Category	Claimant	Purpose	Amount	Subtotal
281	Summit Law Group	PO 289 Professional Fees - Legal Services - Labor and Employment Matters - ADM	245.00	
287	Unique Management Services, Inc.	Professional Services - Debt Collection	197.00	
293	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
CC 14	DialMyCalls.com	PO 285 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 15	DialMyCalls.com	PO 287 Technology Services - Credit for Staff Emergency System - NOLS	50.00	
CC 16	E-Fax	PO 226 Technology Services - Online Fax Service - ADM	29.99	
CC 20	Facebook	PO 288 Professional Services - Sponsored Recruitment Ads - NOLS	74.99	
CC 31	Microsoft	PO 279 Technology Services - Cloud Services - IT	839.58	
CC 32	MRSC	PO 151 Training Fee - Procurement Webinar - IT	35.00	
CC 34	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95	
CC 54	Stamps.com	PO 213 Technology Services - Monthly Service Charge - TS	19.57	
CC 61	Zoom	PO 276 Technology Services - Monthly Subscription - NOLS	16.30	
CC 62	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30	
CC 63	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30	
CC 64	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30	
CC 65	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30	9,008.33
<u>COMMUNICATIONS</u>				
185	Angeles Communications	Communications - VOIP	903.04	
203	CenturyLink 300511187 FO	Communications - Voice - FO	173.25	
204	CenturyLink 300561130 CB	Communications - Voice - CB	78.41	
205	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.65	
206	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	66.26	
207	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,359.98	
208	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.72	
209	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.72	
290	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
291	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
292	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.26	
295	WDH - Wave Business	Communication - Internet - IT	3,788.12	
CC 51	Stamps.com	PO 134 Postage - TS	250.00	
CC 52	Stamps.com	PO 135 Postage - TS	250.00	
CC 53	Stamps.com	PO 185 Postage - TS	250.00	
CC 55	Stamps.com	PO 222 Postage - TS	250.00	
CC 56	Stamps.com	PO 223 Postage - TS	250.00	
CC 57	UPS	PO 129 Freight - TS	14.13	
CC 58	USPS	PO 227 Postage - ADM	9.65	9,848.25

Category	Claimant	Purpose	Amount	Subtotal
<u>TRAVEL</u>				
	196 Bates, Diane	Travel - Business Mileage Reimbursement - FO	36.15	
	250 Lu'Becke, Jennifer	Mileage Reimbursement - Business Travel - PA	64.35	
	284 Techavanich, Kristine	Travel - Business - Mileage Reimbursement - FO	117.00	
	CK 2220 Stallman, Christie	Travel - Business - Mileage Reimbursement - FO	1.38	
	CK 2221 Miller, Shane	Travel - Business - Mileage Reimbursement - IT	0.90	
	CK 2222 Downs, Audra	Travel - Business - Mileage Reimbursement - PA	0.45	220.23
<u>TAXES AND OPERATING ASESSEMENTS</u>				
	220 Clallam County Treasurer	2021 Taxes and Assessments - Stormwater and Weed Control - NOLS	5,305.37	5,305.37
<u>UTILITIES</u>				
	210 City of Forks	Public Utilities - FO	111.64	
	211 City of Port Angeles/Orcas Avenue	Public Utilities - PA	225.73	
	212 City of Port Angeles/Orcas Avenue	Public Utilities - PA	225.47	
	213 City of Port Angeles/Peabody St.	Public Utilities - PA	5,337.28	
	214 City of Sequim	Public Utilities - SQ	117.57	
	216 Clallam County Public Works Dept.	Public Utilities - CB	56.50	
	217 Clallam County PUD	Public Utilities - CB	362.00	
	218 Clallam County PUD	Public Utilities - FO	420.00	
	219 Clallam County PUD	Public Utilities - SQ	641.00	
	227 DM Disposal Company, Inc.	Public Utilities - SQ	368.99	
	228 DM Disposal Company, Inc.	Public Utilities - PA	174.68	
	296 West Waste & Recycling	Public Utilities - FO - CB	56.43	8,097.29
<u>REPAIR AND MAINTENANCE</u>				
	229 Elm USA	PO 256 Maintenance and Repair - Disc Machine Repair - TS	385.78	
	240 Hi-Tech Security, Inc.	PO 203, 204 Repair and Maintenance - SQ Fire Alarm and Burglar Alarm Monitoring - Annual to 03-2023 - FAC	678.91	
	241 Hi-Tech Security, Inc.	PO 230 Repair and Maintenance - PA Fire Alarm Monitoring - Annual to 03-29-23 - FAC	417.79	
	247 Les Schwab Tires	PO 218 Vehicle Maintenance - Winter Tire Removal - FAC	91.10	
	248 Les Schwab Tires	PO 231, 251 Vehicle Maintenance - Winter Tire Removal Westy and Nolsy White - FAC	199.56	
	249 Les Schwab Tires	PO 263 Vehicle Maintenance - Winter Tire Removal Pacifica - FAC	108.46	
	267 Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	409.99	
	271 Rainbow Sweepers, Inc.	PO 240 Groundskeeping - PA Parking Lot Sweeping 3-06-22 - FAC	212.16	
	278 Sound Energy Systems	PO 291 Repair and Maintenance - PA HVAC Control Repair - FAC	1,175.05	
	CC 60 Wilder Auto Center	PO 253 Vehicle Maintenance - Westy Repairs - FAC	1,524.52	5,203.32
<u>MISCELLANEOUS SERVICES</u>				
	261 Olympic Printers, Inc.	PO 220 Printing - Business Cards - NOLS	783.36	
	CC 50 SHRM	PO 228 Memberships - SHRM Annual Membership - ADM	229.00	
	CC 59 WA Finance Officers Assn	PO 174 Memberships - WFOA Annual Membership - ADM	75.00	1,087.36

Category	Claimant	Purpose	Amount	Subtotal
<u>INTERGOVERNMENTAL SERVICES</u>				
	234 Fort Vancouver Regional Libraries	PO 202 Professional Services - Interlibrary Loan Fees - TS	30.00	
	283 Tacoma Public Library	PO 271 Interlibrary Loan Fees - Material Replacement - TS	24.95	54.95
<u>MACHINERY AND EQUIPMENT</u>				
	CC 7 Amazon.com	PO 181 Machinery and Equipment - Desktop RAM - IT	123.86	123.86
<u>CAPITAL CONSTRUCTION</u>				
	197 BR Lymangrover Land Surveying	PO 296 Capital Construction - Topographical Survey (SQ CPA)	5,900.00	
	221 Clallam Title Company	PO 290 Capital Construction - SQ Title Search for Land Survey (SQ CPA)	380.80	
	222 C-N-I Locates Ltd	PO 239 Capital Construction - Underground Utility Location Service (SQ CPA)	1,114.97	
	277 SHKS Architects	PO 266 Capital Construction - SQ Renovation Design (SQ CPA)	3,197.50	10,593.27
<u>SALES TAX</u>				
	226 Dept. of Revenue - Use/Sales Tax	February 2022 Sales & Use Tax - EFT 917	48.25	48.25
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2224 NOLS Patron	Patron Refund	16.99	
	CK 2227 NOLS Patron	Patron Refund	17.99	34.98
			387,309.64	387,309.64



Voucher Approval for March 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 #177 through #298 are approved in the amount of \$387,309.64 this 28th day of April 2022.

