

Board of Trustees Regular Meeting  
Thursday, June 23, 2022 5:30pm  
Forks Branch Library

**PUBLIC COMMENTS**

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

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of May 26, 2022
4. Communications
5. Presentation – Tour of the Forks Branch Library
6. Public Comments
7. Financial Reports: May 2022
8. Approval of Vouchers: May 2022
9. Unfinished Business
  - U.I. Naming Opportunities for Expanded and Renovated Sequim Branch Library
10. New Business
  - N.I. Election of Officers and Confirmation of Committee Assignments

## 11. Reports

- R.1. Monthly Statistics Reports: May 2022
- R.2. Monthly Activity Reports: May 2022
- R.3. Customer Comments May 2022
- R.4. Highlight Log: May 2022

## 12. Public Comments

## 13. Trustee Comments

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

## 14. Next meeting: 5:30pm, Thursday, August 25, 2022 at the Clallam Bay Branch Library

## 15. Agenda items for next meeting

## 16. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

## Upcoming Board meetings

<b>Date</b>	<b>Time</b>		<b>Location</b>
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, <b>November 17</b> , 2022	5:30pm	Regular meeting	Port Angeles

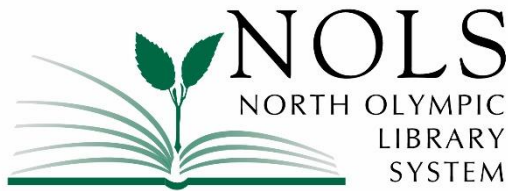
*Note: no regular Board meetings scheduled in July or December.*

**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.*



## MINUTES

### **PANDEMIC RESPONSE**

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

In accordance with Proclamation 20-28.15, Trustees and Staff will participate remotely by teleconference. Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

1. Call to order, roll call and introductions  
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, West End Library Manager Troi Gale, and HR & Business Manager Shaina Rajala. Visitors present: Matthew Nash.
2. Approval of agenda  
*Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Mr. Miller. Motion carried.*
3. Approval of minutes for regular meeting of April 28, 2022  
*Motion by Ms. Pelikan to approve the minutes from the April 28, 2022 regular meeting. Motion seconded by Ms. Ross. Motion carried.*
4. Communications: **None**
5. Public Comments
6. Financial reports: April 2022  
*The financial reports for April 2022 were accepted as presented.*
7. Approval of vouchers: April 2022  
*Motion by Ms. Pelikan to approve the April 2022 vouchers, numbered #299 through #388, in the amount of \$446,073.21. Motion seconded by Ms. Ross. Motion carried.*
8. Unfinished business: **None**
9. New Business  
N.I. Bookmobile Project Update

N.2. Naming Opportunities for Expanded and Renovated Sequim Branch Library  
*The Board agreed to continue the discussion at their June 2022 meeting.*

N.3. Discussion of Washington Department of Natural Resources Timber Harvests and NOLS' position on the topic  
*No action was taken.*

I0. 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

*All reports were accepted as presented.*

I1. Public Comments

I2. Trustee comments

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

I3. Next meeting: 5:30pm, Thursday, June 23, 2022 at the Forks Branch Library.

I4. Agenda items for next meeting

I5. Adjournment

*There being no further business, the meeting was adjourned by the Chair at 7:05pm.*

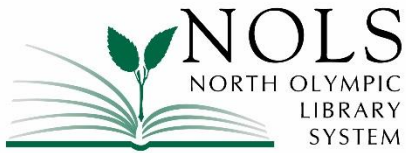
**CERTIFIED AS TRUE AND CORRECT**

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Chair

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Board Secretary



## Staff Report

Meeting Date: June 23, 2022  
To: Library Board of Trustees  
From: Finance Manager, John DeFrancisco  
Subject: Comments on Financial Reports for May 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 April and posted in May is \$2,980.

Miscellaneous Revenue includes an Insurance Settlement of \$1,878 for the damage to the catalytic converter on NOLSY White. Also included is \$582 for the quarterly Credit Card Rebate.

**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:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$238,905 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 May are \$289,359.

Of the \$238,905 in electronic transfers, \$81 was paid to the DOR for Sales and Use Tax (Voucher 432).

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





## Revenue Report

May 31, 2022

<b>Operating Revenue</b>				<b>5/12ths is</b>	<b>41.7%</b>
	<b>Budgeted</b>	<b>Current</b>	<b>YTD</b>	<b>Difference</b>	<b>Percent</b>
<i>Taxes</i>	4,535,000	385,243	2,679,112	1,855,888	59.1
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	8,100	584	2,454	5,646	30.3
<i>Library Fees</i>	10,000	925	4,084	5,916	40.8
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	6,300	2,980	5,909	391	93.8
Investment Interest (net of fees)	-	-	6,846	-	-
Facilities Leases (Short Term)	-	50	50	(50)	-
Private Grants and Donations	102,000	203	251,173	(149,173)	246.2
Other Miscellaneous Revenue	53,200	2,486	3,672	49,528	6.9
<i>Total Miscellaneous Revenues</i>	161,500	5,719	267,650	(106,150)	165.7
<i>Nonrevenues (excise taxes)</i>	410	55	231	179	56.3
<i>Transfers In</i>	799,636	-	-	799,636	-
<b>Total Operating Revenue</b>	<b>5,514,646</b>	<b>392,527</b>	<b>2,953,531</b>	<b>2,561,115</b>	<b>53.6</b>
<b>Capital Revenue</b>					
<i>Timber Revenues (received in 2022)</i>	-	21,361	102,747	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>21,361</b>	<b>102,747</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>413,888</b>	<b>3,056,278</b>		



## Expenditure Report

### May 31, 2022

				5/12ths is	41.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	209,920	1,048,084	1,822,539	36.5
Benefits	1,191,101	79,440	410,462	780,639	34.5
<b>Total Personnel</b>	<b>4,061,724</b>	<b>289,359</b>	<b>1,458,545</b>	<b>2,603,179</b>	<b>35.9</b>
<i>Supplies</i>					
Supplies, Office and Operating	106,100	11,849	32,961	73,139	31.1
Fuel	18,150	604	3,096	15,054	17.1
Merchandise for resale	1,700	-	50	1,650	2.9
Collection Materials	480,000	21,742	103,318	376,682	21.5
Small Tools/Equip (<\$200)	1,750	-	72	1,678	4.1
<b>Total Supplies</b>	<b>607,700</b>	<b>34,195</b>	<b>139,497</b>	<b>468,203</b>	<b>23.0</b>
<i>Services</i>					
Professional Services	317,436	12,251	47,809	269,627	15.1
Communication	138,560	8,855	45,077	93,483	32.5
Travel	18,500	1,762	8,355	10,145	45.2
Taxes and Operating Assessments	4,000	-	5,305	(1,305)	132.6
Operating Rentals and Leases	815	306	306	509	37.5
Insurance	97,400	-	-	97,400	0.0
Public Utilities	92,840	7,324	39,893	52,947	43.0
Repair and Maintenance	136,196	4,262	24,951	111,245	18.3
Miscellaneous Services	21,325	-	2,531	18,794	11.9
<b>Total Services</b>	<b>827,072</b>	<b>34,761</b>	<b>174,229</b>	<b>652,843</b>	<b>21.1</b>
<i>Intergovernmental Services</i>	17,740	26	16,888	852	95.2
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	410	49	209	201	51.1
<b>Total Operating Expenditures</b>	<b>5,514,646</b>	<b>358,390</b>	<b>1,789,368</b>	<b>3,725,278</b>	<b>32.4</b>

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	168,000	-	-	168,000	0.0
Other Improvements	106,900	515	645	106,255	0.6
Machinery & Equipment	388,900	67,561	71,306	317,594	18.3
Construction of Capital Assets	2,000,000	7,200	29,130	1,970,870	1.5
<b>Total Capital Outlays</b>	<b>2,663,800</b>	<b>75,276</b>	<b>101,082</b>	<b>2,562,718</b>	<b>3.8</b>
<b>Grand Total All Expenditures</b>	<b>8,178,446</b>	<b>433,666</b>	<b>1,890,450</b>	<b>6,287,996</b>	<b>23.1</b>





## Account Balances

May 31, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	999,406	-	21,361	-	1,020,767
Operating Reserve <sup>(3)</sup>	927,423	-	-	-	927,423
PA Capital Reserve <sup>(4)</sup>	459,433	-	-	-	459,433
Sequim Capital Project Acct. <sup>(4)</sup>	1,978,070	-	-	7,200	1,970,870
Capital Budget - 2022 <sup>(4)</sup>	393,925	-	-	68,076	325,849
<i>Total Board Designated Accounts</i>	<i>6,065,275</i>	<i>-</i>	<i>21,361</i>	<i>75,276</i>	<i>6,011,360</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	77,716	-	50	-	77,766
NOLS Materials Fund	15,496	-	-	218	15,278
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	39,661	-	-	9,478	30,183
Port Angeles Donations Fund	7,459	-	5	-	7,463
Port Angeles Friends Donations	25,738	-	-	-	25,738
Sequim Donations Fund	54,150	-	6	-	54,156
Sequim Friends Donations	12,112	-	-	-	12,112
Forks Donations Fund	2,096	-	7	-	2,103
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,102	-	1	-	7,102
Clallam Bay Friends Donations	1,176	-	-	-	1,176
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	200,734	-	-	-	200,734
Bookmobile Donations	1,250	-	135	-	1,385
<i>Total Grants and Donations</i>	<i>690,950</i>	<i>-</i>	<i>203</i>	<i>9,697</i>	<i>681,457</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,758,887</i>	<i>-</i>	<i>21,565</i>	<i>84,973</i>	<i>6,695,478</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,165,368</i>	<i>1,395,144</i>			<i>3,560,513</i>
<b>Total WA State Local Investment Pool</b>	<b>8,924,255</b>	<b>1,395,144</b>	<b>21,565</b>	<b>84,973</b>	<b>10,255,991</b>

## Notes:

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



## Account Balances

May 31, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 15 (9/23 First Fed) <sup>(6)</sup>	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	236,942	-	-	-	236,942
<b>Total Certificates of Deposit</b>	<b>979,496</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>979,496</b>
<b>Total Investments</b>	<b>9,903,751</b>	<b>1,395,144</b>	<b>21,565</b>	<b>84,973</b>	<b>11,235,487</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	1,351,515	(1,351,515)			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	-	1,433	1,433	6,000
Payroll Account (US Bank 1301)	200	238,905	-	238,905	200
Merchant Account (FF 7401)	1,000	(792)	934	142	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>7,650</b>	<b>238,113</b>	<b>2,367</b>	<b>240,480</b>	<b>7,650</b>
<b>Total Cash</b>	<b>1,359,165</b>	<b>(1,113,401)</b>	<b>2,367</b>	<b>240,480</b>	<b>7,650</b>
<b>Total Cash and Investments</b>	<b>11,262,916</b>	<b>281,743</b>	<b>23,932</b>	<b>325,453</b>	<b>11,243,137</b>

Notes:

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

(6) Bequests designated for specific use by donor.



