



Board of Trustees Regular Meeting
Thursday, August 25, 2022 5:30pm
Clallam Bay Branch Library

REMOTE ACCESS

If unable to join in person, members of the public may participate in the meeting via internet or phone using the instructions available prior to the meeting at www.nols.org/board-administration.

PUBLIC COMMENTS

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

LAND ACKNOWLEDGEMENT

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of June 23, 2022
Approval of minutes for special meeting of July 21, 2022
4. Communications
5. Presentation – Intellectual Freedom, presented by Troi Gale, West End Branch Manager
6. Public comments
7. Financial reports: June 2022; July 2022

8. Approval of vouchers: June 2022; July 2022
9. New business
 - N.1. Verbal update regarding NOLS' Bookmobile
 - N.2. Verbal update regarding the Sequim Library Expansion and Renovation Project
10. Reports
 - R.1. Monthly Statistics Reports: June 2022; July 2022
 - R.2. Monthly Activity Reports: June 2022; July 2022
 - R.3. Customer Comments: June – July 2022
 - R.4. Highlight Log: June – July 2022
11. Public Comments
12. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
13. Next meeting: 5:30pm, Thursday, September 22, 2022 at the Port Angeles Main Library
14. Agenda items for next meeting
15. Adjournment

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

*NOLS Mission Statement
Adopted 11/22/16*

Upcoming Board meetings

| Date | Time | | Location |
|-------------------------------------|-------------|-----------------|-----------------|
| Thursday, September 22, 2022 | 5:30pm | Regular meeting | Port Angeles |
| Thursday, October 27, 2022 | 5:30pm | Regular meeting | Port Angeles |
| Thursday, November 17 , 2022 | 5:30pm | Regular meeting | Port Angeles |

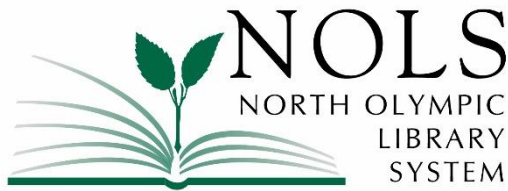
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

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

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



Board of Trustees Regular Meeting
Thursday, June 23, 2022 5:30pm
Zoom Video Conference

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Rajala.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Mr. Caldwell. Motion carried.
3. Approval of minutes for regular meeting of May 26, 2022
Motion by Ms. Ross to approve the minutes from the May 26, 2022 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications: None
5. Public Comments
6. Financial reports: May 2022
The financial reports for May 2022 were accepted as presented.
7. Approval of vouchers: May 2022
Motion by Ms. Pelikan to approve the May 2022 vouchers, numbered #389 through #484, in the amount of \$433,603.75. Motion seconded by Mr. Caldwell. Motion carried.
8. Unfinished business
U.1. Naming Opportunities for Expanded and Renovated Sequim Branch Library
Motion by Ms. Pelikan to approve the Naming and Recognition Plan for the expanded and renovated Sequim Branch Library. Motion seconded by Mr. Caldwell. Motion carried.
9. New Business
N.1. Election of Officers and Confirmation of Committee Assignments
10. 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

All reports were accepted as presented.

11. Public Comments

12. Trustee comments

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

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

14. Agenda items for next meeting

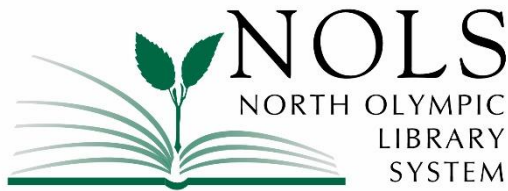
15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:15pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Board of Trustees Special Meeting
Thursday, July 21, 2022 6:00pm
Port Angeles Library
Administrative Conference Room

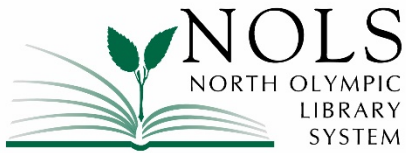
MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 6:00 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Facilities Manager Brian Phillips, and HR & Business Manager Shaina Rajala. No visitors present.
2. Approval of agenda
Motion by Ms. Ross to approve agenda as amended. Motion seconded by Mr. Miller. Motion carried.
3. Public Comments
4. New Business
 - N.1. Approval of an amendment to the contract between NOLS and SHKS Architects for the Sequim Expansion and Renovation Project
Motion by Ms. Pelikan to approve amendment to the contract between NOLS and SHKS Architects for the Sequim Expansion and Renovation Project. Motion seconded by Mr. Miller. Motion carried.
 - N.2. Approval of contract between NOLS and AESI to conduct a geotechnical survey on the site of the Sequim Branch Library
Motion by Ms. Ross to approve the contract between NOLS and AESI to conduct a geotechnical survey on the site of the Sequim Branch Library. Motion seconded by Mr. Miller. Motion carried.
 - N.3. Approval of contract between NOLS and WA Department of Enterprise Services to implement Port Angeles Library lighting improvements
Motion by Ms. Pelikan to approve the contract between NOLS and WA Department of Enterprise Services to implement Port Angeles Library lighting improvements. Motion seconded by Mr. Miller. Motion carried.
 - N.4. Approval of contract between NOLS and NFP to conduct a compensation study
Motion by Mr. Caldwell to approve the contract between NOLS and NFP to conduct a compensation study. Motion seconded by Ms. Ross. Motion carried.
5. Adjournment
There being no further business, the meeting was adjourned by the Chair at 6:45pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: August 25, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for June 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 May and posted in June is \$6,142. The Pool Funds Interest Rate is now at 0.7037% and rising.

Expenditures: Miscellaneous Expenditures includes expenses of \$11,200 for printing and mailing the Summer Reading Program postcards and for the printing of the SRP Reading Logs.

All other 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 \$256,528 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in June are \$311,928.

Of the \$256,528 in electronic transfers, \$128 was paid to the DOR for Sales and Use Tax (Voucher 531).

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



Revenue Report

June 30, 2022

| Operating Revenue | | | | 6/12ths is | 50.0% |
|-----------------------------------|------------------|---------------|------------------|------------------|-------------|
| | Budgeted | Current | YTD | Difference | Percent |
| Taxes | 4,535,000 | 30,362 | 2,709,474 | 1,825,526 | 59.7 |
| Intergovernmental Revenues | - | 94 | 94 | (94) | - |
| Goods and Services | 8,100 | 4,015 | 6,470 | 1,630 | 79.9 |
| Library Fees | 10,000 | 1,008 | 5,092 | 4,908 | 50.9 |
| Miscellaneous Revenues | | | | | |
| Pool Fund Investment Interest | 6,300 | 6,142 | 12,051 | (5,751) | 191.3 |
| Investment Interest (net of fees) | - | - | 6,846 | - | - |
| Facilities Leases (Short Term) | - | - | 50 | (50) | - |
| Private Grants and Donations | 102,000 | 1,716 | 252,889 | (150,889) | 247.9 |
| Other Miscellaneous Revenue | 53,200 | 26 | 3,698 | 49,502 | 7.0 |
| Total Miscellaneous Revenues | 161,500 | 7,883 | 275,533 | (114,033) | 170.6 |
| Nonrevenues (excise taxes) | 410 | 59 | 290 | 120 | 70.7 |
| Transfers In | 799,636 | - | - | 799,636 | - |
| Total Operating Revenue | 5,514,646 | 43,421 | 2,996,952 | 2,517,694 | 54.3 |

| Capital Revenue | | | | | |
|------------------------------------|----------|---------------|----------------|----------|----------|
| Timber Revenues (received in 2022) | - | 59,627 | 162,373 | - | - |
| Total Capital Revenue | - | 59,627 | 162,373 | - | - |

| | | | | | |
|-----------------------------|----------------|------------------|--|--|--|
| Grand Total Revenues | 103,048 | 3,159,325 | | | |
|-----------------------------|----------------|------------------|--|--|--|



Expenditure Report

June 30, 2022

| | | | | 6/12ths is | 50.0% |
|--|------------------|----------------|------------------|------------------|-------------|
| Operating Expenditures | Budgeted | Current | Year To Date | Difference | Percent |
| <i>Personnel</i> | | | | | |
| Salaries and Wages | 2,870,623 | 226,167 | 1,274,251 | 1,596,372 | 44.4 |
| Benefits | 1,191,101 | 85,761 | 496,223 | 694,878 | 41.7 |
| Total Personnel | 4,061,724 | 311,928 | 1,770,473 | 2,291,251 | 43.6 |
| <i>Supplies</i> | | | | | |
| Supplies, Office and Operating | 106,100 | 9,217 | 42,178 | 63,922 | 39.8 |
| Fuel | 18,150 | 616 | 3,713 | 14,437 | 20.5 |
| Merchandise for resale | 1,700 | - | 50 | 1,650 | 2.9 |
| Collection Materials | 480,000 | 23,468 | 126,786 | 353,214 | 26.4 |
| Small Tools/Equip (<\$200) | 1,750 | - | 72 | 1,678 | 4.1 |
| Total Supplies | 607,700 | 33,302 | 172,798 | 434,902 | 28.4 |
| <i>Services</i> | | | | | |
| Professional Services | 317,436 | 8,057 | 55,866 | 261,570 | 17.6 |
| Communication | 138,560 | 9,352 | 54,429 | 84,131 | 39.3 |
| Travel | 18,500 | 1,995 | 10,351 | 8,149 | 55.9 |
| Taxes and Operating Assessments | 4,000 | - | 5,305 | (1,305) | 132.6 |
| Operating Rentals and Leases | 815 | 255 | 561 | 254 | 68.8 |
| Insurance | 97,400 | - | - | 97,400 | 0.0 |
| Public Utilities | 92,840 | 7,184 | 47,077 | 45,763 | 50.7 |
| Repair and Maintenance | 136,196 | 3,660 | 28,611 | 107,585 | 21.0 |
| Miscellaneous Services | 21,325 | 13,943 | 16,474 | 4,851 | 77.3 |
| Total Services | 827,072 | 44,445 | 218,674 | 608,398 | 26.4 |
| <i>Intergovernmental Services</i> | <i>17,740</i> | <i>90</i> | <i>16,978</i> | <i>762</i> | <i>95.7</i> |
| <i>Nonexpenditures (excise taxes) ⁽¹⁾</i> | <i>410</i> | <i>55</i> | <i>264</i> | <i>146</i> | <i>64.5</i> |
| Total Operating Expenditures | 5,514,646 | 389,820 | 2,179,188 | 3,335,458 | 39.5 |

(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 | 4,232 | 4,232 | 163,769 | 2.5 |
| Other Improvements | 106,900 | - | 645 | 106,255 | 0.6 |
| Machinery & Equipment | 388,900 | 4,196 | 75,502 | 313,398 | 19.4 |
| Construction of Capital Assets | 2,000,000 | 4,513 | 33,643 | 1,966,357 | 1.7 |
| Total Capital Outlays | 2,663,800 | 12,940 | 114,021 | 2,549,779 | 4.3 |
| Grand Total All Expenditures | 8,178,446 | 402,760 | 2,293,209 | 5,885,237 | 28.0 |



Account Balances

June 30, 2022

| | Beginning Balance | Transfers In/(Out) | Current Income | Current Expense | Ending Balance |
|---|----------------------------------|-----------------------|-------------------|--------------------|------------------|
| Investments | | | | | |
| Washington State Local Investment Pool | | | | | |
| <i>Board Designated Accounts</i> | <i>Board Designated Accounts</i> | | | | |
| Fiscal Emergency Reserve ⁽¹⁾ | 1,307,019 | - | - | - | 1,307,019 |
| NOLS Capital Reserve ⁽²⁾ | 1,020,767 | - | 59,627 | - | 1,080,394 |
| Operating Reserve ⁽³⁾ | 927,423 | - | - | - | 927,423 |
| PA Capital Reserve ⁽⁴⁾ | 459,433 | - | - | - | 459,433 |
| Sequim Capital Project Acct. ⁽⁴⁾ | 1,970,870 | - | - | 4,513 | 1,966,357 |
| Capital Budget - 2022 ⁽⁴⁾ | 325,849 | - | - | 8,427 | 317,422 |
| <i>Total Board Designated Accounts</i> | <i>6,011,360</i> | <i>-</i> | <i>59,627</i> | <i>12,940</i> | <i>6,058,047</i> |
| <i>Grants and Donations</i> | | | | | |
| NOLS Donations Fund | 77,766 | - | 10 | - | 77,776 |
| NOLS Materials Fund | 15,278 | - | - | 70 | 15,208 |
| Francis Bode Materials Fund | 23,793 | - | - | - | 23,793 |
| Margaret Bode Materials Fund | 26,058 | - | - | - | 26,058 |
| Systemwide Programming Fund | 30,183 | - | - | 3,964 | 26,219 |
| Port Angeles Donations Fund | 7,463 | - | 13 | - | 7,476 |
| Port Angeles Friends Donations | 25,738 | - | - | 55 | 25,683 |
| Sequim Donations Fund | 54,156 | - | 6 | 474 | 53,688 |
| Sequim Friends Donations | 12,112 | - | - | 100 | 12,012 |
| Forks Donations Fund | 2,103 | - | 85 | - | 2,188 |
| Forks Friends Donations | 403 | - | 1,500 | 125 | 1,778 |
| Clallam Bay Donations Fund | 7,102 | - | 52 | - | 7,155 |
| Clallam Bay Friends Donations | 1,176 | - | - | 55 | 1,121 |
| NOLF Donations 2022 | - | - | - | 316 | (316) |
| 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 | - | 50 | - | 200,784 |
| Bookmobile Donations | 1,385 | - | - | - | 1,385 |
| <i>Total Grants and Donations</i> | <i>681,457</i> | <i>-</i> | <i>1,716</i> | <i>5,159</i> | <i>678,014</i> |
| <i>Unclaimed Property Account</i> | <i>2,662</i> | <i>-</i> | | | <i>2,662</i> |
| <i>Total Designated Cash</i> | <i>6,695,478</i> | <i>-</i> | <i>61,343</i> | <i>18,098</i> | <i>6,738,723</i> |
| <i>Undesignated Cash Operating Funds</i> | <i>3,560,513</i> | <i>(342,956)</i> | | | <i>3,217,557</i> |
| Total WA State Local Investment Pool | 10,255,991 | (342,956) | 61,343 | 18,098 | 9,956,279 |

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

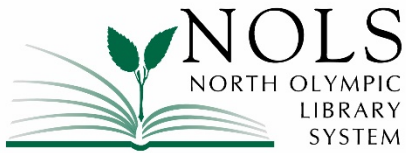
June 30, 2022

| | Beginning Balance | Transfers In/(Out) | Current Income | Current Expense | Ending Balance |
|--|----------------------|-----------------------|-------------------|--------------------|-------------------|
| Certificates of Deposit | | | | | |
| PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾ | 522,758 | - | - | - | 522,758 |
| Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾ | 219,796 | - | - | - | 219,796 |
| Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾ | 236,942 | - | - | - | 236,942 |
| Total Certificates of Deposit | 979,496 | - | - | - | 979,496 |
| Total Investments | 11,235,487 | (342,956) | 61,343 | 18,098 | 10,935,775 |
| Cash | | | | | |
| Cash Operating Funds | | | | | |
| Cash held by County Treasurer | - | - | | | - |
| Imprest Accounts | | | | | |
| Revolving Fund (FF 1503) | 6,000 | - | 1,756 | 1,756 | 6,000 |
| Payroll Account (US Bank 1301) | 200 | 256,528 | - | 256,528 | 200 |
| Merchant Account (FF 7401) | 1,000 | 137 | - | 137 | 1,000 |
| Branch Change Funds | | | | | |
| Port Angeles | 180 | - | - | - | 180 |
| Sequim | 170 | - | - | - | 170 |
| Forks | 50 | - | - | - | 50 |
| Clallam Bay | 50 | - | - | - | 50 |
| Total Branch Change Funds | 450 | - | - | - | 450 |
| Total Imprest Accounts | 7,650 | 256,666 | 1,756 | 258,421 | 7,650 |
| Total Cash | 7,650 | 256,666 | 1,756 | 258,421 | 7,650 |
| Total Cash and Investments | 11,243,137 | (86,290) | 63,098 | 276,520 | 10,943,425 |

Notes:

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

(6) Bequests designated for specific use by donor.



