



Board of Trustees Regular Meeting  
Thursday, August 26, 2021 5:30pm  
Zoom Video Conference

**PANDEMIC RESPONSE**

Governor Inslee issued Proclamation [20-28.15](#) on January 19, 2021, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28.15, Trustees and Staff 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**

Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not discuss or take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).

**LAND ACKNOWLEDGEMENT**

The North Olympic Library System acknowledges that the lands on which we live and gather are the appropriated homelands of Indigenous Peoples. We want to express our deepest respect to those peoples past and present, including the [Hoh Tribe](#), [Jamestown S'Klallam Tribe](#), [Lower Elwha Klallam Tribe](#), [Makah Indian Tribe](#), [Quileute Tribe](#), [Quinault Indian Nation](#), [Port Gamble S'Klallam Tribe](#) and the [Skokomish Tribe](#), for their care of these lands throughout the generations. Let us learn more about the histories, cultures, and traditions of Indigenous Peoples. Let us strengthen relationships with sovereign tribal nations to provide an inclusive space fostering innovation and collaboration at the Library.

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of June 24, 2021
4. Communications
5. Public comments

6. Financial reports: June 2021; July 2021
7. Approval of vouchers: June 2021; July 2021
8. Unfinished business
  - U.1. Confirmation of Trustee committee assignments
9. New business
  - N.1. Verbal update and discussion regarding NOLS' COVID-19 response
  - N.2. Verbal update regarding the Sequim Library Expansion and Renovation Project
  - N.3. Review and discussion of tentative Board meeting schedule for rest of 2021 and 2022
10. Reports
  - R.1. Monthly Statistics Reports: June 2021; July 2021
  - R.3. Monthly Activity Reports: June 2021; July 2021
  - R.4. Customer Comments: June 2021; July 2021
  - R.5. Highlight Log: June 2021; July 2021
11. Public Comments
12. Trustee comments
 

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.*
13. Next meeting: 5:30pm, Thursday, September 23, 2021 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.
14. Agenda items for next meeting
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 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.*

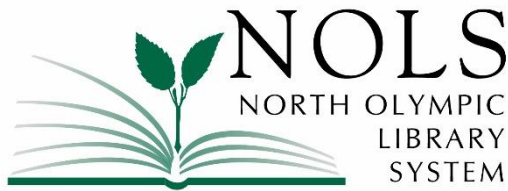
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm in the Administrative conference room of the Port Angeles Main Library.

**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 [20-28.15](#) on January 19, 2021, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28.15, Trustees and Staff 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/).

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:33 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Ian Miller, and Bert Caldwell. Library staff present: Executive Director Noah Glaude, HR & Business Manager Shaina Rajala, West End Library Manager Troi Gale, and SQ Library Manager Emily Sly. Visitors present: Leilani Raglin and Adana Protenentis from Ascending Leadership, PAFOL President Myrna Shaw, Debbie Crumb, and Abbie Anderson.

2. Approval of agenda

*Motion by Mr. Urnes to approve agenda as presented. Motion seconded by Mr. Caldwell. Motion carried.*

3. Approval of minutes for regular meeting of May 27, 2021

*Motion by Ms. Gordon to approve the minutes from the May 27, 2021 meeting, as amended. Motion seconded by Mr. Urnes. Motion carried.*

4. Communications

NOLS received letters from concerned members of the public in regard to the Pride Month event Storytime with a Queen. There was also an overwhelming positive response to this program on NOLS' social media pages and from patrons in person.

Bookmobile vendor notified NOLS that there would be a delay in the bookmobile delivery due to global supply chain issues. The vehicle will likely be delivered in early 2022.

5. Presentation: Presentation from Ascending Leadership to discuss their assessment of NOLS and recommendations for future actions toward greater equity and inclusion

6. Public Comments

7. Financial reports: May 2021

*The financial reports for May 2021 were accepted as presented.*

8. Approval of vouchers: May 2021  
*Motion by Ms. Gordon to approve the May 2021 vouchers, numbered #398 through #505, in the amount of \$362,910.97. Motion seconded by Mr. Miller. Motion carried.*
9. Unfinished business  
*None*
10. New business
  - N.1. NOLS Equity, Diversity, and Inclusion Assessment
  - N.2. Verbal update and discussion regarding NOLS' expansion of in-library services
  - N.3. Approval of Resolution 21-06-04: Designation of Signature Authority  
*Motion by Mr. Urnes to approve Resolution 21-06-04 authorizing designation of signature authority. Motion seconded by Mr. Caldwell. Motion carried.*
  - N.4. Election of Officers and confirmation of committee assignments  
*Mr. Urnes was elected Chair and Mr. Miller was elected Vice Chair. Ms. Pelikan and Mr. Urnes were assigned to the Personnel Committee. Mr. Caldwell and Ms. Pelikan were assigned to the Policy Committee. Mr. Miller and Mr. Urnes were assigned to the Finance Committee. Ms. Gordon and Mr. Caldwell were assigned to the Sequim Library Project Committee. Mr. Urnes will remain the North Olympic Library Foundation liaison.*
11. Reports
  - R.1. Monthly Statistics Reports: May 2021
  - R.2. Monthly Activity Reports: May 2021
  - R.3. Customer Comments: May 2021
  - R.4. Highlight Log: May 2021*All reports were accepted as presented.*
12. Public Comments
13. Trustee comments  
*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.*
14. Next regular meeting: 5:30pm, Thursday, August 26, 2021 at the Clallam Bay Branch Library.
15. Agenda items for next meeting: *None*
16. Adjournment  
*There being no further business, the meeting was adjourned by the Chair at 7:31pm.*

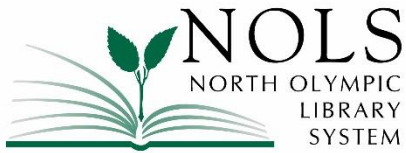
## **CERTIFIED AS TRUE AND CORRECT**

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Chair

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Board Secretary



## Staff Report

Meeting Date: August 26, 2021  
To: Library Board of Trustees  
From: Finance Manager, John DeFrancisco  
Subject: Comments on Financial Reports for June 2021

**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:** NOLS portion of interest earned on the County Investment Pool for May, and posted in June is \$605.

Grants and Donations of \$5,282 includes a \$5,000 donation from one patron designated for the Sequim Capital Project, and \$200 from NOLF for the purchase of gift certificates for the EDI Community Survey held in May. NOLS is grateful for the generosity of our donors!

**Expenditures:** Year to date expenditures are within the expected range for this time of year.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$224,075 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 \$274,119.

Of the \$224,075 in electronic transfers, \$247 was paid to the DOR for Sales and Use Tax (Voucher 557).

The balance of the Merchant Account increased from \$200 to \$1,000 as authorized by Board Resolution 21-03-02. This increase protects the NOLS Merchant Account from possible overdraft charges as a result of a change to the library's Integrated Library System Software which now automatically issues patron credit card refunds for the return of lost items when charges were originally paid by credit card.

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







## Revenue Report

June 30, 2021

Operating Revenue				6/12ths is	50.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,435,000	46,847	2,660,510	1,774,490	60.0
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	10,100	541	1,023	9,077	10.1
Library Fees	10,000	1,440	3,829	6,171	38.3
Miscellaneous Revenues					
Pool Fund Investment Interest	17,375	605	3,704	13,671	21.3
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	5,282	26,288	24,912	51.3
Other Miscellaneous Revenue	41,200	58	17,363	23,837	42.1
Total Miscellaneous Revenues	110,775	5,944	47,355	63,420	42.7
Nonrevenues (excise taxes)	590	50	92	498	15.6
Transfers In	540,283	-	-	540,283	-
<b>Total Operating Revenue</b>	<b>5,106,748</b>	<b>54,822</b>	<b>2,712,809</b>	<b>2,393,939</b>	<b>53.1</b>

Capital Revenue					
Timber Revenues (received in 2021)	-	73,090	146,874	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>73,090</b>	<b>146,874</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>		<b>127,912</b>	<b>2,859,683</b>		
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## Expenditure Report

### June 30, 2021

				6/12ths is	50.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	194,094	1,135,471	1,430,795	44.2
Benefits	1,163,813	80,025	485,480	678,333	41.7
<b>Total Personnel</b>	<b>3,730,079</b>	<b>274,119</b>	<b>1,620,950</b>	<b>2,109,129</b>	<b>43.5</b>
<i>Supplies</i>					
Supplies, Office and Operating	103,900	3,613	29,617	74,283	28.5
Fuel	17,900	451	2,867	15,033	16.0
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	20,722	145,779	340,221	30.0
Small Tools/Equip (<\$200)	1,500	162	400	1,100	26.6
<b>Total Supplies</b>	<b>611,000</b>	<b>24,948</b>	<b>178,663</b>	<b>432,337</b>	<b>29.2</b>
<i>Services</i>					
Professional Services	227,985	19,585	87,511	140,474	38.4
Communication	174,859	8,868	53,402	121,458	30.5
Travel	6,500	-	11	6,489	0.2
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	-	790	0.0
Insurance	83,700	-	-	83,700	0.0
Public Utilities	90,160	6,534	45,568	44,592	50.5
Repair and Maintenance	147,390	2,125	21,947	125,443	14.9
Miscellaneous Services	12,955	514	2,429	10,526	18.8
<b>Total Services</b>	<b>748,339</b>	<b>37,626</b>	<b>214,123</b>	<b>534,216</b>	<b>28.6</b>
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>25</i>	<i>89</i>	<i>16,651</i>	<i>0.5</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>590</i>	<i>15</i>	<i>35</i>	<i>555</i>	<i>5.9</i>
<b>Total Operating Expenditures</b>	<b>5,106,748</b>	<b>336,734</b>	<b>2,013,860</b>	<b>3,092,888</b>	<b>39.4</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	48,700	-	37,291	11,409	76.6
Other Improvements	88,000	-	8,855	79,145	10.1
Machinery & Equipment	448,449	704	89,930	358,519	20.1
<b>Total Capital Outlays</b>	<b>585,149</b>	<b>704</b>	<b>136,077</b>	<b>449,072</b>	<b>23.3</b>
<b>Grand Total All Expenditures</b>	<b>5,691,897</b>	<b>337,437</b>	<b>2,149,937</b>	<b>3,541,960</b>	<b>37.8</b>



## Account Balances

June 30, 2021

	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>	2,736,050	-	73,090	-	2,809,140
Operating Reserve <sup>(3)</sup>	1,104,899	-	-	-	1,104,899
PA Capital Reserve <sup>(4)</sup>	113,988	-	-	-	113,988
Capital Budget - 2021 <sup>(4)</sup>	359,250	-	-	704	358,546
<i>Total Board Designated Accounts</i>	5,621,207	-	73,090	704	5,693,593
<i>Grants and Donations</i>					
NOLS Donations Fund	85,088	-	-	-	85,088
NOLS Materials Fund	15,748	-	-	85	15,663
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	2,525	20,000	-	2,185	20,340
Port Angeles Donations Fund	7,364	-	1	-	7,364
Port Angeles Friends Donations	25,351	(10,000)	-	-	15,351
Sequim Donations Fund	53,366	-	43	-	53,409
Sequim Friends Donations	16,215	(10,000)	-	-	6,215
Forks Donations Fund	1,832	-	37	-	1,869
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	6,938	-	0	-	6,939
Clallam Bay Friends Donations	676	-	-	-	676
NOLF Donations 2021	-	-	200	-	200
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,447	-	-	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	5,000	-	5,425
<i>Total Grants and Donations</i>	461,737	-	5,282	2,270	464,748
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,085,605	-	78,371	2,974	6,161,003
<i>Undesignated Cash Operating Funds</i>	3,182,608	(257,753)			2,924,855
<b>Total WA State Local Investment Pool</b>	<b>9,268,213</b>	<b>(257,753)</b>	<b>78,371</b>	<b>2,974</b>	<b>9,085,858</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) Fund management account for designated capital projects.



## Account Balances

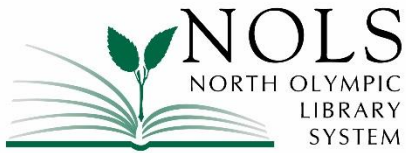
June 30, 2021

	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>(5)</sup>	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(5)</sup>	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(6)</sup>	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(6)</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>10,547,102</b>	<b>(257,753)</b>	<b>78,371</b>	<b>2,974</b>	<b>10,364,747</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	27,971	(27,971)			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	547	-	547	6,000
Payroll Account (US Bank 1301)	200	224,075	-	224,075	200
Merchant Account (FF 7401)	200	200	745	145	1,000
<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>224,822</b>	<b>745</b>	<b>224,767</b>	<b>7,650</b>
<b>Total Cash</b>	<b>34,821</b>	<b>196,851</b>	<b>745</b>	<b>224,767</b>	<b>7,650</b>
<b>Total Cash and Investments</b>	<b>10,581,923</b>	<b>(60,902)</b>	<b>79,117</b>	<b>227,741</b>	<b>10,372,397</b>

Notes:

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

(6) Bequests designated for specific use by donor.



## Staff Report

Meeting Date: August 26, 2021  
To: Library Board of Trustees  
From: Finance Manager, John DeFrancisco  
Subject: Comments on Financial Reports for July 2021

**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:** Goods and Services includes the annual \$3,400 payment from Jefferson County Library for library services provided to their West End patrons.

The percentage-to-date for Goods and Services and Library Fees, 49.9% and 45.6% respectively, are below the expected amounts for this time of year, and are not expected reach the 2021 Budget amounts. Although conservatively budgeted it was not expected at that time the effects of the pandemic would extend this far into the year.

NOLS portion of interest earned on the County Investment Pool for June, and posted in July is \$575. Pool Fund Investment Interest will be well below the annual Budgeted amount of \$17,375 for the year. The 2021 Budgeted amount was conservatively estimated at an interest rate of 0.25%, whereas the current interest rate on Pool Funds is currently 0.075% with little expectation it will increase for the remainder of the year.

Other Miscellaneous Revenue includes E-rate Reimbursements of \$29,306, and a refund from CenturyLink of \$2,674 for overcharges in prior years.

**Expenditures:** Although Communication expenses are within the normal range at 41.2% year-to-date, this month includes a final payment of \$4,266 to CenturyLink on the old Clallam Bay Data account (Voucher 644), and a payment of \$5,391 for disputed amounts on the new Clallam Bay Data account (Voucher 646). Voucher 646 also includes payment for current charges of \$2,440. These amounts were anticipated during the budgeting process. It is hoped these payments resolve the long-standing service and rate disputes NOLS has with CenturyLink.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$231,353 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 \$291,835.

Of the \$251,535 in electronic transfers, \$164 was paid to the DOR for Sales and Use Tax (Voucher 661).

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



## Revenue Report

July 31, 2021

Operating Revenue				7/12ths is	58.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,435,000	23,618	2,684,127	1,750,873	60.5
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	10,100	4,019	5,042	5,058	49.9
Library Fees	10,000	736	4,565	5,435	45.6
Miscellaneous Revenues					
Pool Fund Investment Interest	17,375	575	4,279	13,096	24.6
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	53	26,341	24,859	51.4
Other Miscellaneous Revenue	41,200	32,570	49,933	(8,733)	121.2
Total Miscellaneous Revenues	110,775	33,198	80,553	30,222	72.7
Nonrevenues (excise taxes)	590	59	151	439	25.5
Transfers In	540,283	-	-	540,283	-
<b>Total Operating Revenue</b>	<b>5,106,748</b>	<b>61,629</b>	<b>2,774,439</b>	<b>2,332,309</b>	<b>54.3</b>

Capital Revenue					
Timber Revenues (received in 2021)	-	20,147	167,020	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>20,147</b>	<b>167,020</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>81,776</b>	<b>2,941,459</b>			
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## Expenditure Report

July 31, 2021

				7/12ths is	58.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	200,053	1,335,523	1,230,743	52.0
Benefits	1,163,813	91,782	577,262	586,551	49.6
<b>Total Personnel</b>	<b>3,730,079</b>	<b>291,835</b>	<b>1,912,785</b>	<b>1,817,294</b>	<b>51.3</b>
<i>Supplies</i>					
Supplies, Office and Operating	103,900	9,754	39,372	64,528	37.9
Fuel	17,900	546	3,414	14,486	19.1
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	25,560	171,339	314,661	35.3
Small Tools/Equip (<\$200)	1,500	-	400	1,100	26.6
<b>Total Supplies</b>	<b>611,000</b>	<b>35,861</b>	<b>214,523</b>	<b>396,477</b>	<b>35.1</b>
<i>Services</i>					
Professional Services	227,985	9,629	97,140	130,845	42.6
Communication	174,859	18,592	71,993	102,866	41.2
Travel	6,500	164	174	6,326	2.7
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	-	790	0.0
Insurance	83,700	-	-	83,700	0.0
Public Utilities	90,160	6,839	52,407	37,753	58.1
Repair and Maintenance	147,390	2,582	24,528	122,862	16.6
Miscellaneous Services	12,955	-	2,429	10,526	18.8
<b>Total Services</b>	<b>748,339</b>	<b>37,805</b>	<b>251,927</b>	<b>496,412</b>	<b>33.7</b>
<i>Intergovernmental Services</i>	16,740	-	89	16,651	0.5
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	590	50	85	505	14.4
<b>Total Operating Expenditures</b>	<b>5,106,748</b>	<b>365,550</b>	<b>2,379,410</b>	<b>2,727,338</b>	<b>46.6</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	48,700	-	37,291	11,409	76.6
Other Improvements	88,000	-	8,855	79,145	10.1
Machinery & Equipment	448,449	701	90,631	357,818	20.2
<b>Total Capital Outlays</b>	<b>585,149</b>	<b>701</b>	<b>136,777</b>	<b>448,372</b>	<b>23.4</b>
<b>Grand Total All Expenditures</b>	<b>5,691,897</b>	<b>366,250</b>	<b>2,516,187</b>	<b>3,175,710</b>	<b>44.2</b>





## Account Balances

July 31, 2021

	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>	2,809,140	-	20,147	-	2,829,287
Operating Reserve <sup>(3)</sup>	1,104,899	-	-	-	1,104,899
PA Capital Reserve <sup>(4)</sup>	113,988	-	-	-	113,988
Capital Budget - 2021 <sup>(4)</sup>	358,546	-	-	701	357,846
<i>Total Board Designated Accounts</i>	5,693,593	-	20,147	701	5,713,039
<i>Grants and Donations</i>					
NOLS Donations Fund	85,088	-	16	-	85,104
NOLS Materials Fund	15,663	-	-	42	15,621
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	20,340	-	-	8,734	11,605
Port Angeles Donations Fund	7,364	-	14	-	7,378
Port Angeles Friends Donations	15,351	-	-	7	15,345
Sequim Donations Fund	53,409	-	6	57	53,358
Sequim Friends Donations	6,215	-	-	47	6,168
Forks Donations Fund	1,869	-	6	-	1,875
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	6,939	-	12	-	6,950
Clallam Bay Friends Donations	676	-	-	-	676
NOLF Donations 2021	200	-	-	-	200
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,447	-	-	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	5,425	-	-	-	5,425
<i>Total Grants and Donations</i>	464,748	-	53	8,886	455,915
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,161,003	-	20,200	9,587	6,171,616
<i>Undesignated Cash Operating Funds</i>	2,924,855	(295,088)			2,629,768
<b>Total WA State Local Investment Pool</b>	9,085,858	(295,088)	20,200	9,587	8,801,384

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) Fund management account for designated capital projects.