## VOUCHERS BY CATEGORY FOR MAY 2022

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
389	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-22) - EFT 925	198,327.73	
395	NOLS Employee	HRA Reimbursement	221.62	
410	NOLS Employee	HRA Reimbursement	196.28	
431	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-20) - EFT 926	40,266.65	
434	Employment Security Dept	QI 2022 Unemployment Benefit Charge	228.22	
440	NOLS Employee	HRA Reimbursement	191.22	
441	Hartford Retirement Plan Solutions	MMDCP 05-2022 (PPE 04-30-22) - EFT 927	230.00	
442	Health Care Authority	HCA 05-2022 (PPE 04-30-22)	37,551.29	
443	HealthEquity	HSA ER Contribution - May 2022	666.65	
446	NOLS Employee	HRA Reimbursement	605.77	
451	NOLS Employee	HRA Reimbursement	191.95	
464	NOLS Employee	HRA Reimbursement	1,196.16	
473	NOLS Employee	HRA Reimbursement	98.14	
475	United Way of Clallam County	United Way Donations (PPE 04-30-22)	135.00	
480	WCIF	Vision/Life/EAP Premiums 05-2022 (PPE 04-30-22)	1,274.58	
483	WSCCCE - WPAS, Inc	Dental Premiums (PPE 04-30-22) - June Coverage	5,942.68	
484	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 05-2022 (PPE 04-30-22)	2,035.54	289,359.48
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
444	Heartline, Inc.	PO 444 Groundskeeping Supplies - PA Wood Chips and Mulch - FAC	594.05	
448	KCDA Purchasing Cooperative	PO 411 Maintenance Supplies - Cleaning Supplies - FAC	22.43	
461	Pacific Office Equipment, Inc.	PO 443 Toner and Ink - SQ	223.26	
462	Quill Corporation	PO 442 Office Supplies - Book Tape - SQ PO 486 Office Supplies - Coffee (Coffee Fund) - Batteries - Eraser - ADM	141.77	
465	Schvetz, Ellen	PO 448 Training Supplies - 04/28/22 ASTD - NOLS	65.99	
469	Swains General Store, Inc.	PO 445 Maintenance Supplies - Flashlights, Key Copies, Clock - FAC	57.39	
471	The Home Depot Pro	PO 409 Maintenance Supplies - Hand Soap - FAC	389.88	
472	Tingelstad, Jeff	PO 497 Training Supplies - Origami Paper - NOLS	16.31	
CC 7	Amazon.com	PO 492 Office Supplies - Batteries - ADM	8.68	
CC 8	Amazon.com	PO 492 Office Supplies - Nametag Supplies - Notepads - ADM	107.69	
CC 9	Amazon.com	PO 359 Toner and Ink - Canon Toner M, C, Y - PA	509.69	
CC 16	Blake Tile and Stone, Inc	PO 340 Maintenance Supplies - FO Wall Repair - Tile, Grout, Dye, Caulk - FAC	69.63	
CC 20	Costco	PO 488 Training Supplies - ASTD Snacks - NOLS	243.75	
CC 23	Demco, Inc.	PO 385 Office Supplies - Archival Boxes - PA	211.51	
CC 24	Demco, Inc.	PO 206 Processing Supplies - Book Covers, Spine Labels, etc. - TS	548.26	
CC 42	KCDA Purchasing Cooperative	PO 345 Printer Paper - PA	47.44	
CC 43	KCDA Purchasing Cooperative	PO 345 Office Supplies - Book Tape - PA	18.20	

Category	Claimant	Purpose	Amount	Subtotal
CC 44	KCDA Purchasing Cooperative	PO 429 Copier Paper 8.5 x 11 - PA	65.01	
CC 58	Office Depot	PO 498 Copier Paper - 8.5 x 11 - SQ	84.44	
CC 59	Pacific Office Equipment, Inc.	PO 384 Office Supplies - Calculator Ribbon - ADM	2.67	
CC 63	POS Supply Solutions	PO 360 Printer Paper - Thermal Receipt Paper - PA	234.47	
CC 65	Quill Corporation	PO 460 Ink and Toner - Fax and Printer Toner - FO	1,373.87	
CC 66	Safeway	PO 423 Operating Supplies - Distilled Water - TS	32.51	
CC 67	Safeway	PO 388 Operating Supplies - Ziploc Bags and Alcohol - PA	32.16	
CC 85	Whitehead's Auto Parts	PO 425 Maintenance Supplies - Windshield Wipers Westy - FAC	29.32	5,130.38
<b><u>PROGRAM SUPPLIES</u></b>				
430	Convergence Design and Apparel	PO 512 Program Supplies - 50% Down on SRP T-shirts (SP)	3,695.10	
CC 4	Amazon.com	PO 414 Program Supplies - Wide American Earth - Spray Adhesive (SP)	58.72	
CC 12	Amazon.com	PO 518 Program Supplies - Teen Lit Bag Supplies - Keychains (SP)	108.77	
CC 13	Amazon.com	PO 517 Program Supplies - Take and Make Supplies (SP)	26.06	
CC 17	Buena Luz Bakery	PO 350 Program Supplies - Edible Book Day Prizes - Gift Cards (SP)	20.00	
CC 21	Costco	PO 519 Program Supplies - Teen Lit Bag Supplies (SP)	35.36	
CC 33	First Book Marketplace	PO 508 Program Supplies - SRP Prize Books (SP)	1,231.18	
CC 34	First Book Marketplace	PO 520 Program Supplies - SRP Youth Prize Books (SP)	766.82	
CC 35	First Book Marketplace	PO 522 Program Supplies - SRP Youth Prize Books (SP)	705.68	
CC 45	La Mexicana Garcia	PO 471 Program Supplies - Dia del Niño Supplies (SP)	32.00	
CC 56	Odyssey Book Shop	PO 349 Program Supplies - Edible Book Day Prizes - Gift Cards (SP)	80.00	
CC 57	Odyssey Book Shop	PO 386 Program Supplies - Edible Book Day Prizes - Gift Cards (SP)	20.00	
CC 61	Peninsula Taproom	PO 500 Program Supplies - Edible Book Day prize - Gift Certificate (SP)	20.00	
CC 64	Print Runner	PO 353 Program Supplies - Refund for Bookmarks (SP)	(116.58)	
CC 68	Safeway	PO 362 Program Supplies - Earth Day with NOLT at the Lyre - Snacks (SP)	17.72	
CC 77	That Takes the Cake	PO 499 Program Supplies - Edible Book Day prize - Gift Certificate (SP)	10.00	
CC 83	Walmart	PO 478 Program Supplies - Take and Make Supplies (SP)	18.23	
CC 84	Walmart	PO 479 Program Supplies - Take and Make Supplies (SP)	67.09	6,796.15
<b><u>FUEL</u></b>				
CC 15	Arco	PO 449 Business Fuel - Chevy Van - TS	30.05	
CC 19	Circle K	PO 476 Business Fuel - Transit Van - FAC	65.04	
CC 28	Evergreen 76	PO 424 Business Fuel - Westy - TS	38.00	
CC 29	Evergreen 76	PO 466 Business Fuel - Nolsy Red - FAC	54.63	
CC 40	Hess Market	PO 467 Business Fuel - Nolsy Red - FAC	25.64	
CC 47	Lower Elwha Food & Fuel	PO 412 Business Fuel - Westy - TS	31.63	
CC 48	Lower Elwha Food & Fuel	PO 438 Fuel - Power Equipment - FAC	38.09	
CC 49	Lower Elwha Food & Fuel	PO 381 Business Fuel - Westy - TS	32.06	
CC 50	Lower Elwha Food & Fuel	PO 410 Business Fuel - Westy - TS	33.74	
CC 51	Lower Elwha Food & Fuel	PO 447 Business Fuel - Westy - TS	28.52	
CC 52	Lower Elwha Food & Fuel	PO 432 Business Fuel - Chevy Van - FAC	50.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 70	Shell	PO 397 Business Fuel - Pacifica - TS	42.01	
CC 71	Shell	PO 387 Business Fuel - Westy - TS	31.64	
CC 72	Shell	PO 403 Business Fuel - Westy - TS	30.88	
CC 73	Shell	PO 422 Business Fuel - Westy - TS	30.58	
CC 74	Shell	PO 434 Business Fuel - Pacifica - TS	41.12	603.63
<b><u>COLLECTION MATERIALS</u></b>				
391	Amazon.com	Collection Materials	440.95	
392	Amazon.com	Collection Materials	171.26	
393	Amazon.com	Collection Materials	108.66	
398	Baker & Taylor Entertainment	Collection Materials	849.34	
399	Baker & Taylor Entertainment	Collection Materials	465.98	
400	Baker & Taylor Entertainment	Collection Materials	429.33	
401	Baker & Taylor Information	Collection Materials	8,380.42	
402	Baker & Taylor Information	Collection Materials	2,962.98	
403	Baker & Taylor Information	Collection Materials	2,095.00	
404	Blackstone Audio, Inc.	Collection Materials	24.94	
405	Blackstone Audio, Inc.	Collection Materials	81.86	
407	Brodart Company	Collection Materials	146.87	
408	Brodart Company	Collection Materials	78.29	
411	CENGAGE Learning	Collection Materials	653.46	
412	CENGAGE Learning	Collection Materials	183.59	
413	CENGAGE Learning	Collection Materials	305.88	
414	Center Point Large Print	Collection Materials	230.70	
432	Dept. of Revenue - Use/Sales Tax	April 2022 Sales & Use Tax - EFT 929	20.30	
437	Findaway World, LLC	Collection Materials - Credit	346.73	
447	Ingram Library Services	Collection Materials	387.30	
453	Midwest Tape	Collection Materials	835.53	
454	Midwest Tape	Collection Materials	212.19	
455	Midwest Tape	Collection Materials	744.82	
459	OverDrive, Inc.	Collection Materials	564.43	
460	OverDrive, Inc.	Collection Materials	1,008.24	
CC 55	Odyssey Book Shop	PO 428 Collection Materials - Animal Tracks for Discover Olympics Kit - NOLS	8.65	
CC 76	Swains General Store, Inc.	PO 420 Collection Materials - NOLS	4.32	21,742.02
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
390	ADP, LLC	Payroll Services - Payroll Processing (PPE 03-31-2022) - NOLS	754.16	
397	Authors Unbound	CO13 Programming - Meet the Author - Racebending (SP)	2,000.00	
406	Brito, Angeles	Training - Customer Service Training - FO	59.00	
409	Bromberg Consulting LLC	C04 Training - ASTD - Keynote Speaker - Intellectual Freedom - NOLS	750.00	
432	Dept. of Revenue - Use/Sales Tax	April 2022 Sales & Use Tax - EFT 929	11.44	
435	E-Rate Expertise	PO 433 Professional Services - E-rate Consulting 04-2022 - NOLS	2,475.00	
436	E-Rate Expertise	PO 535 Professional Services - E-rate Consulting 05-2022 - NOLS	225.00	
439	Freedom to Read Foundation	C08 Training - ASTD - Freedom to Read Foundation - Martin Garnar - NOLS	500.00	