Staff Report

Meeting Date: August 25, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for July 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 June and posted in July is \$8,474. The Pool Funds Interest Rate is currently 1.0067%.

Private Grants and Donations includes \$11,000 from the Port Angeles Friends of the Library. Thank you Friends!

Expenditures: Other Expenditures are within the expected range for this time of year with the exception of Taxes and Operating Assessments and Operating Rentals and Leases. 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. Additionally, one year's rent was prepaid for a storage unit in anticipation of needs for the Sequim Renovation Project. Operating Rentals and Leases will also remain over-budget for the remainder of the year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$250,418 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in July are \$309,864.

Of the \$250,418 in electronic transfers, \$82 was paid to the DOR for Sales and Use Tax (Voucher 648).

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



Revenue Report

July 31, 2022

| Operating Revenue | | | | 7/12ths is | 58.3% |
|------------------------------------|-----------|---------|-----------|------------|---------|
| | Budgeted | Current | YTD | Difference | Percent |
| Taxes | 4,535,000 | 2,859 | 2,712,333 | 1,822,667 | 59.8 |
| | | | | | |
| Intergovernmental Revenues | - | - | 94 | (94) | - |
| | | | | | |
| Goods and Services | 8,100 | 706 | 7,175 | 925 | 88.6 |
| | | | | | |
| Library Fees | 10,000 | 1,114 | 6,206 | 3,794 | 62.1 |
| | | | | | |
| Miscellaneous Revenues | | | | | |
| Pool Fund Investment Interest | 6,300 | 8,474 | 20,525 | (14,225) | 325.8 |
| Investment Interest (net of fees) | - | - | 6,846 | - | - |
| Facilities Leases (Short Term) | - | 63 | 113 | (113) | - |
| Private Grants and Donations | 102,000 | 11,513 | 264,401 | (162,401) | 259.2 |
| Other Miscellaneous Revenue | 53,200 | 38 | 3,735 | 49,465 | 7.0 |
| Total Miscellaneous Revenues | 161,500 | 20,087 | 295,619 | (134,119) | 183.0 |
| | | | | | |
| Nonrevenues (excise taxes) | 410 | 68 | 358 | 52 | 87.2 |
| | | | | | |
| Transfers In | 799,636 | - | - | 799,636 | - |
| | | | | | |
| Total Operating Revenue | 5,514,646 | 24,833 | 3,021,785 | 2,492,861 | 54.8 |
| | | | | | |
| Capital Revenue | | | | | |
| | | | | | |
| Timber Revenues (received in 2022) | - | 9,615 | 171,989 | - | - |
| Total Capital Revenue | - | 9,615 | 171,989 | - | - |
| | | | | | |
| Grand Total Revenues | | 34,449 | 3,193,774 | | |



Expenditure Report

July 31, 2022

| | | | | 7/12ths is | 58.3% |
|--|------------------|----------------|------------------|------------------|-------------|
| Operating Expenditures | Budgeted | Current | Year To Date | Difference | Percent |
| <i>Personnel</i> | | | | | |
| Salaries and Wages | 2,870,623 | 219,955 | 1,494,206 | 1,376,417 | 52.1 |
| Benefits | 1,191,101 | 89,909 | 586,131 | 604,970 | 49.2 |
| Total Personnel | 4,061,724 | 309,864 | 2,080,337 | 1,981,387 | 51.2 |
| <i>Supplies</i> | | | | | |
| Supplies, Office and Operating | 106,100 | 8,211 | 50,389 | 55,711 | 47.5 |
| Fuel | 18,150 | 657 | 4,369 | 13,781 | 24.1 |
| Merchandise for resale | 1,700 | - | 50 | 1,650 | 2.9 |
| Collection Materials | 480,000 | 24,041 | 150,827 | 329,173 | 31.4 |
| Small Tools/Equip (<\$200) | 1,750 | 385 | 457 | 1,293 | 26.1 |
| Total Supplies | 607,700 | 33,293 | 206,091 | 401,609 | 33.9 |
| <i>Services</i> | | | | | |
| Professional Services | 317,436 | 15,047 | 70,913 | 246,523 | 22.3 |
| Communication | 138,560 | 8,809 | 63,238 | 75,322 | 45.6 |
| Travel | 18,500 | 1,573 | 11,924 | 6,576 | 64.5 |
| Taxes and Operating Assessments | 4,000 | - | 5,305 | (1,305) | 132.6 |
| Operating Rentals and Leases | 815 | 2,845 | 3,406 | (2,591) | 417.9 |
| Insurance | 97,400 | - | - | 97,400 | 0.0 |
| Public Utilities | 92,840 | 7,486 | 54,563 | 38,277 | 58.8 |
| Repair and Maintenance | 136,196 | 5,288 | 33,899 | 102,297 | 24.9 |
| Miscellaneous Services | 21,325 | - | 16,474 | 4,851 | 77.3 |
| Total Services | 827,072 | 41,048 | 259,722 | 567,350 | 31.4 |
| <i>Intergovernmental Services</i> | 17,740 | 22 | 17,000 | 740 | 95.8 |
| <i>Nonexpenditures (excise taxes) ⁽¹⁾</i> | 410 | 60 | 324 | 86 | 79.1 |
| Total Operating Expenditures | 5,514,646 | 384,287 | 2,563,475 | 2,951,171 | 46.5 |

(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 | - | 4,232 | 163,769 | 2.5 |
| Other Improvements | 106,900 | - | 645 | 106,255 | 0.6 |
| Machinery & Equipment | 388,900 | 285 | 75,787 | 313,113 | 19.5 |
| Construction of Capital Assets | 2,000,000 | - | 33,643 | 1,966,357 | 1.7 |
| Total Capital Outlays | 2,663,800 | 285 | 114,307 | 2,549,493 | 4.3 |
| Grand Total All Expenditures | 8,178,446 | 384,572 | 2,677,781 | 5,500,665 | 32.7 |



Account Balances

July 31, 2022

| | Beginning Balance | Transfers In/(Out) | Current Income | Current Expense | Ending Balance |
|---|----------------------------------|-----------------------|-------------------|--------------------|------------------|
| Investments | | | | | |
| Washington State Local Investment Pool | | | | | |
| <i>Board Designated Accounts</i> | <i>Board Designated Accounts</i> | | | | |
| Fiscal Emergency Reserve ⁽¹⁾ | 1,307,019 | - | - | - | 1,307,019 |
| NOLS Capital Reserve ⁽²⁾ | 1,080,394 | - | 9,615 | - | 1,090,009 |
| Operating Reserve ⁽³⁾ | 927,423 | - | - | - | 927,423 |
| PA Capital Reserve ⁽⁴⁾ | 459,433 | - | - | - | 459,433 |
| Sequim Capital Project Acct. ⁽⁴⁾ | 1,966,357 | - | - | - | 1,966,357 |
| Capital Budget - 2022 ⁽⁴⁾ | 317,422 | - | - | 285 | 317,136 |
| <i>Total Board Designated Accounts</i> | <i>6,058,047</i> | <i>-</i> | <i>9,615</i> | <i>285</i> | <i>6,067,377</i> |
| <i>Grants and Donations</i> | | | | | |
| NOLS Donations Fund | 77,776 | - | 294 | - | 78,070 |
| NOLS Materials Fund | 15,208 | - | - | 58 | 15,150 |
| Francis Bode Materials Fund | 23,793 | - | - | - | 23,793 |
| Margaret Bode Materials Fund | 26,058 | - | - | - | 26,058 |
| Systemwide Programming Fund | 26,219 | - | - | 6,534 | 19,685 |
| Port Angeles Donations Fund | 7,476 | - | 5 | - | 7,481 |
| Port Angeles Friends Donations | 25,683 | - | 11,000 | 400 | 36,283 |
| Sequim Donations Fund | 53,688 | - | 83 | - | 53,772 |
| Sequim Friends Donations | 12,012 | - | - | 502 | 11,510 |
| Forks Donations Fund | 2,188 | - | 21 | - | 2,209 |
| Forks Friends Donations | 1,778 | - | - | 400 | 1,378 |
| Clallam Bay Donations Fund | 7,155 | - | 111 | - | 7,265 |
| Clallam Bay Friends Donations | 1,121 | - | - | - | 1,121 |
| NOLF Donations 2022 | (316) | - | - | - | (316) |
| Williams Bequest | 165,509 | - | - | - | 165,509 |
| Streett Memorial Gift Fund | 5,497 | - | - | - | 5,497 |
| Fincher Bequest | 25,000 | - | - | - | 25,000 |
| Sequim Future Library Donations | 200,784 | - | - | - | 200,784 |
| Bookmobile Donations | 1,385 | - | - | - | 1,385 |
| <i>Total Grants and Donations</i> | <i>678,014</i> | <i>-</i> | <i>11,513</i> | <i>7,894</i> | <i>681,633</i> |
| <i>Unclaimed Property Account</i> | <i>2,662</i> | <i>-</i> | | | <i>2,662</i> |
| <i>Total Designated Cash</i> | <i>6,738,723</i> | <i>-</i> | <i>21,128</i> | <i>8,179</i> | <i>6,751,672</i> |
| <i>Undesignated Cash Operating Funds</i> | <i>3,217,557</i> | <i>(363,072)</i> | | | <i>2,854,484</i> |
| Total WA State Local Investment Pool | 9,956,279 | (363,072) | 21,128 | 8,179 | 9,606,156 |

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

July 31, 2022

| | Beginning Balance | Transfers In/(Out) | Current Income | Current Expense | Ending Balance |
|--|----------------------|-----------------------|-------------------|--------------------|-------------------|
| Certificates of Deposit | | | | | |
| PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾ | 522,758 | - | - | - | 522,758 |
| Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾ | 219,796 | - | - | - | 219,796 |
| Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾ | 236,942 | - | - | - | 236,942 |
| Total Certificates of Deposit | 979,496 | - | - | - | 979,496 |
| Total Investments | 10,935,775 | (363,072) | 21,128 | 8,179 | 10,585,652 |
| Cash | | | | | |
| Cash Operating Funds | | | | | |
| Cash held by County Treasurer | - | - | | | - |
| Imprest Accounts | | | | | |
| Revolving Fund (FF 1503) | 6,000 | 40 | 141 | 181 | 6,000 |
| Payroll Account (US Bank 1301) | 200 | 250,418 | - | 250,418 | 200 |
| Merchant Account (FF 7401) | 1,000 | 130 | - | 130 | 1,000 |
| Branch Change Funds | | | | | |
| Port Angeles | 180 | - | - | - | 180 |
| Sequim | 170 | - | - | - | 170 |
| Forks | 50 | - | - | - | 50 |
| Clallam Bay | 50 | - | - | - | 50 |
| Total Branch Change Funds | 450 | - | - | - | 450 |
| Total Imprest Accounts | 7,650 | 250,587 | 141 | 250,728 | 7,650 |
| Total Cash | 7,650 | 250,587 | 141 | 250,728 | 7,650 |
| Total Cash and Investments | 10,943,425 | (112,485) | 21,269 | 258,908 | 10,593,302 |

