



Board of Trustees Regular Meeting
Thursday, February 23, 2023 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 January 26, 2023
4. Communications
5. Public Comments
6. Presentation – Equity, Diversity & Inclusion (EDI) Implementation Plan by NOLS EDI Team
7. Financial Reports: January 2023
8. Approval of Vouchers: January 2023

9. Unfinished Business

None

10. New Business

N.1. Finalizing Board Meeting Locations and Presentations in 2023

N.2. Discussion regarding Board Packet format

11. Reports

R.1. Monthly Statistics Reports: January 2023

R.2. Monthly Activity Reports: January 2023

R.3. Customer Comments: January 2023

R.4. Highlight Log: January 2023

12. Public Comments

13. Trustee Comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.

14. Next meeting: 5:30pm, Thursday, March 23, 2023

15. Agenda items for next meeting

16. Adjournment

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, March 23, 2023	5:30pm	Regular meeting	TBD
Thursday, April 27, 2023	5:30pm	Regular meeting	TBD
Thursday, May 25, 2023	5:30pm	Regular meeting	TBD
Thursday, June 22, 2023	5:30pm	Regular meeting	TBD
Thursday, August 24, 2023	5:30pm	Regular meeting	TBD
Thursday, September 28, 2023	5:30pm	Regular meeting	TBD
Thursday, October 26, 2023	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, November 16 , 2023	5:30pm	Regular meeting	Port Angeles Main Library

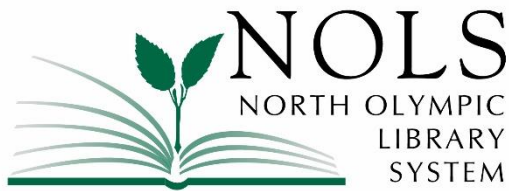
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

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

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



Board of Trustees Regular Meeting
Thursday, January 26, 2023 5:30pm
Port Angeles Main Library

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, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Rajala, and Facilities Manager Brian Phillips.
2. Approval of agenda
Motion by Mr. Miller to approve agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of November 17, 2022
Motion by Ms. Pelikan to approve the minutes from the November 17, 2022 regular meeting. Motion seconded by Ms. Ross. Motion carried.

Approval of minutes for special meeting of December 12, 2022
Motion by Mr. Caldwell to approve the minutes from the December 12, 2022 special meeting. Motion seconded by Ms. Ross. Motion carried.
4. Communications
None
5. Public Comments
6. Financial reports: November 2022, December 2022
The financial reports for November 2022 and December were accepted as presented.
7. Approval of vouchers: November 2022
Motion by Ms. Pelikan to approve the November 2022 vouchers, numbered #1020 through #1133, in the amount of \$531,884.01. Motion seconded by Ms. Ross. Motion carried.

Approval of vouchers: December 2022
Motion by Ms. Ross to approve the December 2022 vouchers, numbered #1134 through #1285, in the amount of \$625,533.76. Motion seconded by Mr. Caldwell. Motion carried.
8. Unfinished Business
None
9. New Business
N.I. Approval of the 2023 Capital Budget

Motion by Mr. Miller to adopt the 2023 capital budget in the amount of \$546,725 as presented. Motion seconded by Ms. Pelikan. Motion carried.

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

N.3. Approval of Resolution 23-01-01: Authorizing Staff to Transfer Funds

Motion by Ms. Pelikan to adopt Resolution 23-01-01 authorizing staff to transfer funds. Motion seconded by Mr. Miller. Motion carried.

N.4. Approval of Resolution 23-01-02: Authorizing Disposal of Surplus Equipment and Furniture

Motion by Mr. Caldwell to adopt Resolution 23-01-02 authorizing disposal of surplus equipment and furniture. Motion seconded by Ms. Ross. Motion carried.

N.5. Approval of agreement between NOLS and Hamasaki Consulting Engineering Services, LLC for commissioning consulting services for the Sequim Library Expansion and Renovation Project

Motion by Ms. Pelikan to approve agreement between NOLS and Hamasaki Consulting Engineering Services, LLC. Motion seconded by Mr. Miller. Motion carried.

N.6. Approval of Amendment to Agreement between NOLS and Innovative Interfaces Incorporated for Polaris, an integrated library software

Motion by Mr. Caldwell to approve Amendment to Agreement between NOLS and Innovative Interfaces Incorporated for Polaris. Motion seconded by Ms. Ross. Motion carried.

N.7. Approval of All Staff Training Day Closures for 2023

Motion by Ms. Ross to approve All Staff Training Day Closures for 2023. Motion seconded by Ms. Pelikan. Motion carried.

I0. Reports

R.1. Monthly Statistics Reports: November 2022; December 2022

R.2. 2022 Annual Statistics Report

R.3. Monthly Activity Reports: November 2022; December 2022

R.4. Highlight Log: November and December 2022

All reports were accepted as presented.

I1. Public Comments

I2. 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.

I3. Next meeting: 5:30pm, Thursday, February 23, 2023 at the Port Angeles Main Library

I4. Agenda items for next meeting

Presentation schedule is being created for 2023 Board Meetings and the Board can expect a presentation for February

15. Executive session to conclude annual performance review of Executive Director
At 7:05pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director.

At 7:57pm the Chair announced that the Board had concluded its executive session and would now return to open session.

16. Action on executive session, if any
Motion by Mr. Caldwell to approve a 5% merit based salary increase to the Executive Director in recognition of excellent performance. Motion seconded by Mr. Miller. Motion carried.

Note for the record that in setting the Executive Director's salary the Board takes into consideration that the Executive Director is ineligible to receive the routine salary adjustments available to other NOLS employees, such as annual step increases, cost of living adjustments, longevity pay benefits, or overtime compensation.

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:59pm

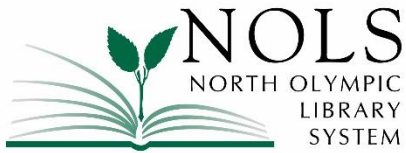
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: February 23, 2023
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for January 2023

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 a \$80,000 grant from the Benjamin N Phillips Fund, via the Seattle Foundation, for the Sequim Expansion and Renovation Project.

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

Account Balances: Funds were transferred from the Williams and Fincher Bequests to the Sequim Future Library Donations. Additionally funds from various Friends and Donations funds were transferred to the Systemwide Programming Fund for Programming in 2023. These transfers are shown in the Transfers In/(Out) column of the Account Balances statement.

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$263,706 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in January are \$331,394.

Of the \$263,706 in electronic transfers, \$1,385 was paid to the DOR for Sales and Use Tax (Voucher 48).

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



Revenue Report

January 31, 2023

Operating Revenue				1/12ths is	8.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	11,451	11,451	4,653,549	0.2
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	11,955	526	526	11,429	4.4
Library Fees	10,000	2,213	2,213	7,787	22.1
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	-	-	220,000	-
Investment Interest (net of fees)	-	-	-	-	-
Facilities Leases (Short Term)	1,800	123	123	1,678	6.8
Private Grants and Donations	163,500	82,745	82,745	80,755	50.6
Other Miscellaneous Revenue	52,200	1,037	1,037	51,163	2.0
Total Miscellaneous Revenues	437,500	83,904	83,904	353,596	19.2
Nonrevenues (excise taxes)	750	51	51	699	6.8
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	6,039,685	98,144	98,144	5,941,541	1.6
Capital Revenue					
Timber Revenues (received in 2023)	-	17,816	17,816	-	-
Total Capital Revenue	-	17,816	17,816	-	-
Grand Total Revenues		115,960	115,960		



Expenditure Report

January 31, 2023

				1/12ths is	8.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	228,126	228,126	2,910,415	7.3
Benefits	1,323,588	99,617	99,617	1,223,971	7.5
Total Personnel	4,462,129	327,743	327,743	4,134,386	7.3
<i>Supplies</i>					
Supplies, Office and Operating	108,275	6,714	6,714	101,561	6.2
Fuel	19,300	488	488	18,812	2.5
Merchandise for resale	1,800	-	-	1,800	0.0
Collection Materials	480,000	17,558	17,558	462,442	3.7
Small Tools/Equip (<\$200)	1,450	-	-	1,450	0.0
Total Supplies	610,825	24,760	24,760	586,065	4.1
<i>Services</i>					
Professional Services	400,539	15,138	15,138	385,401	3.8
Communication	156,072	17,274	17,274	138,798	11.1
Travel	24,300	97	97	24,203	0.4
Taxes and Operating Assessments	6,000	-	-	6,000	0.0
Operating Rentals and Leases	9,215	-	-	9,215	0.0
Insurance	114,000	-	-	114,000	0.0
Public Utilities	96,100	9,254	9,254	86,846	9.6
Repair and Maintenance	145,710	9,489	9,489	136,221	6.5
Miscellaneous Services	13,245	1,051	1,051	12,194	7.9
Total Services	965,181	52,302	52,302	912,879	5.4
<i>Intergovernmental Services</i>	<i>800</i>	<i>25</i>	<i>25</i>	<i>775</i>	<i>3.1</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>750</i>	<i>43</i>	<i>43</i>	<i>707</i>	<i>5.8</i>
Total Operating Expenditures	6,039,685	404,873	404,873	5,634,812	6.7

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

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	187,900	1,102	1,102	186,798	0.6
Other Improvements	72,050	2,263	2,263	69,787	3.1
Machinery & Equipment	286,775	2,633	2,633	284,142	0.9
Construction of Capital Assets	-	78,179	78,179	(78,179)	0.0
Total Capital Outlays	546,725	84,177	84,177	462,548	15.4
Grand Total All Expenditures	6,586,410	489,050	489,050	6,097,360	7.4