## Account Balances

July 31, 2021

	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>(5)</sup>	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(5)</sup>	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(6)</sup>	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(6)</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>10,364,747</b>	<b>(295,088)</b>	<b>20,200</b>	<b>9,587</b>	<b>10,080,272</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	23	-	23	6,000
Payroll Account (US Bank 1301)	200	231,353	-	231,353	200
Merchant Account (FF 7401)	1,000	(29,453)	29,593	140	1,000
<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>7,650</b>	<b>201,923</b>	<b>29,593</b>	<b>231,516</b>	<b>7,650</b>
<b>Total Cash</b>	<b>7,650</b>	<b>201,923</b>	<b>29,593</b>	<b>231,516</b>	<b>7,650</b>
<b>Total Cash and Investments</b>	<b>10,372,397</b>	<b>(93,165)</b>	<b>49,793</b>	<b>241,103</b>	<b>10,087,922</b>

Notes:

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

(6) Bequests designated for specific use by donor.

## VOUCHERS BY CATEGORY FOR JUNE 2021

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
506	NOLS Employee	HRA Reimbursement	92.05	
507	ADP Tax/Financial Services	Net Payroll (PPE 05-31-21) - EFT 853	131,229.84	
508	ADP Tax/Financial Services	Net Payroll (PPE 05-31-21) - EFT 854	45,634.46	
517	NOLS Employee	HRA Reimbursement	38.70	
554	DeFrancisco, John L.	Cell Phone Reimbursement - Jan-Jun 2021 - ADM	120.00	
555	Dept. of Retirement Systems	Retirement Contributions (PPE 05-31-21) - EFT 855	38,081.44	
556	Dept. of Retirement Systems	DCP Retirement 06-2021 (PPE 05-31-21) - EFT 856	8,682.00	
559	NOLS Employee	HRA Reimbursement	717.06	
563	Hartford Retirement Plan Solutions	MMDCP 06-2021 (PPE 05-31-20) - EFT 857	200.00	
564	Health Care Authority	HCA 06-2021 (PPE 05-31-21)	37,142.99	
565	HealthEquity	HSA ER Contributions - June 2021	647.90	
588	NOLS Employee	HRA Reimbursement	1,342.00	
589	Rajala, Shaina E	Cell Phone Reimbursement - Jan-Jun 2021 - ADM	80.00	
590	NOLS Employee	HRA Reimbursement	219.98	
591	NOLS Employee	HRA Reimbursement	164.97	
600	NOLS Employee	HRA Reimbursement	294.51	
602	United Way of Clallam County	United Way Donations (PPE 05-31-21)	105.00	
607	WCIF	Vision/Life/EAP Premiums 06-2021 (PPE 05-31-21)	1,259.35	
610	NOLS Employee	HRA Reimbursement	268.97	
611	WSCCCE - WPAS, Inc	Dental Premiums (PPE 05-31-21) - July Coverage	5,155.92	
612	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 06-2021 (PPE 05-31-21)	2,118.77	
CK 2195	NOLS Employee	HRA Reimbursement	523.40	274,119.31
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
552	Co-Op Farm & Garden, The	PO 485 Maintenance Supplies - Mechanical Supplies - Screws - FAC	0.83	
553	Co-Op Farm & Garden, The	PO 562 Maintenance Supplies - Mechanical Supplies - Oil for leaf blower - FAC	13.46	
557	Dept. of Revenue - Use/Sales Tax	May 2021 Sales & Use Tax - EFT 860	3.68	
571	Koenig Chevrolet	PO 521 Maintenance and Supplies - Nolsy Red Mirror - Parts Only - FAC	37.39	
572	Mathews Glass Co., Inc.	PO 547 Maintenance and Supplies - Polycarbonate Panel for SQ - FAC	242.62	
597	True Value	PO 466 Maintenance Supplies - Cleaning Supplies - FO	7.68	
598	True Value	PO 486 Maintenance Supplies - CB Eyebolt for Hanging Basket - FAC	2.16	
599	True Value	PO 556 Maintenance Supplies - Supplies - FAC	4.65	
CC 3	Amazon.com	PO 474 Office Supplies - Batteries, Labels - IT	51.08	
CC 4	Amazon.com	PO 478 Office Supplies - Tape - IT	55.51	
CC 9	Amazon.com	PO 504 Office Supplies - Staples, Brita Filters, Shedder Oil - ADM	54.83	
CC 11	Amazon.com	PO 494 Toner & Ink - PA	139.16	

Category	Claimant	Purpose	Amount	Subtotal
CC 12	Amazon.com	PO 441 Maintenance Supplies - Sneeze Guard Supplies - FAC	24.90	
CC 14	Amazon.com	PO 378 Processing Supplies - TS	(10.87)	
CC 15	Amazon.com	PO 493 Processing Supplies - TS	33.72	
CC 16	Angel Crest Gardens	PO 527 Maintenance Supplies - Flower Baskets - FAC	320.00	
CC 17	Angeles Millwork & Lumber Company	PO 471 Maintenance Supplies - Weed Eater Line - FAC	34.79	
CC 21	CCI Solutions	PO 491 Processing Supplies - Media Cases - TS	245.84	
CC 22	Dell Marketing	PO 406 Toner & Ink - PA	156.66	
CC 25	Elm USA	PO 492 Processing Supplies - Disc Repair - TS	409.45	
CC 32	Home Depot	PO 423 Maintenance Supplies - Plants - FAC	196.51	
CC 33	Home Depot	PO 455 Maintenance Supplies - Sneeze Guard - FAC	66.32	
CC 37	KCDA Purchasing Cooperative	PO 495 Paper Supplies - Copy Paper - PA	65.22	
CC 38	KCDA Purchasing Cooperative	PO 490 Processing Supplies - Tape, Staples - TS	121.56	
CC 45	POSPAPER.com	PO 447 Paper Supplies - Receipt Paper - NOLS	163.90	
CC 47	Saars Grocery	PO 480 Processing Supplies - Disc Repair Water - TS	12.93	
CC 48	Safeway	PO 550 Maintenance Supplies - Hand Sanitizer - FAC	13.03	
CC 59	Smartsign	PO 526 Maintenance Supplies - Parking Lot Signs - FAC	151.23	
CC 66	Swains General Store, Inc.	PO 430 Maintenance Supplies - Weed Control - FAC	108.67	
CC 68	Uline	PO 525 Maintenance Supplies - Sign Posts - FAC	151.09	2,878.00
<b><u>PROGRAM SUPPLIES</u></b>				
CC 5	Amazon.com	PO 477 Program Supplies - Mindfulness Take and Make (VFOL)	198.02	
CC 6	Amazon.com	PO 536 Program Supplies - Teen Pride Party (VFOL)	18.43	
CC 7	Amazon.com	PO 512 Program Supplies - Teen Lit, Teen Pride Party (VFOL)	97.30	
CC 8	Amazon.com	PO 448 Program Supplies - Colorful Batik (VFOL)	15.22	
CC 10	Amazon.com	PO 484 Program Supplies - Light Up the Night (VFOL)	308.80	
CC 30	Harbor Freight Tools	PO 529 Program Supplies - Tool Box Program (VFOL)	12.88	
CC 31	Harbor Freight Tools	PO 531 Program Supplies - Storywalk Materials (VFOL)	10.85	
CC 36	JoAnn Fabrics	PO 520 Program Supplies - Teen Pride Party (VFOL)	27.16	
CC 65	StreamYard	PO 530 Program Supplies - Uke Program (VFOL)	25.00	
CC 69	Walmart	PO 519 Program Supplies - Teen Pride Party (VFOL)	21.44	735.10
<b><u>FUEL</u></b>				
CC 18	Arco	PO 446 Business Fuel - Pacifica - NOLS	23.47	
CC 19	Arco	PO 461 Business Fuel - Pacifica - NOLS	22.91	
CC 26	Evergreen 76	PO 445 Business Fuel - Westy - NOLS	26.62	
CC 39	Lower Elwha Food & Fuel	PO 497 Equipment Fuel - Mowers - FAC	30.16	
CC 40	Lower Elwha Food & Fuel	PO 508 Business Fuel - Nolsy Red - FAC	42.30	
CC 49	Shell	PO 409 Business Fuel - Westy - NOLS	43.00	
CC 50	Shell	PO 456 Business Fuel - Westy - NOLS	26.99	
CC 51	Shell	PO 468 Business Fuel - Westy - NOLS	24.26	
CC 52	Shell	PO 479 Business Fuel - Westy - NOLS	31.27	
CC 53	Shell	PO 404 Business Fuel - Nolsy White - NOLS	41.31	
CC 54	Shell	PO 412 Business Fuel - Westy - NOLS	21.30	
CC 55	Shell	PO 460 Business Fuel - Westy - NOLS	21.97	
CC 56	Shell	PO 482 Business Fuel - Westy - NOLS	23.27	
CC 57	Shell	PO 488 Business Fuel - Pacifica - NOLS	30.04	
CC 58	Shell	PO 515 Business Fuel - Nolsy White - NOLS	42.18	451.05

Category	Claimant	Purpose	Amount	Subtotal
<b><u>COLLECTION MATERIALS</u></b>				
510	Alliance Entertainment Holding Corp	Collection Materials	20.39	
511	Amazon.com	Collection Materials	45.36	
512	Amazon.com	Collection Materials	403.40	
513	Amazon.com	Collection Materials	199.31	
514	Amazon.com	Collection Materials	243.44	
518	Baker & Taylor Entertainment	Collection Materials	193.74	
519	Baker & Taylor Entertainment	Collection Materials	261.04	
520	Baker & Taylor Entertainment	Collection Materials	662.40	
521	Baker & Taylor Entertainment	Collection Materials	30.85	
522	Baker & Taylor Entertainment	Collection Materials	308.15	
523	Baker & Taylor Information	Collection Materials	2,331.44	
524	Baker & Taylor Information	Collection Materials	1,506.05	
525	Baker & Taylor Information	Collection Materials	1,920.06	
526	Baker & Taylor Information	Collection Materials	1,727.12	
527	Baker & Taylor Information	Collection Materials	5,268.43	
529	Blackstone Audio, Inc.	Collection Materials	37.94	
530	Blackstone Audio, Inc.	Collection Materials	7.95	
531	Brodart Company	Collection Materials	195.66	
532	CENGAGE Learning	Collection Materials	73.41	
533	CENGAGE Learning	Collection Materials	363.98	
534	CENGAGE Learning	Collection Materials	132.15	
535	Center Point Large Print	Collection Materials	224.70	
557	Dept. of Revenue - Use/Sales Tax	May 2021 Sales & Use Tax - EFT 860	28.60	
562	Film Ideas, Inc.	Collection Materials	132.85	
567	Ingram Library Services	Collection Materials	207.58	
568	Ingram Library Services	Collection Materials	179.06	
569	Ingram Library Services	Collection Materials	221.75	
570	Ingram Library Services	Collection Materials	511.97	
573	Midwest Tape	Collection Materials	512.51	
574	Midwest Tape	Collection Materials	299.60	
575	Midwest Tape	Collection Materials	408.65	
581	OverDrive, Inc.	Collection Materials	872.71	
582	OverDrive, Inc.	Collection Materials	397.00	
583	OverDrive, Inc.	Collection Materials	250.00	
584	OverDrive, Inc.	Collection Materials	262.98	
595	Sound Publishing Inc	Collection Materials	245.72	
613	WT COX	Collection Materials	34.09	20,722.04
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
CC 13	Amazon.com	PO 475 Small Tools - Pressure Washer - FAC	162.11	162.11
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
509	ADP, LLC	Payroll Services - Payroll Processing - (PPE 04-30-2021) and (PPE 05-31-2021) - NOLS	1,386.10	
528	Bergs, Angelo	C15 Programing - Storytime with a Queen (VFOL)	100.00	
557	Dept. of Revenue - Use/Sales Tax	May 2021 Sales & Use Tax - EFT 860	199.70	
560	E-Rate Expertise	PO 472 Professional Services - E-rate Consulting 04-2021 - NOLS	337.50	

Category	Claimant	Purpose	Amount	Subtotal
561	E-Rate Expertise	PO 535 Professional Services - E-rate Consulting 05-2021 - NOLS	112.50	
576	Nicole Tsong Coaching LLC	C16 Programing - SRP Movement Program (VFOL)	500.00	
579	OCLC, Inc.	PO 496 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61	
580	Olympic Laundry & Dry Cleaners, Inc.	PO 500 Professional Services - Laundry - FAC	190.40	
586	Raglin Consulting	PO 537 Professional Services - EDI Consulting - Payment 3 of 3 - NOLS	2,500.00	
593	Simply Magic LLC	C8 Programming - SRP 2021 Magic Performance (VFOL)	850.00	
596	Sound Publishing Inc	PO 573 Professional Services - RFP for SQ Building Architect - NOLS	70.35	
601	Unique Management Services, Inc.	Professional Services - Debt Collection	56.70	
606	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
CC 23	DialMyCalls.com	PO 554 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 24	eFax Corporate	PO 502 Technology Services - HR Fax Line - ADM	29.99	
CC 27	Facebook	PO 505 Advertising - Sponsored Ads - NOLS	100.98	
CC 29	Growmail	PO 506 Advertising - SRP Postcards - NOLS	9,385.99	
CC 35	Jim's Pharmacy	PO 470 Janitorial Services - Sharps Disposal - FAC	10.88	
CC 41	Michigan State Police	PO 503 Background Checks - NOLS	10.00	
CC 42	Microsoft Office	PO 517 Technology Services - Cloud Services - IT	839.58	
CC 43	OVGTSL Conference	PO 442 Training Fee - TS Conference - NOLS	55.00	
CC 44	Pay Pal	Monthly Gateway Fee - NOLS	59.95	
CC 63	Stamps.com	PO 476 Technology Services - Monthly Charge - TS	19.57	
CC 70	Zoom	PO 514 Technology Services - Monthly Subscription - NOLS	16.30	
CC 71	Zoom	PO 553 Technology Services - Monthly Subscription - NOLS	65.20	19,410.29
<b><u>COMMUNICATIONS</u></b>				
515	Angeles Communications	Communications - VOIP	903.04	
536	CenturyLink 300511187 FO	Communications - Voice - FO	87.77	
537	CenturyLink 300561130 CB	Communications - Voice - CB	80.15	
538	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.99	
539	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.03	
540	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,459.65	
541	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	267.39	
604	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
605	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.18	
608	WDH - Wave Business	Communications - Internet - IT	3,698.93	
CC 61	Stamps.com	PO 416 Postage - TS	250.00	
CC 62	Stamps.com	PO 463 Postage - TS	250.00	
CC 64	Stamps.com	PO 487 Postage - TS	250.00	8,868.16
<b><u>UTILITIES</u></b>				
542	City of Forks	Public Utilities - FO	105.82	
543	City of Port Angeles/Orcas Avenue	Public Utilities - PA	210.21	
544	City of Port Angeles/Orcas Avenue	Public Utilities - PA	205.66	
545	City of Port Angeles/Peabody St.	Public Utilities - PA	3,858.86	

Category	Claimant	Purpose	Amount	Subtotal
546	City of Sequim	Public Utilities - SQ	93.32	
547	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
548	Clallam County PUD	Public Utilities - CB	362.00	
549	Clallam County PUD	Public Utilities - FO	420.00	
550	Clallam County PUD	Public Utilities - SQ	641.00	
558	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
609	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,533.67
<b><u>REPAIR AND MAINTENANCE</u></b>				
516	Angeles Plumbing, Inc.	PO 499 Repair and Maintenance - FO Toilet Repair - FAC	312.19	
566	Hi-Tech Security, Inc.	PO 473 Repair and Maintenance - PA Carver Room Motion Sensor Replacement - FAC	233.92	
585	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	476.94	
587	Rainbow Sweepers, Inc.	PO 522 Groundskeeping - PA Parking Lot Sweeping 06-06-21 - FAC	212.16	
594	Sound Energy Systems	PO 483 Repair and Maintenance - PA HVAC Controls Quarterly Maintenance - FAC	801.94	
CC 1	8th Street Car Wash	PO 431 Vehicle Maintenance - Westy Car Wash - FAC	6.00	
CC 20	Arco	PO 462 Vehicle Maintenance - Pacifica Car Wash - FAC	10.00	
CC 28	First Race Car Wash	PO 481 Vehicle Maintenance - Westy Car Wash - FAC	13.00	
CC 34	Jiffy Lube	PO 465 Vehicle Maintenance - Westy Oil Change - FAC	58.57	2,124.72
<b><u>MISCELLANEOUS SERVICES</u></b>				
592	Sequim Chamber of Commerce	PO 557 Dues and Memberships - Annual Membership - Sequim Chamber - SQ	295.00	
CC 60	Society for Human Resource Mgmt.	PO 501 Membership Fees - Annual Membership - ADM	219.00	514.00
<b><u>INTERGOVERNMENTAL SERVICES</u></b>				
551	Clallam County Treasurer	PO 510 Intergovernmental - General - Returned Item Fee	25.00	25.00
<b><u>MACHINERY AND EQUIPMENT</u></b>				
CC 2	Adobe Creative Cloud	PO 507 Machinery and Equipment - Subscription Fee - IT	391.55	
CC 46	Quill Corporation	PO 450 Machinery and Equipment - Desk Chair - FO	167.08	
CC 67	Tech Soup	PO 509 Machinery and Equipment - Veritas Backup License - IT	145.00	703.63
<b><u>SALES TAX</u></b>				
557	Dept. of Revenue - Use/Sales Tax	May 2021 Sales & Use Tax - EFT 860	15.19	15.19
<b><u>FINES AND FEES, PATRON REFUNDS</u></b>				
CK 2196	NOLS Patron	Patron Refund	23.99	23.99
<b><u>BRANCH CHANGE FUNDS AND IMPREST ACCOUNTS</u></b>				
577	North Olympic Library System	June 2021 Merchant Account Increase - Reso 21-03-02	800.00	800.00
			<b>338,086.26</b>	<b>338,086.26</b>