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR JUNE 2022

| Category | Claimant | Purpose | Amount | Subtotal |
|--|------------------------------------|---|------------|------------|
| <u>SALARIES, WAGES AND BENEFITS</u> | | | | |
| 485 | NOLS Employee | HRA Reimbursement | 191.22 | |
| 486 | ADP Tax/Financial Services | Payroll and Payroll Tax (PPE 05-31-22) - EFT 931 | 214,019.84 | |
| 527 | DeFrancisco, John L. | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 | |
| 528 | NOLS Employee | HRA Reimbursement | 196.28 | |
| 530 | Dept. of Retirement Systems | PERS and DCP (PPE 05-31-22) - EFT 932 | 42,150.97 | |
| 534 | NOLS Employee | HRA Reimbursement | 738.84 | |
| 541 | Glaude, Noah | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 | |
| 542 | NOLS Employee | HRA Reimbursement | 588.84 | |
| 543 | Hartford Retirement Plan Solutions | MMDCP 06-2022 (PPE 05-31-22) - EFT 933 | 230.00 | |
| 544 | Health Care Authority | HCA 06-2022 (PPE 05-31-22) | 39,506.71 | |
| 545 | HealthEquity | HSA ER Contribution - June 2022 | 1,003.21 | |
| 555 | NOLS Employee | HRA Reimbursement | 294.42 | |
| 573 | NOLS Employee | HRA Reimbursement | 840.38 | |
| 578 | NOLS Employee | HRA Reimbursement | 588.84 | |
| 584 | NOLS Employee | HRA Reimbursement | 98.14 | |
| 588 | United Way of Clallam County | United Way Donations (PPE 05-31-22) | 135.00 | |
| 595 | WCIF | Vision/Life/EAP Premiums 06-2022 (PPE 05-31-22) | 1,317.62 | |
| 599 | WSCCCE - WPAS, Inc | Dental Premiums (PPE 05-31-22) - July Coverage | 6,069.12 | |
| 600 | WSCCCE-Council 2, AFSCME AFL-CIO | Union Dues 06-2022 (PPE 05-31-22) | 2,023.68 | |
| CK 2257 | NOLS Employee | HRA Reimbursement | 834.89 | |
| CK 2259 | NOLS Employee | HRA Reimbursement | 859.81 | 311,927.81 |
| <u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u> | | | | |
| 526 | Co-Op Farm & Garden, The | PO 605 Maint. Supplies - Batteries, Gloves, Oil - FAC | 27.44 | |
| 538 | Forks Outfitters | PO 606 Maintenance Supplies - Bike Rack Hardware - FAC | 57.93 | |
| 539 | Forks Outfitters | PO 640 Maintenance Supplies - Hardware FO - FAC | 10.68 | |
| 551 | KCDA Purchasing Cooperative | PO 509 Maintenance Supplies - Trash Liners - FAC PO 540 Maintenance Supplies - Cleaning Supplies - FAC | 1,889.71 | |
| 574 | Swains General Store, Inc. | PO 567 Maintenance Supplies - Key and Mop - FAC | 21.66 | |
| 575 | Swains General Store, Inc. | PO 608 Maintenance Supplies - Rope - FAC | 68.76 | |
| 576 | Swains General Store, Inc. | PO 651 Maintenance Supplies - Cleaning Supplies - FAC | 67.54 | |
| 579 | The Home Depot Pro | PO 463 Maintenance Supplies - Cleaning Supplies - FAC | 281.52 | |
| 580 | The Home Depot Pro | PO 541 Maintenance Supplies - Cleaning Supplies - FAC | 779.31 | |
| 581 | True Value | PO 550 Maintenance Supplies - Sandpaper - FAC | 7.37 | |
| 582 | True Value | PO 593 Maintenance Supplies - Trimmer Line - FAC | 35.77 | |
| 583 | True Value | PO 639 Maintenance Supplies - Hardware FO - FAC | 2.90 | |
| CC 2 | Amazon.com | PO 506 Office Supplies - Flash Drives - PA | 29.37 | |
| CC 3 | Amazon.com | PO 527 Toner and Ink - PA | 187.15 | |
| CC 4 | Amazon.com | PO 547 Toner and Ink - PA | 170.51 | |
| CC 5 | Amazon.com | PO 548 Toner and Ink - PA | 345.61 | |
| CC 7 | Amazon.com | PO 595 Maintenance Supplies - Weed Trimmer Parts - FAC | 31.53 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--------------------------------|-----------------------------|--|----------|----------|
| CC 8 | Amazon.com | PO 457 Office Supplies - Tape - TS | 22.25 | |
| CC 25 | Ay Mujer | PO 533 Office Supplies - Papel Picado (Punched Paper) - FO | 27.48 | |
| CC 28 | Demetech | PO 580 Office Supplies - Staff Masks - NOLS | 339.36 | |
| CC 31 | Elm USA | PO 453 Office Supplies - Disc Repair Supplies - TS | 271.99 | |
| CC 38 | KCDA Purchasing Cooperative | PO 505 Office Supplies - Tape and Batteries - PA | 54.51 | |
| CC 39 | KCDA Purchasing Cooperative | PO 549 Copy/printer Paper Supplies - PA | 112.41 | |
| CC 40 | KCDA Purchasing Cooperative | PO 552 Office Supplies - Correction Tape and Tape - PA | 10.42 | |
| CC 41 | KCDA Purchasing Cooperative | PO 552 Copy/Printer Paper Supplies - PA | 47.40 | |
| CC 42 | KCDA Purchasing Cooperative | PO 461 Office Supplies - Legal Pads - FO | 13.82 | |
| CC 53 | Office Depot | PO 623 Copy/Printer Paper Supplies - SQ | 148.35 | |
| CC 56 | Quill Corporation | PO 456 Toner and Ink - TS | 36.98 | |
| CC 57 | Quill Corporation | PO 459 Office Supplies - File Organizer - FO | 29.28 | |
| CC 58 | Quill Corporation | PO 458 Copy/Printer Paper Supplies - FO | 134.53 | |
| CC 59 | Safeway | PO 545 Office Supplies - Ziploc Bags - PA | 26.09 | |
| CC 84 | Walmart | PO 495 Office Supplies - Binders - FO | 10.05 | |
| CC 92 | WellBefore | PO 581 Office Supplies - Staff Masks - NOLS | 155.79 | 5,455.47 |
| <u>PROGRAM SUPPLIES</u> | | | | |
| 563 | OverDrive, Inc. | PO 184 Program Supplies - Intentional Aging (SP) | 130.00 | |
| CC 6 | Amazon.com | PO 575 Program Supplies - Intentional Aging (SP) | 32.59 | |
| CC 10 | Amazon.com | PO 537 Program Supplies - Books and Locations (SP) | 74.60 | |
| CC 13 | Amazon.com | PO 470 Program Supplies - Celebrate Pride with Zines (SP) | 252.27 | |
| CC 14 | Amazon.com | PO 529 Program Supplies - Story Time (FOFOL) | 70.06 | |
| CC 16 | Amazon.com | PO 642 Program Supplies - Take and Make (SP) | 128.27 | |
| CC 17 | Amazon.com | PO 644 Program Supplies - Take and Make (SP) | 48.93 | |
| CC 18 | Amazon.com | PO 641 Program Supplies - Storytime (SP) | 31.51 | |
| CC 19 | Amazon.com | PO 646 Program Supplies - Teen Lit Bags (SP) | 20.43 | |
| CC 20 | Amazon.com | PO 648 Program Supplies - Teen Lit Bags (SP) | 7.61 | |
| CC 21 | Amazon.com | PO 570 Program Supplies - SRP STEAM Station Supplies (SP) | 556.77 | |
| CC 22 | American Button Maker | PO 602 Program Supplies - Button Maker (SP) | 329.58 | |
| CC 48 | Michael's Store | PO 571 Program Supplies - SRP STEAM Supplies (SP) | 123.79 | |
| CC 52 | Odyssey Book Shop | PO 536 Program Supplies - Books and Locations (SP) | 46.77 | |
| CC 54 | Olympic National Park | PO 494 Program Supplies - Fierce Fabulous Challenge - Park Passes (FOL) | 220.00 | |
| CC 60 | Safeway | PO 645 Program Supplies - PAHS Book Club (SP) | 14.61 | |
| CC 61 | Scholastic INC | PO 650 Program Supplies - SRP Prize Books (SP) | 1,485.82 | |
| CC 83 | Walmart | PO 576 Program Supplies - Tiny Landscapes SRP (SP) | 19.81 | |
| CC 85 | Walmart | PO 643 Program Supplies - Take and Make (SP) | 9.79 | |
| CC 86 | Walmart | PO 649 Program Supplies - Teen Lit Bags (SP) | 23.85 | |
| CC 87 | Walmart | PO 504 Program Supplies - Sequim Festival Supplies (FOSL) | 44.55 | |
| CC 91 | Webstaurant Store | PO 594 Program Supplies - Take and Make Solar Oven (SP) | 89.58 | 3,761.19 |
| <u>FUEL</u> | | | | |
| CC 24 | Arco | PO 515 Business Fuel - Pacifica - TS | 45.27 | |
| CC 26 | Chevron | PO 469 Business Fuel - Pacifica - TS | 44.33 | |
| CC 27 | Clallam Co-op | PO 475 Equipment Fuel -FAC | 6.11 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|------------------------------------|----------------------------------|--|----------|----------|
| CC 32 | Exxon Mobil | PO 450 Business Fuel - Pacifica - TS | 42.62 | |
| CC 44 | Lower Elwha Food & Fuel | PO 496 Business Fuel - Westy - TS | 31.65 | |
| CC 45 | Lower Elwha Food & Fuel | PO 544 Business Fuel - Westy - TS | 32.03 | |
| CC 46 | Lower Elwha Food & Fuel | PO 556 Business Fuel - Westy - TS | 32.12 | |
| CC 47 | Lower Elwha Food & Fuel | PO 531 Equipment Fuel - FAC | 29.69 | |
| CC 65 | Shell | PO 583 Business Fuel - Nolsy Red - FAC | 56.83 | |
| CC 66 | Shell | PO 557 Business Fuel - Westy - TS | 32.25 | |
| CC 67 | Shell | PO 568 Business Fuel - Westy - TS | 35.97 | |
| CC 68 | Shell | PO 507 Business Fuel - Westy - TS | 34.25 | |
| CC 69 | Shell | PO 521 Business Fuel - Westy - TS | 38.54 | |
| CC 70 | Shell | PO 528 Business Fuel - Westy - TS | 34.41 | |
| CC 71 | Shell | PO 532 Business Fuel - Chevy Van - FAC | 120.33 | 616.40 |
| <u>COLLECTION MATERIALS</u> | | | | |
| 490 | Amazon.com | Collection Materials | 137.99 | |
| 491 | Amazon.com | Collection Materials | 39.43 | |
| 492 | Amazon.com | Collection Materials | 38.50 | |
| 493 | Amazon.com | Collection Materials | 198.66 | |
| 495 | Baker & Taylor Entertainment | Collection Materials | 59.14 | |
| 496 | Baker & Taylor Entertainment | Collection Materials | 100.39 | |
| 497 | Baker & Taylor Entertainment | Collection Materials | 776.13 | |
| 498 | Baker & Taylor Entertainment | Collection Materials | 224.05 | |
| 499 | Baker & Taylor Entertainment | Collection Materials | 992.73 | |
| 500 | Baker & Taylor Information | Collection Materials | 663.36 | |
| 501 | Baker & Taylor Information | Collection Materials | 3,464.81 | |
| 502 | Baker & Taylor Information | Collection Materials | 4,820.61 | |
| 503 | Baker & Taylor Information | Collection Materials | 1,357.73 | |
| 504 | Baker & Taylor Information | Collection Materials | 2,224.85 | |
| 506 | Brodart Company | Collection Materials | 146.57 | |
| 507 | CENGAGE Learning | Collection Materials | 74.12 | |
| 508 | CENGAGE Learning | Collection Materials | 131.33 | |
| 509 | CENGAGE Learning | Collection Materials | 475.08 | |
| 510 | CENGAGE Learning | Collection Materials | 218.61 | |
| 511 | Center Point Large Print | Collection Materials | 230.70 | |
| 531 | Dept. of Revenue - Use/Sales Tax | May 2022 Sales & Use Tax - EFT 935 | 29.70 | |
| 536 | Findaway World, LLC | Collection Materials | 424.24 | |
| 537 | Forks Forum | Collection Materials | 85.00 | |
| 546 | HF Group LLC | Collection Materials | 257.75 | |
| 549 | Ingram Library Services | Collection Materials | 253.69 | |
| 550 | Ingram Library Services | Collection Materials | 175.61 | |
| 556 | Midwest Tape | Collection Materials | 1,443.33 | |
| 557 | Midwest Tape | Collection Materials | 711.58 | |
| 558 | Midwest Tape | Collection Materials | 395.08 | |
| 563 | OverDrive, Inc. | Collection Materials | 359.83 | |
| 564 | OverDrive, Inc. | Collection Materials | 1,170.00 | |
| 565 | OverDrive, Inc. | Collection Materials | 292.49 | |
| 601 | WT COX | Collection Materials | 613.06 | |
| 602 | WT COX | Collection Materials | 629.58 | |
| CC 9 | Amazon.com | PO 457 Collection Materials - Pocket Magnifiers - NOLS | 5.79 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|---------------------------------------|---|----------|-----------|
| CC 50 | National Pen Co LLC | PO 474 Collection Materials - Reusable Bags - NOLS | 246.96 | 23,468.48 |
| <u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u> | | | | |
| 487 | ADP, LLC | Payroll Services - Payroll Processing (PPE 05-31-2022) - NOLS | 1,499.88 | |
| 489 | Alliance 2020 Inc | PO 579 Professional Services - Background Checks - NOLS | 31.61 | |
| 531 | Dept. of Revenue - Use/Sales Tax | May 2022 Sales & Use Tax - EFT 935 | 42.68 | |
| 535 | E-Rate Expertise | PO 621 Professional Services - E-rate Consulting 06-2022 - NOLS | 412.50 | |
| 548 | Hoare, Lesley | PO 561 CO3 Program Services - Translation Service - SRP - Storytime - Take & Make (SP) | 73.50 | |
| 552 | Kitsap Networking Systems | PO 551 Professional Services - Recruitment Consulting - NOLS | 560.00 | |
| 553 | Kitsap Networking Systems | PO 569 Professional Services - Recruitment Consulting - NOLS | 420.00 | |
| 560 | North Olympic Library System | June 2022 Merchant Account Reimbursement - Elavon - NOLS | 137.31 | |
| 561 | OCLC, Inc. | PO 562 Technology Services - Bibliographic Utility Subscription - TS | 2,521.05 | |
| 562 | Olympic Laundry & Dry Cleaners, Inc. | PO 592 Professional Services - Laundry - FAC | 152.99 | |
| 570 | Silver Kite Community Arts Consulting | PO 596 - CO2 - Programming - Community Arts Workshop (SP) | 160.00 | |
| 572 | Sound Publishing Inc | PO 630 Professional Services - Legal Advertising - RFP Compensation Study - ADM | 62.75 | |
| 587 | Unique Management Services, Inc. | Professional Services - Debt Collection | 197.00 | |
| CC 1 | Adobe Creative Cloud | PO 587 Technology Services - Creative Cloud License - IT | 391.55 | |
| CC 23 | American Library Association | PO 577 Training - ALA Outreach Training Fee - NOLS | 79.00 | |
| CC 29 | DialMyCalls.com | PO 611 Technology Services - Staff Emergency Contact System - NOLS | 19.99 | |
| CC 30 | eFax Corporate | PO 582 Technology Services - Fax Service - ADM | 29.99 | |
| CC 33 | Facebook | PO 612 Advertising - Sponsored Post - NOLS | 39.99 | |
| CC 49 | Microsoft | PO 586 Technology Services - Cloud Services - IT | 857.45 | |
| CC 51 | NexusTek | PO 616 Technology Services - Microsoft Project Licenses - IT | 110.00 | |
| CC 55 | PayPal/PayFlow | Monthly Gateway Service Fees - NOLS | 59.95 | |
| CC 72 | Spanish Group, The | PO 534 Program Services - Translation Services SRP (SP) | 24.99 | |
| CC 73 | Spanish Group, The | PO 566 Program Services - Pub Com Translation Service SRP (SP) | 151.65 | |
| CC 76 | Stamps.com | PO 553 Technology Services - Monthly Fee - TS | 19.57 | |
| CC 88 | Washington Library Association | Credit - PO 377 Training - WLA Conference Fee - NOLS | (130.00) | |
| CC 95 | Zoom | PO 607 Technology Services -Monthly Subscription - NOLS | 16.30 | |
| CC 96 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 97 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 98 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 99 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | 8,006.90 |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|--|--|----------|----------|
| <u>COMMUNICATIONS</u> | | | | |
| 494 | Angeles Communications | Communications - VOIP | 903.04 | |
| 512 | CenturyLink 300511187 FO | Communications - Voice - FO | 86.59 | |
| 513 | CenturyLink 300561130 CB | Communications - Voice - CB | 77.99 | |
| 514 | CenturyLink 360-681-7811 468B SQ | Communications - Voice - SQ | 127.28 | |
| 515 | CenturyLink Bus. Svcs Acct 80206626 | Communications - POTS | 65.75 | |
| 516 | CenturyLink Bus. Svcs Acct 89564136 | Communications - Data - CB | 2,493.49 | |
| 517 | CenturyLink PA 360-457-3125 933B | Communications - Fax - PA | 265.96 | |
| 529 | DeFrancisco, John L. | Reimbursement - Postage - ADM | 4.45 | |
| 591 | Verizon Wireless - HotSpot - 942071551 | Verizon Wireless - HotSpot - 942071551 - NOLS | 120.03 | |
| 592 | Verizon Wireless - HotSpot - 942071552 | Verizon Wireless - HotSpot - 942071551 - NOLS | 120.03 | |
| 593 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS | 304.20 | |
| 596 | WDH - Wave Business | Communication - Internet - IT | 3,783.12 | |
| CC 74 | Stamps.com | PO 472 Postage - TS | 250.00 | |
| CC 75 | Stamps.com | PO 513 Postage - TS | 250.00 | |
| CC 77 | Stamps.com | PO 560 Postage - TS | 250.00 | |
| CC 78 | Stamps.com | PO 565 Postage - TS | 250.00 | 9,351.93 |
| <u>TRAVEL</u> | | | | |
| 505 | Bocko, Karyn | Travel - Business - Mileage Reimbursement - ADM | 100.04 | |
| 541 | Glaude, Noah | Travel - Business - Mileage Reimbursement - ADM | 31.59 | |
| 554 | McGrew, Charlotte | Travel - Business - Mileage Reimbursement - SQ | 23.52 | |
| 577 | Techavanich, Kristine | Travel - Business - Mileage Reimbursement - FO PO 468 Training - PLA Conference - Per Diem - NOLS | 358.50 | |
| CC 62 | Seattle Marriott Bellevue | PO 483 Training - WSL Conference - Per Diem - NOLS | 26.57 | |
| CC 63 | Seattle Marriott Bellevue | PO 481 Training - WSL Conference - Lodging - NOLS | 615.41 | |
| CC 64 | Seattle Marriott Bellevue | PO 481 Training - WSL Conference - Lodging - NOLS | 665.60 | |
| CC 81 | Taco Time | PO 483 Training - WSL Conference - Per Diem - NOLS | 14.23 | |
| CC 89 | Washington State Ferries | PO 482 Training - WSL Conference - Per Diem - NOLS | 20.90 | |
| CC 90 | Washington State Ferries | PO 483 Training - WSL Conference - Per Diem - NOLS | 30.15 | |
| CC 93 | Wild Ginger | PO 483 Training - WSL Conference - Per Diem - NOLS | 50.54 | |
| CC 94 | Wild Ginger | PO 483 Training - WSL Conference - Per Diem - NOLS | 58.15 | 1,995.20 |
| <u>OPERATING RENTALS AND LEASES</u> | | | | |
| 488 | All Safe Mini Storage | PO 542 Operating Rentals and Leases - SQ Storage Unit - SQ | 255.00 | 255.00 |
| <u>UTILITIES</u> | | | | |
| 518 | City of Forks | Public Utilities - FO | 111.64 | |
| 519 | City of Port Angeles/Peabody St. | Public Utilities - PA | 4,269.97 | |
| 520 | City of Port Angeles/Orcas Avenue | Public Utilities - PA | 223.94 | |
| 521 | City of Sequim | Public Utilities - SQ | 125.53 | |
| 522 | Clallam County Public Works Dept. | Public Utilities - CB | 56.50 | |
| 523 | Clallam County PUD | Public Utilities - CB | 443.00 | |
| 524 | Clallam County PUD | Public Utilities - FO | 549.00 | |
| 525 | Clallam County PUD | Public Utilities - SQ | 777.00 | |
| 532 | DM Disposal Company, Inc. | Public Utilities - SQ | 373.15 | |
| 533 | DM Disposal Company, Inc. | Public Utilities - PA | 192.16 | |
| 597 | West Waste & Recycling | PO 555 Public Utilities - FO Solid Waste Disposal - FAC | 5.50 | |
| 598 | West Waste & Recycling | Public Utilities - FO - CB | 56.43 | 7,183.82 |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|--------------------------------------|--|----------|-----------|
| <u>REPAIR AND MAINTENANCE</u> | | | | |
| | 547 Hi-Tech Security, Inc. | PO 658 Repair and Maintenance - FO Security System Upgrade - FAC PO 659 Repair and Maintenance - FO Security Alarm Monitoring - FAC | 556.61 | |
| | 566 Pacific Office Equipment, Inc. | Copier Repair and Maintenance - All Branches | 503.95 | |
| | 567 Rainbow Sweepers, Inc. | PO 588 Groundskeeping - PA Parking Lot Sweeping 6-05-22 - FAC | 212.16 | |
| | CC 36 Jiffy Lube | PO 543 Vehicle Maintenance - Oil Change Westy - FAC | 109.87 | |
| | CC 37 Jiffy Lube | PO 530 Vehicle Maintenance - Oil Change Chevy Van - FAC | 149.01 | |
| | CC 43 Koenig Chevrolet | PO 503 Vehicle Maintenance - Muffler Repair - Nolsy White - FAC | 2,127.96 | 3,659.56 |
| <u>MISCELLANEOUS SERVICES</u> | | | | |
| | 540 Fruition Design | PO 563 Printing Services - Logo design services for SQ Library Expansion (SQ Donations) | 473.60 | |
| | 568 Sequim Chamber of Commerce | PO 564 Dues and Memberships - Annual Membership - Sequim Chamber - SQ | 295.00 | |
| | 594 Washington Library Association | PO 632 Dues and Memberships - Organizational Membership Through 4-12-2023 - NOLS | 1,532.00 | |
| | CC 34 Growmail | PO 614 Printing Services - 50% SRP Postcards - NOLS | 5,443.53 | |
| | CC 35 Growmail | PO 538 Printing Services - 50% SRP Postcards - NOLS | 5,318.53 | |
| | CC 79 Sticker Giant | PO 601 Printing Services - TOL Stickers (SP) | 126.91 | |
| | CC 80 Sticker Giant | PO 601 Printing Services - TOL Stickers (NOLF) | 316.47 | |
| | CC 82 Uprinting | PO 539 Printing Services - SRP Reading Logs - NOLS | 436.69 | 13,942.73 |
| <u>INTERGOVERNMENTAL SERVICES</u> | | | | |
| | 589 University of Puget Sound | PO 516 Interlibrary Loan Fee | 90.00 | 90.00 |
| <u>BUILDINGS AND STRUCTURES</u> | | | | |
| | 571 Simpson Electric LLC | PO 431 Buildings and Structures - FO Exterior Lighting Improvements - FAC | 4,231.50 | 4,231.50 |
| <u>MACHINERY AND EQUIPMENT</u> | | | | |
| | 585 Uline | PO 546 Machinery and Equipment - Bike Racks - Outdoor Receptacles - FO | 2,498.50 | |
| | 586 Uline | PO 546 Machinery and Equipment - Outdoor Bench - FO | 849.86 | |
| | CC 11 Amazon.com | PO 465 Machinery and Equipment - Sound System for Bookmobile - FO | 327.48 | |
| | CC 12 Amazon.com | PO 465 Machinery and Equipment - Sound System for Bookmobile - FO | 133.41 | |
| | CC 15 Amazon.com | PO 464 Machinery and Equipment - Vault Panels - FO | 386.60 | 4,195.85 |
| <u>CAPITAL CONSTRUCTION</u> | | | | |
| | 569 SHKS Architects | PO 603 Capital Construction - Sequim Library Renovation - Design Documentation (SQ CPA) | 4,512.50 | 4,512.50 |
| <u>SALES TAX</u> | | | | |
| | 531 Dept. of Revenue - Use/Sales Tax | May 2022 Sales & Use Tax - EFT 935 | 55.17 | 55.17 |
| <u>FINES AND FEES, PATRON REFUNDS</u> | | | | |
| | CK 2254 NOLS Patron | Patron Refund | 16.99 | |
| | CK 2255 NOLS Patron | Patron Refund | 9.99 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|----------|-------------|---------------|-------------------|-------------------|
| CK 2256 | NOLS Patron | Patron Refund | 7.02 | |
| CK 2258 | NOLS Patron | Patron Refund | 27.09 | 61.09 |
| | | | | |
| | | | 402,770.60 | 402,770.60 |