Account Balances

January 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,183,012	-	17,816	-	1,200,828
Operating Reserve ⁽³⁾	574,077	-	-	-	574,077
PA Capital Reserve ⁽⁴⁾	457,336	-	-	-	457,336
Sequim Capital Project Acct. ⁽⁴⁾	1,738,285	-	-	78,179	1,660,106
Capital Budget - 2023 ⁽⁴⁾	324,325	-	-	5,998	318,327
<i>Total Board Designated Accounts</i>	<i>5,584,054</i>	<i>-</i>	<i>17,816</i>	<i>84,177</i>	<i>5,517,693</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	87,836	(3,500)	669	-	85,005
NOLS Materials Fund	14,483	-	101	-	14,584
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	9,561	17,000	-	3,591	22,970
Port Angeles Donations Fund	7,621	-	115	-	7,736
Port Angeles Friends Donations	29,277	(2,000)	-	442	26,835
Sequim Donations Fund	53,690	-	262	-	53,952
Sequim Friends Donations	10,796	(10,000)	-	129	666
Forks Donations Fund	2,425	(500)	51	-	1,977
Forks Friends Donations	1,045	(300)	1,500	-	2,245
Clallam Bay Donations Fund	7,302	(500)	4	-	6,806
Clallam Bay Friends Donations	1,976	(200)	-	-	1,776
Williams Bequest	165,509	(165,509)	-	-	-
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Fincher Bequest	25,000	(25,000)	-	-	-
Sequim Future Library Donations	200,784	190,509	80,000	-	471,293
Bookmobile Donations	1,385	-	-	-	1,385
<i>Total Grants and Donations</i>	<i>674,038</i>	<i>-</i>	<i>82,702</i>	<i>4,162</i>	<i>752,578</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,260,754</i>	<i>-</i>	<i>100,519</i>	<i>88,339</i>	<i>6,272,933</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,927,708</i>	<i>(385,269)</i>			<i>2,542,439</i>
Total WA State Local Investment Pool	9,188,462	(385,269)	100,519	88,339	8,815,372

Notes:

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



Account Balances

January 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
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	979,496	-	-	-	979,496
Total Investments	10,167,958	(385,269)	100,519	88,339	9,794,868
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	177	177	6,000
Payroll Account (US Bank 1301)	200	263,706	-	263,706	200
Merchant Account (FF 7401)	1,000	(3,474)	3,474	-	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	260,232	3,650	263,883	7,650
Total Cash	7,650	260,232	3,650	263,883	7,650
Total Cash and Investments	10,175,608	(125,037)	104,169	352,222	9,802,518

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR JANUARY 2023

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
01	NOLS Employee	HRA Reimbursement	1,340.00	
02	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 12-31-2022) - EFT 974	218,170.18	
20	NOLS Employee	HRA Reimbursement	89.99	
46	Dept. of Labor & Industries	Q4 2022 L&I - NOLS	7,117.52	
47	Dept. of Retirement Systems	PERS and DCP (PPE 12-31-2022) - EFT 975	43,701.00	
54	Hartford Retirement Plan Solutions	MMDCP 01-2023 (PPE 12-31-2022) - EFT 976	450.00	
55	Health Care Authority	Medical (PPE 12-31-2022)	45,137.85	
56	HealthEquity	HSA ER Contribution - January 2023	406.24	
65	Miller, Shane	Cell Phone Reimbursement - Jul-Dec 2022 - IT	120.00	
76	NOLS Employee	HRA Reimbursement	433.53	
85	NOLS Employee	HRA Reimbursement	258.69	
90	NOLS Employee	HRA Reimbursement	46.77	
91	United Way of Clallam County	United Way Contributions (PPE 12-31-2022)	80.00	
97	WCIF	Vi/Li/EAP (PPE 12-31-2022)	1,390.35	
100	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-2022) - February Coverage	6,771.96	
101	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 12-31-2022)	2,228.86	327,742.94
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
60	KCDA Purchasing Cooperative	PO 49 Maintenance Supplies - Cleaning Supplies - FAC	322.69	
71	Pacific Office Equipment, Inc.	PO 70 Toner - SQ	446.52	
74	Quill Corporation	PO 65 Office Supplies - Coffee (Coffee Fund) - ADM	67.99	
81	Swains General Store, Inc.	PO 33 Maintenance Supplies - Roof and Drain Sealant - FAC	57.60	
82	Swains General Store, Inc.	PO 51 Maintenance Supplies - Roof Sealer and Cleaning Supplies - FAC PO 63 Maintenance Supplies - Annex Motion Sensor Batteries - FAC	109.59	
83	Swains General Store, Inc.	PO 101 Maintenance Supplies - Batteries - FAC	43.17	
86	The Home Depot Pro	PO 50 Maintenance Supplies - Cleaning Supplies - FAC	586.57	
88	True Value	PO 37 Maintenance Supplies - Batteries/ Screwdriver FO - FAC PO 35 Maintenance Supplies - Soap & Ice Melt - FAC	117.08	
89	True Value	PO 75 Maintenance Supplies - FO Door Stop - FAC	7.05	
CC 4	Amazon.com	PO 47 Technology Supplies - Canon PIXMA TS6420a Printer - TS	81.59	
CC 5	Amazon.com	PO 76 Maintenance Supplies - Roof Seal Tape - FAC	46.37	
CC 6	Amazon.com	PO 5 Maintenance Supplies - HVAC Filters - FAC	49.74	
CC 7	Amazon.com	PO 5 Maintenance Supplies - Drinking Fountain Filters - FAC	298.50	
CC 8	Amazon.com	PO 38 Maintenance Supplies - Roof Snow Guards - FAC	206.71	
CC 9	Amazon.com	PO 67 Office Supplies - File Folders - ADM	32.72	
CC 10	Amazon.com	PO 11 Toner and Ink - PA	164.15	
CC 11	Amazon.com	PO 10 Toner and Ink - PA	177.75	

Category	Claimant	Purpose	Amount	Subtotal
CC 12	Amazon.com	PO 44 Toner and Ink - PA	185.58	
CC 13	Amazon.com	PO 40 Toner and Ink - PA	173.29	
CC 28	IKEA	PO 92 Office Supplies - Read and Return Book Bin - FO	28.21	
CC 30	KCDA Purchasing Cooperative	PO 54 Copy Paper - SQ	64.78	
CC 31	KCDA Purchasing Cooperative	PO 12 Office Supplies - Book Tape - PA	18.60	
CC 32	KCDA Purchasing Cooperative	PO 12 Copy Paper - PA	72.35	
CC 33	KCDA Purchasing Cooperative	PO 42 Office Supplies - Book Tape - PA	5.32	
CC 34	KCDA Purchasing Cooperative	PO 42 Copy Paper - PA	53.94	
CC 42	POS Supply Solutions	PO 43 Thermal Paper - PA	298.44	
CC 44	Rite Aid	PO 68 Office Supplies - Volunteer Appreciation Chocolates - VOL	12.00	
CC 60	Viking Sew & Vac	PO 1317 Maintenance Supplies - Vacuum Bags and Filter - FAC	117.14	3,845.44
<u>PROGRAM SUPPLIES</u>				
69	Olympic Printers, Inc.	PO 28 Program Supplies - Celebration of the Book Bags (SP)	2,481.25	
CC 3	Amazon.com	PO 87 Program Supplies - Teen Lit Bags (SP)	39.70	
CC 21	Costco	PO 71 Program Supplies - Teen Game Night (FOSL)	67.02	
CC 22	Costco	PO 72 Program Supplies - Teen Game Night (FOSL)	21.67	
CC 29	Illinois Library Association	PO 86 Program Supplies - SRP Posters Bookmarks Banners (SP)	252.50	
CC 43	QFC	PO 73 Program Supplies - Solstice Week (FOSL)	27.96	
CC 45	Safeway	PO 48 Program Supplies - Teen Advisory Board (FOSL)	12.75	
CC 61	Walmart	PO 88 Program Supplies - Teen Lit Bags (SP)	33.96	2,936.81
<u>FUEL</u>				
CC 19	Chevron	PO 1346 Business Fuel - Pacifica - TS	50.23	
CC 20	Circle K	PO 31 Business Fuel - Transit Van - FAC	44.14	
CC 35	Lower Elwha Food & Fuel	PO 9 Business Fuel - Westy - TS	25.44	
CC 36	Lower Elwha Food & Fuel	PO 22 Business Fuel - Pacifica - TS	41.64	
CC 37	Lower Elwha Food & Fuel	PO 39 Business Fuel - Westy - TS	25.19	
CC 38	Lower Elwha Food & Fuel	PO 1318 Equipment Fuel - FAC	24.06	
CC 46	Safeway Fuel	PO 45 Business Fuel - Pacifica - TS	32.08	
CC 47	Shell	PO 1325 Business Fuel - Pacifica - TS	60.73	
CC 48	Shell	PO 14 Business Fuel - Westy - TS	27.51	
CC 49	Shell	PO 56 Business Fuel - Westy - TS	29.12	
CC 50	Shell	PO 7 Business Fuel - Pacifica - TS	42.10	
CC 51	Shell	PO 1370 Business Fuel - Nolsy Red - FAC	38.15	
CC 52	Skagit Farmers	PO 95 Business Fuel - Nolsy White - FAC	47.77	488.16
<u>COLLECTION MATERIALS</u>				
04	Amazon.com	Collection Materials	28.20	
05	Amazon.com	Collection Materials	296.81	
06	Amazon.com	Collection Materials	153.12	
07	Amazon.com	Collection Materials	120.99	
10	Baker & Taylor Entertainment	Collection Materials	172.93	
11	Baker & Taylor Entertainment	Collection Materials	573.69	
12	Baker & Taylor Entertainment	Collection Materials	173.93	
13	Baker & Taylor Entertainment	Collection Materials	108.10	
14	Baker & Taylor Information	Collection Materials	2,346.91	