## Voucher Approval for June 2021

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 #506 through #613 are approved in the amount of \$338,086.26 this 26th day of August 2021.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
506	NOLS Employee	HRA Reimbursement	92.05
507	ADP Tax/Financial Services	Net Payroll (PPE 05-31-21) - EFT 853	131,229.84
508	ADP Tax/Financial Services	Net Payroll (PPE 05-31-21) - EFT 854	45,634.46
509	ADP, LLC	Payroll Services - Payroll Processing - (PPE 04-30-2021) and (PPE 05-31-2021) - NOLS	1,386.10
510	Alliance Entertainment Holding Corp	Collection Materials	20.39
511	Amazon.com	Collection Materials	45.36
512	Amazon.com	Collection Materials	403.40
513	Amazon.com	Collection Materials	199.31
514	Amazon.com	Collection Materials	243.44
515	Angeles Communications	Communications - VOIP	903.04
516	Angeles Plumbing, Inc.	PO 499 Repair and Maintenance - FO Toilet Repair - FAC	312.19
517	NOLS Employee	HRA Reimbursement	38.70
518	Baker & Taylor Entertainment	Collection Materials	193.74
519	Baker & Taylor Entertainment	Collection Materials	261.04
520	Baker & Taylor Entertainment	Collection Materials	662.40
521	Baker & Taylor Entertainment	Collection Materials	30.85
522	Baker & Taylor Entertainment	Collection Materials	308.15
523	Baker & Taylor Information	Collection Materials	2,331.44
524	Baker & Taylor Information	Collection Materials	1,506.05
525	Baker & Taylor Information	Collection Materials	1,920.06
526	Baker & Taylor Information	Collection Materials	1,727.12
527	Baker & Taylor Information	Collection Materials	5,268.43
528	Bergs, Angelo	CI5 Programing - Storytime with a Queen (VFOL)	100.00
529	Blackstone Audio, Inc.	Collection Materials	37.94
530	Blackstone Audio, Inc.	Collection Materials	7.95
531	Brodart Company	Collection Materials	195.66

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
532	CENGAGE Learning	Collection Materials	73.41
533	CENGAGE Learning	Collection Materials	363.98
534	CENGAGE Learning	Collection Materials	132.15
535	Center Point Large Print	Collection Materials	224.70
536	CenturyLink 300511187 FO	Communications - Voice - FO	87.77
537	CenturyLink 300561130 CB	Communications - Voice - CB	80.15
538	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.99
539	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.03
540	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,459.65
541	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	267.39
542	City of Forks	Public Utilities - FO	105.82
543	City of Port Angeles/Orcas Avenue	Public Utilities - PA	210.21
544	City of Port Angeles/Orcas Avenue	Public Utilities - PA	205.66
545	City of Port Angeles/Peabody St.	Public Utilities - PA	3,858.86
546	City of Sequim	Public Utilities - SQ	93.32
547	Clallam County Public Works Dept.	Public Utilities - CB	56.50
548	Clallam County PUD	Public Utilities - CB	362.00
549	Clallam County PUD	Public Utilities - FO	420.00
550	Clallam County PUD	Public Utilities - SQ	641.00
551	Clallam County Treasurer	PO 510 Intergovernmental - General - Returned Item Fee	25.00
552	Co-Op Farm & Garden, The	PO 485 Maintenance Supplies - Mechanical Supplies - Screws - FAC	0.83
553	Co-Op Farm & Garden, The	PO 562 Maintenance Supplies - Mechanical Supplies - Oil for leaf blower - FAC	13.46
554	DeFrancisco, John L.	Cell Phone Reimbursement - Jan-Jun 2021 - ADM	120.00
555	Dept. of Retirement Systems	Retirement Contributions (PPE 05-31-21) - EFT 855	38,081.44
556	Dept. of Retirement Systems	DCP Retirement 06-2021 (PPE 05-31-21) - EFT 856	8,682.00
557	Dept. of Revenue - Use/Sales Tax	May 2021 Sales & Use Tax - EFT 860	247.17
558	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
559	NOLS Employee	HRA Reimbursement	717.06
560	E-Rate Expertise	PO 472 Professional Services - E-rate Consulting 04-2021 - NOLS	337.50
561	E-Rate Expertise	PO 535 Professional Services - E-rate Consulting 05-2021 - NOLS	112.50
562	Film Ideas, Inc.	Collection Materials	132.85
563	Hartford Retirement Plan Solutions	MMDCP 06-2021 (PPE 05-31-20) - EFT 857	200.00
564	Health Care Authority	HCA 06-2021 (PPE 05-31-21)	37,142.99
565	HealthEquity	HSA ER Contributions - June 2021	647.90
566	Hi-Tech Security, Inc.	PO 473 Repair and Maintenance - PA Carver Room Motion Sensor Replacement - FAC	233.92
567	Ingram Library Services	Collection Materials	207.58
568	Ingram Library Services	Collection Materials	179.06
569	Ingram Library Services	Collection Materials	221.75
570	Ingram Library Services	Collection Materials	511.97

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
571	Koenig Chevrolet	PO 521 Maintenance and Supplies - Nolsy Red Mirror - Parts Only - FAC	37.39
572	Mathews Glass Co., Inc.	PO 547 Maintenance and Supplies - Polycarbonate Panel for SQ - FAC	242.62
573	Midwest Tape	Collection Materials	512.51
574	Midwest Tape	Collection Materials	299.60
575	Midwest Tape	Collection Materials	408.65
576	Nicole Tsong Coaching LLC	C16 Programing - SRP Movement Program (VFOL)	500.00
577	North Olympic Library System	June 2021 Merchant Account Increase - Reso 21-03-02	800.00
578	North Olympic Library System	June 2021 Revolving Fund Reimbursement	547.39
579	OCLC, Inc.	PO 496 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61
580	Olympic Laundry & Dry Cleaners, Inc.	PO 500 Professional Services - Laundry - FAC	190.40
581	OverDrive, Inc.	Collection Materials	872.71
582	OverDrive, Inc.	Collection Materials	397.00
583	OverDrive, Inc.	Collection Materials	250.00
584	OverDrive, Inc.	Collection Materials	262.98
585	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	476.94
586	Raglin Consulting	PO 537 Professional Services - EDI Consulting - Payment 3 of 3 - NOLS	2,500.00
587	Rainbow Sweepers, Inc.	PO 522 Groundskeeping - PA Parking Lot Sweeping 06-06-21 - FAC	212.16
588	NOLS Employee	HRA Reimbursement	1,342.00
589	Rajala, Shaina E	Cell Phone Reimbursement - Jan-Jun 2021 - ADM	80.00
590	NOLS Employee	HRA Reimbursement	219.98
591	NOLS Employee	HRA Reimbursement	164.97
592	Sequim Chamber of Commerce	PO 557 Dues and Memberships - Annual Membership - Sequim Chamber - SQ	295.00
593	Simply Magic LLC	C8 Programming - SRP 2021 Magic Performance (VFOL)	850.00
594	Sound Energy Systems	PO 483 Repair and Maintenance - PA HVAC Controls Quarterly Maintenance - FAC	801.94
595	Sound Publishing Inc	Collection Materials	245.72
596	Sound Publishing Inc	PO 573 Professional Services - RFP for SQ Building Architect - NOLS	70.35
597	True Value	PO 466 Maintenance Supplies - Cleaning Supplies - FO	7.68
598	True Value	PO 486 Maintenance Supplies - CB Eyebolt for Hanging Basket - FAC	2.16
599	True Value	PO 556 Maintenance Supplies - Supplies - FAC	4.65
600	NOLS Employee	HRA Reimbursement	294.51
601	Unique Management Services, Inc.	Professional Services - Debt Collection	56.70
602	United Way of Clallam County	United Way Donations (PPE 05-31-21)	105.00
603	US Bank	Credit Card Services - May 2021	16,287.42
604	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
605	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.18

No.	Claimant	Purpose	Amount
606	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
607	WCIF	Vision/Life/EAP Premiums 06-2021 (PPE 05-31-21)	1,259.35
608	WDH - Wave Business	Communications - Internet - IT	3,698.93
609	West Waste & Recycling	Public Utilities - FO - CB	56.43
610	NOLS Employee	HRA Reimbursement	268.97
611	WSCCCE - WPAS, Inc	Dental Premiums (PPE 05-31-21) - July Coverage	5,155.92
612	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 06-2021 (PPE 05-31-21)	2,118.77
613	WT COX	Collection Materials	34.09
			<b>338,086.26</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #578**

2195	NOLS Employee	HRA Reimbursement	523.40
2196	NOLS Patron	Patron Refund	23.99
			<b>547.39</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #603**

01	8th Street Car Wash	PO 431 Vehicle Maintenance - Westy Car Wash - FAC	6.00
02	Adobe Creative Cloud	PO 507 Machinery and Equipment - Subscription Fee - IT	391.55
03	Amazon.com	PO 474 Office Supplies - Batteries, Labels - IT	51.08
04	Amazon.com	PO 478 Office Supplies - Tape - IT	55.51
05	Amazon.com	PO 477 Program Supplies - Mindfulness Take and Make (VFOL)	198.02
06	Amazon.com	PO 536 Program Supplies - Teen Pride Party (VFOL)	18.43
07	Amazon.com	PO 512 Program Supplies - Teen Lit, Teen Pride Party (VFOL)	97.30
08	Amazon.com	PO 448 Program Supplies - Colorful Batik (VFOL)	15.22
09	Amazon.com	PO 504 Office Supplies - Staples, Brita Filters, Shedder Oil - ADM	54.83
10	Amazon.com	PO 484 Program Supplies - Light Up the Night (VFOL)	308.80
11	Amazon.com	PO 494 Toner & Ink - PA	139.16
12	Amazon.com	PO 441 Maintenance Supplies - Sneeze Guard Supplies - FAC	24.90
13	Amazon.com	PO 475 Small Tools - Pressure Washer - FAC	162.11
14	Amazon.com	PO 378 Processing Supplies - TS	(10.87)
15	Amazon.com	PO 493 Processing Supplies - TS	33.72
16	Angel Crest Gardens	PO 527 Maintenance Supplies - Flower Baskets - FAC	320.00
17	Angeles Millwork & Lumber Company	PO 471 Maintenance Supplies - Weed Eater Line - FAC	34.79
18	Arco	PO 446 Business Fuel - Pacifica - NOLS	23.47
19	Arco	PO 461 Business Fuel - Pacifica - NOLS	22.91
20	Arco	PO 462 Vehicle Maintenance - Pacifica Car Wash - FAC	10.00
21	CCI Solutions	PO 491 Processing Supplies - Media Cases - TS	245.84
22	Dell Marketing	PO 406 Toner & Ink - PA	156.66

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
23	DialMyCalls.com	PO 554 Technology Services - Staff Emergency Contact System - NOLS	19.99
24	eFax Corporate	PO 502 Technology Services - HR Fax Line - ADM	29.99
25	Elm USA	PO 492 Processing Supplies - Disc Repair - TS	409.45
26	Evergreen 76	PO 445 Business Fuel - Westy - NOLS	26.62
27	Facebook	PO 505 Advertising - Sponsored Ads - NOLS	100.98
28	First Race Car Wash	PO 481 Vehicle Maintenance - Westy Car Wash - FAC	13.00
29	Growmail	PO 506 Advertising - SRP Postcards - NOLS	9,385.99
30	Harbor Freight Tools	PO 529 Program Supplies - Tool Box Program (VFOL)	12.88
31	Harbor Freight Tools	PO 531 Program Supplies - Storywalk Materials (VFOL)	10.85
32	Home Depot	PO 423 Maintenance Supplies - Plants - FAC	196.51
33	Home Depot	PO 455 Maintenance Supplies - Sneeze Guard - FAC	66.32
34	Jiffy Lube	PO 465 Vehicle Maintenance - Westy Oil Change - FAC	58.57
35	Jim's Pharmacy	PO 470 Janitorial Services - Sharps Disposal - FAC	10.88
36	JoAnn Fabrics	PO 520 Program Supplies - Teen Pride Party (VFOL)	27.16
37	KCDA Purchasing Cooperative	PO 495 Paper Supplies - Copy Paper - PA	65.22
38	KCDA Purchasing Cooperative	PO 490 Processing Supplies - Tape, Staples - TS	121.56
39	Lower Elwha Food & Fuel	PO 497 Equipment Fuel - Mowers - FAC	30.16
40	Lower Elwha Food & Fuel	PO 508 Business Fuel - Nolsy Red - FAC	42.30
41	Michigan State Police	PO 503 Background Checks - NOLS	10.00
42	Microsoft Office	PO 517 Technology Services - Cloud Services - IT	839.58
43	OVGTSL Conference	PO 442 Training Fee - TS Conference - NOLS	55.00
44	Pay Pal	Monthly Gateway Fee - NOLS	59.95
45	POSPAPER.com	PO 447 Paper Supplies - Receipt Paper - NOLS	163.90
46	Quill Corporation	PO 450 Machinery and Equipment - Desk Chair - FO	167.08
47	Saars Grocery	PO 480 Processing Supplies - Disc Repair Water - TS	12.93
48	Safeway	PO 550 Maintenance Supplies - Hand Sanitizer - FAC	13.03
49	Shell	PO 409 Business Fuel - Westy - NOLS	43.00
50	Shell	PO 456 Business Fuel - Westy - NOLS	26.99
51	Shell	PO 468 Business Fuel - Westy - NOLS	24.26
52	Shell	PO 479 Business Fuel - Westy - NOLS	31.27
53	Shell	PO 404 Business Fuel - Nolsy White - NOLS	41.31
54	Shell	PO 412 Business Fuel - Westy - NOLS	21.30
55	Shell	PO 460 Business Fuel - Westy - NOLS	21.97
56	Shell	PO 482 Business Fuel - Westy - NOLS	23.27
57	Shell	PO 488 Business Fuel - Pacifica - NOLS	30.04
58	Shell	PO 515 Business Fuel - Nolsy White - NOLS	42.18
59	Smartsign	PO 526 Maintenance Supplies - Parking Lot Signs - FAC	151.23
60	Society for Human Resource Mgmt.	PO 501 Membership Fees - Annual Membership - ADM	219.00
61	Stamps.com	PO 416 Postage - TS	250.00
62	Stamps.com	PO 463 Postage - TS	250.00
63	Stamps.com	PO 476 Technology Services - Monthly Charge - TS	19.57
64	Stamps.com	PO 487 Postage - TS	250.00
65	StreamYard	PO 530 Program Supplies - Uke Program (VFOL)	25.00

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
66	Swains General Store, Inc.	PO 430 Maintenance Supplies - Weed Control - FAC	108.67
67	Tech Soup	PO 509 Machinery and Equipment - Veritas Backup License - IT	145.00
68	Uline	PO 525 Maintenance Supplies - Sign Posts - FAC	151.09
69	Walmart	PO 519 Program Supplies - Teen Pride Party (VFOL)	21.44
70	Zoom	PO 514 Technology Services - Monthly Subscription - NOLS	16.30
71	Zoom	PO 553 Technology Services - Monthly Subscription - NOLS	65.20
			<b>16,287.42</b>

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

<b>EFT 853</b>	<b>ADP Tax/Financial Services</b>	Net Payroll (PPE 05-31-21)	131,229.84
<b>EFT 854</b>	<b>ADP Tax/Financial Services</b>	Payroll Tax (PPE 05-31-21)	45,634.46
<b>EFT 855</b>	<b>Dept. of Retirement Systems</b>	Retirement Contributions (PPE 05-31-21)	38,081.44
<b>EFT 856</b>	<b>Dept. of Retirement Systems</b>	DCP Retirement (PPE 05-31-21)	8,682.00
<b>EFT 857</b>	<b>Hartford Retirement Plan Solutions</b>	MMDCP (PPE 05-31-21)	200.00
			<b>223,827.74</b>



