



Board of Trustees Regular Meeting  
Thursday, August 27, 2020 5:30pm  
Zoom Video Conference

**PANDEMIC RESPONSE**

Governor Inslee issued [Proclamation 20-28.8](#) on July 31, 2020, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

*In accordance with Proclamation 20-28.8, the following will be in effect at the August 27, 2020 Board meeting:*

- Board action will be limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
- Trustees and Staff will participate remotely by teleconference.
- Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

**PUBLIC COMMENTS**

Public comment periods are never required under the Washington Open Public Meeting Act. Due to the social distancing measures in effect, and the added complexities and risks associated with managing open teleconferences, public comments will not be taken at the August 27, 2020 meeting. As always, public comments may be submitted to Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of June 25, 2020
4. Communications
5. Financial reports: June 2020 and July 2020
6. Approval of vouchers: June 2020 and July 2020

7. Unfinished business  
None
8. New business
  - N.1. Verbal update and discussion regarding NOLS Restart Plan
  - N.2. Proposal to temporarily suspend Collection Fee
  - N.3. Review and discussion of tentative Board meeting schedule for 2021
9. Reports
  - R.1. Monthly statistics reports: June 2020 and July 2020
  - R.2. Monthly activity reports: June 2020 and July 2020
  - R.3. Customer Comments: June 2020 and July 2020
  - R.4. Highlight log: June 2020 and July 2020
10. Trustee comments  
*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendaize a matter of business on a future agenda.*
11. Next meeting: 5:30pm, Thursday, September 24, 2020 at the Clallam Bay Branch Library or by teleconference, as appropriate to public health parameters in effect.
12. Agenda items for next meeting
13. Executive session to discuss collective bargaining
14. (Action on executive session, if any – none expected)
15. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

### Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, September 24, 2020	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, October 22, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, <b>November 19</b> , 2020	5:30pm	Regular meeting	Port Angeles Main Library

### Tentative Board Meeting Schedule for 2020

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, January 28, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, February 25, 2021	5:30pm	Regular meeting	Port Angeles Main Library

Thursday, March 25, 2021	5:30pm	Regular meeting	Forks Branch Library
Thursday, April 22, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, May 27, 2021	5:30pm	Regular meeting	Sequim Branch Library
Thursday, June 24, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, August 26, 2021	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, September 23, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, October 28, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, <b>November 18</b> , 2021	5:30pm	Regular meeting	Port Angeles Main Library

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

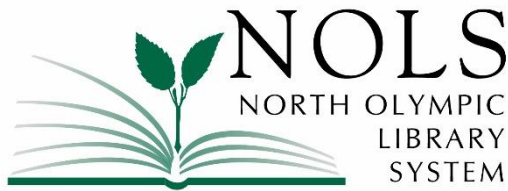
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm in the Administrative conference room of the Port Angeles Main Library.

### **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.*





## MINUTES

**PANDEMIC RESPONSE.** Governor Inslee issued [Proclamation 20-28](#) on March 24, 2020, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

*In accordance with Proclamation 20-28 the following measures were in effect at the June 25, 2020 Board meeting.*

- Board action limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
- Trustees and Staff participated remotely by teleconference.
- Members of the public participated by phoning or linking in, using the instructions available prior to the meeting at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

### 1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. All participants were present by teleconference. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, and Management Team members Brian Phillips, Emily Sly, Jina Felton, Erin Shield, Shane Miller. Visitors present: Paula Barnes.

### 2. Approval of agenda

*The Agenda was amended to include approval of Resolution 20-06-05 as item N.6.. Motion by Ms. Gordon to approve agenda as amended. Motion seconded by Ms. Ure. Motion carried.*

### 3. Approval of minutes for regular meeting of May 28, 2020

*Motion by Ms. Rome to approve the minutes from the May 28, 2020 meeting. Motion seconded by Ms. Gordon. Motion carried.*

### 4. Communications

None.

5. Financial report: May 2020

The financial reports for May were accepted as presented.

6. Approval of vouchers: May 2020

*Motion by Ms. Ure to approve the May 2020 vouchers, numbered #385 through #439, in the amount of \$300,711.87. Motion seconded by Ms. Gordon. Motion carried.*

7. Unfinished business

None

8. New business

N.1. Approval of Resolution 20-06-04: Honoring Clea Rome for her Service to the Library and Community

*Motion by Ms. Ure to approve Resolution 20-06-04. Motion seconded by Ms. Gordon. Motion carried.*

N.2. Election of Officers and confirmation of Committee assignments

*Following nominations from the floor, motion by Ms. Gordon to approve to elect the following slate of officers:*

Chair: Jennifer Pelikan

Vice Chair: Mark Urnes

*Motion seconded by Ms. Ure. Motion carried*

*Following discussion, the Board confirmed the following committee appointments by consensus:*

Finance Committee: Jennifer Pelikan, Betty Gordon

Personnel Committee: Jennifer Pelikan, Mark Urnes

Policy Committee: Betty Gordon and Suzi Ure

NOLF Liaison: Mark Urnes

N.3. Periodic review of Meeting Protocol Statement

*Motion by Ms. Gordon to reaffirm the Board's Meeting Protocol Statement with no changes. Motion seconded by Ms. Ure. Motion carried*

N.4. Approval of Resolution 20-06-03: Designation of Signature Authority

*Motion by Ms. Ure to adopt Resolution 20-06-03: Designation of Signature Authority, as presented. Motion seconded by Ms. Gordon. Motion carried.*

N.5. Verbal update and discussion regarding NOLS Restart Plan

No action.

N.6. Approval of Resolution 20-06-06: Honoring Margaret Jakubcin for her Service to the Library

*Motion by Ms. Gordon to adopt Resolution 20-06-06. Motion seconded by Ms. Ure. Motion carried.*

9. Reports

R.1. Monthly statistics: May 2020

R.2. Monthly activity reports: May 2020

R.3. 2007-2020 Retrospective Report

All reports were accepted as presented.

10. Trustee comments

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

11. Next meeting: 5:30pm, Thursday, August 27, 2020, at the Port Angeles Main Library  
or by teleconference, as appropriate to public health parameters in effect.

12. Agenda items for next meeting

None were noted at this time.

13. Executive session to discuss performance of a public employee

At 6:40pm the Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 15 minutes.

At 6:50pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

14. (Action on executive session, if any). None expected.

15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:50pm.

**CERTIFIED AS TRUE AND CORRECT**

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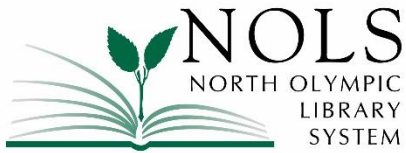
Chair

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Board Secretary







## Staff Report

Meeting Date: August 27, 2020  
To: Library Board of Trustees  
From: Financial Operations Manager, John DeFrancisco  
Subject: Comments on Financial Reports for June 2020

**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:** Year-to-date Tax Revenue of \$2,503,281 is 57.8% of the total budgeted for 2020 and is within the expected range for this time of year. The five-year average for Tax Revenue received through June is 58.0%.

The interest earned on Investment Pool Fund funds for June was \$3,789. The current interest rate for the Investment Pool is 0.50390%.

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

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$215,460 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 June are \$264,583.

Of the \$215,460 in electronic transfers, \$411 was paid to the DOR for Sales and Use Tax. See Voucher 478.

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





## Revenue Report

June 30, 2020

<b>Operating Revenue</b>				<b>6/12ths is</b>	<b>50.0%</b>
	<b>Budgeted</b>	<b>Current</b>	<b>YTD</b>	<b>Difference</b>	<b>Percent</b>
<i>Taxes</i>	4,333,000	51,473	2,503,281	1,829,719	57.8
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	26,575	-	4,631	21,944	17.4
<i>Library Fees</i>	25,500	66	3,607	21,893	14.1
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	69,500	3,789	35,557	33,943	51.2
Investment Interest (net of fees)	-	-	17,128	-	-
Facilities Leases (Short Term)	4,600	-	830	3,770	18.0
Private Grants and Donations	84,550	2,379	47,896	36,654	56.6
Other Miscellaneous Revenue	42,400	25	1,521	40,879	3.6
<i>Total Miscellaneous Revenues</i>	201,050	6,193	102,932	98,118	51.2
<i>Nonrevenues (excise taxes)</i>	2,040	-	438	1,602	21.5
<i>Transfers In</i>	369,685	-	-	369,685	-
<b>Total Operating Revenue</b>	<b>4,957,850</b>	<b>57,732</b>	<b>2,614,889</b>	<b>2,342,961</b>	<b>52.7</b>
<b>Capital Revenue</b>					
<i>Timber Revenues (received in 2020)</i>	-	94,126	195,650	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>94,126</b>	<b>195,650</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>151,857</b>	<b>2,810,539</b>		



## Expenditure Report

### June 30, 2020

				6/12ths is	50.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	187,706	1,159,645	1,378,235	45.7
Benefits	1,099,703	76,877	474,287	625,416	43.1
<b>Total Personnel</b>	<b>3,637,583</b>	<b>264,583</b>	<b>1,633,932</b>	<b>2,003,651</b>	<b>44.9</b>
<i>Supplies</i>					
Supplies, Office and Operating	125,125	9,239	36,053	89,072	28.8
Fuel	11,600	92	1,549	10,051	13.4
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	11,132	137,461	343,999	28.6
Small Tools/Equip (<\$200)	1,500	426	654	846	43.6
<b>Total Supplies</b>	<b>621,885</b>	<b>20,889</b>	<b>175,748</b>	<b>446,137</b>	<b>28.3</b>
<i>Services</i>					
Professional Services	213,500	14,539	55,649	157,851	26.1
Communication	124,185	5,104	34,481	89,704	27.8
Travel	27,450	256	7,194	20,256	26.2
Taxes and Operating Assessments	2,750	-	3,254	(504)	118.3
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	78,900	-	-	78,900	0.0
Public Utilities	100,037	6,305	42,524	57,513	42.5
Repair and Maintenance	116,340	119	23,389	92,951	20.1
Miscellaneous Services	15,675	549	2,935	12,740	18.7
<b>Total Services</b>	<b>679,602</b>	<b>26,872</b>	<b>169,426</b>	<b>510,176</b>	<b>24.9</b>
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>315</i>	<i>2,283</i>	<i>14,457</i>	<i>13.6</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>2,040</i>	<i>-</i>	<i>565</i>	<i>1,475</i>	<i>27.7</i>
<b>Total Operating Expenditures</b>	<b>4,957,850</b>	<b>312,659</b>	<b>1,981,955</b>	<b>2,975,895</b>	<b>40.0</b>

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	34,700	-	-	34,700	0.0
Other Improvements	90,100	-	-	90,100	0.0
Machinery & Equipment	222,650	5,146	11,718	210,932	5.3
<b>Total Capital Outlays</b>	<b>347,450</b>	<b>5,146</b>	<b>11,718</b>	<b>335,732</b>	<b>3.4</b>
<b>Grand Total All Expenditures</b>	<b>5,305,300</b>	<b>317,806</b>	<b>1,993,673</b>	<b>3,311,627</b>	<b>37.6</b>



## Account Balances

June 30, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	2,623,815	-	94,126	-	2,717,941
Operating Reserve <sup>(3)</sup>	1,159,544	-	-	-	1,159,544
Technology Reserve <sup>(4)</sup>	115,000	-	-	-	115,000
PA Capital Reserve <sup>(5)</sup>	156,511	-	-	-	156,511
Capital Budget - 2020 <sup>(5)</sup>	235,878	-	-	5,146	230,732
<i>Total Board Designated Accounts</i>	<i>5,597,767</i>	<i>-</i>	<i>94,126</i>	<i>5,146</i>	<i>5,686,747</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	71,054	-	-	-	71,054
NOLS Materials Fund	17,070	-	150	117	17,102
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Port Angeles Donations Fund	5,331	-	-	-	5,331
Port Angeles Friends Donations	18,284	-	-	4,199	14,085
Sequim Donations Fund	47,617	-	-	-	47,617
Sequim Friends Donations	29,496	-	-	640	28,856
Forks Donations Fund	1,673	-	-	-	1,673
Forks Friends Donations	2,115	-	-	105	2,010
Clallam Bay Donations Fund	6,881	-	-	-	6,881
Clallam Bay Friends Donations	2,139	-	-	35	2,104
NOLF Book Bag Grant 2020	-	-	2,229	2,229	-
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	<i>447,837</i>	<i>-</i>	<i>2,379</i>	<i>7,325</i>	<i>442,891</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,048,267</i>	<i>-</i>	<i>96,504</i>	<i>12,471</i>	<i>6,132,300</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,841,013</i>	<i>(231,767)</i>			<i>2,609,246</i>
<b>Total WA State Local Investment Pool</b>	<b>8,889,280</b>	<b>(231,767)</b>	<b>96,504</b>	<b>12,471</b>	<b>8,741,546</b>

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.
- (5) Fund management account for designated capital projects.



## Account Balances

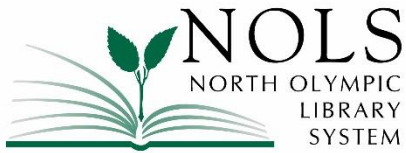
June 30, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 13 (9/21 Sound Bank) <sup>(6)</sup>	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(6)</sup>	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(7)</sup>	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(7)</sup>	228,050	-	-	-	228,050
<b>Total Certificates of Deposit</b>	<b>1,278,889</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,278,889</b>
<b>Total Investments</b>	<b>10,168,168</b>	<b>(231,767)</b>	<b>96,504</b>	<b>12,471</b>	<b>10,020,434</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	18,214	(18,214)			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	215,460	-	215,460	200
Merchant Account (FF 7401)	200	-	-	-	200
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>6,850</b>	<b>215,460</b>	<b>-</b>	<b>215,460</b>	<b>6,850</b>
<b>Total Cash</b>	<b>25,064</b>	<b>197,246</b>	<b>-</b>	<b>215,460</b>	<b>6,850</b>
<b>Total Cash and Investments</b>	<b>10,193,233</b>	<b>(34,521)</b>	<b>96,504</b>	<b>227,932</b>	<b>10,027,284</b>

Notes:

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

(7) Bequests designated for specific use by donor.



## Staff Report

Meeting Date: August 27, 2020  
To: Library Board of Trustees  
From: Financial Operations Manager, John DeFrancisco  
Subject: Comments on Financial Reports for July 2020

**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:** The interest earned on Investment Pool Fund funds for July was \$2,581. The current interest rate for the Investment Pool is 0.37090%.

Private Grants and Donations includes \$13,388 from Port Angeles Friends of the Library. Thank you Friends!

**Expenditures:** Miscellaneous Services includes \$6,485 for the printing and mailing of NOLS Summer Reading Program newspaper inserts.

Buildings and Structures expense of \$17,892 is for the PA Recarpeting Project budgeted for 2020

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

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$226,058 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 July are \$281,135.

Of the \$226,058 in electronic transfers, \$3 was paid to the DOR for Sales and Use Tax. See Voucher 581.

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







## Revenue Report

July 31, 2020

Operating Revenue				7/12ths is	58.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,333,000	45,689	2,548,970	1,784,030	58.8
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	26,575	3,400	8,031	18,544	30.2
Library Fees	25,500	25	3,632	21,868	14.2
Miscellaneous Revenues					
Pool Fund Investment Interest	69,500	2,581	38,138	31,362	54.9
Investment Interest (net of fees)	-	-	17,128	-	-
Facilities Leases (Short Term)	4,600	-	830	3,770	18.0
Private Grants and Donations	84,550	13,888	61,783	22,767	73.1
Other Miscellaneous Revenue	42,400	25	1,547	40,853	3.6
Total Miscellaneous Revenues	201,050	16,494	119,427	81,623	59.4
Nonrevenues (excise taxes)	2,040	-	438	1,602	21.5
Transfers In	369,685	-	-	369,685	-
<b>Total Operating Revenue</b>	<b>4,957,850</b>	<b>65,609</b>	<b>2,680,498</b>	<b>2,277,352</b>	<b>54.1</b>

Capital Revenue					
Timber Revenues (received in 2020)	-	33,398	229,047	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>33,398</b>	<b>229,047</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>99,006</b>	<b>2,909,545</b>			
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## Expenditure Report

July 31, 2020

				7/12ths is	58.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	197,139	1,356,784	1,181,096	53.5
Benefits	1,099,703	83,997	558,284	541,419	50.8
<b>Total Personnel</b>	<b>3,637,583</b>	<b>281,135</b>	<b>1,915,068</b>	<b>1,722,515</b>	<b>52.6</b>
<i>Supplies</i>					
Supplies, Office and Operating	125,125	6,677	42,730	82,395	34.1
Fuel	11,600	297	1,847	9,753	15.9
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	24,818	162,279	319,181	33.7
Small Tools/Equip (<\$200)	1,500	578	1,232	268	82.2
<b>Total Supplies</b>	<b>621,885</b>	<b>32,371</b>	<b>208,120</b>	<b>413,765</b>	<b>33.5</b>
<i>Services</i>					
Professional Services	213,500	7,419	63,069	150,431	29.5
Communication	124,185	1,719	36,201	87,984	29.2
Travel	27,450	21	7,215	20,235	26.3
Taxes and Operating Assessments	2,750	-	3,254	(504)	118.3
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	78,900	-	-	78,900	0.0
Public Utilities	100,037	5,215	47,738	52,299	47.7
Repair and Maintenance	116,340	4,457	27,846	88,494	23.9
Miscellaneous Services	15,675	6,780	9,715	5,960	62.0
<b>Total Services</b>	<b>679,602</b>	<b>25,612</b>	<b>195,038</b>	<b>484,564</b>	<b>28.7</b>
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>-</i>	<i>2,283</i>	<i>14,457</i>	<i>13.6</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>2,040</i>	<i>-</i>	<i>565</i>	<i>1,475</i>	<i>27.7</i>
<b>Total Operating Expenditures</b>	<b>4,957,850</b>	<b>339,119</b>	<b>2,321,074</b>	<b>2,636,776</b>	<b>46.8</b>

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	34,700	17,892	17,892	16,808	51.6
Other Improvements	90,100	-	-	90,100	0.0
Machinery & Equipment	222,650	2,205	13,923	208,727	6.3
<b>Total Capital Outlays</b>	<b>347,450</b>	<b>20,097</b>	<b>31,815</b>	<b>315,635</b>	<b>9.2</b>
<b>Grand Total All Expenditures</b>	<b>5,305,300</b>	<b>359,216</b>	<b>2,352,889</b>	<b>2,952,411</b>	<b>44.3</b>



## Account Balances

July 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	2,717,941	-	33,398	-	2,751,338
Operating Reserve <sup>(3)</sup>	1,159,544	-	-	-	1,159,544
Technology Reserve <sup>(4)</sup>	115,000	-	-	-	115,000
PA Capital Reserve <sup>(5)</sup>	156,511	-	-	17,892	138,619
Capital Budget - 2020 <sup>(5)</sup>	230,732	-	-	2,205	228,527
<i>Total Board Designated Accounts</i>	<i>5,686,747</i>	<i>-</i>	<i>33,398</i>	<i>20,097</i>	<i>5,700,047</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
NOLS Donations Fund	71,054	-	-	-	71,054
NOLS Materials Fund	17,102	-	-	162	16,940
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Port Angeles Donations Fund	5,331	-	-	-	5,331
Port Angeles Friends Donations	14,085	-	13,388	1,783	25,689
Sequim Donations Fund	47,617	-	500	-	48,117
Sequim Friends Donations	28,856	-	-	495	28,361
Forks Donations Fund	1,673	-	-	-	1,673
Forks Friends Donations	2,010	-	-	75	1,935
Clallam Bay Donations Fund	6,881	-	-	-	6,881
Clallam Bay Friends Donations	2,104	-	-	75	2,029
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	<i>442,891</i>	<i>-</i>	<i>13,888</i>	<i>2,590</i>	<i>454,188</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,132,300</i>	<i>-</i>	<i>47,285</i>	<i>22,688</i>	<i>6,156,897</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,609,246</i>	<i>(284,807)</i>			<i>2,324,439</i>
<b>Total WA State Local Investment Pool</b>	<b>8,741,546</b>	<b>(284,807)</b>	<b>47,285</b>	<b>22,688</b>	<b>8,481,336</b>

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.
- (5) Fund management account for designated capital projects.