Category	Claimant	Purpose	Amount	Subtotal
	15 Baker & Taylor Information	Collection Materials	1,031.47	
	16 Baker & Taylor Information	Collection Materials	2,390.23	
	17 Baker & Taylor Information	Collection Materials	5,671.31	
	18 Baker & Taylor Information	Collection Materials	280.44	
	19 Blackstone Audio, Inc.	Collection Materials	99.88	
	21 Brodart Company	Collection Materials	70.46	
	24 CENGAGE Learning	Collection Materials	356.73	
	25 CENGAGE Learning	Collection Materials	309.99	
	26 CENGAGE Learning	Collection Materials	261.89	
	27 Center Point Large Print	Collection Materials	318.36	
	48 Dept. of Revenue - Use/Sales Tax	December 2022 Sales & Use Tax - EFT 980	39.16	
	52 Findaway World, LLC	Collection Materials	334.50	
	58 Ingram Library Services	Collection Materials	131.65	
	59 Ingram Library Services	Collection Materials	145.18	
	62 Midwest Tape	Collection Materials	64.43	
	63 Midwest Tape	Collection Materials	695.43	
	64 Midwest Tape	Collection Materials	561.41	
	70 OverDrive, Inc.	Collection Materials	271.45	
	87 The Leader	Collection Materials	84.00	
	102 WT COX	Collection Materials	464.95	17,557.60
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	03 ADP, LLC	Payroll Services - Payroll Processing (PPE 11-30-2022) - NOLS	63.04	
	08 AMS NET	PO 66 Technology Services - Cisco Umbrella Filter Renewal 2023 - IT	2,544.00	
	44 Clallam County Treasurer	PO 130 Investment Service Fees - Treasurer's Annual Activity Charge - NOLS	370.90	
	48 Dept. of Revenue - Use/Sales Tax	December 2022 Sales & Use Tax - EFT 980	169.44	
	51 E-Rate Expertise	PO 30 Professional Services - E-rate Consulting - CI RFP- 12-2022 - NOLS	712.50	
	67 OCLC, Inc.	PO 61 Technology Services - Bibliographic Utility Subscription Thru 06-30-2023 - TS	2,615.58	
	68 Olympic Laundry & Dry Cleaners, Inc.	PO 51 Professional Services - Laundry - FAC	92.87	
	77 Schwiethale, Sarah	C-01 Programming - Music With Paper Tooth (SP)	650.00	
	92 United Way of Clallam County	PO 84 Programming - Aim Higher Grant Disbursement - NOLS	4,100.00	
	CC 23 DialMyCalls.com	PO 97 Technology Services - Staff ER Contact System - NOLS	19.99	
	CC 24 DialMyCalls.com	PO 98 Technology Services - Staff ER Contact System Credits - NOLS	100.00	
	CC 25 E-Fax	PO 69 Technology Services - Online Fax Service - ADM	33.71	
	CC 26 Facebook	PO 89 Program Services - Sponsored Posts (SP)	108.83	
	CC 27 Facebook	PO 89 Professional Services - Recruitment Ad - NOLS	38.70	
	CC 39 Microsoft	PO 18 Technology Services - Microsoft Cloud Services - IT	886.22	
	CC 40 NexusTek	PO 106 Technology Services - Microsoft Project Licenses - IT	110.00	
	CC 41 PayPal/PayFlow	Monthly Gateway Fee	59.95	
	CC 53 Stamps.com	PO 24 Technology Services - Monthly Service Fee - TS	19.57	

Category	Claimant	Purpose	Amount	Subtotal
CC 54	Sticker Giant	PO 29 Program Supplies - BOB and SRP Book Labels (PAFOL)	309.88	
CC 55	Synology	PO 103 Technology Services - Cloud Storage Upgrade - IT	5.47	
CC 56	Synology	PO 105 Technology Services - Annual Cloud Storage Fee - IT	1,047.12	
CC 57	The Spanish Group	PO 90 Program Services - Spanish Translation Pub Com (SP)	25.02	
CC 58	The Spanish Group	PO 46 Professional Services - Aim Higher Grant Translation Services - NOLS	24.99	
CC 64	Zoom	PO 99 Technology Services - Zoom One Business - NOLS	217.49	
CC 65	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30	
CC 66	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30	
CC 67	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30	
CC 68	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30	14,390.47
<u>COMMUNICATIONS</u>				
09	Angeles Communications	Communications - VOIP	903.04	
28	CenturyLink 300511187 FO	Communications - Voice - FO	89.41	
29	CenturyLink 300561130 CB	Communications - Voice - CB	80.82	
30	CenturyLink 360-681-7811 468B SQ	Communications - Voice SQ	134.69	
31	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.75	
32	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB/PA	2,407.60	
33	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	280.48	
78	Secretary of State	Communications - Internet - K20 Bandwidth - July 2022-June 2023 - NOLS	8,950.00	
95	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
96	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	360.99	
98	WDH - Wave Business	Communication - Internet - IT	3,784.15	
CC 59	Tracfone*Airtime	PO 104 Communications - Branch Cell Phones - IT	92.84	17,273.80
<u>TRAVEL</u>				
61	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	27.13	
84	Techavanich, Kristine	Travel - Business - Mileage Reimbursement - FO	19.25	
CC 62	Washington State Ferries	PO 96 Business Travel - NOLS	25.20	
CC 63	Washington State Ferries	PO 96 Business Travel - NOLS	25.20	96.78
<u>UTILITIES</u>				
34	City of Forks	Public Utilities - FO	111.64	
35	City of Port Angeles/Dump	PO 121 Public Utilities - Solid Waste - Yard Debris - FAC	17.41	
36	City of Port Angeles/Orcas Avenue	Public Utilities - PA	241.74	
37	City of Port Angeles/Peabody St.	Public Utilities - PA	5,500.28	
38	City of Sequim	Public Utilities - SQ	132.73	
39	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
40	Clallam County PUD	Public Utilities - SQ	777.00	
41	Clallam County PUD	Public Utilities - CB	443.00	
42	Clallam County PUD	Public Utilities - FO	549.00	
43	Clallam County PUD	Public Utilities - SQ	777.00	

Category	Claimant	Purpose	Amount	Subtotal
	49 DM Disposal Company, Inc.	Public Utilities - SQ	379.52	
	50 DM Disposal Company, Inc.	Public Utilities - PA	211.36	
	99 West Waste & Recycling	Public Utilities - FO - CB	56.43	9,253.61
<u>REPAIR AND MAINTENANCE</u>				
	22 ByWater Solutions LLC	PO 55 Technology Maintenance - Aspen Support and Hosting (1-24-23 - 1-23-24) NOLS	7,500.00	
	45 Co-Op Farm & Garden, The	PO 34 Groundskeeping - Ice Melt - FAC	97.90	
	57 Hi-Tech Security, Inc.	PO 125 Repair and Maintenance - CB Fire Alarm Monitoring - FAC	351.86	
	71 Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	381.47	
	75 Rainbow Sweepers, Inc.	PO 52 Groundskeeping - PA Sweep Parking Lot 1-01-2023 - FAC	212.16	
	80 Sound Energy Systems	PO 107 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	832.33	
	CC 1 8th Street Car Wash	PO 08 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00	
	CC 2 8th Street Car Wash	PO 79 Vehicle Maintenance - Car Wash - FAC	3.00	
	CC 16 Amazon.com	PO 17 Technology Maintenance - Computer Fans - IT	32.40	
	CC 17 Amazon.com	PO 04 Technology Maintenance - Cord Protectors - IT	32.62	
	CC 18 Amazon.com	PO 32 Technology Maintenance - Computer Case Fans - IT	39.00	9,488.74
<u>MISCELLANEOUS SERVICES</u>				
	53 Forks Chamber of Commerce, Inc.	PO 36 Membership Dues 2023 - FO	100.00	
	Port Angeles 72 Regional Chamber of Commerce	PO 60 Dues/Memberships - Annual Membership Dues 2023 - PA	207.00	
	73 Public Libraries of Washington	PO 59 Dues/Memberships - 2023 Membership - Public Libraries of WA - NOLS	743.80	1,050.80
<u>INTERGOVERNMENTAL SERVICES</u>				
	93 University of Notre Dame	PO 23 Interlibrary Loan Fee - TS	25.00	25.00
<u>BUILDINGS AND STRUCTURES</u>				
	48 Dept. of Revenue - Use/Sales Tax	December 2022 Sales & Use Tax - EFT 980	1,101.76	1,101.76
<u>OTHER IMPROVEMENTS</u>				
	57 Hi-Tech Security, Inc.	PO 124 Capital Improvements - CB Security System Installation - FAC	2,263.22	2,263.22
<u>MACHINERY AND EQUIPMENT</u>				
	23 ByWater Solutions LLC	PO 81 Machinery and Equipment - Aspen Test Server - IT	1,875.00	
	48 Dept. of Revenue - Use/Sales Tax	December 2022 Sales & Use Tax - EFT 980	31.41	
	CC 14 Amazon.com	PO 15 Machinery and Equipment - NVMe Drives - IT	341.70	
	CC 15 Amazon.com	PO 16 Machinery and Equipment - Wireless Headsets - IT	384.92	2,633.03
<u>CAPITAL CONSTRUCTION</u>				
	79 SHKS Architects	PO 94 Capital Construction - Basic and Supplemental Services (SQ CPA)	78,179.19	78,179.19
<u>SALES TAX</u>				
	48 Dept. of Revenue - Use/Sales Tax	December 2022 Sales & Use Tax - EFT 980	43.18	43.18
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2283 NOLS Patron	Patron Refund	36.98	
	CK 2284 NOLS Patron	Patron Refund	14.99	
	CK 2285 NOLS Patron	Patron Refund	21.95	

Category	Claimant	Purpose	Amount	Subtotal
CK 2286	NOLS Patron	Patron Refund	15.00	
CK 2287	NOLS Patron	Patron Refund	16.00	
CK 2288	NOLS Patron	Patron Refund	24.99	
CK 2289	NOLS Patron	Patron Refund	15.99	
CK 2290	NOLS Patron	Patron Refund	14.99	
CK 2291	NOLS Patron	Patron Refund	15.95	176.84
			488,547.37	488,547.37



Voucher Approval for January 2023

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 #01 through #102 are approved in the amount of \$448,547.37 this 23rd day of February 2023.

