



Board of Trustees Regular Meeting
Thursday, March 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 February 23, 2023
Approval of minutes for special meeting of March 2, 2023
4. Communications
5. Public Comments
6. Presentation – Overview of NOLS Website by NOLS Web Team
7. Financial Reports: February 2023
8. Approval of Vouchers: February 2023

9. Unfinished Business
 - None
10. New Business
 - N.1. Overview of changes made to the Monthly Statistics Report
 - N.2. Verbal update of the Fatbeam Contract and impact on the Sequim Branch Library
11. Reports
 - R.1. Monthly Statistics Reports: February 2023
 - R.2. Monthly Activity Reports: February 2023
 - R.3. Customer Comments: February 2023
 - R.4. Highlight Log: February 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, April 27, 2023
15. Agenda items for next meeting
16. Adjournment

Upcoming Board meetings

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

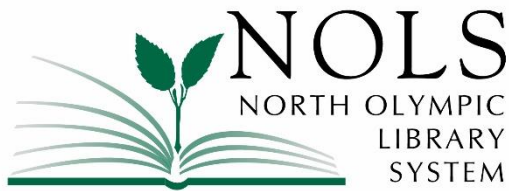
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 2pm via Zoom.

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, February 23, 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 West End Library Manager Troi Gale. Guests present: Amy Hough.
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 January 26, 2023
Motion by Ms. Pelikan to approve the minutes from the January 26, 2023 regular meeting. Motion seconded by Mr. Miller. Motion carried.
4. Communications
None
5. Public Comments
6. Presentation – Equity, Diversity & Inclusion (EDI) Implementation Plan by NOLS EDI Team
7. Financial reports: January 2023
The financial reports for January 2023 were accepted as presented.
8. Approval of vouchers: January 2023
Motion by Ms. Pelikan to approve the January 2023 vouchers, numbered #1 through #102, in the amount of \$448,547.37. Motion seconded by Mr. Miller. Motion carried.
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
All reports were accepted as presented.

12. Public Comments

13. Trustee comments

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

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

15. Agenda items for next meeting

Presentation on the NOLS Website by NOLS Web Team

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:10pm

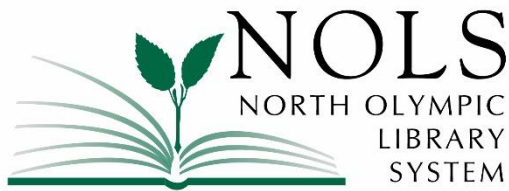
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Board of Trustees Special Meeting
Thursday, March 2, 2023 6:00pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 6:00 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, West End Library Manager Troi Gale, and Public Service Lead Jennifer Smathers.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as amended to include Resolution 23-03-03 under New Business. Motion seconded by Ms. Ross. Motion carried.
3. Public Comments
4. New Business
 - N.1. Approval of contract between NOLS and Fatbeam LLC for network services
Motion by Ms. Pelikan to approve the contract between NOLS and Fatbeam LLC for network services. Motion seconded by Ms. Ross. Motion carried.
 - N.2. Approval of Resolution 23-03-03: Signature Authority for Safe Deposit Box
Motion by Mr. Miller to adopt Resolution 23-03-03 authorizing staff access to Library safe deposit box. Motion seconded by Ms. Ross. Motion carried.
5. Adjournment
There being no further business, the meeting was adjourned by the Chair at 6:22pm

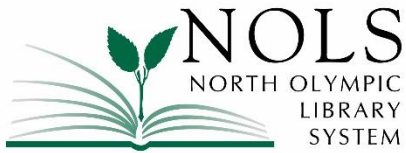
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NOLS Mission Statement
Adopted 11/22/16

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Chair

Board Secretary



Staff Report

Meeting Date: March 23, 2023
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for February 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 \$25,000 donation from the Friends of Sequim Library. Thank you Friends! There is also a \$2,000 donation designated to the Sequim Future Library from the Ben & Myrtle Walking Memorial Trust.

Other Miscellaneous Revenue includes \$76,010 from the State of Washington for an ARPA grant that was awarded in 2022 to go towards Bookmobile costs.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$276,849 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in February are \$355,686.

Of the \$276,849 in electronic transfers, \$366 was paid to the DOR for Sales and Use Tax (Voucher 138).

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



Revenue Report

February 28, 2023

Operating Revenue				2/12ths is	16.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	93,391	104,841	4,560,159	2.2
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	11,955	483	1,009	10,946	8.4
Library Fees	10,000	1,888	4,100	5,900	41.0
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	34,241	34,241	185,759	15.6
Investment Interest (net of fees)	-	-	-	-	-
Facilities Leases (Short Term)	1,800	88	210	1,590	11.7
Private Grants and Donations	163,500	27,055	109,800	53,700	67.2
Other Miscellaneous Revenue	52,200	81,075	82,112	(29,912)	157.3
Total Miscellaneous Revenues	437,500	142,459	226,363	211,137	51.7
Nonrevenues (excise taxes)	750	47	97	653	13.0
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	6,039,685	238,267	336,411	5,703,274	5.6

Capital Revenue					
Timber Revenues (received in 2023)	-	43,479	61,295	-	-
Total Capital Revenue	-	43,479	61,295	-	-

Grand Total Revenues	281,746	397,706			
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Expenditure Report

February 28, 2023

				2/12ths is	16.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	239,945	468,071	2,670,470	14.9
Benefits	1,323,588	95,742	195,358	1,128,230	14.8
Total Personnel	4,462,129	335,686	663,429	3,798,700	14.9
<i>Supplies</i>					
Supplies, Office and Operating	108,275	8,484	15,199	93,076	14.0
Fuel	19,300	613	1,101	18,199	5.7
Merchandise for resale	1,800	-	-	1,800	0.0
Collection Materials	480,000	12,304	29,861	450,139	6.2
Small Tools/Equip (<\$200)	1,450	-	-	1,450	0.0
Total Supplies	610,825	21,401	46,161	564,664	7.6
<i>Services</i>					
Professional Services	400,539	15,825	30,963	369,576	7.7
Communication	156,072	8,404	25,678	130,395	16.5
Travel	24,300	2,110	2,207	22,093	9.1
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	7,131	16,385	79,715	17.0
Repair and Maintenance	145,710	4,472	13,960	131,750	9.6
Miscellaneous Services	13,245	123	1,174	12,071	8.9
Total Services	965,181	38,064	90,366	874,815	9.4
<i>Intergovernmental Services</i>	<i>800</i>	<i>36</i>	<i>61</i>	<i>739</i>	<i>7.6</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>750</i>	<i>51</i>	<i>94</i>	<i>656</i>	<i>12.5</i>
Total Operating Expenditures	6,039,685	395,237	800,110	5,239,575	13.2

(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	74,231	75,333	112,567	40.1
Other Improvements	72,050	-	2,263	69,787	3.1
Machinery & Equipment	286,775	1,160	3,793	282,982	1.3
Construction of Capital Assets	-	37,046	115,225	(115,225)	0.0
Total Capital Outlays	546,725	112,437	196,614	350,111	36.0
Grand Total All Expenditures	6,586,410	507,674	996,724	5,589,686	15.1



Account Balances

February 28, 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⁾	1,200,828	-	119,489	-	1,320,317
Operating Reserve ⁽³⁾	574,077	-	-	-	574,077
PA Capital Reserve ⁽⁴⁾	457,336	-	-	-	457,336
Sequim Capital Project Acct. ⁽⁴⁾	1,660,106	-	4,173	40,911	1,623,368
Capital Budget - 2023 ⁽⁴⁾	318,327	-	-	75,391	242,936
<i>Total Board Designated Accounts</i>	5,517,693	-	123,662	116,303	5,525,053
<i>Grants and Donations</i>					
NOLS Donations Fund	85,005	-	-	-	85,005
NOLS Materials Fund	14,584	-	-	-	14,584
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	22,970	-	-	2,120	20,850
Port Angeles Donations Fund	7,736	-	1	-	7,737
Port Angeles Friends Donations	26,835	-	-	373	26,462
Sequim Donations Fund	53,952	-	20	-	53,972
Sequim Friends Donations	666	-	25,000	90	25,576
Forks Donations Fund	1,977	-	8	-	1,984
Forks Friends Donations	2,245	-	-	46	2,199
Clallam Bay Donations Fund	6,806	-	1	-	6,806
Clallam Bay Friends Donations	1,776	-	-	27	1,749
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	471,293	-	2,025	-	473,318
Bookmobile Donations	1,385	-	-	-	1,385
<i>Total Grants and Donations</i>	752,578	-	27,055	2,657	776,976
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,272,933	-	150,717	118,959	6,304,690
<i>Undesignated Cash Operating Funds</i>	2,542,439	(257,686)			2,284,753
Total WA State Local Investment Pool	8,815,372	(257,686)	150,717	118,959	8,589,443

Notes:

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



Account Balances

February 28, 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	9,794,868	(257,686)	150,717	118,959	9,568,940
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	39	39	6,000
Payroll Account (US Bank 1301)	200	276,849	-	276,849	200
Merchant Account (FF 7401)	1,000	(892)	1,022	130	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	275,957	1,061	277,018	7,650
Total Cash	7,650	275,957	1,061	277,018	7,650
Total Cash and Investments	9,802,518	18,271	151,778	395,978	9,576,590