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

No.	Claimant	Purpose	Amount
177	Acorn Naturalists	Collection Materials	59.75
178	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-28-22) - EFT 913	208,735.12
179	ADP, LLC	Payroll Services - Payroll Processing (PPE 02-28-2022) - NOLS	1,449.73
180	Amazon.com	Collection Materials	443.47
181	Amazon.com	Collection Materials	290.60
182	Amazon.com	Collection Materials	126.10
183	Amazon.com	Collection Materials	222.12
184	Amazon.com	Collection Materials	63.90
185	Angeles Communications	Communications - VOIP	903.04
186	Baker & Taylor Entertainment	Collection Materials	1,217.76
187	Baker & Taylor Entertainment	Collection Materials	450.25
188	Baker & Taylor Entertainment	Collection Materials	633.89
189	Baker & Taylor Entertainment	Collection Materials	502.29
190	Baker & Taylor Entertainment	Collection Materials	775.45
191	Baker & Taylor Information	Collection Materials	2,957.96
192	Baker & Taylor Information	Collection Materials	3,260.56
193	Baker & Taylor Information	Collection Materials	4,165.74
194	Baker & Taylor Information	Collection Materials	1,794.77
195	Baker & Taylor Information	Collection Materials	2,459.93
196	Bates, Diane	Travel - Business Mileage Reimbursement - FO	36.15
197	BR Lymangrover Land Surveying	PO 296 Capital Construction - Topographical Survey (SQ CPA)	5,900.00
198	CENGAGE Learning	Collection Materials	651.15
199	CENGAGE Learning	Collection Materials	405.71
200	CENGAGE Learning	Collection Materials	335.70
201	CENGAGE Learning	Collection Materials	332.71

No.	Claimant	Purpose	Amount
202	Center Point Large Print	Collection Materials	230.70
203	CenturyLink 300511187 FO	Communications - Voice - FO	173.25
204	CenturyLink 300561130 CB	Communications - Voice - CB	78.41
205	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.65
206	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	66.26
207	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,359.98
208	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.72
209	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.72
210	City of Forks	Public Utilities - FO	111.64
211	City of Port Angeles/Orcas Avenue	Public Utilities - PA	225.73
212	City of Port Angeles/Orcas Avenue	Public Utilities - PA	225.47
213	City of Port Angeles/Peabody St.	Public Utilities - PA	5,337.28
214	City of Sequim	Public Utilities - SQ	117.57
215	Clallam Bay School	Collection Materials	35.00
216	Clallam County Public Works Dept.	Public Utilities - CB	56.50
217	Clallam County PUD	Public Utilities - CB	362.00
218	Clallam County PUD	Public Utilities - FO	420.00
219	Clallam County PUD	Public Utilities - SQ	641.00
220	Clallam County Treasurer	2021 Taxes and Assessments - Stormwater and Weed Control - NOLS	5,305.37
221	Clallam Title Company	PO 290 Capital Construction - SQ Title Search for Land Survey (SQ CPA)	380.80
222	C-N-I Locates Ltd	PO 239 Capital Construction - Underground Utility Location Service (SQ CPA)	1,114.97
223	Commercial Filter Sales & Service	PO 242 Maintenance Supplies - HVAC Filters - FAC	909.33
224	Demco, Inc.	PO 284 Technology Services - "Sign Up" Subscription through 4/30/2023 - NOLS	2,361.73
225	Dept. of Retirement Systems	PERS and DCP (PPE 02-28-22) - EFT 914	40,034.61
226	Dept. of Revenue - Use/Sales Tax	February 2022 Sales & Use Tax - EFT 917	249.71
227	DM Disposal Company, Inc.	Public Utilities - SQ	368.99
228	DM Disposal Company, Inc.	Public Utilities - PA	174.68
229	Elm USA	PO 256 Maintenance and Repair - Disc Machine Repair - TS	385.78
230	E-Rate Expertise	PO 299 Professional Services - E-rate Consulting 03-2022 - NOLS	487.50
231	Findaway World, LLC	Collection Materials	334.49
232	Findaway World, LLC	Collection Materials	391.61
233	Forks High School	Collection Materials	55.00
234	Fort Vancouver Regional Libraries	PO 202 Professional Services - Interlibrary Loan Fees - TS	30.00
235	NOLS Employee	HRA Reimbursement	286.83
236	Haggard & Ganson LLP	PO 233 Professional Services - Legal Services - ADM	962.50
237	Hartford Retirement Plan Solutions	MMDCP 03-2022 (PPE 02-08-22) - EFT 915	230.00
238	Health Care Authority	HCA 03-2022 (PPE 02-28-22)	37,622.24
239	HealthEquity	HSA ER Contribution - March 2022	666.65
240	Hi-Tech Security, Inc.	PO 203, 204 Repair and Maintenance - SQ Fire Alarm and Burglar Alarm Monitoring - Annual to 03-2023 - FAC	678.91