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

No.	Claimant	Purpose	Amount
01	NOLS Employee	HRA Reimbursement	1,340.00
02	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 12-31-2022) - EFT 974	218,170.18
03	ADP, LLC	Payroll Services - Payroll Processing (PPE 11-30-2022) - NOLS	63.04
04	Amazon.com	Collection Materials	28.20
05	Amazon.com	Collection Materials	296.81
06	Amazon.com	Collection Materials	153.12
07	Amazon.com	Collection Materials	120.99
08	AMS NET	PO 66 Technology Services - Cisco Umbrella Filter Renewal 2023 - IT	2,544.00
09	Angeles Communications	Communications - VOIP	903.04
10	Baker & Taylor Entertainment	Collection Materials	172.93
11	Baker & Taylor Entertainment	Collection Materials	573.69
12	Baker & Taylor Entertainment	Collection Materials	173.93
13	Baker & Taylor Entertainment	Collection Materials	108.10
14	Baker & Taylor Information	Collection Materials	2,346.91
15	Baker & Taylor Information	Collection Materials	1,031.47
16	Baker & Taylor Information	Collection Materials	2,390.23
17	Baker & Taylor Information	Collection Materials	5,671.31
18	Baker & Taylor Information	Collection Materials	280.44
19	Blackstone Audio, Inc.	Collection Materials	99.88
20	NOLS Employee	HRA Reimbursement	89.99
21	Brodart Company	Collection Materials	70.46
22	ByWater Solutions LLC	PO 55 Technology Maintenance - Aspen Support and Hosting (1-24-23 - 1-23-24) NOLS	7,500.00
23	ByWater Solutions LLC	PO 81 Machinery and Equipment - Aspen Test Server - IT	1,875.00
24	CENGAGE Learning	Collection Materials	356.73

No.	Claimant	Purpose	Amount
25	CENGAGE Learning	Collection Materials	309.99
26	CENGAGE Learning	Collection Materials	261.89
27	Center Point Large Print	Collection Materials	318.36
28	CenturyLink 300511187 FO	Communications - Voice - FO	89.41
29	CenturyLink 300561130 CB	Communications - Voice - CB	80.82
30	CenturyLink 360-681-7811 468B SQ	Communications - Voice SQ	134.69
31	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.75
32	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB/PA	2,407.60
33	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	280.48
34	City of Forks	Public Utilities - FO	111.64
35	City of Port Angeles/Dump	PO 121 Public Utilities - Solid Waste - Yard Debris - FAC	17.41
36	City of Port Angeles/Orcas Avenue	Public Utilities - PA	241.74
37	City of Port Angeles/Peabody St.	Public Utilities - PA	5,500.28
38	City of Sequim	Public Utilities - SQ	132.73
39	Clallam County Public Works Dept.	Public Utilities - CB	56.50
40	Clallam County PUD	Public Utilities - SQ	777.00
41	Clallam County PUD	Public Utilities - CB	443.00
42	Clallam County PUD	Public Utilities - FO	549.00
43	Clallam County PUD	Public Utilities - SQ	777.00
44	Clallam County Treasurer	PO 130 Investment Service Fees - Treasurer's Annual Activity Charge - NOLS	370.90
45	Co-Op Farm & Garden, The	PO 34 Groundskeeping - Ice Melt - FAC	97.90
46	Dept. of Labor & Industries	Q4 2022 L&I - NOLS	7,117.52
47	Dept. of Retirement Systems	PERS and DCP (PPE 12-31-2022) - EFT 975	43,701.00
48	Dept. of Revenue - Use/Sales Tax	December 2022 Sales & Use Tax - EFT 980	1,384.95
49	DM Disposal Company, Inc.	Public Utilities - SQ	379.52
50	DM Disposal Company, Inc.	Public Utilities - PA	211.36
51	E-Rate Expertise	PO 30 Professional Services - E-rate Consulting - C1 RFP- 12-2022 - NOLS	712.50
52	Findaway World, LLC	Collection Materials	334.50
53	Forks Chamber of Commerce, Inc.	PO 36 Membership Dues 2023 - FO	100.00
54	Hartford Retirement Plan Solutions	MMDCP 01-2023 (PPE 12-31-2022) - EFT 976	450.00
55	Health Care Authority	Medical (PPE 12-31-2022)	45,137.85
56	HealthEquity	HSA ER Contribution - January 2023	406.24
57	Hi-Tech Security, Inc.	PO 125 Repair and Maintenance - CB Fire Alarm Monitoring - FAC PO 124 Capital Improvements - CB Security System Installation - FAC	2,615.08
58	Ingram Library Services	Collection Materials	131.65
59	Ingram Library Services	Collection Materials	145.18
60	KCDA Purchasing Cooperative	PO 49 Maintenance Supplies - Cleaning Supplies - FAC	322.69
61	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	27.13
62	Midwest Tape	Collection Materials	64.43
63	Midwest Tape	Collection Materials	695.43

No.	Claimant	Purpose	Amount
64	Midwest Tape	Collection Materials	561.41
65	Miller, Shane	Cell Phone Reimbursement - Jul-Dec 2022 - IT	120.00
66	North Olympic Library System	January 2023 Revolving Fund Reimbursement (*Detail Below)	176.84
67	OCLC, Inc.	PO 61 Technology Services - Bibliographic Utility Subscription Thru 06-30-2023 - TS	2,615.58
68	Olympic Laundry & Dry Cleaners, Inc.	PO 51 Professional Services - Laundry - FAC	92.87
69	Olympic Printers, Inc.	PO 28 Program Supplies - Celebration of the Book Bags (SP)	2,481.25
70	OverDrive, Inc.	Collection Materials	271.45
71	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches PO 70 Toner - SQ	827.99
72	Port Angeles Regional Chamber of Commerce	PO 60 Dues/Memberships - Annual Membership Dues 2023 - PA	207.00
73	Public Libraries of Washington	PO 59 Dues/Memberships - 2023 Membership - Public Libraries of WA - NOLS	743.80
74	Quill Corporation	PO 65 Office Supplies - Coffee (Coffee Fund) - ADM	67.99
75	Rainbow Sweepers, Inc.	PO 52 Groundskeeping - PA Sweep Parking Lot 1-01-2023 - FAC	212.16
76	NOLS Employee	HRA Reimbursement	433.53
77	Schwiethale, Sarah	C-01 Programming - Music With Paper Tooth (SP)	650.00
78	Secretary of State	Communications - Internet - K20 Bandwidth - July 2022-June 2023 - NOLS	8,950.00
79	SHKS Architects	PO 94 Capital Construction - Basic and Supplemental Services (SQ CPA)	78,179.19
80	Sound Energy Systems	PO 107 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	832.33
81	Swains General Store, Inc.	PO 33 Maintenance Supplies - Roof and Drain Sealant - FAC	57.60
82	Swains General Store, Inc.	PO 51 Maintenance Supplies - Roof Sealer and Cleaning Supplies - FAC PO 63 Maintenance Supplies - Annex Motion Sensor Batteries - FAC	109.59
83	Swains General Store, Inc.	PO 101 Maintenance Supplies - Batteries - FAC	43.17
84	Techavanich, Kristine	Travel - Business - Mileage Reimbursement - FO	19.25
85	NOLS Employee	HRA Reimbursement	258.69
86	The Home Depot Pro	PO 50 Maintenance Supplies - Cleaning Supplies - FAC	586.57
87	The Leader	Collection Materials	84.00
88	True Value	PO 37 Maintenance Supplies - Batteries/ Screwdriver FO - FAC PO 35 Maintenance Supplies - Soap & Ice Melt - FAC	117.08
89	True Value	PO 75 Maintenance Supplies - FO Door Stop - FAC	7.05
90	NOLS Employee	HRA Reimbursement	46.77
91	United Way of Clallam County	United Way Contributions (PPE 12-31-2022)	80.00
92	United Way of Clallam County	PO 84 Programming - Aim Higher Grant Disbursement - NOLS	4,100.00

No.	Claimant	Purpose	Amount
93	University of Notre Dame	PO 23 Interlibrary Loan Fee - TS	25.00
		December 2022 Credit Card Charges paid in January	
94	US Bank	(*Detail Below)	7,085.92
95	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
96	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	360.99
97	WCIF	Vi/Li/EAP (PPE 12-31-2022)	1,390.35
98	WDH - Wave Business	Communication - Internet - IT	3,784.15
99	West Waste & Recycling	Public Utilities - FO - CB	56.43
100	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-2022) - February Coverage	6,771.96
101	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 12-31-2022)	2,228.86
102	WT COX	Collection Materials	464.95
			488,547.37

*** Detail - NOLS Revolving Fund Account -- Voucher #66**

2283	NOLS Patron	Patron Refund	36.98
2284	NOLS Patron	Patron Refund	14.99
2285	NOLS Patron	Patron Refund	21.95
2286	NOLS Patron	Patron Refund	15.00
2287	NOLS Patron	Patron Refund	16.00
2288	NOLS Patron	Patron Refund	24.99
2289	NOLS Patron	Patron Refund	15.99
2290	NOLS Patron	Patron Refund	14.99
2291	NOLS Patron	Patron Refund	15.95
			176.84

