

Board of Trustees Regular Meeting
Thursday, May 26, 2022 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/.

PUBLIC COMMENTS

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

LAND ACKNOWLEDGEMENT

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of April 28, 2022
4. Communications
5. Public Comments
6. Financial Reports: April 2022

7. Approval of Vouchers: April 2022
8. Unfinished Business
None
9. New Business
 - N.1. Bookmobile Project Update
 - N.2. Naming Opportunities for Expanded and Renovated Sequim Branch Library
 - N.3. Discussion of Washington Department of Natural Resources Timber Harvests and NOLS' position on the topic
10. Reports
 - R.1. Monthly Statistics Reports: April 2022
 - R.2. Monthly Activity Reports: April 2022
 - R.3. Customer Comments April 2022
 - R.4. Highlight Log: April 2022
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 their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
13. Next meeting: 5:30pm, Thursday, June 23, 2022 at the Port Angeles Main Library
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, June 23, 2022	5:30pm	Regular meeting	Port Angeles
Thursday, August 25, 2022	5:30pm	Regular meeting	Clallam Bay
Thursday, September 22, 2022	5:30pm	Regular meeting	Port Angeles
Thursday, October 27, 2022	5:30pm	Regular meeting	Port Angeles
Thursday, November 17 , 2022	5:30pm	Regular meeting	Port Angeles

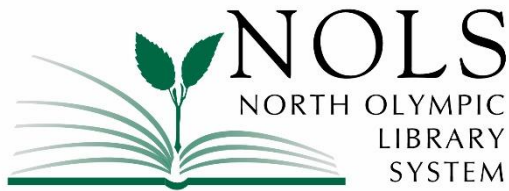
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

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

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



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

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Bert Caldwell, Cyndi Ross and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Rajala, Facilities Manager Brian Phillips, Collection Services Manager Erin Shield, and Sequim Branch Manager Emily Sly. Visitors present: SHKS Architects Pia Westen and David Strauss, and Matthew Nash.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Ms. Ross. Motion carried.
3. Approval of minutes for regular meeting of March 24, 2022
Motion by Mr. Caldwell to approve the minutes from the March 24, 2022 regular meeting. Motion seconded by Ms. Ross. Motion carried.
4. Communications: Port of Port Angeles Board of Trustees and similar agencies have passed resolutions or shown public support of maintaining sustainable timber harvests and revenues from DNR State Trust Lands. The Port shared their resolution with Clallam County junior taxing districts, understanding that many rely on timber revenue in their budgets.
5. Presentation: An update on the Sequim Library Renovation and Expansion by SHKS Architects
6. Public Comments
7. Financial reports: March 2022
The financial reports for March 2022 were accepted as presented.
8. Approval of vouchers: March 2022
Motion by Ms. Pelikan to approve the March 2022 vouchers, numbered #177 through #298, in the amount of \$387,309.64. Motion seconded by Mr. Miller. Motion carried.
9. Unfinished business: **None**
10. New business
 - N.1. Update on NOLS' COVID-19 Response
 - N.2. Sequim Expansion and Renovation Project – Discussion of Next Steps

11. Reports

R.1. Monthly Statistics Reports: March 2022

R.2. Monthly Activity Reports: March 2022

R.3. Customer Comments March 2022

R.4. Highlight Log: March 2022

All reports were accepted as presented.

12. Public Comments

13. Trustee comments

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

14. Next meeting: 5:30pm, Thursday, May 26, 2022 at the Forks Branch Library.

15. Agenda items for next meeting: presentation on Intellectual Freedom with Troi Gale

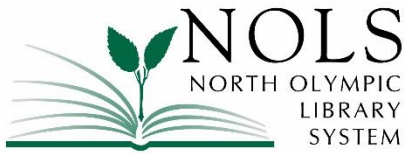
16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:45pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: May 26, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for April 2022

Topic/Issue. Informational comments on monthly financial reports.

Background. This report provides narrative comments on areas of the monthly financial reports that are out of the ordinary, or may require explanation.

Discussion.

Revenues: NOLS portion of interest earned on the County Investment Pool in March and posted in April is \$1,566.

Donations of \$12,599 includes \$11,000 from PAFOL, \$650 from the League of Women Voters of Clallam County, and \$234 from NOLF for Library Staff Appreciation Day. Thank you donors!

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

Account Balances: The Systemwide Programming fund increased by \$39,124 from transfers of \$15,000 each from the Port Angeles Friends of the Library (PAFOL) and Friends of the Sequim Library (FOSL), and an additional transfer of \$9,124 from NOLS Donations.

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$236,456 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 April are \$294,054.

Of the \$236,456 in electronic transfers, \$131 was paid to the DOR for Sales and Use Tax (Voucher 336).

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



Revenue Report

April 30, 2022

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,535,000	1,676,008	2,293,869	2,241,131	50.6
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	8,100	520	1,870	6,230	23.1
Library Fees	10,000	331	3,159	6,841	31.6
Miscellaneous Revenues					
Pool Fund Investment Interest	6,300	1,566	2,929	3,371	46.5
Investment Interest (net of fees)	-	-	6,846	-	-
Private Grants and Donations	102,000	12,599	250,969	(148,969)	246.0
Other Miscellaneous Revenue	53,200	474	1,186	52,014	2.2
Total Miscellaneous Revenues	161,500	14,639	261,931	(100,431)	162.2
Nonrevenues (excise taxes)	410	49	176	234	42.8
Transfers In	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	1,691,546	2,561,004	2,953,642	46.4

Capital Revenue					
Timber Revenues (received in 2022)	-	24,692	81,385	-	-
Total Capital Revenue	-	24,692	81,385	-	-

Grand Total Revenues	1,716,238	2,642,390
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Expenditure Report

April 30, 2022

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	207,841	838,164	2,032,459	29.2
Benefits	1,191,101	86,213	331,022	860,079	27.8
Total Personnel	4,061,724	294,054	1,169,186	2,892,538	28.8
<i>Supplies</i>					
Supplies, Office and Operating	106,100	4,279	21,112	84,988	19.9
Fuel	18,150	1,048	2,492	15,658	13.7
Merchandise for resale	1,700	(3)	50	1,650	2.9
Collection Materials	480,000	19,595	81,576	398,424	17.0
Small Tools/Equip (<\$200)	1,750	60	72	1,678	4.1
Total Supplies	607,700	24,980	105,302	502,398	17.3
<i>Services</i>					
Professional Services	317,436	8,383	35,558	281,878	11.2
Communication	138,560	9,060	36,222	102,338	26.1
Travel	18,500	5,400	6,593	11,907	35.6
Taxes and Operating Assessments	4,000	-	5,305	(1,305)	132.6
Operating Rentals and Leases	815	-	-	815	0.0
Insurance	97,400	-	-	97,400	0.0
Public Utilities	92,840	8,549	32,569	60,271	35.1
Repair and Maintenance	136,196	6,009	20,689	115,507	15.2
Miscellaneous Services	21,325	113	2,531	18,794	11.9
Total Services	827,072	37,514	139,469	687,603	16.9
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>25</i>	<i>16,862</i>	<i>878</i>	<i>95.1</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>49</i>	<i>160</i>	<i>250</i>	<i>39.1</i>
Total Operating Expenditures	5,514,646	356,621	1,430,978	4,083,668	25.9

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	168,000	-	-	168,000	0.0
Other Improvements	106,900	-	130	106,770	0.1
Machinery & Equipment	388,900	1,848	3,745	385,155	1.0
Construction of Capital Assets	2,000,000	6,254	21,930	1,978,070	1.1
Total Capital Outlays	2,663,800	8,102	25,805	2,637,995	1.0
Grand Total All Expenditures	8,178,446	364,723	1,456,784	6,721,662	17.8



Account Balances

April 30, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	974,714	-	24,692	-	999,406
Operating Reserve ⁽³⁾	927,423	-	-	-	927,423
PA Capital Reserve ⁽⁴⁾	459,433	-	-	-	459,433
Sequim Capital Project Acct. ⁽⁴⁾	1,984,324	-	-	6,254	1,978,070
Capital Budget - 2022 ⁽⁴⁾	395,773	-	-	1,848	393,925
<i>Total Board Designated Accounts</i>	<i>6,048,685</i>	<i>-</i>	<i>24,692</i>	<i>8,102</i>	<i>6,065,275</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	86,591	(9,124)	250	-	77,716
NOLS Materials Fund	15,353	-	650	506	15,496
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	3,160	39,124	-	2,623	39,661
Port Angeles Donations Fund	7,444	-	15	-	7,459
Port Angeles Friends Donations	29,745	(15,000)	11,000	7	25,738
Sequim Donations Fund	53,836	-	314	-	54,150
Sequim Friends Donations	27,112	(15,000)	-	-	12,112
Forks Donations Fund	2,092	-	4	-	2,096
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,102	-	-	-	7,102
Clallam Bay Friends Donations	1,176	-	-	-	1,176
NOLF Donations 2022	-	-	234	234	-
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	200,602	-	133	-	200,734
Bookmobile Donations	1,250	-	-	-	1,250
<i>Total Grants and Donations</i>	<i>681,721</i>	<i>-</i>	<i>12,599</i>	<i>3,370</i>	<i>690,950</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,733,068</i>	<i>-</i>	<i>37,291</i>	<i>11,472</i>	<i>6,758,887</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,772,698</i>	<i>392,670</i>			<i>2,165,368</i>
Total WA State Local Investment Pool	8,505,766	392,670	37,291	11,472	8,924,255

Notes:

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



Account Balances

April 30, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	979,496	-	-	-	979,496
Total Investments	9,485,262	392,670	37,291	11,472	9,903,751
Cash					
Cash Operating Funds					
Cash held by County Treasurer	418,489	933,025			1,351,515
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	937	937	6,000
Payroll Account (US Bank 1301)	200	236,456	-	236,456	200
Merchant Account (FF 7401)	1,000	(548)	686	138	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	235,907	1,623	237,530	7,650
Total Cash	426,139	1,168,933	1,623	237,530	1,359,165
Total Cash and Investments	9,911,401	1,561,603	38,914	249,003	11,262,916

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 APRIL 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
	299 NOLS Employee	HRA Reimbursement	191.22	
	300 NOLS Employee	HRA Reimbursement	152.82	
	301 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-22) - EFT 919	196,263.88	
	332 NOLS Employee	HRA Reimbursement	392.56	
	333 Dept. of Labor & Industries	QI 2022 L&I - NOLS	6,881.36	
	335 Dept. of Retirement Systems	PERS and DCP (PPE 03-31-22) - EFT 920	39,830.41	
	341 NOLS Employee	HRA Reimbursement	687.97	
	343 Hartford Retirement Plan Solutions	MMDCP 04-2022 (PPE 03-31-22) - EFT 921	230.00	
	344 Health Care Authority	HCA 04-2022 (PPE 03-31-22)	37,551.29	
	345 HealthEquity	HSA ER Contribution - April 2022	666.65	
	367 NOLS Employee	HRA Reimbursement	397.84	
	377 United Way of Clallam County	United Way Donations (PPE 03-31-22)	135.00	
	381 WCIF	Vision/Life/EAP Premiums 04-2022 (PPE 03-31-22)	1,274.58	
	383 NOLS Employee	HRA Reimbursement	1,150.00	
	385 NOLS Employee	HRA Reimbursement	191.22	
	386 WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-22) - May Coverage	5,563.36	
	387 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2022 (PPE 03-31-22)	2,101.11	
	CK 2228 NOLS Employee	HRA Reimbursement	294.42	
	CK 2248 NOLS Employee	HRA Reimbursement	98.14	294,053.83
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
	336 Dept. of Revenue - Use/Sales Tax	March 2022 Sales & Use Tax - EFT 923	53.04	
	365 Quill Corporation	PO 373 Office Supplies - Envelope Sealer - ADM	17.06	
	373 Swains General Store, Inc.	PO 337 Maintenance Supplies - Batteries, Cleaning Supplies - FAC	220.04	
	376 True Value	PO 401 Maintenance Supplies - Batteries, Cleaner, Spray Bottles - FAC	50.72	
	CC 1 Amazon.com	PO 302 Toner and Ink - PA	178.34	
	CC 2 Amazon.com	PO 313 Maintenance Supplies - Carver Room Window Lock - FAC	24.22	
	CC 3 Amazon.com	PO 320 Maintenance Supplies - First Aid Supplies - FAC	11.86	
	CC 4 Amazon.com	PO 333 Maintenance Supplies - First Aid Supplies - FAC	56.24	
	CC 5 Amazon.com	PO 332 Maintenance Supplies - Klahn Room Window Lock - FAC	20.96	
	CC 6 Amazon.com	PO 268 Toner and Ink - ADM	261.10	
	CC 7 Amazon.com	PO 269 Office Supplies - Dividers, Water Filter, Shredder Lubricant - ADM	70.75	
	CC 8 Amazon.com	PO 269 Office Supplies - Dividers, Water Filter, Shredder Lubricant - ADM	59.67	
	CC 14 Amazon.com	PO 297 Technology Supplies - Lens Cap for Meeting Owl - NOLS	21.75	
	CC 16 Amazon.com	PO 303 Technology Supplies - USB to A Audio Adapter - NOLS	16.29	