## Account Balances

July 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 13 (9/21 Sound Bank) <sup>(6)</sup>	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(6)</sup>	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(7)</sup>	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(7)</sup>	228,050	-	-	-	228,050
<b>Total Certificates of Deposit</b>	<b>1,278,889</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,278,889</b>
<b>Total Investments</b>	<b>10,020,434</b>	<b>(284,807)</b>	<b>47,285</b>	<b>22,688</b>	<b>9,760,224</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	-	226,058	226,058	200
Merchant Account (FF 7401)	200	-	-	-	200
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>6,850</b>	<b>-</b>	<b>226,058</b>	<b>226,058</b>	<b>6,850</b>
<b>Total Cash</b>	<b>6,850</b>	<b>-</b>	<b>226,058</b>	<b>226,058</b>	<b>6,850</b>
<b>Total Cash and Investments</b>	<b>10,027,284</b>	<b>(284,807)</b>	<b>273,343</b>	<b>248,746</b>	<b>9,767,074</b>

Notes:

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

(7) Bequests designated for specific use by donor.

## VOUCHERS BY CATEGORY FOR JUNE 2020

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
440	NOLS Employee	HRA Reimbursement	271.56	
441	ADP Tax/Financial Services	Net Payroll (PPE 05-31-20) - EFT 754	126,126.14	
442	ADP Tax/Financial Services	Payroll Tax (PPE 05-31-20) - EFT 755	42,961.57	
444	NOLS Employee	HRA Reimbursement	702.90	
448	NOLS Employee	HRA Reimbursement	92.98	
457	NOLS Employee	HRA Reimbursement	185.96	
474	NOLS Employee	HRA Reimbursement	424.94	
475	DeFrancisco, John L.	Cell Phone Reimbursement - Jan - Jun 2020 - ADM	120.00	
476	Dept. of Retirement Systems	Retirement Contributions (PPE 05-31-20) - EFT 756	37,561.32	
477	Dept. of Retirement Systems	DCP Retirement 06-2020 (PPE 05-31-20) - EFT 757	8,200.00	
485	Hartford Retirement Plan Solutions	MMDCP 06-2020 (PPE 05-31-20) - EFT 758	200.00	
486	Health Care Authority	HCA 06-2020 (PPE 05-31-20)	35,943.89	
487	HealthEquity	HSA ER Contributions - June 2020	533.32	
509	NOLS Employee	HRA Reimbursement	185.96	
510	NOLS Employee	HRA Reimbursement	120.15	
511	NOLS Employee	HRA Reimbursement	1,150.00	
512	NOLS Employee	HRA Reimbursement	145.00	
525	NOLS Employee	HRA Reimbursement	92.98	
527	United Way of Clallam County	United Way Donations (PPE 05-31-20)	45.00	
530	WCIF	Vision/Life/EAP Premiums 06-2020 (PPE 05-31-20)	1,309.42	
532	NOLS Employee	HRA Reimbursement	1,150.00	
534	WSCCCE - WPAS, Inc	Dental Premiums (PPE 05-31-20) - July Coverage	5,155.92	
535	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 06-2020 (PPE 05-31-20)	1,904.01	264,583.02
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
446	Angeles Millwork & Lumber Company	PO 442 Maintenance Supplies - Sealant - FAC	21.18	
447	Angeles Millwork & Lumber Company	PO 498, 493 Maintenance Supplies - PA Entrance - Plywood and Silicone Caulking - FAC	44.25	
478	Dept. of Revenue - Use/Sales Tax	May 2020 Sales & Use Tax - EFT 760	2.21	
494	Mathews Glass Co., Inc.	PO 454, 462 Maintenance Supplies - Covid Response - Plexiglas Shield - Acrylic Guards - FAC	630.68	
519	Swains General Store, Inc.	PO 423, 427 Maintenance Supplies - Dish Liquid and Water, Foam Filter Sleeve - FAC	30.75	
520	Swains General Store, Inc.	PO 458 Maintenance Supplies - Caulk and Texture - FAC	35.84	
521	Swains General Store, Inc.	PO 466, 478 Maintenance Supplies - Weedeater Line - Texture Spray - FAC	43.46	
522	The Home Depot Pro	PO 418 Maintenance Supplies - Floor Refinishing Supplies and Tools - FAC	252.47	
523	The Home Depot Pro	PO 100, 322, 323, 418 Maintenance Supplies - Cleansers, Soap Refills, Towels, Cleaning Tools - FAC	1,795.94	
524	The Home Depot Pro	PO 439, 491 Maint. Supplies - Cleaning Supplies - FAC	118.04	
CC 3	Amazon.com	PO 375 Toner - ADM	549.70	
CC 4	Amazon.com	PO 384 Technology Supplies - Ball Mice - IT	60.82	

Category	Claimant	Purpose	Amount	Subtotal
CC 7	Amazon.com	PO 376 Maintenance Supplies - Refund - FAC	(54.40)	
CC 8	Amazon.com	PO 421 Maintenance Supplies - Sanitizer - FAC	54.35	
CC 9	Amazon.com	PO 444 Maintenance Supplies - Bathroom Cleaner - FAC	29.95	
CC 10	Amazon.com	PO 428 Maint. Supplies - Concrete Crack Filler - FAC	21.03	
CC 11	Amazon.com	PO 430 Maint. Supplies - Concrete Crack Caulk - FAC	85.40	
CC 16	CustomInk LLC	PO 480 Office Supplies - Face Masks - NOLS	48.96	
CC 26	Grainger	PO 440 Maintenance Supplies - HVAC Motor Belts - FAC	28.50	
CC 27	Home Depot	PO 445 Maintenance Supplies - Weed Control - FAC	82.66	
CC 31	Mathews Glass Co., Inc.	PO 443 Maintenance Supplies - Acrylic Shield - FAC	82.02	
CC 39	StringKing	PO 480 Office Supplies - Face Masks - NOLS	42.94	
CC 40	StringKing	PO 480 Office Supplies - Face Masks - NOLS	316.16	4,322.91
<b><u>PROGRAM SUPPLIES</u></b>				
452	Baker & Taylor Information	PO 467 Program Supplies - Books for SRP (PAFOL)	178.70	
496	Norwest Graphics	PO 414 Program Supplies - Bags For Book Distribution (NOLF)	1,360.20	
514	Scholastic Library Publishing	PO 162 Program Supplies - SRP Books (PAFOL)	2,997.03	
515	Scholastic Library Publishing	PO 414 Program Supplies - Books for Book Bag Distribution (NOLF)	845.90	
CC 5	Amazon.com	PO 383 Program Supplies - Headstart Book Bags (NOLF)	22.71	
CC 20	Facebook	PO 450 Program Supplies - Teen Ads (PAFOL)	7.74	
CC 21	Facebook	PO 450 Program Supplies - Teen Ads (FOSL)	7.73	
CC 35	Port Book and News	PO 457 Program Supplies - PAHS Book Club (PAFOL)	59.86	
CC 41	Uline	PO 382 Program Supplies - NOLS Grows (PAFOL)	121.92	
CC 42	Uline	PO 433 Program Supplies - NOLS Grows (PAFOL)	61.59	5,663.38
<b><u>FUEL</u></b>				
CC 14	Arco	PO 448 Fuel - Business - NOLS Van - NOLS	30.41	
CC 15	Chevron	PO 441 Fuel - Equipment - FAC	24.08	
CC 19	Exxon Mobil	PO 452 Fuel - Business - Westy - FAC	17.34	
CC 30	Lower Elwha Food & Fuel	PO 395 Fuel - Business - FAC	20.15	91.98
<b><u>COLLECTION MATERIALS</u></b>				
449	Baker & Taylor Entertainment	Collection Materials	160.45	
450	Baker & Taylor Entertainment	Collection Materials	199.08	
451	Baker & Taylor Information	Collection Materials	614.91	
452	Baker & Taylor Information	Collection Materials	1,631.40	
453	Baker & Taylor Information	Collection Materials	4,046.41	
479	Dex YP	Collection Materials	130.49	
480	Dex YP	Collection Materials	97.22	
484	Forks Forum	Collection Materials	75.00	
488	Ingram Library Services	Collection Materials	350.79	
489	Ingram Library Services	Collection Materials	271.38	
495	Midwest Tape	Collection Materials	419.06	
501	OverDrive, Inc.	Collection Materials	65.00	
502	OverDrive, Inc.	Collection Materials	467.89	
503	OverDrive, Inc.	Collection Materials	936.04	
504	OverDrive, Inc.	Collection Materials	230.98	
508	ProQuest LLC	Collection Materials - Online Databases - 07/01/20 - 6/30/21	1,375.72	
513	Recorded Books, LLC	Collection Materials	7.56	

Category	Claimant	Purpose	Amount	Subtotal
CC 33	Odyssey Book Shop	PO 449 Collection Materials	52.22	11,131.60
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
CC 12	Amazon.com	PO 429 Small Tools - Oscillating Power Tool - FAC	187.12	
CC 13	Amazon.com	PO 413 Small Tools - Force Gauge - NOLS	195.84	
CC 25	Grainger	PO 422 Small Tools - Drill Bit - FAC	43.51	
CC 28	Home Depot	PO 419 Small Tools - Oscillating Power Tool - FAC	147.14	
CC 29	Home Depot	PO 419 Small Tools - Oscillating Power Tool - FAC	(147.14)	426.47
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
443	ADP, LLC	Payroll Services - Processing - (PPE 04-30-2020) and (PPE 05-31-2020) - NOLS	1,383.31	
454	Baker, Matthew	C52 Programming - Matt Baker Comedy and Stunt Show FO, CB (PAFOL, FOSL)	400.00	
455	Bowling, Dusti	C46 Programming - The Importance of Story Goal (PAFOL)	125.00	
456	Boyd, Rachel	C25 Programming - Build a Toolbox (FOFOL, PAFOL, FOSL)	380.00	
478	Dept. of Revenue - Use/Sales Tax	May 2020 Sales & Use Tax - EFT 760	409.02	
482	E-Rate Expertise	PO 425 Professional Services - E-Rate Consulting - NOLS	675.00	
483	E-Rate Expertise	PO 460 Professional Services - Bid Review and Discussion - NOLS	1,987.50	
492	Larsen, Heidi	C50 Programming - DIY Exploring Static Electricity (PAFOL, FOSL, FO, CB)	150.00	
497	NW Bloom LLC	C47 Programming - Creating Sanctuary (PAFOL, FOSL, CBFOL, FOFOL)	350.00	
498	OCLC, Inc.	PO 434 Professional Services - Technology - Cataloging and Metadata Services - Worldshare ILL - TS	2,471.61	
499	Olympic Laundry & Dry Cleaners, Inc.	PO 431 Professional Services - Laundry - FAC	53.66	
516	SHKS Architects	PO 488 Professional Services - Design and Consultation for SQ Capital Improvement Grant - NOLS	5,648.75	
518	Summit Law Group	PO 494 Professional Fees - Legal Services - ADM	165.00	
CC 22	Facebook	PO 482 Advertising - Sponsored Posts - NOLS	32.32	
CC 23	GoDaddy.com	PO 435 Technology Services - Domain Name Registration - IT	35.19	
CC 24	GoDaddy.com	PO 436 Technology Services - Domain Name Registration - IT	28.66	
CC 34	Pay Pal	Monthly Gateway Fee - NOLS	59.95	
CC 38	Stamps.com	PO 420 Technology Services - Monthly Fee - TS	19.56	
CC 45	Zoom	PO 426 Technology Services - Monthly Subscription - NOLS	16.30	
CC 46	Zoom	PO 469 Technology Services - Monthly Subscription - NOLS	16.30	
CC 47	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30	
CC 48	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30	
CC 49	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30	
CC 50	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30	
CC 51	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30	14,488.63

Category	Claimant	Purpose	Amount	Subtotal
<b><u>COMMUNICATIONS</u></b>				
445	Angeles Communications	Communications - VOIP	903.04	
458	CenturyLink 300511187 FO	Communications - Voice - FO	81.23	
459	CenturyLink 300561130 CB	Communications - Voice - CB	74.30	
460	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	115.70	
461	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	46.83	
462	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.14	
463	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.14	
529	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03	
531	WDH - Wave Business	Communication - Internet - IT	2,381.52	
CC 32	Microsoft Office	PO 464 Communication - Voice - NOLS	20.00	
CC 36	Stamps.com	PO 388 Postage - TS	250.00	
CC 37	Stamps.com	PO 407 Postage - TS	250.00	
CC 44	Verizon Wireless	PO 465 Communication - Hot Spots - NOLS	377.12	5,104.05
<b><u>TRAVEL</u></b>				
490	Katz, Andrew	Travel - Business - Mileage Reimbursement - FAC	69.00	
491	Katz, Andrew	Travel - Business - Mileage Reimbursement - FAC	103.50	
506	Page, Dayna	Travel - Business - Mileage Reimbursement - Work From Home Plan - TS	182.85	
507	Page, Dayna	Travel - Business - Mileage Reimbursement - Work From Home Plan - TS	87.92	
CC 18	Expedia Travel	PO 163 Travel - Training - ALA Hotel Refund - NOLS	(186.89)	256.38
<b><u>UTILITIES</u></b>				
464	City of Forks	Public Utilities - FO	104.88	
465	City of Port Angeles/Dump	PO 424 Utilities - Solid Waste - Metal Recycling - FAC	19.40	
466	City of Port Angeles/Dump	PO 492 Utilities - Solid Waste - Yard Debris - FAC	12.29	
467	City of Port Angeles/Orcas Avenue	Public Utilities - PA	182.86	
468	City of Port Angeles/Orcas Avenue	Public Utilities - PA	181.10	
469	City of Port Angeles/Peabody St.	Public Utilities - PA	3,510.28	
470	City of Sequim	Public Utilities - SQ	90.77	
471	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
472	Clallam County PUD	Public Utilities - SQ - CB	1,055.00	
473	Clallam County PUD	Public Utilities - FO	536.00	
481	DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63	
533	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,305.14
<b><u>REPAIR AND MAINTENANCE</u></b>				
493	Les Schwab Tires	PO 432 Repair and Maintenance - Vehicles - Westy Seasonal Tire Switch - FAC	86.76	
505	Pacific Office Equipment, Inc.	Copier Maintenance - FO	32.55	119.31
<b><u>MISCELLANEOUS SERVICES</u></b>				
500	Olympic Printers, Inc.	PO 405 Printing - #10 Non Window Envelopes - ADM	363.39	
CC 17	DRI Printing Services	PO 447 Printing - SRP Bookmarks - NOLS	185.55	548.94
<b><u>INTERGOVERNMENTAL SERVICES</u></b>				
517	State Auditor's Office	State Examiner's Fee - Investigation - ADM	315.15	315.15



Category	Claimant	Purpose	Amount	Subtotal
<b><u>MACHINERY AND EQUIPMENT</u></b>				
	<b>526 Uline</b>	PO 489 Machinery and Equipment - Traffic and Safety Equipment for Curbside Services - NOLS	3,033.70	
	<b>CC 1 Adobe Creative Cloud</b>	PO 455 Machinery and Equipment - CreativeCloud Renewal - NOLS	391.55	
	<b>CC 2 Adobe Creative Cloud</b>	PO 456 Machinery and Equipment - CreativeCloud Renewal - NOLS	391.55	
	<b>CC 6 Amazon.com</b>	PO 437 Machinery and Equipment - USB Wi-Fi Adapter - IT	25.01	
	<b>CC 43 Uline</b>	PO 481 Machinery and Equipment - Curbside Boxes, Pallets - PA	1,304.47	5,146.28
			<b>318,503.24</b>	<b>318,503.24</b>





## Voucher Approval for June 2020

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 #440 through #535 are approved in the amount of \$318,503.24 this 27th day of August 2020.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
440	NOLS Employee	HRA Reimbursement	271.56
441	ADP Tax/Financial Services	Net Payroll (PPE 05-31-20) - EFT 754	126,126.14
442	ADP Tax/Financial Services	Payroll Tax (PPE 05-31-20) - EFT 755	42,961.57
443	ADP, LLC	Payroll Services - Processing - (PPE 04-30-2020) and (PPE 05-31-2020) - NOLS	1,383.31
444	NOLS Employee	HRA Reimbursement	702.90
445	Angeles Communications	Communications - VOIP	903.04
446	Angeles Millwork & Lumber Company	PO 442 Maintenance Supplies - Sealant - FAC	21.18
447	Angeles Millwork & Lumber Company	PO 498, 493 Maintenance Supplies - PA Entrance - Plywood and Silicone Caulking - FAC	44.25
448	NOLS Employee	HRA Reimbursement	92.98
449	Baker & Taylor Entertainment	Collection Materials	160.45
450	Baker & Taylor Entertainment	Collection Materials	199.08
451	Baker & Taylor Information	Collection Materials	614.91
452	Baker & Taylor Information	Collection Materials and PO 467 Program Supplies - Books for SRP (PAFOL)	1,810.10
453	Baker & Taylor Information	Collection Materials	4,046.41
454	Baker, Matthew	C52 Programming - Matt Baker Comedy and Stunt Show FO, CB (PAFOL, FOSL)	400.00
455	Bowling, Dusti	C46 Programming - The Importance of Story Goal (PAFOL)	125.00
456	Boyd, Rachel	C25 Programming - Build a Toolbox (FOFOL, PAFOL, FOSL)	380.00
457	NOLS Employee	HRA Reimbursement	185.96
458	CenturyLink 300511187 FO	Communications - Voice - FO	81.23
459	CenturyLink 300561130 CB	Communications - Voice - CB	74.30
460	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	115.70