## VOUCHERS BY CATEGORY FOR JULY 2021

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
614	ADP Tax/Financial Services	Net Payroll (PPE 06-30-21) - EFT 862	131,999.32	
615	ADP Tax/Financial Services	Payroll Tax (PPE 06-30-21) - EFT 863	46,647.81	
617	NOLS Employee	HRA Reimbursement	875.00	
635	NOLS Employee	HRA Reimbursement	478.92	
656	NOLS Employee	HRA Reimbursement	1,750.00	
658	Dept. of Labor & Industries	Q2 2021 L&I - NOLS	6,710.05	
659	Dept. of Retirement Systems	Retirement Contributions (PPE 06-30-21) - EFT 864	39,277.23	
660	Dept. of Retirement Systems	DCP Retirement 07-2021 (PPE 06-30-21) - EFT 865	13,065.00	
667	Hartford Retirement Plan Solutions	MMDCP 07-2021 (PPE 06-30-20) - EFT 866	200.00	
668	Health Care Authority	HCA 07-2021 (PPE 06-30-21)	35,608.81	
669	HealthEquity	HSA ER Contributions - July 2021	666.65	
674	NOLS Employee	HRA Reimbursement	443.06	
675	NOLS Employee	HRA Reimbursement	467.55	
676	NOLS Employee	HRA Reimbursement	1,715.42	
680	Miller, Shane	Cell Phone Reimbursement - Jan-Jun 2021 - IT	120.00	
683	NOLS Employee	HRA Reimbursement	1,750.00	
689	NOLS Employee	HRA Reimbursement	1,375.00	
702	NOLS Employee	HRA Reimbursement	294.51	
704	United Way of Clallam County	United Way Donations (PPE 06-30-21)	105.00	
708	WCIF	Vision/Life/EAP Premiums 07-2021 (PPE 06-30-21)	1,194.79	
711	NOLS Employee	HRA Reimbursement	189.02	
712	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-21) - August Coverage	4,787.64	
713	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 07-2021 (PPE 06-30-21)	2,113.73	291,834.51
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
636	CED Consolidated Electrical Distributors	PO 574 Maintenance Supplies - Floor Outlets PA - FAC	408.00	
661	Dept. of Revenue - Use/Sales Tax	June 2021 Sales & Use Tax - EFT 868	78.61	
673	KCDA Purchasing Cooperative	PO 596 Maintenance Supplies - Cleaning Supplies - FAC	217.28	
688	Pacific Office Equipment, Inc.	PO 624 Toner & Ink - SQ	19.57	
695	Sherwin-Williams	PO 621 Maintenance Supplies - Carver Room Paint - FAC	92.70	
699	Swains General Store, Inc.	PO 637 Maintenance Supplies - Groundskeeping - Vinegar for Weed Control - FAC	58.65	
700	The Home Depot Pro	PO 540 Maintenance Supplies - Cleaning Supplies - FAC	146.35	
CC 1	4InkJets.com	PO 564 Toner & Ink - PA	163.16	
CC 4	Amazon.com	PO 579 Technology Supplies - HDMI Cables - IT	57.96	
CC 6	Amazon.com	PO 504 Office Supplies - Dividers - ADM	22.68	
CC 8	Amazon.com	PO 493 Processing Supplies - TS	43.69	
CC 09	Amazon.com	PO 555 Processing Supplies - Labels - TS	29.64	
CC 12	Angeles Millwork & Lumber Company	PO 565 Maintenance Supplies - Lumber, Hardware for Storage Project - FAC	129.66	
CC 13	Angeles Millwork & Lumber Company	PO 566 Maintenance Supplies - Lumber, Hardware for Storage Project - FAC	292.60	
CC 20	Dell Financial Services LLC	PO 548 Toner & Ink - PA	369.90	

Category	Claimant	Purpose	Amount	Subtotal
CC 23	Envato Market	PO 533 Technology Supplies - Wordpress Support - IT	47.74	
CC 30	Headsets Direct	PO 611 Technology Supplies - OR Headset - IT	163.41	
CC 34	KCDA Purchasing Cooperative	PO 549 Office Supplies - Tape - PA	22.12	
CC 35	KCDA Purchasing Cooperative	PO 549 Paper Supplies - PA	34.34	
CC 36	LabelValue.com	PO 582 Office Supplies - Spine Labels - SQ	58.97	
CC 43	Office Depot	PO 585 Paper Supplies - SQ	101.95	
CC 46	Quill Corporation	PO 489 Processing Supplies - TS	60.91	
CC 68	Uline	PO 606 Maintenance Supplies - Recycling Containers - FAC	59.31	
CC 70	Walmart	PO 627 Office Supplies - PA	4.21	
CC 71	Walmart	PO 586 Office Supplies - SQ	26.48	2,709.89
<b><u>PROGRAM SUPPLIES</u></b>				
682	Norwest Graphics	PO 572 Program Supplies - SRP T-Shirts (VFOL)	5,903.83	
694	Scholastic Library Publishing	PO 569 Program Supplies - SRP Early Readers - Spanish Titles (VFOL)	246.80	
CC 5	Amazon.com	PO 598 Program Supplies - Teen Lit Bags (VFOL)	71.24	
CC 7	Amazon.com	PO 524 Program Supplies - Light Up the Night (VFOL)	262.28	
CC 10	Amazon.com	PO 513 Program Supplies - SRP Fabric Markers (VFOL)	29.34	
CC 11	Amazon.com	PO 587 Program Supplies - SRP Fabric Markers (VFOL)	207.03	
CC 16	Baskin Robbins	PO 590 Program Supplies - SRP Prizes (VFOL)	10.00	
CC 19	Costco	PO 580 Program Supplies - Bottled Water (FOSL)	6.51	
CC 26	Feelin Bueno Espresso	PO 543 Program Supplies - SRP Prize (VFOL)	20.00	
CC 27	Forks Outfitters	PO 597 Program Supplies - Teen Pride Party (VFOL)	9.52	
CC 28	Forks Outfitters	PO 528 Program Supplies - SRP Prize (VFOL)	60.00	
CC 31	Hess Market	PO 542 Program Supplies - SRP Prize (VFOL)	20.50	
CC 33	JoAnn Fabrics	PO 626 Program Supplies - Creativitea (VFOL)	32.65	
CC 39	Michael's Store	PO 625 Program Supplies - SRP Book Totes (FOSL)	46.93	
CC 42	Odyssey Book Shop	PO 591 Program Supplies - SRP Prizes (VFOL)	15.00	
CC 45	Port Book and News	PO 588 Program Supplies - SRP Prizes (VFOL)	12.00	
CC 48	Safeway	PO 592 Program Supplies - Bottled Water (PAFOL)	6.51	
CC 64	Swains General Store, Inc.	PO 589 Program Supplies - SRP Prizes (VFOL)	10.00	
CC 67	The Sweet Spot	PO 581 Program Supplies - SRP Prizes (FOSL)	50.00	
CC 69	Walmart	PO 627 Program Supplies - Colorful Batik (VFOL)	24.26	7,044.40
<b><u>FUEL</u></b>				
701	Tingelstad, Jeff	PO 639 Fuel for Business Travel - Employee Reimbursement - FAC	25.00	
CC 14	Arco	PO 516 Business Fuel - Pacifica - NOLS	38.84	
CC 15	Arco	PO 568 Business Fuel - Pacifica - NOLS	48.49	
CC 17	Chevron	PO 567 Business Fuel - Facilities Van - FAC	93.30	
CC 18	Clallam Co-op	PO 561 Equipment Fuel - Blower Fuel - FAC	3.81	
CC 24	Evergreen 76	PO 603 Business Fuel - Transit Van - FAC	53.48	
CC 37	Lower Elwha Food & Fuel	PO 635 Business Fuel - Nolsy Red - FAC	30.26	
CC 38	Lower Elwha Food & Fuel	PO 560 Business Fuel - Westy - NOLS	28.67	
CC 49	Safeway Fuel	PO 607 Business Fuel - Nolsy Red - FAC	36.66	
CC 52	Shell	PO 511 Business Fuel - Westy - NOLS	22.15	
CC 53	Shell	PO 539 Business Fuel - Westy - NOLS	22.09	
CC 54	Shell	PO 552 Business Fuel - Westy - NOLS	24.81	
CC 55	Shell	PO 578 Business Fuel - Westy - NOLS	34.56	



Category	Claimant	Purpose	Amount	Subtotal
CC 56	Shell	PO 584 Business Fuel - Westy - NOLS	22.50	
CC 57	Shell	PO 534 Business Fuel - Pacifica - NOLS	41.71	
CC 58	Shell	PO 545 Business Fuel - Pacifica - NOLS	20.00	546.33
<b><u>COLLECTION MATERIALS</u></b>				
619	Amazon.com	Collection Materials	88.10	
620	Amazon.com	Collection Materials	266.43	
621	Amazon.com	Collection Materials	448.33	
622	Amazon.com	Collection Materials	243.28	
624	Baker & Taylor Entertainment	Collection Materials	279.62	
625	Baker & Taylor Entertainment	Collection Materials	15.41	
626	Baker & Taylor Entertainment	Collection Materials	1,040.92	
627	Baker & Taylor Entertainment	Collection Materials	576.84	
628	Baker & Taylor Information	Collection Materials	3,767.38	
629	Baker & Taylor Information	Collection Materials	3,380.84	
630	Baker & Taylor Information	Collection Materials	5,063.74	
631	Baker & Taylor Information	Collection Materials	2,574.84	
632	Birchbark Books	Collection Materials	64.85	
634	Brodart Company	Collection Materials	137.08	
637	CENGAGE Learning	Collection Materials	533.55	
638	CENGAGE Learning	Collection Materials	155.85	
639	CENGAGE Learning	Collection Materials	451.26	
640	Center Point Large Print	Collection Materials	224.70	
661	Dept. of Revenue - Use/Sales Tax	June 2021 Sales & Use Tax - EFT 868	20.47	
664	Findaway World, LLC	Collection Materials	301.87	
665	Findaway World, LLC	Collection Materials	346.73	
670	Ingram Library Services	Collection Materials	187.81	
671	Ingram Library Services	Collection Materials	573.00	
677	Midwest Tape	Collection Materials	1,130.26	
678	Midwest Tape	Collection Materials	630.48	
679	Midwest Tape	Collection Materials	528.06	
686	OverDrive, Inc.	Collection Materials	551.92	
687	OverDrive, Inc.	Collection Materials	1,011.77	
691	ProQuest LLC	Collection Materials	232.75	
696	Sound Publishing Inc	Collection Materials	361.20	
697	Sound Publishing Inc	Collection Materials	160.72	
714	WT COX	Collection Materials	87.64	
CC 47	Red Planet	PO 518 Collection Materials	47.40	
CC 66	The Business Journals	PO 571 Collection Materials	75.00	25,560.10
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
616	ADP, LLC	Payroll Services - Payroll Processing - (PPE 05-31-2021) and (PPE 06-30-2021) - NOLS	757.05	
633	Bolt City Productions	C9 - Programing - Draw & Chat with Kazu Kibuishi (VFOL)	750.00	
657	Cosgrove, Shannon K	C7 Programing - Improv for Tweens (VFOL)	200.00	
661	Dept. of Revenue - Use/Sales Tax	June 2021 Sales & Use Tax - EFT 868	1.76	
663	Fiero Marine Life Center	C10 Programing - Tidepool Exploration (VFOL)	100.00	
672	Innovative Interfaces	PO 609 Technology Services - Database Synch and Database License - IT	1,088.00	

Category	Claimant	Purpose	Amount	Subtotal
	684 OCLC, Inc.	PO 593 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05	
	685 Olympic Laundry & Dry Cleaners, Inc.	PO 600 Professional Services - Laundry - FAC	152.32	
	690 Princeton Psychiatry & Consulting LLC	C7 Programing - History of Cannabis (VFOL)	750.00	
	697 Sound Publishing Inc	PO 620 Professional Svcs. - ITS3 Recruitment Ad - NOLS	26.15	
	698 Summit Law Group	PO 614 Professional Fees - Legal Newslette - Annual Subscription - ADM	217.60	
	703 Unique Management Services, Inc.	Professional Services - Debt Collection	75.60	
	CC 21 DialMyCalls.com	PO 644 Technology Services - Staff Emergency Contact System - NOLS	19.99	
	CC 22 eFax Corporate	PO 502 Technology Services - Confidential Fax - ADM	29.99	
	CC 25 Facebook	PO 641 Advertising - Sponsored Posts - NOLS	100.00	
	CC 29 Foundation Center	PO 583 Technology Services - Grant Database - NOLS	217.59	
	CC 40 Microsoft Office	PO 615 Technology Services - Cloud Services - IT	839.58	
	CC 41 Microsoft Office	PO 532 Technology Services - Business Voice - IT	123.48	
	CC 44 Pay Pal	Monthly Gateway Fee - NOLS	59.95	
	CC 50 Saturday Drive Inc	PO 563 Technology Services - Caldera Forms - IT	199.00	
	CC 59 SmarterTools	PO 541 Technology Services - Log Analysis Software - IT	599.00	
	CC 63 Stamps.com	PO 570 Technology Services - Monthly Charge - TS	19.57	
	CC 65 Synology	PO 610 Technology Services - Cloud Storage - IT	81.49	
	CC 72 YourMember Careers	PO 646 Advertising - ALA JobList Recruitment Ad - ADM	449.00	
	CC 73 Zoom	PO 632 Technology Svcs. - Monthly Subscription - NOLS	16.30	
	CC 74 Zoom	PO 645 Technology Svcs. - Monthly Subscription - NOLS	65.20	9,459.67
<b><u>COMMUNICATIONS</u></b>				
	623 Angeles Communications	Communications - VOIP	903.04	
	641 CenturyLink 300511187 FO	Communications - Voice - FO	87.33	
	642 CenturyLink 300561130 CB	Communications - Voice - CB	79.71	
	643 CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.76	
	644 CenturyLink 407627350 CB-Data	Communications - Data - Undisputed Amounts for Services - Final Payment - CB	4,266.21	
	645 CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.21	
	646 CenturyLink Bus. Svcs Acct 89564136	Communications - Data - Charges Approved by Finance Committee - CB	7,831.22	
	647 CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.97	
	706 Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
	707 Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.18	
	709 WDH - Wave Business	Communications - Internet - IT	3,783.12	
	CC 60 Stamps.com	PO 523 Postage - TS	250.00	
	CC 61 Stamps.com	PO 558 Postage - TS	250.00	
	CC 62 Stamps.com	PO 559 Postage - TS	250.00	18,591.78
<b><u>TRAVEL</u></b>				
	618 Allen, Robert	Travel - Business - IT	20.16	
	666 Goff, Sarah Louise	Travel - Business - IT	143.36	163.52
<b><u>UTILITIES</u></b>				
	648 City of Forks	Public Utilities - FO	105.82	
	649 City of Port Angeles/Dump	PO 616 Solid Waste - Dump Fees for Yard Debris - FAC	8.70	
	650 City of Port Angeles/Peabody St.	Public Utilities - PA	4,570.39	

Category	Claimant	Purpose	Amount	Subtotal
651	City of Sequim	Public Utilities - SQ	93.96	
652	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
653	Clallam County PUD	Public Utilities - CB	362.00	
654	Clallam County PUD	Public Utilities - FO	420.00	
655	Clallam County PUD	Public Utilities - SQ	641.00	
662	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
710	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,838.67
<b><u>REPAIR AND MAINTENANCE</u></b>				
688	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	706.11	
692	Rainbow Sweepers, Inc.	PO 595 Groundskeeping - PA Parking Lot Sweeping 07-06-21 - FAC	212.16	
693	Sanford Irrigation, Inc.	PO 636 Repair and Maintenance - PA Irrigation System Repair - FAC	1,555.61	
CC 2	8th Street Car Wash	PO 551 Vehicle Maintenance - Pacifica - FAC	3.00	
CC 3	8th Street Car Wash	PO 577 Vehicle Maintenance - Westy - FAC	3.00	
CC 32	Jiffy Lube	PO 538 Vehicle Maintenance - Pacifica Oil Change - FAC	101.97	2,581.85
<b><u>MACHINERY AND EQUIPMENT</u></b>				
661	Dept. of Revenue - Use/Sales Tax	June 2021 Sales & Use Tax - EFT 868	12.76	
CC 51	Select Blinds	PO 605 Machinery and Equipment - Capital Contingency - ADM Office Blinds - FAC	687.76	700.52
<b><u>SALES TAX</u></b>				
661	Dept. of Revenue - Use/Sales Tax	June 2021 Sales & Use Tax - EFT 868	50.18	50.18
<b><u>FINES AND FEES, PATRON REFUNDS</u></b>				
CK 2197	NOLS Patron	Patron Refund	22.99	22.99
			<b>366,104.41</b>	<b>366,104.41</b>





## Voucher Approval for July 2021

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 #614 through #714 are approved in the amount of \$366,104.41 this 26th day of August 2021.