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #94**

1	8th Street Car Wash	PO 08 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00
2	8th Street Car Wash	PO 79 Vehicle Maintenance - Car Wash - FAC	3.00
3	Amazon.com	PO 87 Program Supplies - Teen Lit Bags (SP)	39.70
		PO 47 Technology Supplies	
4	Amazon.com	- Canon PIXMA TS6420a Printer - TS	81.59
5	Amazon.com	PO 76 Maintenance Supplies - Roof Seal Tape - FAC	46.37
6	Amazon.com	PO 5 Maintenance Supplies - HVAC Filters - FAC	49.74
		PO 5 Maintenance Supplies	
7	Amazon.com	- Drinking Fountain Filters - FAC	298.50
8	Amazon.com	PO 38 Maintenance Supplies - Roof Snow Guards - FAC	206.71
9	Amazon.com	PO 67 Office Supplies - File Folders - ADM	32.72
10	Amazon.com	PO 11 Toner and Ink - PA	164.15
11	Amazon.com	PO 10 Toner and Ink - PA	177.75
12	Amazon.com	PO 44 Toner and Ink - PA	185.58
13	Amazon.com	PO 40 Toner and Ink - PA	173.29
14	Amazon.com	PO 15 Machinery and Equipment - NVMe Drives - IT	341.70

No.	Claimant	Purpose	Amount
15	Amazon.com	PO 16 Machinery and Equipment - Wireless Headsets - IT	384.92
16	Amazon.com	PO 17 Technology Maintenance - Computer Fans - IT	32.40
17	Amazon.com	PO 04 Technology Maintenance - Cord Protectors - IT	32.62
18	Amazon.com	PO 32 Technology Maintenance - Computer Case Fans - IT	39.00
19	Chevron	PO 1346 Business Fuel - Pacifica - TS	50.23
20	Circle K	PO 31 Business Fuel - Transit Van - FAC	44.14
21	Costco	PO 71 Program Supplies - Teen Game Night (FOSL)	67.02
22	Costco	PO 72 Program Supplies - Teen Game Night (FOSL)	21.67
23	DialMyCalls.com	PO 97 Technology Services - Staff ER Contact System - NOLS	19.99
24	DialMyCalls.com	PO 98 Technology Services - Staff ER Contact System Credits - NOLS	100.00
25	E-Fax	PO 69 Technology Services - Online Fax Service - ADM	33.71
26	Facebook	PO 89 Program Services - Sponsored Posts (SP)	108.83
27	Facebook	PO 89 Professional Services - Recruitment Ad - NOLS	38.70
28	IKEA	PO 92 Office Supplies - Read and Return Book Bin - FO	28.21
29	Illinois Library Association	PO 86 Program Supplies - SRP Posters Bookmarks Banners (SP)	252.50
30	KCDA Purchasing Cooperative	PO 54 Copy Paper - SQ	64.78
31	KCDA Purchasing Cooperative	PO 12 Office Supplies - Book Tape - PA	18.60
32	KCDA Purchasing Cooperative	PO 12 Copy Paper - PA	72.35
33	KCDA Purchasing Cooperative	PO 42 Office Supplies - Book Tape - PA	5.32
34	KCDA Purchasing Cooperative	PO 42 Copy Paper - PA	53.94
35	Lower Elwha Food & Fuel	PO 9 Business Fuel - Westy - TS	25.44
36	Lower Elwha Food & Fuel	PO 22 Business Fuel - Pacifica - TS	41.64
37	Lower Elwha Food & Fuel	PO 39 Business Fuel - Westy - TS	25.19
38	Lower Elwha Food & Fuel	PO 1318 Equipment Fuel - FAC	24.06
39	Microsoft	PO 18 Technology Services - Microsoft Cloud Services - IT	886.22
40	NexusTek	PO 106 Technology Services - Microsoft Project Licenses - IT	110.00
41	PayPal/PayFlow	Monthly Gateway Fee	59.95
42	POS Supply Solutions	PO 43 Thermal Paper - PA	298.44
43	QFC	PO 73 Program Supplies - Solstice Week (FOSL)	27.96
44	Rite Aid	PO 68 Office Supplies - Volunteer Appreciation Chocolates - VOL	12.00
45	Safeway	PO 48 Program Supplies - Teen Advisory Board (FOSL)	12.75
46	Safeway Fuel	PO 45 Business Fuel - Pacifica - TS	32.08
47	Shell	PO 1325 Business Fuel - Pacifica - TS	60.73
48	Shell	PO 14 Business Fuel - Westy - TS	27.51
49	Shell	PO 56 Business Fuel - Westy - TS	29.12
50	Shell	PO 7 Business Fuel - Pacifica - TS	42.10
51	Shell	PO 1370 Business Fuel - Nolsy Red - FAC	38.15
52	Skagit Farmers	PO 95 Business Fuel - Nolsy White - FAC	47.77
53	Stamps.com	PO 24 Technology Services - Monthly Service Fee - TS	19.57

No.	Claimant	Purpose	Amount
54	Sticker Giant	PO 29 Program Supplies - BOB and SRP Book Labels (PAFOL)	309.88
55	Synology	PO 103 Technology Services - Cloud Storage Upgrade - IT	5.47
56	Synology	PO 105 Technology Services - Annual Cloud Storage Fee - IT	1,047.12
57	The Spanish Group	PO 90 Program Services - Spanish Translation Pub Com (SP)	25.02
58	The Spanish Group	PO 46 Professional Services - Aim Higher Grant Translation Services - NOLS	24.99
59	Tracfone*Airtime	PO 104 Communications - Branch Cell Phones - IT	92.84
60	Viking Sew & Vac	PO 1317 Maintenance Supplies - Vacuum Bags and Filter - FAC	117.14
61	Walmart	PO 88 Program Supplies - Teen Lit Bags (SP)	33.96
62	Washington State Ferries	PO 96 Business Travel - NOLS	25.20
63	Washington State Ferries	PO 96 Business Travel - NOLS	25.20
64	Zoom	PO 99 Technology Services - Zoom One Business - NOLS	217.49
65	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30
66	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30
67	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30
68	Zoom	PO 100 Technology Services - Monthly Subscriptions (4) - NOLS	16.30
			7,085.92

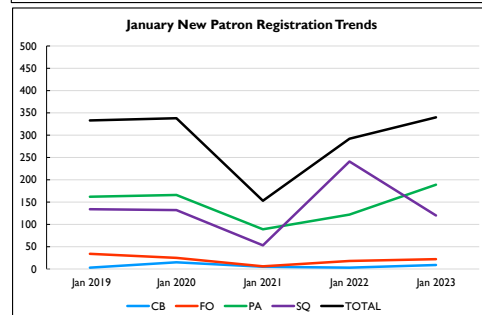
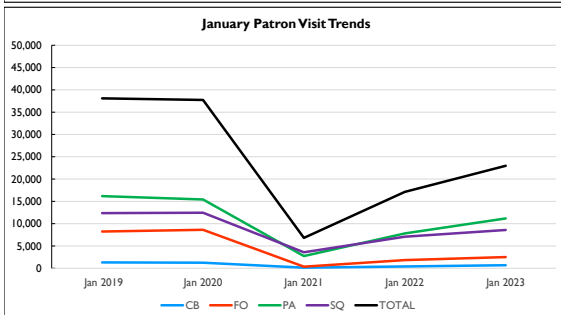
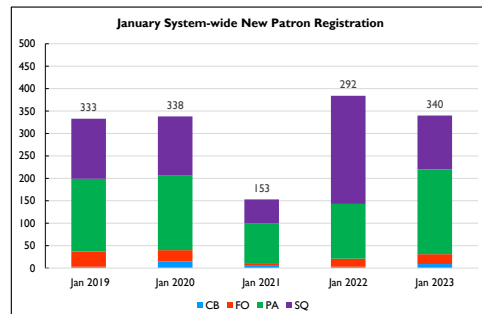
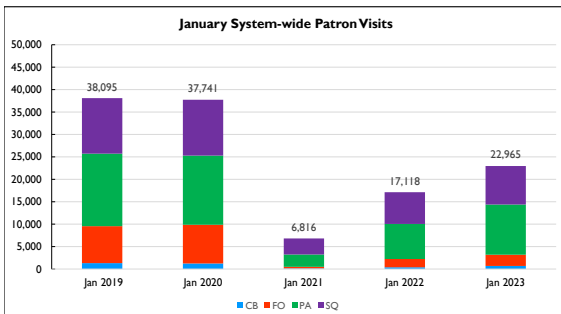
*** Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services**

EFT 974	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 12-31-22)	218,170.18
EFT 975	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 12-31-22)	43,701.00
EFT 976	Hartford Retirement Plan Solutions	MMDCP (PPE 12-31-22)	450.00
			262,321.18

Patron Visits		
	2023	% of System
Port Angeles	11,180	48.7%
Children	16%	
Sequim	8,590	37.4%
Children	5%	
Forks	2,511	10.9%
Children	6%	
Clallam Bay	684	3.0%
Children	13%	
Total	22,965	100.0%

*Door sensors count objects less than 4'7" as children.