Category	Claimant	Purpose	Amount	Subtotal
CC 17	Amazon.com	PO 317 Technology Supplies - USB-A to Audio Adapters - NOLS	39.08	
CC 36	Dell Financial Services LLC	PO 243 Toner and Ink - PA	184.95	
CC 51	Grainger	PO 262 Maintenance Supplies - PA Toilet Seat Replacement - FAC	14.47	
CC 53	Home Depot	PO 306 Maintenance Supplies - Paint, Asphalt Patch - FAC	126.74	
CC 61	ID Superstore	PO 232 Office Supplies - Badge Printer Stock - NOLS	84.36	
CC 66	KCDA Purchasing Cooperative	PO 275 Copy Paper Supplies - PA	112.42	
CC 67	KCDA Purchasing Cooperative	PO 275 Office Supplies - Book Tape - PA	9.82	
CC 68	KCDA Purchasing Cooperative	PO 338 Copy Paper Supplies - PA	65.01	
CC 80	Office Depot	PO 304 Office Supplies - Tape Dispenser, Staplers, Tape - SQ	201.21	
CC 87	Safeway	PO 254 Office Supplies - Ziploc Bags - PA	10.87	1,910.97
<u>PROGRAM SUPPLIES</u>				
360	Olympic Printers, Inc.	PO 364 Program Supplies - Poetry Walk Posters (SP) PO 375 Program Supplies - AAPI Display Posters (SP)	369.92	
CC 9	Amazon.com	PO 255 Program Supplies - Take and Make Tiny Landscapes (SP)	664.80	
CC 11	Amazon.com	PO 278 Program Supplies - Take and Make Easels (SP)	41.33	
CC 12	Amazon.com	PO 393 Program Supplies - Teen Lit Bags (SP)	42.40	
CC 13	Amazon.com	PO 324 Program Supplies - Teen Advisory Board (SP)	105.88	
CC 26	Chaima Mexican Market	PO 351 Program Supplies - Dia del Niño (SP)	49.50	
CC 33	Chicago Books and Journals	PO 354 Program Supplies - System Wide Bookmarks (SP)	388.15	
CC 34	Costco	PO 355 Program Supplies - NLWD Treats (NOLF)	233.60	
CC 85	Print Runner	PO 353 Program Supplies - Poetry Walk Bookmarks (SP)	116.58	
CC 111	VistaPrint.com	PO 352 Program Supplies - Poetry Walk Signs (SP)	314.06	
CC 112	Walmart	PO 394 Program Supplies - PAHS Book Group (PAFOL)	6.56	
CC 113	Walmart	PO 396 Program Supplies - Teen Lit Bags (SP)	35.58	2,368.36
<u>FUEL</u>				
339	Downs, Audra	Travel Reimbursement - Business Fuel - FAC	58.72	
CC 18	Arco	PO 298 Business Fuel - Westy - TS	16.37	
CC 19	Arco	PO 395 Business Fuel - Nolsy White - FAC	70.17	
CC 27	Chevron	PO 264 Business Fuel - Transit Van - TS	55.53	
CC 28	Chevron	PO 293 Business Fuel - Pacifica - TS	53.35	
CC 29	Chevron	PO 300 Business Fuel - Transit Van - TS	43.59	
CC 30	Chevron	PO 319 Business Fuel - Pacifica - TS	51.27	
CC 31	Chevron	PO 336 Business Fuel - Pacifica - TS	38.59	
CC 32	Chevron	PO 315 Training Fuel - Westy - FAC	48.06	
CC 43	Evergreen 76	PO 260 Business Fuel - Pacifica - TS	53.81	
CC 44	Evergreen 76	PO 323 Business Fuel - Pacifica - TS	49.93	
CC 45	Evergreen 76	PO 383 Business Fuel - FAC	66.27	
CC 46	Exxon Mobil	PO 248 Business Fuel - Pacifica - TS	48.84	
CC 69	Lower Elwha Food & Fuel	PO 342 Business Fuel - Pacifica - TS	33.56	
CC 70	Lower Elwha Food & Fuel	PO 343 Business Fuel - Pacifica - TS	50.00	
CC 71	Lower Elwha Food & Fuel	PO 344 Business Fuel - Westy - TS	39.28	
CC 72	Lower Elwha Food & Fuel	PO 305 Equipment Fuel - Gas for Mower - FAC	38.49	
CC 89	Shell	PO 313 Business Fuel - Chevy Van - FAC	116.56	
CC 90	Shell	PO 333 Business Fuel - Westy - FAC	31.53	

Category	Claimant	Purpose	Amount	Subtotal
CC 91	Shell	PO 272 Business Fuel - Westy - TS	47.91	
CC 92	Shell	PO 277 Business Fuel - Westy - TS	36.11	1,047.94
<u>MERCHANDISE FOR RESALE</u>				
336	Dept. of Revenue - Use/Sales Tax	March 2022 Sales & Use Tax - EFT 923	(2.58)	(2.58)
<u>COLLECTION MATERIALS</u>				
303	Amazon.com	Collection Materials	170.36	
304	Amazon.com	Collection Materials	223.38	
307	Baker & Taylor Entertainment	Collection Materials	360.54	
308	Baker & Taylor Entertainment	Collection Materials	179.88	
309	Baker & Taylor Entertainment	Collection Materials	832.21	
310	Baker & Taylor Information	Collection Materials	4,324.35	
311	Baker & Taylor Information	Collection Materials	2,886.78	
312	Baker & Taylor Information	Collection Materials	4,589.86	
314	Brodart Company	Collection Materials	156.50	
315	CENGAGE Learning	Collection Materials	61.99	
316	CENGAGE Learning	Collection Materials	761.67	
317	CENGAGE Learning	Collection Materials	680.98	
318	Center Point Large Print	Collection Materials	230.70	
336	Dept. of Revenue - Use/Sales Tax	March 2022 Sales & Use Tax - EFT 923	25.56	
340	Findaway World, LLC	Collection Materials	1.08	
348	Lectorum Publications Inc	Collection Materials	99.56	
352	Midwest Tape	Collection Materials	508.51	
353	Midwest Tape	Collection Materials	219.12	
354	Midwest Tape	Collection Materials	1,303.26	
361	OverDrive, Inc.	Collection Materials	210.50	
362	OverDrive, Inc.	Collection Materials	1,000.96	
363	OverDrive, Inc.	Collection Materials	683.47	
CC 23	Burnt Ridge Nursery	PO 238 Collection Materials - NOLS	30.98	
CC 116	Wishing Tree Books	PO 314 Collection Materials - NOLS	52.95	19,595.15
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
375	True Value	PO 372 Tools and Equipment - Hole Saw, Grinder Disc - FAC	59.92	59.92
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
302	ADP, LLC	Payroll Services - Payroll Processing (PPE 03-31-2022) - NOLS	56.40	
336	Dept. of Revenue - Use/Sales Tax	March 2022 Sales & Use Tax - EFT 923	6.16	
342	Haggard & Ganson LLP	PO 334 Professional Services - Legal Services - Bookmobile Purchase - ADM	137.50	
346	Hoare, Lesley	PO 363 CO3 Program Services - Translation Service (SP)	45.20	
347	Le May Mobile Shredding	PO 346 Professional Services - Annual Shredding - ADM	110.00	
357	OCLC, Inc.	PO 339 Technology Services - Bibliographic Subscription - TS	2,521.05	
359	Olympic Laundry & Dry Cleaners, Inc.	PO 341 Professional Services - Laundry - FAC	190.40	
370	Silver Kite Community Arts Consulting	CO1 - Programming - Intentional Aging - Power of Play (SP)	410.00	
372	Summit Law Group	PO 408 Professional Fees - Legal Services - Labor and Employment Matters - ADM	210.00	

Category	Claimant	Purpose	Amount	Subtotal
380	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
388	ZooBean	PO 335 Technology Services - Beanstack Premium Service thru 04-21-2023	2,095.00	
CC 24	CBI Online	PO 361 Professional Services - Background Check - ADM	5.00	
CC 25	CBI Online	PO 361 Professional Services - Background Check - ADM	5.00	
CC 37	DialMyCalls.com	PO 369 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 42	E-Fax	PO 270 Technology Services - Online Fax Service - ADM	29.99	
CC 47	Facebook	PO 371 Professional Services - Sponsored Ads - NOLS	40.00	
CC 48	Facebook	PO 371 Programming - Movement Challenge Ad (SP)	40.00	
CC 63	IUG	PO 309 Training Fee - Virtual Tech Conference - Group Rate - NOLS	350.00	
CC 76	Microsoft Office	PO 399 Technology Services - Cloud Services - IT	839.58	
CC 79	NexusTek	PO 404 Technology Services - Microsoft Project Licenses - IT	110.00	
CC 84	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95	
CC 95	Stamps.com	PO 307 Technology Services - Monthly Service Fee - Postage - TS	19.57	
CC 114	Washington Library Association	PO 356 Training Fee - WLA Conference - NOLS	235.00	
CC 115	Washington Library Association	PO 377 Training Fee - WLA Conference - NOLS	555.00	
CC 118	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30	
CC 119	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30	
CC 120	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30	
CC 121	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30	
CC 122	Zoom	PO 382 Technology Services - Monthly Subscription - NOLS	16.30	8,194.29
<u>COMMUNICATIONS</u>				
305	Angeles Communications	Communications - VOIP	903.04	
319	CenturyLink 300511187 FO	Communications - Voice - FO	86.80	
320	CenturyLink 300561130 CB	Communications - Voice - CB	77.99	
321	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.28	
322	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.84	
323	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,342.94	
324	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	265.96	
379	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.26	
382	WDH - Wave Business	Communication - Internet - IT	3,778.12	
CC 93	Stamps.com	PO 273 Postage - TS	250.00	
CC 94	Stamps.com	PO 274 Postage - TS	250.00	
CC 96	Stamps.com	PO 327 Postage - TS	250.00	
CC 97	Stamps.com	PO 328 Postage - TS	250.00	
CC 107	UPS	PO 200 Freight - TS	82.02	
CC 108	UPS	PO 312 Freight - TS	24.14	9,060.39
<u>TRAVEL</u>				
306	Apolito, Kayla	PO 329 Training - Per Diem - PLA - NOLS	59.00	
350	McGrew, Charlotte	Travel Mileage Reimbursement - SQ - NOLS	176.04	