Category	Claimant	Purpose	Amount	Subtotal
445	Hoare, Lesley	CO3 Program Services - Translation Service (SP)	117.30	
449	Klein, Melissa	CII Programming - SRP T-shirt Design - Read Beyond the Beaten Path (SP)	500.00	
457	OCLC, Inc.	PO 430 Technology Services - Bibliographic Utility Subscription - TS	2,521.05	
458	Olympic Laundry & Dry Cleaners, Inc.	PO 477 Professional Services - Laundry - FAC	152.32	
474	Unique Management Services, Inc.	Professional Services - Debt Collection	334.90	
479	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
CC 1	IPassword	PO 473 Technology Services - Additional User Subscription - IT	21.47	
CC 14	American Library Association	PO 511 Training - Immigration Webinar Training (x3) - NOLS	165.90	
CC 18	CardExchange Inc.	PO 490 Technology Services - Software for Nametag Printer - ADM	265.00	
CC 25	DialMyCalls.com	PO 523 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 26	E-Fax	PO 491 Technology Services - Online Fax Service - ADM	29.99	
CC 27	Envato Market	PO 392 Technology Services - Avada Support - IT	47.74	
CC 31	Facebook	PO 525 Programming - Sponsored Posts (SP)	65.00	
CC 32	Facebook	PO 525 Professional Services - Recruitment Advertising - NOLS	40.00	
CC 36	Florida Dept of Law Enforcement	PO 487 Professional Services - Background Checks - NOLS	25.00	
CC 37	GiveWP	PO 436 Technology Services - Donations Platform - IT	296.65	
CC 46	Library Marketing Conference	PO 526 Training Fee - Library Marketing Conference - ADM	30.00	
CC 53	Microsoft Office	PO 484 Technology Services - MS Cloud Services (365) - IT	839.58	
CC 54	NexusTek	PO 485 Technology Services - MS Project Licenses - IT	220.00	
CC 60	PayPal/PayFlow	Monthly Gateway Service Fees - NOLS	59.95	
CC 62	PLA Conference	PO 97 Training Fee - Refund of Conference Fee - PLA - NOLS	(610.00)	
CC 69	SentryLink LLC	PO 493 Professional Services - Background Checks - NOLS	19.95	
CC 75	Stamps.com	PO 421 Technology Services - Monthly Fee - TS	19.57	
CC 87	Zoom	PO 510 Technology Services - Video Conferencing Software Subscription - NOLS	16.30	
CC 88	Zoom	PO 524 Technology Services - Zoom Monthly Subscriptions (x4) - NOLS	65.20	12,059.46
<b><u>COMMUNICATIONS</u></b>				
394	Angeles Communications	Communications - VOIP	903.04	
415	CenturyLink 300511187 FO	Communications - Voice - FO	86.59	
416	CenturyLink 300561130 CB	Communications - Voice - CB	77.99	
417	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.28	
418	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.26	
419	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,342.94	
420	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	265.96	
477	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
478	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.20	
481	WDH - Wave Business	Communication - Internet - IT	3,783.12	

Category	Claimant	Purpose	Amount	Subtotal
CC 79	UPS	PO 331 Freight - UPS - TS	24.20	
CC 80	USPS	PO 391 Postage - TS	250.00	
CC 81	USPS	PO 416 Postage - TS	250.00	
CC 82	USPS	PO 426 Postage - TS	250.00	8,854.61
<b><u>TRAVEL</u></b>				
396	Apolito, Kayla	Business Travel - Mileage Reimbursement - PA	26.33	
450	Martin, Cheryl	Mileage Reimbursement - Business - PA	32.18	
452	Martin, Cheryl	Travel - Training - Mileage Reimbursement - NOLS	78.39	
CC 22	Courtyard	PO 368 Training - PLA Conference - Lodging Cancellation Fee - NOLS	(254.05)	
CC 78	United Airlines	PO 468 Training - ALA Conference - Airfare - NOLS	406.71	
CC 86	Whole Foods	PO 480 Training - WLA Conference - Per Diem - NOLS	91.52	
CK 2249	Norwood, Ashley	Travel - Business - NOLS	949.11	
CK 2251	Bentley Flannery, Paige	Travel - Business - NOLS	432.26	1,762.45
<b><u>OPERATING RENTALS AND LEASES</u></b>				
CC 3	All Safe Mini Storage	PO 446 Operating Rental - Storage Unit Rental - April to May - SQ	306.00	306.00
<b><u>UTILITIES</u></b>				
421	City of Forks	Public Utilities - FO	111.64	
422	City of Port Angeles/Dump	PO 514 Solid Waste - Dump Fees - FAC	15.52	
423	City of Port Angeles/Orcas Avenue	Public Utilities - PA	241.09	
424	City of Port Angeles/Peabody St.	Public Utilities - PA	4,735.22	
425	City of Sequim	Public Utilities - SQ	119.43	
426	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
427	Clallam County PUD	Public Utilities - CB	362.00	
428	Clallam County PUD	Public Utilities - FO	420.00	
429	Clallam County PUD	Public Utilities - SQ	641.00	
433	DM Disposal Company, Inc.	Public Utilities - PA - SQ	565.31	
482	West Waste & Recycling	Public Utilities - FO - CB	56.43	7,324.14
<b><u>REPAIR AND MAINTENANCE</u></b>				
461	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	486.55	
463	Rainbow Sweepers, Inc.	PO 441 Groundskeeping - PA Parking Lot Sweeping 5-03-22 - FAC	212.16	
468	Spartan Plumber, The	PO 417 Repair and Maintenance - Plumbing - FO New Water Pipe and Toilet - FAC	2,928.25	
CC 2	8th Street Car Wash	PO 435 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00	
CC 30	Evergreen Towing	PO 398 Vehicle Maintenance - Towing Nolsy White to Koenig - FAC	159.39	
CC 38	Glass Action Inc.	PO 389 Vehicle Maintenance - Windshield Replacement - Chevy Van - FAC	360.00	
CC 41	Jiffy Lube	PO 440 Vehicle Maintenance - Oil Change Pacifica - FAC	109.87	4,262.22
<b><u>INTERGOVERNMENTAL SERVICES</u></b>				
466	Seattle Public Library	PO 437 Interlibrary Loan Fee - NOLS	26.00	26.00
<b><u>OTHER IMPROVEMENTS</u></b>				
CC 10	Amazon.com	PO 419 Capital Improvements - Bathroom Updates - FO	278.68	
CC 39	Global Industrial	PO 415 Capital Improvements - Staff Chair - UNDESIGNATED CONTINGENCY - SQ	236.68	515.36

Category	Claimant	Purpose	Amount	Subtotal
<b><u>MACHINERY AND EQUIPMENT</u></b>				
438	Fleming, Matthew	CO7 Machinery and Equipment - Bookmobile Design - NOLS	1,000.00	
470	TechOps Specialty Vehicles LLC	PO 539 Machinery and Equipment - Bookmobile Payment 2 of 2 - NOLS	65,860.42	
CC 5	Amazon.com	PO 374 Machinery and Equipment - Case for Meeting Owl - NOLS	87.03	
CC 6	Amazon.com	PO 439 Machinery and Equipment - 25 Headsets - NOLS	463.74	
CC 11	Amazon.com	PO 419 Machinery and Equipment - Smoking Receptacles - FO	149.68	67,560.87
<b><u>CAPITAL CONSTRUCTION</u></b>				
467	SHKS Architects	PO 502 Capital Construction - Sequim Library Renovation (SQ CPA)	7,200.00	7,200.00
<b><u>SALES TAX</u></b>				
432	Dept. of Revenue - Use/Sales Tax	April 2022 Sales & Use Tax - EFT 929	49.06	49.06
<b><u>FINES AND FEES, PATRON REFUNDS</u></b>				
CK 2250	NOLS Patron	Patron Refund	19.98	
CK 2252	NOLS Patron	Patron Refund	16.95	
CK 2253	NOLS Patron	Patron Refund	14.99	51.92
			<b>433,603.75</b>	<b>433,603.75</b>