New Patron Registration		
	2023	% of System
PA	189	55.6%
SQ	120	35.3%
FO	22	6.5%
CB	9	2.6%
Total	340	100.0%



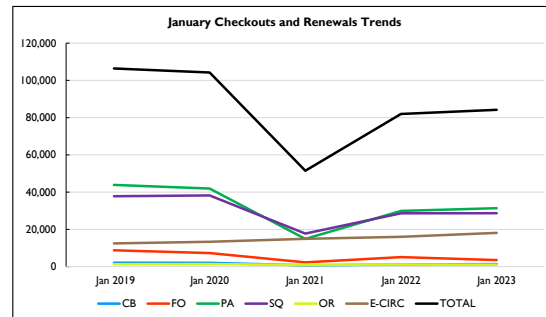
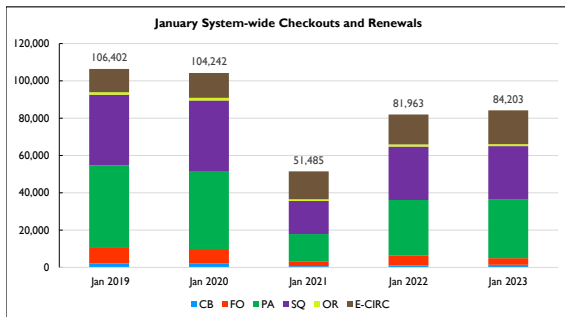
- * In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.
- * Due to COVID-19, all NOLS locations were closed in January 2021, but curbside service was offered.
- * Due to COVID-19, all NOLS facilities were only open for limited service in January 2022.
- * In January 2022, Library hours were expanded in Forks, Port Angeles and Sequim.
- * In January 2022, inclement weather caused reduced hours for one week.
- * In January 2022, a new system to count patron visits was installed at each branch.
- * Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
Port Angeles		
Checkouts	18,875	31.9%
% From Self-Check	80%	
% From Holds	25%	
Renewals	12,510	49.9%
Total	31,385	37.3%
Sequim		
Checkouts	17,583	29.7%
% From Self-Check	80%	
% From Holds	35%	
Renewals	11,108	44.3%
Total	28,691	34.1%
Forks		
Checkouts	2,847	4.8%
% From Self-Check	23%	
% From Holds	31%	
Renewals	691	2.8%
Total	3,538	4.2%
Clallam Bay		
Checkouts	725	1.2%
% From Self-Check	4%	
% From Holds	34%	
Renewals	691	2.8%
Total	1,416	1.7%
Outreach		
Checkouts	965	1.6%
% From Holds	99%	
Renewals	74	0.3%
Total	1,039	1.2%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	18,134	21.5%
Systemwide Totals		
Checkouts	59,129	
Renewals	25,074	
System Total	84,203	

Interlibrary Loan Services	
Items borrowed from other libraries	178
Items loaned to other libraries	92

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,704	15.96
SQ	6,111	18.48
FO	874	12.63
CB	243	10.14
OR	1,033	8.67
Total	12,965	16.24



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

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

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

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

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

* In January 2022, eMagazines began being offered through the Washington Anytime Library.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	28/943	46%/67%
Sequim	7/105	11%/8%
Forks	15/212	25%/15%
Clallam Bay	5/6	8%/0%
NOLS	0/0	0%/0%
Virtual	6/132	10%/9%
Total	61/1398	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	35/520	63%/82%
Sequim	0/0	0%/0%
Forks	14/78	25%/12%
Clallam Bay	7/37	13%/6%
Total	56/635	100%/100%

Proctor Exams Administered		
Port Angeles	3	100.0%
Sequim	0	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	3	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	27	5
Sequim	0	0
Forks	2.25	1
Clallam Bay	0	0
Outreach	0	0
NOLS	28.5	1
Total	58	7

Community Outreach Events		
	Events/Attendees	% of System
PA	1/12	20%/9%
SQ	0/0	0%/0%
FO	1/1	20%/1%
CB	3/123	60%/90%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	5/136	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	431
Read & Ride (Clallam Transit Buses)	0
Dolly Parton Imagination Library	1159
Library Programs & Outreach	40
Other	0
Total	1630

Outreach Delivery Services	
Home Deliveries	88
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	15

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	32	1643	1,180	17.7%
Sequim	6	724	473	37.9%
Forks	10	338	258	12.4%
Clallam Bay	5	194	223	29.3%
Total	53	2899	2134.2	19.9%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	194	90	7.2%
Sequim	2	219	72	17.2%
Forks	2	105	18	4.3%
Clallam Bay	1	27	48.5	31.9%
Total	11	545	227.8	10.2%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	7,363	57.6%
Sequim	4,101	32.1%
Forks	954	7.5%
Clallam Bay	357	2.8%
Total	12775	100.0%

Wi-Fi Access		
	# of Prints	% of System
Port Angeles	3,597	54.4%
Sequim	1,508	22.8%
Forks	1,131	17.1%
Clallam Bay	374	5.7%
Total	6,610	100.0%

Facebook Activity		
Followers		4,754
Content Published		41
Reach (unique accounts)		20,736
Reactions/Likes/Comments, etc.		1,366
Link Clicks		498

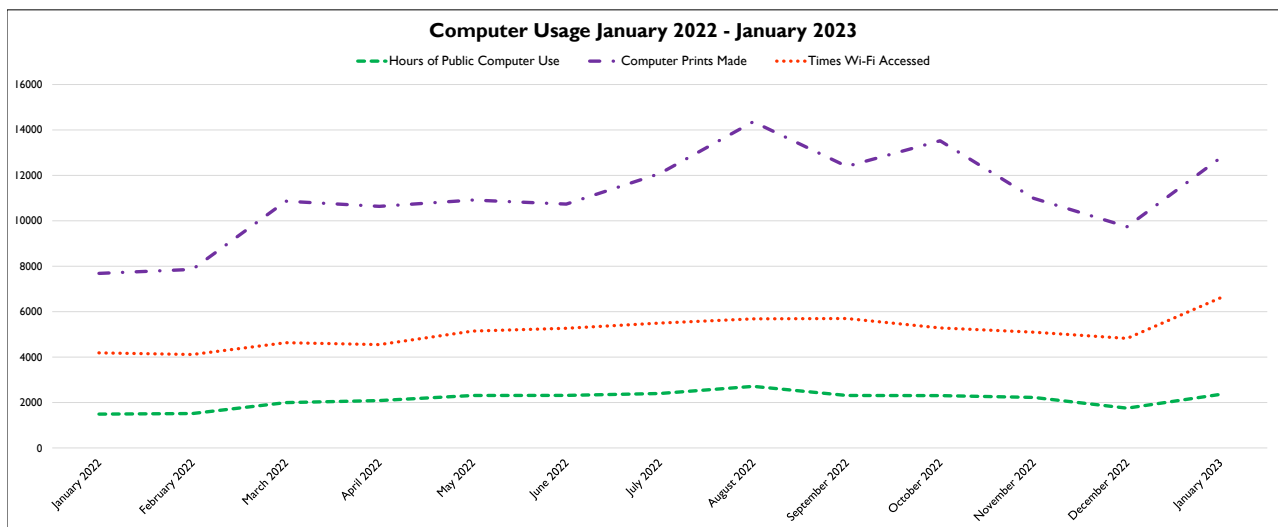
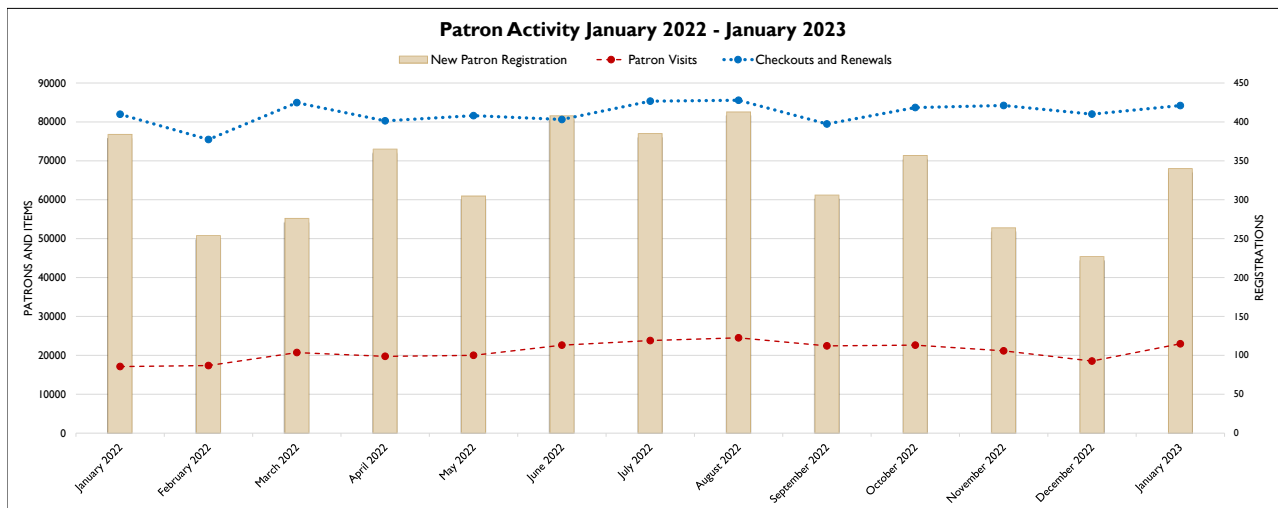
Instagram Activity		
Followers		1,267
Content Published		50
Reach (unique accounts)		4,307
Reactions/Likes/Comments, etc.		1,455

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	6
Sequim	1
Forks	0
Clallam Bay	0
Total	7

Website Visits	
From outside the Library	19,532
From inside the Library	911
Avg. # of pages visited	2

YouTube Activity	
Subscribers	347
Videos Published	3
Program Recordings	2
Views (lifetime content)	1,240
Watch Time (hours)	92

Advertising	
Ads Run	4
Reach (unique accounts)	11,500
Link Clicks	248



Significant Events During the Past 13 Months:

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 - A new system to count patron visits was installed at each branch.

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.

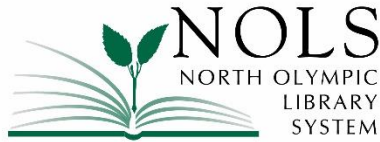
March 2022 - State and County Mask Mandate lifted

April 2022 - All branches closed for an All Staff Training Day.

May 2022 - New catalog discovery layer, Aspen, implemented.

June 2022 - NOLS begins recognizing Juneteenth with a one day closure.