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR FEBRUARY 2023

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
	103 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-2023) - EFT 979	230,083.82	
	133 NOLS Employee	HRA Reimbursement	229.02	
	135 NOLS Employee	HRA Reimbursement	336.54	
	137 Dept. of Retirement Systems	PERS and DCP (PPE 01-31-2023) - EFT 980	45,950.07	
	143 NOLS Employee	HRA Reimbursement	1,750.00	
	145 NOLS Employee	HRA Reimbursement	170.59	
	147 Hartford Retirement Plan Solutions	MMDCP 02-2023 (PPE 01-31-2023) - EFT 981	450.00	
	148 Health Care Authority	Medical (PPE 01-31-2023)	45,137.85	
	149 HealthEquity	HSA ER Contribution - February 2023	406.24	
	174 NOLS Employee	HRA Reimbursement	433.53	
	185 NOLS Employee	HRA Reimbursement	46.77	
	186 United Way of Clallam County	United Way Contributions (PPE 01-31-2023)	335.00	
	191 WCIF	Vi/Li/EAP (PPE 01-31-2023)	1,390.35	
	194 WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-2023) - March Coverage	6,641.73	
	195 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 01-31-2023)	2,324.55	335,686.06
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
	154 KCDA Purchasing Cooperative	PO 156 Maintenance Supplies - Cleaning Supplies - FAC	1,476.32	
	165 Pacific Office Equipment, Inc.	PO 82, 85, 159 Toner - SQ	907.10	
	166 Pacific Office Equipment, Inc.	PO 243 Office Supplies - Stamp Ink - ADM	7.14	
	169 PermaCard	PO 172 Operating Supplies - Overdue Notice Forms - TS	482.13	
	171 Quill Corporation	PO 123 Office Supplies - Book Tape - SQ	74.63	
	172 Quill Corporation	PO 147 Office Supplies - Coffee (Coffee Fund) - ADM PO 127 Office Supplies - 1099 Forms - ADM	120.85	
	178 Swains General Store, Inc.	PO 176 Maintenance Supplies - Ice Melt - FAC PO 197 Maintenance Supplies - Electrical Parts - FAC	111.23	
	179 Tacoma Rubber Stamp	PO 169 Office Supplies - Nametags - NOLS	281.85	
	182 The Home Depot Pro	PO 157 Maintenance Supplies - Cleaning Supplies - FAC	774.91	
	183 Thurman Supply	PO 198 Maintenance Supplies - Light Switch - FAC	19.78	
	184 True Value	PO 170 Maintenance Supplies - Cleaning Supplies - FAC PO 183 Maintenance Supplies - Hardware - FAC	18.20	
	CC 6 Amazon.com	PO 128 Toner and Ink - TS	87.02	
	CC 7 Amazon.com	PO 112 Office Supplies - 1099 Forms - ADM	59.17	
	CC 9 Amazon.com	PO 112 Office Supplies - 1099 Forms - ADM	(44.03)	
	CC 10 Amazon.com	PO 142 Office Supplies - Sound Machine - FO	29.17	
	CC 11 Amazon.com	PO 142 Office Supplies - Cane Holders and Blade Scrapers - FO	16.48	
	CC 12 Amazon.com	PO 142 Office Supplies - Stanchions - FO	93.18	
	CC 13 Amazon.com	PO 77 Maintenance Supplies - Drug Residue Clean Up Kit - FAC	57.77	
	CC 14 Amazon.com	PO 144 Maintenance Supplies - Electronics Cleaner - FAC	22.18	
	CC 15 Amazon.com	PO 144 Maintenance Supplies - Mechanical Parts Lubricant - FAC	66.20	

Category	Claimant	Purpose	Amount	Subtotal
CC 16	Amazon.com	PO 150 Maintenance Supplies - Trimmer Parts - FAC	33.73	
CC 54	Ink Technologies	PO 167 Toner and Ink - ADM	55.43	
CC 55	Ink Technologies	PO 168 Toner and Ink - ADM	55.43	
CC 57	KCDA Purchasing Cooperative	PO 159 Copy Paper - SQ	58.69	
CC 58	KCDA Purchasing Cooperative	PO 74 Office Supplies - Markers - PA	28.48	
CC 59	KCDA Purchasing Cooperative	PO 74 Copy Paper - PA	33.64	
CC 60	KCDA Purchasing Cooperative	PO 115 Office Supplies - Push Pins - PA	0.65	
CC 61	KCDA Purchasing Cooperative	PO 115 Copy Paper - PA	84.85	
CC 62	KCDA Purchasing Cooperative	PO 137 Copy Paper - PA	53.94	
CC 73	Parts Warehouse	PO 201 Maintenance Supplies - Vacuum Parts - FAC	27.97	
CC 78	Pump Agents	PO 202 Maintenance Supplies - Wet Vac Pump Replacement - FAC	317.37	
CC 79	Quill Corporation	PO 143 Office Supplies - Pens and Binder Clips - FO	88.92	
CC 80	Quill Corporation	PO 143 Toner and Ink - FO	731.34	
CC 91	Smartsign	PO 204 Maintenance Supplies - PA Parking Lot Signs - FAC	100.43	
CC 103	Walmart	PO 161 Office Supplies - Ziploc Bags - SQ	9.45	6,341.60
<u>PROGRAM SUPPLIES</u>				
155	McGrew, Charlotte	PO 178 Program Supplies - Teen Game Night (FOSL)	9.99	
162	Olympic Printers, Inc.	PO 28 Program Supplies - Celebration of the Book Bags (SP)	218.35	
CC 8	Amazon.com	PO 78 Program Supplies - Puzzle Program (PAFOL)	29.53	
CC 17	Amazon.com	PO 211 Program Supplies - Teen Lit Bags (SP)	56.00	
CC 18	Amazon.com	PO 57 Program Supplies - Outreach (FOFOL)	19.52	
CC 19	Amazon.com	PO 57 Program Supplies - Outreach (FOFOL)	8.68	
CC 20	Amazon.com	PO 57 Program Supplies - Outreach (FOFOL)	(8.68)	
CC 28	Blackbird Coffehouse, The	PO 80 Program Supplies - Gift Cards for Puzzle Contest (PAFOL)	40.00	
CC 32	Chicago Books and Journals	PO 91 Program Supplies - Bookmarks (PAFOL)	100.92	
CC 36	Costco	PO 175 Program Supplies - Teen Board Game Night (FOSL)	21.67	
CC 37	Costco	PO 212 Program Supplies - Tween Book Club (PAFOL)	9.99	
CC 48	First Book Marketplace	PO 136 Program Supplies - SRP Giveaway Books (SP)	872.14	
CC 49	First Book Marketplace	PO 209 Program Supplies - Kids Book Club (PAFOL)	142.80	
CC 50	First Book Marketplace	PO 213 Program Supplies - SRP Prize Books (SP)	517.29	
CC 68	Michael's Store	PO 108 Program Supplies - Friendship Cards (CBFOL/FOFOL)	53.84	
CC 76	Prix Brix	PO 129 Program Supplies - Teen Maker Boxes (PAFOL)	49.96	
CC 104	Walmart	PO 210 Program Supplies - Teen Lit Bags (SP)	33.88	
CC 105	Walmart	PO 241 Program Supplies - Book Display Supplies (FOSL)	20.72	
CC 106	Walmart	PO 242 Program Supplies - Book Discussion Group Supplies (FOSL)	37.56	2,234.16
<u>FUEL</u>				
CC 22	Arco	PO 126 Business Fuel - Chevy Van - TS	22.00	
CC 29	Chevron	PO 64 Business Fuel - Pacifica - TS	35.34	
CC 30	Chevron	PO 93 Business Fuel - Pacifica - TS	50.98	
CC 31	Chevron	PO 138 Business Fuel - Pacifica - TS	47.39	
CC 34	Circle K	PO 192 Business Fuel - Transit Van - FAC	51.82	
CC 35	Circle K	PO 208 Business Fuel - Nolsy Red - FAC	45.64	

Category	Claimant	Purpose	Amount	Subtotal
CC 45	Exxon Mobil	PO 110 Business Fuel - Pacifica - TS	34.05	
CC 64	Lower Elwha Food & Fuel	PO 83 Business Fuel - Westy - TS	25.16	
CC 65	Lower Elwha Food & Fuel	PO 134 Business Fuel - Westy - TS	26.74	
CC 66	Lower Elwha Food & Fuel	PO 154 Business Fuel - Westy - TS	26.96	
CC 83	Shell	PO 62 Business Fuel - Westy - TS	28.27	
CC 84	Shell	PO 102 Business Fuel - Westy - TS	30.85	
CC 85	Shell	PO 109 Business Fuel - Westy - TS	29.33	
CC 86	Shell	PO 135 Business Fuel - Westy - TS	30.10	
CC 87	Shell	PO 158 Business Fuel - Westy - TS	29.57	
CC 88	Shell	PO 235 Business Fuel - Nolsy White - FAC	59.76	
CC 89	Shell	PO 146 Business Fuel - Nolsy White - FAC	38.67	612.63
<u>COLLECTION MATERIALS</u>				
106	Amazon.com	Collection Materials	309.71	
107	Amazon.com	Collection Materials	56.54	
110	Baker & Taylor Entertainment	Collection Materials	751.97	
111	Baker & Taylor Entertainment	Collection Materials	333.55	
112	Baker & Taylor Information	Collection Materials	3,904.03	
113	Baker & Taylor Information	Collection Materials	1,514.74	
114	Baker & Taylor Information	Collection Materials	1,161.66	
115	Birchbark Books	Collection Materials	25.45	
116	Blackstone Audio, Inc.	Collection Materials	54.94	
117	CENGAGE Learning	Collection Materials	254.71	
118	CENGAGE Learning	Collection Materials	670.81	
119	Center Point Large Print	Collection Materials	30.71	
138	Dept. of Revenue - Use/Sales Tax	January 2023 Sales & Use Tax - EFT 983	36.81	
150	Ingram Library Services	Collection Materials	256.39	
151	Ingram Library Services	Collection Materials	281.48	
156	Midwest Tape	Collection Materials	282.50	
157	Midwest Tape	Collection Materials	696.06	
163	OverDrive, Inc.	Collection Materials	141.00	
164	OverDrive, Inc.	Collection Materials	895.12	
167	Peninsula Daily News	Collection Materials	176.80	
168	Peninsula Daily News	Collection Materials	176.80	
170	Playaway Products LLC	Collection Materials	146.85	
196	WT COX	Collection Materials	20.00	
CC 21	Arcadia Publishing	PO 58 Collection Materials	71.79	
CC 33	Chicago Books and Journals	Collection Materials	53.23	12,303.65
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
104	ADP, LLC	Payroll Services - Payroll Processing (PPE 12-31-2022) - NOLS	823.41	
105	Alliance 2020 Inc	PO 153 Professional Services - Background Checks - NOLS	97.68	
131	Clarkson, Joanne	CO 02 Programming - Introduction to Tarot (SP)	260.00	
132	Common Great LLC	PO 193 Professional Services - Capital Campaign Strategy Consultant - SQ	3,000.00	
134	DeCou, Kristin	C-03 Programming - Intentional Aging - Organizing Your Space (SP)	65.00	
138	Dept. of Revenue - Use/Sales Tax	January 2023 Sales & Use Tax - EFT 983	112.87	