## Voucher Approval for May 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 #389 through #484 are approved in the amount of \$433,603.75 this 23rd day of June 2022.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
389	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-22) - EFT 925	198,327.73
390	ADP, LLC	Payroll Services - Payroll Processing (PPE 03-31-2022) - NOLS	754.16
391	Amazon.com	Collection Materials	440.95
392	Amazon.com	Collection Materials	171.26
393	Amazon.com	Collection Materials	108.66
394	Angeles Communications	Communications - VOIP	903.04
395	NOLS Employee	HRA Reimbursement	221.62
396	Apolito, Kayla	Business Travel - Mileage Reimbursement - PA	26.33
397	Authors Unbound	CO13 Programming - Meet the Author - Racebending (SP)	2,000.00
398	Baker & Taylor Entertainment	Collection Materials	849.34
399	Baker & Taylor Entertainment	Collection Materials	465.98
400	Baker & Taylor Entertainment	Collection Materials	429.33
401	Baker & Taylor Information	Collection Materials	8,380.42
402	Baker & Taylor Information	Collection Materials	2,962.98
403	Baker & Taylor Information	Collection Materials	2,095.00
404	Blackstone Audio, Inc.	Collection Materials	24.94
405	Blackstone Audio, Inc.	Collection Materials	81.86
406	Brito, Angeles	Training - Customer Service Training - FO	59.00
407	Brodart Company	Collection Materials	146.87
408	Brodart Company	Collection Materials	78.29
409	Bromberg Consulting LLC	C04 Training - ASTD - Keynote Speaker - Intellectual Freedom - NOLS	750.00
410	NOLS Employee	HRA Reimbursement	196.28
411	CENGAGE Learning	Collection Materials	653.46
412	CENGAGE Learning	Collection Materials	183.59
413	CENGAGE Learning	Collection Materials	305.88

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
414	Center Point Large Print	Collection Materials	230.70
415	CenturyLink 300511187 FO	Communications - Voice - FO	86.59
416	CenturyLink 300561130 CB	Communications - Voice - CB	77.99
417	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.28
418	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.26
419	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,342.94
420	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	265.96
421	City of Forks	Public Utilities - FO	111.64
422	City of Port Angeles/Dump	PO 514 Solid Waste - Dump Fees - FAC	15.52
423	City of Port Angeles/Orcas Avenue	Public Utilities - PA	241.09
424	City of Port Angeles/Peabody St.	Public Utilities - PA	4,735.22
425	City of Sequim	Public Utilities - SQ	119.43
426	Clallam County Public Works Dept.	Public Utilities - CB	56.50
427	Clallam County PUD	Public Utilities - CB	362.00
428	Clallam County PUD	Public Utilities - FO	420.00
429	Clallam County PUD	Public Utilities - SQ	641.00
430	Convergence Design and Apparel	PO 512 Program Supplies - 50% Down on SRP T-shirts (SP)	3,695.10
431	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-20) - EFT 926	40,266.65
432	Dept. of Revenue - Use/Sales Tax	April 2022 Sales & Use Tax - EFT 929	80.80
433	DM Disposal Company, Inc.	Public Utilities - PA - SQ	565.31
434	Employment Security Dept	Q1 2022 Unemployment Benefit Charge	228.22
435	E-Rate Expertise	PO 433 Professional Services - E-rate Consulting 04-2022 - NOLS	2,475.00
436	E-Rate Expertise	PO 535 Professional Services - E-rate Consulting 05-2022 - NOLS	225.00
437	Findaway World, LLC	Collection Materials - Credit	346.73
438	Fleming, Matthew	CO7 Machinery and Equipment - Bookmobile Design - NOLS	1,000.00
439	Freedom to Read Foundation	C08 Training - ASTD - Freedom to Read Foundation - Martin Garner - NOLS	500.00
440	NOLS Employee	HRA Reimbursement	191.22
441	Hartford Retirement Plan Solutions	MMDCP 05-2022 (PPE 04-30-22) - EFT 927	230.00
442	Health Care Authority	HCA 05-2022 (PPE 04-30-22)	37,551.29
443	HealthEquity	HSA ER Contribution - May 2022	666.65
444	Heartline, Inc.	PO 444 Groundskeeping Supplies - PA Wood Chips and Mulch - FAC	594.05
445	Hoare, Lesley	CO3 Program Services - Translation Service (SP)	117.30
446	NOLS Employee	HRA Reimbursement	605.77
447	Ingram Library Services	Collection Materials	387.30
448	KCDA Purchasing Cooperative	PO 411 Maintenance Supplies - Cleaning Supplies - FAC	22.43
449	Klein, Melissa	C11 Programming - SRP T-shirt Design - Read Beyond the Beaten Path (SP)	500.00
450	Martin, Cheryl	Mileage Reimbursement - Business - PA	32.18
451	NOLS Employee	HRA Reimbursement	191.95

No.	Claimant	Purpose	Amount
452	Martin, Cheryl	Travel - Training - Mileage Reimbursement - NOLS	78.39
453	Midwest Tape	Collection Materials	835.53
454	Midwest Tape	Collection Materials	212.19
455	Midwest Tape	Collection Materials	744.82
456	North Olympic Library System	May 2022 Revolving Fund Reimbursement (* Detail Below)	1,433.29
457	OCLC, Inc.	PO 430 Technology Services - Bibliographic Utility Subscription - TS	2,521.05
458	Olympic Laundry & Dry Cleaners, Inc.	PO 477 Professional Services - Laundry - FAC	152.32
459	OverDrive, Inc.	Collection Materials	564.43
460	OverDrive, Inc.	Collection Materials	1,008.24
461	Pacific Office Equipment, Inc.	PO 443 Toner and Ink - SQ Copier Repair and Maintenance - All Branches	709.81
462	Quill Corporation	PO 442 Office Supplies - Book Tape - SQ PO 486 Office Supplies - Coffee (Coffee Fund) - Batteries - Eraser - ADM	141.77
463	Rainbow Sweepers, Inc.	PO 441 Groundskeeping - PA Parking Lot Sweeping 5-03-22 - FAC	212.16
464	NOLS Employee	HRA Reimbursement	1,196.16
465	Schvetz, Ellen	PO 448 Training Supplies - 04/28/22 ASTD - NOLS	65.99
466	Seattle Public Library	PO 437 Interlibrary Loan Fee - NOLS	26.00
467	SHKS Architects	PO 502 Capital Construction - Sequim Library Renovation (SQ CPA)	7,200.00
468	Spartan Plumber, The	PO 417 Repair and Maintenance - Plumbing - FO New Water Pipe and Toilet - FAC	2,928.25
469	Swains General Store, Inc.	PO 445 Maintenance Supplies - Flashlights, Key Copies, Clock - FAC	57.39
470	TechOps Specialty Vehicles LLC	PO 539 Machinery and Equipment - Bookmobile Payment 2 of 2 - NOLS	65,860.42
471	The Home Depot Pro	PO 409 Maintenance Supplies - Hand Soap - FAC	389.88
472	Tingelstad, Jeff	PO 497 Training Supplies - Origami Paper - NOLS	16.31
473	NOLS Employee	HRA Reimbursement	98.14
474	Unique Management Services, Inc.	Professional Services - Debt Collection	334.90
475	United Way of Clallam County	United Way Donations (PPE 04-30-22)	135.00
476	US Bank	Credit Card Services - April 2022 (* Detail Below)	12,149.69
477	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
478	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.20
479	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
480	WCIF	Vision/Life/EAP Premiums 05-2022 (PPE 04-30-22)	1,274.58
481	WDH - Wave Business	Communication - Internet - IT	3,783.12
482	West Waste & Recycling	Public Utilities - FO - CB	56.43
483	WSCCCE - WPAS, Inc	Dental Premiums (PPE 04-30-22) - June Coverage	5,942.68
484	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 05-2022 (PPE 04-30-22)	2,035.54
			<b>433,603.75</b>

No.	Claimant	Purpose	Amount
<b>* Detail - NOLS Revolving Fund Account -- Voucher #456</b>			
2249	Norwood, Ashley	Travel - Business - NOLS	949.11
2250	NOLS Patron	Patron Refund	19.98
2251	Bentley Flannery, Paige	Travel - Business - NOLS	432.26
2252	NOLS Patron	Patron Refund	16.95
2253	NOLS Patron	Patron Refund	14.99
			<b>1,433.29</b>

<b>* Detail - NOLS US Bank Credit Card Purchases -- Voucher #476</b>			
1	1 Password	PO 473 Technology Services - Additional User Subscription - IT	21.47
2	8th Street Car Wash	PO 435 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00
3	All Safe Mini Storage	PO 446 Operating Rental - Storage Unit Rental - April to May - SQ	306.00
4	Amazon.com	PO 414 Program Supplies - Wide American Earth - Spray Adhesive (SP)	58.72
5	Amazon.com	PO 374 Machinery and Equipment - Case for Meeting Owl - NOLS	87.03
6	Amazon.com	PO 439 Machinery and Equipment - 25 Headsets - NOLS	463.74
7	Amazon.com	PO 492 Office Supplies - Batteries - ADM	8.68
8	Amazon.com	PO 492 Office Supplies - Nametag Supplies - Notepads - ADM	107.69
9	Amazon.com	PO 359 Toner and Ink - Canon Toner M, C, Y - PA	509.69
10	Amazon.com	PO 419 Capital Improvements - Bathroom Updates - FO	278.68
11	Amazon.com	PO 419 Machinery and Equipment - Smoking Receptacles - FO	149.68
12	Amazon.com	PO 518 Program Supplies - Teen Lit Bag Supplies - Keychains (SP)	108.77
13	Amazon.com	PO 517 Program Supplies - Take and Make Supplies (SP)	26.06
14	American Library Association	PO 511 Training - Immigration Webinar Training (x3) - NOLS	165.90
15	Arco	PO 449 Business Fuel - Chevy Van - TS	30.05
16	Blake Tile and Stone, Inc	PO 340 Maintenance Supplies - FO Wall Repair - Tile, Grout, Dye, Caulk - FAC	69.63
17	Buena Luz Bakery	PO 350 Program Supplies - Edible Book Day Prizes - Gift Cards (SP)	20.00
18	CardExchange Inc.	PO 490 Technology Services - Software for Nametag Printer - ADM	265.00
19	Circle K	PO 476 Business Fuel - Transit Van - FAC	65.04
20	Costco	PO 488 Training Supplies - ASTD Snacks - NOLS	243.75
21	Costco	PO 519 Program Supplies - Teen Lit Bag Supplies (SP)	35.36
22	Courtyard	PO 368 Training - PLA Conference - Lodging Cancellation Fee - NOLS	(254.05)
23	Demco, Inc.	PO 385 Office Supplies - Archival Boxes - PA	211.51