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
461	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	46.83
462	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.14
463	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.14
464	City of Forks	Public Utilities - FO	104.88
465	City of Port Angeles/Dump	PO 424 Utilities - Solid Waste - Metal Recycling - FAC	19.40
466	City of Port Angeles/Dump	PO 492 Utilities - Solid Waste - Yard Debris - FAC	12.29
467	City of Port Angeles/Orcas Avenue	Public Utilities - PA	182.86
468	City of Port Angeles/Orcas Avenue	Public Utilities - PA	181.10
469	City of Port Angeles/Peabody St.	Public Utilities - PA	3,510.28
470	City of Sequim	Public Utilities - SQ	90.77
471	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50
472	Clallam County PUD	Public Utilities - SQ - CB	1,055.00
473	Clallam County PUD	Public Utilities - FO	536.00
474	NOLS Employee	HRA Reimbursement	424.94
475	DeFrancisco, John L.	Cell Phone Reimbursement - Jan - Jun 2020 - ADM	120.00
476	Dept. of Retirement Systems	Retirement Contributions (PPE 05-31-20) - EFT 756	37,561.32
477	Dept. of Retirement Systems	DCP Retirement 06-2020 (PPE 05-31-20) - EFT 757	8,200.00
478	Dept. of Revenue - Use/Sales Tax	May 2020 Sales & Use Tax - EFT 760	411.23
479	Dex YP	Collection Materials	130.49
480	Dex YP	Collection Materials	97.22
481	DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63
482	E-Rate Expertise	PO 425 Professional Services - E-Rate Consulting - NOLS	675.00
483	E-Rate Expertise	PO 460 Professional Services - Bid Review and Discussion - NOLS	1,987.50
484	Forks Forum	Collection Materials	75.00
485	Hartford Retirement Plan Solutions	MMDCP 06-2020 (PPE 05-31-20) - EFT 758	200.00
486	Health Care Authority	HCA 06-2020 (PPE 05-31-20)	35,943.89
487	HealthEquity	HSA ER Contributions - June 2020	533.32
488	Ingram Library Services	Collection Materials	350.79
489	Ingram Library Services	Collection Materials	271.38
490	Katz, Andrew	Travel - Business - Mileage Reimbursement - FAC	69.00
491	Katz, Andrew	Travel - Business - Mileage Reimbursement - FAC	103.50
492	Larsen, Heidi	C50 Programming - DIY Exploring Static Electricity FO, CB (PAFOL, FOSL)	150.00
493	Les Schwab Tires	PO 432 Vehicle Maintenance - Westy Seasonal Tire Switch - FAC	86.76
494	Mathews Glass Co., Inc.	PO 454, 462 Maintenance Supplies - Covid Response - Plexiglas Shield - Acrylic Guards - FAC	630.68
495	Midwest Tape	Collection Materials	419.06
496	Norwest Graphics	PO 414 Program Supplies - Bags For Book Distribution (NOLF)	1,360.20
497	NW Bloom LLC	C47 Programming - Creating Sanctuary (PAFOL, FOSL, CBFOL, FOFOL)	350.00
498	OCLC, Inc.	PO 434 Professional Services - Technology - Cataloging and Metadata Services - Worldshare ILL - TS	2,471.61

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
499	Olympic Laundry & Dry Cleaners, Inc.	PO 431 Professional Services - Laundry - FAC	53.66
500	Olympic Printers, Inc.	PO 405 Printing - #10 Non Window Envelopes - ADM	363.39
501	OverDrive, Inc.	Collection Materials	65.00
502	OverDrive, Inc.	Collection Materials	467.89
503	OverDrive, Inc.	Collection Materials	936.04
504	OverDrive, Inc.	Collection Materials	230.98
505	Pacific Office Equipment, Inc.	Copier Maintenance - FO	32.55
506	Page, Dayna	Travel - Business - Mileage Reimbursement - Work From Home Plan - TS	182.85
507	Page, Dayna	Travel - Business - Mileage Reimbursement - Work From Home Plan - TS	87.92
508	ProQuest LLC	Collection Materials - Online Databases - 07/01/20 - 6/30/21	1,375.72
509	NOLS Employee	HRA Reimbursement	185.96
510	NOLS Employee	HRA Reimbursement	120.15
511	NOLS Employee	HRA Reimbursement	1,150.00
512	NOLS Employee	HRA Reimbursement	145.00
513	Recorded Books, LLC	Collection Materials	7.56
514	Scholastic Library Publishing	PO 162 Program Supplies - SRP Books (PAFOL)	2,997.03
515	Scholastic Library Publishing	PO 414 Program Supplies - Books for Book Bag Distribution (NOLF)	845.90
516	SHKS Architects	PO 488 Professional Services - Design and Consultation - SQ Capital Improvement Grant - NOLS	5,648.75
517	State Auditor's Office	State Examiner's Fee - Investigation - ADM	315.15
518	Summit Law Group	PO 494 Professional Fees - Legal Services - ADM	165.00
519	Swains General Store, Inc.	PO 423, 427 Maintenance Supplies - Dish Liquid and Water, Foam Filter Sleeve - FAC	30.75
520	Swains General Store, Inc.	PO 458 Maintenance Supplies - Caulk and Texture - FAC	35.84
521	Swains General Store, Inc.	PO 466, 478 Maintenance Supplies - Weedeater Line - Texture Spray - FAC	43.46
522	The Home Depot Pro	PO 418 Maintenance Supplies - Floor Refinishing Supplies and Tools - FAC	252.47
523	The Home Depot Pro	PO 100, 322, 323, 418 Maintenance Supplies - Cleansers, Soap Refills, Towels, Cleaning Tools, - FAC	1,795.94
524	The Home Depot Pro	PO 439, 491 Maintenance Supplies - Cleaning Supplies - FAC	118.04
525	NOLS Employee	HRA Reimbursement	92.98
526	Uline	PO 489 Machinery and Equipment - Traffic and Safety Equipment - Curbside Services - NOLS	3,033.70
527	United Way of Clallam County	United Way Donations (PPE 05-31-20)	45.00
528	US Bank	Credit Card Services - May 2020 (*Detail Below)	5,498.45
529	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03
530	WCIF	Vision/Life/EAP Premiums 06-2020 (PPE 05-31-20)	1,309.42
531	WDH - Wave Business	Communication - Internet - IT	2,381.52
532	NOLS Employee	HRA Reimbursement	1,150.00

No.	Claimant	Purpose	Amount
533	West Waste & Recycling	Public Utilities - FO - CB	56.43
534	WSCCCE - WPAS, Inc	Dental Premiums (PPE 05-31-20) - July Coverage	5,155.92
535	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 06-2020 (PPE 05-31-20)	1,904.01
			<b>318,503.24</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #528**

1	Adobe Creative Cloud	PO 455 Machinery and Equipment - CreativeCloud Renewal - NOLS	391.55
2	Adobe Creative Cloud	PO 456 Machinery and Equipment - CreativeCloud Renewal - NOLS	391.55
3	Amazon.com	PO 375 Toner - ADM	549.70
4	Amazon.com	PO 384 Technology Supplies - Ball Mice - IT	60.82
5	Amazon.com	PO 383 Program Supplies - Headstart Book Bags (NOLF)	22.71
6	Amazon.com	PO 437 Machinery and Equip. - USB Wi-Fi Adapter - IT	25.01
7	Amazon.com	PO 376 Maintenance Supplies - Refund - FAC	(54.40)
8	Amazon.com	PO 421 Maintenance Supplies - Sanitizer - FAC	54.35
9	Amazon.com	PO 444 Maintenance Supplies - Bathroom Cleaner - FAC	29.95
10	Amazon.com	PO 428 Maint. Supplies - Concrete Crack Filler - FAC	21.03
11	Amazon.com	PO 430 Maint. Supplies - Concrete Crack Caulk - FAC	85.40
12	Amazon.com	PO 429 Small Tools - Oscillating Power Tool - FAC	187.12
13	Amazon.com	PO 413 Small Tools - Force Gauge - NOLS	195.84
14	Arco	PO 448 Fuel - Business - NOLS Van - NOLS	30.41
15	Chevron	PO 441 Fuel - Equipment - FAC	24.08
16	CustomInk LLC	PO 480 Office Supplies - Face Masks - NOLS	48.96
17	DRI Printing Services	PO 447 Printing - SRP Bookmarks - NOLS	185.55
18	Expedia Travel	PO 163 Travel - Training - ALA Hotel Refund - NOLS	(186.89)
19	Exxon Mobil	PO 452 Fuel - Business - Westy - FAC	17.34
20	Facebook	PO 450 Program Supplies - Teen Ads (PAFOL)	7.74
21	Facebook	PO 450 Program Supplies - Teen Ads (FOSL)	7.73
22	Facebook	PO 482 Advertising - Sponsored Posts - NOLS	32.32
23	GoDaddy.com	PO 435 Technology Services - Domain Name Registration - IT	35.19
24	GoDaddy.com	PO 436 Technology Services - Domain Name Registration - IT	28.66
25	Grainger	PO 422 Small Tools - Drill Bit - FAC	43.51
26	Grainger	PO 440 Maintenance Supplies - HVAC Motor Belts - FAC	28.50
27	Home Depot	PO 445 Maintenance Supplies - Weed Control - FAC	82.66
28	Home Depot	PO 419 Small Tools - Oscillating Power Tool - FAC	147.14
29	Home Depot	PO 419 Small Tools - Oscillating Power Tool - FAC	(147.14)
30	Lower Elwha Food & Fuel	PO 395 Fuel - Business - FAC	20.15
31	Mathews Glass Co., Inc.	PO 443 Maintenance Supplies - Acrylic Shield - FAC	82.02
32	Microsoft Office	PO 464 Communication - Voice - NOLS	20.00
33	Odyssey Book Shop	PO 449 Collection Materials	52.22

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
34	Pay Pal	Monthly Gateway Fee - NOLS	59.95
35	Port Book and News	PO 457 Program Supplies - PAHS Book Club (PAFOL)	59.86
36	Stamps.com	PO 388 Postage - TS	250.00
37	Stamps.com	PO 407 Postage - TS	250.00
38	Stamps.com	PO 420 Technology Services - Monthly Fee - TS	19.56
39	StringKing	PO 480 Office Supplies - Face Masks - NOLS	42.94
40	StringKing	PO 480 Office Supplies - Face Masks - NOLS	316.16
41	Uline	PO 382 Program Supplies - NOLS Grows (PAFOL)	121.92
42	Uline	PO 433 Program Supplies - NOLS Grows (PAFOL)	61.59
43	Uline	PO 481 Machinery and Equipment - Curbside Boxes, Pallets - PA	1,304.47
44	Verizon Wireless	PO 465 Communication - Hot Spots - NOLS	377.12
45	Zoom	PO 426 Technology Services - Monthly Subscription - NOLS	16.30
46	Zoom	PO 469 Technology Services - Monthly Subscription - NOLS	16.30
47	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30
48	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30
49	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30
50	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30
51	Zoom	PO 479 Technology Services - Monthly Subscription - NOLS	16.30
			<b>5,498.45</b>

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

<b>EFT 754</b>	<b>ADP Tax/Financial Services</b>	Net Payroll (PPE 05-31-20)	126,126.14
<b>EFT 755</b>	<b>ADP Tax/Financial Services</b>	Payroll Tax (PPE 05-31-20)	42,961.57
<b>EFT 756</b>	<b>Dept. of Retirement Systems</b>	Retirement Contributions (PPE 05-31-20)	37,561.32
<b>EFT 757</b>	<b>Dept. of Retirement Systems</b>	DCP Retirement (PPE 05-31-20)	8,200.00
<b>EFT 758</b>	<b>Hartford Retirement Plan Solutions</b>	MMDCP (PPE 05-31-20)	200.00
			<b>215,049.03</b>







## VOUCHERS BY CATEGORY FOR JULY 2020

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
536	NOLS Employee	HRA Reimbursement	54.08	
537	ADP Tax/Financial Services	Net Payroll (PPE 06-30-20) - EFT 762	133,028.33	
538	ADP Tax/Financial Services	Payroll Tax (PPE 06-30-20) - EFT 763	46,230.73	
545	NOLS Employee	HRA Reimbursement	362.08	
546	NOLS Employee	HRA Reimbursement	92.98	
557	Bolton, Joshua	Cell Phone Reimbursement - Jan-Jun 2020 - FAC	60.00	
558	NOLS Employee	HRA Reimbursement	234.45	
559	NOLS Employee	HRA Reimbursement	92.98	
577	NOLS Employee	HRA Reimbursement	644.98	
578	Dept. of Labor & Industries	Q2 2020 L&I NOLS	5,774.95	
579	Dept. of Retirement Systems	Retirement Contributions (PPE 06-30-20) - EFT 764	38,396.29	
580	Dept. of Retirement Systems	DCP Retirement 07-2020 (PPE 06-30-20) - EFT 765	8,200.00	
585	Felton, Jina	Cell Phone Reimbursement - Jan-Jun 2020 - PA	120.00	
588	NOLS Employee	HRA Reimbursement	362.08	
589	Glaude, Noah	Cell Phone Reimbursement Jan-Jun 2020 - ADM	120.00	
590	NOLS Employee	HRA Reimbursement	543.12	
592	Hartford Retirement Plan Solutions	MMDCP 07-2020 (PPE 06-30-20) - EFT 766	200.00	
594	Health Care Authority	HCA 07-2020 (PPE 06-30-20)	35,189.55	
595	HealthEquity	HSA ER Contributions - July 2020	533.32	
599	Jakubcin, Margaret	Cell Phone Reimbursement - Jan-Jun 2020 - ADM	120.00	
603	NOLS Employee	HRA Reimbursement	859.52	
608	Miller, Shane	Cell Phone Reimbursement - Jan-Jun 2020 - IT	100.00	
609	NOLS Employee	HRA Reimbursement	787.82	
618	NOLS Employee	HRA Reimbursement	220.50	
619	NOLS Employee	HRA Reimbursement	399.00	
623	NOLS Employee	HRA Reimbursement	322.00	
634	NOLS Employee	HRA Reimbursement	92.98	
635	United Way of Clallam County	United Way Donations (PPE 06-30-20)	45.00	
639	WCIF	Vision/Life/EAP Premiums 07-2020 (PPE 06-30-20)	1,266.38	
641	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-20) - August Coverage	4,787.64	
642	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 07-2020 (PPE 06-30-20)	1,894.68	281,135.44
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
543	Angeles Millwork & Lumber Company	PO 536 Maintenance Supplies - Wood Screws, Dry Wall Supplies - FAC	8.95	
544	Angeles Millwork & Lumber Company	PO 588 Maintenance Supplies - PA Lobby Paint - FAC	38.07	
575	Commercial Filter Sales & Service	PO 509 Maintenance Supplies - HVAC Filters - FAC	903.03	
576	Co-Op Farm & Garden, The	PO 510 Supplies - Groundskeeping - Neem Oil and Sprayers - FAC	46.47	
581	Dept. of Revenue - Use/Sales Tax	June 2020 Sales and Use Tax - EFT 768	2.64	
593	Hartnagel Building Supply	PO 522 Supplies - Groundskeeping - Landscaping Staples - FAC	24.41	

Category	Claimant	Purpose	Amount	Subtotal
611	Olympia Sheet Metal Inc.	PO 549 Maintenance Supplies - PA Heat Pump Refrigerant - FAC	87.04	
627	Swains General Store, Inc.	PO 589, 596 Maintenance Supplies - Paint Supplies, Divider Installation Supplies, Clamps, Wasp Spray, Hazard Flaging - FAC	105.82	
628	The Home Depot Pro	PO 519 Maintenance Supplies - Foaming Disinfectant - FAC	167.90	
629	The Home Depot Pro	PO 439 Maintenance Supplies - Mop Heads and Floor Stripper - FAC	102.79	
631	True Value	PO 498, 499 Maintenance Supplies - Installation Supplies for Sneeze Guards - FAC	41.91	
632	True Value	PO 564 Maintenance Supplies - Paint, Paint Pall, Scrub Brushes - FAC	32.17	
633	True Value	PO 584 Maintenance Supplies - Paint and Citrus Cleaner - FAC	23.84	
CC 4	Amazon.com	PO 472 Technology Supplies - Tablet Cases - IT	81.74	
CC 6	Amazon.com	PO 438 Office Supplies - Curbside Canopy Tents - SQ	454.68	
CC 7	Amazon.com	PO 451 Maint. Supplies - Floor Sealing Supplies - FAC	41.17	
CC 8	Amazon.com	PO 483 Maintenance Supplies - AED Battery - FAC	184.96	
CC 10	Amazon.com	PO 484 Processing Supplies - Media Cases - TS	61.31	
CC 11	Amazon.com	PO 484 Processing Supplies - Media Cases - TS	32.20	
CC 14	Angeles Millwork & Lumber Company	PO 490 Maintenance Supplies - FAC	30.28	
CC 19	Cape Cod Brass & Security	PO 534 Maintenance Supplies - Door Kickplates - FAC	104.95	
CC 20	CCI Solutions	PO 486 Processing Supplies - Media Cases - TS	289.84	
CC 22	Costco	PO 540 Office Supplies - Hand Truck, Curbside Supplies - SQ	159.89	
CC 23	Costco	PO 541 Office Supplies - Sanitizing Wipes - SQ	16.31	
CC 28	Demco, Inc.	PO 473 Processing Supplies - Book Covers, Labels - TS	251.67	
CC 33	Global Industrial	PO 485 Processing Supplies - Shipping Totes - TS	376.44	
CC 34	Home Depot	PO 542 Office Supplies - Curbside Doorbell - SQ	25.00	
CC 38	KCDA Purchasing Cooperative	PO 487 Office Supplies - Tape - FO	40.78	
CC 39	KCDA Purchasing Cooperative	PO 508 Paper Supplies - PA	59.05	
CC 40	KCDA Purchasing Cooperative	PO 508 Office Supplies - PA	32.78	
CC 41	KCDA Purchasing Cooperative	PO 474 Processing Supplies - Tape, General Supplies - TS	229.28	
CC 42	Labels Direct, Inc.	PO 475 Processing Supplies - Labels - TS	66.00	
CC 47	Michael's Store	PO 544 Office Supplies - Curbside Supplies - SQ	13.60	
CC 48	Office Depot	PO 543 Office Supplies - Pens, Notebooks - SQ	19.32	
CC 49	Office Replacement Parts	PO 535 Maintenance Supplies - IT Cubicle Parts - FAC	103.45	
CC 53	POSPAPER.com	PO 507 Paper Supplies - PA	79.95	
CC 54	Quill Corporation	PO 476 Toner and Ink - TS	150.99	
CC 55	Saars Grocery	PO 503 Processing Supplies - Distilled Water - TS	12.91	
CC 56	Safety Smart Gear	PO 538 Office Supplies - Curbside Visibility Vests - SQ	76.70	
CC 62	StringKing	PO 569 Office Supplies - Face Masks - NOLS	164.06	
CC 63	Swains General Store, Inc.	PO 549 Maint. Supplies - Floor Stripper, Caulk - FAC	62.94	
CC 64	Swains General Store, Inc.	PO 461 Maintenance Supplies - Plastic Film, Aluminum Cleaner - FAC	91.71	
CC 68	Walmart	PO 546 Office Supplies - Curbside Supplies - SQ	20.29	4,919.29
<b><u>PROGRAM SUPPLIES</u></b>				
622	Scholastic Library Publishing	PO 191 Program Supplies - Teen SRP Books (PAFOL)	987.21	
CC 24	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (PAFOL)	192.81	