Category	Claimant	Purpose	Amount	Subtotal
351	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	89.15	
355	Morrison Sarah	PO 316 Training - Per Diem - PLA - NOLS	62.25	
368	Rajala, Shaina E	Travel - Business - Mileage Reimbursement - ADM	83.66	
CC 21	Brix Tavern	PO 348 Training - PLA Conference - Per Diem - NOLS	19.50	
CC 22	Burger King	PO 348 Training - PLA Conference - Per Diem - NOLS	8.49	
CC 35	Courtyard	PO 368 Training - PLA Conference - Per Diem - NOLS	254.05	
CC 38	Double Tree Hotel	PO 310 Training - PLA Conference - Per Diem - NOLS	17.00	
CC 39	Double Tree Hotel	PO 310 Training - PLA Conference - Per Diem - NOLS	17.00	
CC 40	Double Tree Hotel	PO 310 Training - PLA Conference - Per Diem - NOLS	4.00	
CC 41	Double Tree Hotel	PO 311 Training - PLA Conference - Per Diem - NOLS	765.90	
CC 49	Fillmore Trattoria	PO 348 Training - PLA Conference - Per Diem - NOLS	40.36	
CC 50	Garden Bar	PO 310 Training - PLA Conference - Per Diem - NOLS	16.47	
CC 52	Hampton Inns	PO 347 Training - PLA Conference - Per Diem - NOLS	1,130.56	
CC 54	HotStone Korean Cuisine	PO 308 Training - PLA Conference - Per Diem - NOLS	20.10	
CC 55	Hyatt	PO 310 Training - PLA Conference - Per Diem - NOLS	4.00	
CC 56	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	22.25	
CC 57	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	10.00	
CC 58	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	3.00	
CC 59	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	1,062.60	
CC 60	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	1,142.60	
CC 62	Indian Hunger Point	PO 308 Training - PLA Conference - Per Diem - NOLS	16.10	
CC 73	Metropolitan Tavern	PO 348 Training - PLA Conference - Per Diem - NOLS	25.30	
CC 74	Metropolitan Tavern	PO 378 Training - PLA Conference - Per Diem - NOLS	25.30	
CC 75	Metropolitan Tavern	PO 308 Training - PLA Conference - Per Diem - NOLS	20.70	
CC 77	Mirakutei	PO 308 Training - PLA Conference - Per Diem - NOLS	21.85	
CC 78	Mirakutel Sushi	PO 378 Training - PLA Conference - Per Diem - NOLS	71.00	
CC 81	Oregon Convention Center - 2Levy	PO 348 Training - PLA Conference - Per Diem - NOLS	9.20	
CC 82	Oregon Convention Center - 2Levy	PO 308 Training - PLA Conference - Per Diem - NOLS	16.00	
CC 83	Oregon Convention Center - 2Levy	PO 378 Training - PLA Conference - Per Diem - NOLS	9.20	
CC 86	Quilcene Village Store	PO 308 Training - PLA Conference - Per Diem - NOLS	7.08	
CC 88	Safeway	PO 308 Training - PLA Conference - Per Diem - NOLS	46.33	
CC 98	Tarbouch	PO 310 Training - PLA Conference - Per Diem - NOLS	30.00	
CC 99	The Sudra	PO 310 Training - PLA Conference - Per Diem - NOLS	20.70	
CC 100	the Whole Bowl	PO 310 Training - PLA Conference - Per Diem - NOLS	10.50	
CC 101	Thuy's Pho	PO 308 Training - PLA Conference - Per Diem - NOLS	13.78	
CC 102	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	8.50	
CC 103	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	3.50	
CC 104	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	3.50	
CC 105	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	8.50	
CC 106	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	7.50	
CC 117	world Foods	PO 348 Training - PLA Conference - Per Diem - NOLS	16.99	5,399.51
UTILITIES				
325	City of Forks	Public Utilities - FO	111.64	
326	City of Port Angeles/Dump	PO 390, 406, 407 Public Utilities - Solid Waste - Yard Debris - FAC	47.10	
327	City of Port Angeles/Peabody St.	Public Utilities - PA	6,171.06	
328	City of Sequim	Public Utilities - SQ	118.14	
329	Clallam County Public Works Dept.	Public Utilities - CB	56.50	

Category	Claimant	Purpose	Amount	Subtotal
330	Clallam County PUD	Public Utilities - CB - FO	782.00	
331	Clallam County PUD	Public Utilities - SQ	641.00	
337	DM Disposal Company, Inc.	Public Utilities - SQ	373.15	
338	DM Disposal Company, Inc.	Public Utilities - PA	192.16	
384	West Waste & Recycling	Public Utilities - FO - CB	56.43	8,549.18
<u>REPAIR AND MAINTENANCE</u>				
349	Les Schwab Tires	PO 326 Vehicle Maint. - Brakes Replaced Nolsy Red - FAC PO 332 Vehicle Maint. - New Tires Chevy Van - FAC	1,549.96	
358	Olympia Sheet Metal Inc.	PO 402 Repair and Maintenance - PA HVAC Trimester Maintenance - FAC	2,393.60	
364	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	572.21	
366	Rainbow Sweepers, Inc.	PO 376 Groundskeeping - PA Parking Lot Sweeping 4-03-22 - FAC	212.16	
371	Sound Energy Systems	PO 380 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	832.33	
374	Technology Unlimited	PO 413 Technology Maintenance - Replacement Glass for Viewscan - NOLS	54.35	
CC 64	Jiffy Lube	PO 282 Vehicle Maintenance - Oil Change - Nolsy White - FAC	141.63	
CC 65	Jiffy Lube	PO 322 Vehicle Maintenance - Oil Change - Nolsy Red - FAC	252.59	6,008.83
<u>MISCELLANEOUS SERVICES</u>				
360	Olympic Printers, Inc.	PO 365 Printing - PA Hours Signs - PA	113.15	113.15
<u>INTERGOVERNMENTAL SERVICES</u>				
334	Dept. of Retirement Systems	DRS OASI for 2021 Tax Year	25.00	25.00
<u>MACHINERY AND EQUIPMENT</u>				
CC 10	Amazon.com	PO 367 Machinery and Equipment - Meeting Owl Pro Camera - NOLS	1,086.91	
CC 15	Amazon.com	PO 301 Machinery and Equipment - Laptop RAM - IT	82.41	
CC 20	B & H Photo	PO 318 Machinery and Equipment - Carver Room Wireless Receiver - NOLS	303.55	
CC 109	Verizon Wireless	PO 281 Machinery and Equipment - Cell Phone Replacement Westy - NOLS	212.14	
CC 110	Verizon Wireless	PO 281 Machinery and Equipment - Westy Cell Phone Accessories - NOLS	162.71	1,847.72
<u>CAPITAL CONSTRUCTION</u>				
313	BR Lymangrover Land Surveying	PO 325 Capital Construction - Boundary Survey (SQ CPA)	2,947.50	
369	SHKS Architects	PO 366 Capital Construction - SQ Renovation Design (SQ CPA)	3,306.92	6,254.42
<u>SALES TAX</u>				
336	Dept. of Revenue - Use/Sales Tax	March 2022 Sales & Use Tax - EFT 923	49.05	49.05
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2229	NOLS Patron	Patron Refund	15.88	
CK 2230	NOLS Patron	Patron Refund	95.80	
CK 2231	NOLS Patron	Patron Refund	14.98	
CK 2232	NOLS Patron	Patron Refund	39.98	
CK 2233	NOLS Patron	Patron Refund	22.99	

Category	Claimant	Purpose	Amount	Subtotal
CK 2234	NOLS Patron	Patron Refund	10.95	
CK 2235	NOLS Patron	Patron Refund	9.99	
CK 2236	NOLS Patron	Patron Refund	32.00	
CK 2237	NOLS Patron	Patron Refund	131.96	
CK 2238	NOLS Patron	Patron Refund	24.99	
CK 2239	NOLS Patron	Patron Refund	17.99	
CK 2240	NOLS Patron	Patron Refund	5.00	
CK 2241	NOLS Patron	Patron Refund	10.99	
CK 2242	NOLS Patron	Patron Refund	14.99	
CK 2243	NOLS Patron	Patron Refund	31.95	
CK 2244	NOLS Patron	Patron Refund	13.95	
CK 2245	NOLS Patron	Patron Refund	14.99	
CK 2246	NOLS Patron	Patron Refund	12.99	
CK 2247	NOLS Patron	Patron Refund	21.71	544.08
			365,079.21	365,079.21



Voucher Approval for April 2022

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #299 through #388 are approved in the amount of \$365,079.21 this 26th day of May 2022.

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

No.	Claimant	Purpose	Amount
299	NOLS Employee	HRA Reimbursement	191.22
300	NOLS Employee	HRA Reimbursement	152.82
301	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-22) - EFT 919	196,263.88
302	ADP, LLC	Payroll Services - Payroll Processing (PPE 03-31-2022) - NOLS	56.40
303	Amazon.com	Collection Materials	170.36
304	Amazon.com	Collection Materials	223.38
305	Angeles Communications	Communications - VOIP	903.04
306	Apolito, Kayla	PO 329 Training - Per Diem - PLA - NOLS	59.00
307	Baker & Taylor Entertainment	Collection Materials	360.54
308	Baker & Taylor Entertainment	Collection Materials	179.88
309	Baker & Taylor Entertainment	Collection Materials	832.21
310	Baker & Taylor Information	Collection Materials	4,324.35
311	Baker & Taylor Information	Collection Materials	2,886.78
312	Baker & Taylor Information	Collection Materials	4,589.86
313	BR Lymangrover Land Surveying	PO 325 Capital Construction - Boundary Survey (SQ CPA)	2,947.50
314	Brodart Company	Collection Materials	156.50
315	CENGAGE Learning	Collection Materials	61.99
316	CENGAGE Learning	Collection Materials	761.67
317	CENGAGE Learning	Collection Materials	680.98
318	Center Point Large Print	Collection Materials	230.70
319	CenturyLink 300511187 FO	Communications - Voice - FO	86.80
320	CenturyLink 300561130 CB	Communications - Voice - CB	77.99
321	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.28
322	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.84
323	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,342.94
324	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	265.96

No.	Claimant	Purpose	Amount
325	City of Forks	Public Utilities - FO	111.64
		PO 390, 406, 407 Public Utilities - Solid Waste	
326	City of Port Angeles/Dump	- Yard Debris - FAC	47.10
327	City of Port Angeles/Peabody St.	Public Utilities - PA	6,171.06
328	City of Sequim	Public Utilities - SQ	118.14
329	Clallam County Public Works Dept.	Public Utilities - CB	56.50
330	Clallam County PUD	Public Utilities - CB - FO	782.00
331	Clallam County PUD	Public Utilities - SQ	641.00
332	NOLS Employee	HRA Reimbursement	392.56
333	Dept. of Labor & Industries	Q1 2022 L&I - NOLS	6,881.36
334	Dept. of Retirement Systems	DRS OASI for 2021 Tax Year	25.00
335	Dept. of Retirement Systems	PERS and DCP (PPE 03-31-22) - EFT 920	39,830.41
336	Dept. of Revenue - Use/Sales Tax	March 2022 Sales & Use Tax - EFT 923	131.23
337	DM Disposal Company, Inc.	Public Utilities - SQ	373.15
338	DM Disposal Company, Inc.	Public Utilities - PA	192.16
339	Downs, Audra	Travel Reimbursement - Business Fuel - FAC	58.72
340	Findaway World, LLC	Collection Materials	1.08
341	NOLS Employee	HRA Reimbursement	687.97
		PO 334 Professional Services - Legal Services	
342	Haggard & Ganson LLP	- Bookmobile Purchase - ADM	137.50
343	Hartford Retirement Plan Solutions	MMDCP 04-2022 (PPE 03-31-22) - EFT 921	230.00
344	Health Care Authority	HCA 04-2022 (PPE 03-31-22)	37,551.29
345	HealthEquity	HSA ER Contribution - April 2022	666.65
346	Hoare, Lesley	PO 363 CO3 Program Services - Translation Service (SP)	45.20
347	Le May Mobile Shredding	PO 346 Professional Services - Annual Shredding - ADM	110.00
348	Lectorum Publications Inc	Collection Materials	99.56
		PO 326 Vehicle Maintenance	
		- Brake Replacement Nolsy Red - FAC	
349	Les Schwab Tires	PO 332 Vehicle Maintenance - New Tires Chevy Van - FAC	1,549.96
350	McGrew, Charlotte	Travel Mileage Reimbursement - SQ - NOLS	176.04
351	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	89.15
352	Midwest Tape	Collection Materials	508.51
353	Midwest Tape	Collection Materials	219.12
354	Midwest Tape	Collection Materials	1,303.26
355	Morrison Sarah	PO 316 Training - Per Diem - PLA - NOLS	62.25
356	North Olympic Library System	April 2022 Revolving Fund Reimbursement (* Detail Below)	936.64
		PO 339 Technology Services	
357	OCLC, Inc.	- Bibliographic Utility Subscription - TS	2,521.05
		PO 402 Repair and Maintenance	
358	Olympia Sheet Metal Inc.	- PA HVAC Trimester Maintenance - FAC	2,393.60
359	Olympic Laundry & Dry Cleaners, Inc.	PO 341 Professional Services - Laundry - FAC	190.40
		PO 364 Program Supplies - Poetry Walk Posters (SP)	
		PO 365 Printing - PA Hours Signs - PA	
360	Olympic Printers, Inc.	PO 375 Program Supplies - AAPI Display Posters (SP)	483.07