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
24	Demco, Inc.	PO 206 Processing Supplies - Book Covers, Spine Labels, etc. - TS	548.26
25	DialMyCalls.com	PO 523 Technology Services - Staff Emergency Contact System - NOLS	19.99
26	E-Fax	PO 491 Technology Services - Online Fax Service - ADM	29.99
27	Envato Market	PO 392 Technology Services - Avada Support - IT	47.74
28	Evergreen 76	PO 424 Business Fuel - Westy - TS	38.00
29	Evergreen 76	PO 466 Business Fuel - Nolsy Red - FAC	54.63
30	Evergreen Towing	PO 398 Vehicle Maintenance - Towing Nolsy White to Koenig - FAC	159.39
31	Facebook	PO 525 Programming - Sponsored Posts (SP)	65.00
32	Facebook	PO 525 Professional Services - Recruitment Advertising - NOLS	40.00
33	First Book Marketplace	PO 508 Program Supplies - SRP Prize Books (SP)	1,231.18
34	First Book Marketplace	PO 520 Program Supplies - SRP Youth Prize Books (SP)	766.82
35	First Book Marketplace	PO 522 Program Supplies - SRP Youth Prize Books (SP)	705.68
36	Florida Dept of Law Enforcement	PO 487 Professional Services - Background Checks - NOLS	25.00
37	GiveWP	PO 436 Technology Services - Donations Platform - IT	296.65
38	Glass Action Inc.	PO 389 Vehicle Maintenance - Windshield Replacement - Chevy Van - FAC	360.00
39	Global Industrial	PO 415 Capital Improvements - Staff Chair - UNDESIGNATED CONTINGENCY - SQ	236.68
40	Hess Market	PO 467 Business Fuel - Nolsy Red - FAC	25.64
41	Jiffy Lube	PO 440 Vehicle Maintenance - Oil Change Pacifica - FAC	109.87
42	KCDA Purchasing Cooperative	PO 345 Printer Paper - PA	47.44
43	KCDA Purchasing Cooperative	PO 345 Office Supplies - Book Tape - PA	18.20
44	KCDA Purchasing Cooperative	PO 429 Copier Paper 8.5 x 11 - PA	65.01
45	La Mexicana Garcia	PO 471 Program Supplies - Dia del Niño Supplies (SP)	32.00
46	Library Marketing Conference	PO 526 Training Fee - Library Marketing Conference - ADM	30.00
47	Lower Elwha Food & Fuel	PO 412 Business Fuel - Westy - TS	31.63
48	Lower Elwha Food & Fuel	PO 438 Fuel - Power Equipment - FAC	38.09
49	Lower Elwha Food & Fuel	PO 381 Business Fuel - Westy - TS	32.06
50	Lower Elwha Food & Fuel	PO 410 Business Fuel - Westy - TS	33.74
51	Lower Elwha Food & Fuel	PO 447 Business Fuel - Westy - TS	28.52
52	Lower Elwha Food & Fuel	PO 432 Business Fuel - Chevy Van - FAC	50.00
53	Microsoft Office	PO 484 Technology Services - MS Cloud Services (365) - IT	839.58
54	NexusTek	PO 485 Technology Services - MS Project Licenses - IT	220.00
55	Odyssey Book Shop	PO 428 Collection Materials - Animal Tracks for Discover Olympics Kit - NOLS	8.65
56	Odyssey Book Shop	PO 349 Program Supplies - Edible Book Day Prizes - Gift Cards (SP)	80.00
57	Odyssey Book Shop	PO 386 Program Supplies - Edible Book Day Prizes - Gift Cards (SP)	20.00

No.	Claimant	Purpose	Amount
58	Office Depot	PO 498 Copier Paper - 8.5 x 11 - SQ	84.44
59	Pacific Office Equipment, Inc.	PO 384 Office Supplies - Calculator Ribbon - ADM	2.67
60	PayPal/PayFlow	Monthly Gateway Service Fees - NOLS	59.95
61	Peninsula Taproom	PO 500 Program Supplies - Edible Book Day prize - Gift Certificate (SP)	20.00
62	PLA Conference	PO 97 Training Fee - Refund of Conference Fee - PLA - NOLS	(610.00)
63	POS Supply Solutions	PO 360 Printer Paper - Thermal Receipt Paper - PA	234.47
64	Print Runner	PO 353 Program Supplies - Refund for Bookmarks (SP)	(116.58)
65	Quill Corporation	PO 460 Ink and Toner - Fax and Printer Toner - FO	1,373.87
66	Safeway	PO 423 Operating Supplies - Distilled Water - TS	32.51
67	Safeway	PO 388 Operating Supplies - Ziploc Bags and Alcohol - PA	32.16
68	Safeway	PO 362 Program Supplies - Earth Day with NOLT at the Lyre - Snacks (SP)	17.72
69	SentryLink LLC	PO 493 Professional Services - Background Checks - NOLS	19.95
70	Shell	PO 397 Business Fuel - Pacifica - TS	42.01
71	Shell	PO 387 Business Fuel - Westy - TS	31.64
72	Shell	PO 403 Business Fuel - Westy - TS	30.88
73	Shell	PO 422 Business Fuel - Westy - TS	30.58
74	Shell	PO 434 Business Fuel - Pacifica - TS	41.12
75	Stamps.com	PO 421 Technology Services - Monthly Fee - TS	19.57
76	Swains General Store, Inc.	PO 420 Collection Materials - NOLS	4.32
77	That Takes the Cake	PO 499 Program Supplies - Edible Book Day prize - Gift Certificate (SP)	10.00
78	United Airlines	PO 468 Training - ALA Conference - Airfare - NOLS	406.71
79	UPS	PO 331 Freight - UPS - TS	24.20
80	USPS	PO 391 Postage - TS	250.00
81	USPS	PO 416 Postage - TS	250.00
82	USPS	PO 426 Postage - TS	250.00
83	Walmart	PO 478 Program Supplies - Take and Make Supplies (SP)	18.23
84	Walmart	PO 479 Program Supplies - Take and Make Supplies (SP)	67.09
85	Whitehead's Auto Parts	PO 425 Maintenance Supplies - Windshield Wipers Westy - FAC	29.32
86	Whole Foods	PO 480 Training - WLA Conference - Per Diem - NOLS	91.52
87	Zoom	PO 510 Technology Services - Video Conferencing Software Subscription - NOLS	16.30
88	Zoom	PO 524 Technology Services - Zoom Monthly Subscriptions (x4) - NOLS	65.20
			<b>12,149.69</b>

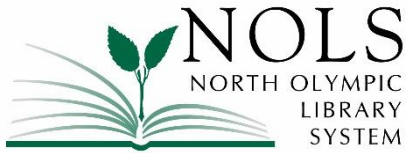
**\* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services**

EFT 925	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 04-30-22)	198,327.73
EFT 926	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 04-30-22)	40,266.65

No.	Claimant	Purpose	Amount
EFT 927	Hartford Retirement Plan Solutions	MMDCP (PPE 04-30-22)	230.00
			<b>238,824.38</b>







## 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.

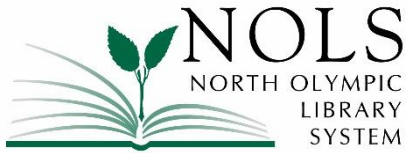
## **6. Donations of Labor or Services**

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.





## Staff report

Meeting Date: June 23, 2022  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Officers and Committees

**Topic/Issue:** Annual election of officers and confirmation of committee assignments.

**Policy considerations:** In accordance with Board Bylaws ([NOLS Policy 6.1](#)) June is designated as the annual meeting at which election of officers and designation of committee assignments occurs, unless a different annual meeting date is designated by the Board.

The established practice of the NOLS Board for electing officers has been to nominate from the floor and elect by motion.

The established practice for determining committee assignments has been through discussion and consensus; it is not uncommon for committee assignments to be readjusted at times other than at the June meeting, in order to accommodate shifting priorities or Trustee availability.

**Fiscal considerations:** None.

**Discussion:** The chart below reflects Board members' terms, current offices, and committee assignments. Descriptions of committees follow.

Trustee Name	Officers & committee assignments	Current term ends
Bert Caldwell	Policy Committee Sequim Future Library	Dec. 31, 2022 ( <i>completing partial term</i> )
Cyndi Ross	Sequim Future Library	Dec. 31, 2026
Ian Miller	Vice Chair Finance	Dec. 31, 2025
Jennifer Pelikan	Personnel Committee Policy Committee Community Relations (WE)	Dec. 31, 2023 ( <i>second term</i> )
Mark Urnes	Chair Personnel Committee Finance Committee Community Relations (NOLF)	Dec. 31, 2024 ( <i>second term</i> )

## ***Descriptions of Standing and Ad Hoc Committees:***

### *Finance Committee:*

The *Finance Committee* tracks NOLS' revenue projections and reviews and approves draft budgets. The Finance Committee is also consulted regarding fiscal planning, financial reporting, Board-designated accounts, etc. in order to provide recommendations to the full Board.

### *Personnel Committee:*

The *Personnel Committee* conducts the annual evaluation of the Library Director's job performance and may also consult with the Director regarding serious personnel issues.

### *Policy Committee:*

The *Policy Committee* recommends policies and policy revisions and reviews and revises draft policies and revisions prior to the policies going to the full Board for adoption.

### *Community Relations Committee:*

The *Community Relations Committee* provides for Board representation in a variety of community relations settings.