Voucher Approval for June 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 #485 through #602 are approved in the amount of \$402,770.60 this 25th day of August 2022.

| | |
|------------------|---------------------------|
| _____ Trustee | _____ Trustee |
| _____ Trustee | _____ Trustee |
| _____ Trustee | _____ Library Director |

| No. | Claimant | Purpose | Amount |
|-----|------------------------------|---|------------|
| 485 | NOLS Employee | HRA Reimbursement | 191.22 |
| 486 | ADP Tax/Financial Services | Payroll and Payroll Tax (PPE 05-31-22) - EFT 931 | 214,019.84 |
| 487 | ADP, LLC | Payroll Services - Payroll Processing (PPE 05-31-2022) - NOLS | 1,499.88 |
| 488 | All Safe Mini Storage | PO 542 Operating Rentals and Leases - SQ Storage Unit - SQ | 255.00 |
| 489 | Alliance 2020 Inc | PO 579 Professional Services - Background Checks - NOLS | 31.61 |
| 490 | Amazon.com | Collection Materials | 137.99 |
| 491 | Amazon.com | Collection Materials | 39.43 |
| 492 | Amazon.com | Collection Materials | 38.50 |
| 493 | Amazon.com | Collection Materials | 198.66 |
| 494 | Angeles Communications | Communications - VOIP | 903.04 |
| 495 | Baker & Taylor Entertainment | Collection Materials | 59.14 |
| 496 | Baker & Taylor Entertainment | Collection Materials | 100.39 |
| 497 | Baker & Taylor Entertainment | Collection Materials | 776.13 |
| 498 | Baker & Taylor Entertainment | Collection Materials | 224.05 |
| 499 | Baker & Taylor Entertainment | Collection Materials | 992.73 |
| 500 | Baker & Taylor Information | Collection Materials | 663.36 |
| 501 | Baker & Taylor Information | Collection Materials | 3,464.81 |
| 502 | Baker & Taylor Information | Collection Materials | 4,820.61 |
| 503 | Baker & Taylor Information | Collection Materials | 1,357.73 |
| 504 | Baker & Taylor Information | Collection Materials | 2,224.85 |
| 505 | Bocko, Karyn | Travel - Business - Mileage Reimbursement - ADM | 100.04 |
| 506 | Brodart Company | Collection Materials | 146.57 |
| 507 | CENGAGE Learning | Collection Materials | 74.12 |
| 508 | CENGAGE Learning | Collection Materials | 131.33 |

| No. | Claimant | Purpose | Amount |
|------------|-------------------------------------|--|---------------|
| 509 | CENGAGE Learning | Collection Materials | 475.08 |
| 510 | CENGAGE Learning | Collection Materials | 218.61 |
| 511 | Center Point Large Print | Collection Materials | 230.70 |
| 512 | CenturyLink 300511187 FO | Communications - Voice - FO | 86.59 |
| 513 | CenturyLink 300561130 CB | Communications - Voice - CB | 77.99 |
| 514 | CenturyLink 360-681-7811 468B SQ | Communications - Voice - SQ | 127.28 |
| 515 | CenturyLink Bus. Svcs Acct 80206626 | Communications - POTS | 65.75 |
| 516 | CenturyLink Bus. Svcs Acct 89564136 | Communications - Data - CB | 2,493.49 |
| 517 | CenturyLink PA 360-457-3125 933B | Communications - Fax - PA | 265.96 |
| 518 | City of Forks | Public Utilities - FO | 111.64 |
| 519 | City of Port Angeles/Peabody St. | Public Utilities - PA | 4,269.97 |
| 520 | City of Port Angeles/Orcas Avenue | Public Utilities - PA | 223.94 |
| 521 | City of Sequim | Public Utilities - SQ | 125.53 |
| 522 | Clallam County Public Works Dept. | Public Utilities - CB | 56.50 |
| 523 | Clallam County PUD | Public Utilities - CB | 443.00 |
| 524 | Clallam County PUD | Public Utilities - FO | 549.00 |
| 525 | Clallam County PUD | Public Utilities - SQ | 777.00 |
| 526 | Co-Op Farm & Garden, The | PO 605 Maintenance Supplies - Batteries, Gloves, Oil - FAC | 27.44 |
| 527 | DeFrancisco, John L. | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 |
| 528 | NOLS Employee | HRA Reimbursement | 196.28 |
| 529 | DeFrancisco, John L. | Reimbursement - Postage - ADM | 4.45 |
| 530 | Dept. of Retirement Systems | PERS and DCP (PPE 05-31-22) - EFT 932 | 42,150.97 |
| 531 | Dept. of Revenue - Use/Sales Tax | May 2022 Sales & Use Tax - EFT 935 | 127.55 |
| 532 | DM Disposal Company, Inc. | Public Utilities - SQ | 373.15 |
| 533 | DM Disposal Company, Inc. | Public Utilities - PA | 192.16 |
| 534 | NOLS Employee | HRA Reimbursement | 738.84 |
| 535 | E-Rate Expertise | PO 621 Professional Services - E-rate Consulting 06-2022 - NOLS | 412.50 |
| 536 | Findaway World, LLC | Collection Materials | 424.24 |
| 537 | Forks Forum | Collection Materials | 85.00 |
| 538 | Forks Outfitters | PO 606 Maintenance Supplies - Bike Rack Hardware - FAC | 57.93 |
| 539 | Forks Outfitters | PO 640 Maintenance Supplies - Hardware FO - FAC | 10.68 |
| 540 | Fruition Design | PO 563 Printing Services - Logo design services for SQ Library Expansion (SQ Donations) | 473.60 |
| 541 | Glaude, Noah | Cell Phone Reimbursement - Jan-Jun 2022 - ADM Travel - Business - Mileage Reimbursement - ADM | 151.59 |
| 542 | NOLS Employee | HRA Reimbursement | 588.84 |
| 543 | Hartford Retirement Plan Solutions | MMDCP 06-2022 (PPE 05-31-22) - EFT 933 | 230.00 |
| 544 | Health Care Authority | HCA 06-2022 (PPE 05-31-22) | 39,506.71 |
| 545 | HealthEquity | HSA ER Contribution - June 2022 | 1,003.21 |
| 546 | HF Group LLC | Collection Materials | 257.75 |

| No. | Claimant | Purpose | Amount |
|------------|---|--|---------------|
| 547 | Hi-Tech Security, Inc. | PO 658 Repair and Maintenance - FO Security System Upgrade - FAC PO 659 Repair and Maintenance - FO Security Alarm Monitoring - FAC | 556.61 |
| 548 | Hoare, Lesley | PO 561 CO3 Program Services - Translation Service - SRP - Storytime - Take & Make (SP) | 73.50 |
| 549 | Ingram Library Services | Collection Materials | 253.69 |
| 550 | Ingram Library Services | Collection Materials | 175.61 |
| 551 | KCDA Purchasing Cooperative | PO 509 Maintenance Supplies - Trash Liners - FAC PO 540 Maintenance Supplies - Cleaning Supplies - FAC | 1,889.71 |
| 552 | Kitsap Networking Systems | PO 551 Professional Services - Recruitment Consulting - NOLS | 560.00 |
| 553 | Kitsap Networking Systems | PO 569 Professional Services - Recruitment Consulting - NOLS | 420.00 |
| 554 | McGrew, Charlotte | Travel - Business - Mileage Reimbursement - SQ | 23.52 |
| 555 | NOLS Employee | HRA Reimbursement | 294.42 |
| 556 | Midwest Tape | Collection Materials | 1,443.33 |
| 557 | Midwest Tape | Collection Materials | 711.58 |
| 558 | Midwest Tape | Collection Materials | 395.08 |
| 559 | North Olympic Library System | June 2022 Revolving Fund Reimbursement (* Detail Below) | 1,755.79 |
| 560 | North Olympic Library System | June 2022 Merchant Account Reimbursement - Elavon - NOLS | 137.31 |
| 561 | OCLC, Inc. | PO 562 Technology Services - Bibliographic Utility Subscription - TS | 2,521.05 |
| 562 | Olympic Laundry & Dry Cleaners, Inc. | PO 592 Professional Services - Laundry - FAC | 152.99 |
| 563 | OverDrive, Inc. | Collection Materials PO 184 Program Supplies - Intentional Aging (SP) | 489.83 |
| 564 | OverDrive, Inc. | Collection Materials | 1,170.00 |
| 565 | OverDrive, Inc. | Collection Materials | 292.49 |
| 566 | Pacific Office Equipment, Inc. | Copier Repair and Maintenance - All Branches | 503.95 |
| 567 | Rainbow Sweepers, Inc. | PO 588 Groundskeeping - PA Parking Lot Sweeping 6-05-22 - FAC | 212.16 |
| 568 | Sequim Chamber of Commerce | PO 564 Dues and Memberships - Annual Membership - Sequim Chamber - SQ | 295.00 |
| 569 | SHKS Architects | PO 603 Capital Construction - Sequim Library Renovation - Design Documentation (SQ CPA) | 4,512.50 |
| 570 | Silver Kite Community Arts Consulting | PO 596 - CO2 - Programming - Community Arts Workshop (SP) | 160.00 |
| 571 | Simpson Electric LLC | PO 431 Buildings and Structures - FO Exterior Lighting Improvements - FAC | 4,231.50 |
| 572 | Sound Publishing Inc | PO 630 Professional Services - Legal Advertising - RFP Compensation Study - ADM | 62.75 |
| 573 | NOLS Employee | HRA Reimbursement | 840.38 |
| 574 | Swains General Store, Inc. | PO 567 Maintenance Supplies - Key and Mop - FAC | 21.66 |
| 575 | Swains General Store, Inc. | PO 608 Maintenance Supplies - Rope - FAC | 68.76 |