Category	Claimant	Purpose	Amount	Subtotal
141	E-Rate Expertise	PO 184 Professional Services - E Rate Services - December Services - NOLS	487.50	
146	Haggard & Ganson LLP	PO 149 Legal Services - Employee File Subpoena & Retirement Reviews - ADM	220.00	
159	OCLC, Inc.	PO 163 Technology Services - Bibliographic Utility Subscription - TS	2,615.58	
161	Olympic Laundry & Dry Cleaners, Inc.	PO 221 Professional Services - Laundry - FAC	207.33	
177	Summit Law Group	PO 224 Professional Services - Review Subpoena - ADM	195.00	
187	United Way of Clallam County	PO 215 Programming - Aim Higher Grant Disbursement - NOLS	4,100.00	
CC 24	Association of Washington Cities	PO 238 Professional Services - Finance Manager Job Posting - ADM	200.00	
CC 40	DialMyCalls.com	PO 240 Technology Services - Emergency Contact System - NOLS	19.99	
CC 41	DocuSign	PO 111 Technology Services - Digital Signature Services - ADM	326.40	
CC 43	eFax Corporate	PO 113 Technology Services - HR Confidential Fax - ADM	33.71	
CC 46	Facebook	PO 218 Professional Services - Programing Sponsored Ads (SP)	72.57	
CC 47	Facebook	PO 218 Professional Services - Recruitment Advertising - NOLS	50.00	
CC 51	GoDaddy.com	PO 119 Technology Services - Wildcard Certification Renewal - IT	449.99	
CC 56	Joint Conference of Librarians of Color	PO 226 Training - JCLC Registration - NOLS	630.00	
CC 63	Library Journals	PO 217 Training - Library Marketing Course - NOLS	90.24	
CC 69	Microsoft	PO 116 Technology Services - Microsoft Cloud Service - IT	886.22	
CC 71	NexusTek	PO 248 Technology Services - Microsoft Project Licenses - IT	110.00	
CC 72	NexusTek	PO 247 Technology Services - Reconfigure Microsoft Project 365 - IT	92.50	
CC 74	PayPal/PayFlow	Monthly Gateway Fee	59.95	
CC 77	Public Libraries of Washington	PO 239 Training - PLW Directors Retreat - ADM	75.00	
CC 92	Stamps.com	PO 131 Technology Services - Monthly Service Fee - TS	19.57	
CC 96	The Spanish Group	PO 219 Program Services - Translation Services Pub Com (SP)	24.99	
CC 97	The Spanish Group	PO 220 Professional Services - Translation UWAY AIM Program Materials - NOLS	46.98	
CC 102	UpdraftPlus	PO 117 Technology Services - Cloud Storage - IT	10.00	
CC 108	WP Mail SMTP	PO 118 Technology Services - WordPress Plugin Renewal - IT	49.00	
CC 110	Zoom	PO 237 Technology Services - Monthly Subscriptions - NOLS	190.66	15,622.14
<u>COMMUNICATIONS</u>				
108	Angeles Communications	Communications - VOIP	903.04	
120	CenturyLink 300511187 FO	Communications - Voice - FO	182.72	
121	CenturyLink 300561130 CB	Communications - Voice - CB	80.82	
122	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	134.69	
123	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	73.39	
124	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB/PA	2,407.60	

Category	Claimant	Purpose	Amount	Subtotal
189	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
190	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	373.62	
192	WDH - Wave Business	Communication - Internet - IT	3,784.15	
CC 93	Stamps.com	PO 140 Postage	250.00	
CC 98	Tracfone*Airtime	PO 246 Communications - Branch Cell Phones - IT	93.64	8,403.70
<u>TRAVEL</u>				
142	Givins, Mary	Travel - Training - JCLC Conference Travel - NOLS	287.22	
144	Glaude, Noah	Travel - Business - Mileage Reimbursement - ADM	213.33	
155	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	63.67	
CC 3	Ace Parking	PO 232 Training - PLW Director's Retreat - Travel - ADM	90.00	
CC 4	Alaska Airlines	PO 227 Training - JCLC Registration - Travel - NOLS	397.79	
CC 23	Asean Street Food	PO 234 Training - PLW Director's Retreat - Travel - ADM	35.41	
CC 38	Crowne Plaza Hotel	PO 232 Training - PLW Director's Retreat - Travel - ADM	436.28	
CC 39	Daisy Dukes	PO 205 Training - ALA Conference - Travel - NOLS	14.80	
CC 42	Dolphin Beach Resort	PO 228 Training - JCLC Registration - Travel - NOLS	258.77	
CC 44	Express Japan	PO 236 Training - Library Tours - ADM	28.23	
CC 52	Guys Food Store	PO 205 Training - ALA Conference - Travel - NOLS	12.85	
CC 53	Hot Bennies	PO 205 Training - ALA Conference - Travel - NOLS	9.54	
CC 67	Lyft	PO 206 Training - ALA Conference - Travel - Transportation - NOLS	55.14	
CC 75	Pei Wei	PO 205 Training - ALA Conference - Travel - NOLS	12.21	
CC 81	Royal House New Orleans	PO 205 Training - ALA Conference - Travel - NOLS	18.22	
CC 82	Sea Roast Coffee	PO 205 Training - ALA Conference - Travel - NOLS	8.64	
CC 94	Starbucks Coffee Company	PO 205 Training - ALA Conference - Travel - NOLS	15.00	
CC 95	Subway	PO 205 Training - ALA Conference - Travel - NOLS	19.19	
CC 99	Uber Eats	PO 205 Training - ALA Conference - Travel - NOLS	22.27	
CC 100	Uber Eats	PO 205 Training - ALA Conference - Travel - NOLS	57.23	
CC 101	Uber Eats	PO 205 Training - ALA Conference - Travel - NOLS	3.00	
CC 107	Washington State Ferries	PO 233 Training - PLW Director's Retreat - Travel - ADM	17.20	
CC 109	Zaika	PO 234 Training - PLW Director's Retreat - Travel - ADM	34.16	2,110.15
<u>UTILITIES</u>				
125	City of Forks	Public Utilities - FO	122.91	
126	City of Port Angeles/Orcas Avenue	Public Utilities - PA	237.25	
127	City of Port Angeles/Peabody St.	Public Utilities - PA	4,907.12	
128	City of Sequim	Public Utilities - SQ	157.51	
129	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
130	Clallam County PUD	Public Utilities - CB/FO	992.00	
139	DM Disposal Company, Inc.	Public Utilities - PA	211.36	
140	DM Disposal Company, Inc.	Public Utilities - SQ	390.07	
193	West Waste & Recycling	Public Utilities - FO - CB	56.43	7,131.15
<u>REPAIR AND MAINTENANCE</u>				
136	Dept. of L&I-Boiler Inspection	PO 152 Repair and Maintenance - SQ Water Heater Inspection - FAC	29.90	
153	Jamie Parrish Plumbing	PO 133 Repair and Maintenance - SQ Faucet Replacement - FAC	531.47	
160	Olympia Sheet Metal Inc.	PO 223 Repair and Maintenance - PA HVAC Maintenance - FAC	2,393.60	

Category	Claimant	Purpose	Amount	Subtotal
	165 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	357.31	
	173 Rainbow Sweepers, Inc.	PO 171 Groundskeeping - PA Sweep Parking Lot 02-05-2023 - FAC	212.16	
	180 Technology Unlimited	PO 155 Technology Maintenance - Renew Maintenance Contract - NOLS	854.08	
	CC 1 8th Street Car Wash	PO 148 Vehicle Maintenance - Car Wash - Westy - FAC	6.00	
	CC 2 8th Street Car Wash	PO 145 Vehicle Maintenance - Car Wash - Pacifica - FAC	6.00	
	CC 25 Autozone	PO 150 Vehicle Maintenance - Fuel Cap and Tether - Chevy Van - FAC	35.34	
	CC 26 Autozone	PO 150 Vehicle Maintenance - Fuel Cap - Chevy Van - FAC	(20.66)	
	CC 27 Baxter Auto Part	PO 203 Vehicle Maintenance - Wiper Blades - Chevy Van - FAC	45.67	
	CC 70 NAPA Auto Parts	PO 151 Vehicle Maintenance - Fuel Cap - Chevy Van - FAC	20.66	4,471.53
<u>MISCELLANEOUS SERVICES</u>				
	CC 5 Amazon.com	PO 1215 Memberships and Dues - Prime Membership for ACQ - NOLS	(105.86)	
	CC 90 SHRM	PO 114 Memberships and Dues - Annual Membership - ADM	229.00	123.14
<u>INTERGOVERNMENTAL SERVICES</u>				
	159 OCLC, Inc.	PO 164 Professional Services - Interlibrary Loan Fees - NOLS	35.52	35.52
<u>BUILDINGS AND STRUCTURES</u>				
	152 Integrity Energy Services	PO 165 Buildings and Structures - PA Lighting Project - NOLS	74,231.48	74,231.48
<u>MACHINERY AND EQUIPMENT</u>				
	138 Dept. of Revenue - Use/Sales Tax	January 2023 Sales & Use Tax - EFT 983	165.00	
	176 Specialty Vehicle Services	PO 229 Capital Equipment - Bookmobile Inspection Consultant - OR	995.00	1,160.00
<u>CAPITAL CONSTRUCTION</u>				
	109 Associated Earth Sciences Inc	PO 139 Capital Construction - Pavement Coring Final Report (SQ CPA)	541.00	
	175 SHKS Architects	PO 182 Capital Construction - Basic and Supplemental Services (SQ CPA)	35,579.56	
	181 Terracon Consultants, Inc.	PO 132 Capital Construction - Hazardous Materials Consulting (SQ CPA)	925.00	37,045.56
<u>SALES TAX</u>				
	138 Dept. of Revenue - Use/Sales Tax	January 2023 Sales & Use Tax - EFT 983	50.85	50.85
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2292 NOLS Patron	Patron Refund	19.99	
	CK 2293 NOLS Patron	Patron Refund	18.99	38.98
			507,602.30	507,602.30



Voucher Approval for February 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 #103 through #196 are approved in the amount of \$507,602.30 this 23rd day of March 2023.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
103	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-2023) - EFT 979	230,083.82
104	ADP, LLC	Payroll Services - Payroll Processing (PPE 12-31-2022) - NOLS	823.41
105	Alliance 2020 Inc	PO 153 Professional Services - Background Checks - NOLS	97.68
106	Amazon.com	Collection Materials	309.71
107	Amazon.com	Collection Materials	56.54
108	Angeles Communications	Communications - VOIP	903.04
109	Associated Earth Sciences Inc	PO 139 Capital Construction - Pavement Coring Final Report (SQ CPA)	541.00
110	Baker & Taylor Entertainment	Collection Materials	751.97
111	Baker & Taylor Entertainment	Collection Materials	333.55
112	Baker & Taylor Information	Collection Materials	3,904.03
113	Baker & Taylor Information	Collection Materials	1,514.74
114	Baker & Taylor Information	Collection Materials	1,161.66
115	Birchbark Books	Collection Materials	25.45
116	Blackstone Audio, Inc.	Collection Materials	54.94
117	CENGAGE Learning	Collection Materials	254.71
118	CENGAGE Learning	Collection Materials	670.81
119	Center Point Large Print	Collection Materials	30.71
120	CenturyLink 300511187 FO	Communications - Voice - FO	182.72
121	CenturyLink 300561130 CB	Communications - Voice - CB	80.82
122	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	134.69
123	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	73.39
124	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB - PA	2,407.60
125	City of Forks	Public Utilities - FO	122.91
126	City of Port Angeles/Orcas Avenue	Public Utilities - PA	237.25