Category	Claimant	Purpose	Amount	Subtotal
CC 25	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (FOSL)	192.80	
CC 26	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (FOFOL)	48.20	
CC 27	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (CBFOL)	48.20	
CC 30	Facebook	PO 531 Program Supplies - Program Promotional Ads (PAFOL)	8.77	
CC 31	Facebook	PO 531 Program Supplies - Program Promotional Ads (FOSL)	8.76	
CC 35	Kahoot!	PO 572 Program Supplies - Trivia Membership (PAFOL)	48.00	
CC 36	Kahoot!	PO 572 Program Supplies - Trivia Membership (FOSL)	48.00	
CC 37	Kahoot!	PO 572 Program Supplies - Trivia Membership - FO	24.00	
CC 46	Michael's Store	PO 528 Program Supplies - Pride Event (PAFOL)	15.62	
CC 52	Port Book and News	PO 547 Program Supplies - Volunteer and BOB Books (PAFOL)	135.76	1,758.13
<b><u>FUEL</u></b>				
CC 16	Arco	PO 446 Fuel - Business - Van - NOLS	43.53	
CC 17	Arco	PO 515 Fuel - Business - Van - NOLS	26.92	
CC 21	Co-Op Farm & Garden, The	PO 533 Fuel - Equipment - FAC	2.61	
CC 29	Exxon Mobil	PO 526 Fuel - Business - Westy - FAC	24.35	
CC 43	Lower Elwha Food & Fuel	PO 530 Fuel - Business - NOLSY White - FAC	23.21	
CC 44	Lower Elwha Food & Fuel	PO 477 Fuel - Business - Van - NOLS	26.70	
CC 45	Lower Elwha Food & Fuel	PO 502 Fuel - Business - Van - NOLS	29.91	
CC 57	Safeway Fuel	PO 558 Fuel - Business - NOLSY Red - FAC	23.79	
CC 58	Safeway Fuel	PO 559 Fuel - Business - NOLSY Red - FAC	33.86	
CC 59	Shell	PO 504 Fuel - Business - Van - NOLS	28.74	
CC 60	Shell	PO 524 Fuel - Business - Van - NOLS	33.69	297.31
<b><u>COLLECTION MATERIALS</u></b>				
541	Amazon.com	Collection Materials	88.04	
547	Baker & Taylor Entertainment	Collection Materials	644.56	
548	Baker & Taylor Entertainment	Collection Materials	246.64	
549	Baker & Taylor Entertainment	Collection Materials	407.33	
550	Baker & Taylor Entertainment	Collection Materials	15.41	
551	Baker & Taylor Entertainment	Collection Materials	111.11	
552	Baker & Taylor Information	Collection Materials	1,692.89	
553	Baker & Taylor Information	Collection Materials	2,614.09	
554	Baker & Taylor Information	Collection Materials	3,058.33	
555	Baker & Taylor Information	Collection Materials	1,550.41	
556	Baker & Taylor Information	Collection Materials	8,564.22	
560	CENGAGE Learning	Collection Materials	658.09	
561	Center Point Large Print	Collection Materials	224.70	
586	Findaway World, LLC	Collection Materials	765.49	
587	Findaway World, LLC	Collection Materials	43.42	
596	Ingram Library Services	Collection Materials	196.65	
597	Ingram Library Services	Collection Materials	244.94	
598	International Promotional Ideas Inc	Collection Materials	120.00	
605	Midwest Tape	Collection Materials	117.32	
606	Midwest Tape	Collection Materials	406.87	
607	Midwest Tape	Collection Materials	751.97	
613	OverDrive, Inc.	Collection Materials	494.05	

Category	Claimant	Purpose	Amount	Subtotal
	614 OverDrive, Inc.	Collection Materials	701.46	
	615 OverDrive, Inc.	Collection Materials	931.94	
	CC 15 Anime Kat	PO 511 Collection Materials	168.55	24,818.48
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
	631 True Value	PO 500 Small Tools - Tape Measure - FAC	15.18	
	CC 3 Amazon.com	PO 471 Small Tools - Thermometers - NOLS	442.59	
	CC 09 Amazon.com	PO 497 Small Tools - Weed Eater Heads - FAC	45.14	
	CC 65 Swains General Store, Inc.	PO 567 Small Tools - Curbside Service Equipment - PA	75.29	578.20
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
	539 ADP, LLC	Payroll Processing (PPE 05-30-2020) and (PPE 06-30-2020) - NOLS	709.58	
	540 Allen, Robert	PO 525 Technical Services - IT Certifications - Continuing Education and Dues - IT	239.00	
	583 E-Rate Expertise	PO 556 Professional Services - E-rate Consulting - NOLS	637.50	
	591 Goodness Tea	C48 Programming - Books & Libations (PAFOL, FOSL, CBFOL, FOFOL)	544.39	
	601 Kitsap Networking Systems	PO 513 Professional Services - Consultant Services - ADM	462.50	
	610 OCLC, Inc.	PO 516 Technology Services - Cataloging and Metadata Services - Worldshare ILL - TS	2,471.61	
	612 Olympic Laundry & Dry Cleaners	PO 514 Professional Services - Laundry - FAC	97.92	
	620 Rajala, Shaina E	PO 571 Training and Conference - SHRM Training/Certification - ADM	1,088.81	
	625 SHKS Architects	PO 565 Professional Services - Design and Consultation for SQ Library Capital Improvement Grant - NOLS	832.50	
	630 Tiny Science	C45 Programming - Entomology Presentation (PAFOL)	150.00	
	CC 2 American Library Association	PO 165 Training Fee - Conference Registration - NOLS	(308.00)	
	CC 12 American Library Association	PO 545 Training Fee - Conference Registration - NOLS	60.00	
	CC 13 American Library Association	PO 529 Training Fee - Conference Registration - NOLS	60.00	
	CC 32 Facebook	PO 573 Advertising - Sponsored Posts - NOLS	130.00	
	CC 50 Pay Pal	Monthly Gateway Fee - NOLS	59.95	
	CC 61 Stamps.com	PO 505 Technology Services - Monthly Charge - TS	19.56	
	CC 69 Zoom	PO 520 Technology Services - Monthly Subscription - NOLS	16.30	
	CC 70 Zoom	PO 568 Technology Services - Monthly Subscription - NOLS	32.60	
	CC 71 Zoom	PO 568 Technology Services - Monthly Subscription - NOLS	48.90	
	CC 72 Zoom	PO 539 Technology Services - Monthly Subscription - NOLS	16.30	7,369.42
<b><u>COMMUNICATIONS</u></b>				
	542 Angeles Communications	Communications - VOIP	903.04	
	562 CenturyLink 300511187 FO	Communications - Voice - FO	83.55	
	563 CenturyLink 300561130 CB	Communications - Voice - CB	76.62	
	564 CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	117.48	
	565 CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	50.15	
	566 CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	248.54	
	637 Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.00	
	638 Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.06	1,719.44

Category	Claimant	Purpose	Amount	Subtotal
<b><u>TRAVEL</u></b>				
	540 Allen, Robert	Travel - Business - Mileage Reimbursement - IT	20.88	
	600 Katz, Andrew	Travel - Business - Mileage Reimbursement - FAC	34.50	
	CC 1 Alaska Airlines	PO 165 Travel Training - ALA - NOLS	(34.40)	
	CC 67 Walmart	Unintended Personal Charge - Reimbursed	9.39	30.37
<b><u>UTILITIES</u></b>				
	567 City of Forks	Public Utilities - FO	104.88	
	568 City of Port Angeles/Dump	PO 562 Utilities - Yard Debris Disposal - FAC	7.68	
	569 City of Port Angeles/Orcas Avenue	Public Utilities - PA	182.60	
	570 City of Port Angeles/Peabody St.	Public Utilities - PA	3,274.27	
	571 City of Sequim	Public Utilities - SQ	91.43	
	573 Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
	574 Clallam County PUD	Public Utilities - CB - FO	929.00	
	582 DM Disposal Company, Inc.	Public Utilities - PA - SQ	511.95	
	640 West Waste & Recycling	Public Utilities - FO - CB	56.43	5,214.74
<b><u>REPAIR AND MAINTENANCE</u></b>				
	572 City of Sequim	PO 537 Repair and Maintenance - SQ Parking Lot Striping - FAC	601.21	
	602 Koenig Chevrolet	PO 501 Vehicle Maintenance - Nolsy Red - New Battery and Repair - FAC	220.58	
	611 Olympia Sheet Metal Inc.	PO 548 Repair and Maintenance - PA HVAC Maintenance - FAC	2,393.60	
	616 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	519.68	
	617 Pen West Contractors	PO 512 Groundskeeping - PA Parking Lot Sweeping - FAC	516.80	
	621 Sanford Irrigation, Inc.	PO 523 Groundskeeping - PA Irrigation Seasonal Start Up - FAC	205.17	4,457.04
<b><u>MISCELLANEOUS SERVICES</u></b>				
	624 Sequim Chamber of Commerce	PO 518 Dues and Memberships - Annual Membership - SQ	295.00	
	626 Sound Publishing Inc	PO 566 Printing - Summer Reading Guide and Mailing - NOLS	6,485.28	6,780.28
<b><u>BUILDINGS AND STRUCTURES</u></b>				
	584 Fairchild Floors	PO 595 Buildings and Structures - PA Recarpeting - FAC (PACR)	17,892.17	17,892.17
<b><u>MACHINERY AND EQUIPMENT</u></b>				
	604 Mathews Glass Co., Inc.	PO 601 Machinery and Equipment - IT Plexiglas Guards - COVID Undesignated Contingency - FAC	1,075.18	
	CC 5 Amazon.com	PO 470 Machinery and Equipment - Webcam - IT	39.16	
	CC 18 Caldera	PO 496 Machinery and Equipment - Caldera Forms Plugin - IT	99.50	
	CC 51 PhoneSoap	PO 521 Machinery and Equipment - UV Sanitizing Devices - IT	870.07	
	CC 66 Synology	PO 560 Machinery and Equipment - Cloud Backup Storage - IT	121.38	2,205.29
			<b>359,175.60</b>	<b>359,175.60</b>





## Voucher Approval for July 2020

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 #536 through #642 are approved in the amount of \$359,175.60 this 27th day of August 2020.

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

No.	Claimant	Purpose	Amount
536	NOLS Employee	HRA Reimbursement	54.08
537	ADP Tax/Financial Services	Net Payroll (PPE 06-30-20) - EFT 762	133,028.33
538	ADP Tax/Financial Services	Payroll Tax (PPE 06-30-20) - EFT 763	46,230.73
539	ADP, LLC	Payroll Processing (PPE 05-30-2020) and (PPE 06-30-2020) - NOLS	709.58
540	Allen, Robert	PO 525 Technical Services - IT Certifications - Continuing Education and Dues - IT Travel - Business - Mileage Reimbursement - IT	259.88
541	Amazon.com	Collection Materials	88.04
542	Angeles Communications	Communications - VOIP	903.04
543	Angeles Millwork & Lumber Company	PO 536 Maintenance Supplies - Wood Screws, Dry Wall Supplies - FAC	8.95
544	Angeles Millwork & Lumber Company	PO 588 Maintenance Supplies - PA Lobby Paint - FAC	38.07
545	NOLS Employee	HRA Reimbursement	362.08
546	NOLS Employee	HRA Reimbursement	92.98
547	Baker & Taylor Entertainment	Collection Materials	644.56
548	Baker & Taylor Entertainment	Collection Materials	246.64
549	Baker & Taylor Entertainment	Collection Materials	407.33
550	Baker & Taylor Entertainment	Collection Materials	15.41
551	Baker & Taylor Entertainment	Collection Materials	111.11
552	Baker & Taylor Information	Collection Materials	1,692.89
553	Baker & Taylor Information	Collection Materials	2,614.09
554	Baker & Taylor Information	Collection Materials	3,058.33
555	Baker & Taylor Information	Collection Materials	1,550.41
556	Baker & Taylor Information	Collection Materials	8,564.22
557	Bolton, Joshua	Cell Phone Reimbursement - Jan-Jun 2020 - FAC	60.00
558	NOLS Employee	HRA Reimbursement	234.45

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
559	NOLS Employee	HRA Reimbursement	92.98
560	CENGAGE Learning	Collection Materials	658.09
561	Center Point Large Print	Collection Materials	224.70
562	CenturyLink 300511187 FO	Communications - Voice - FO	83.55
563	CenturyLink 300561130 CB	Communications - Voice - CB	76.62
564	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	117.48
565	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	50.15
566	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	248.54
567	City of Forks	Public Utilities - FO	104.88
568	City of Port Angeles/Dump	PO 562 Utilities - Yard Debris Disposal - FAC	7.68
569	City of Port Angeles/Orcas Avenue	Public Utilities - PA	182.60
570	City of Port Angeles/Peabody St.	Public Utilities - PA	3,274.27
571	City of Sequim	Public Utilities - SQ	91.43
572	City of Sequim	PO 537 Repair and Maintenance - SQ Parking Lot Striping - FAC	601.21
573	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50
574	Clallam County PUD	Public Utilities - CB - FO	929.00
575	Commercial Filter Sales & Service	PO 509 Maintenance Supplies - HVAC Filters - FAC	903.03
576	Co-Op Farm & Garden, The	PO 510 Supplies - Groundskeeping - Neem Oil and Sprayers - FAC	46.47
577	NOLS Employee	HRA Reimbursement	644.98
578	Dept. of Labor & Industries	Q2 2020 L&I NOLS	5,774.95
579	Dept. of Retirement Systems	Retirement Contributions (PPE 06-30-20) - EFT 764	38,396.29
580	Dept. of Retirement Systems	DCP Retirement 07-2020 (PPE 06-30-20) - EFT 765	8,200.00
581	Dept. of Revenue - Use/Sales Tax	June 2020 Sales and Use Tax - EFT 768	2.64
582	DM Disposal Company, Inc.	Public Utilities - PA - SQ	511.95
583	E-Rate Expertise	PO 556 Professional Services - E-rate Consulting - NOLS	637.50
584	Fairchild Floors	PO 595 Buildings and Structures - PA Recarpeting - FAC (PACR)	17,892.17
585	Felton, Jina	Cell Phone Reimbursement - Jan-Jun 2020 - PA	120.00
586	Findaway World, LLC	Collection Materials	765.49
587	Findaway World, LLC	Collection Materials	43.42
588	NOLS Employee	HRA Reimbursement	362.08
589	Glaude, Noah	Cell Phone Reimbursement Jan-Jun 2020 - ADM	120.00
590	NOLS Employee	HRA Reimbursement	543.12
591	Goodness Tea	C48 Programming - Books & Libations (PAFOL, FOSL, CBFOL, FOFOL)	544.39
592	Hartford Retirement Plan Solutions	MMDCP 07-2020 (PPE 06-30-20) - EFT 766	200.00
593	Hartnagel Building Supply	PO 522 Supplies - Groundskeeping - Landscaping Staples - FAC	24.41
594	Health Care Authority	HCA 07-2020 (PPE 06-30-20)	35,189.55
595	HealthEquity	HSA ER Contributions - July 2020	533.32
596	Ingram Library Services	Collection Materials	196.65
597	Ingram Library Services	Collection Materials	244.94



<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
598	International Promotional Ideas Inc	Collection Materials	120.00
599	Jakubcin, Margaret	Cell Phone Reimbursement - Jan-Jun 2020 - ADM	120.00
600	Katz, Andrew	Travel - Business - Mileage Reimbursement - FAC	34.50
601	Kitsap Networking Systems	PO 513 Professional Services - Consultant Services - ADM	462.50
602	Koenig Chevrolet	PO 501 Vehicle Maintenance - Nolsy Red - New Battery and Repair - FAC	220.58
603	NOLS Employee	HRA Reimbursement	859.52
604	Mathews Glass Co., Inc.	PO 601 Machinery and Equipment - IT Plexiglas Guards - COVID Undesignated Contingency - FAC	1,075.18
605	Midwest Tape	Collection Materials	117.32
606	Midwest Tape	Collection Materials	406.87
607	Midwest Tape	Collection Materials	751.97
608	Miller, Shane	Cell Phone Reimbursement - Jan-Jun 2020 - IT	100.00
609	NOLS Employee	HRA Reimbursement	787.82
610	OCLC, Inc.	PO 516 Technology Services - Cataloging and Metadata Services - Worldshare ILL - TS	2,471.61
611	Olympia Sheet Metal Inc.	PO 548 Repair and Maint. - PA HVAC Maintenance - FAC PO 549 Maint. Supplies - PA Heat Pump Refrigerant - FAC	2,480.64
612	Olympic Laundry & Dry Cleaners	PO 514 Professional Services - Laundry - FAC	97.92
613	OverDrive, Inc.	Collection Materials	494.05
614	OverDrive, Inc.	Collection Materials	701.46
615	OverDrive, Inc.	Collection Materials	931.94
616	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	519.68
617	Pen West Contractors	PO 512 Groundskeeping - PA Parking Lot Sweeping - FAC	516.80
618	NOLS Employee	HRA Reimbursement	220.50
619	NOLS Employee	HRA Reimbursement	399.00
620	Rajala, Shaina E	PO 571 Training and Conference - SHRM Training/Certification - ADM	1,088.81
621	Sanford Irrigation, Inc.	PO 523 Groundskeeping - PA Irrigation Seasonal Start Up - FAC	205.17
622	Scholastic Library Publishing	PO 191 Program Supplies - Teen SRP Books (PAFOL)	987.21
623	NOLS Employee	HRA Reimbursement	322.00
624	Sequim Chamber of Commerce	PO 518 Dues and Memberships - Annual Membership - SQ	295.00
625	SHKS Architects	PO 565 Professional Services - Design and Consultation for SQ Library Capital Improvement Grant - NOLS	832.50
626	Sound Publishing Inc	PO 566 Printing - Summer Reading Guide and Mailing - NOLS	6,485.28
627	Swains General Store, Inc.	PO 589, 596 Maint. Supplies - Paint Supplies, Divider Installation Supplies, Clamps, Wasp Spray, Hazard Flaging - FAC	105.82
628	The Home Depot Pro	PO 519 Maintenance Supplies - Foaming Disinfectant - FAC	167.90
629	The Home Depot Pro	PO 439 Maintenance Supplies - Mop Heads and Floor Stripper - FAC	102.79
630	Tiny Science	C45 Programming - Entomology Presentation (PAFOL)	150.00