The Committee nurtures an ongoing connection between the NOLS Board and each of the Friends of the Library groups by insuring Board member attendance at occasional FOL meetings.

A designated member of the Community Relations Committee serves on as a voting member of the Board of the North Olympic Library Foundation (in accordance with NOLF bylaws). The Library Director is an *ex officio* non-voting member of the NOLF Board.

### *Public Communications Committee (Ad hoc):*

This ad hoc committee facilitates prompt response to correspondence received by the Board. Actions may include conducting research, drafting and/or issuing replies, and/or agendizing topics for full Board discussion, as appropriate to the communication. The CHAIR serves as one member of the *Public Communications Committee* and appoints a second member, as appropriate to the specific subject or content of each communication.

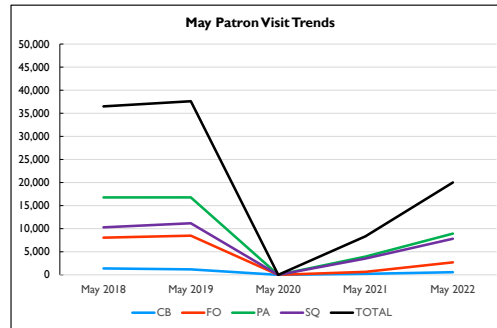
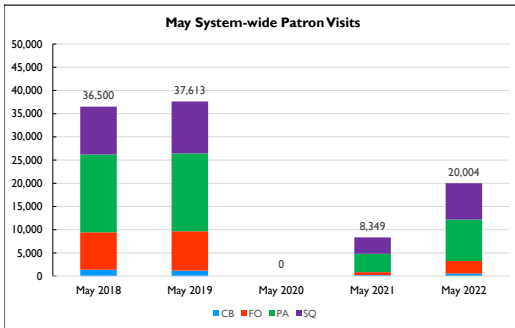
### *Sequim Branch Future Library Committee (Ad hoc):*

This ad hoc committee provides advisory input to staff, facilitates community engagement, and participates in other activities related to planning a Future Sequim Branch Library.

**Recommendation/Alternatives for Consideration:** That the Board elect officers and designate or confirm committee assignments at this time. Alternatively the Board could agree to designate a different date for the 2022 election of officers, in which case the current slate would continue until that election occurred.

### Patron Visits

	2022	% of System
PA	8,926	44.6%
SQ	7,812	39.1%
FO	2,700	13.5%
CB	566	2.8%
Total	20,004	100.0%



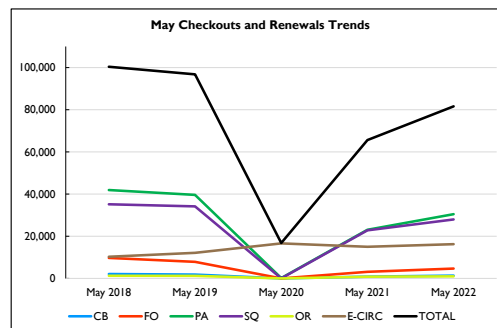
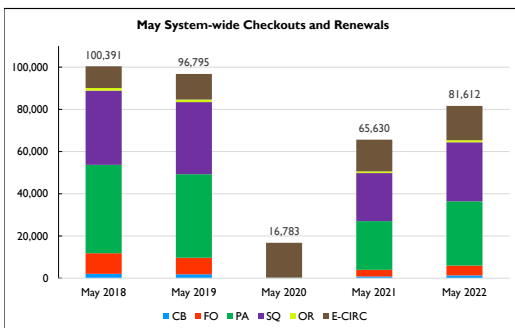
\* Due to COVID-19, all NOLS locations were closed May 2020.

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

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

### Checkouts & Renewals

	2022	% of System
PA	30,484	37.4%
Self	44%	
SQ	27,972	34.3%
Self	48%	
FO	4,644	5.7%
Self	17%	
CB	1,317	1.6%
Self	0.0%	
OR	962	1.2%
E Circ	16,233	19.9%
Total	81,612	100.0%

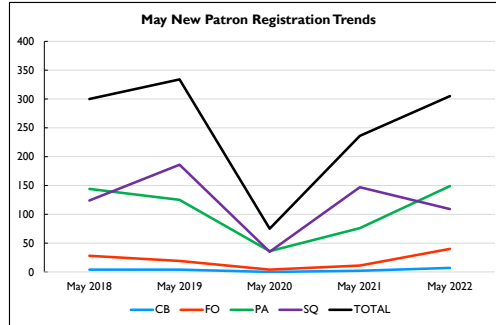
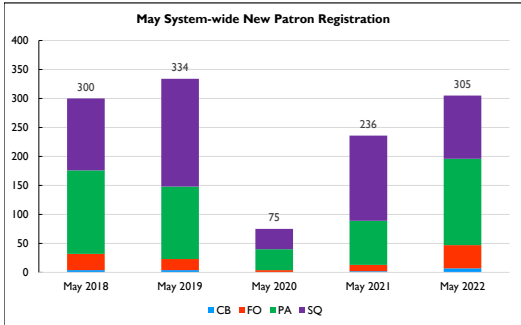


\* Due to COVID-19, all NOLS locations were closed May 2020.

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

## New Patron Registration

	2022	% of System
PA	149	48.9%
SQ	109	35.7%
FO	40	13.1%
CB	7	2.3%
Total	305	100.0%



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

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

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

## Library Programs

	Programs/Attendees	% of System
PA	11/218	33%/10%
SQ	4/108	12%/5%
FO	5/72	15%/3%
CB	0/0	0%/0%
Virtual	13/1769	39%/82%
Total	33/2167	100%/100%

## Computer Prints Made

	# of Prints	% of System
PA	6,415	58.8%
SQ	2,356	21.6%
FO	1,629	14.9%
CB	515	4.7%
Total	10,915	100.0%

## Wi-Fi Access

System-wide Total	5,146
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	18.25	2
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	17	1
Total	35	3

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	4789	19.09
SQ	5593	21.66
FO	897	12.61
CB	246	10.67
OR	919	12.61
Total	12444	19.11

## 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	1,449	42.9%
SQ	417	46.3%
FO	339	39.1%
CB	104	16.3%
Total	2,309	39.9%

## Website Visits

From outside the Library	17,925
From inside the Library	1,772
Avg. # of pages visited	2

## Outreach Services

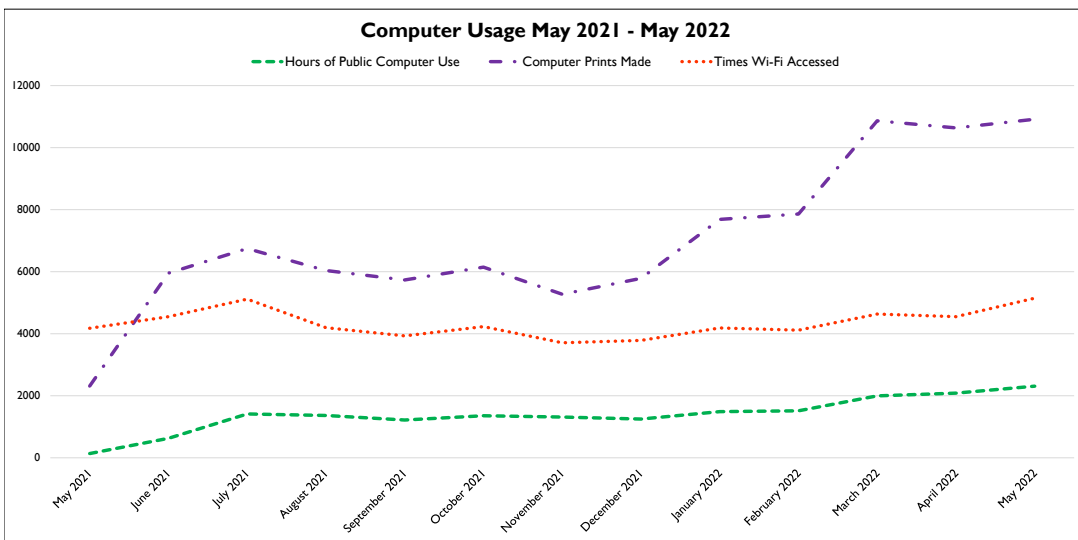
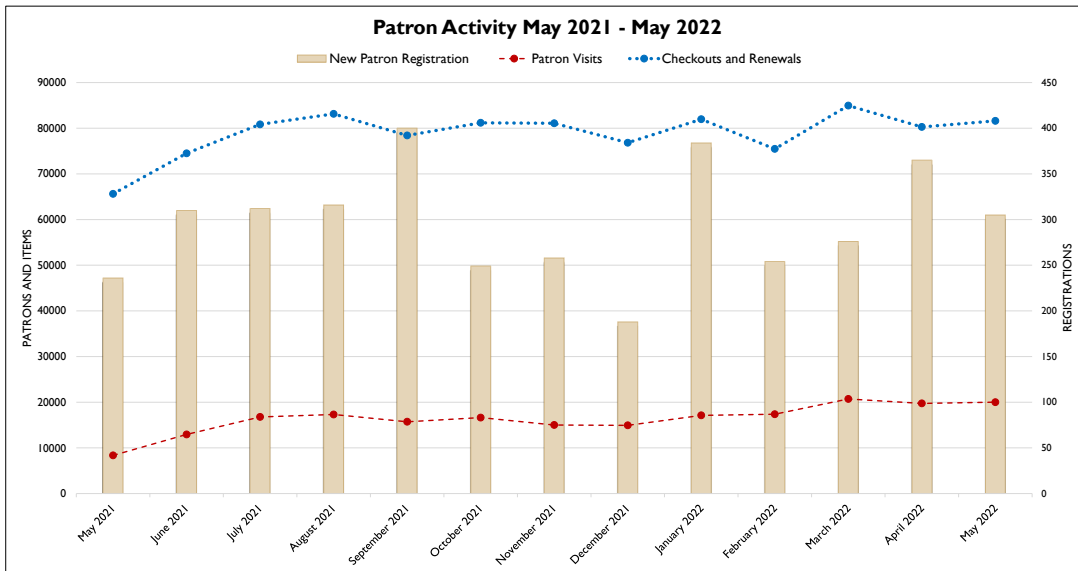
Deliveries to the Homebound	108
New Patrons w/ Delivery Services	2

## Interlibrary Loan Services

Items borrowed from other libraries	180
Items loaned to other libraries	89

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	467
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	467



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

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.