No.	Claimant	Purpose	Amount
I27	City of Port Angeles/Peabody St.	Public Utilities - PA	4,907.12
I28	City of Sequim	Public Utilities - SQ	157.51
I29	Clallam County Public Works Dept.	Public Utilities - CB	56.50
I30	Clallam County PUD	Public Utilities - CB/FO	992.00
I31	Clarkson, Joanne	CO 02 Programming - Introduction to Tarot (SP)	260.00
I32	Common Great LLC	PO 193 Professional Services - Capital Campaign Strategy Consultant - SQ	3,000.00
I33	NOLS Employee	HRA Reimbursement	229.02
I34	DeCou, Kristin	C-03 Programming - Intentional Aging - Organizing Your Space (SP)	65.00
I35	NOLS Employee	HRA Reimbursement	336.54
I36	Dept. of L&I-Boiler Inspection	PO 152 Repair and Maintenance - SQ Water Heater Inspection - FAC	29.90
I37	Dept. of Retirement Systems	PERS and DCP (PPE 01-31-2023) - EFT 980	45,950.07
I38	Dept. of Revenue - Use/Sales Tax	January 2023 Sales & Use Tax - EFT 983	365.53
I39	DM Disposal Company, Inc.	Public Utilities - PA	211.36
I40	DM Disposal Company, Inc.	Public Utilities - SQ	390.07
I41	E-Rate Expertise	PO 184 Professional Services - E Rate Services - December Services - NOLS	487.50
I42	Givins, Mary	Travel - Training - JCLC Conference Travel - NOLS	287.22
I43	NOLS Employee	HRA Reimbursement	1,750.00
I44	Glaude, Noah	Travel - Business - Mileage Reimbursement - ADM	213.33
I45	NOLS Employee	HRA Reimbursement	170.59
I46	Haggard & Ganson LLP	PO 149 Legal Services - Employee File Subpoena and Retirement Reviews - ADM	220.00
I47	Hartford Retirement Plan Solutions	MMDCP 02-2023 (PPE 01-31-2023) - EFT 981	450.00
I48	Health Care Authority	Medical (PPE 01-31-2023)	45,137.85
I49	HealthEquity	HSA ER Contribution - February 2023	406.24
I50	Ingram Library Services	Collection Materials	256.39
I51	Ingram Library Services	Collection Materials	281.48
I52	Integrity Energy Services	PO 165 Buildings and Structures - PA Lighting Project - NOLS	74,231.48
I53	Jamie Parrish Plumbing	PO 133 Repair and Maintenance - SQ Faucet Replacement - FAC	531.47
I54	KCDA Purchasing Cooperative	PO 156 Maintenance Supplies - Cleaning Supplies - FAC	1,476.32
I55	McGrew, Charlotte	PO 178 Program Supplies - Teen Game Night (FOSL) Travel - Business - Mileage Reimbursement - SQ	73.66
I56	Midwest Tape	Collection Materials	282.50
I57	Midwest Tape	Collection Materials	696.06
I58	North Olympic Library System	February 2023 Revolving Fund Reimbursement (* Detail Below)	38.98
I59	OCLC, Inc.	PO 163 Technology Services - Bibliographic Utility Subscription - TS PO 164 Professional Services - Interlibrary Loan Fees - NOLS	2,651.10

No.	Claimant	Purpose	Amount
160	Olympia Sheet Metal Inc.	PO 223 Repair and Maintenance - PA HVAC Maintenance - FAC	2,393.60
161	Olympic Laundry & Dry Cleaners, Inc.	PO 221 Professional Services - Laundry - FAC	207.33
162	Olympic Printers, Inc.	PO 28 Program Supplies - Celebration of the Book Bags (SP)	218.35
163	OverDrive, Inc.	Collection Materials	141.00
164	OverDrive, Inc.	Collection Materials	895.12
165	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches PO 82, 85, 159 Toner - SQ	1,264.41
166	Pacific Office Equipment, Inc.	PO 243 Office Supplies - Stamp Ink - ADM	7.14
167	Peninsula Daily News	Collection Materials	176.80
168	Peninsula Daily News	Collection Materials	176.80
169	PermaCard	PO 172 Operating Supplies - Overdue Notice Forms - TS	482.13
170	Playaway Products LLC	Collection Materials	146.85
171	Quill Corporation	PO 123 Office Supplies - Book Tape - SQ	74.63
172	Quill Corporation	PO 147 Office Supplies - Coffee (Coffee Fund) - ADM PO 127 Office Supplies - 1099 Forms - ADM	120.85
173	Rainbow Sweepers, Inc.	PO 171 Groundskeeping - PA Sweep Parking Lot 02-05-2023 - FAC	212.16
174	NOLS Employee	HRA Reimbursement	433.53
175	SHKS Architects	PO 182 Capital Construction - Basic and Supplemental Services (SQ CPA)	35,579.56
176	Specialty Vehicle Services	PO 229 Capital Equipment - Bookmobile Inspection Consultant - OR	995.00
177	Summit Law Group	PO 224 Professional Services - Review Subpoena - ADM	195.00
178	Swains General Store, Inc.	PO 176 Maintenance Supplies - Ice Melt - FAC PO 197 Maintenance Supplies - Electrical Parts - FAC	111.23
179	Tacoma Rubber Stamp	PO 169 Office Supplies - Nametags - NOLS	281.85
180	Technology Unlimited	PO 155 Technology Maintenance - Renew Maintenance Contract - NOLS	854.08
181	Terracon Consultants, Inc.	PO 132 Capital Construction - Hazardous Materials Consulting (SQ CPA)	925.00
182	The Home Depot Pro	PO 157 Maintenance Supplies - Cleaning Supplies - FAC	774.91
183	Thurman Supply	PO 198 Maintenance Supplies - Light Switch - FAC	19.78
184	True Value	PO 170 Maintenance Supplies - Cleaning Supplies - FAC PO 183 Maintenance Supplies - Hardware - FAC	18.20
185	NOLS Employee	HRA Reimbursement	46.77
186	United Way of Clallam County	United Way Contributions (PPE 01-31-2023)	335.00
187	United Way of Clallam County	PO 215 Programming - Aim Higher Grant Disbursement - NOLS	4,100.00
188	US Bank	Credit Card Services - January 2023 (* Detail Below)	10,354.42
189	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
190	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	373.62
191	WCIF	Vi/Li/EAP (PPE 01-31-2023)	1,390.35
192	WDH - Wave Business	Communication - Internet - IT	3,784.15
193	West Waste & Recycling	Public Utilities - FO - CB	56.43

No.	Claimant	Purpose	Amount
194	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-2023) - March Coverage	6,641.73
195	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 01-31-2023)	2,324.55
196	WT COX	Collection Materials	20.00
			507,602.30

*** Detail - NOLS Revolving Fund Account -- Voucher #158**

2292	NOLS Patron	Patron Refund	19.99
2293	NOLS Patron	Patron Refund	18.99
			38.98

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #188**

1	8th Street Car Wash	PO 148 Vehicle Maintenance - Car Wash - Westy - FAC	6.00
2	8th Street Car Wash	PO 145 Vehicle Maintenance - Car Wash - Pacifica - FAC	6.00
3	Ace Parking	PO 232 Training - PLW Director's Retreat - Travel - ADM	90.00
4	Alaska Airlines	PO 227 Training - JCLC Registration - Travel - NOLS	397.79
5	Amazon.com	PO 1215 Memberships and Dues - Prime Membership for ACQ - NOLS	(105.86)
6	Amazon.com	PO 128 Toner and Ink - TS	87.02
7	Amazon.com	PO 112 Office Supplies - 1099 Forms - ADM	59.17
8	Amazon.com	PO 78 Program Supplies - Puzzle Program (PAFOL)	29.53
9	Amazon.com	PO 112 Office Supplies - 1099 Forms - ADM	(44.03)
10	Amazon.com	PO 142 Office Supplies - Sound Machine - FO	29.17
11	Amazon.com	PO 142 Office Supplies - Cane Holders and Blade Scrapers - FO	16.48
12	Amazon.com	PO 142 Office Supplies - Stanchions - FO	93.18
13	Amazon.com	PO 77 Maintenance Supplies - Drug Residue Clean Up Kit - FAC	57.77
14	Amazon.com	PO 144 Maintenance Supplies - Electronics Cleaner - FAC	22.18
15	Amazon.com	PO 144 Maintenance Supplies - Mechanical Parts Lubricant - FAC	66.20
16	Amazon.com	PO 150 Maintenance Supplies - Trimmer Parts - FAC	33.73
17	Amazon.com	PO 211 Program Supplies - Teen Lit Bags (SP)	56.00
18	Amazon.com	PO 57 Program Supplies - Outreach (FOFOL)	19.52
19	Amazon.com	PO 57 Program Supplies - Outreach (FOFOL)	8.68
20	Amazon.com	PO 57 Program Supplies - Outreach (FOFOL)	(8.68)
21	Arcadia Publishing	PO 58 Collection Materials	71.79
22	Arco	PO 126 Business Fuel - Chevy Van - TS	22.00
23	Asean Street Food	PO 234 Training - PLW Director's Retreat - Travel - ADM	35.41
24	Association of Washington Cities	PO 238 Professional Services - Finance Manager Job Posting - ADM	200.00
25	Autozone	PO 150 Vehicle Maintenance - Fuel Cap and Tether - Chevy Van - FAC	35.34