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

No.	Claimant	Purpose	Amount
614	ADP Tax/Financial Services	Net Payroll (PPE 06-30-21) - EFT 862	131,999.32
615	ADP Tax/Financial Services	Payroll Tax (PPE 06-30-21) - EFT 863	46,647.81
616	ADP, LLC	Payroll Services - Payroll Processing - (PPE 05-31-2021) and (PPE 06-30-2021) - NOLS	757.05
617	NOLS Employee	HRA Reimbursement	875.00
618	Allen, Robert	Travel - Business - IT	20.16
619	Amazon.com	Collection Materials	88.10
620	Amazon.com	Collection Materials	266.43
621	Amazon.com	Collection Materials	448.33
622	Amazon.com	Collection Materials	243.28
623	Angeles Communications	Communications - VOIP	903.04
624	Baker & Taylor Entertainment	Collection Materials	279.62
625	Baker & Taylor Entertainment	Collection Materials	15.41
626	Baker & Taylor Entertainment	Collection Materials	1,040.92
627	Baker & Taylor Entertainment	Collection Materials	576.84
628	Baker & Taylor Information	Collection Materials	3,767.38
629	Baker & Taylor Information	Collection Materials	3,380.84
630	Baker & Taylor Information	Collection Materials	5,063.74
631	Baker & Taylor Information	Collection Materials	2,574.84
632	Birchbark Books	Collection Materials	64.85
633	Bolt City Productions	C9 - Programing - Draw & Chat with Kazu Kibuishi (VFOL)	750.00
634	Brodart Company	Collection Materials	137.08
635	NOLS Employee	HRA Reimbursement	478.92
636	CED Consolidated Electrical Distributors	PO 574 Maintenance Supplies - Floor Outlets PA - FAC	408.00
637	CENGAGE Learning	Collection Materials	533.55
638	CENGAGE Learning	Collection Materials	155.85

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
639	CENGAGE Learning	Collection Materials	451.26
640	Center Point Large Print	Collection Materials	224.70
641	CenturyLink 300511187 FO	Communications - Voice - FO	87.33
642	CenturyLink 300561130 CB	Communications - Voice - CB	79.71
643	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.76
644	CenturyLink 407627350 CB-Data	Communications - Data - Undisputed Amounts for Services - Final Payment - CB	4,266.21
645	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.21
646	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - Charges Approved by Finance Committee - CB	7,831.22
647	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.97
648	City of Forks	Public Utilities - FO	105.82
649	City of Port Angeles/Dump	PO 616 Solid Waste - Dump Fees for Yard Debris - FAC	8.70
650	City of Port Angeles/Peabody St.	Public Utilities - PA	4,570.39
651	City of Sequim	Public Utilities - SQ	93.96
652	Clallam County Public Works Dept.	Public Utilities - CB	56.50
653	Clallam County PUD	Public Utilities - CB	362.00
654	Clallam County PUD	Public Utilities - FO	420.00
655	Clallam County PUD	Public Utilities - SQ	641.00
656	NOLS Employee	HRA Reimbursement	1,750.00
657	Cosgrove, Shannon K	C7 Programing - Improv for Tweens (VFOL)	200.00
658	Dept. of Labor & Industries	Q2 2021 L&I - NOLS	6,710.05
659	Dept. of Retirement Systems	Retirement Contributions (PPE 06-30-21) - EFT 864	39,277.23
660	Dept. of Retirement Systems	DCP Retirement 07-2021 (PPE 06-30-21) - EFT 865	13,065.00
661	Dept. of Revenue - Use/Sales Tax	June 2021 Sales & Use Tax - EFT 868	163.78
662	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
663	Fiero Marine Life Center	C10 Programing - Tidepool Exploration (VFOL)	100.00
664	Findaway World, LLC	Collection Materials	301.87
665	Findaway World, LLC	Collection Materials	346.73
666	Goff, Sarah Louise	Travel - Business - IT	143.36
667	Hartford Retirement Plan Solutions	MMDCP 07-2021 (PPE 06-30-20) - EFT 866	200.00
668	Health Care Authority	HCA 07-2021 (PPE 06-30-21)	35,608.81
669	HealthEquity	HSA ER Contributions - July 2021	666.65
670	Ingram Library Services	Collection Materials	187.81
671	Ingram Library Services	Collection Materials	573.00
672	Innovative Interfaces	PO 609 Technology Services - Database Synch and Database License - IT	1,088.00
673	KCDA Purchasing Cooperative	PO 596 Maintenance Supplies - Cleaning Supplies - FAC	217.28
674	NOLS Employee	HRA Reimbursement	443.06
675	NOLS Employee	HRA Reimbursement	467.55
676	NOLS Employee	HRA Reimbursement	1,715.42
677	Midwest Tape	Collection Materials	1,130.26
678	Midwest Tape	Collection Materials	630.48
679	Midwest Tape	Collection Materials	528.06

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
680	Miller, Shane	Cell Phone Reimbursement - Jan-Jun 2021 - IT	120.00
681	North Olympic Library System	July 2021 Revolving Fund Reimbursement (*Detail Below)	22.99
682	Norwest Graphics	PO 572 Program Supplies - SRP T-Shirts (VFOL)	5,903.83
683	NOLS Employee	HRA Reimbursement	1,750.00
684	OCLC, Inc.	PO 593 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05
685	Olympic Laundry & Dry Cleaners, Inc.	PO 600 Professional Services - Laundry - FAC	152.32
686	OverDrive, Inc.	Collection Materials	551.92
687	OverDrive, Inc.	Collection Materials	1,011.77
688	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches PO 624 Toner & Ink - SQ	725.68
689	NOLS Employee	HRA Reimbursement	1,375.00
690	Princeton Psychiatry & Consulting LLC	C7 Programing - History of Cannabis (VFOL)	750.00
691	ProQuest LLC	Collection Materials	232.75
692	Rainbow Sweepers, Inc.	PO 595 Groundskeeping - PA Parking Lot Sweeping 07-06-21 - FAC	212.16
693	Sanford Irrigation, Inc.	PO 636 Repair and Maintenance - PA Irrigation System Repair - FAC	1,555.61
694	Scholastic Library Publishing	PO 569 Program Supplies - SRP Early Readers - Spanish Titles (VFOL)	246.80
695	Sherwin-Williams	PO 621 Maintenance Supplies - Carver Room Paint - FAC	92.70
696	Sound Publishing Inc	Collection Materials	361.20
697	Sound Publishing Inc	Collection Materials PO 620 Professional Svcs. - ITS3 Recruitment Ad - NOLS	186.87
698	Summit Law Group	PO 614 Professional Fees - Legal Newsletter- Annual Subscription - ADM	217.60
699	Swains General Store, Inc.	PO 637 Maintenance Supplies - Groundskeeping - Vinegar for Weed Control - FAC	58.65
700	The Home Depot Pro	PO 540 Maintainance Supplies - Cleaning Supplies - FAC	146.35
701	Tingelstad, Jeff	PO 639 Fuel for Business Travel - Employee Reimbursement - FAC	25.00
702	NOLS Employee	HRA Reimbursement	294.51
703	Unique Management Services, Inc.	Professional Services - Debt Collection	75.60
704	United Way of Clallam County	United Way Donations (PPE 06-30-21)	105.00
705	US Bank	Credit Card Services - June 2021 (*Detail Below)	7,592.10
706	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
707	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.18
708	WCIF	Vision/Life/EAP Premiums 07-2021 (PPE 06-30-21)	1,194.79
709	WDH - Wave Business	Communications - Internet - IT	3,783.12
710	West Waste & Recycling	Public Utilities - FO - CB	56.43
711	NOLS Employee	HRA Reimbursement	189.02
712	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-21) - August Coverage	4,787.64
713	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 07-2021 (PPE 06-30-21)	2,113.73
714	WT COX	Collection Materials	87.64

No.	Claimant	Purpose	Amount
			<b>366,104.41</b>
<b>* Detail - NOLS Revolving Fund Account -- Voucher #681</b>			
2197	NOLS Patron	Patron Refund	22.99
			<b>22.99</b>
<b>* Detail - NOLS US Bank Credit Card Purchases -- Voucher #705</b>			
1	4InkJets.com	PO 564 Toner & Ink - PA	163.16
2	8th Street Car Wash	PO 551 Vehicle Maintenance - Pacifica - FAC	3.00
3	8th Street Car Wash	PO 577 Vehicle Maintenance - Westy - FAC	3.00
4	Amazon.com	PO 579 Technology Supplies - HDMI Cables - IT	57.96
5	Amazon.com	PO 598 Program Supplies - Teen Lit Bags (VFOL)	71.24
6	Amazon.com	PO 504 Office Supplies - Dividers - ADM	22.68
7	Amazon.com	PO 524 Program Supplies - Light Up the Night (VFOL)	262.28
8	Amazon.com	PO 493 Processing Supplies - TS	43.69
9	Amazon.com	PO 555 Processing Supplies - Labels - TS	29.64
10	Amazon.com	PO 513 Program Supplies - SRP Fabric Markers (VFOL)	29.34
11	Amazon.com	PO 587 Program Supplies - SPR Fabric Markers (VFOL)	207.03
12	Angeles Millwork & Lumber Company	PO 565 Maintenance Supplies - Lumber, Hardware for Storage Project - FAC	129.66
13	Angeles Millwork & Lumber Company	PO 566 Maintenance Supplies - Lumber, Hardware for Storage Project - FAC	292.60
14	Arco	PO 516 Business Fuel - Pacifica - NOLS	38.84
15	Arco	PO 568 Business Fuel - Pacifica - NOLS	48.49
16	Baskin Robbins	PO 590 Program Supplies - SRP Prizes (VFOL)	10.00
17	Chevron	PO 567 Business Fuel - Facilities Van - FAC	93.30
18	Clallam Co-op	PO 561 Equipment Fuel - Blower Fuel - FAC	3.81
19	Costco	PO 580 Program Supplies - Bottled Water (FOSL)	6.51
20	Dell Financial Services LLC	PO 548 Toner & Ink - PA	369.90
21	DialMyCalls.com	PO 644 Technology Services - Staff Emergency Contact System - NOLS	19.99
22	eFax Corporate	PO 502 Technology Services - Confidential Fax - ADM	29.99
23	Envato Market	PO 533 Technology Supplies - Wordpress Support - IT	47.74
24	Evergreen 76	PO 603 Business Fuel - Transit Van - FAC	53.48
25	Facebook	PO 641 Advertising - Sponsored Posts - NOLS	100.00
26	Feelin Bueno Espresso	PO 543 Program Supplies - SRP Prize (VFOL)	20.00
27	Forks Outfitters	PO 597 Program Supplies - Teen Pride Party (VFOL)	9.52
28	Forks Outfitters	PO 528 Program Supplies - SRP Prize (VFOL)	60.00
29	Foundation Center	PO 583 Technology Services - Grant Database - NOLS	217.59
30	Headsets Direct	PO 611 Technology Supplies - OR Headset - IT	163.41
31	Hess Market	PO 542 Program Supplies - SRP Prize (VFOL)	20.50
32	Jiffy Lube	PO 538 Vehicle Maintenance - Pacifica Oil Change - FAC	101.97

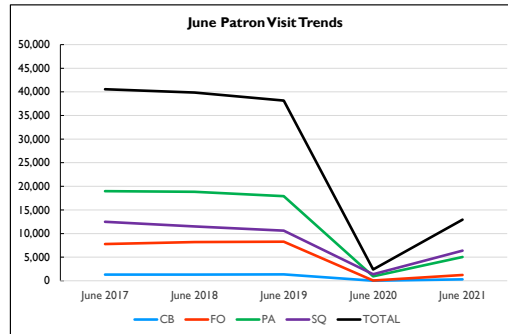
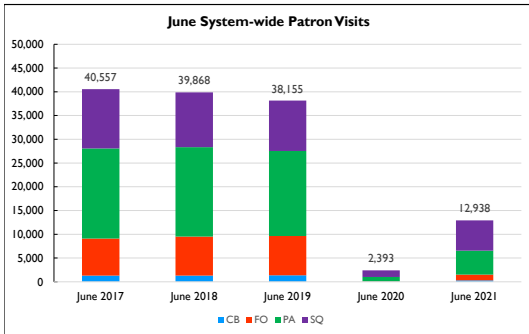


<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
33	JoAnn Fabrics	PO 626 Program Supplies - Creativitea (VFOL)	32.65
34	KCDA Purchasing Cooperative	PO 549 Office Supplies - Tape - PA	22.12
35	KCDA Purchasing Cooperative	PO 549 Paper Supplies - PA	34.34
36	LabelValue.com	PO 582 Office Supplies - Spine Labels - SQ	58.97
37	Lower Elwha Food & Fuel	PO 635 Business Fuel - Nolsy Red - FAC	30.26
38	Lower Elwha Food & Fuel	PO 560 Business Fuel - Westy - NOLS	28.67
39	Michael's Store	PO 625 Program Supplies - SRP Book Totes (FOSL)	46.93
40	Microsoft Office	PO 615 Technology Services - Cloud Services - IT	839.58
41	Microsoft Office	PO 532 Technology Services - Business Voice - IT	123.48
42	Odyssey Book Shop	PO 591 Program Supplies - SRP Prizes (VFOL)	15.00
43	Office Depot	PO 585 Paper Supplies - SQ	101.95
44	Pay Pal	Monthly Gateway Fee - NOLS	59.95
45	Port Book and News	PO 588 Program Supplies - SRP Prizes (VFOL)	12.00
46	Quill Corporation	PO 489 Processing Supplies - TS	60.91
47	Red Planet	PO 518 Collection Materials	47.40
48	Safeway	PO 592 Program Supplies - Bottled Water (PAFOL)	6.51
49	Safeway Fuel	PO 607 Business Fuel - Nolsy Red - FAC	36.66
50	Saturday Drive Inc	PO 563 Technology Services - Caldera Forms - IT	199.00
51	Select Blinds	PO 605 Machinery and Equipment - Capital Contingency - ADM Office Blinds - FAC	687.76
52	Shell	PO 511 Business Fuel - Westy - NOLS	22.15
53	Shell	PO 539 Business Fuel - Westy - NOLS	22.09
54	Shell	PO 552 Business Fuel - Westy - NOLS	24.81
55	Shell	PO 578 Business Fuel - Westy - NOLS	34.56
56	Shell	PO 584 Business Fuel - Westy - NOLS	22.50
57	Shell	PO 534 Business Fuel - Pacifica - NOLS	41.71
58	Shell	PO 545 Business Fuel - Pacifica - NOLS	20.00
59	SmarterTools	PO 541 Technology Services - Log Analysis Software - IT	599.00
60	Stamps.com	PO 523 Postage - TS	250.00
61	Stamps.com	PO 558 Postage - TS	250.00
62	Stamps.com	PO 559 Postage - TS	250.00
63	Stamps.com	PO 570 Technology Services - Monthly Charge - TS	19.57
64	Swains General Store, Inc.	PO 589 Program Supplies - SRP Prizes (VFOL)	10.00
65	Synology	PO 610 Technology Services - Cloud Storage - IT	81.49
66	The Business Journals	PO 571 Collection Materials	75.00
67	The Sweet Spot	PO 581 Program Supplies - SRP Prizes (FOSL)	50.00
68	Uline	PO 606 Maintenance Supplies - Recycling Containers - FAC	59.31
69	Walmart	PO 627 Program Supplies - Colorful Batik (VFOL)	24.26
70	Walmart	PO 627 Office Supplies - PA	4.21
71	Walmart	PO 586 Office Supplies - SQ	26.48
72	YourMember Careers	PO 646 Advertising - ALA JobList Recruitment Ad - ADM	449.00
73	Zoom	PO 632 Technology Svcs. - Monthly Subscription - NOLS	16.30
74	Zoom	PO 645 Technology Svcs. - Monthly Subscription - NOLS	65.20

No.	Claimant	Purpose	Amount
			7,592.10
<b>* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services</b>			
EFT 862	ADP Tax/Financial Services	Net Payroll (PPE 06-30-21)	131,999.32
EFT 863	ADP Tax/Financial Services	Payroll Tax (PPE 06-30-21)	46,647.81
EFT 864	Dept. of Retirement Systems	Retirement Contributions (PPE 06-30-21)	39,277.23
EFT 865	Dept. of Retirement Systems	DCP Retirement (PPE 06-30-21)	13,065.00
EFT 866	Hartford Retirement Plan Solutions	MMDCP (PPE 06-30-21)	200.00
			231,189.36

## Patron Visits

	2021	% of System
PA	5,038	38.9%
SQ	6,392	49.4%
FO	1,219	9.4%
CB	289	2.2%
Total	12,938	100.0%



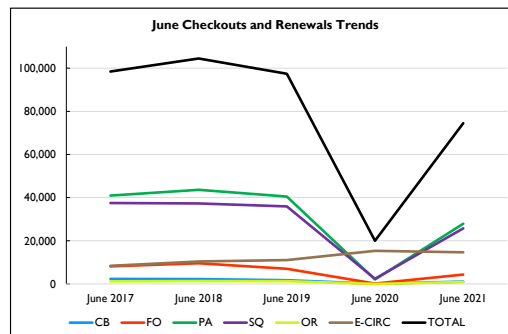
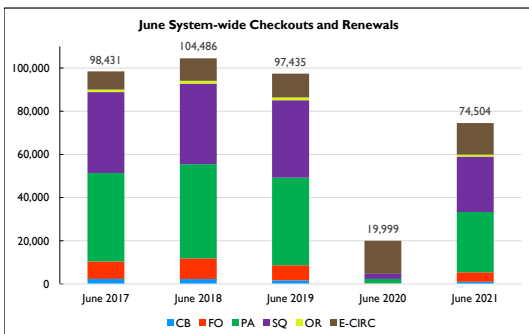
\* Due to COVID-19, all NOLS locations were closed in June 2020.

\* Due to COVID-19, all NOLS facilities were only open for limited service in June 2021.

\* Curbside service began in June 2020 and continued into June 2021. Each curbside interaction was counted as a patron visit. □

## Checkouts & Renewals

	2021	% of System
PA	27,900	37.4%
Self	47%	
SQ	25,722	34.5%
Self	50%	
FO	4,357	5.8%
Self	17%	
CB	1,040	1.4%
OR	862	1.2%
E Circ	14,623	19.6%
Total	74,504	100.0%



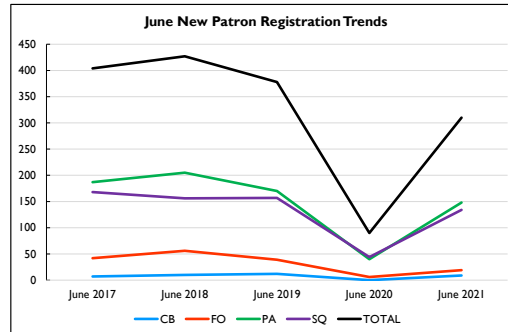
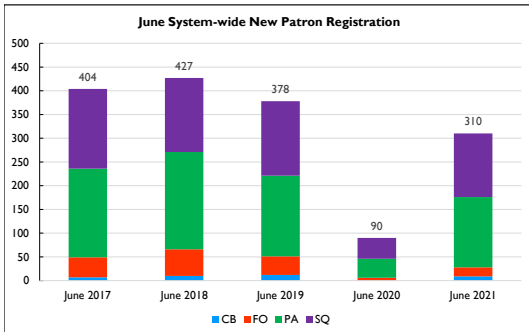
\* Due to COVID-19, all NOLS locations were closed in June 2020.

\* Due to COVID-19, all NOLS facilities were only open for limited service in June 2021.

\* Curbside service began in June 2020 and continued into June 2021. □

## New Patron Registration

	2021	% of System
PA	148	47.7%
SQ	134	43.2%
FO	19	6.1%
CB	9	2.9%
Total	310	100.0%



\* Due to COVID-19, all NOLS locations were closed in June 2020. Library card registration remained available online.