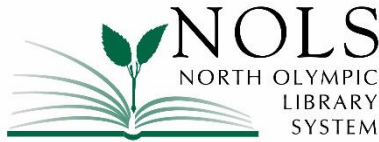
January 2022 - A new system to count patron visits was installed at each branch.

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.

March 2022 - State and County Mask Mandate lifted





## Monthly Activity Report

Meeting Date: June 23, 2022  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for May 2022

### **Port Angeles Main Library**

*Jina Felton, Port Angeles Operations Manager*

The Library recognized Asian American and Pacific Islander Heritage Month with a series of discussions and an exhibit in May. In a Humanities Washington Speakers Bureau presentation, Historian Julie Pham drew from interviews she conducted with 40 South Vietnamese military veterans in the United States, and illuminated how people can remember historical events differently. Acclaimed novelist Jamie Ford discussed an early example of cultural appropriation and assimilation when his great-grandfather changed his name from Min Chung to William Ford and the generational ripple effect that had on his family. Around 30 people attended each virtual event.

The exhibit, *I Want the Wide American Earth: An Asian Pacific American Story*, was created by the Smithsonian Asian Pacific American Center and the Smithsonian Institution Traveling Exhibition Service. The Asian Pacific American story has roots that reach across borders and span oceans—but the tale is quintessentially American. This tale is presented in a series of eight posters. After the month of May, the posters are travelling to other NOLS branches.



Other events during the month of May included:

- Port Angeles High School Book Club – 13 participants
- Teen Advisory Board – 4 participants
- Second Saturday Book Group – 8 participants
- Novel Conversations Book Group reading – 5 participants
- Second Tuesday Book Group reading– 7 participants
- Wednesday Evening Book Group – 2 participants
- Outreach Storytimes at Peninsula College Preschool – 48 participants in 3 classrooms
- Weekly *Rain or Shine!* Outdoor Storytimes – 146 participants at 4 events
- Early Literacy Videos – 2 new videos with 1643 total views

Youth Services Librarians Clair and Jennifer also attended outreach events to talk up library programs and services. They connected with over 20 teens at a Port Angeles High School event and 250 people at the Community Connection Baby Shower hosted by First Step Family Support Center. Due in part to the Community Baby Shower, there were over 30 new sign-ups for the Dolly Parton Imagination Library.

Another highlight in May was the re-opening of meeting rooms for public use. Public Service Staff received trainings and refreshers on the meeting room software and tech equipment available in the room.

## **Sequim Branch Library**

*Emily Sly, Library Manager*

The Irrigation Festival returned for an in-person celebration this year and the Sequim Branch was part of the Family Fun Day in downtown Sequim. The rain held off and there were hundreds of community members at the event. It was really fun to be back at a community event, seeing people staff hadn't seen in a while and connecting the community with the library.





Rain or Shine! Outdoor Storytimes continued in May. Three additional public computers returned to Sequim, bringing the total to six in the main public computer area. This has helped alleviate some of the wait time for patrons.

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 PSS 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 May, the Sequim Project Team met with SHKS to discuss next steps in the project. SHKS also presented at a Sequim staff 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 Community Outreach Specialist Ashlee on NOLS procedures and integrated library system software, Polaris.
- Public Service staff started on and finished filling 250 paint cup strips with 6 colors of acrylic paint, for the Tiny Landscape Take and Make.
- Public Service Specialist Jeremy put together 200 Solar Oven Take and Makes.
- Public Service Specialist Angeles packaged up 250 of Sun Catcher Take and Make kits for Pride Month.
- Public Service Specialists Dianne and Jeremy called over a 100 patrons that had meeting room reservations in 2020 to inform them that the meeting rooms would be opening for reservations.
- Public Service Lead Jennifer trained Public Service Specialists Jeremy and Dave to use Evanced for meeting room reservations and procedures for meeting use.
- West End meeting rooms open for reservations on May 16 and Forks meeting room had its first public meeting on May 17.
- Community Outreach Specialist Ashlee was hired for the 37.5-hr week position and her first day was May 23.
- All West End staff continued to provide excellent customer service, provide curbside service upon request, assist with ehelpp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

### *Programming:*

- Youth Services Librarian Kristine provided Storytimes in three preschool classrooms at Forks Elementary to 52 people.
- Youth Services Librarian Kristine provided Rain or Shine Storytimes reaching 37 people.



### *Outreach & Bookmobile:*

- Bilingual Community Librarian Mary conducted a pop-up library for secondary students at Quileute Tribal School, seeing 25 people.
- Bilingual Community Librarian Mary conducted a pop-up library at the Neah Bay Secondary Schools, seeing 26 people.
- Bilingual Community Librarian Mary and Public Service Specialists Angeles and Violette attended Quileute Elders Week on alternating days seeing about 35 people each day. Attendees were especially interested in the Lotería game, the free at-home COVID tests, and signing small children up for the Dolly Parton Imagination Library. Several children played Lotería and enjoyed teaching Quileute vocabulary to library staff.
- Youth Services Librarian Kristine conducted a pop-up library for elementary students at Quileute Tribal School, seeing 37 people and presented about library services to 1<sup>st</sup> and 2<sup>nd</sup> graders and storytime for kindergarten students.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

May was a relatively quiet month with staff concentrating on groundskeeping tasks and other routine business.

*Port Angeles Library:* Installed network cable in Carver Room; installed new clock in Admin meeting room; repaired staff locker; added emergency flashlights to work areas; spread landscape chip mulch; extensively weeded some areas; trimmed shrubs and trees; mowed lawn.

*Sequim Library:* Re-painted exterior bench and touched-up FOSL Building exterior paint; touched-up interior wall finishes; reconfigured furniture to accommodate more public computers; installed shade cover for outdoor stage; cleaned windows; repaired shed light; mowed lawn.

*Forks Library:* Installed additional exterior lights; replaced burned out indoor light bulbs; repaired damaged exterior electrical outlet; installed outdoor smoking receptacle; installed desk dividers in workroom; reorganized and cleaned out shed; swept parking lot; touched-up Klahn Room walls and baseboard; cleaned carpet stains; checked emergency lights, flashlight and fire extinguishers.

*Clallam Bay Library:* Installed outdoor smoking receptacle; weed control; checked emergency lights, flashlights, and fire extinguishers.

*Other:* Repaired Nolsy White exhaust system; Chevy and Westy oil changes; confirmed bookmobile power configuration and charging facility needs; moved items into storage unit; updated key inventory; restocked supplies; had Westy's new brake pads readjusted; perform Annex alarm troubleshooting – reset system and calibrated internal clock; staff took turns spending time away from work.

## **Outreach to Homebound Program**

*Kayla Apolito and Kristin Overbey, Community Outreach Specialists*

During the month of May, 108 deliveries were made to homebound patrons and 2 new patrons registered for outreach services.

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

*Shane Miller, Information Technology Manager*

May was an extraordinary month in a number of ways, including department staffing transitions: we bade farewell to IT Systems Administrator Sarah Goff, and continued the extensive onboarding that had begun in April for new IT Systems Administrator John Danks.

In addition to the usual server updates, web maintenance, employee support, and troubleshooting, IT maintained 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 and participated in recruitment activities relating to the IT Systems Administrator opening resulting from Sarah's departure.

The IT department provided an equipment training for the Port Angeles staff on how to use the meeting room equipment in the Carver Room in preparation for the public relaunch of the meeting room and reservations. This included trainings on how to use projectors, how to connect laptops to the TV, how to use the microphones and sound bar, and how to use the wireless video transmitter. We assisted with preparations of the room itself for public opening, including working with Facilities Technician Steve who helped us complete a network cable run for a Wi-Fi Access Point that was deployed at the beginning of the pandemic to expand parking

lot Wi-Fi coverage.

The IT team welcomed two new staff members this month: Annie Dahlquist, a new Public Service Specialist in Port Angeles and Ashlee Norwood, the new West End Community Outreach Specialist. We provided an IT computer orientation to discuss technical equipment, account maintenance, and website platforms.

The Web Team worked on preparing multiple webpages and events for Pride Month events. The team also worked on the upcoming Summer Reading Program (SRP). This included making an overall landing page for the program as well as creating numerous event pages for each of the different events and activities that will occur during the summer.

In May, IT participated in the launch of the new catalog. Some of the tasks included the development of public training videos, the creation of web materials and advertising to help promote the new catalog, and updates for the FAQs on the website. The team worked on Spanish translations for the new catalog, updated the design and color scheme, and tested, then implemented the technology behind the scenes to actually take the new catalog live. IT also helped create and manage a feedback platform, so the public can easily comment and provide suggestions for the new catalog.

The Beanstack team met regularly in May and worked to complete the 2022 Summer Reading Program Challenge in our Beanstack platform. The challenge includes a way for people to create an account in Beanstack, track reading, earn fun badges, participate in activities, and win prizes. The team created training materials and helped train staff on how to use Beanstack to log reading and complete the SRP challenge.

IT worked to research and prepare for the implementation of a new donations platform. Work included the development of templates and campaign pages with the goal of ease of access. The team is working to provide a simple web layout and form that people can use to donate to various library program, including the new Sequim Library expansion.

Shane, John and Sarah worked on several Systems Administrator-level projects. Especially noteworthy: preparing for the upgrade to a faster Internet connection; preparing for the IT portion of the Bookmobile launch; launching the new catalog; and preparing for the networking equipment overhaul that has been rescheduled several times over the past two years due to COVID-related supply chain issues. We changed the hours programmed into the patron computer session control system, Cassie, to pre-Pandemic hours. There were also two unusual outages the Systems Administrator team addressed: a DKIM change made by one of our vendors, Barracuda, caused legitimate emails to get blocked; and an issue with our firewall vendor, Fortigate, caused legitimate web sites to be blocked. There was also an Internet outage in Clallam Bay.