No.	Claimant	Purpose	Amount
26	Autozone	PO 150 Vehicle Maintenance - Fuel Cap - Chevy Van - FAC	(20.66)
27	Baxter Auto Part	PO 203 Vehicle Maintenance - Wiper Blades - Chevy Van - FAC	45.67
28	Blackbird Coffehouse, The	PO 80 Program Supplies - Gift Cards for Puzzle Contest (PAFOL)	40.00
29	Chevron	PO 64 Business Fuel - Pacifica - TS	35.34
30	Chevron	PO 93 Business Fuel - Pacifica - TS	50.98
31	Chevron	PO 138 Business Fuel - Pacifica - TS	47.39
32	Chicago Books and Journals	PO 91 Program Supplies - Bookmarks (PAFOL)	100.92
33	Chicago Books and Journals	Collection Materials	53.23
34	Circle K	PO 192 Business Fuel - Transit Van - FAC	51.82
35	Circle K	PO 208 Business Fuel - Nolsy Red - FAC	45.64
36	Costco	PO 175 Program Supplies - Teen Board Game Night (FOSL)	21.67
37	Costco	PO 212 Program Supplies - Tween Book Club (PAFOL)	9.99
38	Crowne Plaza Hotel	PO 232 Training - PLW Director's Retreat - Travel - ADM	436.28
39	Daisy Dukes	PO 205 Training - ALA Conference - Travel - NOLS	14.80
40	DialMyCalls.com	PO 240 Technology Services - Emergency Contact System - NOLS	19.99
41	DocuSign	PO 111 Technology Services - Digital Signature Services - ADM	326.40
42	Dolphin Beach Resort	PO 228 Training - JCLC Registration - Travel - NOLS	258.77
43	eFax Corporate	PO 113 Technology Services - HR Confidential Fax - ADM	33.71
44	Express Japan	PO 236 Training - Library Tours - ADM	28.23
45	Exxon Mobil	PO 110 Business Fuel - Pacifica - TS	34.05
46	Facebook	PO 218 Professional Services - Programing Sponsored Ads (SP)	72.57
47	Facebook	PO 218 Professional Services - Recruitment Advertising - NOLS	50.00
48	First Book Marketplace	PO 136 Program Supplies - SRP Giveaway Books (SP)	872.14
49	First Book Marketplace	PO 209 Program Supplies - Kids Book Club (PAFOL)	142.80
50	First Book Marketplace	PO 213 Program Supplies - SRP Prize Books (SP)	517.29
51	GoDaddy.com	PO 119 Technology Services - Wildcard Certification Renewal - IT	449.99
52	Guys Food Store	PO 205 Training - ALA Conference - Travel - NOLS	12.85
53	Hot Bennies	PO 205 Training - ALA Conference - Travel - NOLS	9.54
54	Ink Technologies	PO 167 Toner and Ink - ADM	55.43
55	Ink Technologies	PO 168 Toner and Ink - ADM	55.43
56	Joint Conference of Librarians of Color	PO 226 Training - JCLC Registration - NOLS	630.00
57	KCDA Purchasing Cooperative	PO 159 Copy Paper - SQ	58.69
58	KCDA Purchasing Cooperative	PO 74 Office Supplies - Markers - PA	28.48
59	KCDA Purchasing Cooperative	PO 74 Copy Paper - PA	33.64
60	KCDA Purchasing Cooperative	PO 115 Office Supplies - Push Pins - PA	0.65
61	KCDA Purchasing Cooperative	PO 115 Copy Paper - PA	84.85
62	KCDA Purchasing Cooperative	PO 137 Copy Paper - PA	53.94

No.	Claimant	Purpose	Amount
63	Library Journals	PO 217 Training - Library Marketing Course - NOLS	90.24
64	Lower Elwha Food & Fuel	PO 83 Business Fuel - Westy - TS	25.16
65	Lower Elwha Food & Fuel	PO 134 Business Fuel - Westy - TS	26.74
66	Lower Elwha Food & Fuel	PO 154 Business Fuel - Westy - TS	26.96
67	Lyft	PO 206 Training - ALA Conference - Travel - Transportation - NOLS	55.14
68	Michael's Store	PO 108 Program Supplies - Friendship Cards (CBFOL/FOFOL)	53.84
69	Microsoft	PO 116 Technology Services - Microsoft Cloud Service - IT	886.22
70	NAPA Auto Parts	PO 151 Vehicle Maintenance - Fuel Cap - Chevy Van - FAC	20.66
71	NexusTek	PO 248 Technology Services - Microsoft Project Licenses - IT	110.00
72	NexusTek	PO 247 Technology Services - Reconfigure Microsoft Project 365 - IT	92.50
73	Parts Warehouse	PO 201 Maintenance Supplies - Vacuum Parts - FAC	27.97
74	PayPal/PayFlow	Monthly Gateway Fee	59.95
75	Pei Wei	PO 205 Training - ALA Conference - Travel - NOLS	12.21
76	Prix Brix	PO 129 Program Supplies - Teen Maker Boxes (PAFOL)	49.96
77	Public Libraries of Washington	PO 239 Training - PLW Directors Retreat - ADM	75.00
78	Pump Agents	PO 202 Maintenance Supplies - Wet Vac Pump Replacement - FAC	317.37
79	Quill Corporation	PO 143 Office Supplies - Pens and Binder Clips - FO	88.92
80	Quill Corporation	PO 143 Toner and Ink - FO	731.34
81	Royal House New Orleans	PO 205 Training - ALA Conference - Travel - NOLS	18.22
82	Sea Roast Coffee	PO 205 Training - ALA Conference - Travel - NOLS	8.64
83	Shell	PO 62 Business Fuel - Westy - TS	28.27
84	Shell	PO 102 Business Fuel - Westy - TS	30.85
85	Shell	PO 109 Business Fuel - Westy - TS	29.33
86	Shell	PO 135 Business Fuel - Westy - TS	30.10
87	Shell	PO 158 Business Fuel - Westy - TS	29.57
88	Shell	PO 235 Business Fuel - Nolsy White - FAC	59.76
89	Shell	PO 146 Business Fuel - Nolsy White - FAC	38.67
90	SHRM	PO 114 Memberships and Dues - Annual Membership - ADM	229.00
91	Smartsign	PO 204 Maintenance Supplies - PA Parking Lot Signs - FAC	100.43
92	Stamps.com	PO 131 Technology Services - Monthly Service Fee - TS	19.57
93	Stamps.com	PO 140 Postage	250.00
94	Starbucks Coffee Company	PO 205 Training - ALA Conference - Travel - NOLS	15.00
95	Subway	PO 205 Training - ALA Conference - Travel - NOLS	19.19
96	The Spanish Group	PO 219 Program Services - Translation Services Pub Com (SP)	24.99
97	The Spanish Group	PO 220 Professional Services - Translation UWAY AIM Program Materials - NOLS	46.98
98	Tracfone*Airtime	PO 246 Communications - Branch Cell Phones - IT	93.64

No.	Claimant	Purpose	Amount
99	Uber Eats	PO 205 Training - ALA Conference - Travel - NOLS	22.27
100	Uber Eats	PO 205 Training - ALA Conference - Travel - NOLS	57.23
101	Uber Eats	PO 205 Training - ALA Conference - Travel - NOLS	3.00
102	UpdraftPlus	PO 117 Technology Services - Cloud Storage - IT	10.00
103	Walmart	PO 161 Office Supplies - Ziploc Bags - SQ	9.45
104	Walmart	PO 210 Program Supplies - Teen Lit Bags (SP)	33.88
105	Walmart	PO 241 Program Supplies - Book Display Supplies (FOSL)	20.72
106	Walmart	PO 242 Program Supplies - Book Discussion Group Supplies (FOSL)	37.56
107	Washington State Ferries	PO 233 Training - PLW Director's Retreat - Travel - ADM	17.20
108	WP Mail SMTP	PO 118 Technology Services - WordPress Plugin Renewal - IT	49.00
109	Zaika	PO 234 Training - PLW Director's Retreat - Travel - ADM	34.16
110	Zoom	PO 237 Technology Services - Monthly Subscriptions - NOLS	190.66
			10,354.42

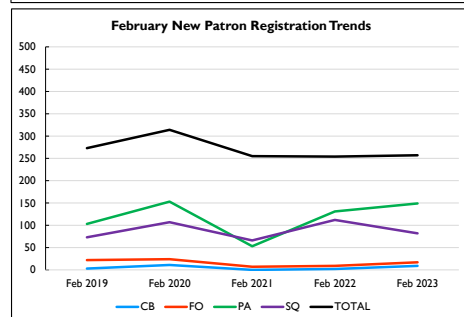
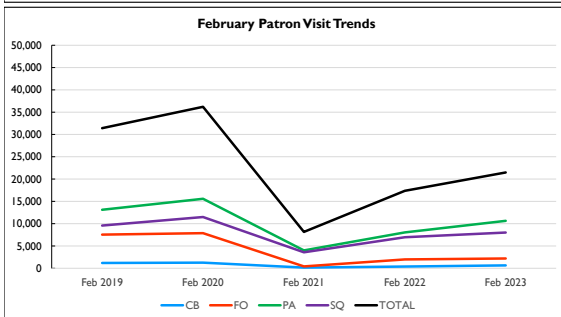
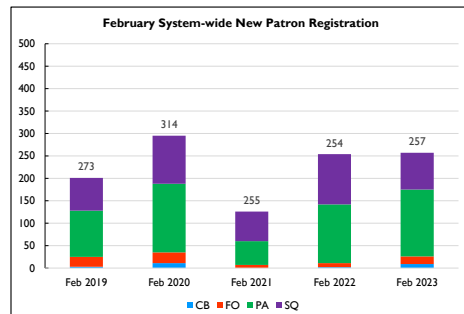
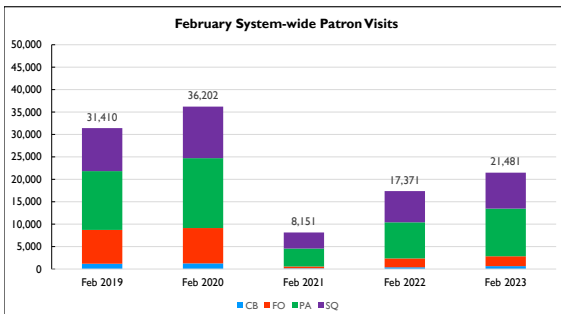
*** Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services**

EFT 979	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 01-31-23)	230,083.82
EFT 980	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 01-31-23)	45,950.07
EFT 981	Hartford Retirement Plan Solutions	MMDCP (PPE 01-31-23)	450.00
			276,483.89

Patron Visits		
	2023	% of System
Port Angeles	10,630	49.5%
Children	15%	
Sequim	8,008	37.3%
Children	6%	
Forks	2,199	10.2%
Children	7%	
Ciallam Bay	644	3.0%
Children	21%	
Total	21,481	100.0%

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

New Patron Registration		
	2023	% of System
PA	149	58.0%
SQ	82	31.9%
FO	17	6.6%
CB	9	3.5%
Total	257	100.0%



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

* In January 2022, new post-pandemic Library hours were set.

* In January 2022, a new system to count patron visits was installed at each branch.