No.	Claimant	Purpose	Amount
241	Hi-Tech Security, Inc.	PO 230 Repair and Maintenance - PA Fire Alarm Monitoring - Annual to 03-29-23 - FAC	417.79
242	Homeless Training Institute	PO 292 Professional Services - Staff Training - ASTD - NOLS	859.00
243	Ingram Library Services	Collection Materials	306.58
244	Ingram Library Services	Collection Materials	149.39
245	Ingram Library Services	Collection Materials	946.35
246	KCDA Purchasing Cooperative	PO 221 Maintenance Supplies - Cleaning Supplies - FAC	636.53
247	Les Schwab Tires	PO 218 Vehicle Maintenance - Winter Tire Removal - FAC	91.10
248	Les Schwab Tires	PO 231, 251 Vehicle Maintenance - Winter Tire Removal Westy and Nolsy White - FAC	199.56
249	Les Schwab Tires	PO 263 Vehicle Maintenance - Winter Tire Removal Pacifica - FAC	108.46
250	Lu'Becke, Jennifer	Mileage Reimbursement - Business Travel - PA	64.35
251	NOLS Employee	HRA Reimbursement	196.28
252	McNulty, K'Ehleyr	Reimbursement - Business Fuel - FAC	3.89
253	Midwest Tape	Collection Materials	700.47
254	Midwest Tape	Collection Materials	424.43
255	Midwest Tape	Collection Materials	247.38
256	Midwest Tape	Collection Materials	910.53
257	Midwest Tape	Collection Materials	929.94
258	North Olympic Library System	March 2022 Revolving Fund Reimbursement (* Detail Below)	882.08
259	OCLC, Inc.	Technology Services - EZ Proxy Service - Annual to 02-2023 - IT PO 224 Technology Services - Bibliographic Subscription - TS	3,191.11
260	Olympic Laundry & Dry Cleaners, Inc.	PO 252 Professional Services - Laundry - FAC	152.32
261	Olympic Printers, Inc.	PO 220 Printing - Business Cards - NOLS	783.36
262	Olympic Printers, Inc.	267 Office Supplies - #10 Window Envelopes - ADM	250.24
263	OverDrive, Inc.	Collection Materials	129.49
264	OverDrive, Inc.	Collection Materials	1,350.23
265	OverDrive, Inc.	Collection Materials	157.84
266	OverDrive, Inc.	Collection Materials	100.83
267	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches PO 234 Paper Supplies - SQ	438.28
268	Peninsula Interpretation and Translation	PO 237 Program Services - Take and Make Translation (SP)	15.10
269	Port Angeles High School	Collection Materials	50.00
270	Quill Corporation	PO 219 Office Supplies - Coffee (Coffee Fund) and SortKwik - ADM	104.74
271	Rainbow Sweepers, Inc.	PO 240 Groundskeeping - PA Parking Lot Sweeping 3-06-22 - FAC	212.16
272	NOLS Employee	HRA Reimbursement	752.16
273	NOLS Employee	HRA Reimbursement	1,750.00

No.	Claimant	Purpose	Amount
274	Sequim High School	Collection Materials	60.00
275	Sequim Irrigation Festival	PO 241 Program Supplies - SIF Booth Fee (FOSL)	50.00
276	Sequim Irrigation Festival	PO 241 Program Supplies - SIF Booth Refundable Deposit Fee - SQ	25.00
277	SHKS Architects	PO 266 Capital Construction - SQ Renovation Design (SQ CPA)	3,197.50
278	Sound Energy Systems	PO 291 Repair and Maintenance - PA HVAC Control Repair - FAC	1,175.05
279	Sound Publishing Inc	PO 261 Professional Services - Recruitment Advertising - NOLS	38.50
280	NOLS Employee	HRA Reimbursement	137.73
281	Summit Law Group	PO 289 Professional Fees - Legal Services - Labor and Employment Matters - ADM	245.00
282	Swains General Store, Inc.	PO 249 Maintenance Supplies - Marking Paint - Flashlights - FAC	82.52
283	Tacoma Public Library	PO 271 Interlibrary Loan Fees - Material Replacement - TS	24.95
284	Techavanich, Kristine	Travel - Business - Mileage Reimbursement - FO	117.00
285	True Value	PO 295 Maintenance Supplies - FO Trash Can - FAC	18.43
286	NOLS Employee	HRA Reimbursement	95.61
287	Unique Management Services, Inc.	Professional Services - Debt Collection	197.00
288	United Way of Clallam County	United Way Donations (PPE 02-28-22)	135.00
289	US Bank	Credit Card Services - February 2022 (* Detail Below)	8,489.95
290	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
291	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
292	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.26
293	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
294	WCIF	Vision/Life/EAP Premiums 03-2022 (PPE 02-28-22)	1,296.10
295	WDH - Wave Business	Communication - Internet - IT	3,788.12
296	West Waste & Recycling	Public Utilities - FO - CB	56.43
297	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-28-22) - April Coverage	5,563.36
298	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 03-2022 (PPE 02-28-22)	2,130.67
			387,309.64

*** Detail - NOLS Revolving Fund Account -- Voucher #258**

2220	Stallman, Christie	Travel - Business - Mileage Reimbursement - FO	1.38
2221	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	0.90
2222	Downs, Audra	Travel - Business - Mileage Reimbursement - PA	0.45
2223	NOLS Employee	HRA Reimbursement	241.32
2224	NOLS Patron	Patron Refund	16.99
2225	NOLS Employee	HRA Reimbursement	95.61
2226	NOLS Employee	HRA Reimbursement	507.44
2227	NOLS Patron	Patron Refund	17.99
			882.08

No.	Claimant	Purpose	Amount
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #289			
1	Amazon.com	PO 210 Office Supplies - Glue - TS	28.97
2	Amazon.com	PO 183 Program Supplies - Intentional Aging - Books (SP)	476.10
3	Amazon.com	PO 257 Program Supplies - Teen Lit Bags (SP)	38.61
4	Amazon.com	PO 188 Merchandise for Resale - Flash Drives - NOLS	29.37
5	Amazon.com	PO 217 Program Supplies - Earth Day with NOLT (SP)	28.17
6	Amazon.com	PO 214 Technology Supplies - Bluetooth Mice - IT	91.35
7	Amazon.com	PO 181 Machinery and Equipment - Desktop RAM - IT	123.86
8	Amazon.com	PO 69 Program Supplies - Take and Make (SP)	(96.97)
9	CCI Solutions	PO 205 Office Supplies - Media Cases - TS	354.11
10	Chevron	PO 201 Business Fuel - Pacifica - TS	39.13
11	Costco	PO 258 Program Supplies - Teen Lit Bags (SP)	24.88
12	Costco	PO 280 Business Fuel - Nolsy White - FAC	51.47
13	Demco, Inc.	PO 244 Office Supplies - Record Check Cards - FO	38.00
14	DialMyCalls.com	PO 285 Technology Services - Staff Emergency Contact System - NOLS	19.99
15	DialMyCalls.com	PO 287 Technology Services - Credit for Staff Emergency System - NOLS	50.00
16	E-Fax	PO 226 Technology Services - Online Fax Service - ADM	29.99
17	Elm USA	PO 207 Office Supplies - Disc Repair Supplies - TS	216.99
18	Evergreen 76	PO 171 Business Fuel - Transit Van - TS	43.32
19	Exxon Mobil	PO 179 Business Fuel - Pacifica - TS	42.29
20	Facebook	PO 288 Professional Services - Sponsored Recruitment Ads - NOLS	74.99
21	Hess Market	PO 216 Business Fuel - FAC	25.00
22	Home Depot	PO 199 Maintenance Supplies - Security Light - FAC	29.95
23	Illinois Library Association	PO 259 Program Supplies - SRP Supplies (SP)	270.42
24	KCDA Purchasing Cooperative	PO 208 Office Supplies - Book Tape - TS	219.20
25	KCDA Purchasing Cooperative	PO 187 Office Supplies - Markers, Calculator - PA	24.58
26	KCDA Purchasing Cooperative	PO 187 Copy/Printer Paper - PA	47.46
27	IL Bean	PO 189 Collection Materials - NOLS	130.34
28	Lower Elwha Food & Fuel	PO 182 Business Fuel - Pacifica - TS	50.00
29	Lower Elwha Food & Fuel	PO 198 Business Fuel - Westy - TS	35.02
30	Michaels	PO 148 Program Supplies - Take and Make Salmon (SP)	98.56
31	Microsoft	PO 279 Technology Services - Cloud Services - IT	839.58
32	MRSC	PO 151 Training Fee - Procurement Webinar - IT	35.00
33	Office Depot	PO 265 Copy/Printer Paper - SQ	75.99
34	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95
35	Quill Corporation	PO 209 Toner and Ink - TS	60.88
36	Quill Corporation	PO 245 Office Supplies - Tape and Glue - FO	290.00
37	Quill Corporation	PO 246 Toner and Ink - FO	994.87
38	Quill Corporation	PO 245 Office Supplies - Tape - FO	(220.30)