May was a fairly unique, and particularly dynamic month for Information Technology at NOLS.

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

May was another busy month in Technical Services. Cataloging staff added some new-catalog-related tasks to their workflow to ensure that the titles searched have all appropriate formats in a single entry. The new catalog allows adding cover images so items that previously have not had full visual representation in the catalog can now get a helping hand. Couriers will embark on identifying which items in the Archive Room (a very under-represented collection) need an image in the new catalog to start that process rolling.

1387 physical items were processed and available for customers in the month of May. 145 print materials were repaired or recatalogued. 76 media items were resurfaced or repaired to extend their lives. 46 physical donations were made and will be added to the collection. 750 totes were shuttled between NOLS' branches by the couriers, as well as 25 Outreach deliveries. Tech Services filled 180 InterLibrary Loan requests for NOLS' patrons and 89 loans out to other libraries.

Carol worked for 1 hour on Safety Committee tasks. Wendy worked 8 hours in Outreach. Cindy spent 1 hour on Web Team responsibilities. Adam helped out in Sequim for 6 hours in May. Kim worked about 8 hours in Sequim. Erin participated in meetings related to fundraising for the SQ Library project, the new catalog, 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 35.25 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:

- Equity, Diversity, and Inclusion Team meetings

#### **Recruitments:**

- Older Adult Services Librarian I – SQ
- Public Services Specialist – SQ
- IT Systems Administrator – IT

**New Hires:**

- Annie Dahlquist – Public Services Specialist – PA
- Ashlee Norwood – Community Outreach Specialist – FO/CB

**Separations:**

- Lisa Imamura – Public Services Specialist – SQ
- Dana Seevers – Public Services Specialist – SQ
- Cecilia Hillway – On-Call Circulation Assistant – SQ
- Sarah Goff – IT Systems Administrator – IT

**Financial Operations**

*John DeFrancisco, Finance Manager*

John participated in Management Team Meetings and All Staff meetings in May.

Accounting Statistics for May:

- 96 Vouchers
- 88 Credit Card Transactions
- 5 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 66 Payroll Pays

**Public Service Director's Report**

*Meghan Sullivan, Public Services Director*

- Participated in activities for the Bookmobile Service Project, including conversations with IT, Facilities, and Tech Services
- Participated in activities for the Aspen Discovery Layer Project and Re-Opening of Meeting Rooms (exception Sequim)
- Participated in activities for the Sequim Expansion and Renovation Project, including architect meetings
- Participated in recruitment activities for the IT System Administrator, the SQ/PA Older Adult Services Librarian I, and SQ PSS positions
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Beanstack Team, Health & Safety Team, Outreach Delivery Services, 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) implementation
- Sequim Library Expansion and Renovation Project
- Meeting with the Washington State Librarian, provided tour of Port Angeles Library
- Providing guidance on upcoming public communications
- Recruitment activity for Older Adult Services Librarian
- Recruitment activity for IT Systems Administrator
- Routine Branch Manager, Management Team, and Public Restart Team meeting







## Customer Comments

### May 2022

The following comments were received by the Library during the month of May 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:**

Please tell me what "Overdrive" and "Hoopla" categories are about (in the new catalog).

##### **Response:**

OverDrive and Hoopla are both services the Library subscribes to in order to provide digital content to patrons, including eBooks, eAudiobooks, digital magazines and streaming music, movies and TV shows. Both services have been available to North Olympic Library System patrons for the past decade, but the content had to be accessed through separate websites or mobile apps. With the Library's latest catalog upgrade, OverDrive and Hoopla content can be accessed directly from the library catalog.

You can learn more about OverDrive, Hoopla and other online resources at [www.nols.org/online-resources](http://www.nols.org/online-resources). The "Getting Started" links provide a lot of useful information. Please note that OverDrive's app is called Libby, and because a large group of Washington State libraries share access to OverDrive materials, our OverDrive catalog is called the Washington Anytime Library. It can be confusing at first, but all you need to remember is that OverDrive, Libby, and Washington Anytime Library are all interchangeable.

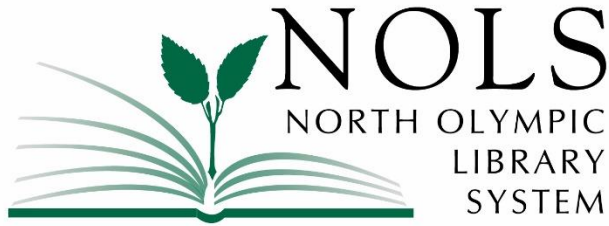
If you have further questions, please let me know.

##### **Comment:**

I was wondering if the library would consider offering the online resource Skillshare in the future? I have been utilizing the LinkedIn resource & am very appreciative of what it has to offer in terms of resume & business building lessons, although would be extremely interested in a platform that focuses on more creative lessons. Thank you already for all the amazing resources & events the library system already provides! It is very much appreciated!

**Response:**

Thanks for the feedback. It's great to hear LinkedIn Learning is being utilized. Your recommendation of Skillshare will be shared with the Library's Online Resources Team and considered for 2023. While there are many great resources available, price and how well they can integrate with the Library's systems remain key considerations. Many of the Library's current online resources, including LinkedIn Learning, have been made available through partnerships with other libraries, including the Washington State Library. If Skillshare or a similar resource is able to work with multiple organizations at this scale, it would likely get priority considerations.



## Highlight Log

May 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.*

### **05/02/2022 – Port Angeles**

Adult and child patrons are checking out at front desk. They wanted to place a certain music CD on hold, and I let them know that they can also access the music artist for free using the Hoopla app on their phone. The child asked if the app can read stories too, and I told them more about Hoopla and Libby. The adult was so excited, "Wait, so if we run out of books the day before our next trip to the library, and it's bed time, I can open this up and have books to read [to/with the child]?"

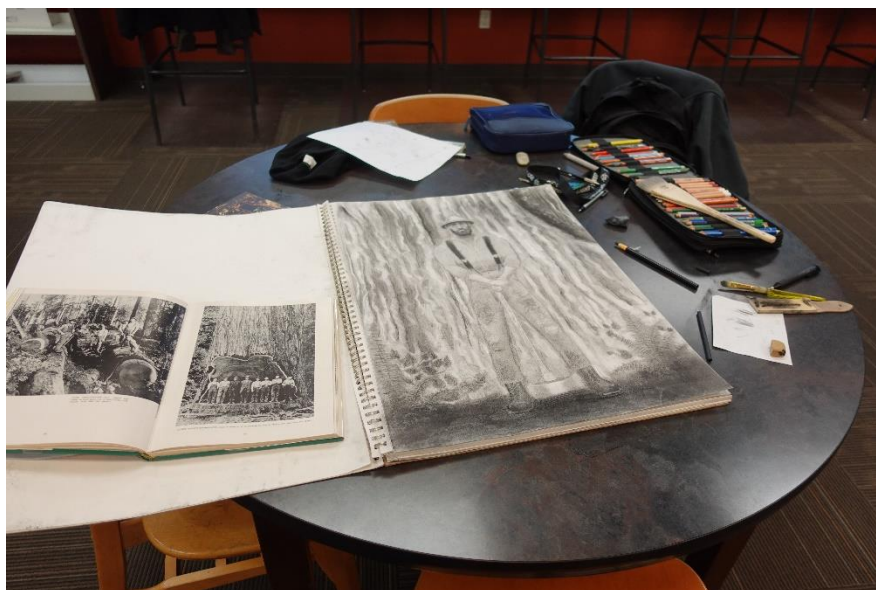
Me: "Yes!"

Adult: "Seriously!? You're blowing my mind right now!"

Adult to child as they're leaving: "Don't you feel wise? I feel so full of knowledge right now!"

### **05/05/2022 - Forks**

Today the Forks Library acted as an art studio for a regular patron! The art was inspired by some of the historic reference materials!



**05/09/2022 – Port Angeles**

The family of Douglas Williams sent a thank-you card, signed by an assortment of children, grandchildren and loved ones. Thank you for all the effort that made this possible! View the collection at <https://washingtonruralheritage.org/digital/collection/nols>

**05/09/2022 – Forks**

When I visited Neah Bay on April 29 to re-start the school pop-up, some avid readers from the first cohort of sixth-graders from the start of the service in 2018 came in to say hi, make some requests and check out some books. It made my day.

**05/10/2022 – NOLS**

I called the Sequim winner of the Fierce and Fabulous Movement Challenge and she was so excited. She couldn't believe she won and thanked NOLS for have a program like this. She said that was very motivating.

**05/12/2022 – Sequim**

A patron just came in to get his hold and was thrilled when it was a request for a book that he had made a suggestion for just 3 weeks ago. He said it felt like hitting a home run! He had a huge grin on his face!

**05/12/2022 – NOLS**

E-Help received the following email: Thanks to the NOLS library staff who helped us get our library cards and answered all our questions as we get to know the library. We're new to Port Angeles and appreciate NOLS wonderful staff today!

**05/14/2022 – Sequim**

A patron has been working on some paintings outside recently and came in to showed me a finished piece. She said she has been living in her car the past five years and was thankful for picnic tables to sit at and restrooms available.

**05/16/2022 – Sequim**

We've gotten lots of positive feedback on adding more computers, I couldn't even keep track of the number of patrons who excitedly pointed it out to me. And there were long stretches of time where every single one, including express and the children's computer, was being used!

**05/18/2022 – Forks**

Our two regular chess players, Larry and Steve, came in today for their weekly "battle" on our library chess table. They were joined by three other players.

**05/25/2022 – Port Angeles**

A patron came in feeling frustrated about searching in the new catalog, saying unrelated results were coming up. I walked them through looking for a few things they were interested in, pointing out the new way to see what is currently on the shelves as well as how to search by author. The patron left in much better spirits, saying they felt much more oriented to the new catalog, and with a stack of books they had been looking for.

**05/31/2022 – Port Angeles**

Staff went to PAHS today to talk to students about the Summer Reading Program, library cards, and other teen programs and services. The official PAHS book club had created signs for our table. They were really excited about NOLS no longer having overdue fees!