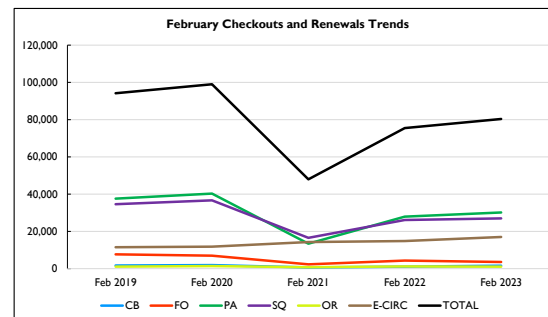
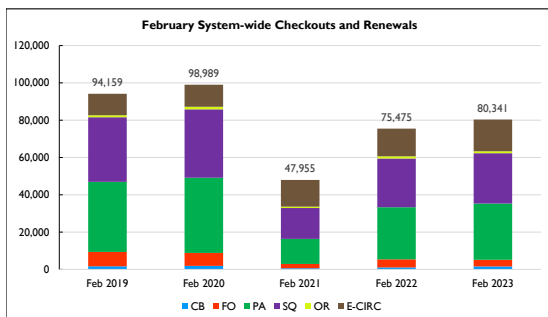
* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
Port Angeles		
Checkouts	17,757	31.8%
% From Self-Check	79%	
% From Holds	25%	
Renewals	12,399	50.5%
Total	30,156	37.5%
Sequim		
Checkouts	16,412	29.4%
% From Self-Check	81%	
% From Holds	32%	
Renewals	10,576	43.0%
Total	26,988	33.6%
Forks		
Checkouts	2,819	5.1%
% From Self-Check	22%	
% From Holds	30%	
Renewals	740	3.0%
Total	3,559	4.4%
Clallam Bay		
Checkouts	854	1.5%
% From Self-Check	2%	
% From Holds	41%	
Renewals	740	3.0%
Total	1,594	2.0%
Outreach		
Checkouts	931	1.7%
% From Holds	80%	
Renewals	114	0.5%
Total	1,045	1.3%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	16,999	21.2%
Systemwide Totals		
Checkouts	55,772	
Renewals	24,569	
System Total	80,341	

Interlibrary Loan Services	
Items borrowed from other libraries	168
Items loaned to other libraries	84

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,377	14.00
SQ	5,272	19.00
FO	849	9.00
CB	349	6.00
OR	832	8.74
Total	11,679	15.47



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

* In January 2022, new post-pandemic Library hours were set.

* In February 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	28/912	42%/67%
Sequim	6/111	9%/8%
Forks	12/137	18%/10%
Clallam Bay	10/19	15%/1%
NOLS	0/0	0%/0%
Virtual	10/188	15%/14%
Total	66/1367	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	45/554	79%/92%
Sequim	0/0	0%/0%
Forks	9/31	16%/5%
Clallam Bay	3/17	5%/3%
Total	57/602	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	29.75	4
Sequim	0	0
Forks	2	1
Clallam Bay	0	0
Outreach	0	0
NOLS	28.5	1
Total	60	6

Community Outreach Events		
	Events/Attendees	% of System
PA	1/0	20%/0%
SQ	0/0	0%/0%
FO	1/0	20%/0%
CB	3/203	60%/100%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	5/203	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	344
Read & Ride (Clallam Transit Buses)	0
Dolly Parton Imagination Library	1157
Library Programs & Outreach	50
Other	0
Total	1551

Outreach Delivery Services	
Home Deliveries	89
New Patrons w/ Delivery Services	-

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	9

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	1522	1,165	18.3%
Sequim	6	677	468	39.2%
Forks	10	295	219	11.0%
Clallam Bay	5	141	231	32.1%
Total	53	2635	2083	20.3%

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	184	72	6.0%
Sequim	2	203	65	16.3%
Forks	2	47	7	1.8%
Clallam Bay	1	34	29	20.1%
Total	11	468	173	8.1%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,033	60.9%
Sequim	4,055	30.7%
Forks	929	7.0%
Clallam Bay	172	1.3%
Total	13,189	100.0%

Wi-Fi Access		
	# of Prints	% of System
Port Angeles	3,308	54.8%
Sequim	1,431	23.7%
Forks	1,012	16.8%
Clallam Bay	287	4.8%
Total	6,038	100.0%

Facebook Activity	
Followers	4,786
Content Published	46
Reach (unique accounts)	18,833
Reactions/Likes/Comments, etc.	1,134
Link Clicks	321

Instagram Activity	
Followers	1,305
Content Published	41
Reach (unique accounts)	1,887
Reactions/Likes/Comments, etc.	944

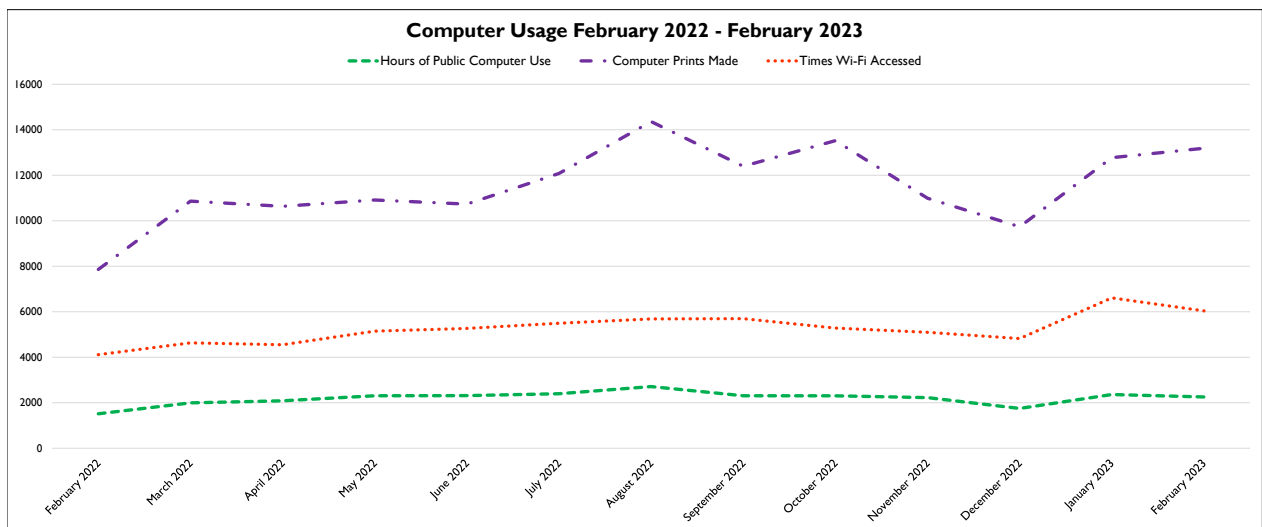
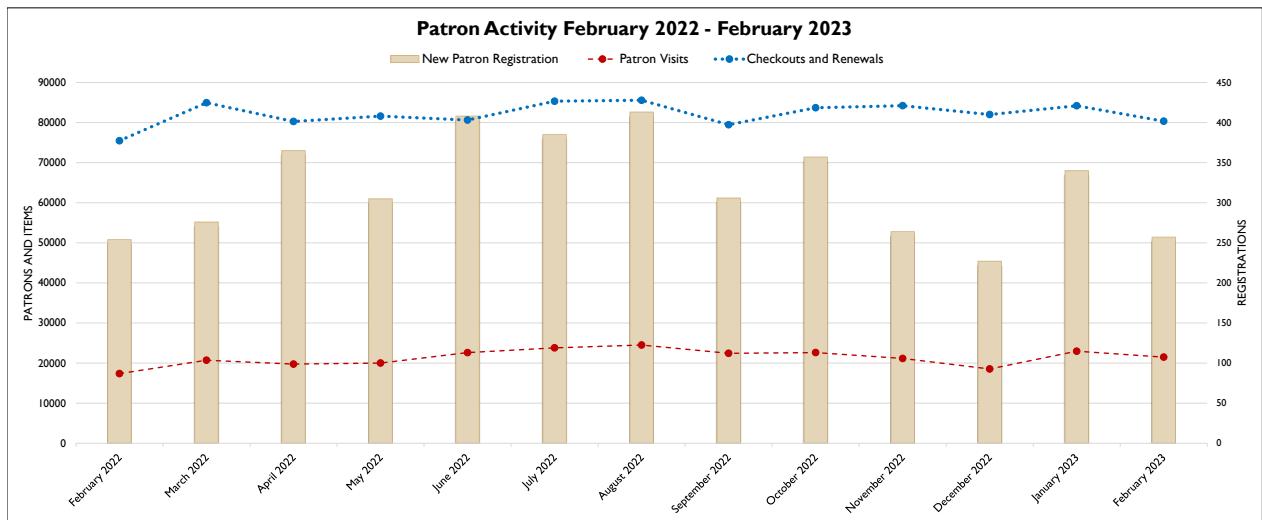
Page 4 of 5 - February 2023 Monthly Statistics Report

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

Website Visits	
From outside the Library	18,354
From inside the Library	665
Avg. # of pages visited	2

YouTube Activity	
Subscribers	357
Videos Published	3
Program Recordings	2
Views (lifetime content)	853
Watch Time (hours)	61

Advertising	
Ads Run	2
Reach (unique accounts)	5,274
Link Clicks	214



Significant Events During the Past 13 Months:

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

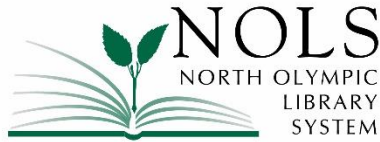
April 2022 - All branches closed for an All Staff Training Day.

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.

February 2023 - Hours were limited at all branches for several days due to inclement weather.



Monthly Activity Report

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

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Youth Services Librarians Jennifer L. and Clair D. hosted an Escape Room for teens in February with the theme Cabin at the Edge of the Woods. More than 25 teens turned out for the challenging event including a group that walked over from the Boys & Girls Club. In addition to being a fun way to interact with other peers, Escape Rooms provide avenues to work on building key skills such as problem solving, teamwork, communication, and more. While none of the teens were able to solve all the puzzles to escape the cabin in the foggy woods, they still had a blast and asked for more events like this one to occur.

Towards the end of the month, Community Outreach Specialist Kayla A. introduced guest presenter Joanne Clarkson to a room of more than 60 people eager to receive an introduction to Tarot. A historical overview and meaning of Tarot cards, how to interpret them, and how to perform a quick reading was covered during the program. Retired from careers as a librarian and a home health and hospice nurse, Clarkson lives in Port Townsend, and gives readings and hosts workshops.



Other events during the month of February included:

- Battle of the Books discussion – 88 participants
- Kids Book Club reading *The Fabled Stables: Willa the Wisp* by Jonathon Auxier – 23 participants (favorite book of the school year for many participants!)
- LEGO® Build It! – 105 participants
- BeTween Books & Crafts (a new program for 4th through 6th grades) – 9 participants
- Teen Lit Bags – 26 participants
- Teen Advisory Board – 3 participants
- Maker Boxes – 8 participants
- Financial Aid Drop-in Sessions with United Way of Clallam County – 1 participant
- Jigsaw Puzzle Contest – 51 participants
- Olympic National Park's Perspectives Speaker Series: Salmon and the American Dipper with Avian Oncologist Christopher Tonra, Ph.D. – 53 participants
- Trivia Night @ NOLS: Conspiracy Theories – 5 participants
- Second Tuesday Book Group – 4 participants
- Wednesday Evening Book Group – 4 participants
- Class Visit to Library: Roosevelt Elementary 5th grade – 68 participants
- Storytime at Peninsula College – 58 participants in 4 classrooms
- Baby, Toddler, and Preschool Storytimes – 379 participants at 12 events

Librarian Sarah M. participated in the Northwest Digital Heritage Hub Quarterly Meeting and the Puget Sound Collection Development Meeting, and provided training to Librarian Adrienne to serve as back-up for incoming Kellogg photo requests. Branch Operations Manager Jina F. and Public Service Lead Leslie B. spent a significant amount of time training staff due to recent staffing changes: On-Call Circ Assistant Jewel G. was promoted to part time Public Service Specialist, new hire Becky M. joined as a part time Public Service Specialist, and former volunteer Jennifer F. joined as a Shelver.