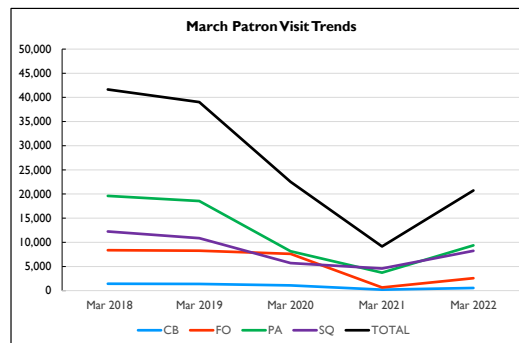
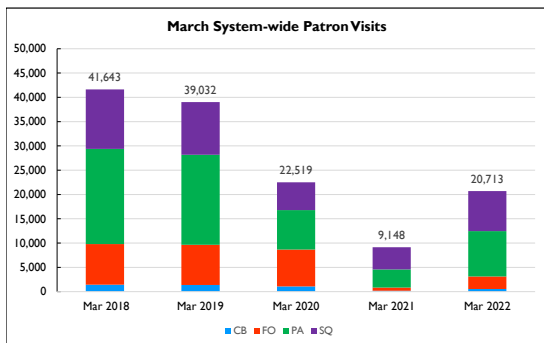
No.	Claimant	Purpose	Amount
39	Quill Corporation	PO 247 Office Supplies - Book Tape - FO	266.39
40	Safeway	PO 196 Office Supplies - Water for Disc Repair - TS	12.93
41	Safeway	PO 250 Office Supplies - Ziploc Bags for Masks - PA	4.89
42	Safeway	PO 186 Maintenance Supplies - Hand Sanitizer - FAC	13.03
43	Safeway	PO 229 Program Supplies - Take and Make Salmon (SP)	16.36
44	Shell	PO 195 Business Fuel - Transit Van - TS	50.21
45	Shell	PO 211 Business Fuel - Westy - TS	28.89
46	Shell	PO 161 Business Fuel - Pacifica - TS	30.05
47	Shell	PO 215 Business Fuel - Westy - TS	29.98
48	Shell	PO 235 Business Fuel - Westy - TS	32.37
49	Shell	PO 236 Business Fuel - Westy - TS	30.36
50	SHRM	PO 228 Memberships - SHRM Annual Membership - ADM	229.00
51	Stamps.com	PO 134 Postage - TS	250.00
52	Stamps.com	PO 135 Postage - TS	250.00
53	Stamps.com	PO 185 Postage - TS	250.00
54	Stamps.com	PO 213 Technology Services - Monthly Service Charge - TS	19.57
55	Stamps.com	PO 222 Postage - TS	250.00
56	Stamps.com	PO 223 Postage - TS	250.00
57	UPS	PO 129 Freight - TS	14.13
58	USPS	PO 227 Postage - ADM	9.65
59	WA Finance Officers Assn	PO 174 Memberships - WFOA Annual Membership - ADM	75.00
60	Wilder Auto Center	PO 253 Vehicle Maintenance - Westy Repairs - FAC	1,524.52
61	Zoom	PO 276 Technology Services - Monthly Subscription - NOLS	16.30
62	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30
63	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30
64	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30
65	Zoom	PO 286 Technology Services - Monthly Subscription - NOLS	16.30
			8,489.95

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

EFT 913	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 02-28-22)	208,735.12
EFT 914	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 02-28-22)	40,034.61
EFT 915	Hartford Retirement Plan Solutions	MMDCP (PPE 02-28-22)	230.00
			248,999.73

Patron Visits

	2022	% of System
PA	9,357	45.2%
SQ	8,242	39.8%
FO	2,579	12.5%
CB	535	2.6%
Total	20,713	100.0%

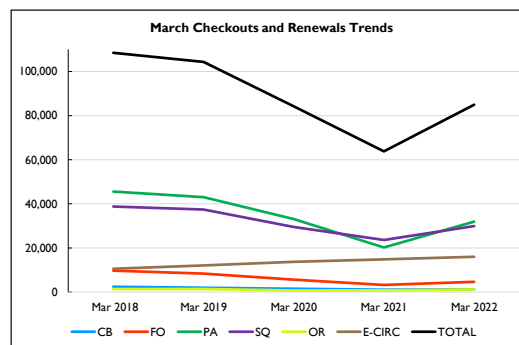
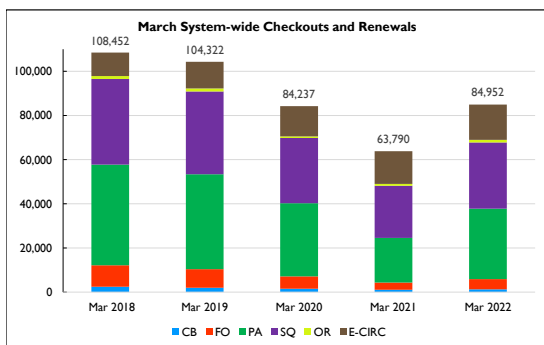


* Due to COVID-19, all NOLS locations were closed for half of March 2020.