No.	Claimant	Purpose	Amount
631	True Value	PO 498, 499 Maintenance Supplies - Installation Supplies for Sneeze Guards - FAC PO 500 Small Tools - Tape Measure - FAC	57.09
632	True Value	PO 564 Maintenance Supplies - Paint, Paint Pall, Scrub Brushes - FAC	32.17
633	True Value	PO 584 Maint. Supplies - Paint and Citrus Cleaner - FAC	23.84
634	NOLS Employee	HRA Reimbursement	92.98
635	United Way of Clallam County	United Way Donations (PPE 06-30-20)	45.00
636	US Bank	Credit Card Services - June 2020 (* Detail Below)	6,374.76
637	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.00
638	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.06
639	WCIF	Vision/Life/EAP Premiums 07-2020 (PPE 06-30-20)	1,266.38
640	West Waste & Recycling	Public Utilities - FO - CB	56.43
641	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-20) - August Coverage	4,787.64
642	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 07-2020 (PPE 06-30-20)	1,894.68
			<b>359,175.60</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #636**

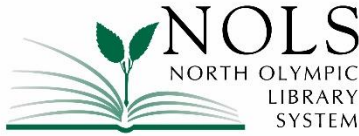
1	Alaska Airlines	PO 165 Travel Training - ALA - NOLS	(34.40)
2	American Library Association	PO 165 Training Fee - Conference Registration - NOLS	(308.00)
3	Amazon.com	PO 471 Small Tools - Thermometers - NOLS	442.59
4	Amazon.com	PO 472 Technology Supplies - Tablet Cases - IT	81.74
5	Amazon.com	PO 470 Machinery and Equipment - Webcam - IT	39.16
6	Amazon.com	PO 438 Office Supplies - Curbside Canopy Tents - SQ	454.68
7	Amazon.com	PO 451 Maintenance Supplies - Floor Sealing Supplies - FAC	41.17
8	Amazon.com	PO 483 Maintenance Supplies - AED Battery - FAC	184.96
9	Amazon.com	PO 497 Small Tools - Weed Eater Heads - FAC	45.14
10	Amazon.com	PO 484 Processing Supplies - Media Cases - TS	61.31
11	Amazon.com	PO 484 Processing Supplies - Media Cases - TS	32.20
12	American Library Association	PO 545 Training Fee - Conference Registration - NOLS	60.00
13	American Library Association	PO 529 Training Fee - Conference Registration - NOLS	60.00
14	Angeles Millwork & Lumber Company	PO 490 Maintenance Supplies - FAC	30.28
15	Anime Kat	PO 511 Collection Materials	168.55
16	Arco	PO 446 Fuel - Business - Van - NOLS	43.53
17	Arco	PO 515 Fuel - Business - Van - NOLS	26.92
18	Caldera	PO 496 Machinery and Equipment - Caldera Forms Plugin - IT	99.50
19	Cape Cod Brass & Security	PO 534 Maintenance Supplies - Door Kickplates - FAC	104.95
20	CCI Solutions	PO 486 Processing Supplies - Media Cases - TS	289.84
21	Co-Op Farm & Garden, The	PO 533 Fuel - Equipment - FAC	2.61
22	Costco	PO 540 Office Supplies - Hand Truck, Curbside Supplies - SQ	159.89

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
23	Costco	PO 541 Office Supplies - Sanitizing Wipes - SQ	16.31
24	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (PAFOL)	192.81
25	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (FOSL)	192.80
26	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (FOFOL)	48.20
27	Demco, Inc.	PO 453 Program Supplies - Curbside Bookmarks (CBFOL)	48.20
28	Demco, Inc.	PO 473 Processing Supplies - Book Covers, Labels - TS	251.67
29	Exxon Mobil	PO 526 Fuel - Business - Westy - FAC	24.35
30	Facebook	PO 531 Program Supplies - Program Promotional Ads (PAFOL)	8.77
31	Facebook	PO 531 Program Supplies - Program Promotional Ads (FOSL)	8.76
32	Facebook	PO 573 Advertising - Sponsored Posts - NOLS	130.00
33	Global Industrial	PO 485 Processing Supplies - Shipping Totes - TS	376.44
34	Home Depot	PO 542 Office Supplies - Curbside Doorbell - SQ	25.00
35	Kahoot!	PO 572 Program Supplies - Trivia Membership (PAFOL)	48.00
36	Kahoot!	PO 572 Program Supplies - Trivia Membership (FOSL)	48.00
37	Kahoot!	PO 572 Program Supplies - Trivia Membership - FO	24.00
38	KCDA Purchasing Cooperative	PO 487 Office Supplies - Tape - FO	40.78
39	KCDA Purchasing Cooperative	PO 508 Paper Supplies - PA	59.05
40	KCDA Purchasing Cooperative	PO 508 Office Supplies - PA	32.78
41	KCDA Purchasing Cooperative	PO 474 Processing Supplies - Tape, General Supplies - TS	229.28
42	Labels Direct, Inc.	PO 475 Processing Supplies - Labels - TS	66.00
43	Lower Elwha Food & Fuel	PO 530 Fuel - Business - NOLSY White - FAC	23.21
44	Lower Elwha Food & Fuel	PO 477 Fuel - Business - Van - NOLS	26.70
45	Lower Elwha Food & Fuel	PO 502 Fuel - Business - Van - NOLS	29.91
46	Michael's Store	PO 528 Program Supplies - Pride Event (PAFOL)	15.62
47	Michael's Store	PO 544 Office Supplies - Curbside Supplies - SQ	13.60
48	Office Depot	PO 543 Office Supplies - Pens, Notebooks - SQ	19.32
49	Office Replacement Parts	PO 535 Maintenance Supplies - IT Cubicle Parts - FAC	103.45
50	Pay Pal	Monthly Gateway Fee - NOLS	59.95
51	PhoneSoap	PO 521 Machinery and Equip. - UV Sanitizing Devices - IT	870.07
52	Port Book and News	PO 547 Program Supplies - Volunteer and BOB Books (PAFOL)	135.76
53	POSPAPER.com	PO 507 Paper Supplies - PA	79.95
54	Quill Corporation	PO 476 Toner and Ink - TS	150.99
55	Saars Grocery	PO 503 Processing Supplies - Distilled Water - TS	12.91
56	Safety Smart Gear	PO 538 Office Supplies - Curbside Visibility Vests - SQ	76.70
57	Safeway Fuel	PO 558 Fuel - Business - NOLSY Red - FAC	23.79
58	Safeway Fuel	PO 559 Fuel - Business - NOLSY Red - FAC	33.86
59	Shell	PO 504 Fuel - Business - Van - NOLS	28.74
60	Shell	PO 524 Fuel - Business - Van - NOLS	33.69
61	Stamps.com	PO 505 Technology Services - Monthly Charge - TS	19.56
62	StringKing	PO 569 Office Supplies - Face Masks - NOLS	164.06

No.	Claimant	Purpose	Amount
63	Swains General Store, Inc.	PO 549 Maintenance Supplies - Floor Stripper, Caulk - FAC	62.94
64	Swains General Store, Inc.	PO 461 Maintenance Supplies - Plastic Film, Aluminum Cleaner - FAC	91.71
65	Swains General Store, Inc.	PO 567 Small Tools - Curbside Service Equipment - PA	75.29
66	Synology	PO 560 Machinery and Equip. - Cloud Backup Storage - IT	121.38
67	Walmart	Unintended Personal Charge - Reimbursed	9.39
68	Walmart	PO 546 Office Supplies - Curbside Supplies - SQ	20.29
69	Zoom	PO 520 Technology Services - Monthly Subscription - NOLS	16.30
70	Zoom	PO 568 Technology Services - Monthly Subscription - NOLS	32.60
71	Zoom	PO 568 Technology Services - Monthly Subscription - NOLS	48.90
72	Zoom	PO 539 Technology Services - Monthly Subscription - NOLS	16.30
			<b>6,374.76</b>

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

EFT 762	ADP Tax/Financial Services	Net Payroll (PPE 06-30-20)	133,028.33
EFT 763	ADP Tax/Financial Services	Payroll Tax (PPE 06-30-20)	46,230.73
EFT 764	Dept. of Retirement Systems	Retirement Contributions (PPE 06-30-20)	38,396.29
EFT 765	Dept. of Retirement Systems	DCP Retirement (PPE 06-30-20)	8,200.00
EFT 766	Hartford Retirement Plan Solutions	MMDCP (PPE 06-30-20)	200.00
			<b>226,055.35</b>



## Staff Report

Meeting Date: August 27, 2020  
To: Library Board of Trustees  
From: Library Director Noah Glaude  
Subject: Approval of Temporary Suspension of Collection Fee

**Topic/Issue:** Temporary suspension of collection fee in September 2020.

**Policy considerations:** Policy 3.5.3 states: "Accounts that have unpaid bills for lost or damaged material totaling more than \$50.00 for a period of 21 days or more will be referred to the materials recovery agency. A non-refundable \$10 service charge is added to the patron account when it is referred to the collection agency." Additionally, Policy 4.2 states: "Accounts that are referred to a materials recovery agency pursuant to Policy 3.5.3, will be assessed a non-refundable \$10 service charge."

**Fiscal implications:** In September 2019, NOLS received \$123.00 in collection fees. Prior to the Library closure in mid-March, NOLS was receiving an average of \$80/month in collection fees. NOLS stopped all collection activity in March, so there is now a few months back log accounts to send, but if the the collection fee were suspended for one month, the fiscal impact would be minimal on NOLS.

**Discussion:** When NOLS closed its facilities, including all book returns, in mid-March 2020 due to the COVID-19 pandemic, all automated overdue notices and billing for long overdue materials were disabled. When returns began being accepted again via curbside service in mid-June 2020, NOLS deliberately left overdue notices and billing for long overdue materials disabled to allow patrons and staff time to ease into a new service model. One of the biggest concerns was how the requirement to quarantine returned materials would affect workflows and if the branches would have enough space for all of the material. Now that NOLS has been successfully offering curbside service for nearly two months, and current public health conditions in Clallam County indicate the Library will remain offering only curbside service well into the fall, staff are enabling automatic overdue notices and billing for long overdue materials. The notices and bills are meant to encourage the return of the over 10,000 items that were checked out prior to June 2020 and have not been returned as of mid-August 2020.

The timeline for overdue notices and billing has been adjusted to account for the 96 hours NOLS is quarantining returned material. The new timeline is as follows:

- Almost overdue notice – 3 days before due date
- First overdue notice – 3 days after due date
- Second overdue notice – 10 days after due date

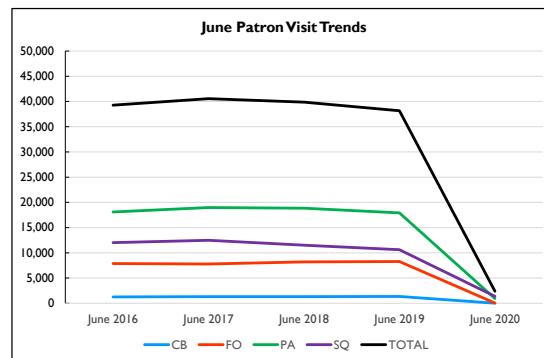
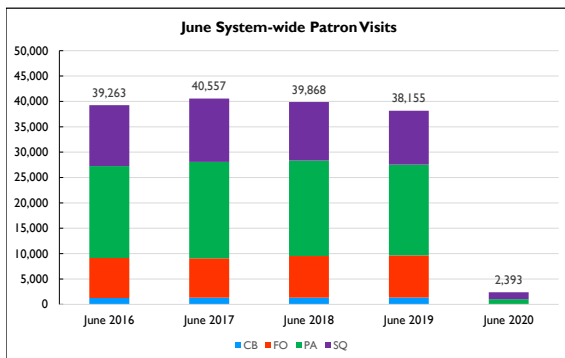
- Third overdue notice – 17 days after due date
- Billing notice – 30 days after due date
- Account sent to materials recovery agency (collections) – 21 days after billing notice sent, if the account owes more than a total of \$50

As Policy 3.5.3 states, the services of a library materials recovery agency are utilized to assist the library in recovering long overdue materials in order to maintain the integrity of the library's collection and ensure availability of materials to library users. When a patron account is passed to NOLS' (collection) agency, a \$10.00 service fee is added to the patron account to cover the cost of the service. NOLS has found this service to be an effective way to get long overdue materials returned, and plans to continue to use it, but due to the unprecedented nature of the current pandemic, and its effect on NOLS and the communities it serves, library staff believe the \$10.00 collection fee should be temporarily suspended. Allowing for at least a one-month period when the collections fee is not charged will reduce the financial burden on patrons during these difficult and uncertain times, and allow staff to keep their interactions with the public positive - putting an emphasis on the fact the Library just wants material returned and it does not want to collect fees when it doesn't have to. While the collection fee would not be charged to patron accounts during this time, bills would continue to be sent and accounts would continue to be sent to the materials recovery agency as needed.

**Motion:** That the Board approve suspending the \$10.00 collection fee during the month of September 2020 while NOLS staff resume sending overdue notices and bills for long overdue material that were stopped during the COVID-19 pandemic.

### Patron Visits

	2020	% of System
PA	940	39.3%
SQ	1,382	57.8%
FO	53	2.2%
CB	18	0.8%
<b>Total</b>	<b>2,393</b>	<b>100.0%</b>

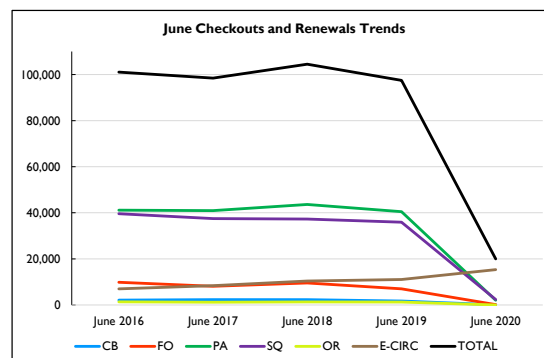
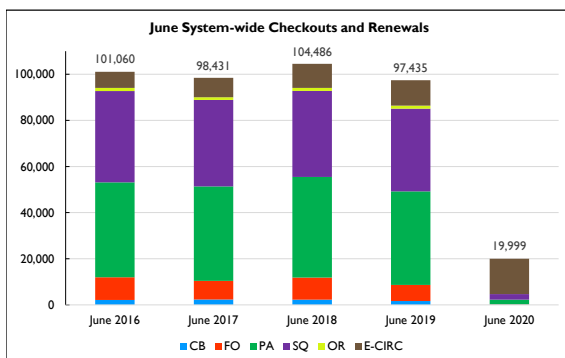


\* Due to COVID-19, all NOLS facilities were closed to the public in June 2020.

\* Curbside service began on June 24, 2020. Each curbside interaction was counted as a patron visit. □

### Checkouts & Renewals

	2020	% of System
PA	2,043	10.2%
Self	0%	
SQ	2,372	11.9%
Self	0%	
FO	162	0.8%
Self	0%	
CB	93	0.5%
OR	0	0.0%
E Circ	15,329	76.6%
<b>Total</b>	<b>19,999</b>	<b>100.0%</b>



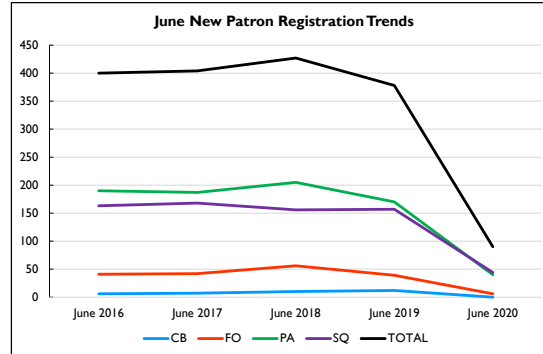
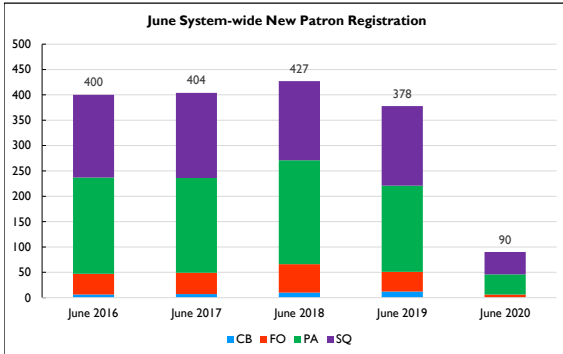
\* Due to COVID-19, all NOLS facilities were closed to the public in June 2020.

\* Curbside service began on June 24, 2020. □

\* The Washington Anytime Library (eBooks and eAudiobooks) was unavailable for 6 days in June 2019.

## New Patron Registration

	2020	% of System
PA	40	44.4%
SQ	44	48.9%
FO	6	6.7%
CB	0	0.0%
<b>Total</b>	<b>90</b>	<b>100.0%</b>



\* Due to COVID-19, all NOLS facilities were closed to the public in June 2020.

\* Registration remained available through the Library's website.