No.	Claimant	Purpose	Amount
361	OverDrive, Inc.	Collection Materials	210.50
362	OverDrive, Inc.	Collection Materials	1,000.96
363	OverDrive, Inc.	Collection Materials	683.47
364	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	572.21
365	Quill Corporation	PO 373 Office Supplies - Envelope Sealer - ADM	17.06
366	Rainbow Sweepers, Inc.	PO 376 Groundskeeping - PA Parking Lot Sweeping 4-03-22 - FAC	212.16
367	NOLS Employee	HRA Reimbursement	397.84
368	Rajala, Shaina E	Travel - Business - Mileage Reimbursement - ADM	83.66
369	SHKS Architects	PO 366 Capital Construction - SQ Renovation Design (SQ CPA)	3,306.92
370	Silver Kite Community Arts Consulting	COI - Programming - Intentional Aging - Power of Play (SP)	410.00
371	Sound Energy Systems	PO 380 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	832.33
372	Summit Law Group	PO 408 Professional Fees - Legal Services - Labor and Employment Matters - ADM	210.00
373	Swains General Store, Inc.	PO 337 Maintenance Supplies - Batteries, Cleaning Supplies - FAC	220.04
374	Technology Unlimited	PO 413 Technology Maintenance - Replacement Glass for Viewscan - NOLS	54.35
375	True Value	PO 372 Tools and Equipment - Hole Saw, Grinder Disc - FAC	59.92
376	True Value	PO 401 Maintenance Supplies - Batteries, Cleaner, Spray Bottles - FAC	50.72
377	United Way of Clallam County	United Way Donations (PPE 03-31-22)	135.00
378	US Bank	Credit Card Services - March 2022 (* Detail Below)	15,309.79
379	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.26
380	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
381	WCIF	Vision/Life/EAP Premiums 04-2022 (PPE 03-31-22)	1,274.58
382	WDH - Wave Business	Communication - Internet - IT	3,778.12
383	NOLS Employee	HRA Reimbursement	1,150.00
384	West Waste & Recycling	Public Utilities - FO - CB	56.43
385	NOLS Employee	HRA Reimbursement	191.22
386	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-22) - May Coverage	5,563.36
387	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2022 (PPE 03-31-22)	2,101.11
388	ZooBean	PO 335 Technology Services - Beanstack Premium Service thru 04-21-2023	2,095.00
			365,079.21

*** Detail - NOLS Revolving Fund Account -- Voucher #356**

2228	NOLS Employee	HRA Reimbursement	294.42
2229	NOLS Patron	Patron Refund	15.88
2230	NOLS Patron	Patron Refund	95.80

No.	Claimant	Purpose	Amount
2231	NOLS Patron	Patron Refund	14.98
2232	NOLS Patron	Patron Refund	39.98
2233	NOLS Patron	Patron Refund	22.99
2234	NOLS Patron	Patron Refund	10.95
2235	NOLS Patron	Patron Refund	9.99
2236	NOLS Patron	Patron Refund	32.00
2237	NOLS Patron	Patron Refund	131.96
2238	NOLS Patron	Patron Refund	24.99
2239	NOLS Patron	Patron Refund	17.99
2240	NOLS Patron	Patron Refund	5.00
2241	NOLS Patron	Patron Refund	10.99
2242	NOLS Patron	Patron Refund	14.99
2243	NOLS Patron	Patron Refund	31.95
2244	NOLS Patron	Patron Refund	13.95
2245	NOLS Patron	Patron Refund	14.99
2246	NOLS Patron	Patron Refund	12.99
2247	NOLS Patron	Patron Refund	21.71
2248	NOLS Employee	HRA Reimbursement	98.14
			936.64

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #378**

1	Amazon.com	PO 302 Toner and Ink - PA	178.34
2	Amazon.com	PO 313 Maintenance Supplies - Carver Room Window Lock - FAC	24.22
3	Amazon.com	PO 320 Maintenance Supplies - First Aid Supplies - FAC	11.86
4	Amazon.com	PO 333 Maintenance Supplies - First Aid Supplies - FAC	56.24
5	Amazon.com	PO 332 Maintenance Supplies - Klahn Room Window Lock - FAC	20.96
6	Amazon.com	PO 268 Toner and Ink - ADM	261.10
7	Amazon.com	PO 269 Office Supplies - Dividers, Water Filter, Shredder Lubricant - ADM	70.75
8	Amazon.com	PO 269 Office Supplies - Dividers, Water Filter, Shredder Lubricant - ADM	59.67
9	Amazon.com	PO 255 Program Supplies - Take and Make Tiny Landscapes (SP)	664.80
10	Amazon.com	PO 367 Machinery and Equipment - Meeting Owl Pro Camera - NOLS	1,086.91
11	Amazon.com	PO 278 Program Supplies - Take and Make Easels (SP)	41.33
12	Amazon.com	PO 393 Program Supplies - Teen Lit Bags (SP)	42.40
13	Amazon.com	PO 324 Program Supplies - Teen Advisory Board (SP)	105.88
14	Amazon.com	PO 297 Technology Supplies - Lens Cap for Meeting Owl - NOLS	21.75
15	Amazon.com	PO 301 Machinery and Equipment - Laptop RAM - IT	82.41

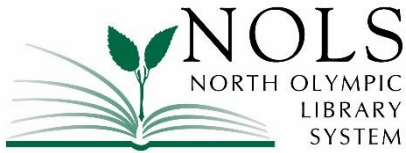
No.	Claimant	Purpose	Amount
16	Amazon.com	PO 303 Technology Supplies - USB to A Audio Adapter - NOLS	16.29
17	Amazon.com	PO 317 Technology Supplies - USB-A to Audio Adapters - NOLS	39.08
18	Arco	PO 298 Business Fuel - Westy - TS	16.37
19	Arco	PO 395 Business Fuel - Nolsy White - FAC	70.17
20	B & H Photo	PO 318 Machinery and Equipment - Carver Room Wireless Receiver - NOLS	303.55
21	Brix Tavern	PO 348 Training - PLA Conference - Per Diem - NOLS	19.50
22	Burger King	PO 348 Training - PLA Conference - Per Diem - NOLS	8.49
23	Burnt Ridge Nursery	PO 238 Collection Materials - NOLS	30.98
24	CBI Online	PO 361 Professional Services - Background Check - ADM	5.00
25	CBI Online	PO 361 Professional Services - Background Check - ADM	5.00
26	Chaima Mexican Market	PO 351 Program Supplies - Dia del Niño (SP)	49.50
27	Chevron	PO 264 Business Fuel - Transit Van - TS	55.53
28	Chevron	PO 293 Business Fuel - Pacifica - TS	53.35
29	Chevron	PO 300 Business Fuel - Transit Van - TS	43.59
30	Chevron	PO 319 Business Fuel - Pacifica - TS	51.27
31	Chevron	PO 336 Business Fuel - Pacifica - TS	38.59
32	Chevron	PO 315 Training Fuel - Westy - FAC	48.06
33	Chicago Books and Journals	PO 354 Program Supplies - System Wide Bookmarks (SP)	388.15
34	Costco	PO 355 Program Supplies - NLWD Treats (NOLF)	233.60
35	Courtyard	PO 368 Training - PLA Conference - Per Diem - NOLS	254.05
36	Dell Financial Services LLC	PO 243 Toner and Ink - PA	184.95
37	DialMyCalls.com	PO 369 Technology Services - Staff Emergency Contact System - NOLS	19.99
38	Double Tree Hotel	PO 310 Training - PLA Conference - Per Diem - NOLS	17.00
39	Double Tree Hotel	PO 310 Training - PLA Conference - Per Diem - NOLS	17.00
40	Double Tree Hotel	PO 310 Training - PLA Conference - Per Diem - NOLS	4.00
41	Double Tree Hotel	PO 311 Training - PLA Conference - Per Diem - NOLS	765.90
42	E-Fax	PO 270 Technology Services - Online Fax Service - ADM	29.99
43	Evergreen 76	PO 260 Business Fuel - Pacifica - TS	53.81
44	Evergreen 76	PO 323 Business Fuel - Pacifica - TS	49.93
45	Evergreen 76	PO 383 Business Fuel - FAC	66.27
46	Exxon Mobil	PO 248 Business Fuel - Pacifica - TS	48.84
47	Facebook	PO 371 Professional Services - Sponsored Ads - NOLS	40.00
48	Facebook	PO 371 Programming - Movement Challenge Ad (SP)	40.00
49	Fillmore Trattoria	PO 348 Training - PLA Conference - Per Diem - NOLS	40.36
50	Garden Bar	PO 310 Training - PLA Conference - Per Diem - NOLS	16.47
51	Grainger	PO 262 Maintenance Supplies - PA Toilet Seat Replacement - FAC	14.47
52	Hampton Inns	PO 347 Training - PLA Conference - Per Diem - NOLS	1,130.56
53	Home Depot	PO 306 Maintenance Supplies - Paint, Asphalt Patch - FAC	126.74
54	HotStone Korean Cuisine	PO 308 Training - PLA Conference - Per Diem - NOLS	20.10

No.	Claimant	Purpose	Amount
55	Hyatt	PO 310 Training - PLA Conference - Per Diem - NOLS	4.00
56	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	22.25
57	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	10.00
58	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	3.00
59	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	1,062.60
60	Hyatt Regency	PO 378 Training - PLA Conference - Per Diem - NOLS	1,142.60
61	ID Superstore	PO 232 Office Supplies - Badge Printer Stock - NOLS	84.36
62	Indian Hunger Point	PO 308 Training - PLA Conference - Per Diem - NOLS	16.10
63	IUG	PO 309 Training Fee - Virtual Tech Conference - Group Rate - NOLS	350.00
64	Jiffy Lube	PO 282 Vehicle Maintenance - Oil Change - Nolsy White - FAC	141.63
65	Jiffy Lube	PO 322 Vehicle Maintenance - Oil Change - Nolsy Red - FAC	252.59
66	KCDA Purchasing Cooperative	PO 275 Copy Paper Supplies - PA	112.42
67	KCDA Purchasing Cooperative	PO 275 Office Supplies - Book Tape - PA	9.82
68	KCDA Purchasing Cooperative	PO 338 Copy Paper Supplies - PA	65.01
69	Lower Elwha Food & Fuel	PO 342 Business Fuel - Pacifica - TS	33.56
70	Lower Elwha Food & Fuel	PO 343 Business Fuel - Pacifica - TS	50.00
71	Lower Elwha Food & Fuel	PO 344 Business Fuel - Westy - TS	39.28
72	Lower Elwha Food & Fuel	PO 305 Equipment Fuel - Gas for Mower - FAC	38.49
73	Metropolitan Tavern	PO 348 Training - PLA Conference - Per Diem - NOLS	25.30
74	Metropolitan Tavern	PO 378 Training - PLA Conference - Per Diem - NOLS	25.30
75	Metropolitan Tavern	PO 308 Training - PLA Conference - Per Diem - NOLS	20.70
76	Microsoft Office	PO 399 Technology Services - Cloud Services - IT	839.58
77	Mirakutei	PO 308 Training - PLA Conference - Per Diem - NOLS	21.85
78	Mirakutel Sushi	PO 378 Training - PLA Conference - Per Diem - NOLS	71.00
79	NexusTek	PO 404 Technology Services - Microsoft Project Licenses - IT	110.00
80	Office Depot	PO 304 Office Supplies - Tape Dispenser, Staplers, Tape - SQ	201.21
81	Oregon Convention Center - 2Levy	PO 348 Training - PLA Conference - Per Diem - NOLS	9.20
82	Oregon Convention Center - 2Levy	PO 308 Training - PLA Conference - Per Diem - NOLS	16.00
83	Oregon Convention Center - 2Levy	PO 378 Training - PLA Conference - Per Diem - NOLS	9.20
84	PayPal/PayFlow	Monthly Gateway Fee - NOLS	59.95
85	Print Runner	PO 353 Program Supplies - Poetry Walk Bookmarks (SP)	116.58
86	Quilcene Village Store	PO 308 Training - PLA Conference - Per Diem - NOLS	7.08
87	Safeway	PO 254 Office Supplies - Ziploc Bags - PA	10.87
88	Safeway	PO 308 Training - PLA Conference - Per Diem - NOLS	46.33
89	Shell	PO 313 Business Fuel - Chevy Van - FAC	116.56
90	Shell	PO 333 Business Fuel - Westy - FAC	31.53
91	Shell	PO 272 Business Fuel - Westy - TS	47.91
92	Shell	PO 277 Business Fuel - Westy - TS	36.11
93	Stamps.com	PO 273 Postage - TS	250.00