| No. | Claimant | Purpose | Amount |
|-----|--|--|-------------------|
| 576 | Swains General Store, Inc. | PO 651 Maintenance Supplies - Cleaning Supplies - FAC | 67.54 |
| 577 | Techavanich, Kristine | Travel - Business - Mileage Reimbursement - FO PO 468 Training - PLA Conference - Per Diem - NOLS | 358.50 |
| 578 | NOLS Employee | HRA Reimbursement | 588.84 |
| 579 | The Home Depot Pro | PO 463 Maintenance Supplies - Cleaning Supplies - FAC | 281.52 |
| 580 | The Home Depot Pro | PO 541 Maintenance Supplies - Cleaning Supplies - FAC | 779.31 |
| 581 | True Value | PO 550 Maintenance Supplies - Sandpaper - FAC | 7.37 |
| 582 | True Value | PO 593 Maintenance Supplies - Trimmer Line - FAC | 35.77 |
| 583 | True Value | PO 639 Maintenance Supplies - Hardware FO - FAC | 2.90 |
| 584 | NOLS Employee | HRA Reimbursement | 98.14 |
| 585 | Uline | PO 546 Machinery and Equipment - Bike Racks - Outdoor Receptacles - FO | 2,498.50 |
| 586 | Uline | PO 546 Machinery and Equipment - Outdoor Bench - FO | 849.86 |
| 587 | Unique Management Services, Inc. | Professional Services - Debt Collection | 197.00 |
| 588 | United Way of Clallam County | United Way Donations (PPE 05-31-22) | 135.00 |
| 589 | University of Puget Sound | PO 516 Interlibrary Loan Fee - NOLS | 90.00 |
| 590 | US Bank | Credit Card Services - May 2022 (* Detail Below) | 25,798.86 |
| 591 | Verizon Wireless - HotSpot - 942071551 | Verizon Wireless - HotSpot - 942071551 - NOLS | 120.03 |
| 592 | Verizon Wireless - HotSpot - 942071552 | Verizon Wireless - HotSpot - 942071551 - NOLS | 120.03 |
| 593 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS | 304.20 |
| 594 | Washington Library Association | PO 632 Dues and Memberships - Organizational Membership Through 4-12-2023 - NOLS | 1,532.00 |
| 595 | WCIF | Vision/Life/EAP Premiums 06-2022 (PPE 05-31-22) | 1,317.62 |
| 596 | WDH - Wave Business | Communication - Internet - IT | 3,783.12 |
| 597 | West Waste & Recycling | PO 555 Public Utilities - FO Solid Waste Disposal - FAC | 5.50 |
| 598 | West Waste & Recycling | Public Utilities - FO - CB | 56.43 |
| 599 | WSCCCE - WPAS, Inc | Dental Premiums (PPE 05-31-22) - July Coverage | 6,069.12 |
| 600 | WSCCCE-Council 2, AFSCME AFL-CIO | Union Dues 06-2022 (PPE 05-31-22) | 2,023.68 |
| 601 | WT COX | Collection Materials | 613.06 |
| 602 | WT COX | Collection Materials | 629.58 |
| | | | 402,770.60 |

*** Detail - NOLS Revolving Fund Account -- Voucher #559**

| | | | |
|------|---------------|-------------------|-----------------|
| 2254 | NOLS Patron | Patron Refund | 16.99 |
| 2255 | NOLS Patron | Patron Refund | 9.99 |
| 2256 | NOLS Patron | Patron Refund | 7.02 |
| 2257 | NOLS Employee | HRA Reimbursement | 834.89 |
| 2258 | NOLS Patron | Patron Refund | 27.09 |
| 2259 | NOLS Employee | HRA Reimbursement | 859.81 |
| | | | 1,755.79 |

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #590**

| No. | Claimant | Purpose | Amount |
|------------|-------------------------------------|---|---------------|
| 1 | Adobe Creative Cloud | PO 587 Technology Services - Creative Cloud License - IT | 391.55 |
| 2 | Amazon.com | PO 506 Office Supplies - Flash Drives - PA | 29.37 |
| 3 | Amazon.com | PO 527 Toner and Ink - PA | 187.15 |
| 4 | Amazon.com | PO 547 Toner and Ink - PA | 170.51 |
| 5 | Amazon.com | PO 548 Toner and Ink - PA | 345.61 |
| 6 | Amazon.com | PO 575 Program Supplies - Intentional Aging (SP) | 32.59 |
| 7 | Amazon.com | PO 595 Maintenance Supplies - Weed Trimmer Parts - FAC | 31.53 |
| 8 | Amazon.com | PO 457 Office Supplies - Tape - TS | 22.25 |
| 9 | Amazon.com | PO 457 Collection Materials - Pocket Magnifiers - NOLS | 5.79 |
| 10 | Amazon.com | PO 537 Program Supplies - Books and Locations (SP) | 74.60 |
| 11 | Amazon.com | PO 465 Machinery and Equipment - Sound System for Bookmobile - FO | 327.48 |
| 12 | Amazon.com | PO 465 Machinery and Equipment - Sound System for Bookmobile - FO | 133.41 |
| 13 | Amazon.com | PO 470 Program Supplies - Celebrate Pride with Zines (SP) | 252.27 |
| 14 | Amazon.com | PO 529 Program Supplies - Story Time (FOFOL) | 70.06 |
| 15 | Amazon.com | PO 464 Machinery and Equipment - Vault Panels - FO | 386.60 |
| 16 | Amazon.com | PO 642 Program Supplies - Take and Make (SP) | 128.27 |
| 17 | Amazon.com | PO 644 Program Supplies - Take and Make (SP) | 48.93 |
| 18 | Amazon.com | PO 641 Program Supplies - Storytime (SP) | 31.51 |
| 19 | Amazon.com | PO 646 Program Supplies - Teen Lit Bags (SP) | 20.43 |
| 20 | Amazon.com | PO 648 Program Supplies - Teen Lit Bags (SP) | 7.61 |
| 21 | Amazon.com | PO 570 Program Supplies - SRP STEAM Station Supplies (SP) | 556.77 |
| 22 | American Button Maker | PO 602 Program Supplies - Button Maker (SP) | 329.58 |
| 23 | American Library Association | PO 577 Training - ALA Outreach Training Fee - NOLS | 79.00 |
| 24 | Arco | PO 515 Business Fuel - Pacifica - TS | 45.27 |
| 25 | Ay Mujer | PO 533 Office Supplies - Papel Picado (Punched Paper) - FO | 27.48 |
| 26 | Chevron | PO 469 Business Fuel - Pacifica - TS | 44.33 |
| 27 | Clallam Co-op | PO 475 Equipment Fuel -FAC | 6.11 |
| 28 | Demetech | PO 580 Office Supplies - Staff Masks - NOLS | 339.36 |
| 29 | DialMyCalls.com | PO 611 Technology Services - Staff Emergency Contact System - NOLS | 19.99 |
| 30 | eFax Corporate | PO 582 Technology Services - Fax Service - ADM | 29.99 |
| 31 | Elm USA | PO 453 Office Supplies - Disc Repair Supplies - TS | 271.99 |
| 32 | Exxon Mobil | PO 450 Business Fuel - Pacifica - TS | 42.62 |
| 33 | Facebook | PO 612 Advertising - Sponsored Post - NOLS | 39.99 |
| 34 | Growmail | PO 614 Printing Services - 50% SRP Postcards - NOLS | 5,443.53 |
| 35 | Growmail | PO 538 Printing Services - 50% SRP Postcards - NOLS | 5,318.53 |
| 36 | Jiffy Lube | PO 543 Vehicle Maintenance - Oil Change Westy - FAC | 109.87 |
| 37 | Jiffy Lube | PO 530 Vehicle Maintenance - Oil Change Chevy Van - FAC | 149.01 |

| No. | Claimant | Purpose | Amount |
|------------|-----------------------------|--|---------------|
| 38 | KCDA Purchasing Cooperative | PO 505 Office Supplies - Tape and Batteries - PA | 54.51 |
| 39 | KCDA Purchasing Cooperative | PO 549 Copy/printer Paper Supplies - PA | 112.41 |
| 40 | KCDA Purchasing Cooperative | PO 552 Office Supplies - Correction Tape and Tape - PA | 10.42 |
| 41 | KCDA Purchasing Cooperative | PO 552 Copy/Printer Paper Supplies - PA | 47.40 |
| 42 | KCDA Purchasing Cooperative | PO 461 Office Supplies - Legal Pads - FO | 13.82 |
| 43 | Koenig Chevrolet | PO 503 Vehicle Maintenance - Muffler Repair - Nolsy White - FAC | 2,127.96 |
| 44 | Lower Elwha Food & Fuel | PO 496 Business Fuel - Westy - TS | 31.65 |
| 45 | Lower Elwha Food & Fuel | PO 544 Business Fuel - Westy - TS | 32.03 |
| 46 | Lower Elwha Food & Fuel | PO 556 Business Fuel - Westy - TS | 32.12 |
| 47 | Lower Elwha Food & Fuel | PO 531 Equipment Fuel - FAC | 29.69 |
| 48 | Michael's Store | PO 571 Program Supplies - SRP STEAM Supplies (SP) | 123.79 |
| 49 | Microsoft | PO 586 Technology Services - Cloud Services - IT | 857.45 |
| 50 | National Pen Co LLC | PO 474 Collection Materials - Reusable Bags - NOLS | 246.96 |
| 51 | NexusTek | PO 616 Technology Services - Microsoft Project Licenses - IT | 110.00 |
| 52 | Odyssey Book Shop | PO 536 Program Supplies - Books and Locations (SP) | 46.77 |
| 53 | Office Depot | PO 623 Copy/Printer Paper Supplies - SQ | 148.35 |
| 54 | Olympic National Park | PO 494 Program Supplies - Fierce Fabulous Challenge - Park Passes (FOL) | 220.00 |
| 55 | PayPal/PayFlow | Monthly Gateway Service Fees - NOLS | 59.95 |
| 56 | Quill Corporation | PO 456 Toner and Ink - TS | 36.98 |
| 57 | Quill Corporation | PO 459 Office Supplies - File Organizer - FO | 29.28 |
| 58 | Quill Corporation | PO 458 Copy/Printer Paper Supplies - FO | 134.53 |
| 59 | Safeway | PO 545 Office Supplies - Ziploc Bags - PA | 26.09 |
| 60 | Safeway | PO 645 Program Supplies - PAHS Book Club (SP) | 14.61 |
| 61 | Scholastic INC | PO 650 Program Supplies - SRP Prize Books (SP) | 1,485.82 |
| 62 | Seattle Marriott Bellevue | PO 483 Training - WSL Conference - Per Diem - NOLS | 26.57 |
| 63 | Seattle Marriott Bellevue | PO 481 Training - WSL Conference - Lodging - NOLS | 615.41 |
| 64 | Seattle Marriott Bellevue | PO 481 Training - WSL Conference - Lodging - NOLS | 665.60 |
| 65 | Shell | PO 583 Business Fuel - Nolsy Red - FAC | 56.83 |
| 66 | Shell | PO 557 Business Fuel - Westy - TS | 32.25 |
| 67 | Shell | PO 568 Business Fuel - Westy - TS | 35.97 |
| 68 | Shell | PO 507 Business Fuel - Westy - TS | 34.25 |
| 69 | Shell | PO 521 Business Fuel - Westy - TS | 38.54 |
| 70 | Shell | PO 528 Business Fuel - Westy - TS | 34.41 |
| 71 | Shell | PO 532 Business Fuel - Chevy Van - FAC | 120.33 |
| 72 | Spanish Group, The | PO 534 Program Services - Translation Services SRP (SP) | 24.99 |
| 73 | Spanish Group, The | PO 566 Program Services - Pub Com Translation Service SRP (SP) | 151.65 |
| 74 | Stamps.com | PO 472 Postage - TS | 250.00 |
| 75 | Stamps.com | PO 513 Postage - TS | 250.00 |
| 76 | Stamps.com | PO 553 Technology Services - Monthly Fee - TS | 19.57 |
| 77 | Stamps.com | PO 560 Postage - TS | 250.00 |

| No. | Claimant | Purpose | Amount |
|-----|--------------------------------|---|------------------|
| 78 | Stamps.com | PO 565 Postage - TS | 250.00 |
| 79 | Sticker Giant | PO 601 Printing Services - TOL Stickers (SP) | 126.91 |
| 80 | Sticker Giant | PO 601 Printing Services - TOL Stickers (NOLF) | 316.47 |
| 81 | Taco Time | PO 483 Training - WSL Conference - Per Diem - NOLS | 14.23 |
| 82 | Uprinting | PO 539 Printing Services - SRP Reading Logs - NOLS | 436.69 |
| 83 | Walmart | PO 576 Program Supplies - Tiny Landscapes SRP (SP) | 19.81 |
| 84 | Walmart | PO 495 Office Supplies - Binders - FO | 10.05 |
| 85 | Walmart | PO 643 Program Supplies - Take and Make (SP) | 9.79 |
| 86 | Walmart | PO 649 Program Supplies - Teen Lit Bags (SP) | 23.85 |
| 87 | Walmart | PO 504 Program Supplies - Sequim Festival Supplies (FOSL) | 44.55 |
| 88 | Washington Library Association | Credit - PO 377 Training - WLA Conference Fee - NOLS | (130.00) |
| 89 | Washington State Ferries | PO 482 Training - WSL Conference - Per Diem - NOLS | 20.90 |
| 90 | Washington State Ferries | PO 483 Training - WSL Conference - Per Diem - NOLS | 30.15 |
| 91 | Webstaurant Store | PO 594 Program Supplies - Take and Make Solar Oven (SP) | 89.58 |
| 92 | WellBefore | PO 581 Office Supplies - Staff Masks - NOLS | 155.79 |
| 93 | Wild Ginger | PO 483 Training - WSL Conference - Per Diem - NOLS | 50.54 |
| 94 | Wild Ginger | PO 483 Training - WSL Conference - Per Diem - NOLS | 58.15 |
| 95 | Zoom | PO 607 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 96 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 97 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 98 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 99 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| | | | 25,798.86 |