\* Due to COVID-19, all NOLS facilities were only open for limited service in June 2021.

\* 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	18/747	100%/100%
Total	23/256	100%/100%

## Computer Prints Made

	# of Prints	% of System
PA	3,909	65.7%
SQ	1,170	19.7%
FO	782	13.1%
CB	92	1.5%
Total	5953	100.0%

## Wi-Fi Access

System-wide Total	4,550
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	0	0
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
Total	0	0

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	5897	19.55
SQ	6537	21.99
FO	798	18.13
CB	205	23.14
OR	758	11.37
Total	14195	20.21

## Interlibrary Loan Services

Items borrowed from other libraries	123
Items loaned to other libraries	82

## Public Meetings

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

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	360	46.9%
SQ	130	45.1%
FO	117	17.4%
CB	20	6.0%
Total	627	30.4%

## Laptop Checkouts

	# of Checkouts	% of System
PA	11	68.8%
SQ	3	18.8%
FO	2	12.5%
CB	0	0.0%
Total	16	100.0%

## Website Visits

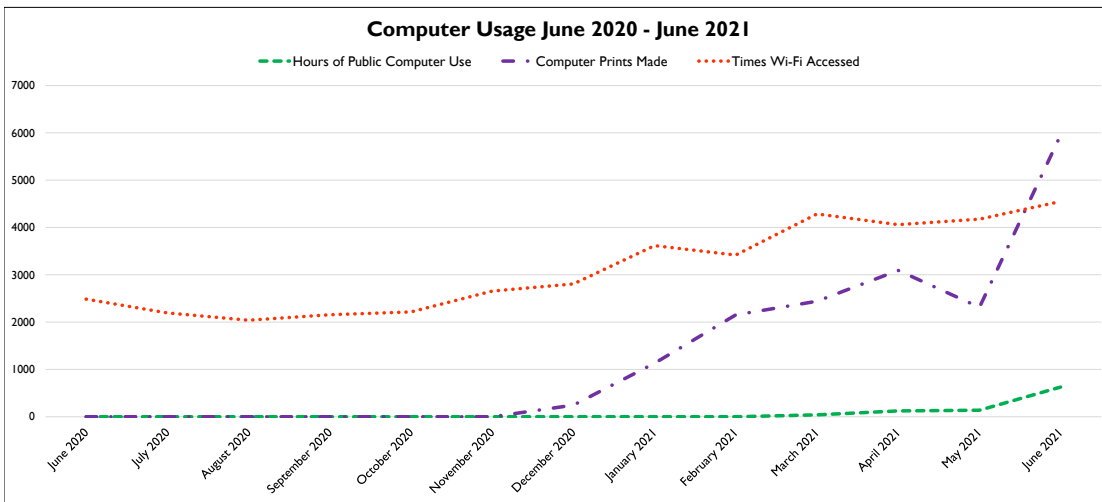
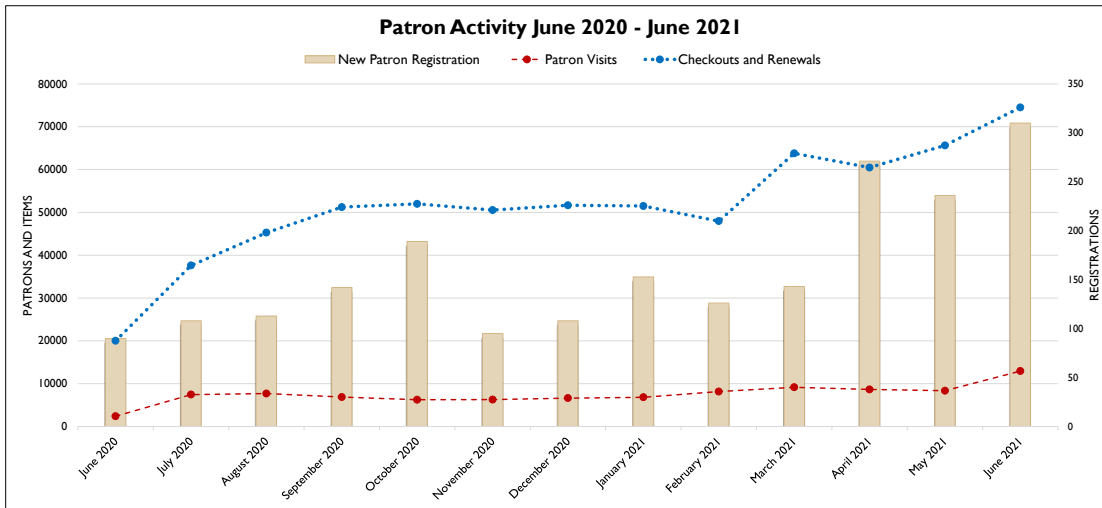
From outside the Library	17,035
From inside the Library	3,340
Avg. # of pages visited	2

## Outreach Services

Deliveries to the Homebound	115
New Patrons w/ Delivery Services	2

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	426
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	426



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

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

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

August 2020 - Patrons could begin registering for accounts via curbside in addition to the Library's website.

September 2020 - Poor air quality due to smoke shortened curbside hours for two day in early September.

October 2020 - All branches closed one day for an All Staff Training Day.

December 2020 - Curbside Printing Service begins. Patrons allowed 25 free pages per day.

January 2021 - Laptops made available for checkout to use on Library property.

January 2021 - Power outages caused early closures and late openings at the Clallam Bay and Forks Branch Libraries two days

February 2021 - Due to a snow storm, NOLS branches were closed a full day and partial day

March 2021 - All branches begin offering limited in-library service. The service is limited to three days a week for 3-4 hours each day.

March 2021 - Public computers became available again for 30-minute sessions in Clallam Bay, Forks and Port Angeles.

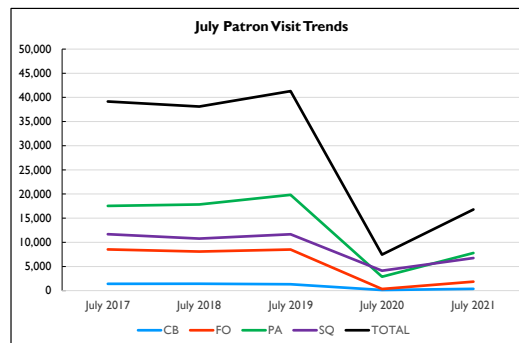
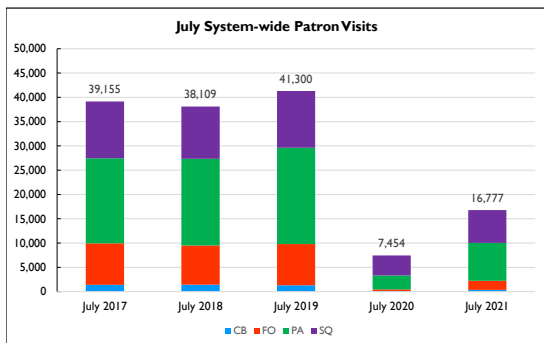
April 2021 - Limited in-library service expanded from three to six days a week for 3-4 hours each day.

June 2021 - Mask requirement for vaccinated patrons ended. Beginning of Curbside Service phase-out.



## Patron Visits

	2021	% of System
PA	7,797	46.5%
SQ	6,742	40.2%
FO	1,859	11.1%
CB	379	2.3%
Total	16,777	100.0%



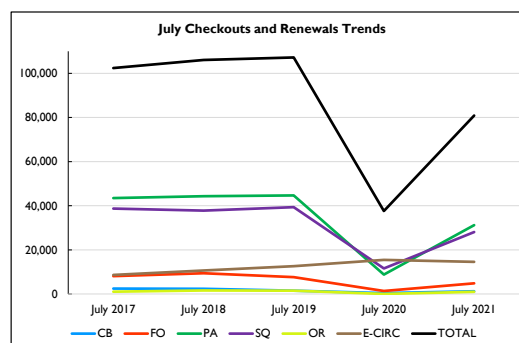
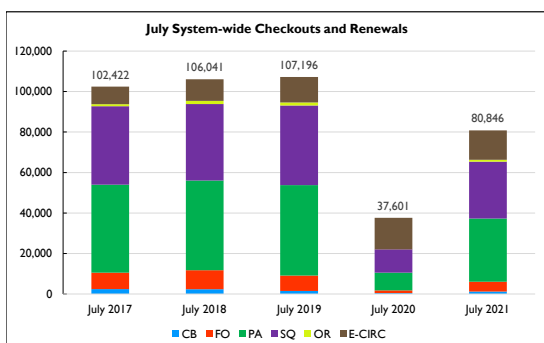
\* Due to COVID-19, all NOLS locations were closed in July 2020.

\* Due to COVID-19, all NOLS facilities were only open for limited service in July 2021.

\* Curbside service began in June 2020 and continued through June 2021. □

## Checkouts & Renewals

	2021	% of System
PA	31,219	38.6%
Self	46%	
SQ	28,073	34.7%
Self	51%	
FO	4,831	6.0%
Self	14%	
CB	1,236	1.5%
OR	960	1.2%
E Circ	14,527	18.0%
Total	80,846	100.0%



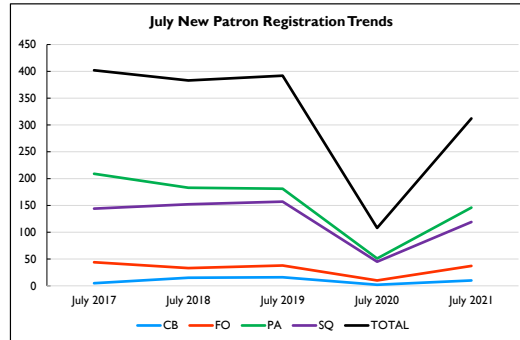
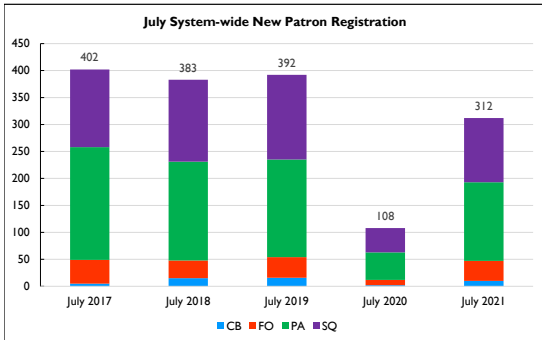
\* Due to COVID-19, all NOLS locations were closed in June 2020.

\* Due to COVID-19, all NOLS facilities were only open for limited service in July 2021.

\* Curbside service began in June 2020 and continued through June 2021. □

## New Patron Registration

	2021	% of System
PA	146	46.8%
SQ	119	38.1%
FO	37	11.9%
CB	10	3.2%
Total	312	100.0%



\* Due to COVID-19, all NOLS locations were closed in July 2020. Library card registration remained available online.

\* Due to COVID-19, all NOLS facilities were only open for limited service in July 2021.

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

## Library Programs

	Programs/Attendees	% of System
PA	1/28	4%/4%
SQ	2/88	7%/12%
FO	5/80	19%/11%
CB	1/32	4%/4%
Virtual	18/514	67%/69%
Total	27/742	100%/100%

## Computer Prints Made

	# of Prints	% of System
PA	4,114	61.0%
SQ	1,932	28.6%
FO	136	2.0%
CB	564	8.4%
Total	6746	100.0%

## Wi-Fi Access

System-wide Total	5,116
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	0	0
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
Total	0.0	0

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	5120	19.15
SQ	6481	20.98
FO	627	17.52
CB	175	25.90
OR	639	15.25
Total	13042	19.88

## Interlibrary Loan Services

Items borrowed from other libraries	133
Items loaned to other libraries	89

## Public Meetings

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

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	893	86.4%
SQ	227	80.5%
FO	266	40.4%
CB	27	8.5%
Total	1413	61.7%

## Laptop Checkouts

	# of Checkouts	% of System
PA	3	60.0%
SQ	2	40.0%
FO	0	0.0%
CB	0	0.0%
Total	5	100.0%

## Website Visits

From outside the Library	15,953
From inside the Library	3,267
Avg. # of pages visited	2

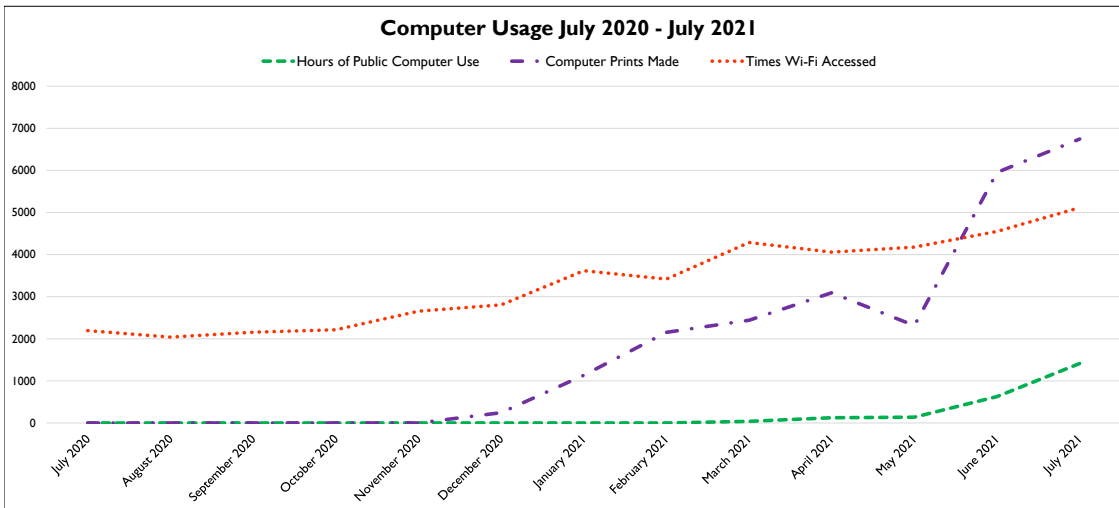
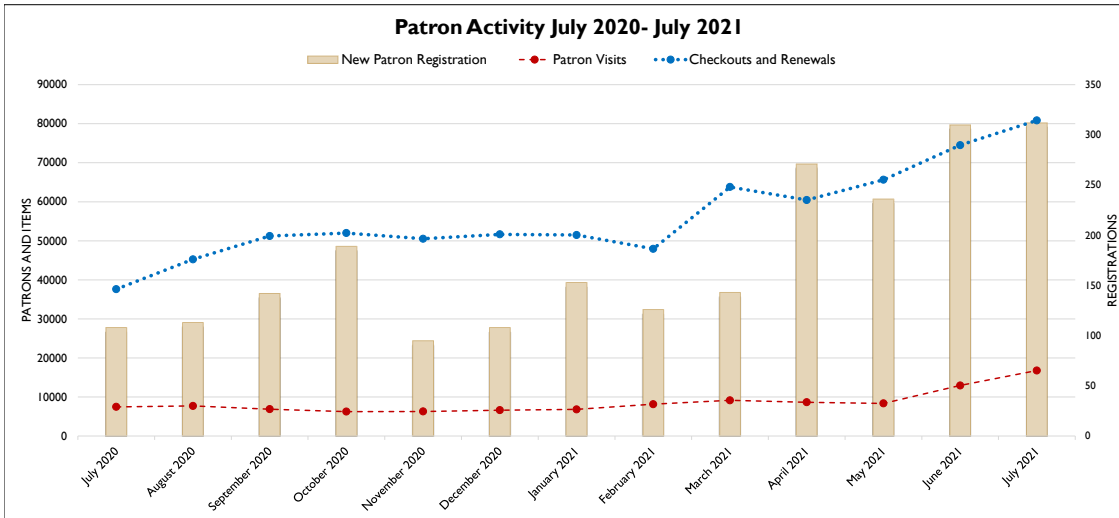
## Outreach Services

Deliveries to the Homebound	117
New Patrons w/ Delivery Services	5

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	449
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	449





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

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

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

August 2020 - Patrons could begin registering for accounts via curbside in addition to the Library's website.

September 2020 - Poor air quality due to smoke shortened curbside hours for two day in early September.

October 2020 - All branches closed one day for an All Staff Training Day.

December 2020 - Curbside Printing Service begins. Patrons allowed 25 free pages per day.

January 2021 - Laptops made available for checkout to use on Library property.

January 2021 - Power outages caused early closures and late openings at the Clallam Bay and Forks Branch Libraries two days

February 2021 - Due to a snow storm, NOLS branches were closed a full day and partial day

March 2021 - All branches begin offering limited in-library service. The service is limited to three days a week for 3-4 hours each day.

March 2021 - Public computers became available again for 30-minute sessions in Clallam Bay, Forks and Port Angeles.

April 2021 - Limited in-library service expanded from three to six days a week for 3-4 hours each day.

June 2021 - Mask requirement for vaccinated patrons ended. Beginning of Curbside Service phase-out.

July 2021 - Capacity and time limits ended. Some furniture returned to buildings. Hours added on Fridays and Saturdays in Forks, Port Angeles and Sequim.



Meeting Date: August 26, 2021  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for June 2021

### **Port Angeles Main Library**

*Jina Felton, Port Angeles Operations Manager*

Pride month was celebrated with a number of programs during the month of June. To kick things off, community members of all ages could pick up a Pride Party Pack. The pack included a rainbow flag, bubbles, stickers, resources, and more colorful items for fun-filled festivities. Next up, children of all ages were invited to a family storytime with featured guest Aries, a drag queen and local community member. The event focused on stories about friendship, songs and having fun. Participants were encouraged to wear something they love – a favorite outfit, accessory, costume, or whatever they happened to be wearing. Rounding out Pride month was a virtual Teen Pride Party. Activities included a scavenger hunt, an art project, and a safe space to socialize. Registered participants received a Teen Pride Party Bag with treats and supplies for an art project.