Sequim Branch Library

Emily Sly, Library Manager

Cozy Storytime took place in the library on the first Saturday morning in February. Teen Board Game & Art Night continued and Teen Advisory Board (TAB) met. A small gathering of Second Saturday Book Discussion Group participants took place in-person.

Virtual and asynchronous programs included the Novel Conversations Book Discussion Group and Intentional Aging featuring Kristin Decou discussing organizing and minimizing. Youth Services Librarian Charlotte M. offered Outreach visits to area elementary schools promoting the library and leading book discussions for 4th grade students participating in Battle of the Books.

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 met with SHKS Architects and with Common Great capital campaign consultants. 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 Dianne B. shifted the non-fiction collection at the Clallam Bay Branch to redistribute the collection more evenly.
- All West End Public Services Specialists have started working with Selectors to deselect and redistribute collection items following the deselection log.
- Public Services Lead Jennifer D. continues to update and create circulation procedures and attend various team meetings including Beanstack team, Circulation team, and the ILS team.

Programming:

- Youth Services Librarian Kristine T. fulfilled 7 Teen Lit Bags in Forks and 29 Teen Lit Bags in Clallam Bay/Neah Bay
- 3 attended Anime and Manga Club in Forks and 1 in Clallam Bay
- 2 attended Build It in Forks and 2 in Clallam Bay
- 3 attended the Teen Advisory Board meeting in Forks
- 13 attended Bilingual Family Storytime in Forks.
- 17 attended Family Storytime in Forks
- 10 attended Family Movie Matinee in Forks with Deborah assisting as a volunteer.



- Community Outreach Specialist Ashlee N. led the Feb Friendship Card program in Clallam Bay. There were 7 attendees with some great cards made for cousins, partners, and at least one dog best friend.



- Ashlee N. led the Feb Friendship Card program in Forks with 9 participants!
- Community Librarian Mary G. and Youth Services Librarian Kristine T. provided pop-up libraries at the Neah Secondary Schools (89) and the Makah Senior Center (16), storytimes at Makah Headstart (46), and held an after-school StoryCraft activity at the Boys and Girls Club of the Makah Tribe (52).
- Youth Services Librarian Kristine presented storytime to 4 classrooms (80 people) at Forks Elementary ECEAP.
- Community Librarian Mary G. presented an after-school StoryCraft activity at the Hoh Tribal Library



- Branch Manager Troi and the Bookmobile Team conducted Integrated Library System testing of Bookmobile technology throughout the county.
- Troi continued to work on procedures and collection processes for the Bookmobile.

Emergency Response & Inclement Weather:

- Inclement weather impacted operations at the end of February

Branch Manager Troi worked on the following:

- Bookmobile Project Team, All Staff Training Day Team, Social Media Team, and Equity, diversity, and inclusion Team.
- Met with Tech Services to learn more about what Equity, Diversity, and Inclusion looks like for their department.
- Provided a Board Presentation regarding the work being done with the Equity Diversity and Inclusion Team and at NOLS.
- Hosted Librarians Corrina and Adrienne for their first West End Library visit.
- Continued engaging with the professional development opportunity with the Rural Development Initiative.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Lighting improvement project nearly completed; replaced broken glass door window; purchased spare ceiling tiles to replace old worn tiles; purchased spare electrical floor box covers to replace broken covers; replaced damaged carpet tile; began seasonal lawn care; trimmed trees; cleared snow and ice from lot and sidewalks.

Sequim Library: Cleared snow and de-iced parking lot; trimmed trees and shrubs.

Sequim Library Project: Revisited possible temporary location; received design documents from SHKS Architects; received commissioning consultants review of mechanical systems design and draft LEED certification document; worked with hazmat consultant to collect additional samples from out buildings; met with Clallam Emergency Operations Center staff to discuss emergency shelter requirements; met with Clallam PUD to discuss solar power storage grant possibilities.

Forks Library: cleared snow and ice from lot; removed carpet stains; cleaned arm chairs and chair mats; cleaned out parking lot drains.

Clallam Bay Library: cleared snow and ice from lot; replaced overhead light ballast.

Bookmobile Project: Performed remote vehicle walkthrough with vendor and NOLS' bookmobile consultant; accepted vehicle; and finally received vehicle!

Other: Updated security system notifications; updated key inventory; repaired carpet cleaning machine; repaired vacuum; replaced Chevy van and Subaru wagon batteries.

Outreach Delivery Services

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of February, 89 deliveries were made and no new patrons registered for Outreach Delivery Services. There were 931 items checked out and 114 items renewed for Outreach Delivery patrons.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

With the Bookmobile rollout being a priority, IT worked with the ILS team to complete creating a new “branch” within our operational applications: Polaris and Aspen (online catalog) and associated functions, such as reporting and notifications. The new “Bookmobile Branch” has been set up, configured and tested.

The Web Team worked with the EDI committee to create a layout for an upcoming redesign of our accessibility web portal. The team wants to simplify the content on the accessibility page, update visual elements, and provide helpful tips on how to use ADA equipment on public computers. The tasks include the creation of training documents to help support Public Services staff, including documents for the magnifier, narrator, on-screen keyboard, and documentation camera.

A web page was developed to help highlight the Battle of the Books, Final Trivia Competition that will take place on Friday, March 24, in Port Angeles. A web page was also created for Bad Art Night, which is an evening of fun for community members to be creative without the

pressure of having to show artistic skills. The No Pressure Book Club web series was published, which includes 10 different dates at the Forks Branch Library in 2023.

Some additional noteworthy happenings in February:

- We bade farewell to IT Specialist 2 Jeff T.
- All three laptops destined for Outreach and the Bookmobile are configured and tested with relevant staff.
- In Clallam Bay, we moved the Microfilm computer as part of early preparations for deploying more computers at the Clallam Bay branch.
- We gathered 2022 statistics for assets including nols.org, docs.nols.org, our web registration calendar, online resources, catalog, and overall Wi-Fi usage. Some of the specific measurements included overall user data, sessions, the most popular browsers, devices, and the top pages.
- We installed an additional Wireless Access Point in the PA Youth area to increase coverage in the Port Angeles parking lot. Huge thanks to Facilities for pulling the network cable through the ceiling!
- We replaced several failed drives in servers, tested server backups, and improved documentation of the backup and restore process.

Technical Services Department

Erin Shield, Collection Services Manager

The big February news for Technical Services is completion of the vertical file project. This was a huge project involving hundreds of documents, pamphlets, maps, newspaper clippings, and other locally relevant material. The cataloging was done in several stages and the entire team had a hand in it: Courier Adam K. photographed cover images, he and Processor Mark J. organized and re-organized the files, and the cataloging team got the files barcoded and searchable information available for users. It has taken many months to reach completion.

696 physical items were processed and available for customers in the month of February. 181 print materials were repaired. 103 media items were resurfaced or repaired to extend their lives. 99 physical donations were made and will be added to the collection. 647 totes were moved between NOLS' branches by the couriers, as well as 25 Outreach deliveries. Tech Services filled 168 InterLibrary Loan requests for NOLS' patrons and 84 loans out to other libraries.

Tech Services recently set up a new business account with USPS to better ensure the safe delivery and receipt of mail. Acquisitions staff participated in two vendor trainings that highlighted features that will improve workflow. Courier Kim L. is currently enrolled in defensive driving course. Technical Services staff participated in Web Team, ILS, SQ Library project, Health & Safety Committee, All Staff Day Committee, Collection Management Team, Management Team and Bookmobile planning.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 4 volunteers in PA, 1 in Outreach, 1 in Forks for a total of 60.25 system-wide volunteer hours. There was 1 new volunteer added in Port Angeles.

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 Equity Diversity and Inclusion 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
- Discussions with Fort Vancouver Regional Library and Sno-Isle Library System to improve Volunteer Department procedures and processes

Recruitments:

- Finance Manager – ADM
- Community Outreach Specialist – West End
- Public Services Specialist – PA
- IT Specialist 1 – IT
- IT Specialist 2 – IT

New Hires:

- Jennifer Fodge – Shelver – PA
- Becky Martin – Public Services Specialist – PA

Promotions:

- Jewel Gilbert – Public Services Specialist – PA

Separations:

- Ashlee Norwood – Community Outreach Specialist – West End
- Sandy Matyus – Public Services Specialist – PA
- Jeff Tingelstad – IT Specialist 2 – IT

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings in February.

Accounting Statistics for February:

- 94 Vouchers
- 110 Credit Card Transactions
- 1 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 66 Payroll Pays

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

News Releases & Articles:

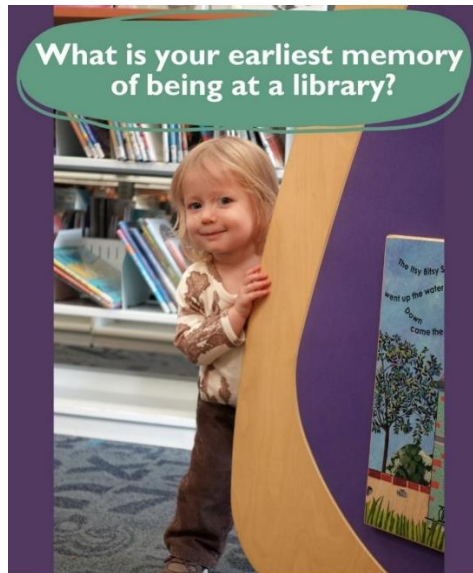
- 6 News releases were sent.
 - 4 extended and ongoing programs
 - 2 new programs
- An “Off the Shelf” article featuring books about organization to align with the Intentional Aging program topic.