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

| | | | |
|---------|------------------------------------|--|-------------------|
| EFT 931 | ADP Tax/Financial Services | Net Payroll and Taxes (PPE 05-31-22) | 214,019.84 |
| EFT 932 | Dept. of Retirement Systems | PERS and DCP Retirement (PPE 05-31-22) | 42,150.97 |
| EFT 933 | Hartford Retirement Plan Solutions | MMDCP (PPE 05-31-22) | 230.00 |
| | | | 256,400.81 |

VOUCHERS BY CATEGORY FOR AUGUST 2022

| Category | Claimant | Purpose | Amount | Subtotal |
|--|------------------------------------|---|------------|------------|
| <u>SALARIES, WAGES AND BENEFITS</u> | | | | |
| 603 | ADP Tax/Financial Services | Payroll and Payroll Tax (PPE 06-30-22) - EFT 937 | 208,438.05 | |
| 612 | NOLS Employee | HRA Reimbursement | 162.75 | |
| 646 | Dept. of Labor & Industries | Q2 2022 L&I - NOLS | 7,086.51 | |
| 647 | Dept. of Retirement Systems | PERS and DCP (PPE 06-30-22) - EFT 938 | 41,667.67 | |
| 653 | Felton, Jina | Cell Phone Reimbursement - Jan-Jun 2022 - PA | 120.00 | |
| 654 | NOLS Employee | HRA Reimbursement | 686.98 | |
| 659 | Hartford Retirement Plan Solutions | MMDCP 07-2022 (PPE 06-30-22) - EFT 939 | 230.00 | |
| 660 | Health Care Authority | HCA 07-2022 (PPE 06-30-22) | 39,668.92 | |
| 661 | HealthEquity | HSA ER Contribution - July 2022 | 697.90 | |
| 671 | Miller, Shane | Cell Phone Reimbursement - Jan-Jun 2022 - IT | 120.00 | |
| 683 | Phillips, Brian | Cell Phone Reimbursement - Jan-Jun 2022 - FAC | 120.00 | |
| 686 | Rajala, Shaina E | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 | |
| 689 | Shield, Erin | Cell Phone Reimbursement - Jan-Jun 2022 - TS | 120.00 | |
| 690 | NOLS Employee | HRA Reimbursement | 781.98 | |
| 694 | Sullivan, Meghan | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 | |
| 697 | NOLS Employee | HRA Reimbursement | 98.14 | |
| 699 | United Way of Clallam County | United Way Donations (PPE 06-30-22) | 135.00 | |
| 702 | WCIF | Vision/Life/EAP Premiums 07-2022 (PPE 06-30-22) | 1,339.14 | |
| 705 | WSCCCE - WPAS, Inc | Dental Premiums (PPE 06-30-22) - August Coverage | 6,195.56 | |
| 706 | WSCCCE-Council 2, AFSCME AFL-CIO | Union Dues 07-2022 (PPE 06-30-22) | 1,955.02 | 309,863.62 |
| <u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u> | | | | |
| 610 | Angeles Millwork & Lumber Company | PO 673 Maintenance Supplies - Trimmer Line - FAC | 33.49 | |
| 657 | Forks Outfitters | PO 732 Maintenance Supplies - Hardware FO - FAC | 9.54 | |
| 682 | Pacific Office Equipment, Inc. | PO 688, 689 Toner - SQ | 682.90 | |
| 684 | Quill Corporation | PO 677 Office Supplies - Pens and Staples - SQ | 137.43 | |
| 696 | True Value | PO 731 Maintenance Supplies - Hardware - FAC PO 737 Maintenance Supplies - Cleaning Supplies - FAC | 11.85 | |
| CC 8 | Amazon.com | PO 693 Office Supplies - Nametag Supplies - NOLS | 30.45 | |
| CC 10 | Amazon.com | PO 652 Maintenance Supplies - Leaf Blower Parts - FAC | 20.33 | |
| CC 12 | Amazon.com | PO 618 Toner and Ink- PA | 376.88 | |
| CC 13 | Amazon.com | PO 625 Office Supplies - Thermal Laminate - PA | 85.04 | |
| CC 27 | Dell Sales and Service | PO 665 Toner and Ink - PA | 58.74 | |
| CC 28 | Dell Sales and Service | PO 666 Toner and Ink - PA | 82.68 | |
| CC 29 | Dell Sales and Service | PO 666 Toner and Ink - PA | 78.33 | |
| CC 40 | Home Depot | PO 707 Maintenance Supplies - SQ Storage Unit Key Copies - FAC | 7.14 | |
| CC 42 | KCDA Purchasing Cooperative | PO 620 Office Supplies - Tape and Pens - PA | 63.72 | |
| CC 43 | KCDA Purchasing Cooperative | PO 629 Printer Paper Supplies - PA | 112.41 | |
| CC 57 | Office Depot | PO 679 Printer Paper Supplies - SQ | 28.17 | |
| CC 58 | Office Depot | PO 680 Printer Paper Supplies - SQ | 33.41 | |
| CC 60 | Quill Corporation | PO 719 Toner and Ink - FO | 540.24 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|------------------------------------|--------------------------------|---|----------|----------|
| CC 62 | Safeway | PO 663 Processing Supplies - Disc Repair - TS | 36.43 | |
| CC 63 | Safeway | PO 617 Office Supplies - Rubbing Alcohol - PA | 13.02 | |
| CC 81 | Walmart | PO 693 Office Supplies - Nametag Supplies - NOLS | 53.72 | |
| CC 82 | Walmart | PO 715 Office Supplies - Plastic Bins - OR | 43.31 | 2,539.23 |
| <u>PROGRAM SUPPLIES</u> | | | | |
| 644 | Convergence Design and Apparel | PO 662 Program Supplies - 2 OF 2 Payments - SRP T-shirts (SP) | 3,695.09 | |
| 663 | Ingram Library Services | CI4 Program Supplies - Books for DB Higuera Meet the Author (SP) | 280.00 | |
| 677 | Olympic Printers, Inc. | PO 637 Program Supplies - Bittersweet Harvest Posters (SP) | 227.85 | |
| 679 | OverDrive, Inc. | PO 699 Program Supplies - Ebooks - Intentional Aging (SP) | 47.98 | |
| CC 6 | Amazon.com | PO 599 Program Supplies - Storytime (SP) | 52.11 | |
| CC 7 | Amazon.com | PO 615 Program Supplies - Teen Lit Bags (SP) | 68.52 | |
| CC 14 | Amazon.com | PO 572 Program Supplies - SRP STEAM (SP) | 147.12 | |
| CC 15 | Amazon.com | PO 600 Program Supplies - Button Maker Circle Cutter (SP) | 78.26 | |
| CC 16 | Amazon.com | PO 671 Program Supplies - Take and Make - Soap (SP) | 433.65 | |
| CC 17 | Amazon.com | PO 609 Program Supplies - SRP STEAM Stations (SP) | 81.15 | |
| CC 18 | Amazon.com | PO 609 Program Supplies - SRP STEAM Stations (SP) | (64.92) | |
| CC 25 | Blick Art Materials | PO 682 Program Supplies - Teen Workshop (SP) | 79.15 | |
| CC 35 | First Book Marketplace | PO 683 Program Supplies - SRP Prize Books (SP) | 193.61 | |
| CC 41 | Jetpens.com | PO 599 Program Supplies - Storytime (SP) | 86.50 | |
| CC 53 | Michaels | PO 571 Program Supplies - SRP STEAM Stations (SP) | 119.58 | |
| CC 54 | Michael's Store | PO 668 Program Supplies - SRP STEAM Stations (SP) | 6.94 | |
| CC 64 | Safeway | PO 573 Program Supplies - SQ Outreach Supplies (FOSL) | 16.56 | |
| CC 65 | Safeway | PO 668 Program Supplies - SRP STEAM Stations (SP) | 8.16 | |
| CC 80 | Walgreens | PO 574 Program Supplies - SRP SQ Outreach Supplies (FOSL) | 7.28 | |
| CC 83 | Walmart | PO 700 Program Supplies - Button Maker Storage (SP) | 9.74 | |
| CC 84 | Walmart | PO 727 Program Supplies - Chairs for Outdoor Programs (FOSL) | 78.15 | |
| CC 85 | Walmart | PO 653 Program Supplies - SRP STEAM Stations (SP) | 18.90 | 5,671.38 |
| <u>FUEL</u> | | | | |
| CC 22 | Arco | PO 578 Business Fuel - FAC | 65.98 | |
| CC 23 | Arco | PO 714 Business Fuel - Nolsy White - FAC | 58.95 | |
| CC 44 | Lower Elwha Food & Fuel | PO 667 Business Fuel - Westy - TS | 44.45 | |
| CC 45 | Lower Elwha Food & Fuel | PO 590 Business Fuel - Pacifica - TS | 50.00 | |
| CC 46 | Lower Elwha Food & Fuel | PO 591 Business Fuel - Westy - TS | 39.21 | |
| CC 47 | Lower Elwha Food & Fuel | PO 610 Business Fuel - Westy - TS | 40.93 | |
| CC 48 | Lower Elwha Food & Fuel | PO 664 Business Fuel - Westy - TS | 47.93 | |
| CC 49 | Lower Elwha Food & Fuel | PO 589 Equipment Fuel - FAC | 28.19 | |
| CC 50 | Lower Elwha Food & Fuel | PO 660 Equipment Fuel - FAC | 50.00 | |
| CC 51 | Lower Elwha Food & Fuel | PO 708 Business Fuel - Chevy Van - FAC | 50.00 | |
| CC 67 | Shell | PO 638 Business Fuel - Pacifica - TS | 52.07 | |
| CC 68 | Shell | PO 604 Business Fuel - Westy - TS | 31.35 | |
| CC 69 | Shell | PO 622 Business Fuel - Westy - TS | 48.93 | |
| CC 70 | Shell | PO 634 Business Fuel - Westy - TS | 48.82 | 656.81 |
| <u>COLLECTION MATERIALS</u> | | | | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|----------------------------------|---|----------|-----------|
| 605 | Amazon.com | Collection Materials | 144.48 | |
| 606 | Amazon.com | Collection Materials | 197.06 | |
| 607 | Amazon.com | Collection Materials | 135.02 | |
| 608 | Amazon.com | Collection Materials | 45.71 | |
| 613 | Baker & Taylor Entertainment | Collection Materials | 503.09 | |
| 614 | Baker & Taylor Entertainment | Collection Materials | 394.98 | |
| 615 | Baker & Taylor Entertainment | Collection Materials | 315.23 | |
| 616 | Baker & Taylor Entertainment | Collection Materials | 807.27 | |
| 617 | Baker & Taylor Information | Collection Materials | 4,282.48 | |
| 618 | Baker & Taylor Information | Collection Materials | 2,118.28 | |
| 619 | Baker & Taylor Information | Collection Materials | 2,229.17 | |
| 620 | Baker & Taylor Information | Collection Materials | 5,498.59 | |
| 622 | Blackstone Audio, Inc. | Collection Materials | 37.90 | |
| 623 | Brodart Company | Collection Materials | 146.87 | |
| 624 | CENGAGE Learning | Collection Materials | 268.42 | |
| 625 | CENGAGE Learning | Collection Materials | 1,438.55 | |
| 626 | CENGAGE Learning | Collection Materials | 428.69 | |
| 627 | Center Point Large Print | Collection Materials | 230.70 | |
| 648 | Dept. of Revenue - Use/Sales Tax | June 2022 Sales & Use Tax - EFT 941 | 20.30 | |
| 649 | Dex YP | Collection Materials | 98.35 | |
| 656 | Findaway World, LLC | Collection Materials | 412.01 | |
| 662 | Ingram Library Services | Collection Materials | 304.23 | |
| 667 | Midwest Tape | Collection Materials | 187.58 | |
| 668 | Midwest Tape | Collection Materials | 349.04 | |
| 669 | Midwest Tape | Collection Materials | 418.43 | |
| 670 | Midwest Tape | Collection Materials | 890.61 | |
| 678 | OverDrive, Inc. | Collection Materials | 1,093.62 | |
| 679 | OverDrive, Inc. | Collection Materials | 242.12 | |
| 680 | OverDrive, Inc. | Collection Materials | 357.94 | |
| 681 | OverDrive, Inc. | Collection Materials | 142.49 | |
| 693 | Sound Publishing Inc | Collection Materials | 301.60 | 24,040.81 |
| <u>SMALL TOOLS AND MINOR EQUIPMENT</u> | | | | |
| 695 | Swains General Store, Inc. | PO 676 Small Tools - Hoses and Watering Wand SQ - FAC | 134.78 | |
| CC 11 | Amazon.com | PO 661 Small Tools - Pest Control Heater - FAC | 250.23 | 385.01 |
| <u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u> | | | | |
| 604 | ADP, LLC | Payroll Services - Payroll Processing (PPE 06-30-2022) - NOLS | 60.78 | |
| 621 | BlackPoint IT Services | PO 745 Technology Services - Barracuda Subscription Renewal - Aug 2022 - Aug 2023 - IT | 5,235.46 | |
| 648 | Dept. of Revenue - Use/Sales Tax | June 2022 Sales & Use Tax - EFT 941 | 1.76 | |
| 652 | E-Rate Expertise | PO 725 Professional Services - E-rate Consulting - CIPA - 06-2022 - NOLS | 450.00 | |
| 655 | Fiero Marine Life Center | C6 Programing - Tidepool Exploration (SP) | 100.00 | |
| 658 | Haggard & Ganson LLP | PO 670 Legal Services - Compensation Study and Light Project - ADM | 852.50 | |
| 664 | Kelly, Paul | C05 Programming - Knot Tying Workshop (SP) | 400.00 | |
| 666 | Michaud-Skog, Melissa Summer | C10 Programming - Meet the Author FGH (SP) | 250.00 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|-----------------------|--------------------------------------|---|----------|-----------|
| 672 | Mokihana Productions | C9 Programing - Hula Program (FOFOL-PAFOL-FOSL) | 1,200.00 | |
| 674 | North Olympic Library System | July 2022 Merchant Account Reimbursement - EFT 940 | 129.98 | |
| 675 | OCLC, Inc. | PO 675 Technology Services - Bibliographic Utility Subscription - TS | 2,615.58 | |
| 676 | Olympic Laundry & Dry Cleaners, Inc. | PO 685 Professional Services - Laundry - FAC | 152.32 | |
| 692 | Sound Publishing Inc | PO 710 Professional Services - Legal Advertising - RFP Compensation Study - NOLS | 62.75 | |
| 698 | Unique Management Services, Inc. | Professional Services - Debt Collection | 68.95 | |
| CC 19 | American Library Association | PO 705 Training - Webinar Fee - NOLS | 47.40 | |
| CC 26 | Conference Solutions | PO 690 Training - Conference Fee - SHRM - ADM | 719.00 | |
| CC 30 | DialMyCalls.com | PO 611 Technology Services - Staff Emergency Contact System - NOLS | 19.99 | |
| CC 31 | E-Fax | PO 692 Technology Services - Online Fax - HR Confidential Line - ADM | 30.99 | |
| CC 32 | Facebook | PO 686 Professional Services - Recruitment Post - NOLS | 40.00 | |
| CC 33 | Facebook | PO 720 Technology Services - Sponsored Ads - Recruitment NOLS | 20.00 | |
| CC 34 | Facebook | PO 720 Program Services - Sponsored Post SRP (SP) | 97.99 | |
| CC 37 | GoDaddy.com | PO 584 Technology Services - NOLS.org Domain Renewal Thru 6/7/2023 - IT | 23.03 | |
| CC 38 | GoDaddy.com | PO 624 Technology Services - EZ Proxy Wildcard SSL Certification Renewal - IT | 899.98 | |
| CC 55 | Microsoft | PO 694 Technology Services - MS Cloud Services (365) - IT | 891.47 | |
| CC 56 | NexusTek | PO 697 Technology Services - Microsoft Project Licenses - IT | 110.00 | |
| CC 59 | PayFlow Pro | Monthly Gateway Fee | 59.95 | |
| CC 71 | Smarter Tools | PO 585 Technology Services - Smarter Stats Enterprise 50 Licenses - IT | 239.60 | |
| CC 74 | the Spanish Group | PO 566 Program Services - Pub Com Translation Service SRP (SP) | 84.80 | |
| CC 75 | the Spanish Group | PO 721 Program Services - Pub Com Translation Service NOLS Gear (SP) | 31.90 | |
| CC 79 | USPS | PO 654 Technology Services - Postage Service Charge - TS | 19.57 | |
| CC 89 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 90 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 91 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 92 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 93 | Zoom | PO 687 Technology Services - Monthly Subscription - NOLS | 16.30 | 14,997.25 |
| COMMUNICATIONS | | | | |
| 609 | Angeles Communications | Communications - VOIP | 903.04 | |
| 628 | CenturyLink 300511187 FO | Communications - Voice - FO | 89.21 | |
| 629 | CenturyLink 300561130 CB | Communications - Voice - CB | 80.62 | |
| 630 | CenturyLink 360-681-7811 468B SQ | Communications - Voice - SQ | 129.89 | |
| 631 | CenturyLink Bus. Svcs Acct 80206626 | Communications - POTS | 68.78 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|--|---|----------|----------|
| 632 | CenturyLink Bus. Svcs Acct 89564136 | Communications - Data - CB | 2,412.47 | |
| 633 | CenturyLink PA 360-457-3125 933B | Communications - Fax - PA | 271.21 | |
| 701 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS | 319.70 | |
| 703 | WDH - Wave Business | Communication - Internet - IT | 3,784.15 | |
| CC 76 | USPS | PO 597 Postage - TS | 250.00 | |
| CC 77 | USPS | PO 598 Postage - TS | 250.00 | |
| CC 78 | USPS | PO 628 Postage - TS | 250.00 | 8,809.07 |
| <u>TRAVEL</u> | | | | |
| 645 | Danks, John | Travel - Business - Mileage Reimbursement - IT | 158.54 | |
| 665 | McGrew, Charlotte | Travel - Business - Mileage Reimbursement - SQ | 8.60 | |
| CC 3 | Aaramark Public Foods | PO 702 Training - ALA Conference - Per Diem - NOLS | 5.25 | |
| CC 4 | AirBnB | PO 691 Training Travel - Lodging - Per Diem - ADM | 518.70 | |
| CC 20 | Aramark | PO 702 Training - ALA Conference - Per Diem - NOLS | 6.00 | |
| CC 21 | Aramark | PO 702 Training - ALA Conference - Per Diem - NOLS | 3.50 | |
| CC 24 | Best Western | PO 703 Training - ALA Conference - Lodging - NOLS | 162.99 | |
| CC 36 | Floret | PO 702 Training - ALA Conference - Per Diem - NOLS | 10.18 | |
| CC 39 | Holiday Inn | PO 702 Training - ALA Conference - Per Diem - NOLS | 19.80 | |
| CC 52 | Lyft | PO 701 Training - ALA Conference - Per Diem - NOLS | 50.52 | |
| CC 61 | Royal Thai | PO 702 Training - ALA Conference - Per Diem - NOLS | 20.69 | |
| CC 66 | Seoulspice | PO 702 Training - ALA Conference - Per Diem - NOLS | 19.57 | |
| CC 72 | Starbucks Coffee Company | PO 702 Training - ALA Conference - Per Diem - NOLS | 13.91 | |
| CC 73 | Talay Thai | PO 702 Training - ALA Conference - Per Diem - NOLS | 17.55 | |
| CC 86 | Westin Resorts | PO 702 Training - ALA Conference - Per Diem - NOLS | 26.40 | |
| CC 87 | Westin Resorts | PO 703 Training - ALA Conference - Lodging - NOLS | 526.48 | |
| CC 88 | WSDOT Good to Go | PO 647 Training Travel - Bridge Toll - NOLS | 4.65 | 1,573.33 |
| <u>OPERATING RENTALS AND LEASES</u> | | | | |
| CC 5 | All Safe Mini Storage | PO 709 Operating Rentals - SQ Storage Rental - NOLS | 2,805.00 | |
| EFT 943 | First Federal Savings and Loan | Annual Safe Deposit Box Rent | 40.00 | 2,845.00 |
| <u>UTILITIES</u> | | | | |
| 634 | City of Forks | Public Utilities - FO | 111.64 | |
| 635 | City of Port Angeles/Dump | PO 711 Public Utilities - Solid Waste - Yard Debris - FAC | 9.21 | |
| 636 | City of Port Angeles/Dump | PO 744 Public Utilities - Solid Waste - Recycling SQ Book Drop - FAC | 31.04 | |
| 637 | City of Port Angeles/Orcas Avenue | Public Utilities - PA | 218.34 | |
| 638 | City of Port Angeles/Peabody St. | Public Utilities - PA | 4,355.84 | |
| 639 | City of Sequim | Public Utilities - SQ | 307.13 | |
| 640 | Clallam County Public Works Dept. | Public Utilities - CB | 56.50 | |
| 641 | Clallam County PUD | Public Utilities - CB | 443.00 | |
| 642 | Clallam County PUD | Public Utilities - FO | 549.00 | |
| 643 | Clallam County PUD | Public Utilities - SQ | 777.00 | |
| 650 | DM Disposal Company, Inc. | Public Utilities - PA | 192.16 | |
| 651 | DM Disposal Company, Inc. | Public Utilities - SQ | 373.15 | |
| 704 | West Waste & Recycling | Public Utilities - FO - CB | 61.93 | 7,485.94 |
| <u>REPAIR AND MAINTENANCE</u> | | | | |
| 611 | Angeles Plumbing, Inc. | PO 706 Plumbing Repair - PA Toilet Repair - FAC | 348.79 | |
| 682 | Pacific Office Equipment, Inc. | Copier Repair and Maintenance - All Branches | 1,208.06 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|----------------------------------|--|-------------------|-------------------|
| 685 | Rainbow Sweepers, Inc. | PO 672 Groundskeeping - PA Parking Lot Sweeping 7-03-22 - FAC | 212.16 | |
| 687 | RJ Services Inc. | PO 724 Groundskeeping - PA Parking Drain Basin Pumping - FAC | 2,448.00 | |
| 688 | Sanford Irrigation, Inc. | PO 684 Groundskeeping - PA Irrigation System Start Up and Tuning - FAC | 226.30 | |
| 691 | Sound Energy Systems | PO 726 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC | 832.33 | |
| CC 1 | 8th Street Car Wash | PO 635 Vehicle Maintenance - Car Wash Westy - FAC | 6.00 | |
| CC 2 | 8th Street Car Wash | PO 636 Vehicle Maintenance - Car Wash Pacifica - FAC | 6.00 | 5,287.64 |
| <u>INTERGOVERNMENTAL SERVICES</u> | | | | |
| 608 | Amazon.com | PO 738 ILL Fees - Damaged Book Replacement - TS | 21.76 | 21.76 |
| <u>MACHINERY AND EQUIPMENT</u> | | | | |
| CC 9 | Amazon.com | PO 657 Equipment - Headsets for Staff - NOLS | 285.30 | 285.30 |
| <u>SALES TAX</u> | | | | |
| 648 | Dept. of Revenue - Use/Sales Tax | June 2022 Sales & Use Tax - EFT 941 | 59.73 | 59.73 |
| <u>FINES AND FEES, PATRON REFUNDS</u> | | | | |
| CK 2264 | NOLS Patron | Patron Refund | 24.99 | |
| CK 2260 | NOLS Patron | Patron Refund | 59.99 | |
| CK 2261 | NOLS Patron | Patron Refund | 0.95 | |
| CK 2262 | NOLS Patron | Patron Refund | 48.00 | |
| CK 2263 | NOLS Patron | Patron Refund | 7.05 | 140.98 |
| | | | 384,662.86 | 384,662.86 |