December 2022 - Hours were limited at all branches for one week of December due to inclement weather.



Monthly Activity Report

Meeting Date: February 23, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for January 2023

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

In response to a statewide initiative, NOLS is partnering with United Way and their designated FAFSA/WASFA Liaison in a pilot program to provide support to prospective students and their families about assistance that is available to them. Clallam County has some of the lowest numbers of completion for financial aid applications, and this effort will hopefully bring more awareness to prospective students and their families about the assistance that is available to them through the Free Application for Federal Student Aid (FAFSA) and the Washington Application for State Financial Aid (WASFA). Workshops were presented in partnership with a Peninsula College Financial aid advisor but students and families could also meet one on one with the United Way Liaison in reserved Library meeting rooms with Library laptops available as needed throughout the month of January.

Back by popular demand, the Jigsaw Puzzle Contest was once again offered with additional sessions scheduled throughout the winter. Participants had the option of arriving with their own team or joining one on the spot and raced against other teams to be the first to complete a 500 piece puzzle. Winners received gift cards to local coffee shops (and bragging rights).



Other events during the month of January included:

- Battle of the Books discussion – 130 participants
- Kids Book Club discussion – 24 participants
- LEGO® Build It! – 58 participants
- Paper Tooth concert – 123 participants
- Maker Boxes – 6 participants
- Teen Advisory Board – 4 participants (first time in-person!)
- Olympic National Park's Perspectives Speaker Series: Lake Ozette: an ecological update with ONP Fisheries Biologist Patrick Crain – 88 participants
- Trivia Night @ NOLS: Golden Girls – 15 participants
- Second Tuesday Book Group reading *The Secret Diary of Hendrik Groen* by Hendrik Groen – 4 participants
- Wednesday Evening Book Group reading *Cloud Atlas* by David Mitchell – 8 participants
- Class Visit to Library: Peninsula College ESL – 12 participants
- Class Visit to Library: St. Mathew's Preschool – 13 participants
- Baby, Toddler, and Preschool Storytimes – 450 participants at 13 events

Staff training and professional development during the month of January included a Librarian receiving cross training in tasks such as book donation evaluation and another Librarian attending the Washington State Library's First Tuesdays webinar, No Holds Barred: Providing Library Services in the Washington State Prison System.

Sequim Branch Library

Emily Sly, Library Manager

An after-hours Friday night concert for kids and families was held in January featuring local musician Paper Tooth at the Sequim Branch. Teen Board Game & Art Night continued and Teen Advisory Board (TAB) kicked off its first in-person meeting. A small gathering of Second Saturday Book Discussion Group participants took place in-person. Along with a new once-per-month Saturday morning storytime; January's theme was hibernation.

Virtual and asynchronous programs included the Novel Conversations Book Discussion Group and Intentional Aging featuring Katherine Wiseman discussing and demonstrating the Feldenkrais Method. Youth Services Librarian Charlotte offered Outreach visits to area elementary schools promoting the library and leading book discussions for 4th grade students

participating in Battle of the Books. Emily and Older Adult Services Librarian Corrina attended a networking event at the Sequim Chamber of Commerce.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, and Public Communications.

Sequim Expansion and Renovation Project - The Sequim Project Team toured libraries in Silverdale, West Olympia and Hawks Prairie. The Team explored possibilities for a temporary library location in Sequim, and continued to work on exploring funding options and grants.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Public Service Specialist Jeremy created a DIY book display that was featured on NOLS social media pages.



- All West End staff continued to provide excellent customer service, assisted with eHelp and microfilm inquiries, created engaging displays, and assisted with various work groups and teams.

Programming:

- Youth Services Librarian Kristine fulfilled 7 Teen Lit Bags in Forks and 24 Teen Lit Bags in Clallam Bay.
- 13 attended Game Lounge in Forks and 5 in Clallam Bay.
- 3 attended Anime and Manga Club in Forks and 1 in Clallam Bay.
- 8 attended Build It in Forks and 4 in Clallam Bay.
- 3 attended the Teen Advisory Board meeting in Forks.
- 17 students participated in the Battle of the Books discussion at Forks Elementary School and 11 participated at Quileute Tribal School.
- 12 attended Bilingual Family Storytime in Forks.
- 24 total attended three Family Storytimes in Forks.
- 24 attended the Paper Tooth Concert in Forks.



Outreach & Bookmobile:

- Community Librarian Mary and Youth Services Librarian Kristine provided pop-up libraries at the Neah Secondary Schools and the Makah Senior Center, and held an after school StoryCraft activity at the Boys and Girls Club of the Makah Tribe. On this single day staff engaged with 123 community members.
- Community Librarian Mary held a pop-up library at the Quileute Senior Center.
- Community Librarian Mary held the first NOLS after-school StoryCraft activity at the Hoh Tribal Library reaching 14 individuals.

- Youth Services Librarian Kristine presented storytime to 4 classrooms (80 people) at Forks Elementary ECEAP.



Facilities Department

Brian Phillips, Facilities Manager

Facilities hit the ground running at the start of 2023. In January, work continued on the Sequim Library Expansion and Renovation Project and began on the Port Angeles Library Lighting Project. Meanwhile, a new security system was installed at the Clallam Bay Library and plans were developed for several other upcoming projects, including the final bookmobile acquisition and set-up, security improvements at all locations, fleet development, and long term planning.

Port Angeles Library: Completed routine HVAC maintenance; began lighting replacement project; reviewed ADA consulting report of findings; installed network cable for Wi-Fi transmitter; assembled new table for laminator; resealed roof drain scuppers; repaired staff door lock; replaced restroom sink drain trap; cleaned carpet spots; repaired diaper changing station strap; grouted concrete floor cracks; cleaned storms drains and rain gutters; removed graffiti; trimmed hedges.

Sequim Library: Replaced faulty restroom faucet; cleaned carpets and upholstery; replaced overhead lights; delivered catalog station from PA.

Sequim Library Project: Hired commissioning and LEED consultant; attended Children's area design meeting; received final paving report from geotechnical engineering consultant; researched energy grants; visited potential temporary location site; inventories Sequim Library furniture.

Forks Library: Removed spare table; changed overhead lights; checked fire extinguishers and emergency lights; changed drinking fountain filter; removed graffiti; installed bulletin board;

replaced outlet cover in workroom; cleaned parking lot drains; removed carpet stains; cut back ferns and cleaned-up flower beds.

Clallam Bay Library: Installed new security system; delivered armchairs taken from PA Library.

Other: Surplussed furniture; replenished supplies; disposed of yard debris; vehicle orientation for staff; replaced stolen gas cap on van; repaired two vacuum cleaners.

Outreach Delivery Services

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of January, 88 deliveries were made and 4 new patrons registered for Outreach Delivery Services. There were 1039 items checked out and/or renewed for Outreach Delivery patrons.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

January saw routine annual recurring start-of-year maintenance tasks, including SSL certificate updates; copyright notice updates on web properties; statistical benchmark resets in concert with Technical Services; updating the Do Not Call dates for telephone notifications; and other routine updates, such as holiday closures posted on the web site. Of course, we also conducted the regular ongoing tasks: routine monthly equipment updates, web maintenance, employee support, and troubleshooting. The team also continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more. We supported staff and patrons by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team, ILS Team, Social Media team, Sustainably Team, Bookmobile Team, EDI committee, All Staff Training Day committee, and the Evanced team.

January entailed more Bookmobile preparation, including a series of more in-depth training sessions, and further configuration and testing of IT systems in preparation for Bookmobile launch. These experiences included participation by IT Systems Administrator Alex Markunas at a Hoh Tribal Outreach Event (pictured right).

IT worked on more printers than usual this month. We installed a new printer for the Technical Services department to replace the old one, which had failed. Additionally, we repaired two different printers in the Administration Department. IT also recommend two different updated routes for recycling used toner and ink cartridges.



We moved staff computer equipment out of the Coffey Room in the Port Angeles Main Library and prepared tech equipment in the room for the public to use again. We also updated documentation on how to use the technical equipment in the Coffey Room.

As part of Sequim Expansion and Renovation Project planning, IT did an extensive inventory measuring all devices and tabulating additional information, such as thermal output, to deliver to architects as part of their planning process.

A new web page was created to help highlight the NOLS kits that you can check out from the library. The kits contain a variety of books about topics that can be great for families, book clubs, classrooms, and other groups. Some of the new kits include a Civics Kit and a Family Conversation Kit. Most of the kits are located in Port Angeles, but you can place a hold and have them sent to your local branch for pickup.

A few more things IT accomplished in January:

- Reviewed the configuration on all the uninterruptible power supplies (UPS) that protect the servers and network equipment, and set them up to send email alerts as needed
- Ran a series of tests of our backups by restoring them and verifying they worked, having recently made some changes to optimize them; and we also updated process documentation
- Made network and other changes to launch an Aspen catalog specifically for internal testing purposes
- Tested network ports in the Carver room and assisted with equipment testing for the AARP Tax Aide event
- As part of an internal outreach initiative, Shane spent a portion of a day working on site at the Clallam Bay Branch. The trip proved very beneficial as an opportunity to meet staff and discuss Clallam Bay IT needs in person.
- Worked on phone system upgrade planning
- Closed the Category I E-Rate RFP and began the process of evaluating and selecting a winning bid

Technical Services Department

Erin Shield, Collection Services Manager

January was business as usual with the return of on-track turnaround time for getting materials through all the back-end work. Items with holds were received, cataloged and processed within 3 working days; items without holds within 7.

1258 physical items were processed and available for customers in the month of January – a big month! 145 print materials were repaired. 121 media items were resurfaced or repaired to extend their lives. 72 physical donations were made and will be added to the collection. 760

totes were moved between NOLS' branches by the couriers, as well as 22 Outreach deliveries. Tech Services filled 178 InterLibrary Loan requests for NOLS' patrons and 92 loans out to other libraries.