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

Checkouts & Renewals

	2022	% of System
PA	31,911	37.6%
Self	46%	
SQ	29,945	35.2%
Self	51%	
FO	4,625	5.4%
Self	16%	
CB	1,273	1.5%
OR	1,190	1.4%
E Circ	16,008	18.8%
Total	84,952	100.0%

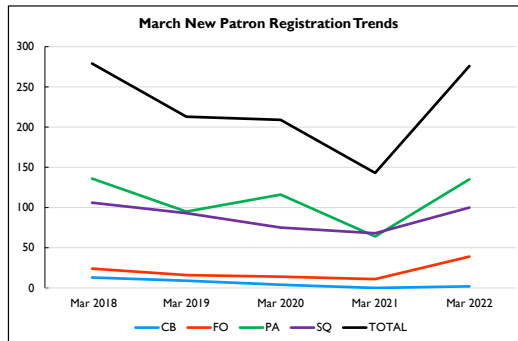
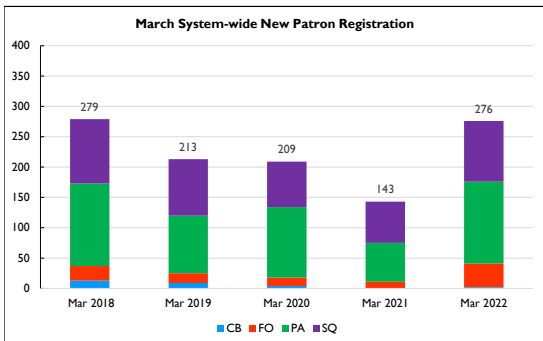


* Due to COVID-19, all NOLS locations were closed for half of March 2020.

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

New Patron Registration

	2022	% of System
PA	135	48.9%
SQ	100	36.2%
FO	39	14.1%
CB	2	0.7%
Total	276	100.0%



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

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	2/55	11%/3%
SQ	0/0	0%/0%
FO	0/0	0%/0%
CB	0/0	0%/0%
Virtual	16/1576	89%/97%
Total	18/1631	100%/100%

Public Meetings

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

Computer Prints Made

	# of Prints	% of System
PA	7,074	65.1%
SQ	2,592	23.9%
FO	987	9.1%
CB	211	1.9%
Total	10,864	100.0%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	1,198	32.9%
SQ	379	39.0%
FO	332	15.7%
CB	87	12.4%
Total	1,996	26.9%

Wi-Fi Access

System-wide Total	4,633
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Website Visits

From outside the Library	17,463
From inside the Library	1,622
Avg. # of pages visited	2

Volunteers

	Volunteer Hours	# of Volunteers
PA	17.8	2
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	34.5	1
Total	52	3

Outreach Services

Deliveries to the Homebound	113
New Patrons w/ Delivery Services	3

Interlibrary Loan Services

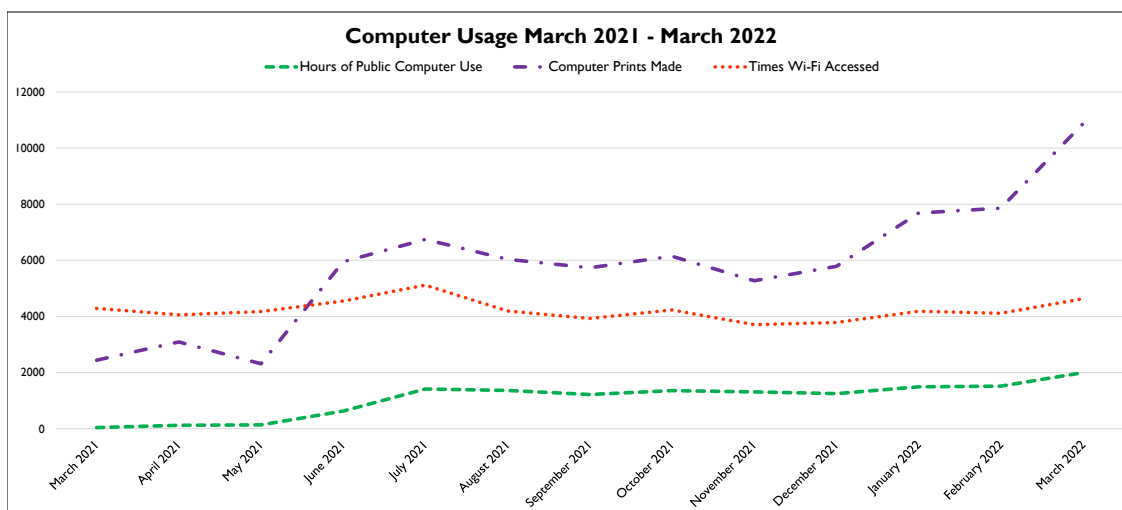
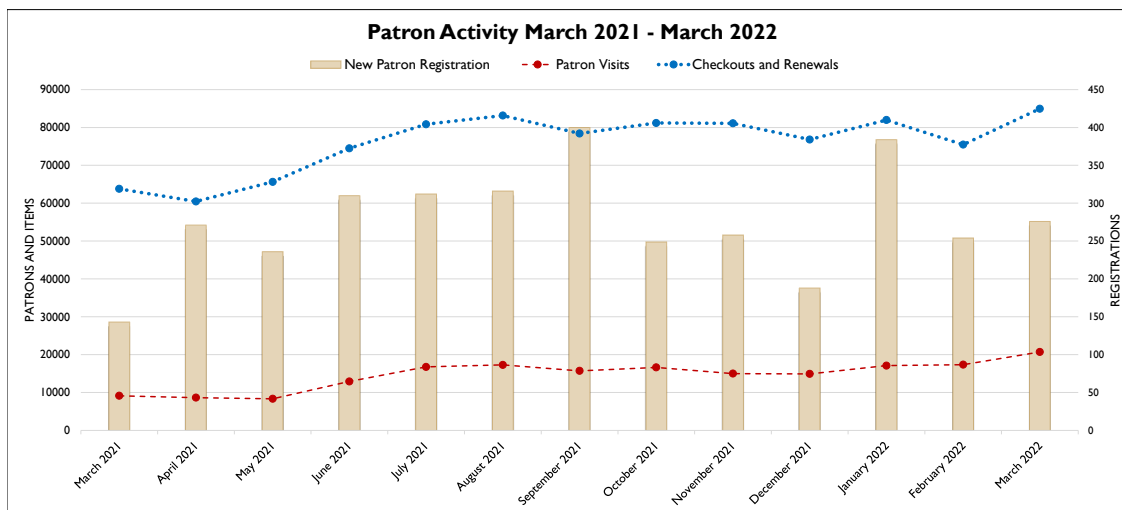
Items borrowed from other libraries	166
Items loaned to other libraries	94

Holds

	Requests Fulfilled	Avg Days to Fill
PA	5501	17.01
SQ	6738	20.34
FO	674	15.59
CB	293	16.98
OR	940	10.53
Total	14146	18.10

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	404
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	88
Community Outreach Events	0
Total	492



Significant Events During the Past 13 Months:

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.

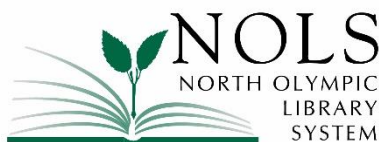
January 2022 - Hours were limited at all branches the first week of January due to inclement weather.