The annual Summer Reading Challenge also started in June with the theme Reading Colors Your World. From June 14 through August 20, community members can sign up at

www.nols.org/srp or at any NOLS library to join the program. Kids and teens get a free book to keep just for signing up. For every 30 days of reading, participants of all ages can receive an entry into the Grand Prize Drawing (up to two entries). Each Grand Prize Drawing winner will be able to select one of the following prizes: a \$100 gift card to a local book store or restaurant, or a LEGO® set (up to \$100 in value). After tracking 30 days of reading, participants earn a color-by-number Summer Reading Challenge T-shirt.

As part of the Summer Reading Program, author and mover Nicole Tsong presented *Ways to Move More*. Participants learned handy tips for getting more movement into their days. One patron commented, “Your presentation was super informative, especially the 3 tips. You also gave ideas to let personal levels of comfort match movement through stages of life. Your distinction of exercise and enjoyment will help with discovery of good choices and decisions.”



In partnership with the Jefferson County Library and Port Townsend Library, NOLS co-sponsored 2 summer reading events for kids held via Zoom. Patrick McMillan from Heronswood Garden talked about hummingbirds and colors in nature and Northwest Trek offered a program all about mammals in the Pacific Northwest.

Other events during the month of June included:

- Build-It Toolbox Kits provided by Angeles Millwork and The Wood Connection – 300 participants
- Comic-Book Reality: Superheroes and the Power of Representation, a Humanities Washington program presented by T. Andrew Wahl – 11 participants
- Second Saturday Book Group reading *The Memory Police* by Yōko Ogawa – 5 participants
- Novel Conversations Book Group reading *The Dutch House* by Ann Patchett – 7 participants

- Second Tuesday Book Group reading *A Gentleman in Moscow* by Amor Towles – 6 participants
- Wednesday Evening Book Group reading *The Nickel Boys* by Colson Whitehead – 2 participants

Public Service Staff also contributed to a number of Work Group activities throughout the month. The Equity, Diversity, and Inclusion Committee worked on developing training for NOLS staff. The All Staff Training Day Committee reviewed evaluations from the Spring Training and began to plan for fall.

Other professional development and training opportunities Public Service Staff participated in included:

- Readers Advisory Training in anticipation of contributing to the BookMatch Team
- Public Library Association Webinar “Re-Weaving the Culture through Inclusive Norms in the Library
- Welcome to Gale Webinar regarding the new Gale Cengage database package that is replacing ProQuest
- Virtual mini conference Library 2.021: Reinventing Libraries for a Post-COVID World
- Puget Sound Collection Development meeting
- Narcan training provided by Clallam County Health and Human Services

## **Sequim Branch Library**

*Emily Sly, Library Manager*

Summer Reading Program is always an exciting time during the seasonal programming schedule at the library. This year’s theme *Reading Colors Your World* has inspired a variety of fun programs and a color-by-number Reading Challenge T-shirt. Staff have worked hard to plan a well-rounded program to engage readers of all ages as we transition to a hopeful summer.

With mask requirements changing for vaccinated individuals in Washington, NOLS made several changes in response to updated State requirements. The biggest adjustment has been to mask requirements; vaccinated patrons are no longer required to wear a mask in the library. The transition went smoothly for both staff and patrons.

New PSS staff Lisa Imamura started working at the Sequim Branch in June and quickly learned circulation tasks. Interviews were held for the Sequim Youth Services Librarian position. The first round of interviews took place on Zoom. The second interviews were held in-person, the first in-person interviews in many months.

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

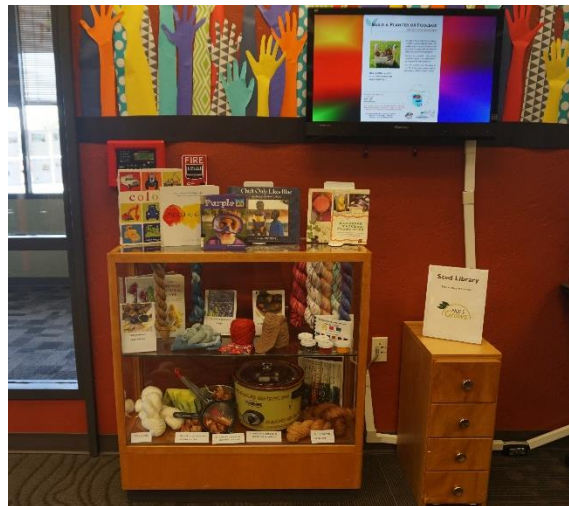
*Troi K. Gale, Library Manager*

Throughout the month of June, staff continued to focus on providing in-library hours Monday – Friday in Clallam Bay and Monday – Saturday in Forks. More patrons came to realize that the Library is open with daily in-library hours.

Hours were expanded in June and the masking requirements were lifted which immediately translated into patrons utilizing the branches in a more routine capacity and staying in the branch for longer periods of time. Additional furniture was added back to the space in Forks and Clallam Bay and there was a sense of returning to “normal” amongst staff.

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

Additionally, staff played a large role in preparing the Pride Party Packs, facilitating the Storytime with a Queen, and engaging with very excited patrons regarding the program offerings that were available. Pride programming resulted in many new library users and ample patron engagement.



Christie's "Color Your World" Display

Finally, the Summer Reading Program launched for the second year using Beanstack as the primary method of user engagement. The West End saw the return of many families. We even had two class visits from the Summer School program. Students were eager to get to reading and win their t-shirt. The paper tracker and activity guide was a huge success for the offline reader population on the West End. So many smiles were seen from various Summer Reading participants!



## Facilities Department

*Brian Phillips, Facilities Manager*

During the pandemic, most of the furniture was removed from the public areas of NOLS libraries. This was done in order to increase floor space needed at each location for safe social distancing, as well as to support curbside service configurations. Now, as the pandemic restrictions are gradually removed and curbside service is winding down, efforts to return furniture to where it lived before the pandemic are getting underway. This activity also provides an opportunity to reevaluate the pre-pandemic service configuration and make any changes that might better suit post-pandemic needs. Facilities have been helping to make these changes happen.

In other news, NOLS bid a sad adieu to Facilities Technician 1 Jarrod Jackson. Jarrod covered cleaning at the Sequim Library for about one year and is now moving on to work in the restaurant business. Jarrod's stint in Facilities is marked by excellent reliability and solid work. He will be missed! Meanwhile, Sequim-based Facilities Technician 2 Ken Hiltz will take on a few more hours each week to fill the gap in the cleaning schedule until the Sequim Branch closes for renovation in 2022. The position left vacant by Jarrod will not be filled before that time.

*Port Angeles Library:* Removed shelving from YA area and repaired carpet there; replaced the irrigation control panel and tuned-up system; replaced several floor electrical outlet box covers; repaired damaged exterior outlet; repaired walls in Carver Room; modified acrylic guards at public services desks; repaired toilet seats; removed graffiti from building; weed control, mowing, and parking lot sweeping.

*Sequim Library:* Changed HVAC filters; installed another plastic guard at the second public service desk; painted sidewalk bench; installed shade cloth for outdoor stage; mowed lawn.

*Sequim Library Expansion and Renovation Project:* Published the request for proposals (RFP) for architectural services; issued addenda and replied to questions regarding the RFP; and drafted a document for scoring RFP responses.



*Forks and Clallam Bay Libraries:* Lawn care; weed control; cleaning sidewalks; relocating furniture.

*Other:* Rearranged Annex shelving and supplies storage (Jeff built some really nice pallet boxes for holding shelves and a handy hand truck box for transporting stacks of shelves); replaced stolen mirrors on Nolsy White and Nolsy Red; staff underwent training for the use of Narcan (naloxone), a medication that stops opioid overdoses; repaired vacuum; Noah and Brian met with the neighboring church administrators to discuss ongoing concerns in the shared parking lot; and Brian continued to research work order software.

## **Outreach to Homebound Program**

*Cheryl Martin, Outreach Library Services Specialist*

During the month of June, 115 deliveries were made to homebound patrons and 2 new patrons registered for outreach services.

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

*Shane Miller, Information Technology Manager*

In June, the IT team continued to support staff and patrons by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. IT participated in multiple work groups and projects, including the Public Restart Committee, All-Staff Day, Beanstack, Online Resources, Polaris, EDI, and the Sustainability teams. This month also saw a transition for the IT department, as NOLS welcomed a new IT Specialist I, Jeff Tingelstad, and said goodbye to IT Specialist 2 Bob Allen. Bob will be sorely missed.

IT continued to work towards restoring the Library's tech gear to pre-COVID accessibility for the public. This involved breaking down temporary staff and patron workstations as well as returning these and other workstations to their original locations, while adhering to current guidance from the state regarding social distancing. During the set-up of patron and staff workstations, we took the opportunity to make small changes to improve the general layout for the user, or simply tighten up the security and neatness of the workstation.

The IT department devoted time preparing for the departure of IT Specialist 2, Bob Allen. This involved closing or handing off many of the projects he was working on, completing and creating documentation to pass on the institutional knowledge that Bob has gained over the last three years, as well as an intensive two weeks training of new IT Specialist I, Jeff Tingelstad.

The IT team worked with Facilities to hand off a large amount of obsolete and/or broken tech gear for surplus. The surplus helped clear a considerable amount of clutter from the server and tech rooms. The information was double-checked by IT and Facilities in order to maintain an



accurate record of all tech gear movements and disposal.

The Web Team worked to complete the portal page for the Summer Reading Program and published a web page for all of the SRP events. The team developed a landing page for Beanstack and promoted the 2021 summer reading challenge. We worked to complete the layout for the Beanstack registration page and created a staff training video to teach people about how to use Beanstack. The training examined how to register, log, and win prizes, as well as how to administer patron accounts and answer questions.

For the Summer Reading Program, IT helped provide web analytics and informational data regarding the number of people who visited the web pages, as well the number of people who registered in Beanstack. IT also deployed SmarterStats web analytics software to better track and analyze the number and other details of website and Wi-Fi sessions across all platforms, including nols.org, pac.nols.org, NOLS docs, Evanced, Microsoft Teams, and web form usage.

In June, IT continued to research the best options for a Discovery Layer that will be used to help improve the layout, look, and feel of the NOLS catalog. We participated in product demonstrations, and organized the data and information to help make recommendations.

The Web Team completed regular web updates to help keep the NOLS Restart page up-to-date with all the hours and services changes. Work was done to help prepare for the launch of the Gale series of online resources and the removal of the ProQuest group of resources. Progress was also made on the overall redesign of the online resources web pages.

In June, IT helped welcome three new NOLS employees and gave a technical equipment training to provide information on how to log in to their NOLS account and work with the computers.

At the end of June, Microsoft announced a major vulnerability, dubbed PrintNightmare. IT acted quickly to mitigate the issue on all vulnerable servers. Once Microsoft released an out-of-cycle patch, IT made sure it was deployed and installed on necessary workstations and servers.

IT configured the Microsoft 365 service to enable the members of the eHelp team to seamlessly place and receive phone calls on behalf of NOLS remotely, such as from home, when needed. This capability was initially launched soon after the Pandemic, but is now modified into a final configuration.

IT continued to fine-tune settings for public restart, including changing hours public computers are available, solving printing issues, and testing time limit extensions. As laptops issued to staff for work-from-home setups were returned, IT made sure they were up-to-date on Windows patches and anti-virus so they would be ready to return to pre-COVID purposes.

During the extraordinary June heat wave, IT paid particularly close attention to environmental

monitoring, especially temperatures in the data center. We are grateful the aging data center HVAC unit was replaced earlier this year.

June 21 was the first day that the entire IT department was back on site working together in person simultaneously.

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

In June, Technical Services continued on the vertical file saga. Coming up with a more comprehensive and new cataloging approach emerged as a critical piece. That new approach is now in place and we're trucking through but it's a drawn-out project and not the highest priority. It will likely usher us in to 2022.

1106 physical items were processed and available for customers in the month of June. 627 downloadable titles were added. 127 print materials were repaired. 263 media items were resurfaced or repaired to extend their lives. 20 physical donations were made and added to the collection in June. 671 totes were moved between all NOLS' branches by the couriers, as well as 8 Outreach deliveries. Tech Services filled 125 InterLibrary Loan requests for NOLS' patrons and 82 loans out to other libraries.

Wendy worked 8 hours in Outreach. Susan provided training to two interim selectors: Jennifer L. and Troi. Cindy spent 3 hours on Web Team responsibilities. Dayna provided training to Sequim staff for inventorying the collection. Erin attended: Collection Management Team, demonstrations for new library software, Puget Sound Collection Development, Management Team meetings, many webinars, and sat in on the Youth Services Librarian interviews.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, HR & Business Manager*

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

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meeting
- Management Team meetings
- Labor Management meeting

### **Recruitments:**

- IT Specialist I – IT
- Youth Services Librarian I – SQ

- Public Services Director – NOLS
- IT Specialist 3 – IT

#### **New Hires:**

- Lisa Imamura – Public Services Specialist – SQ
- K'Ehleyr McNulty – Public Services Specialist – PA
- Jeff Tingelstad – IT Specialist I – IT

#### **Separations:**

- Patti Swingle – Youth Services Librarian I – SQ
- Maddie Hunt – Public Services Specialist – PA
- Jarrod Jackson – Facilities Technician I – FAC
- Jay Averill – Public Services Specialist – PA

### ***Financial Operations***

*John DeFrancisco, Finance Manager*

John participated in Management Team Meetings and Narcan Training in June.

Accounting Statistics for June:

- 108 Vouchers
- 71 CC Transactions
- 2 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 62 Payroll Pays

### ***Public Communications***

*Kate Radigan, Marketing Coordinator*

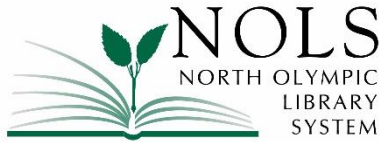
- 9 news releases sent as well as an *Off the Shelf* article
- Summer Reading Program promotional postcards went out to every Clallam County mailing address and PO box.
- SRP webpages, paper reading tracker, coloring page, and school flyer finalized
- SRP kickoff with web launching and social media ads
- 2021 SRP T-Shirt inventory and branch distribution
- Old SRP T-shirts were offered to staff and distributed (big hit!)
- Social Media webinar
- Programming Team meeting

## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Responding to COVID-related issues and adjusting in-library use protocols
- Sequim Branch Library Capital Project planning – issuing Architect RFP
- IT Specialist Recruitment
- Sequim Youth Services Librarian Recruitment
- Review of NOLS Equity Assessment Report
- Summer Reading Program planning
- Union Labor-Management Meeting
- Meeting with Holy Trinity Lutheran Church to discuss PA parking lot issues
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings



## Monthly Activity Report

Meeting Date: August 26, 2021  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for July 2021

### **Port Angeles Main Library**

*Jina Felton, Port Angeles Branch Operations Manager*

Weekly Summer Reading Program events co-sponsored by the North Olympic Library System, Jefferson County Library System, and the Port Townsend Public Library wrapped up in July. Highlights in the series included an entertaining hands on magic show presented by Jeff Evans with an accompanying online Paper Magic Tutorial which participants had access to throughout the month. Over 75 people downloaded the Paper Magic Tutorial and another 30 participated in the virtual magic show.



The last event in the series was a drawing demonstration with *New York Times* bestselling author and artist Kazu Kibuishi. Over 50 people joined the author of the Amulet series for the live drawing demonstration and virtual studio tour.

A major highlight at libraries across the system in July was the return of in person programming. So far, just a few events have been offered in outdoor settings. At the Port Angeles Main Library, Youth Services Librarian Jennifer Lu'becke offered a Movement Storytime to over 25 participants in the library's courtyard. Movement Storytimes feature songs, rhymes, and stories for movers and shakers. Children age 5 and under strengthen their bodies and brains with creative movements, and explore their imaginations while balancing, creating rhythm, and being active participants. The program works on both large and fine motor skills, spatial awareness, and helps improve balance and coordination.



The history of batik as an art form was presented to adults and teens during a virtual hands on art program. Traditionally created with hot wax and dye, participants instead used gel glue and tempera paint on squares of cotton fabric. The multi-stage program included an evening to plan and design, an evening to paint, and a third optional evening to share finished projects. Over 80 kits were given out with 45 people attending the virtual program.

Other events during the month of July included:

- The History of Cannabis and its Prohibition, a virtual presentation by Dr. David L. Nathan – 15 participants
- Second Saturday Book Group reading *There, There* by Tommy Orange – 10 participants
- Novel Conversations Book Group reading *The Girl With the Louding Voice* by Abi Daré – 10 participants
- Second Tuesday Book Group reading *The Lost City of the Monkey God* by Douglas Preston – 6 participants
- Wednesday Evening Book Group reading *The Island of Sea Women* by Lisa See – 4 participants

All staff participated in a training on the use of pronouns in July. PA staff began meeting having in-person branch meetings for the first time since March 2020. Returning NOLS staff member Sarah de Leiris joined the Book Discussion Group team.

NOLS bid a fond farewell to long-time Youth Services Librarian Jennifer Knight. Early Literacy Moments that Jennifer filmed prior to her departure continued to be posted after her last day, prompting staff to continue sharing memories of what they learned over the years from the Youth Services Team. NOLS is extremely grateful for Jennifer's contributions to the Library and the community over the years and will greatly miss her. We're wishing her the best on her next adventure!

## **Sequim Branch Library**

*Emily Sly, Library Manager*

By early July, the library was starting to feel closer to “normal” again. Patrons were happily browsing the shelves, families were coming in together to pick out books, community members who had moved to the area in the last year were visiting the library for the first time, babies were occasionally crying in the library, and patrons were able to use the public computers. While there is a ways to go in terms of restoring pre-pandemic service, July was a hopeful month for patrons and staff at the library, as more services were offered.

Lack of adequate space in Sequim has been particularly challenging during the pandemic, and has created significant constraints as staff work bring back seating and public computers in the library. Public computers at the Sequim Branch are currently limited to 3 general computers and one in the Kids Section. Staff and patrons continue to adapt and look forward to an expanded and renovated library in the not-too-distant future. The Sequim Capital Project Team meets weekly to continue to plan for the project. The RFP for the architect closed on July 30.