## Library Programs

	Programs/Attendees	% of System
PA	0/0	0.00%
SQ	0/0	0.00%
FO	0/0	0.00%
CB	0/0	0.00%
Virtual	23/256	100%/100%
<b>Total</b>	<b>23/256</b>	<b>100%/100%</b>

## Computer Prints Made

	# of Prints	% of System
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
<b>Total</b>	<b>0</b>	<b>0.0%</b>

## Wi-Fi Access

System-wide Total	2,487
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	20	11
SQ	9	5
FO	5	3
CB	0	0
OR	0	0
NOLS	0	0
<b>Total</b>	<b>34</b>	<b>19</b>

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	2545	64.52
SQ	3100	65.00
FO	231	78.13
CB	115	80.70
OR	259	58.91
<b>Total</b>	<b>6250</b>	<b>69.48</b>

## Public Meetings

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

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
<b>Total</b>	<b>0</b>	<b>0.0%</b>

## Website Visits

From outside the Library	12,072
From inside the Library	3,500
Avg. # of pages visited	2

## Outreach Services

Deliveries to the Homebound	0
New Patrons w/ Delivery Services	0

## Interlibrary Loan Services

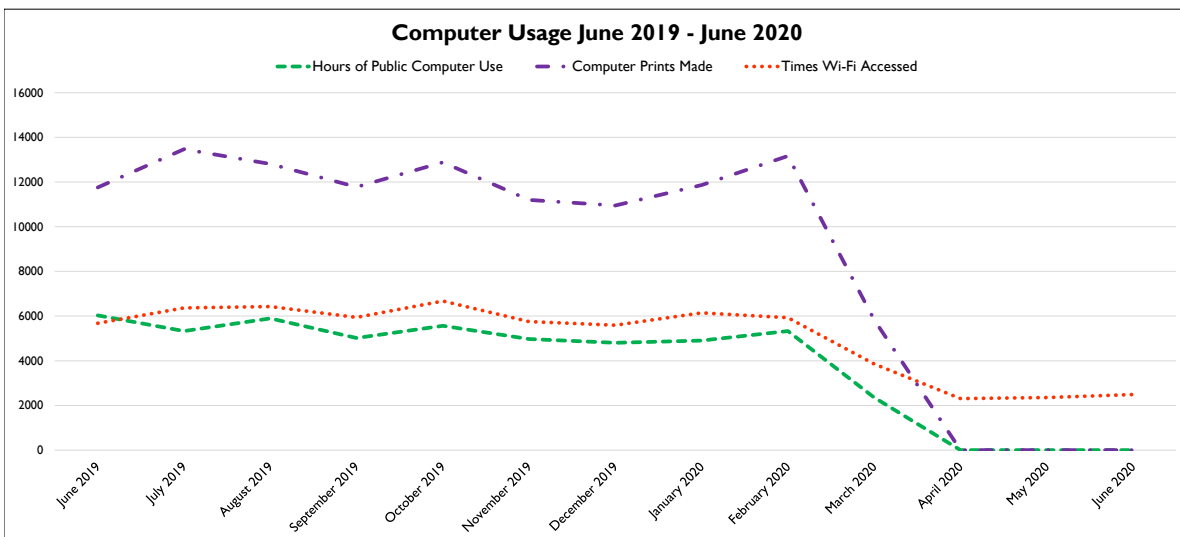
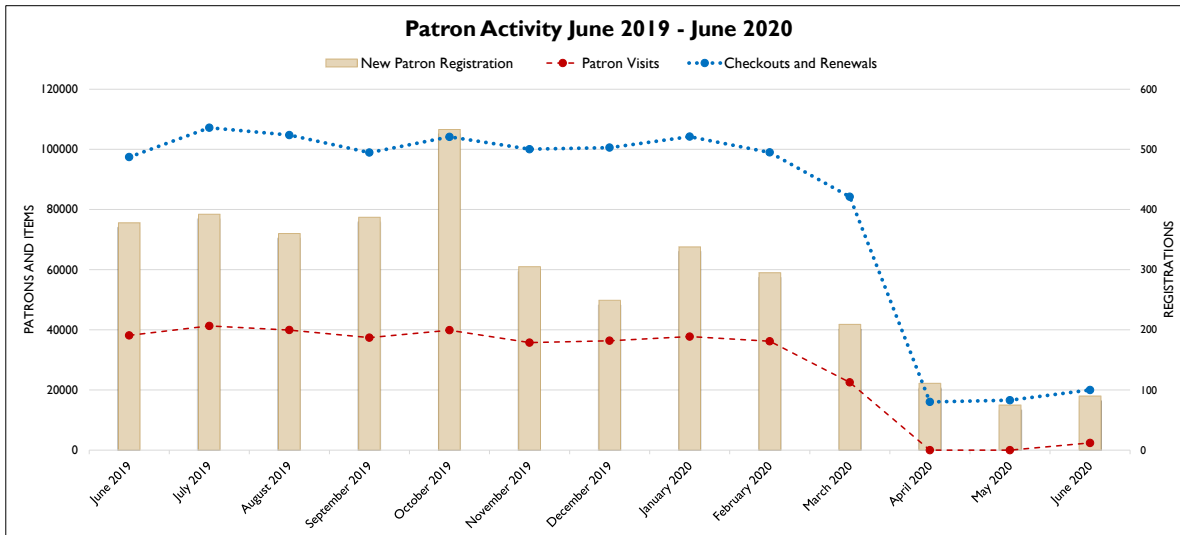
Items borrowed from other libraries	0
Items loaned to other libraries	0

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	0
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	1878
<b>Total</b>	<b>1878</b>

\* Due to COVID-19, books that would have been given away as part of the Summer Reading Program were given to school districts to give away at free lunch programs.





#### Significant Events During the Past 13 Months:

June 2019 - Summer Reading Program begins

June 2019 - The Washington Anytime Library (eBooks and eAudiobooks) was unavailable for 6 days

August 2019 - The hours Wi-Fi is available in Clallam Bay, Port Angeles and Sequim was changed from 24/7 to 7:00am - 10:30pm, Monday - Sunday.

September 2019 - Policies related to going fine-free implemented on September 1

October 2019 - Clallam County Reads begins and special-edition library cards offered

January 2020 - Power outages caused early closures at the Clallam Bay and Forks Branch Libraries two days

January 2020 - Due to a snow storm, NOLS location were closed a full day and several partial days

February 2020 - Tax season begins

March 2020 - All NOLS locations close March 17 through the end of the month due to COVID-19

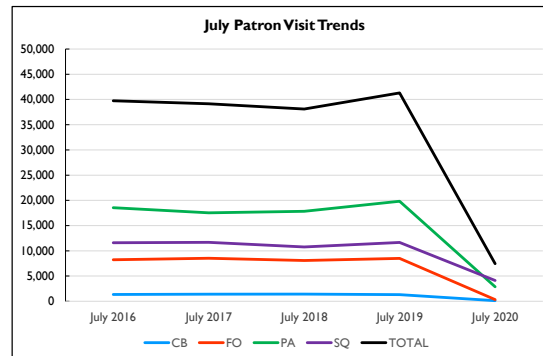
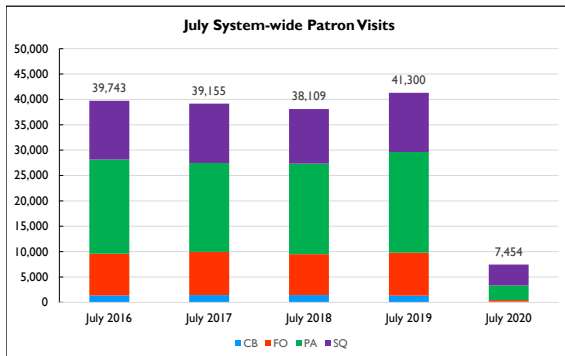
April 2020-May 2020 - All NOLS locations closed due to COVID-19

June 2020 - Curbside service began on June 24, but all NOLS facilities remained closed to the public due to COVID-19



### Patron Visits

	2020	% of System
PA	2,876	38.6%
SQ	4,121	55.3%
FO	334	4.5%
CB	123	1.7%
<b>Total</b>	<b>7,454</b>	<b>100.0%</b>

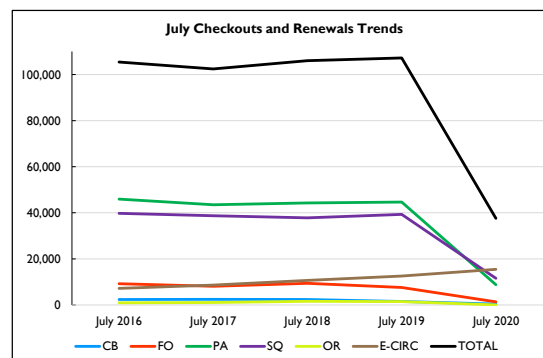
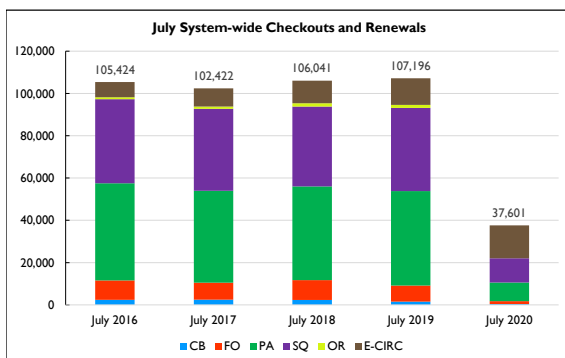


\* Due to COVID-19, all NOLS facilities were closed to the public in July 2020.

\* Curbside service began in June 2020 and continued into July 2020. Each curbside interaction was counted as a patron visit. □

### Checkouts & Renewals

	2020	% of System
PA	8,796	23.4%
Self	0%	
SQ	11,570	30.8%
Self	0%	
FO	1,359	3.6%
Self	0%	
CB	400	1.1%
OR	21	0.1%
E Circ	15,455	41.1%
<b>Total</b>	<b>37,601</b>	<b>100.0%</b>

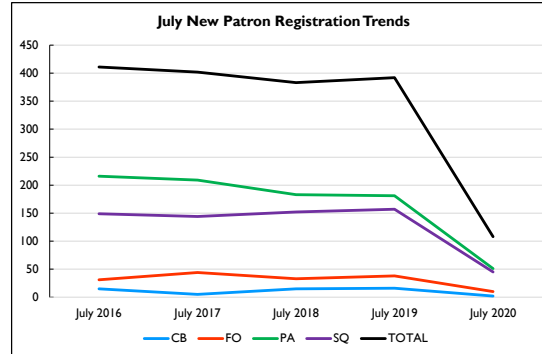
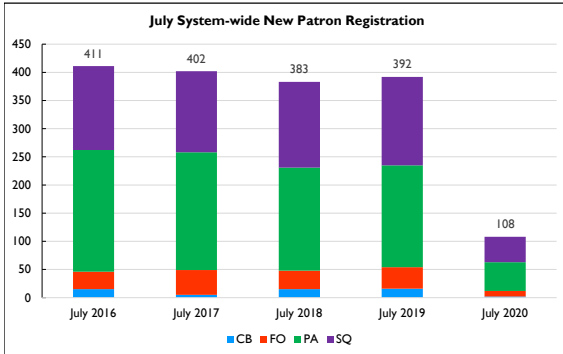


\* Due to COVID-19, all NOLS facilities were closed to the public in July 2020.

\* Curbside service began in June 2020 and continued into July 2020. □

## New Patron Registration

	2020	% of System
PA	51	47.2%
SQ	45	41.7%
FO	10	9.3%
CB	2	1.9%
<b>Total</b>	<b>108</b>	<b>100.0%</b>



\* Due to COVID-19, all NOLS facilities were closed to the public in July 2020.

\* Registration remained available through the Library's website.

## Library Programs

	Programs/Attendees	% of System
PA	0/0	0.00%
SQ	0/0	0.00%
FO	0/0	0.00%
CB	0/0	0.00%
Virtual	21/609	100%/100%
<b>Total</b>	<b>21/609</b>	<b>100%/100%</b>

## Computer Prints Made

	# of Prints	% of System
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
<b>Total</b>	<b>0</b>	<b>0.0%</b>

## Wi-Fi Access

System-wide Total	2,193
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	84.25	17
SQ	18	5
FO	10	3
CB	0	0
OR	0	0
NOLS	0	0
<b>Total</b>	<b>112.3</b>	<b>25</b>

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	5994	32.55
SQ	8258	32.38
FO	704	31.21
CB	270	29.28
OR	1215	59.01
<b>Total</b>	<b>16441</b>	<b>36.89</b>

## Public Meetings

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

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
<b>Total</b>	<b>0</b>	<b>0.0%</b>

## Website Visits

From outside the Library	13,303
From inside the Library	5,010
Avg. # of pages visited	2

## Outreach Services

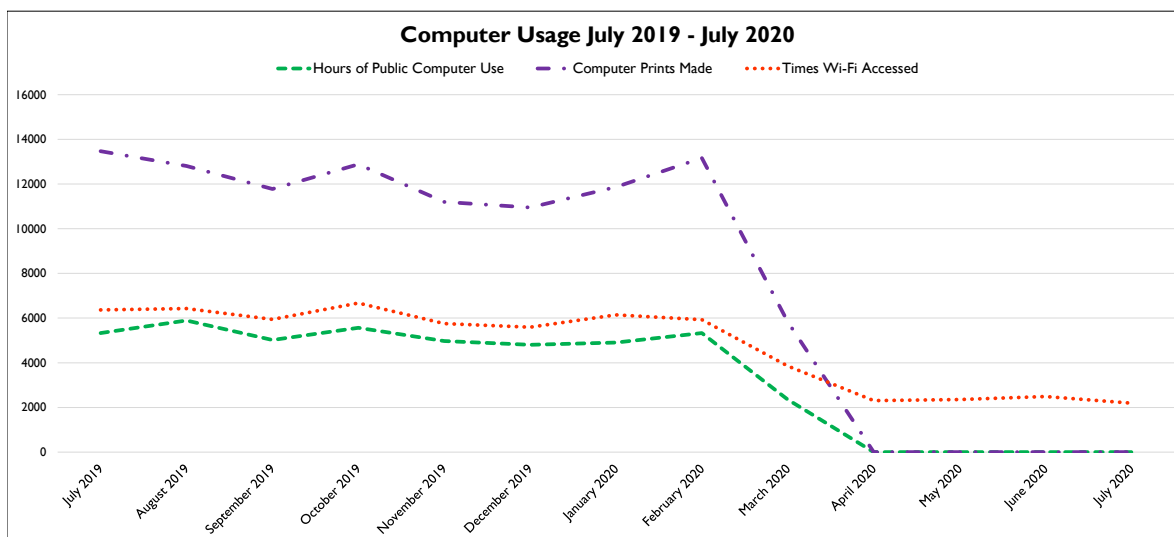
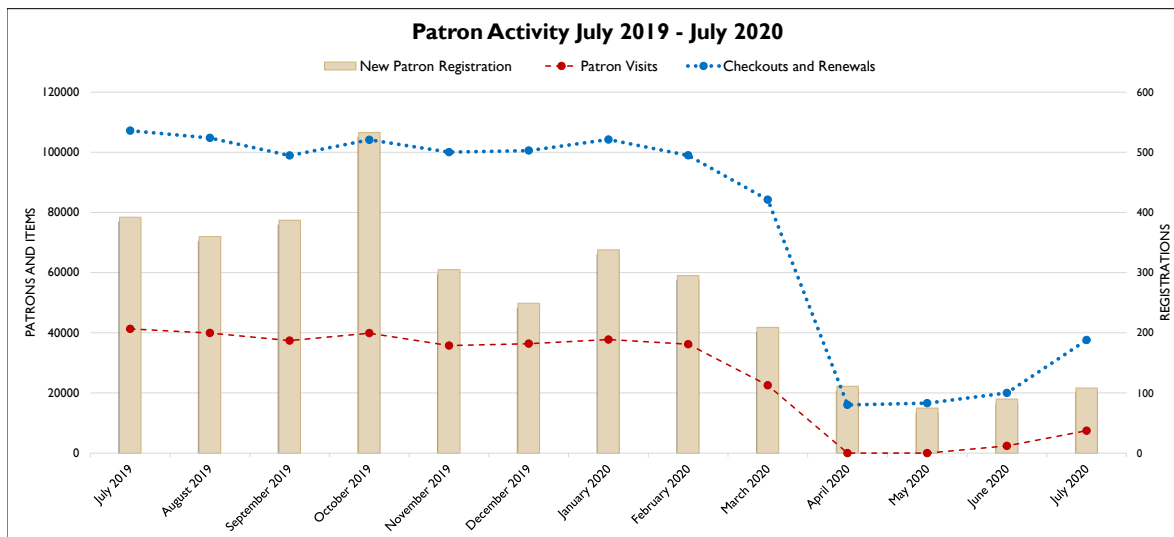
Deliveries to the Homebound	0
New Patrons w/ Delivery Services	0

## Interlibrary Loan Services

Items borrowed from other libraries	0
Items loaned to other libraries	0

## Read & Return and Program/Outreach Distributions

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



#### Significant Events During the Past 13 Months:

August 2019 - The hours Wi-Fi is available in Clallam Bay, Port Angeles and Sequim was changed from 24/7 to 7:00am - 10:30pm, Monday - Sunday.

September 2019 - Policies related to going fine-free implemented on September 1

October 2019 - Clallam County Reads begins and special-edition library cards offered

January 2020 - Power outages caused early closures at the Clallam Bay and Forks Branch Libraries two days

January 2020 - Due to a snow storm, NOLS location were closed a full day and several partial days

February 2020 - Tax season begins

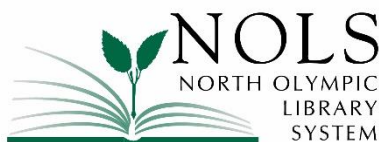
March 2020 - All NOLS locations close March 17 through the end of the month due to COVID-19

April 2020-May 2020 - All NOLS locations closed due to COVID-19

June 2020 - Curbside service began on June 24, but all NOLS facilities remained closed to the public due to COVID-19.

July 2020 - Curbside service offered, but all NOLS facilities remained closed to the public due to COVID-19.





## Monthly Activity Report

Meeting Date: August 27, 2020  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for June 2020

### Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

With June came big changes for Public Services Staff at all four branches. Shortly after receiving guidance for libraries from Governor Inslee, the Public Restart Team met with Branch Managers to fine tune plans for limited re-opening. Each staff member received instructions in performing daily self-health assessments, proper use of personal protective equipment such as masks, re-orientation to health and safety procedures as modified by the current known risks of the coronavirus, and a walk through of the new curbside set-up for accepting returns and checking out holds.