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.

February 2022 - The Forks Branch was closed a half day and the Clallam Bay Library for a day and a half, due to a staff shortage.



Monthly Activity Report

Meeting Date: April 28, 2022
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly activity report for March 2022

Port Angeles Main Library

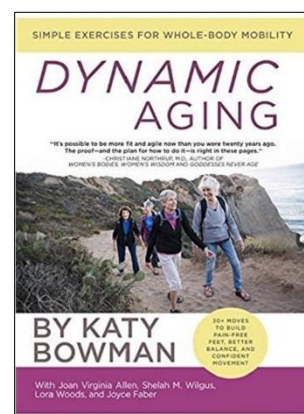
Jina Felton, Port Angeles Operations Manager

Battle of the Books continued for fourth graders in March with a mix of classroom and Zoom discussions based on the fantasy book *Dragons in a Bag* by Zetta Elliott. Nearly 90 students are participating in the hybrid program this year.

Students at Port Angeles High School also had engaging book discussions during the past month. Youth Services Librarian Jennifer Lu'Becke led a discussion with 10 students on the book *A Good Girl's Guide to Murder* by Holly Jackson. The teens continued to talk about the book even when the next period bell sounded. Best book discussion to date!

Other events during the month of March included:

- Intentional Aging Discussion Group Special Event: Nutrition – 31 participants
- Intentional Aging Discussion Group: *Dynamic Aging* by Katy Bowman – 36 participants
- Take & Make: Start Gardens – 200 participants
- Teen Advisory Board – 3 participants
- Teen Lit Bags – 52 participants
- Perspectives Winter Speaker Series: Forest Restoration on Exposed Sediments Along the Elwha River presented by James Kardouni and Jenise M. Bauman of Western Washington University – 65 simultaneous participants, plus additional views of recording
- Second Saturday Book Group reading *Deacon King Kong* by James McBride – 5 participants



- Novel Conversations Book Group – 7 participants
- Second Tuesday Book Group – 5 participants
- Wednesday Evening Book Group – 2 participants
- Outreach Storytimes at Peninsula College – 44 participants from 3 classrooms
- Early Literacy Videos – 3 new videos with 1259 total views

In addition to program offerings, community members also have access now to the Douglas Williams Photo Collection through the Washington Rural Heritage site. Promotion of this collection is now underway, beginning with a mention in the *Alki*, the Washington Library Association's quarterly journal.

Other offerings coming soon include additional youth materials focusing on civics and voting. The Youth Services Team worked with the League of Women Voters of Clallam County to receive a \$650 grant for purchase of these new materials.

A number of training opportunities were available to staff in March:

- Multiple rounds of training on Aspen, NOLS' new catalog discovery layer, were made available to all staff beginning in March and included hands-on use of a test site and a number of informational emails.
- Several staff attended the Public Library Association conference held in person in Portland, OR.
- Youth Services Librarian Clair Dunlap attended a training through the Washington State Library on Critical Conversations.

Sequim Branch Library

Emily Sly, Library Manager

The Sequim Branch Library is a busy place with patrons sitting and reading in the library, using computers throughout the day and people who are new-to-town getting library cards. It is great to see people back using the library in "normal" ways. The state and county mask mandates were lifted in mid-March. While it has been a transition for staff and patrons, it has gone remarkably well. Sequim staff are relieved to no longer have to engage with patrons about required mask-wearing.

Youth Services Librarian Charlotte has been working with Greywolf Elementary, Helen Haller Elementary and Olympic Peninsula Academy fourth grade teachers to offer Battle of the Books to students. She was able to attend in-person discussions at two schools in March. It was great to be back in the classroom! Charlotte also met with teens during the online Teen Advisory Board meeting.

Youth Services staff continued to work on weeding in the youth collection areas in Sequim. Youth Services Librarian Jennifer (PA) came to Sequim to focus on the Picture Books and completed the project.

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

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.

Sequim Expansion and Renovation Project – In March, SHKS Architects presented three conceptual design options to review. The Sequim Project Team met with SHKS to hear more about the options. Noah and Emily met with Sequim staff to share the options and seek feedback. Noah also presented the information in an optional meeting available for any staff to attend and provide feedback.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Public Services Lead Jen started training new On-Call Circulation Assistant Jace on NOLS procedures and integrated library system software, Polaris.
- Public Services Specialist Dianne organized the Forks work room to prepare for new staff and updating work stations.
- All West End staff continue to provide excellent customer service, provide curbside service upon request, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

Programming:

- Public Services Specialist Angeles continued preparing the Take & Make for Dia del Niño with guidance from Bilingual Community Librarian Mary.
- Bilingual Community Librarian Mary and Youth Services Librarian Kristine produced videos for the NOLS Early Learning Songs and Rhymes moments.
- Youth Services Librarian Kristine provided Battle of the Books on the West End in-person at Forks Elementary and virtually for the Quileute Tribal School reaching 22 students.

- Youth Services Librarian Kristine and Public Services Specialist Angeles started preparing for Bilingual Earth Day storytime.
- Youth Services Librarian Kristine and Youth Services Librarian Charlotte facilitated the Teen Advisory Board meeting over Zoom, Discord, and e-mail reaching 8 teens to determine Summer Reading Programs for Teens.
- The Fierce and Fabulous Beanstack Challenge started March 1 and 13 West End patrons have signed up.

Outreach & Bookmobile:

- Youth Services Librarian Kristine and Library Manager Troi continued to work on the core project team for developing the Bookmobile service.
- Bilingual Community Librarian Mary worked with Quileute Tribal School staff and Youth Services Librarian Kristine to organize a pop-up library at the Quileute Tribal School to start mid-April.
- Bilingual Community Librarian Mary reached out to the Neah Bay Secondary Schools to re-start the pop-up library there.

Facilities Department

Brian Phillips, Facilities Manager

We had a fairly typical March this year in Facilities, with grounds keeping tasks becoming more central to our daily activities as Spring slowly kicked into gear. Vehicle repair and maintenance also required a considerable amount of attention this month.

Port Angeles Library: HVAC maintenance and filter replacement, plus locating and repairing a broken communication wire; repaired fence badly damaged by vandalism; reinforced bent rain gutters; replaced carpet tile; changed overhead lamps and ballasts; installed Carver Room window lock; cleaned carpet spots; replaced broken toilet seat; lawn care.

Sequim Library: Patched wall damage; changed HVAC filters; filled parking lot potholes; lawn mowing.

Sequim Expansion and Renovation Project: Completed boundary and topographic surveys; met with structural engineer for site tour; met with NOLS team and SHKS to review conceptual design proposals.