2022 Annual Report and 2023 Budget at a Glance were completed.

Social Media:

- Posted 90 pieces of content across Facebook, Instagram, and YouTube.
- February’s top posts on Facebook and Instagram were:
 - Olympic National Park Perspectives Series: Plant Diversity program promotion, posted on February 25 with 8,077 reach, 301 engagements, and 1,691% more reactions than our median post.
 - A photo and prompt asking “What is your earliest memory of being at a library?” posted on February 7 had the most comments this month: 32. All are very heartwarming and illustrate the positive impact libraries have on so many of us. It received more engagement than 85% of NOLS 50 most recent Facebook posts.
 - Other top posts of the month included a photo album posted on February 18 during a partnership event at the Forks Branch Library with Rainforest Council for the Arts (3,159 reach and 115 likes and reactions); and an astronomy-

themed post on February 17 about NOLS Gear telescope checkout and digital magazines (2,749 reach and 52 likes and reactions).



Eve So

My mom and dad met in the park that surrounded our local library! Mom was learning English when I was a toddler, so we checked out 40-50 children's books a month and we learned together!

Love Reply Hide 5w Edited



Top fan

Tim Kurtz

My earliest library memories are that it was a place of safety, acceptance, and wonder. My great aunt started a public library almost 60 years ago and my sister and I would spend hours each week there assisting my aunt. It was great fun! My aunt gave us much needed acceptance in that safe place she was creating. And wonder, oh my! It amazed me the number of books, the varieties of literature that were accumulating in that little library. Even now I see those stacks of books, the glare of the overhead lights, and my aunt's warm smile. Libraries are my happy place!

Love Reply Hide 5w



JA Flatley

My father took me to 1st visit when I was in 3rd or 4th grade needing a book for a geography report. A parent needed to sign for the card. Because Papi was with me, I got the card, didn't have to wait for it to be mailed. That 1st time I was allowed 2 books. I remember vividly finding the book I needed, and then wandering the children's room for that 2nd book. Because English was his 2nd language, Papi couldn't help. I finally chose a book because of the cover. When I was in HS I wanted to re-read but couldn't remember the title. I knew the shelf where it lay and the picture on the cover. I found it: "The Silver Chair" by C.S. Lewis. Re-reading it gave me as much joy as the 1st time and re-introduced me to one of the greatest writers of 20th century and his delightful Chronicles of Narnia.



Sheila Fullingim

My parents would never take me to our public library. So when I got my drivers license, the first place I drove to was the library 😊

Love Reply Hide 5w



Public Service Director's Report

Meghan Sullivan, Public Services Director

- Met with the AmeriCorps Digital Navigator for WorkSource Clallam
- Attended the PA and Joyce Operational Area meeting for Clallam County Emergency Management
- Attended monthly Washington State Libraries Deputy/Assistant Director Meeting
- Participated in two Co-Designing for Trust Library Workshops sponsored by the University of Washington iSchool
- Participated in Bookmobile Service Project activities including Project Team meetings, continued ILS/Polaris and technology testing, TechOps vehicle inspection, and receipt of the vehicle
- Participated in Sequim Expansion and Renovation Project activities including meetings with SKHS Architects; fundraising and marketing meetings
- Participated in recruitment activities for PA Public Services Specialist (PSS), WE Community Outreach Specialist (COS) and Finance Manager
- Site Visits to Clallam Bay, Forks, and Sequim Libraries
- Assessed and assisted with NOLS response to inclement weather in Clallam County between February 22-28
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Health & Safety Team, ILS 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:

- Sequim Library Expansion and Renovation Project
 - Architect meetings focused on completing Design Development
 - Staff and Board meetings to collect feedback
 - Meetings with partners at Clallam County, City of Sequim and Clallam PUD
 - Prepare Department of Commerce EV Charging Grant
 - Contract with Common Great to lead Capital Campaign
 - Locating temporary location to lease during construction
- Final Bookmobile inspections and acceptance
- Finance Manager Recruitment
- Presented Olympic Kiwanis meeting
- Attended Public Libraries of Washington Director's conference
- Attended Uptown Arts District meeting
- Routine Branch Manager and Management Team Meetings



Customer Comments

February 2023

The following comments were received by the Library during the months of February 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.

Comment: I would just like to comment on how great Corrina is doing with the Intentional Aging program. I attend every month and the guests she is lining up are wonderful.

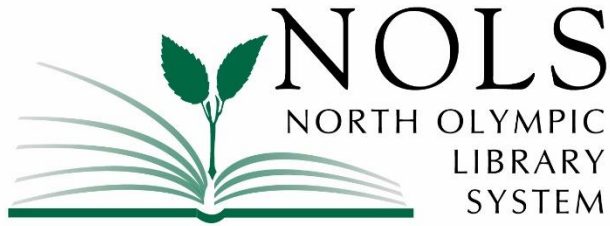
Response: Thanks for the kind comment! I'll share it with Corrina. I'm glad you're enjoying the Intentional Aging Program!

Comment: Suggestion - Just noticed a lengthy article in the weekend's PDN about something called JeffCo Repair: "Bring your broken, you're full, you're damaged and torn.....where volunteers will not just repair and mend your item but show you how to do it for yourself." Doesn't this sound like a great idea? Would love a forum where someone could show me how to fix a lamp switch or maintain my garden tools. Would our wonderful library ever consider a similar event?

Response:

Thanks for the great idea! I'll share it with the Library's Programming Team.

NOLS has held similar events in the past, such as a DIY Fair that was held at the Port Angeles Library for several years in the 2010s, so it's definitely something that could be considered again in the future.



Highlight Log

February 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.

2/01/2023 – Port Angeles

On the phone this evening, a daughter of an Outreach Delivery patron (104 years old!) could not sing our praises enough. Here's a snippet:

"Thank you so much for taking care of my mom and not giving up on all of the Outreach patrons during the pandemic... hero award! It is amazing the selection of materials you are able to provide her, she treasures this service."

2/02/2023 – Clallam Bay

Highlights from over the past several weeks:

A patron was very excited to see that Anime & Manga Club was going to be a recurring event again. She took a picture to share with her granddaughter.

Upon delivering a book to a patron who couldn't make it in, she said "fairies come in all forms"!

A patron thanked us for being open in the midst of the winter storms. They had seen us hoofing it in and were so grateful for all of our extra efforts to be open.

A patron who is a former educator praised the STEM event and is looking forward to seeing more of them in Clallam Bay. One of the participants and their parent also hope to attend again. There were a lot of happy voices and giggles to be heard during the activities.

After selecting a book for a patron that turned out to be an enjoyable bedtime read, she said you're wonderful!

One of our not-so-regulars came in with some canned peaches for us to share. He said he appreciates us being here and the youth programming we provide.

A patron stopped by just to give a thank you for the book I suggested. She said it was an enthralling read that she just couldn't put down.

2/02/2023 – Sequim

At the Sequim Branch, we have a regular patron, Betty, who shows her appreciation for the library every year on Groundhog's day by bringing us a plate of fresh baked cookies. This morning, the gooey chocolate chip cookie recipe she used called for the dough to be refrigerated for an hour before baking, so she was up early and making our gift in her pajamas.

2/02/2023 – Sequim

A child and parent spent half an hour sitting together in the living room working on the origami maker box, and let staff know how much fun they were having, and how grateful they were to have this activity available. As they left, they brought an origami cat up to the service desk for staff. A note was tucked inside with "Thank you librarian!" written in crayon.

**2/04/2023 – Port Angeles**

A new patron came up to the front desk to let us know that they really appreciate the weekly amount of free printing everyone has available, they wanted us to know how grateful they were.

2/09/2023 – Port Angeles

25 teens attended the inaugural Teen Escape Room here in PA! Everyone had lots of fun and learned more about working in teams. A group from the Boys & Girls Club came down with one of their staff, Nina, and she thanked us for putting this on and they're looking forward to more teen programs at the Library.

2/11/2023 – Port Angeles

The Jigsaw Puzzle contest had 51 attendees on Saturday! There were folks that came as individuals and some who came with their own team. One group all had t-shirts that read, "Everyday I'm Puzzlin'" and they said they had them specifically made for the contest! Many expressed excitement about the contests to come.

2/13/2023 – NOLS

Happy email from Outreach Delivery patron:

"So many good items in the delivery, thanks! I might ask for some renewals as I want to read four of them thoroughly. They're just what entices me. I'm so grateful for this service and for your help getting what I've requested from other libraries."

2/15/2023 – Port Angeles

A regular tween patron who I've talked to briefly before came up to introduce themselves to me and chat with me about graphic novels! We both recommend *My Aunt Is A Monster* by Reimena Yee and *The Prince and the Dressmaker* by Jen Wang (: They then introduced themselves to another tween browsing graphic novels and gave tons of suggestions as they both picked out books and exchanged phone numbers.

2/17/2023 – Port Angeles

A couple parents at a local playground mentioned how much they appreciate having the library available as a place to take their kids. They said staff are always helpful and their kids are big fans of Youth Services Librarians Clair and Jennifer.

2/17/2023 – NOLS

Message from patron:

"I would just like to comment on how great Corrina is doing with the Intentional Aging program. I attend every month and the guests she is lining up are wonderful."

2/17/2023 – Clallam Bay

Every month after Kristine and I go to the Boys and Girls Club of the Makah tribe in Neah Bay they post pictures of whatever craft activity we do, This month it was salmon life cycle wheels. When one of the parents that works at the fish hatchery saw that, they followed up with actual fish eggs and various stages and kinds of salmon in tanks..

2/17/2023 – Forks

A frequent patron brought in homemade warm from-the-oven oatmeal M&M everything cookies. She wrote a note on the plate of cookies that read: Forks Library thank you for being such lovely & helpful folks.

2/18/2023 – Port Angeles

A patron came in to ask about the resources highlighted in a February 17 Facebook post. They left with a hold on the telescope and Libby for accessing the digital magazines promoted in the post.

2/18/2023 – Forks

A patron approached me and asked if I was the Manager. I confirmed that I was and asked how I could assist. The patron proceeded to rave about the land acknowledgement statement that NOLS has introduced to the start of programs. She said that she feels that it has inspired some really good conversations in the Forks community and has been very impressed with NOLS efforts for a more inclusive space.

2/22/2023 – Sequim

After receiving stellar customer service from Corrina over the phone, a patron signed off from the call with, "Okay. Love ya. Bye." He was clearly on autopilot when he was hanging up. We imagined him at home going red and face-palming when he realized.

2/22/2023 – Sequim

Over 100 participants attended today's "Build it!" Lego program! Lots of kiddos were excited to admire what each other built and to share about their own creations. Many folks said they have not been to the program or the library before, or not for a very long time. Many look forward to attending the program again, and some were excited to see all the toys and interactive things in the Youth Services area as well. One family even incorporated the event into a celebration for their child's birthday!





2/27/2023 – Sequim

A newer patron, who accesses the library through curbside pickup, recently inquired about NOLS services to help select books for kids and families. They decided to try out grab bags and several storytime-to-go kits. After returning a large quantity of material, they sent an email saying, "Such cute kits! I appreciate all you do for our community!"