No.	Claimant	Purpose	Amount
94	Stamps.com	PO 274 Postage - TS	250.00
95	Stamps.com	PO 307 Technology Services - Monthly Service Fee - Postage - TS	19.57
96	Stamps.com	PO 327 Postage - TS	250.00
97	Stamps.com	PO 328 Postage - TS	250.00
98	Tarbouch	PO 310 Training - PLA Conference - Per Diem - NOLS	30.00
99	The Sudra	PO 310 Training - PLA Conference - Per Diem - NOLS	20.70
100	the Whole Bowl	PO 310 Training - PLA Conference - Per Diem - NOLS	10.50
101	Thuy's Pho	PO 308 Training - PLA Conference - Per Diem - NOLS	13.78
102	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	8.50
103	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	3.50
104	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	3.50
105	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	8.50
106	Tiny's Cafe	PO 308 Training - PLA Conference - Per Diem - NOLS	7.50
107	UPS	PO 200 Freight - TS	82.02
108	UPS	PO 312 Freight - TS	24.14
109	Verizon Wireless	PO 281 Machinery and Equipment - Cell Phone Replacement Westy - NOLS	212.14
110	Verizon Wireless	PO 281 Machinery and Equipment - Westy Cell Phone Accessories - NOLS	162.71
111	VistaPrint.com	PO 352 Program Supplies - Poetry Walk Signs (SP)	314.06
112	Walmart	PO 394 Program Supplies - PAHS Book Group (PAFOL)	6.56
113	Walmart	PO 396 Program Supplies - Teen Lit Bags (SP)	35.58
114	Washington Library Association	PO 356 Training Fee - WLA Conference - NOLS	235.00
115	Washington Library Association	PO 377 Training Fee - WLA Conference - NOLS	555.00
116	Wishing Tree Books	PO 314 Collection Materials - NOLS	52.95
117	world Foods	PO 348 Training - PLA Conference - Per Diem - NOLS	16.99
118	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30
119	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30
120	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30
121	Zoom	PO 370 Technology Services - Monthly Subscription - NOLS	16.30
122	Zoom	PO 382 Technology Services - Monthly Subscription - NOLS	16.30
			15,309.79

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

EFT 919	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 03-31-22)	196,263.88
EFT 920	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 03-31-22)	39,830.41
EFT 921	Hartford Retirement Plan Solutions	MMDCP (PPE 03-31-22)	230.00
			236,324.29



Staff Report

Meeting Date: May 26, 2022
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Naming Opportunities for Expanded and Renovated Sequim Library

Attachments: Policy 5.17 – Naming and Recognition
Policy 5.13 – Gifts and Donations

Topic/Issue: Approval of a Naming and Recognition Plan for the expanded and renovated Sequim Branch Library.

Background: In November 2021, the NOLS Board of Trustees approved the creation of [Policy 5.17 - Naming and Recognition](#) and the updating of [Policy 5.13 – Gifts and Donations](#). In December 2021, NOLS staff met with Trustees from the Sequim area, Bert Caldwell and Betty Gordon, to begin a conversation about the naming opportunities that could exist in an expanded and renovated Sequim Library, especially once a capital campaign is underway.

Discussion: The Executive Director and Sequim Branch Manager wish to recognize and encourage contributions to the Sequim Library Expansion and Renovation Project. In addition to listing donors on-site, rooms, spaces and features at the Sequim Library can be named for individuals making significant contributions to the renovation project. Based on estimated room/space/feature sizes, the amount of use expected, and how often the name of that room/space/feature would likely be used publically, staff have formed the following plan:

All gifts that total \$250 or more will be recognized on a custom-designed donor wall near the entrance of the library. Donors who pledge at least \$25/month for one year will be designated as a “sustaining donor.” Larger donations will be further distinguished by the following levels:

\$500	Lavender
\$1,000	Salmon
\$2,500	Elk
\$5,000	Cedar
\$10,000	Eagle
\$25,000+	Olympic

Certain areas inside and outside the Sequim Branch Library are also available as named gift opportunities. These will be designated with special plaques near the areas themselves. They are:

- Meeting Room - \$250,000
- Conference Room - \$150,000
- Children's Area - \$150,000
- Reading Area - \$100,000
- Outdoor Play Area - \$75,000
- LEED Silver Certification - \$75,000
- Teen Area - \$50,000
- Outdoor Stage - \$50,000
- Study Room - \$50,000

If a plan to offer naming opportunities at the Sequim Library is approved by the Board, staff will be able to move forward promoting the naming opportunities during fundraising efforts. Even with this plan, if donations are received at the levels outlined, the Board will still need to take additional action to approve each individual naming recommendation, according to policy.

Policy Considerations: [Policy 5.17 - Naming and Recognition](#) and [Policy 5.13 – Gifts and Donations](#) must be followed.

Fiscal Considerations: In April 2022, SHKS Architects estimated the total project cost for the Sequim Library Expansion and Renovation Project to be approximately \$7.8 million. As of May 2022, NOLS has approximately \$5.1 million designated towards the project.

Naming opportunities in the current proposal total \$1 million – about one third of the remaining funding needed for the project.

During the past five years, dozens of donations have been made towards the project, including large bequests and gifts in the amounts of \$25,000, \$165,000 and \$200,000. These donations were made prior to the Naming and Recognition Policy was implemented, but the donors or their representative could be contacted about the new opportunities.

Recommendation/Alternatives for Consideration: The Library Board may continue the discussion on this topic at their next meeting, have a team of Trustees continue to work on this topic with staff, or approve the naming opportunities as presented.



Policy 5.17 Naming and Recognition

Adopted by the Library Board of Trustees: 11/18/2021

The North Olympic Library System has a uniform process for naming library facilities and personal property, including allowing for recognition of exemplary service or generosity to the Library and its constituents.

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Policy [5.13 Gifts and Donations](#) specifies the type of donations the Library will accept and how the Library will handle these donations.

I. Naming in Recognition of Generosity to the Library

The Library may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the Library's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services to the residents of Clallam County. A significant financial contribution to the library shall be one that comprises a substantial portion of the Board of Trustees' approved overall cost of the project.

Library meeting rooms, reading areas, special use areas, gardens, walkways, and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

For single donations of over \$1000, the donor may request that a recognition plate be placed on a donor recognition display at the branch of their choosing.

2. Naming in Recognition of Service to the Library

The Library may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the Library or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the Library through outstanding achievements in learning, or demonstrated leadership of lasting value to the Library or the community at large.

3. Naming Library Facilities, Rooms, Areas and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Geographic Location" Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Function of Area."

4. Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

5. Recognizing Art and Library Collection Material Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or other such suitable recognition in the materials purchased with donated funds, as determined by Library staff. Material selections will be made by Library staff in accordance with the Collection Management policy.

Acknowledgement letters are usually not provided for routine donations of used materials. At the request of the donor, the Library will supply a receipt form that may be used by the donor as an official record of the donation. Receipts for donated material only indicate what was donated, not an assessed value.

Gift plates to recognize the donor are not generally placed in or on used items donated and added to the Library collection. Donors requesting that a gift plate be placed in a used item should inquire in advance of making the donation.

Gifts may be accepted in honor or in memoriam of a person or event. Written acknowledgement of such a gift will be made to the donor and to up to three other persons or entities.

6. Naming and Recognition Committee and Process

The Board of Trustees shall form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Branch Manager from the facility where the naming proposal is being considered. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No one associated with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection, or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection, or other library asset pursuant to this policy.

7. Duration of Naming and Recognition Opportunities

Naming designations will persist for the duration specified in the signed written agreement between the Library and the entities for which the Library property has been named or their representatives. Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the Library.

The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first to the Executive Director and then to the Board of Trustees.

The Library will make a good faith effort to implement this policy in a fair and consistent manner and in accordance with [Policy 6.2 Ethics Policy](#) and [Policy HR 8.6 Professional Ethics](#).



Policy 5.13 Gifts and Donations

Adopted by the Library Board of Trustees: 4/23/2015
Revised: 11/18/2021

The North Olympic Library System believes that private support plays an important role in extending and enriching the services of the library. The purpose of this policy is to specify the type of donations that the North Olympic Library System will accept and how the Library will handle these donations.

Policy 5.17 *Naming and Recognition* specifies the process for recognizing donations and naming library facilities and other property.

1. **General Donation Parameters:** The Library gratefully accepts gifts and donations. Except in a few cases (as noted below,) an acknowledgement of receipt of a donation will be made to the donor in writing.

The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. The Library will work with the donor to reach an agreement on the disposition of the gift. However, the Library will not accept a gift if the donor's wishes cannot be carried out successfully by the Library for any reason or do not fall within the mission, goals and objectives of the Library. If this is determined to be so, the donor will be notified and the gift returned.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

The Library cannot and does not appraise books, works of art or any other items. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

2. Monetary Donations

The Library accepts gifts of money, in any amounts. The donor may indicate how they wish the money to be spent by the Library. Donors are encouraged to discuss their gift designations with the Branch Manager or Executive Director prior to donation to insure that the designated use is viable.

In most cases, NOLS is unable to accept gifts of stock or securities. Donors wishing to make such donations are encouraged to discuss their donation with the Executive Director prior to making it.

3. Monetary Donations Designated for Purchase of Collection Materials

Donors making monetary donations to support the purchase of collection materials may indicate “Greatest Need” and/or area of interest. Due to the floating nature of the NOLS collections, it is not possible to designate purchase of materials for a specific branch. Gift plates may be requested in accordance with Policy 5.17 *Naming and Recognition*.

Titles specified for purchase with donated funds will be evaluated in accordance with the Policy 2.1: *Collection Management*.

4. Donations of Books and Other Collection Materials

The Library accepts donations of library collection materials in good condition. This includes, but is not limited to, books, CDs, and DVDs.

Magazine donations are not accepted. Donors wishing to enhance the Library’s magazine collection through gifting are encouraged to do so through monetary donations designated to support magazine subscriptions. Some NOLS branches provide a free exchange area for used magazines.

All library materials accepted as donations will be evaluated in accordance with Policy 2.1: *Collection Management*.

In most cases, books and similar materials that are donated to the Library, but that the Library does not add to its collection, are offered to the Friends of the Library for resale. Money raised by Friends of the Library groups benefit NOLS’ libraries, services, and programs.

In the case of the gift of related collection materials, the Library reserves the right to determine whether the donated collection will be kept whole or disbursed throughout the NOLS collection.