Voucher Approval for July 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 #603 through #706 are approved in the amount of \$384,662.86 this 25th day of August 2022.

| | |
|------------------|---------------------------|
| _____ Trustee | _____ Trustee |
| _____ Trustee | _____ Trustee |
| _____ Trustee | _____ Library Director |

| No. | Claimant | Purpose | Amount |
|-----|-----------------------------------|--|------------|
| 603 | ADP Tax/Financial Services | Payroll and Payroll Tax (PPE 06-30-22) - EFT 937 | 208,438.05 |
| 604 | ADP, LLC | Payroll Services - Payroll Processing (PPE 06-30-2022) - NOLS | 60.78 |
| 605 | Amazon.com | Collection Materials | 144.48 |
| 606 | Amazon.com | Collection Materials | 197.06 |
| 607 | Amazon.com | Collection Materials | 135.02 |
| 608 | Amazon.com | Collection Materials PO 738 ILL Fees - Damaged Book Replacement - TS | 67.47 |
| 609 | Angeles Communications | Communications - VOIP | 903.04 |
| 610 | Angeles Millwork & Lumber Company | PO 673 - Maintenance Supplies - Trimmer Line - FAC | 33.49 |
| 611 | Angeles Plumbing, Inc. | PO 706 Plumbing Repair - PA Toilet Repair - FAC | 348.79 |
| 612 | NOLS Employee | HRA Reimbursement | 162.75 |
| 613 | Baker & Taylor Entertainment | Collection Materials | 503.09 |
| 614 | Baker & Taylor Entertainment | Collection Materials | 394.98 |
| 615 | Baker & Taylor Entertainment | Collection Materials | 315.23 |
| 616 | Baker & Taylor Entertainment | Collection Materials | 807.27 |
| 617 | Baker & Taylor Information | Collection Materials | 4,282.48 |
| 618 | Baker & Taylor Information | Collection Materials | 2,118.28 |
| 619 | Baker & Taylor Information | Collection Materials | 2,229.17 |
| 620 | Baker & Taylor Information | Collection Materials | 5,498.59 |
| 621 | BlackPoint IT Services | PO 745 Technology Services - Barracuda Subscription Renewal - Aug 2022 - Aug 2023 - IT | 5,235.46 |
| 622 | Blackstone Audio, Inc. | Collection Materials | 37.90 |
| 623 | Brodart Company | Collection Materials | 146.87 |
| 624 | CENGAGE Learning | Collection Materials | 268.42 |
| 625 | CENGAGE Learning | Collection Materials | 1,438.55 |

| No. | Claimant | Purpose | Amount |
|------------|-------------------------------------|---|---------------|
| 626 | CENGAGE Learning | Collection Materials | 428.69 |
| 627 | Center Point Large Print | Collection Materials | 230.70 |
| 628 | CenturyLink 300511187 FO | Communications - Voice - FO | 89.21 |
| 629 | CenturyLink 300561130 CB | Communications - Voice - CB | 80.62 |
| 630 | CenturyLink 360-681-7811 468B SQ | Communications - Voice - SQ | 129.89 |
| 631 | CenturyLink Bus. Svcs Acct 80206626 | Communications - POTS | 68.78 |
| 632 | CenturyLink Bus. Svcs Acct 89564136 | Communications - Data - CB | 2,412.47 |
| 633 | CenturyLink PA 360-457-3125 933B | Communications - Fax - PA | 271.21 |
| 634 | City of Forks | Public Utilities - FO | 111.64 |
| 635 | City of Port Angeles/Dump | PO 711 Public Utilities - Solid Waste - Yard Debris - FAC | 9.21 |
| 636 | City of Port Angeles/Dump | PO 744 Public Utilities - Solid Waste - Recycling SQ Book Drop - FAC | 31.04 |
| 637 | City of Port Angeles/Orcas Avenue | Public Utilities - PA | 218.34 |
| 638 | City of Port Angeles/Peabody St. | Public Utilities - PA | 4,355.84 |
| 639 | City of Sequim | Public Utilities - SQ | 307.13 |
| 640 | Clallam County Public Works Dept. | Public Utilities - CB | 56.50 |
| 641 | Clallam County PUD | Public Utilities - CB | 443.00 |
| 642 | Clallam County PUD | Public Utilities - FO | 549.00 |
| 643 | Clallam County PUD | Public Utilities - SQ | 777.00 |
| 644 | Convergence Design and Apparel | PO 662 Program Supplies - 2 OF 2 Payments - SRP T-shirts (SP) | 3,695.09 |
| 645 | Danks, John | Travel - Business - Mileage Reimbursement - IT | 158.54 |
| 646 | Dept. of Labor & Industries | Q2 2022 L&I - NOLS | 7,086.51 |
| 647 | Dept. of Retirement Systems | PERS and DCP (PPE 06-30-22) - EFT 938 | 41,667.67 |
| 648 | Dept. of Revenue - Use/Sales Tax | June 2022 Sales & Use Tax - EFT 941 | 81.79 |
| 649 | Dex YP | Collection Materials | 98.35 |
| 650 | DM Disposal Company, Inc. | Public Utilities - PA | 192.16 |
| 651 | DM Disposal Company, Inc. | Public Utilities - SQ | 373.15 |
| 652 | E-Rate Expertise | PO 725 Professional Services - E-rate Consulting - CIPA - 06-2022 - NOLS | 450.00 |
| 653 | Felton, Jina | Cell Phone Reimbursement - Jan-Jun 2022 - PA | 120.00 |
| 654 | NOLS Employee | HRA Reimbursement | 686.98 |
| 655 | Fiero Marine Life Center | C6 Programing - Tidepool Exploration (SP) | 100.00 |
| 656 | Findaway World, LLC | Collection Materials | 412.01 |
| 657 | Forks Outfitters | PO 732 Maintenance Supplies - Hardware FO - FAC | 9.54 |
| 658 | Haggard & Ganson LLP | PO 670 Legal Services - Compensation Study and Light Project - ADM | 852.50 |
| 659 | Hartford Retirement Plan Solutions | MMDCP 07-2022 (PPE 06-30-22) - EFT 939 | 230.00 |
| 660 | Health Care Authority | HCA 07-2022 (PPE 06-30-22) | 39,668.92 |
| 661 | HealthEquity | HSA ER Contribution - July 2022 | 697.90 |
| 662 | Ingram Library Services | Collection Materials | 304.23 |
| 663 | Ingram Library Services | C14 Program Supplies - Books for DB Higuera Meet the Author (SP) | 280.00 |
| 664 | Kelly, Paul | C05 Programming - Knot Tying Workshop (SP) | 400.00 |