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

*Jennifer Lu’Becke, Youth Services Librarian*

Movement Storytimes in the Park were held each Friday at Tillicum Park in Forks. An average of twelve participants attended per session. Children hopped, skipped, and jumped while learning songs and rhymes and hearing stories with Youth Services Librarian Jennifer Lu’Becke.





On July 26, 32 people attended a Tidepool Exploration program hosted by NOLS with Executive Director, Melissa Williams and Facilities Director, Tamara Galvan, both of the Feiro Marine Life Center, along with several of their volunteers at Slip Point in Clallam Bay during low tide. Attendees came from all over Clallam County.



## **Facilities Department**

*Brian Phillips, Facilities Manager*

The pace of life in Facilities eased up a little in July as several staff took time away from work to enjoy the summer weather and recharge their “batteries.” Of course, demands for repair and maintenance never cease, so several items were addressed, as noted below. Significant project developments occurred in July, as well, concerning the PA Library Energy Project and the Sequim Library Renovation and Expansion Project.

*Port Angeles Library:* Installed blinds in Administration offices; started putting furniture stored during the pandemic back into use; installed touchless paper towel dispenser in public restrooms; painted walls in Carver Room; changed rooftop air handler filters; mowed lawns.

*Port Angeles Energy Project:* NOLS approved a proposal by Integrity Energy Services (IES) to perform an energy audit of the PA Library lighting, insulation and HVAC systems. The audit will be complete by October this year. This schedule will provide NOLS time to analyze the



findings and budget for any cost beneficial energy efficiency measures that can be carried out in 2022 and 2023.

*Sequim Library:* Trimmed hedges and bushes; mowed lawn.

*Sequim Library Expansion and Renovation Project:* Prepared architectural services selection criteria and negotiations checklist for a services contract; and helped complete a contract readiness survey needed to access grant funds for the project.

*Forks Library:* Changed HVAC filters; delivered furniture that had been stored in PA during the pandemic; cleaned sidewalk; washed windows; trimmed trees and shrubs; repaired blind; checked emergency lights, flashlights, fire extinguishers and first aid kits; touched-up wall paint; weeded beds.

*Clallam Bay Library:* Pressure washed rear sidewalk ramp and steps; assembled new furniture and reconfigured office; changed HVAC filters; checked emergency lights, flashlights, fire extinguishers and first aid kits; spruced-up landscape at back of building; lawn care.

*Other:* Staff revisited the anti-harassment training and attended naloxone (Narcan) training; Brian attended Management Team and Sustainability Team meetings; resealed storm water detention tank lid at Annex; staff vacations.

## **Outreach to Homebound Program**

*Cheryl Martin, Outreach Library Services Specialist*

During the month of July, 117 deliveries were made to homebound patrons and 5 new patrons registered for outreach services.

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

*Shane Miller, Information Technology Manager*

In July, IT continued to support staff and patrons by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. IT participated in multiple work groups and projects, including the Public Restart Committee, Equity, Diversity, and Inclusion Team, Beanstack, Online Resources, Polaris, and the Sustainability Team.

IT continued to work towards restoring the library's tech gear to pre-COVID accessibility for the public. This involved breaking down temporary staff and patron workstations as well as returning these and other workstations to their original locations, while adhering to current guidance from the state regarding social distancing. IT also documented the turning in, updating, redeployment, or movement of laptops, monitors, workstations, and accessories in our NOLS IT inventory spreadsheets.

During the setup of patron and staff workstations, we took the opportunity to make small changes to improve the general layout for the user. We installed software patches and system updates to increase system stability and provide increased security. We also improved workstation ergonomics by installing adjustable monitor arms at the Forks and Clallam Bay branches on several workstations.

The IT department securely deleted (DOD 3-pass delete standard) and documented the wiping of 70+ old surplus hard drives. These drives can now securely be disposed of, ensuring that no staff or public information can be retrieved from the hard drives.

In July, the Web Team worked to complete a landing page for the Equity, Diversity, and Inclusion initiative. The page includes a detailed timeline and information about the initiative. The Web Team also updated the Public Restart page with the latest guidance on library hours, services, and mask usage.

A new web page was created and published for the Gale collection of Online Resources. It explains what Gale is and what content areas it covers. The curbside printing form was also removed from the website and that service was stopped.

We developed a group of training documents to help staff understand and utilize the Scheduling Assistant feature of Outlook. Work was also done to create a database list to help staff organize the t-shirt size requests for the Summer Reading Program.

July brought further developments with a Windows vulnerability aptly named PrintNightmare, and IT staff tracked developments closely to make sure NOLS systems weren't at risk. This included timely updates, applying mitigating policies, and disabling vulnerable services on servers. IT also experiencing a hardware failure in the Port Angeles branch's Wi-Fi controller, and switched over to a replacement with minimal downtime.

IT launched a small pilot project in the West End, adding a splash page to the Wi-Fi to give patrons more information about NOLS's secured Wi-Fi. There was a jump in use on the network and positive feedback from West End patrons. IT is working with Sequim Branch Manager Emily Sly to make the same change in Sequim.

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

July was a busy month with a lot of materials coming into the department, some staff on vacation, and the ever-present constant flow of electronic record cataloging. August will likely be similar. With new staff coming on as interim or permanent selectors, we anticipate some slight variations in ordering. It shouldn't be too impactful and by year's end hopefully a more solid plan for selection will be in place.

1494 physical items were processed and available for customers in the month of July. 986 downloadable titles were added. 131 print materials were repaired. 131 media items were resurfaced or repaired to extend their lives. 53 physical donations were made and added to the collection in July. 701 totes were moved between all NOLS' branches by the couriers, as well as 7 Outreach deliveries. Tech Services filled 133 InterLibrary Loan requests for NOLS' patrons and 89 loans out to other libraries.

Cataloging staff attended a webinar: Ethical Cataloging: Toward Diversity and Inclusiveness. Wendy worked 8 hours in Outreach. All Technical Services staff completed Narcan training and a session on personal pronouns. Cindy spent 3 hours on Web Team responsibilities. Erin attended meetings related to SQ Library building project, a meeting with a Gale database rep to help guide new launch, provided trainings to a bevy of public services staff on mending media and books, E-Resources Team, Management Team meetings, many webinars, and attended a Public Service Director candidate's management discussion.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, HR & Business Manager*

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

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meeting
- Management Team meeting
- Public Services Director Recruitment Activities

### **Recruitments:**

- Youth Services Librarian 1 – SQ
- Youth Services Librarian 1 & 2 – PA
- Community Outreach Specialist – PA/SQ & FO/CB
- Courier – TS
- Public Services Specialist – PA
- Public Services Director – NOLS
- IT Specialist 3 – IT

### **New Hires:**

- Sarah de Leiris – Public Services Specialist – PA

### **Separations:**

- Bob Allen – IT Specialist 2 – IT
- Jennifer Knight – Youth Services Librarian 2 – PA

## **Financial Operations**

*John DeFrancisco, Finance Manager*

John participated in Management Team Meetings, All Staff Meeting, PSD Interview Panel and Pronoun Training in July.

Accounting Statistics for July:

- 101 Vouchers
- 74 CC Transactions
- 1 Revolving Fund Check
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 64 Payroll Pays

## **Public Communications**

*Kate Radigan, Marketing Coordinator*

- 7 news releases and an *Off the Shelf* article were sent
- Summer Reading T-shirts arrived and began being claimed by patrons who read for 30 days.
- Social media platforms saw a spike in interactions from the public, mostly around SRP excitement!
- Attended a Sustainability Team Meeting discussing bag ban/reusable bags issues and other small projects rolling out.

## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Responding to COVID-related issues and adjusting in-library use protocols
- Sequim Branch Library Capital Project planning
- Public Services Director Recruitment
- Meeting with Holy Trinity Lutheran Church to discuss PA parking lot issues
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings



## Customer Comments

June-July 2021

The following comments were received by the Library during the months of June and July 2021. 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:**

Please update the library hours on this website, they are incorrect:

MON 10:00 AM 8:00 PM

TUE 10:00 AM 8:00 PM

WED 10:00 AM 8:00 PM

THU 10:00 AM 8:00 PM

FRI 10:00 AM 6:00 PM

SAT 10:00 AM 5:00 PM

#### **Response:**

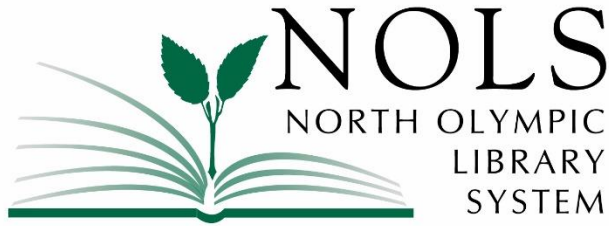
Can you let me know exactly where on the Library's website you are finding the incorrect hours? Or are they listed on a different website?

The information on the Library's hours and location page is currently correct:

<https://www.nols.org/locations-hours/>.

Thank you.





## 2021 Highlight Log

(June-July 2021)

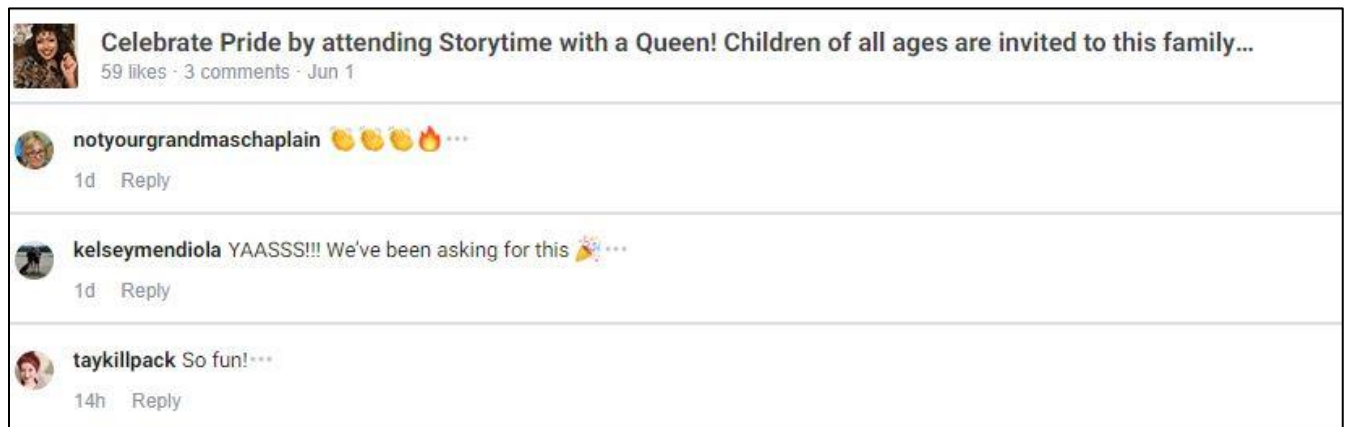
*The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It was created in 2016 to provide an emotional counter-balance to the DE Log, which is used to track and document disruptive events in that occur in the library. It provides an interesting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

### 6/1/2021 – Sequim

As an older woman was exiting the library she stopped, turned around and stated: "I just want you all to know that I think you've handled all of this (COVID issues) so well! I really appreciate it." She was very thankful for the thought that went into the decisions made throughout the pandemic.

### 6/3/2021 – NOLS

Community feedback has been extremely positive as people have heard about the Storytime with a Queen program occurring later this month. Comments have included, "Thank you NOLS for being inclusive!" and "YAASSS!!! We've been asking for this"



### 6/3/2021 – Port Angeles

A couple weeks ago, I was helping a patron who had old fines & fees on their account as well as young family members' accounts. They were able to pay down enough to be able to check out on one of the accounts that day. Someone checking out behind them overheard that they had lingering fines and fees and approached me after the original patron left - they offered to pay the rest of the family's fees! After some brainstorming with Jina and some phone calls, the original patron accepted the offer and the donor dropped off a check for the full amount! I'm so happy to see folks supporting one another when they can, and especially for a young family that is excited for summer reading!

**6/8/2021 – Clallam Bay**

A patron who just moved to the area came in to get a library card. When I offered him a Pride Party Pack his eyes lit up with pleasant surprise and he expressed his appreciation.

**6/11/2021 – Sequim**

A patron had been waiting over a year to do a small project on the computer. In appreciation of the customer service he received, he brought a flat of seedlings to be shared among staff.

**6/12/2021 – Forks**

A Patron came in and donated a dollar for some prints that she made a few days ago. She thanked us for offering the free prints and all that NOLS was doing. She said "I travel a lot and no other small rural library does a much as you."

**6/14/2021 – Sequim**

A person who moved to Sequim two months ago meant to get a library card earlier but hadn't. When he got the SRP flyer, he was prompted to come in, get a card and learn about digital books. (Several other similar experiences have happened related the SRP flyer in the mail).

**6/29/2021 – Port Angeles**

A patron was really excited that they could check out one of the "beautiful" oversized books from the collection! Background: We recently moved the oversized books to a more well-lit and visible shelf. I'm so glad to see that people are noticing and enjoying them as we hoped they would!

**7/2/2021 – Port Angeles**

A patron came in to pay for microfilm prints she had made years ago. She said that on the day she was short and we had told her, "Just pay us the next time you're in.", and that it took her awhile, but she was finally back! She's all settled up with us now :D

**7/10/2021 – NOLS**

A note from a patron: "It has come to my attention that Jennifer Lu'Becke is responsible for the brilliant choices that are making their way into the Teen Lit Bags. Month after month, my teen has been raving and saying things like, 'It's like they KNOW me', which is no small feat.

Please pass on my gratitude for this monthly joy and my great appreciation for how seemingly in tune Jennifer is to my daughter."

**7/19/2021 – NOLS**

NOLS received ample positive responses and comments to the latest update published regarding hours and services. Comments highlighted gratitude for curbside services, overall service during COVID, excitement about NOLS being open, and even a specific staff acknowledgement:





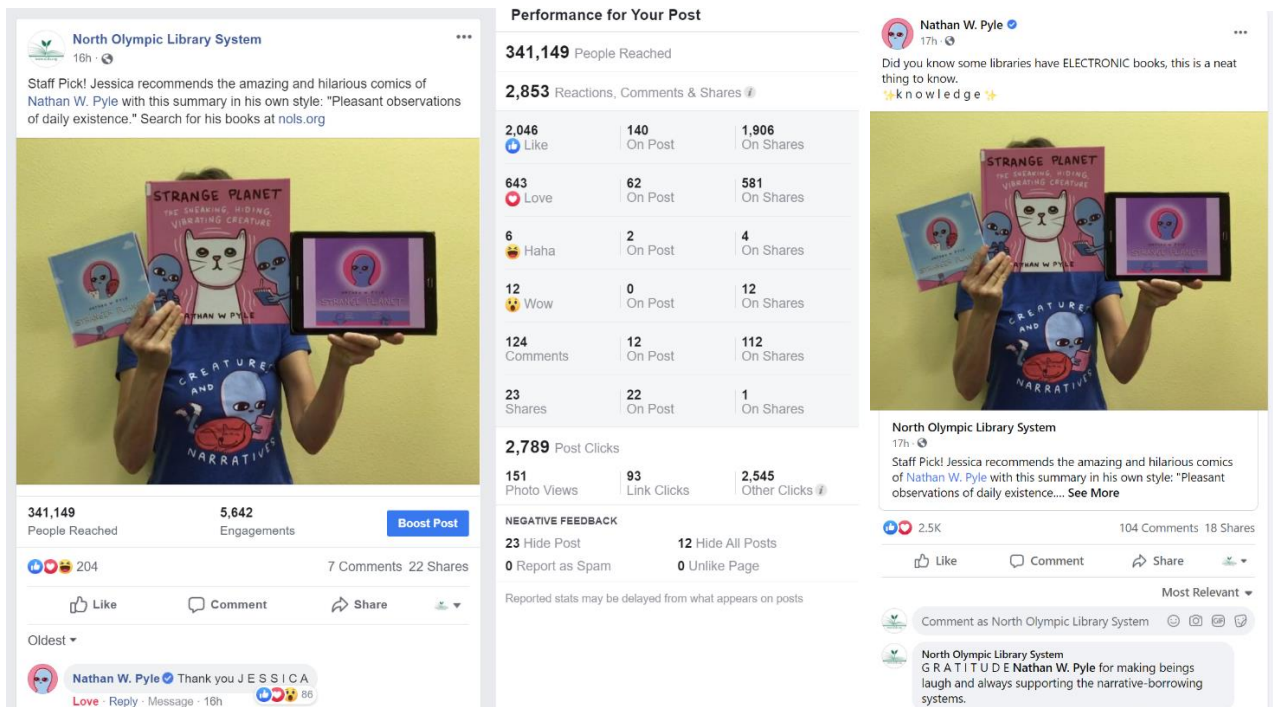
## 7/19/2021 – NOLS

Major props to Annie as she plans and does her first program next week! A patron has acknowledged Annie's innovative programming idea as well!



## 7/23/2021 – NOLS

Jessica provided the Social Media Team with a staff recommendation of author Nathan Pyle's graphic novels. I decided to tag the author in the post on Facebook, personally knowing that he is a frequent interactor with his fans, and supporter of libraries (but not expecting much). He not only gave Jessica a shout out on our post, but shared it on his page, touting libraries. There were many comments from fans saying they grew up w/ NOLS as their library, or they knew NOLS from living nearby! :) This has made many NOLS-beings show their mouth stones today! (Check out the books, then you'll get it ;)).



**7/26/2021 – Port Angeles**

A regular patron brought up a vase of fresh flowers to the front desk and noted: "For everyone here, I always get so much help. Thank you!"

**7/27/2021 – Port Angeles**

While setting up a new informational board in the lobby, a patron stopped and said, "Thank you so much for setting that up! This is super helpful information." He went on to comment about how no one else in the world makes it a point of providing helpful information and that he would be making a point of checking it for updates about other local conditions such as wildfire smoke every time he walks through.