5. Donations of Personal Property

On occasion the Library may accept donations of personal property such as furnishings, equipment, software, games, artwork, etc. The Library reserves the right to evaluate such proposed donations relative to issues of safety, liability, legality, risk management, maintenance, support, and/or appropriateness, and to accept or decline the offer. Approval of the Executive Director may be required.

Gifts of art objects, personal property, etc. will be accepted if such items have a use in the library.

The Library reserves the right to dispose of personal property donations when the item has outlived its usefulness; disposal will comply with Policy 5.9: Surplus Materials, Furniture and Equipment.

NOLS may sometimes solicit donation of specific items, in support of a library service or program or to address a specific collection need.

6. Donations of Labor or Services

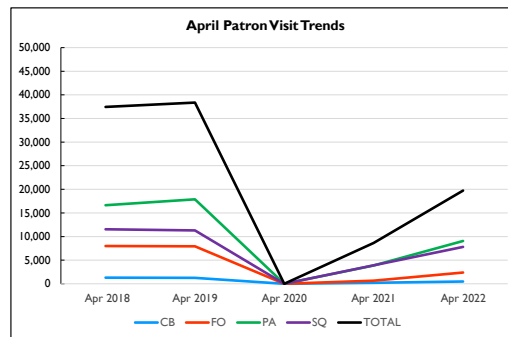
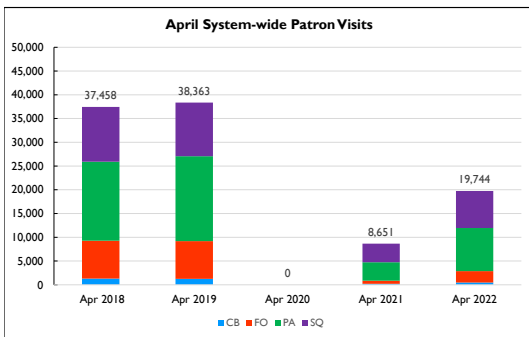
On occasion donors may wish to contribute labor or services in support of projects outside the usual scope of library “volunteer” activities. Offers to donate labor or services must be reviewed by the Executive Director or designee with regard to issues of appropriateness, safety, risk management, legality, practicality, etc. If the offer is approved, a waiver of liability must be signed by the donor before the project is begun.

7. Other Donations

Donation of any other types of gifts will be considered by the Executive Director on a case-by-case basis.

Patron Visits

	2022	% of System
PA	9,050	45.8%
SQ	7,807	39.5%
FO	2,398	12.1%
CB	489	2.5%
Total	19,744	100.0%



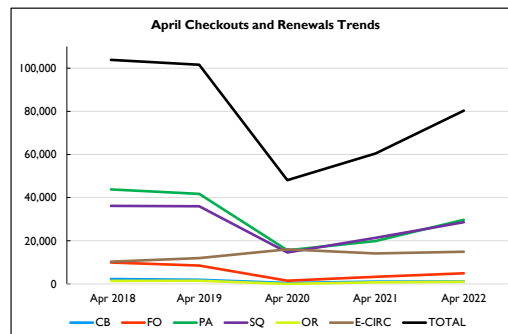
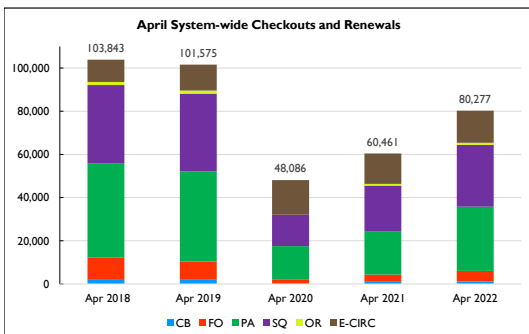
* Due to COVID-19, all NOLS locations were closed April 2020.

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

* A new system to count patron visits was installed at each branch in January 2022.

Checkouts & Renewals

	2022	% of System
PA	29,698	37.0%
Self	47%	
SQ	28,626	35.7%
Self	50%	
FO	4,911	6.1%
Self	13%	
CB	1,153	1.4%
OR	1,003	1.2%
E Circ	14,886	18.5%
Total	80,277	100.0%

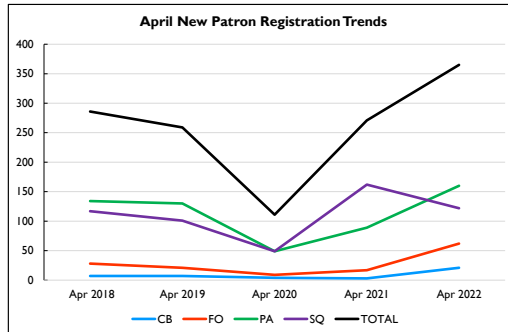
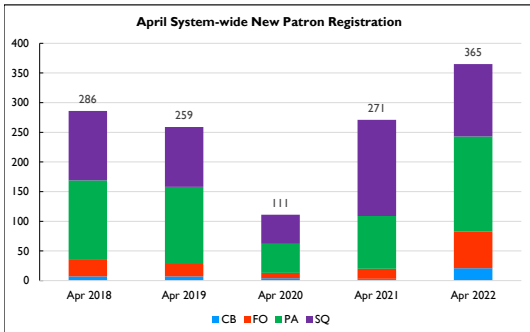


* Due to COVID-19, all NOLS locations were closed April 2020.

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

New Patron Registration

	2022	% of System
PA	160	43.8%
SQ	122	33.4%
FO	62	17.0%
CB	21	5.8%
Total	365	100.0%



* Due to COVID-19, all NOLS locations were closed April 2020.

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

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	7/242	18%/9%
SQ	5/130	13%/5%
FO	8/58	21%/2%
CB	0/0	0%/0%
Virtual	18/2178	47%/84%
Total	38/2608	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	6,234	58.6%
SQ	3,011	28.3%
FO	875	8.2%
CB	515	4.8%
Total	10,635	100.0%

Wi-Fi Access

System-wide Total	4,550
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Volunteers

	Volunteer Hours	# of Volunteers
PA	15.55	2
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	33.75	1
Total	49	3

Holds

	Requests Fulfilled	Avg Days to Fill
PA	4721	16.45
SQ	6114	20.66
FO	759	15.03
CB	220	14.28
OR	850	10.52
Total	12664	17.96

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	1,288	38.2%
SQ	396	44.0%
FO	316	16.3%
CB	85	14.0%
Total	2085	30.6%

Website Visits

From outside the Library	17,265
From inside the Library	1,603
Avg. # of pages visited	2

Outreach Services

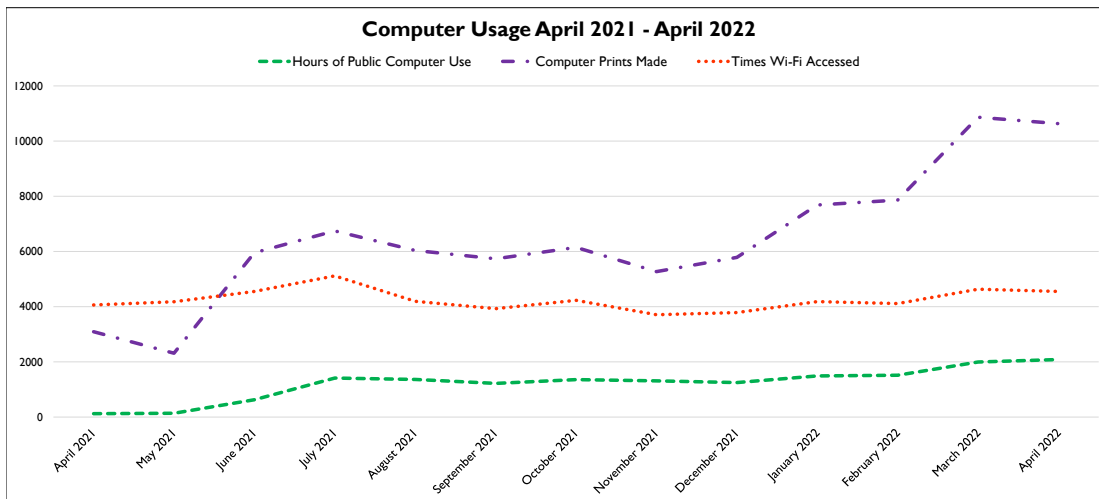
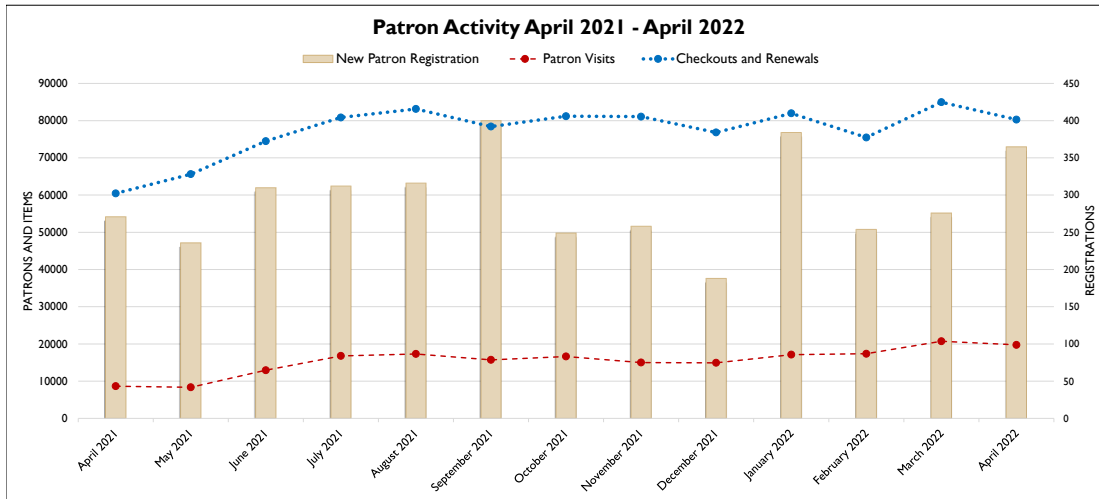
Deliveries to the Homebound	112
New Patrons w/ Delivery Services	2

Interlibrary Loan Services

Items borrowed from other libraries	168
Items loaned to other libraries	86

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	436
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	436



Significant Events During the Past 13 Months:

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

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

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

August 2021 - County and State implement new mask requirement for everyone inside facilities.

August - September 2021 - A technical error caused public computer prints to not be counted in Forks. It was corrected mid-September.

October 2021 - All branches closed one day for an All Staff Training Day.

November 2021 - Landslides, flooding and limited staffing forced the Clallam Bay and Forks Branches to close for several days.

November 2021 - Drinking water and portable restrooms were made available at the Clallam Bay Library while water was unavailable in the community.

December 2021 - Hours were limited at all branches the last week of December due to inclement weather.

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

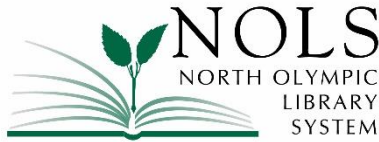
January 2022 - The Sequim Branch Library was closed one Saturday due to a staff shortage.

January 2022 - Regular hours were expanded at the Forks, Port Angeles and Sequim Libraries.

January 2022 - A new system to count patron visits was installed at each branch.

January 2022 - Digital magazines became available through the Washington Anytime Library. There were 501 digital magazine checkouts in January.