Curbside services began on June 17 for returns only with holds pick-up added the following week. The set-up at each branch reflected realities such as the number of cars expected in order to avoid traffic back-ups in unsafe areas, how to direct pedestrians and bicyclists safely around the cars, directional flow inside the buildings to avoid staff bumping into one another, and more. As the first few weeks of curbside passed, additional modifications to signs and set-up were made to find ideal set-ups. By the end of the month, most staff were beginning to get comfortable with the new process. This was further helped by the overwhelming gratitude and support from community members. Many patrons expressed joy over being able return and check-out library materials and see friendly and familiar faces at the curbside check-out.



*Curbside Procedure Training*



*11 weeks of holds to check-in*



*1 week of quarantined material*

The annual Summer Reading Program (2020 theme: Imagine Your Story) started mid-month with a few changes this year. Due to the uncertainty of when curbside services could begin, the decision was made earlier in the spring to not give out books to patrons signing-up. Instead, Public Services Staff worked with Technical Services Staff and the Port Angeles School District to organize and distribute over 700 books through 19 meal sites to youth most in need of reading material over the summer. These books were funded by the Port Angeles Friends of the Library.

Another change to the annual Summer Reading Program is the addition of the Beanstack software. The online and app based program went live on June 4, leaving a week and a half of staff training before the Summer Reading Program started. The Beanstack platform has many capabilities and staff are already dreaming up new applications for it, from the 1000 Books Before Kindergarten program to Staff Reader's Advisory Challenges. Additionally, all programming planned for the summer will be in a virtual format. Programs are being presented throughout the summer on Facebook, Instagram, and interactive Zoom meetings. Participants of Zoom meetings have the option to call in if they don't have internet access.

Some of the virtual programs offered so far this summer include:

- Author Dusti Bowling offered a writing workshop where she spoke with 15 kids about the importance of having a story goal and outlining.
- Juggler Matt Baker performed via Facebook.
- Assorted virtual storytimes continued in early June before switching over to the popular summer series Storytimes On The Road. Community partners involved so far include Forks Elementary and DSHS. The series will continue throughout the Summer Reading Program.
- Teen Volunteers received weekly trainings to help them produce content for Instagram and Facebook, help plan upcoming teen programs through Zoom, and assist in preparing trivia questions for Battle of the Books.
- Love is Love is Love Pride Party for teens was hosted on Zoom.
- Author Jessi Bloom discussed the garden as sanctuary with nearly 20 patrons attending virtually. Many grateful comments were shared at the end of the presentation.
- An online Escape Room Challenge inspired by The Princess Bride was completed by nearly 20 people in June.

Despite the many new adjustments in June, Public Service Staff still had a fair amount of Work From Home time in which to virtually participate in work groups, staff meetings, professional development activities, and more. Some of these accomplishments include:



- After sorting, packaging, and labeling thousands of seed packets, the temporarily expanded Seed Library Team reduced numbers and ultimately wrapped up the NOLS Grows Seed Library mailing program. In June, 168 packets of seeds were mailed out to 42 community members. Overall, the program delivered 1,904 packets of seeds to 479 community members in a little over two months' time. A huge success!
- Due to advertising in the Summer Reading Guide and through Beanstack, the BookMatch Team received 38 BookMatch requests. For comparison, 16 total requests were received January through May of this year, and 7 requests were received during the month of June 2019. Internal standards are to send out patron responses in 2 days or quicker; the average wait for patrons in June was less than one full day. What a team!
- The NOLS Book Group Team met in June to continue working out a restart plan for book groups to meet virtually using Zoom to host monthly discussions.
- Staff continued watching a series of trainings on homelessness presented by Ryan Dowd and discussing what was learned at weekly meetings.
- Racism, diversity, and inequality were frequent topics of conversation lately. Library Services Specialist Leslie Briggance watched the webinar *Dismantling Institutional Racism in your Library* and Librarian Sarah Morrison completed the training *Why Most Diversity Trainings Fail* offered by the Association of Southeastern Research Libraries. Sarah also began reading *Palaces for the People: How social infrastructure can help fight inequality, polarization, and the decline of civic life* by Eric Klinenberg.
- To improve Reader's Advisory skills, two more staff book discussions were scheduled in June covering book to movie adaptations and the nonfiction topics self-help, memoir, and biographies. Discussions were moderated by Librarians Danielle Lepping, Sarah Morrison, and Jennifer Knight, and notes recorded and distributed by Customer Service Specialist Jay Averill. With the transition to curbside service and in branch shifts, time for participating in some of these extra trainings and professional development activities has significantly decreased for most staff.

And finally, at the end of June staff bid a fond farewell to Customer Service Specialist Bertha Beattie who retired after spending more than 20 years at the Port Angeles Main Library.



## Sequim Branch Library

*Emily Sly, Library Manager*

Staff returned to the working at the library in June. Training on new safety protocols, re-learning how to navigate the compact spaces in the Sequim Branch while maintaining 6' of physical space between others, and making the transition to spending time with others beyond one's household, were the defining features of the first week back at the library.



Management Team and the Public Restart Team spent many weeks planning for re-opening the library, and the advance planning was critical to the smooth return to the branch and for launching curbside library service. For the first two weeks, every morning before opening was spent trouble-shooting with staff – evaluating what was working well and what could be improved. Every day there were minor adjustments made to keep fine-tuning the process. Eventually we ended up with a smooth system in place. Patrons were so happy to see curbside service launch and shared their appreciation widely with staff.

The first three weeks back to the library were a bit overwhelming for staff, with the massive backlog of material to check-in. It was a great relief to get caught up, so that the only boxes remaining to be checked-in were determined by the quarantine time factor. It's great to have staff who love to problem solve and consider ways to improve the patron experience and staff work flow.

Sequim staff were involved in virtual programming listed in the Port Angeles report.



## West End Branches (Forks and Clallam Bay)

*Troi K. Gale, Library Manager*

The West End initiated returns and curbside service during the month of June. The West end received 28 boxes of returns June 17 - 30. Patrons were eager to return their items; lining up in a physically distanced fashion.



West End Staff were overjoyed to start curbside on June 24. They remarked often how great it was to see familiar faces and to provide assistance. Patrons are ecstatic that they were each able to receive library materials, tax forms, Summer Reading Program information, as well as, a friendly staff interaction.



Beyond curbside service, West End staff became responsible for answering the majority of phone calls routed from Sequim as well as some phone calls from Port Angeles. These phone

calls are in addition to the standard incoming West End calls. Staff were delighted to make connections with Sequim and Port Angeles patrons, as well as assist with more challenging technology and ready reference questions. Patrons were happy to make new connections and receive the relaxed service that West End staff provide. Finally, West End staff were instrumental in providing assistance with patron questions sent to [ehelp@nols.org](mailto:ehelp@nols.org). They have absorbed a large amount of the volume received when other NOLS staff were unavailable.

While these new developments took the majority of time for West End staff, they also continued the following:

- Weekly customer service scenarios
- Weekly Professional Development goals
- Daily team meetings
- Bi-weekly one-on-one Zoom meetings with their Manager
- Working to enhance the future teen patron experiences
- Strengthening community partnerships
- Focusing on building community resilience during COVID-19

Staff also participated in the planning and presentation of virtual Summer Reading Programs. See the Port Angeles section for a more detailed account of the programs offered.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

Facilities staff spent most of June working onsite for the first time since the middle of March. After several months of only minimal groundskeeping and basic building maintenance, there's been a considerable amount of catching up to do. Groundskeeping chores, in particular, dominated life in June, which is fairly typical for this time of year, anyhow. This June, however, return to work and curbside service preparations also played a major role in Facilities affairs. Opportunities were also taken to refinish several floors, brush away cobwebs, dust shelves, and wash windows while the buildings remain closed to public.

*Facilities Pandemic Response Activities:* Fabricated and installed plastic shields for curbside service tables; received and assembled large boxes for large volumes of return items; installed hard surface for heavy book return boxes to roll over at the PA Library front entrance; assisted with parking lot set ups for curbside services; restocked gloves and disinfectants; received free face masks from Clallam County Emergency Management for curbside distribution; cleared spaces for temporary checkout stations; developed routine for disinfecting surfaces throughout the day; assembled list of pandemic response-related expenditures for CARES Act personal protective equipment grant opportunity (which was awarded to NOLS!).

*Port Angeles Library:* HVAC mechanical and controls maintenance; refinished concrete floors in entry lobby and public restrooms; irrigation system start-up and maintenance; swept parking lot; refinished entrance lobby and public restroom floors and filled expansion joint cracks; mowed lawn, trimmed edges and pulled weeds.

*Sequim Library:* Restriped parking lot; installed ramp for book carts at staff door; mowed lawn, pulled weeds and trimmed bushes.

*Forks Library:* Replaced Automated Defibrillator battery; changed overhead light lights; washed windows.

*Clallam Bay Library:* Developed plans for emergency light improvements; removed wasp nest from front overhang; mowed lawn.

*Other:* Replaced Nolsy Red battery; Sequim expansion grant edits; updated key inventory.

### **Outreach to Homebound Program**

*Jina Felton, Outreach Program Manager*

During the month of June, Outreach Customer Service Specialist Debbie Pridgen signed up 25 patrons for the Summer Reading program. With the beginning of curbside services, she also was able to connect with over 20 Outreach patrons who had the ability to get rides or send caregivers to the library in order to pick up their selections at curbside. Library Operations Manager Jina Felton is working with Debbie to create a plan for safely getting library materials back into the hands of homebound patrons.

### **Information Technology (IT) Department**

*Shane Miller, Information Technology Manager*

In the month of June, the IT team continued working with all staff to facilitate the new hybrid paradigm of blended work from home and work on site. IT assisted many NOLS staff with learning how to remote in, attend virtual staff meetings and webinars, and how to most effectively transition between working at home and on site. This involved, among other things, moving speakers and web cameras to get staff signed in at the correct workstations, and updating software configurations to reflect the moves. The situation was very fluid.

IT members worked to stay current on security concerns in the remote work environment through multiple channels, including several webinars from Microsoft and Fortinet. In one case, IT proactively pulled a series of workstations off the network after observing mal-formed network activity. The stations were thoroughly scanned for malware and none was found.

Consistent with Phase II of Washington State's COVID-19 programs, IT moved several workstations to new locations. This was done to enable curbside service to patrons, to allow staff to start returning to work on site, and to ensure safe social distancing among staff as per Washington State's Safe Start Plan. Several older computers were refurbished and updated in order to get enough stations set up to meet the needs of staff and management. IT staff also continued to participate in various committees in order to be responsive at all stages of Washington State's Safe Start Plan, especially those related to activities which were focused on restarting and/or altering services to patrons.

IT worked with the Web Team to complete the Summer Reading Program portal page and virtual events. IT assisted with the implementation of NOLS' new Summer Reading Program tracking software, Beanstack. This included the creation of a landing page, reading challenges, and creating in-depth training documentation for the public and staff. IT customized the Beanstack system to match the needs of NOLS and the summer reading program.

The Web Team and IT also worked on a web form for the Seed Library and kept the web site up-to-date with closure and alert messages. IT created an internal Summer Reading Program tracker form to allow staff to easily track patrons who have requested paper trackers be mailed to them. Digital Resource Coordinator Bryan Johnson helped organize IT trainings and documentation by creating a new Global Resource Catalog for IT. The IT team also attended a series of trainings to stay current on software needs and projects. This included a Microsoft training on phishing and Power Apps.

In June, the IT team started cleaning up and reorganizing the IT work area. The work area had become somewhat disorganized and cluttered from the constantly shifting needs of the COVID-19 shutdowns. IT also started to organize an upcoming project that will provide all four branches with video production equipment to help enable staff to easily produce virtual programming on site and at home.

IT Manager Shane Miller joined two State-wide consortiums (a Broadband consortium and an IT management peer group) and also applied to receive CARES Grant funding for Verizon hot spots.

IT guided finalization of drive-in Wi-Fi at the Forks branch, with the outdoor access point joined to the existing Wi-Fi system, allowing IT to track usage statistics. IT finalized and deployed Windows 10 upgrade configurations, making public computers ready for use when patrons return to buildings. ITS 4 Sarah Goff attended a webinar series for CIS-Cat Pro, a system security scanner that highlights vulnerabilities and helps align systems to industry standards. She then utilized that knowledge to install the tool and to help IT utilize the scanner to help secure NOLS from potential security vulnerabilities.

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

June marked a shift in staffing. Technical Services staff are now in the building. Yay! Our department is ideally set up with large spaces between workspaces and individualized workflow. It's good to be back onsite.

Materials that had been in "held" shipping statuses for months were released. By the end of the month new materials were starting to flow into and through the department just in time for curbside service. We anticipate a lot of materials arriving in July.



1357 physical items were processed and available for customers in the month of June. 1478 downloadable titles were added. 42 print materials were repaired. 161 media items were resurfaced or repaired to extend their lives.

Cindy spent 3 hours on Web Team responsibilities. Several online trainings were completed by staff in June, including Homeless Q&A; Body Odor; Time Management Tips, Homeless 201; and Burn Out, Vicarious Trauma & Compassion fatigue.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, Administrative Operations Assistant*

#### **Recruitments:**

- None

#### **New Hires:**

- None

#### **Separations:**

- Nate Anderson – Library Services Specialist I – PA
- Bertha Beattie – Customer Service Specialist 2 – PA
- Kathleen Kleinschmidt – On-call Circulation Assistant – PA

#### **Promotions:**

- Noah Glaude – Library Director

### **Financial Operations**

*John DeFrancisco, Financial Operations Manager*

John participated in weekly Management Team Meetings and in the Admin Team Meeting in June.

#### **Accounting Statistics for June:**

- 96 Vouchers
- 51 CC Transactions
- 0 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 60 Payroll Pays

## **Public Communications**

*Kate Radigan, Public Communications Coordinator*

- 9 news releases were sent as well as an *Off the Shelf* article
- Web Team held a virtual meeting
- All Summer Reading Program event info was readied for Web Team and published, as well as the SRP main landing page finalized.
- Social Media Team got all SRP events posted to Facebook
- SRP officially began 6/15 with live webpage, news releases, social media posts, and mailer/guides all going public
- Began collaborative work with Branch Managers on SRP T-shirt

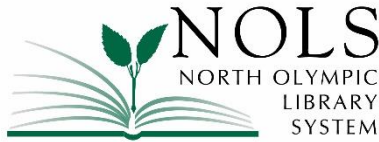
## **Director's Report**

*Noah Glaude, Library Director*

Significant meetings/events and projects this month:

- Weekly Public Restart Team Meetings
- Finalizing Procedures for Staff to Safely Work On-site
- Implementing (and adjusting) Curbside Service
- Updating Public Communications
- Management Meetings
- Sequim Branch Library Capital Improvement Grant Application
- Summer Reading Program Planning





## Monthly Activity Report

Meeting Date: August 27, 2020  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for July 2020

### **Port Angeles Main Library**

*Jina Felton, Port Angeles Operations Manager*

During the month of July, Public Service Staff caught up on the large quantities of library materials returned in the initial weeks of curbside service. Another big catch-up was on the large quantities of holds that had been placed during the library closure. With the backlog taken care of, staff were finally able to settle into a “normal” curbside routine and even take on a few extra projects in the branches to improve curbside service to patrons. Some of the current curbside extras include:

- NOLS Grows Seed packets available at curbside.
- Bee-u-tify Seed Packets from the Noxious Control Board available at curbside.
- Free cloth face masks from the Clallam County Emergency Operations Center available at curbside.
- PA Staff created a daily “Fresh Sheet” advertising a small assortment of new books and magazines. Curbside patrons can ask for any of the items which will be immediately checked out to them without needing to place a hold.
- A new service called Grab Bags launched at all four branches. Each morning, staff print out a list of patron genre requests. A random assortment of 5-10 books is collected that meets the genre request and the books are placed on hold. Feedback for this service has been overwhelmingly positive. Many patrons had commented on missing the act of browsing which prompted this idea to help patrons discover new titles and authors.
- Book Group selections became available for pick-up via curbside in July. Virtual meetings for all book groups were scheduled to begin again in late-July through August.

The Summer Reading Program continued in July with eager readers tracking 30 days of reading by the middle of the month. Upon tracking 30 days, participants received their first entry into the Grand prize drawing and were eligible for a Summer Reading T-Shirt.

Virtual events also continued in July to support the Summer Reading Program. Originally slated for the spring, Librarian Sarah Morrison had been working with Goodness Tea to present a tea-themed Books and Libations event. To transform it into a virtual event, participants registered

in advance for packets of tea containing a wide variety of flavors. After picking up their tea packets via curbside, patrons then joined a Zoom event each night for one week. Each night a specific tea variety from the packet was highlighted along with a virtual book talk. About 100 variety packs of tea were given out in advance with more than 60 people joining the virtual events each night. Due to the popularity of the program, the recorded presentations were shared again via Facebook with even more participants.



Other events in July included:

- The popular Storytime On The Road Program visited the Port Angeles Police Department, the Port Angeles Parks Department, the Port Angeles Fine Arts Center, a lavender farm in Sequim, and the beach in Clallam Bay. Instead of attending the events live, each storytime was pre-recorded and shared via Facebook for participants to view.
- Science Programs for kids included a virtual event presented by Jen Paur about insects and the Feiro Marine Life Center shared a squid dissection for those that were less squeamish.
- The Virtual Teen Volunteer Group, with assistance from Library Services Specialist Cheryl Martin, offered a time capsule program and gave some great ideas on how kids (and adults) can document memories of this crazy time in history.
- More than a dozen kids decked out in costume joined a virtual Harry Potter party with trivia.
- A Pop Culture Trivia event was hosted on Kahoot with assistance from the Virtual Teen Volunteers.
- Take and Make Kits including art supplies and snacks for teens were available to pick-up via curbside in preparation for the National Teen Lock-in via Zoom.

Aside from Programming and Curbside Services, Public Service Staff also continued participating in professional development activities and work group activities:

- The Programming Teams from all four branches met multiple times in July to review the successes, challenges, and future plans for programming during the pandemic.
- The Book Group Team relaunched regular book group meetings and began planning for the rest of fall and beyond.
- The All Staff Training Day Committee met to start brainstorming ideas for the Fall All Staff Training Day.
- Several staff members took a storytime training provided by the American Library Association on offering virtual storytimes.
- Youth Services Librarian Jennifer Knight watched a few sessions of the Book Expo, as well as some other collection development and reader's advisory webinars.
- Customer Service Specialist Jay Averill watched the Book List webinar *Book Club Picks Online and In Person*.
- The Public Restart Team continued to meet each week. After reviewing and concluding that current services are working well (with a few adjustments to assist in the flow of cars and pedestrians), PRT members turned their thoughts to planning for future stages whenever they might come.