Carol spend 1 hour on Health and Safety Committee. Wendy spent 3 hours on ILS Team tasks. Cindy spent 4 hours on Web Team responsibilities. Susan and Erin attended a Collection Management Team meeting. Kim spent 2 hours on All Staff Day Committee work. Adam spent 2 hours on Sustainability Team tasks. Erin attended meetings related to SQ Library building project, ILS Team, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 5 volunteers in PA, 1 in Technical Services, and 1 in Forks for a total of 57.75 system-wide volunteer hours.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- Continue to work towards refining the EDI Implementation Plan
- Equity Diversity and Inclusion Team Meeting
- All Staff Training Day planning meeting
- Management Team meetings
- Cross training with Finance Manager in preparation for John's upcoming retirement

Recruitments:

- Public Services Specialist – PA
- Shelver – PA
- Finance Manager – ADM

New Hires:

- None

Separations:

- None

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings and All Staff meeting in January.

Accounting Statistics for January:

- 102 Vouchers
- 68 Credit Card Transactions
- 9 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 67 Payroll Pays

Marketing and Communications

Karyn Bocko, Marketing Coordinator

News Releases & Articles:

- 15 News releases were sent. (An increase due to the continuation of many programs into the new year.)
 - 9 extended and ongoing programs
 - 4 new programs
 - 1 facilities project: LED lighting
 - 1 collection item: Family Conversation Kits
- An “On and Off the Shelf” article: Sequim Branch staff favorite reads from 2022.

Print Collateral:

- Flyers to promote programs.
- Public signage for the LED lighting project.

Email Marketing:

- Researching vendors for email marketing services and seeking feedback from their customers.

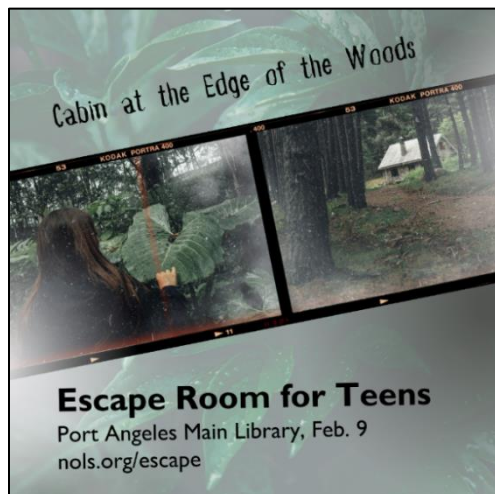
Partner Marketing:

- United Way of Clallam County student financial aid workshops.

Social Media:

- Posted 100 pieces of content across Facebook, Instagram, and YouTube.

- Analyzed reports and identified a need to increase followers who identify as male. In January, more than 85% of NOLS followers identify as female on both Facebook and Instagram.
- Also identified a need to increase West End engagement. Followers from Forks account for 4.6% on Facebook and 2.2% on Instagram.
- January's top posts on Facebook and Instagram were:
 - Escape Room for Teens event promotion, posted on January 28, with 4,924 reach and 307 engagements. This post reached 718% more unique accounts than our median post.
 - Dolly Parton's Imagination Library posted on Dolly's birthday, January 19, with photos of a child reading a new book. Across platforms and shares, this post received 152 reactions, which is 1,420% more than our median post of 10 reactions. It also received 37 comments, the highest on a post this month.



Public Service Director's Report

Meghan Sullivan, Public Services Director

- Attended monthly Washington State Libraries Deputy/Assistant Director Meeting
- Attended monthly Youth Leaders Meeting sponsored by the Washington State Library
- Attended Online Tracking (Beanstack) Grant Year One Meet Up for Washington State Libraries
- Participated in a Co-Designing for Trust Library Workshop sponsored by the University of Washington iSchool
- Assisted with the coordination of AARP Tax Aide at the Port Angeles Main Library
- Participated in Bookmobile Service Project activities including Project Team meetings, identifying 2023 Capital Budget Requests, ILS Configuration meetings
- Participated in Sequim Expansion and Renovation Project activities including meetings with SKHS Architects; fundraising and marketing meetings; tours of the Silverdale Library (KRL), West Olympia Library (TRL), and Hawks Prairie Library (TRL); and tour of a potential Sequim Library temporary location
- Participated in activities for the 2023 Capital Budget and Work Plans
- Participated in planning activities for the PA LED Lighting Project
- Participated in recruitment activities for Public Services Specialist (PA) and Shelver (PA)
- Site Visits to Clallam Bay, Forks, and Sequim Libraries
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Health & Safety Team, ILS Team, Beanstack Team, Programming Team, Collection Management Team, Port Angeles Staff, and One-on-One meetings

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Preparing 2023 Capital Budget
- Preparing end/start of year budget reconciliation
- Sequim Library Expansion and Renovation Project
 - Architect meetings focused on children's area
 - Equipment and furniture inventory
 - Fundraising and Grant meetings
 - Tours of other libraries of similar size and scope
 - Locating temporary location to lease during construction
- Attended Uptown Arts District meeting
- Attended West Sound STEM Leadership Team meeting
- Attended meeting with Field Hall Executive Director
- Routine Branch Manager and Management Team Meetings



Customer Comments

January 2023

The following comments were received by the Library during the months of January 2023. 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 VIA COMMENT CARD IN PORT ANGELES

Comment:

Hello!

I just wanted to say thank you for offering Ancestry.com as a free resource for the public. I've been making heavy use of it in my research and it's been a wonderful help! Recently I found out a relative of mine fought in the Civil War and I've been trying to find out more about his service. I was wondering if adding other genealogical resources would be possible? Whenever I search for historical records a site called Fold3 shows up, and apparently it's run by Ancestry. As far as I can find out, ProQuest offers a library edition of Fold3 but our library logins don't work for the site.

Any help would be greatly appreciated!

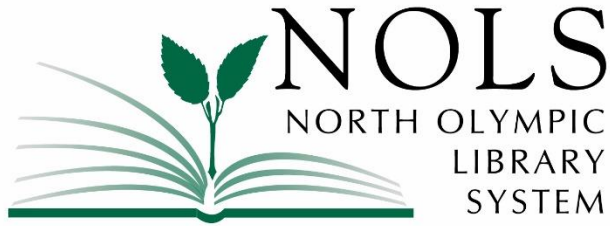
Thank you all so much for everything!

Response:

I'm happy to hear the free access NOLS provides to Ancestry.com has been useful! It sounds like you've found some neat information.

NOLS has a team of staff that regularly review the online resources the Library offers, based on need, use and cost. Fold3 isn't currently a service the Library offers, but I'll share the suggestion with NOLS staff. If it gets added at a later date, we'll let you know.

Other online genealogical resources that NOLS currently offers can be found at www.nols.org/genealogy-obituaries.



Highlight Log

January 2023

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

1/03/2023 – Port Angeles

After helping a patron with eAudiobook questions via email, received this as part of the reply:

"All the audiobooks are such a blessing - as is our wonderful library!"

All the audiobook formats are so important, especially to patrons like this one, who identified themselves as visually disabled.

1/07/2023 – Sequim

A patron was browsing nonfiction while our first indoor storytime was going on, and he said how wonderful it is that we're able to do that for the kids.

1/14/2023 – Port Angeles

I received a phone call at the PA back desk from a patron who had just participated in the PA Puzzle Contest program earlier that day. They called to ask when the next Puzzle Contest was being held and to express their thanks for NOLS hosting the program. They went to the program by themselves and were paired with people they had not met before. Apparently, this group won the contest on Saturday and a few of the team had only met at the November Puzzle Contest where they also won. The patron expressed their thanks for bringing people together in such a fun way.

1/19/2023 – NOLS

A few Outreach Delivery patrons have called to praise their recent book selections! Shout out to Corrina and Adrienne who have been providing a lot of selecting support for these patrons. They are very happy, thank you so much!

1/20/2023 – Port Angeles

A patron on the phone, inquiring how best to allow someone else to pick up a hold for him, asked if I was the manager. He said to make sure to tell the Manager they are doing a "bang up" job!!

1/23/2023 – Port Angeles

Just finished a rove and it was so awesome to see the large number of people using the library today - a couple of families doing schoolwork and work at the same table(s). Study rooms in use, tutors with students, a group of kids playing a game using library books. There are people reading in alcoves, and the Carver Room is full of people.

1/24/2023 – Port Angeles

After Preschool storytime on Tuesday morning, two families ended up staying in the Children's section for several hours as the kids played trains, drew and wrote on the scratch paper from near the catalog computer, and looked at books. I overheard one mom ask the other if she is also a full-time stay at home mom and then asked if she wanted to get together again. They exchanged phone numbers. Great to see connections being made after storytime between kids AND adults!

1/26/2023 – Port Angeles

Talking to a patron in the stacks, she said it must be a requirement to be nice to work in a library. She usually frequents Sequim (3 days/week) and is amazed that everyone there and in PA she has encountered are always nice.

1/26/2023 – Port Angeles

A patron came up to report that she had decimated the Living Room display on tea-- she said she was writing an article for her group's newsletter on the topic, and was excited to come back later in the week to see what new items appeared.

1/26/2023 – Port Angeles

ALL of the new Family Conversation Kits have been checked out! A patron came up to the YS desk asking where to find them and luckily the final kit left on the shelf was the topic they were excited to check out. Thanks and kudos to all who helped work on these kits!

1/26/2023 – Forks

A patron approached staff at the circulation desk and told us how impressed she was with how clean and neat the shelves were. She said that she has been meaning to let the staff know for a while.

1/30/2023 – Port Angeles

A patron came in to pick up Playaways they requested over the phone. They said Laureen helped them, and sang her praises! Way to go, Laureen!