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



Monthly Activity Report

Meeting Date: May 26, 2022
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for April 2022

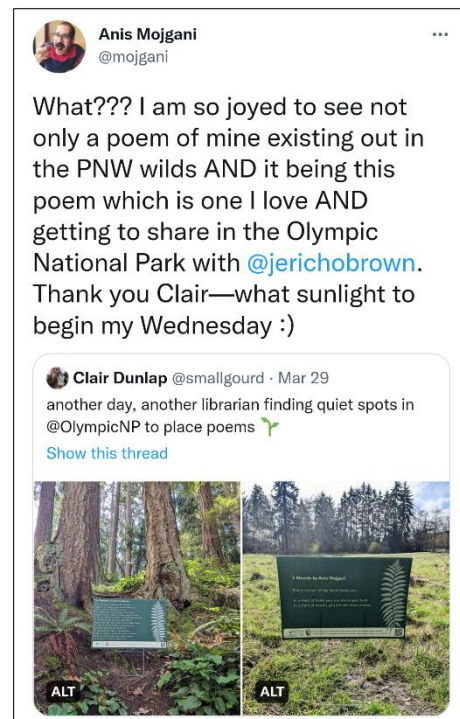
Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Between Outdoor Storytimes resuming, Battle of the Books wrapping up with a final trivia contest, and multiple partnership activities, the Youth Services Team was very busy in April!

Youth Services Librarian Clair Dunlap assisted with the Earth Day Scavenger Hunt at the Lyre Conservation Area, a partnership with North Olympic Land Trust. Nearly 40 people came out to explore the trail. Highlights included seeing a sleeping bat, smelling the leaves of an Indian Plum plant, learning what the cones of a Douglas fir look like, and spotting elk tracks in the mud. Other Earth Day activities included a Salmon Life Cycle Beading Take-and-Make created in partnership with the Jamestown S’Klallam Tribal Library.

Poetry Walks started in April with signs installed on the Hall of Mosses, Spruce Railroad, Madison Falls, Living Forest, and Peabody Creek trails. Seven new poems were added to the rotation this year. Anis Mojgani, Oregon's poet laureate, was thrilled to hear of one of his poems being posted in Olympic National Park.



Other events during the month of April included:

- Battle of the Books discussion: *The Cardboard Kingdom* by Chad Sell – 37 participants via assorted Zoom and in-person discussions around Port Angeles (discussions taking place in Sequim and West End communities not counted here)
- Battle of the Books Final Trivia event – 56 participants

- Teen Advisory Board – 6 participants
- Introduction to Collage: Silverkite Intergenerational Art virtual program – 27 participants
- Olympic National Park Perspectives Winter Speaker Series: Klamath River Restoration presented by Josh Chenoweth – 55 participants
- Intentional Aging: Benefits of Play – 19 participants
- Second Saturday Book Group reading *The Boy Who Harnessed the Wind* by William Kamkwamba, Bryan Mealer – 8 participants
- Novel Conversations Book Group reading *Two Years Eight Months and Twenty-Eight Nights* by Salman Rushdie – 7 participants
- Second Tuesday Book Group reading *The Plague of Doves* by Louise Erdrich – 6 participants
- Wednesday Evening Book Group reading *Vesper Flights* by Helen Macdonald – 2 participants
- Outreach Storytimes at Peninsula College Preschool – 46 participants in 3 classrooms
- Early Literacy Videos – 4 new videos with 1831 total views
- Rain or Shine! Outdoor Storytime – 160 participants at 5 events



Programming staff are currently busy finalizing details for the upcoming Summer Reading Program and beginning to work on fall programming. Youth Services Librarian Jennifer attended a self-assessment meeting with OlyCAP for their early learning programs which includes Head Start programs in Clallam County. The assessment revealed information that Youth Services will incorporate into future storytimes.

All NOLS staff participated in the annual Spring All Staff Training Day. Training sessions covered topics such as Making a Difference: Creating Meaningful Patron Outcomes & Experiences with Peter Bromberg, Cybersecurity presented by NOLS' IT Team, Intellectual Freedom with Martin Garner, and an online resources scavenger hunt.

Sequim Branch Library

Emily Sly, Library Manager

Rain or Shine! Outdoor Storytimes resumed in April, with families excited about its return in the spring. Youth Services Librarian Charlotte worked with the North Olympic Land Trust and Jamestown S'Klallam Tribal Library to create fun and educational Earth Day activities.

Sequim staff participated in All Staff Training Day on April 28. Additional training in April included learning about the new catalog (Aspen Discovery Layer) and participating in staff testing/recommendations.

Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, Public Communications, and Sequim Chamber of Commerce meeting. Emily participated in the Older Adult Services Librarian I interviews and recruitment.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, Equity Diversity and Inclusion Team, eHelp Team and Bookmatch Team.

Sequim Expansion and Renovation Project – In April, the Sequim Project Team met with SHKS to discuss the preferred test-fit option and draft cost estimates. SHKS presented to the NOLS Board meeting. The Sequim Project Team continued to work on exploring funding options and grants.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Public Services Lead Jennifer started training new Public Service Specialist Jeremy on NOLS procedures and integrated library system software, Polaris.
- Public Services Specialist Angeles continued to work and finish putting together the Día Del Niño/Children's Day take and make.
- The Rainforest Council for the Arts created 200 Take and Make Craft kits for Rainfest 2022 to be handed out to Forks patrons.

- On April 14, members of the Rainforest Council for the Arts came in to fill the display case with Art projects and decorate the Forks Branch windows.
- Bilingual Community Librarian Mary attended Aspen translation training and started work on the Spanish side of the Aspen catalog.
- All West End staff continued to provide excellent customer service, provide curbside service upon request, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.



Programming:

- Youth Services Librarian Kristine provided Battle of the Books on the West End in-person at Forks Elementary and virtually for the Quileute Tribal School, reaching 20 students.
- Public Services Specialist Angeles and Youth Services Librarian Kristine presented Bilingual Earth Day storytime to 7 attendees and shared the Earth Day scavenger hunt in partnership with the North Olympic Land Trust.



- Youth Services Librarian Kristine produced a video for the NOLS Early Learning Songs and Rhymes program at Elk Creek Conservation area in partnership with the North Olympic Land Trust.
- Rain or Shine Outdoor Storytime in Tillicum Park began on April 1 and had 9 attendees.

Outreach & Bookmobile:

- Youth Services Librarian Kristine provided storytimes in three preschool classrooms at Forks Elementary to a total of 47 students.
- Bilingual Community Librarian Mary and Youth Services Librarian Kristine conducted a pop-up library at Quileute Tribal School, establishing library cards for students and checking out materials reaching 73 people.
- Bilingual Community Librarian Mary represented the Library at the Quileute Tribal School's "Welcoming the Whales Ceremony".
- Bilingual Community Librarian Mary conducted a pop-up library at the Neah Bay secondary schools, establishing library cards for students and checking out materials, reaching 61 people.

New Staff & Retirements:

- Jeremy Mattocks was hired for the Public Service Specialist 28-hr week position and his first day was April 26.

Facilities Department

Brian Phillips, Facilities Manager

Groundskeeping tasks continued to consume a lot of Facilities time in April, the cool wet weather apparently being ideal for boundless lawn growth this time of year! Movement on some important projects, meanwhile, has been somewhat slow, owing to difficulties securing services. For instance, a lack of available civil engineering and surveying services has temporarily delayed the paving project slated for the Port Angeles Library driveway. Auto repairs have likewise been slow due to wait times at auto shops. Nonetheless, there being no shortage of other things to work on, Facilities staff have focused on other needs, as noted below. Also, projects to improve exterior lighting at both the Forks and Port Angeles Libraries are moving forward, as is an effort to secure a grant to help fund interior lighting improvements at the Port Angeles Library.

Port Angeles Library: Finished-up HVAC maintenance; checked emergency lights, extinguishers and first aid kits; patched roof leak; tuned-up door closers and lubricated locks; removed carpet stains; removed graffiti from restroom walls; spread wood chip mulch on landscape beds; performed lawn care and weed control.

Sequim Library: Replaced more furniture from storage; assembled new stool; cleaned chairs; mowed lawn.

West End Libraries: Replaced Forks restroom toilet and repaired tile wall; pressure washed portions of FO exterior and CB picnic table; cleaned out FO storage room; cleaned north exterior wall; serviced vacuum; checked emergency lights, extinguishers, and first aid kits; mowed CB lawn.

Other: Secured a storage unit for furniture in transition between libraries and other items; moved items stored in PA from the Sequim Library to storage; hauled yard waste to Transfer Station; Brian attended an ALA webinar on sustainability and a meeting with the Clallam County Emergency Management staff regarding the anticipated need for cooling centers across the county this summer; staff attended the All Staff Training Day event.

Outreach to Homebound Program

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of April, 112 deliveries were made to homebound patrons and 2 new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

In addition to the regular server updates, web maintenance, employee support, and troubleshooting, in April the IT team continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more. IT supported staff and patrons by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team, Aspen Discovery Layer implementation group, Social Media team, Polaris team, EDI committee, All Staff Training Day committee, and the Evanced team.

IT supported the All Staff Training Day committee in a number of ways. We tested several laptops to make sure they were ready for staff to checkout and use. We also had technology check-ins with our two main presenters prior to All Staff Day to make sure their Zoom connections were working well and they could share their presentations with us.

We traveled to the Forks and Clallam Bay branches to provide staff training on how to use the meeting room equipment in preparation for the relaunch of meeting room reservations. This included trainings on how to use projectors, connect laptops to the TV, and use the wireless video transmitter at each location.

The IT team welcomed several new employees in April. We provided each employee with an IT computer orientation to discuss technical equipment, account maintenance, and website platforms.

The Aspen Discovery Layer team worked to prepare the new catalog for implementation. We completed front-end web development tasks, including work with navigation, color scheme, and search filter options. We supported the process of indexing web pages and online resources to make those items accessible via a catalog search. The IT team also gave staff training on the new catalog. The training involved multiple demonstrations and Q&A sessions to gather feedback from all staff members.

The Web Team worked to create a web page for the Battle of the Books trivia that concluded the Battle of the Books event series. We also published an event portal for Asian American and Pacific Islander Heritage Month.

IT Systems Administrator Sarah gave a training on cybersecurity at All Staff Training Day. The presentation was well-received and staff asked many great questions. A follow-up email with links and further reading was sent to all staff.

IT staff gave new IT Systems Administrator John an orientation to NOLS IT, including network and server systems, and he began onboarding into Information Technology at NOLS.

Technical Services Department

Erin Shield, Collection Services Manager

April was a busy month with lots of ordering, receiving, and processing. Mark is almost finished with the Kellogg photo project: a single copy of each Kellogg photo properly labeled and preserved in archival-quality materials. Couriers Adam and Kim helped with the vertical file project and ensured that the circulating musical instruments are getting proper maintenance.

1051 physical items were processed and available for customers in the month of April. 272 print materials were repaired or recatalogued. 111 media items were resurfaced or repaired to extend their lives. 82 physical donations were made and will be added to the collection. 691 totes were moved between NOLS' branches by the couriers, as well as 25 Outreach deliveries. Tech Services filled 168 InterLibrary Loan requests for NOLS' patrons and 86 loans out to other libraries.

Wendy worked 6 hours in Outreach. Cindy spent 1 hour on Web Team responsibilities. Erin attended meetings related to fundraising for the SQ Library project, the new catalog, a multi-day virtual conference for library software, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 2 volunteers in PA, and 1 in Technical Services, for a total of 49.3 system-wide volunteer hours.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meetings
- Management Team meetings
- WCIF Benefits Summit

Recruitments:

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

New Hires:

- Sandy Matyus – Public Services Specialist – PA
- Laureen Stephens – Public Services Specialist – PA
- John Danks – IT Systems Administrator – IT
- Karyn Bocko – Marketing Coordinator – ADM
- Jeremy Mattocks – Public Services Specialist – FO

Separations:

- None

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, EDI meetings, All Staff Training Day and Aspen Trainings in April.