## **Sequim Branch Library**

*Emily Sly, Library Manager*

By the second week of July, staff found a daily rhythm, more patrons were familiar with the curbside process and we were finally on top of the mountain of boxes to be checked in. Staff were relieved to share phone answering responsibilities with West End staff during June and July, when West End staff answered the majority of phone calls coming into the Sequim Branch. By the end of July, Sequim staff transitioned back into answering some of the phone calls.

The Grab Bag service was launched in July and Sequim staff enjoyed putting together the assortment of materials for patrons. It has been popular in Sequim.

Emily and Facilities Manager Brian Phillips conducted interviews for the Facilities Tech I position in Sequim. Virtual programming continued in July with the support of Sequim staff. See Port Angeles report.

## **West End Branches (Forks and Clallam Bay)**

*Troi K. Gale, Library Manager*

Staff continue to be excited about assisting NOLS system-wide by answering phones, fielding eHelp questions, and assisting wherever they can to make NOLS successful during this time.

The Grab Bag service was launched in July and patron's response to the new service was phenomenal. The people who are engaging with the service are so grateful to the ways that NOLS staff continue to go above and beyond.

West End Staff also dedicated themselves to assisting in the planning and preparation for Fall programming, as well as assisted with multiple programs during the month of July. Staff also engaged in collection upkeep, and various special projects at Forks and Clallam Bay branches.

Troi and Youth Service Librarian Jennifer Knight created and implemented a survey for NOLS patrons to complete online and via curbside. A handful of community partners also distributed the surveys. This NOLS Survey is intended to allow NOLS to see the how well our services are currently being received and what people are looking for as we move into the Fall.

Additionally, Jennifer Lu'becke attended all school district board meetings for West End school districts. This was incredibly informative and strengthened NOLS relationships with the schools we seek to serve.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

In regards to work load and tasks completed, July felt like the most normal month since March for Facilities, with something approaching the usual range of issues and needs for this time of year being addressed. Of course, there isn't anything too normal about the current state of business during the ongoing pandemic. New, previously unforeseen needs have arisen due to the threat of COVID-19. It's not that Facilities priorities have changed – safety and the direct support of NOLS mission will always be Facilities top priorities – but that the department work plan laid out for 2020 last December needs revising. Consideration must now be made for facilities improvements which directly support curbside service and, eventually, the safe return of the public to the library buildings. Some improvements have already taken place, including the installation of barriers at certain work stations. However, several other measures are also under consideration. Exactly which improvements will be carried out, and which of the items originally planned for 2020 may need to be deferred, has yet to be determined. Those decisions are part of the new conversation taking place in Facilities.

*Port Angeles Library:* Installed acrylic safety shields on Tech Services and IT workstations; installed cubicle wall in IT; repaired and repainted entryway walls; checked emergency lights and replaced emergency light batteries in Carver Room; replaced overhead light ballasts in Tech

Services; repaired cabinet door in Admin; repaired irrigation sprinkler head; trimmed trees; mowed lawn;

*Port Angeles Library Re-carpeting Project:* Removed PAFOL furniture, staff copiers, laminator stations, and breakroom furniture; temporarily redirected deliveries and staff access points; re-carpeted staff area; started replacing moved items; processed invoices.

*Sequim Library:* HVAC maintenance; restriped parking lot; replaced AED battery; repaired public service desk; installed shade covering on stage; replaced hand truck wheel;

*Forks Library:* Reconfigured office and installed new desk; replaced AED battery; changed overhead light bulbs and ballasts; checked emergency lights and replaced batteries; rehung signage; touched-up walls; pulled ivy and blackberries from landscape; trimmed trees; washed windows; swept parking lot.

*Clallam Bay Library:* reconfigured office and installed desk removed from Forks Library office; repaired walls and touched-up paint; mowed lawn.

*Other:* Began recruitment process for vacant Fac Tech I position based at the Sequim Library; staff evaluations brought up-to-date; Brian attended meetings with Management Team, the Public Re-opening Team, and the newly created team to explore mobile services

## **Outreach to Homebound Program**

*Jina Felton, Outreach Program Manager*

During the month of July, Customer Service Specialist Debbie Pridgen spent time connecting with Outreach patrons via phone and email. Thirty patrons are using curbside services in Port Angeles and eleven patrons are using curbside services in Sequim. Overall, Outreach patrons have been very understanding about the pause in deliveries and are looking forward to modified deliveries in the future. Debbie also spent time pre-selecting material for patrons and watching the webinars *The Road Ahead: Library Service in a Post-Covid World* and *2020 Andrew Carnegie Medals for Excellence in Fiction & Non-fiction*.

## **Information Technology (IT) Department**

*Shane Miller, Information Technology Manager*

Throughout July, the IT team continued to refine the new paradigm of hybrid remote and on-site work. During this time staff became increasingly comfortable with remoting in, attending virtual staff meetings and webinars, and effectively transitioning back and forth between working at home and in the branches. IT also continued to respond to Help Desk requests to reiterate the new standard of business during the Covid-19 pandemic, such as webcam and speaker issues, as well as problems that arise with web conferencing and webinars.

In order to maximize the number of staff set up for multimedia and online meetings, IT worked

with the Branch Managers to help identify the workstations that needed additional equipment. IT procured and installed webcams and speakers at these locations. IT also continued NOLS' routine security maintenance on computers throughout the system, such as by updating credentials and checking drive health.

In July, the Port Angeles Branch completed a re-carpeting project that involved a good portion of the general staff work area next to Circulation. IT dismantled and stored computers and printers in this area and moved and reconnected the main staff printers to prevent technical issues during the carpet installation.

As part of NOLS' efforts to redistribute work equitably between branches, IT moved one of the microfilm machines from the PA Main Library to the Clallam Bay Branch. While in Clallam Bay, IT performed some routine updating on staff laptops, took care of some minor IT-related requests and performed staff training. IT worked closely with Facilities to move desks and workstations between Forks and Clallam Bay, then went to the Sequim branch and broke down and moved a computer to help clear space. IT received workspace protective barriers that Facilities installed to better comply with Washington State Safe Start Plan directives.

In July, IT worked with the Web Team to maintain the NOLS website and catalog with routine updates and additions. The team created a web page for the Library's Grab Bag project, which involved the creation of a web form and an email group to help track these requests. The website footer was also updated to include our new social media platform, while a page was created to help highlight Native American online resources and a NOLS public-facing survey.

For the last couple months, the IT team has been working on a video equipment upgrade project for Programmers, which has included research into what video equipment we currently have, what we need, and how we should proceed. IT has targeted the purchase of extra tripods, lighting, and mics to help create video production kits that will live at each branch. IT also helped advertise the use of free Wi-Fi at all NOLS branches during July with the creation of a flyer that was made into yard signs.

July also saw an upgrade of several versions to the Polaris ILS, from version 5.6 to version 6.5. IT worked closely with Erin Shield, Technical Services Manager, and techs from Innovative (purveyor of Polaris) to accomplish this benchmark multi-version upgrade smoothly. This involved setting up new virtual servers, installing software, configuring network access, and updating the clients on all staff computers. NOLS' website customizations were retained through the upgrade process. Overall, the upgrade went smoothly with minimal disruption to public services.

IT completed a much-needed series of operating system upgrades, bringing several virtual machine hosts up to current OS versions. Some configuration changes were made to content filtering rules in the main firewall to make them consistent with NOLS' content filtering service for public wireless. Server backups were adjusted for the new Polaris servers as well as others on the newly-upgraded virtual hosts. NOLS expanded Wi-Fi access on the east side of the Port Angeles building to cover more staff area as well as outside the building.

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

July hurtled Technical Services toward the new normal. Updated work schedules allow onsite and Work from Home opportunities for staff without too much overlap of shifts. Materials are coming in regularly but there is a more than usual lag time between orders and receipt of goods. Vendors have indicated they are struggling to get materials out due to backups in warehouses, staffing, and safety concerns.

The July 9 Polaris upgrade provided an opportunity to try out some new features that will benefit Technical Services' workflow. Changes regarding bibliographic duplication, record set functionality, and a better handle automated database controls are already improving task times.

1368 physical items were processed and available for customers in the month of July. 990 downloadable titles were added. 874 print materials were repaired – most of these representing our ongoing efforts to replace worn or incorrect spine labels in the Port Angeles collection. 297 media items were resurfaced or repaired to extend their lives.

Cindy spent 4 hours on Web Team responsibilities. Wendy attended two LEAP trainings. Erin participated in several Management Team meetings, some online trainings, some grant discussions, a Polaris Team meeting, and a remote Puget Sound Collection Management meeting.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, Administrative Operations Assistant*

#### **Recruitments:**

- Facilities Technician I – SQ
- Customer Service Specialist 4 – PA
- Shelver – PA
- Shipment Operations Specialist I – TS
- Assistant Library Director

#### **New Hires:**

- None

#### **Promotions:**

- Leslie Briggance – Customer Service Specialist 4 – PA

#### **Separations:**

- Margaret Jakubcin – Library Director

## **Financial Operations**

*John DeFrancisco, Financial Operations Manager*

John participated in Management Team Meetings and in the Admin Team Meeting in July.

Accounting Statistics for July:

- 107 Vouchers
- 72 CC Transactions
- 0 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 61 Payroll Pays

## **Public Communications**

*Kate Radigan, Public Communications Coordinator*

- 9 news releases were sent as well as an Off the Shelf article (Sequim Gazette)
- SRP T-shirt design was finalized. Shirts were ordered, received, checked for defects and distributed to branches.
- With a virtual SRP fully underway, Social Media Team put in a lot of work promoting events and readying video and live streams as program platforms.
- Storytimes on the Road, Books & Libations, Build a Toolbox, Harry Potter Escape Room, and more special virtual programs, were very popular, with higher-than-usual interactions, comments, and questions on Facebook and Instagram.
- Grab Bag Service began and also received a lot of positive feedback through social media.
- Yard signs announcing available WiFi were ordered for branches





## **Director's Report**

*Noah Glaude, Library Director*

Significant meetings/events and projects this month:

- Weekly Public Restart Team Meetings / Refining Curbside
- Polaris ILS Upgrade
- Weekly Management Team Meetings
- NOLF Meeting
- Presentation to Port Angeles Noon Rotary
- Presentation to Port Angeles Kiwanians Club
- General figuring things out and planning for the future!





## Customer Comments

July 2020

The following comments were received by the Library during the month of July, 2020. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

### RECEIVED BY E-MAIL

**Comment:** Last week, I participated in the NOLS Books and Libations program. Each evening, I brewed a cup of tea and tuned in to Zoom with your lovely NOLS hostess/librarian and listened to a book review. What a great little offering during this time of social distancing. Having the tea locally sourced lent it a real "community" touch. I look forward to such programs in the future. Thank you and the Friends of the Library for making this program possible.

**Response:** I'm glad you enjoyed Book and Libations. Thanks for the positive feedback – I'll make sure to pass it on to the staff who organized the program and the Friends of the Library who sponsored it.

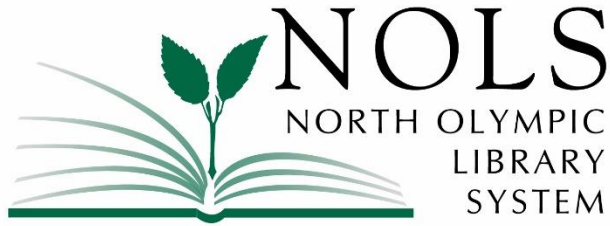
**Comment:** Now that curbside service is available, why aren't overdue items being requested to be returned? I have been waiting 2 months for an item and have a hold on that item. I have returned all of my previous items, it doesn't seem right for someone to hold onto something which has a request on it.

**Response:** I understand that waiting for an item for so long can be very frustrating and I apologize if the Library contributed to the delay.

When the Library began curbside service in late June, staff intentionally decided not to turn on automated overdue notices for at least one month. Due to the unprecedented nature of the situation the Library was dealing with – being closed to the public for months, an entirely new curbside model, and the need to quarantine returned material for 72 hours – easing back into things, including overdue notices, felt like the best way to make sure everything was handled properly and resumed smoothly. Having material returned gradually allowed staff and the new processes to be adjusted as needed, and for patrons to get accommodated to the new setup.

Automatic overdue notices will begin being sent again in August. Even before the pandemic, when automatic notices and bills were sent routinely, the Library could not always guarantee patrons would return materials on time, but we hope resuming overdue notices will encourage more long overdue items to be returned in a timely matter.





## 2020 Highlight Log (March – July 2020)

*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.*

### **3/3/2020 – Port Angeles**

Provided a fax for a women who was a regular patron, she said several times how grateful for the library and the consideration of patrons who struggle financially.

### **3/3/2020 – Port Angeles**

Last night an older gentleman came in just before the program, he said he was thrilled to see how full the library was, all ages milling around, the events we have had over the years. He also pondered, the fact his children did not have that here growing up, and was very happy to see the library growing up!

### **3/4/2020 – Port Angeles**

Patron called, asked me to fill out the "make a request" form online for her. She proceeded to thank NOLS profusely for the ILL department, and the Collection Management Team for meeting the needs of the community.

### **3/7/2020 – Port Angeles**

Patron came up to me and wanted to let library staff know how much they appreciated the AARP tax sessions in the Carver Room. "It helps me so much. Thank you to the library for giving them the space."

### **3/9/2020 – Port Angeles**

A regular patron came up to the front desk to thank the library for providing hand sanitizer at various places in the branch.

### **3/9/2020 – Port Angeles**

A patron thanked the library for disinfecting public keyboards and tabletops.

### **3/10/2020 – Port Angeles**

I was helping a patron tonight who was sure she had to pay a large fine for materials she kept too long during the snow storm back in January. She was ecstatic to find out the Library no longer charges fines and wanted to share how great the DVD collection is.

### **3/10/2020 – Port Angeles**

I was unable to attend this evening's "An Update on Glaciers", but I hosted a Facebook watch party sharing the live stream, and at least a dozen people joined in, including from Australia and Florida. One friend who wasn't able to join asked me if there will be a copy of the video available to watch later. The live streaming was great!

### **3/13/2020 – Port Angeles**

An OR patron called today because she was concerned that NOLS might close due to COVID-19. She said she didn't know what she would do without the library. She wants me to call her if I hear NOLS is closing...will send family straightaway to the library to stock up. With all the news about grocery stores being bought out of supplies...wouldn't it be something to see NOLS patrons make a run on the library and empty the shelves...librarians dream! or nightmare!

### **3/13/2020 – Port Angeles**

A patron used a library public computer to complete her 2020 Census self-reporting, and had a follow-up question about printing the confirmation page.

### **3/16/2020 – Port Angeles**

Yesterday evening I stopped at Shadow Mountain General Store, at Lake Sutherland. I chatted with the shop owner. The discussion turned to Covid-19 impact. She was delighted when I told her the Library had just switched the Wi-Fi to be on 24x7, and is working to extend range to the parking lot. She said she has multiple tenants on her property who routinely bus to the Library to use the Internet, with their own devices, who will be very happy when she gives them that news.

### **5/26/2020 – Port Angeles**

Today's public Virtual Book Chat included a teacher from Neah Bay who could not say enough positive things about Mary G. and the library card sign-up drive held out there. She said that she would not be able to teach her English classes right now without Libby, which all the kids are accessing. The two other public participants in today's meeting were both from Sequim and looking forward very much to tomorrow's book group meeting.

### **7/9/2020 – Clallam Bay**

A patron wanted us to know that she truly thinks we are the most wonderful library system in the world with the best librarians! She so appreciates us and wanted to say thank you!

### **7/9/2020 – Clallam Bay**

A patron expressed how much library books have impacted her life over the years. She said she will write down lines from books that have meaning to her. She and her husband have been married for forty years and he has had 20+ surgeries. She said our books have given her comfort and much needed distraction during those times, she is so grateful.

### **7/15/2020 – Port Angeles**

A patron chatted for a few minutes while Jay was collecting her holds, and told me that she missed the library and treasured us! She also said that the library offering curbside service has kept her sane during these crazy times. She can't wait for us to be fully open again. :)

Another patron was also appreciative, saying that he missed the library and everyone in it, as he was a daily visitor. He thanked us for the service we're providing, and said that while it wasn't the same, he had enjoyed using Hoopla for all of his books, audiobooks and streaming when we were completely closed.

#### **7/20/2020 – Port Angeles**

Tons of positive comments in the chat at last night's Books & Libations virtual event with Goodness Tea. This short message was received through email: "Thanks for offering this event! Can't wait to read this book. Loving the tea!"

#### **7/21/2020 – NOLS**

A big shout out to Liz and Leslie who facilitated a great program for around 15 rabid Harry Potter fans in an Escape Room Challenge. Both did a terrific job creating community for the kids, who were all real excited and dressed in all kinds of Harry P. gear. Thanks as well to Jennifer L. who helped monitor chat, and Mary G. and Patti for being willing to help on the fly. Liz did a great job with the trivia, which, alas, we realized was too easy for our whiz kids (who had a lot of fun answering questions). Thank you to everyone at the branch who let me help with the program instead of working curbside.

#### **7/23/2020 – NOLS**

A facebook comment on top of all the other many "thanks yous" and "greats" lately:  
"Thank you so much for being so proactive during this unusual time we are living in. The community needs to feel a sense of comfort and normalcy. I am continually amazed at what our library has to offer..... ♥"

#### **7/24/2020 – Port Angeles**

We've had a lot of positive response and comments about the Escape from Dread Pirate Roberts Escape Challenge from June and July, including one comment from former employee, now a Librarian in Vancouver, BC! "Thank you all for putting this together for us! It was nice to have something short and entertaining to do for an evening! So fun!! Challenging and yet still simple to figure out with great clues. Love it!! The work put in really shows and I hope to see more of these!! THIS WAS A GREAT EXPLORATION AND TOUGH TO CRACK!"

#### **7/24/2020 – Forks**

Got a call from a patron saying she just loved the online storytimes. She also absolutely loves the SRP and is using it as a great way to engage with her grandkids!

#### **7/31/2020 – Port Angeles**

Lots of patrons are excited to pick up their SRP t-shirts! Many have said that they are grateful the program is still going on this year, and "Thank you for all your hard work, and making sure these types of programs are still available." One patron said that her kids were very excited about the t-shirt design this year, and one of her less talkative children particularly enjoyed the "texture" of the shirts.

#### **7/31/2020 - NOLS**

In less than 4 months the NOLS Instagram account has officially surpassed 500 followers and has been receiving a good bit of interaction (likes, tags, and shares)! The best part being most seem to be real, live people and local organizations. <3