West End Libraries: Changed HVAC filters; re-plumbed Forks toilet; routine indoor and outdoor maintenance work.

Other: Oil changes and seasonal tire switches for vehicles; repaired edger carburetor; signed-up for WA DES Surplus Disposal Program membership; restocked supplies; repaired lawn mower bagger.

Outreach to Homebound Program

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

Staffing update: Former Public Service Specialist, Kristin Overbey, transitioned to her new role on the Outreach Services team. Cheryl Martin has transitioned into an Adult Services Librarian position after excellent service to Outreach patrons.

During the month of March, 113 deliveries were made to homebound patrons and 3 new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

March was a productive month for the IT team. 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. IT supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team, Aspen Discovery Layer implementation group, Social Media team, Polaris team, EDI committee, and the Evanced team.

IT has started to take a bigger role in working with the Web team and Social Media team. The increased coordination improves communication and allows IT to post events to the NOLS website and create Facebook events and draft posts at the same time.

Several hardware replacements and upgrades were made to address multiple issues. Ram upgrades were done to staff laptops to improve performance. Failing computer fans were replaced on public and staff computers to decrease fan noise. We updated the BIOS on multiple staff and public computers to eliminate potential security issues.

The IT team prepared for the upcoming All Staff Training Day by setting up extra workstations for staff use by installing webcams and headsets. IT then tested the workstations to make sure they were ready for staff to use on All Staff Training Day.

Shane attended a full-day Cybersecurity Summit featuring the FBI and Department of Homeland Security.

IT worked with contractors of our Internet bandwidth provider, K-20 Education Network, to get closer to our goal of obtaining upgraded Internet bandwidth.

In March, the Web Team worked to publish a Fierce and Fabulous fitness challenge via our Beanstack platform. We also provided a virtual staff training on Beanstack to help remind everyone what we use it for and how to help patrons setup an account and log reading or activities. As we approach the Summer Reading Program, we want to stay proactive and train staff on the basics of Beanstack, so we can be ready to help people register for the SRP when the time comes.

As we continue to prepare for the Sequim Branch Library renovation project, IT started to research donation platforms that will be used to help setup and manage fundraising campaigns. The system will also allow us to develop web portals and custom forms for donations.

The IT team worked with the Aspen Discovery Layer implementation team to help ensure that the new catalog discovery layer set to launch in early May will be configured and ready to go. The work included IT system configuration, work with SSL certificates, website indexing, domain specifications, and trainings. IT helped organize a series of staff trainings to show everyone what the new discovery layer looks like, some of the cool new features, and answer any questions. We have a goal to make all staff comfortable with the new catalog, as well as providing the necessary resources to allow staff to help patrons.

The IT team welcomed two new On-Call Circulation Assistants in March, Jace Reynolds and Deanna Eickhoff. The team provided a computer orientation and introduction to the Library's computer policies for Jace and Deanna.

Technical Services Department

Erin Shield, Collection Services Manager

March saw the return of more regular materials flowing into the department. Lingering supply chain issues and a slow roll out of collection areas for new selectors allowed for slightly less volume of physical materials the first couple of months of 2022. It seems that things are back on track now.

The addition of the new catalog (or “discovery layer”) via Aspen will allow NOLS to bypass cataloging digital content in the time-consuming way it is done currently. This will provide some much-needed breathing room for catalogers to focus on their many other tasks and the uptick in InterLibrary Loan requests. At this point, it's unclear how digital content will be counted as available titles in the system.

1687 physical items were processed and available for customers in the month of March. 339 print materials were repaired or recatalogued. 82 media items were resurfaced or repaired to

extend their lives. 174 physical donations were made and will be added to the collection. 829 totes were moved between NOLS' branches by the couriers, as well as 24 Outreach deliveries. Tech Services filled 166 InterLibrary Loan requests for NOLS' patrons and 94 loans out to other libraries.

Susan and Erin provided selection training to Kristine Techavanich, West End Librarian and attended a Collection Management meeting. Wendy worked 8 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Erin attended meetings related to fundraising for the SQ Library project, discovery layer, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 2 volunteers in PA and 1 in Technical Services, for a total of 52.3 system-wide volunteer hours.

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

Recruitments:

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

New Hires:

- Jace Reynolds – On-Call Circulation Assistant – FO
- Deanna Eickhoff – On-Call Circulation Assistant – PA

Promotions:

- Kristin Overbey – Community Outreach Specialist

Separations:

- Mary Traudt – Public Services Specialist – PA
- Sandy Seligmiller – On-Call Circulation Assistant – PA

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, EDI meetings and All Staff Meetings and Aspen Trainings in March.

Accounting Statistics for March:

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

Public Service Director's Report

Meghan Sullivan, Public Services Director

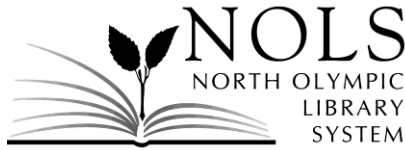
- Participated in activities for the Sequim Expansion and Renovation Project, including architect meetings and touring temporary locations
- Participated in activities for the Bookmobile Service Project, including graphic design meetings
- Participated in activities for the Aspen Discovery Layer Project
- Participated in recruitment activities for the Marketing Coordinator, IT Systems Administrator, Forks Public Service Specialist, and WE Community Outreach Specialist
- Site Visits to Forks and Sequim Libraries
- Attended Puget Sound Regional Library Bi-Monthly Meetings
- Attended Youth Leaders Meeting sponsored by the Washington State Library
- Attended the Public Library Association Conference; member of the PLA Program Sub-Committee
- Participated in the third workshop of Co-Designing for Trust: Reimaging Online Information Literacies with Underserved Communities sponsored by the University of Washington iSchool
- 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 once State and County mask mandates were lifted.
- Sequim Library Expansion and Renovation Project
 - Preliminary design 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
- Training new and current staff on creating public communications
- Recruitment activity for Marketing Coordinator and IT Systems Administrator
- Training Youth Services Librarian Clair on how to implement the Poetry Walks Program
- Training NOLS' newest Board Trustee
- Participated in the Public Libraries of Washington Spring Director's Retreat
- Participated in the Uptown Arts District Planning Retreat
- Routine Branch Manager, Management Team, and Public Restart Team meeting



Customer Comments

March 2022

The following comments were received by the Library during the month of March 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 am reaching out in regards to having a Free Mobile App that supports both iOS and Google Play for NOLS. Currently, many other library systems such as Timberland and Pierce County Library System as well Tacoma Public Library, as well as others have Mobile Apps and by having a Mobile App that a Patron can download for FREE this would have some additional features which would be awesome such as Access the Library Catalog, Access Library Account (Place holds and renew checkouts, Create a digital library card for convenience to use at Self Check Kiosks or When Checking out materials, Finding Materials including Research Materials, Scan an ISBN to find the book at the library and Locate a Nearby Library Location and more.