Accounting Statistics for April:

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

Public Service Director's Report

Meghan Sullivan, Public Services Director

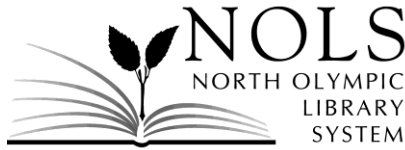
- Participated in activities for the Sequim Expansion and Renovation Project, including architect meetings
- Participated in activities for the Bookmobile Service Project, including conversations with IT and Facilities
- Participated in activities for the Aspen Discovery Layer Project
- Participated in recruitment activities for the IT System Administrator, WE Community Outreach Specialist, and the SQ/PA Older Adult Services Librarian I positions
- Site Visits to Clallam Bay and Forks Libraries
- Attended two initial meetings with Clallam County Emergency Management to discuss Cooling Centers for summer 2022
- Attended the Clallam County Broadband Team Meeting
- Attended Puget Sound Regional Library Bi-Monthly Meetings
- Attended the 2022 Innovative User Group Conference (Virtual)
- Participated in the final workshop of Co-Designing for Trust: Reimaging Online Information Literacies with Underserved Communities sponsored by the University of Washington iSchool
- Routine Branch Manager, Management Team, Youth Services Team, Librarian/Branch Manager, Public Restart Team, Collection Management Team, Programming Team, Beanstack Team, Port Angeles Staff, and One-on-One meetings

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Aspen Discovery Layer (new catalog) preparation
- Sequim Library Expansion and Renovation Project
 - Preliminary design meetings with architects
 - Fundraising preparation
- Covering Marketing Coordinator tasks while the position is vacant
- Responding to COVID-related issues
- Training to new and current staff on creating public communications
- Recruitment activity for IT Systems Administrator
- Training NOLS' newest Board Trustee
- Routine Branch Manager, Management Team, and Public Restart Team meeting



Customer Comments

April 2022

The following comments were received by the Library during the month of April 2022. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

RECEIVED BY E-MAIL

Comment:

Really hoping Books and Libations can happen again with Camaraderie winery
My favorite event!

Response:

Thank you for letting us know how much you love Books & Libations (B&L)—it is definitely a patron favorite! A virtual B&L with a twist will be announced for this summer, which I hope you will enjoy.

All of NOLS' summer programs have been planned as virtual events or planned outdoors with distancing, as it's hard to predict at this time what health and safety requirements the library may have to follow in July. Although B&L is an outdoor program, it isn't plausible to plan for masking and 6-foot distancing should those be required.

NOLS has already hosted two virtual Books & Libations during the past two years; if you missed them, you can see the recordings on the NOLS Facebook page.

Books & Libations is one of my favorite programs, too, and I hope a NOLS and Camaraderie partnership will be possible—and safe—in 2023!

Comment:

I just wanted to thank you for all the DVDs you've purchased from the Teaching Company Great Courses. They are a terrific resource on a wide variety of subjects and I continue to see new ones you've added to our collection. Thanks again, I feel like I'm taking a college level course sometimes, they are that well done!

Response:

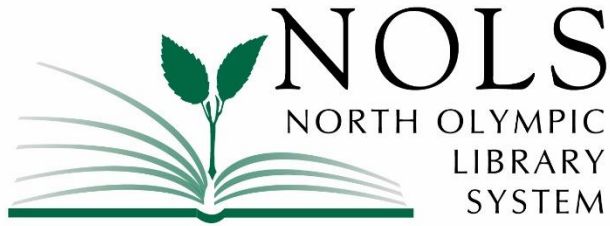
Thanks for the feedback! It's always great to hear when the collection is being utilized and enjoyed. NOLS staff put a lot of effort into selecting a wide variety of materials for the collection, and the Library regularly receives great donations. In fact, many of the recently added Great Courses DVDs came from a generous donor.

Comment:

Thanks so much for finally getting online magazines!

Response:

We're happy to hear you're enjoying them!



Highlight Log

(April 2022)

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

04/05/2022 – Clallam Bay

A patron saw the flyer for the Poetry Walks and started asking questions about it. Conversation ended with them taking a flyer and saying, "I LOVE this!"

04/06/2022 – Port Angeles

A young patron was excited to see the Autism Awareness Month display in J Fiction here in PA, exclaiming "I have autism!" and chose a book that they immediately started to read.

04/06/2022 – Clallam Bay

Two tweens came in and one excitedly said "they have manga here?!" One patron showed the other where to find the precious graphic novels. They checked out several books each.

Several young patrons took a break from playing basketball to use the library. One asked for a Bob Ross book. They were overjoyed to get to look at the one we have in the E section.

A family came in and checked out a few books. I told the young patron there were new bookmarks and several were selected. The young patron was excited to be able to keep the selected bookmarks. Exclaiming "yay". All three left in a very good mood.

A parent and their kids browsed for books for quite a while. One of the young patrons was very excited to be able to check out the Mandarin playaway a second time. Both kiddos picked out a sticker and left with books.

04/07/2022 – NOLS

A teen lit bag (TLB) recipient and Teen Advisory Board member absolutely LOVED the books picked out this month by the lovely Youth Services PA TLB Team! They posted on Discord the following feedback:

Did anyone from PA get the teen lit bag? Because whoever did them delivered... There was one about spirals that was over so hundreds pages that I was up till two in the morning reading. Anyway, whoever did it understood the assignment

04/12/2022 – Forks

I received the following email from a patron staff served last week. Way to go Forks staff! This was a great email to start my day with:

On April 8th, I had documents that I needed to print from an email, sign and then return by scan immediately to the sender in Alabama. My husband and I, while travelling from GA on an extended trip in the NW were exploring the Olympic Peninsula on that day and found ourselves in Forks when this predicament arose.

When I entered the lovely Forks library and asked Mary at the desk if it was possible to do what I needed to do, she immediately set me up at a computer with careful, explicit directions and guidance. I am somewhat technology challenged and she was so very available, kind, patient and helpful. Printing occurred without any hiccups, but the scanning took a bit more time. Angeles stepped in at this point and went above and beyond to get the scanning done. There were two other women at the desk who were also very helpful, but I did not get their names. Please pass on to these folks my deep appreciation for their help and willingness to go the second mile for a traveler from afar.

My experience with these staff at this incredible facility in Forks was amazing and delightful. You are very fortunate to have them as employees. Their knowledge, diligence and kindness speak well of the organization for which they work. I am very grateful to them and for the opportunity to visit this facility in Forks, WA.

04/12/2022 – Forks

Our first Quileute Tribal School NOLS Library Pop-up was a big hit!

- Students found books and started reading to each other unprompted.
- One student was practically jumping up and down they were so excited to get an extra sticker because they brought their library card.
- A teen was thrilled to show their peers their new library card. They had chosen the "My First Library Card." (The eagle card was a particular favorite as all 20 eagle cards were gone by the end of the day!)
- A teen receiving a replacement card chose a smiling broccoli sticker and was ecstatic about it.
- A first grader was especially excited to share facts about sloths as they checked out a nonfiction book.
- Students checked out many of the books by Native authors.

Stay tuned for news of the Neah Bay Pop-up in a couple of weeks.

04/14/2022 – Port Angeles

Checking in yesterday at the doctor's office, the staff member at the front desk went, "Oh! You work at my favorite place!" They then went on to tell me how much they love being in the library and browsing the stacks, and how much they loves using the Libby app for books.

Kudos public service!

04/15/2022 – NOLS

The April Teen Advisory Board meeting was so fun! We had 6 out of our total 8 teens show up to do diamond painting together over Zoom, talk about the most memorable books from their childhoods, and discuss their ideas for SRP and beyond: watch out for the virtual escape room they're planning about space pirate cats who kidnap you and drop you off in the Library of Doom!!

04/18/2022 – Forks

One of the first patrons in today was a Grandmother picking up Rainfest crafting kits for her grandchildren. Before she left she showed us a photo of her 4-year-old grandchild holding up the completed salmon life cycle take and make and reflected that the 4-year-old thought the bookmark was so awesome. The patron stated that her 7-year-old grandchild also really enjoyed it. Kudos to Charlotte for this stellar educational take and make!

04/19/2022 – NOLS

While walking through the neighborhood on Sunday, a couple I passed asked if I was the “guy from the Library” and noted that they recently received excellent customer service. They said that Patrick had helped them via email and they're so happy to have NOLS in the community.

04/19/2022 – Port Angeles

A patron came in asking if the librarian involved in the Poetry Walks was around and was so appreciative of reading the poems along the Spruce Railroad Trail--they had read about the program and then forgot about it, so the poems were a happy surprise.

04/19/2022 – Forks

A patron from out of state needed help upload information to travel to Canada. Kristine and I walked her through the process and helped her upload the required document. She was able to finish her application and still have time to explore the Forks area. She was so happy to get everything done that she brought in a flower arrangement to thank us.



04/19/2022 – Port Angeles

A patron came in seeking help in getting a family member's Kindle tablet connected with Libby so they can read library books on it during medical treatments. We worked through all the steps of deregistering the Kindle from another Amazon account, registering it to the new account, and then walked through the steps of checking out a book on the Libby app on their phone, sending it to the Kindle via the Amazon account, and making sure it showed up on the device. The patron was so excited when it all worked out and said they never would have been brave enough to deregister the Kindle from the past account if someone hadn't been walking them through the steps to be sure it was the right thing to do and was so grateful for my time spent not only figuring out how to connect a Kindle with Libby but also helping them connect to WiFi, navigate through two-factor authentication, etc.

04/19/2022 – Port Angeles

Patron came in asking about a lost USB drive. Coincidentally, the person who had been checking out just before them said "Oh was it a small black one? I just found that yesterday and turned it in!" It was a sweet moment and the item is now reunited with the owner.

04/20/2022 – Forks

The following is from a patron who reached out for materials via Interlibrary Loan request, Mary and I are in correspondence with them and the Youth Services team is working together to select materials that reflect and honor Guatemalan culture: "I teach at Forks Elementary school and most of my students are from Guatemala. I have currently checked out 5 books from your library that honor their culture, and I can't possibly express how impactful these books have been on all grade levels. They are so excited to read them! I am making a few other suggestions of books that have come recommended to me." "Thank you for your help and support!! Earlier this year I was given 12 packs of the Papel Picado from the Port Angeles branch (I live in PA and work in Forks), and the kids loved it! We have the papel picado hanging all over the classroom. I bought extra tissue paper this spring and sent them home with personal supplies for spring break. So, that's another way you guys also impacted our class in a pretty big way. Thank you! Chjonte!! (ch-hone-tay)--it means thank you in Mam."

04/20/2022 – Clallam Bay

A patron put together a springtime bouquet of lilies encircled by jellybeans and topped with a fuzzy yellow chick for the Clallam Bay Branch. They said they appreciate everything the library does for our community. Many patrons complimented and enjoyed it.

04/23/2022 – NOLS

"It's my favorite book ever!" "Two BIG thumbs up!" "Can you e-mail my mom about the final trivia?" were a few responses received during discussions of the last Battle of the Books title. *Cardboard Kingdom* by Chad Sell was a huge hit with 4th graders across the county! Students expressed that they enjoyed the creative aspect and the supportiveness of the characters. There was poignant feedback about how the story was so much more interesting and varied with the different writers too. One student said they appreciated seeing a transgender peer reflected in the story and another expressed that they felt they could fully participate since they are dyslexic and the graphic novel format was accessible to them. In PA, a 4th grader sought "witch-y" graphic novels, and when we suggested *Cardboard Kingdom*, they said "alllll my friends are talking about this!" They were so thrilled to hear about the planned SRP program inspired by the book just as many students had shared during discussions.

04/26/2022 – Port Angeles

Email from a patron: Thank you for the beautiful poems along the Hoh Rainforest Nature [trail]. The Mary Oliver poem brought me to tears.

04/27/2022 – NOLS

An email from a community partner stated the following in regards to the AAPI opportunities NOLS is offering in May: "This is a beautiful series. Thank you for bringing the exhibit and providing the events for our community."

04/27/2022 – Clallam Bay

A state worker visiting Clallam Bay for a working vacation was beyond relieved and thankful for access to our Wi-Fi so he can actually stay for vacation.

More teens have been frequenting the Clallam Bay Branch on a regular basis (a highlight in and of itself). Some notable cuteness—they were chatting and laughing away for a couple hours and decided to play one of the discussion games we have on the shelf. They also monitored their own sound level and apologized when they got too loud. Always lovely to have them!

A patron came in for some more in-depth assistance and was so appreciative of the help saying “Thank you so much for your help and patience. You're an angel librarian!”