Also, I was curious about Printing at NOLS what needs to happen to upgrade the Print Management System to PaperCut MF or Pharos Print Center. I have noticed some library systems have used it and like it. PaperCut is widely used and maybe a good solution to track printing and similar to Pharos Print Center which Timberland Regional Library uses which is a Great Investment and worth checking into.

Any thoughts on having this at NOLS? Would this be a great benefit to the patrons in the community?

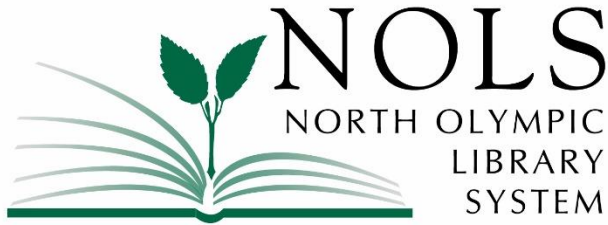
Response:

Thanks for the thoughtful suggestions! An app for the Library and a new print management system have both been on NOLS' radar for some time and we hope to launch both in 2022.

NOLS will be updating its catalog software in May 2022. After we are able to ensure that transition has gone smoothly and running well, an app will be made available that works with the new catalog software and has many of the features you mention.

Due to a number of critical staffing changes in our IT Department and then a necessary shift in focus during the pandemic, the Library's print management system has not been updated yet,

but new software has been budgeted for in 2022. Research and planning has begun on updating the Library's print management system to a more user-friendly system that allows patrons to print directly from their own devices.



Highlight Log

March 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.

03/01/2022 – Port Angeles

A couple came into the library at 11:45am yesterday and had an urgent need for a webcam. They had a 12:00pm virtual appointment and their IPAD was not compatible with the program they needed to use. We were able to quickly make a limited account and check out a laptop. They were able to access their appointment and subsequently board their ferry on time. Both were very relieved and appreciative and said they would be back to Port Angeles soon and visit our library again just to browse.

03/02/2022 – Port Angeles

We got a very sincere thank you this evening for providing free COVID test kits to the community--this patron stated that they could never afford to purchase tests at pharmacies due to the high prices and they were excited to see the library had tests for free!

03/02/2022 – Port Angeles

The Douglas Williams Collection is now live on the Washington Rural Heritage (WRH) website! See <https://washingtonruralheritage.org/digital/collection/nols>. Cataloging is "good enough" and will be perfected later this year. You can view each photo online, and the photographer's notes in his original handwriting on the back, also scanned and preserved in this collection.

Browse the Douglas Williams Collection on WRH and chime in with your favorite! Mine is DW030, mostly for the photographer's note on the back.

03/02/2022 – Clallam Bay

A patron stopped in to drop off some assorted goodies to express appreciation of staff who had assisted her.

03/02/2022 – Port Angeles

From KONP:

The Port Angeles Chamber of Commerce has announced the finalists for the 4th Annual Port Angeles Community Awards, recognizing the community's most outstanding individuals and organizations in 2021. Nearly 100 nominations were submitted and the top three finalists in each category were selected by a panel of judges from the community at-large. Because an in-person gala was not possible this year, the awards are taking place online. Each finalist will be highlighted in a series of videos posted on social media platforms, and at PortAngeles.org, over several days.

The finalists being honored this year are:

Emerging Business of the Year Port Angeles Wharf, Sisters & Co., and Sisterland Farms

Young Leader of the Year: Luke Gavin, Carmen Geyer, and Tyler Johnson

Organization of the Year: County Sherriff's Dept., Lincoln Park BMX, **North Olympic Library System**

Educator of the Year: Angie Gooding, Dwayne Johnson, Jeff Lunt

Business of the Year; Grocery Outlet, Port Book and News, 7 Cedars

Citizen of the Year; Fran Howell, Steve Methner, Minnie Whalen

03/05/2022 – Port Angeles

A young patron picked up their hold and then stopped by the desk to excitedly share they just saw the first bee of spring on their way into the branch! All of us were very excited with laughter and smiles around. Warmed my heart on a beautiful Springy day! Have you noticed bees yet?

03/08/2022 – NOLS

There are -- as of today -- 7 active members of the newly minted Teen Advisory Board!!! These members represent all four of the NOLS locations (including Clallam Bay.) Excited to see what cool ideas they bring.

03/16/2022 – Forks

Students participating at Battle of the Books at Forks Elementary loved the book "Dragons in a Bag" by Zetta Elliott. One said they checked out the sequel and many said that want to continue the series! They were also very enthusiastic in sharing how much they'd like to meet (and ride) dragons and dinosaurs.

03/19/2022 – Port Angeles

An adult and child met at self check and bonded about their cool matching wheelchairs. The adult, child, and child's family seemed to be having a nice conversation.

03/19/2022 – Port Angeles

Two families with young daughters met in the children's area when one child wanted to know if she could ask the other about her wheelchair. They had a lovely conversation and one parent said later while browsing picture books that this was "the best day at the library!"

03/23/2022 – Port Angeles

A patron involved in some disruptive events over the winter called in to apologize. The conversation concluded with a discussion of library services currently available to the patron and encouragement to return to the library in the future.

03/25/2022 – Clallam Bay

Patron came in and said how much they enjoyed getting seeds this year. They were excited to see what would sprout and wanted to donate any seeds they could harvest.
Happy Spring Everyone!

03/26/2022 – Port Angeles

A librarian from an academic library in North Carolina came in to visit and was wowed by our library (and the NW's very tall trees and gorgeous coastline).

03/26/2022 – Port Angeles

A patron gave us their Edible Book submission. It was unofficially tasted and approved as delicious.



03/29/2022 – Port Angeles

A patron just told me that her most valued card in her wallet is her library card.

03/30/2022 – Port Angeles

Patron Eve Datisman, volunteer extraordinaire and retired high school librarian, is smiling out from her article in the Alki, the Washington Library Association's journal:

https://wala.memberclicks.net/assets/Alki/2022-03_Alki_final.pdf

Check out her recommendations!

03/30/2022 – Port Angeles

Anis Mojgani, the state poet laureate of Oregon, is very excited to have one of his poems in our Poetry Walks this year!



Anis Mojgani
@mojgani

What??? I am so joyed to see not only a poem of mine existing out in the PNW wilds AND it being this poem which is one I love AND getting to share in the Olympic National Park with @jerichobrown. Thank you Clair—what sunlight to begin my Wednesday :)



Clair Dunlap @smallgourd · Mar 29

another day, another librarian finding quiet spots in @OlympicNP to place poems 🌿

[Show this thread](#)