| No. | Claimant | Purpose | Amount |
|------------|--------------------------------------|---|---------------|
| 665 | McGrew, Charlotte | Travel - Business - Mileage Reimbursement - SQ | 8.60 |
| 666 | Michaud-Skog, Melissa Summer | C10 Programming - Meet the Author FGH (SP) | 250.00 |
| 667 | Midwest Tape | Collection Materials | 187.58 |
| 668 | Midwest Tape | Collection Materials | 349.04 |
| 669 | Midwest Tape | Collection Materials | 418.43 |
| 670 | Midwest Tape | Collection Materials | 890.61 |
| 671 | Miller, Shane | Cell Phone Reimbursement - Jan-Jun 2022 - IT | 120.00 |
| 672 | Mokihana Productions | C9 Programing - Hula Program (FOFOL-PAFOL-FOSL) | 1,200.00 |
| 673 | North Olympic Library System | July 2022 Revolving Fund Reimbursement (* Detail Below) | 180.98 |
| 674 | North Olympic Library System | July 2022 Merchant Account Reimbursement - EFT 940 | 129.98 |
| 675 | OCLC, Inc. | PO 675 Technology Services - Bibliographic Utility Subscription - TS | 2,615.58 |
| 676 | Olympic Laundry & Dry Cleaners, Inc. | PO 685 Professional Services - Laundry - FAC | 152.32 |
| 677 | Olympic Printers, Inc. | PO 637 Program Supplies - Bittersweet Harvest Posters (SP) | 227.85 |
| 678 | OverDrive, Inc. | Collection Materials | 1,093.62 |
| 679 | OverDrive, Inc. | Collection Materials PO 699 Program Supplies - Ebooks - Intentional Aging (SP) | 290.10 |
| 680 | OverDrive, Inc. | Collection Materials | 357.94 |
| 681 | OverDrive, Inc. | Collection Materials | 142.49 |
| 682 | Pacific Office Equipment, Inc. | Copier Repair and Maintenance - All Branches PO 688, 689 Toner - SQ | 1,890.96 |
| 683 | Phillips, Brian | Cell Phone Reimbursement - Jan-Jun 2022 - FAC | 120.00 |
| 684 | Quill Corporation | PO 677 Office Supplies - Pens and Staples - SQ | 137.43 |
| 685 | Rainbow Sweepers, Inc. | PO 672 Groundskeeping - PA Parking Lot Sweeping 7-03-22 - FAC | 212.16 |
| 686 | Rajala, Shaina E | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 |
| 687 | RJ Services Inc. | PO 724 Groundskeeping - PA Parking Drain Basin Pumping - FAC | 2,448.00 |
| 688 | Sanford Irrigation, Inc. | PO 684 Groundskeeping - PA Irrigation System Start Up and Tuning - FAC | 226.30 |
| 689 | Shield, Erin | Cell Phone Reimbursement - Jan-Jun 2022 - TS | 120.00 |
| 690 | NOLS Employee | HRA Reimbursement | 781.98 |
| 691 | Sound Energy Systems | PO 726 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC | 832.33 |
| 692 | Sound Publishing Inc | PO 710 Professional Services - Legal Advertising - RFP Compensation Study - NOLS | 62.75 |
| 693 | Sound Publishing Inc | Collection Materials | 301.60 |
| 694 | Sullivan, Meghan | Cell Phone Reimbursement - Jan-Jun 2022 - ADM | 120.00 |
| 695 | Swains General Store, Inc. | PO 676 Tools and Equipment - Hoses and Watering Wand SQ - FAC | 134.78 |
| 696 | True Value | PO 731 Maintenance Supplies - Hardware - FAC PO 737 Maintenance Supplies - Cleaning Supplies - FAC | 11.85 |
| 697 | NOLS Employee | HRA Reimbursement | 98.14 |
| 698 | Unique Management Services, Inc. | Professional Services - Debt Collection | 68.95 |

| No. | Claimant | Purpose | Amount |
|-----|--|---|-------------------|
| 699 | United Way of Clallam County | United Way Donations (PPE 06-30-22) | 135.00 |
| 700 | US Bank | Credit Card Services - June 2022 (* Detail Below) | 12,667.18 |
| 701 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS | 319.70 |
| 702 | WCIF | Vision/Life/EAP Premiums 07-2022 (PPE 06-30-22) | 1,339.14 |
| 703 | WDH - Wave Business | Communication - Internet - IT | 3,784.15 |
| 704 | West Waste & Recycling | Public Utilities - FO - CB | 61.93 |
| 705 | WSCCCE - WPAS, Inc | Dental Premiums (PPE 06-30-22) - August Coverage | 6,195.56 |
| 706 | WSCCCE-Council 2, AFSCME AFL-CIO | Union Dues 07-2022 (PPE 06-30-22) | 1,955.02 |
| | | | 384,662.86 |

*** Detail - NOLS Revolving Fund Account -- Voucher #673**

| | | | |
|---------|--------------------------------|------------------------------|---------------|
| 2260 | NOLS Patron | Patron Refund | 59.99 |
| 2261 | NOLS Patron | Patron Refund | 0.95 |
| 2262 | NOLS Patron | Patron Refund | 48.00 |
| 2263 | NOLS Patron | Patron Refund | 7.05 |
| 2264 | NOLS Patron | Patron Refund | 24.99 |
| EFT 943 | First Federal Savings and Loan | Annual Safe Deposit Box Rent | 40.00 |
| | | | 180.98 |

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #700**

| | | | |
|----|------------------------------|--|----------|
| 1 | 8th Street Car Wash | PO 635 Vehicle Maintenance - Car Wash Westy - FAC | 6.00 |
| 2 | 8th Street Car Wash | PO 636 Vehicle Maintenance - Car Wash Pacifica - FAC | 6.00 |
| 3 | Aaramark Public Foods | PO 702 Training - ALA Conference - Per Diem - NOLS | 5.25 |
| 4 | AirBnB | PO 691 Training Travel - Lodging - Per Diem - ADM | 518.70 |
| 5 | All Safe Mini Storage | PO 709 Operating Rentals - SQ Storage Rental - NOLS | 2,805.00 |
| 6 | Amazon.com | PO 599 Program Supplies - Storytime (SP) | 52.11 |
| 7 | Amazon.com | PO 615 Program Supplies - Teen Lit Bags (SP) | 68.52 |
| 8 | Amazon.com | PO 693 Office Supplies - Nametag Supplies - NOLS | 30.45 |
| 9 | Amazon.com | PO 657 Equipment - Headsets for Staff - NOLS | 285.30 |
| 10 | Amazon.com | PO 652 Maintenance Supplies - Leaf Blower Parts - FAC | 20.33 |
| 11 | Amazon.com | PO 661 Small Tools - Pest Control Heater - FAC | 250.23 |
| 12 | Amazon.com | PO 618 Toner and Ink- PA | 376.88 |
| 13 | Amazon.com | PO 625 Office Supplies - Thermal Laminate - PA | 85.04 |
| 14 | Amazon.com | PO 572 Program Supplies - SRP STEAM (SP) | 147.12 |
| 15 | Amazon.com | PO 600 Program Supplies - Button Maker Circle Cutter (SP) | 78.26 |
| 16 | Amazon.com | PO 671 Program Supplies - Take and Make - Soap (SP) | 433.65 |
| 17 | Amazon.com | PO 609 Program Supplies - SRP STEAM Stations (SP) | 81.15 |
| 18 | Amazon.com | PO 609 Program Supplies - SRP STEAM Stations (SP) | (64.92) |
| 19 | American Library Association | PO 705 Training - Webinar Fee - NOLS | 47.40 |
| 20 | Aramark | PO 702 Training - ALA Conference - Per Diem - NOLS | 6.00 |

| No. | Claimant | Purpose | Amount |
|------------|-----------------------------|---|---------------|
| 21 | Aramark | PO 702 Training - ALA Conference - Per Diem - NOLS | 3.50 |
| 22 | Arco | PO 578 Business Fuel - FAC | 65.98 |
| 23 | Arco | PO 714 Business Fuel - Nolsy White - FAC | 58.95 |
| 24 | Best Western | PO 703 Training - ALA Conference - Lodging - NOLS | 162.99 |
| 25 | Blick Art Materials | PO 682 Program Supplies - Teen Workshop (SP) | 79.15 |
| 26 | Conference Solutions | PO 690 Training - Conference Fee - SHRM - ADM | 719.00 |
| 27 | Dell Sales and Service | PO 665 Toner and Ink - PA | 58.74 |
| 28 | Dell Sales and Service | PO 666 Toner and Ink - PA | 82.68 |
| 29 | Dell Sales and Service | PO 666 Toner and Ink - PA | 78.33 |
| 30 | DialMyCalls.com | PO 611 Technology Services - Staff Emergency Contact System - NOLS | 19.99 |
| 31 | E-Fax | PO 692 Technology Services - Online Fax - HR Confidential Line - ADM | 30.99 |
| 32 | Facebook | PO 686 Professional Services - Recruitment Post - NOLS | 40.00 |
| 33 | Facebook | PO 720 Technology Services - Sponsored Ads - Recruitment NOLS | 20.00 |
| 34 | Facebook | PO 720 Program Services - Sponsored Post SRP (SP) | 97.99 |
| 35 | First Book Marketplace | PO 683 Program Supplies - SRP Prize Books (SP) | 193.61 |
| 36 | Floret | PO 702 Training - ALA Conference - Per Diem - NOLS | 10.18 |
| 37 | GoDaddy.com | PO 584 Technology Services - NOLS.org Domain Renewal Thru 6/7/2023 - IT | 23.03 |
| 38 | GoDaddy.com | PO 624 Technology Services - EZ Proxy Wildcard SSL Certification Renewal - IT | 899.98 |
| 39 | Holiday Inn | PO 702 Training - ALA Conference - Per Diem - NOLS | 19.80 |
| 40 | Home Depot | PO 707 Maintenance Supplies - SQ Storage Unit Key Copies - FAC | 7.14 |
| 41 | Jetpens.com | PO 599 Program Supplies - Storytime (SP) | 86.50 |
| 42 | KCDA Purchasing Cooperative | PO 620 Office Supplies - Tape and Pens - PA | 63.72 |
| 43 | KCDA Purchasing Cooperative | PO 629 Printer Paper Supplies - PA | 112.41 |
| 44 | Lower Elwha Food & Fuel | PO 667 Business Fuel - Westy - TS | 44.45 |
| 45 | Lower Elwha Food & Fuel | PO 590 Business Fuel - Pacifica - TS | 50.00 |
| 46 | Lower Elwha Food & Fuel | PO 591 Business Fuel - Westy - TS | 39.21 |
| 47 | Lower Elwha Food & Fuel | PO 610 Business Fuel - Westy - TS | 40.93 |
| 48 | Lower Elwha Food & Fuel | PO 664 Business Fuel - Westy - TS | 47.93 |
| 49 | Lower Elwha Food & Fuel | PO 589 Equipment Fuel - FAC | 28.19 |
| 50 | Lower Elwha Food & Fuel | PO 660 Equipment Fuel - FAC | 50.00 |
| 51 | Lower Elwha Food & Fuel | PO 708 Business Fuel - Chevy Van - FAC | 50.00 |
| 52 | Lyft | PO 701 Training - ALA Conference - Per Diem - NOLS | 50.52 |
| 53 | Michaels | PO 571 Program Supplies - SRP STEAM Stations (SP) | 119.58 |
| 54 | Michael's Store | PO 668 Program Supplies - SRP STEAM Stations (SP) | 6.94 |
| 55 | Microsoft | PO 694 Technology Services - MS Cloud Services (365) - IT PO 697 Technology Services | 891.47 |
| 56 | NexusTek | - Microsoft Project Licenses - IT | 110.00 |
| 57 | Office Depot | PO 679 Printer Paper Supplies - SQ | 28.17 |

| No. | Claimant | Purpose | Amount |
|------------|--------------------------|---|---------------|
| 58 | Office Depot | PO 680 Printer Paper Supplies - SQ | 33.41 |
| 59 | PayFlow Pro | Monthly Gateway Fee | 59.95 |
| 60 | Quill Corporation | PO 719 Toner and Ink - FO | 540.24 |
| 61 | Royal Thai | PO 702 Training - ALA Conference - Per Diem - NOLS | 20.69 |
| 62 | Safeway | PO 663 Office Supplies - Processing Supplies - Disc Repair - TS | 36.43 |
| 63 | Safeway | PO 617 Office Supplies - Rubbing Alcohol - PA | 13.02 |
| 64 | Safeway | PO 573 Program Supplies - SQ Outreach Supplies (FOSL) | 16.56 |
| 65 | Safeway | PO 668 Program Supplies - SRP STEAM Stations (SP) | 8.16 |
| 66 | Seoulspice | PO 702 Training - ALA Conference - Per Diem - NOLS | 19.57 |
| 67 | Shell | PO 638 Business Fuel - Pacifica - TS | 52.07 |
| 68 | Shell | PO 604 Business Fuel - Westy - TS | 31.35 |
| 69 | Shell | PO 622 Business Fuel - Westy - TS | 48.93 |
| 70 | Shell | PO 634 Business Fuel - Westy - TS | 48.82 |
| 71 | Smarter Tools | PO 585 Technology Services - Smarter Stats Enterprise 50 Licenses - IT | 239.60 |
| 72 | Starbucks Coffee Company | PO 702 Training - ALA Conference - Per Diem - NOLS | 13.91 |
| 73 | Talay Thai | PO 702 Training - ALA Conference - Per Diem - NOLS | 17.55 |
| 74 | the Spanish Group | PO 566 Program Services - Pub Com Translation Service SRP (SP) | 84.80 |
| 75 | the Spanish Group | PO 721 Program Services - Pub Com Translation Service NOLS Gear (SP) | 31.90 |
| 76 | USPS | PO 597 Postage - TS | 250.00 |
| 77 | USPS | PO 598 Postage - TS | 250.00 |
| 78 | USPS | PO 628 Postage - TS | 250.00 |
| 79 | USPS | PO 654 Technology Services - Postage Service Charge - TS | 19.57 |
| 80 | Walgreens | PO 574 Program Supplies - SRP SQ Outreach Supplies (FOSL) | 7.28 |
| 81 | Walmart | PO 693 Office Supplies - Nametag Supplies - NOLS | 53.72 |
| 82 | Walmart | PO 715 Office Supplies - Plastic Bins - OR | 43.31 |
| 83 | Walmart | PO 700 Program Supplies - Button Maker Storage (SP) | 9.74 |
| 84 | Walmart | PO 727 Program Supplies - Chairs for Outdoor Programs (FOSL) | 78.15 |
| 85 | Walmart | PO 653 Program Supplies - SRP STEAM Stations (SP) | 18.90 |
| 86 | Westin Resorts | PO 702 Training - ALA Conference - Per Diem - NOLS | 26.40 |
| 87 | Westin Resorts | PO 703 Training - ALA Conference - Lodging - NOLS | 526.48 |
| 88 | WSDOT Good to Go | PO 647 Training Travel - Bridge Toll - NOLS | 4.65 |
| 89 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 90 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 91 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 92 | Zoom | PO 613 Technology Services - Monthly Subscription - NOLS | 16.30 |

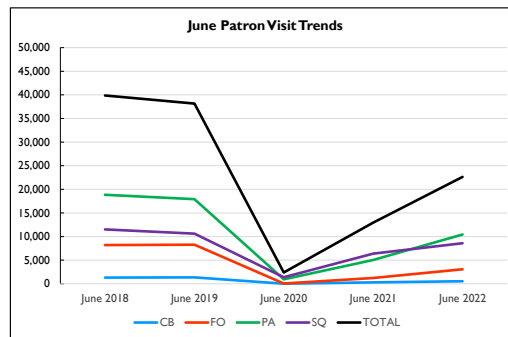
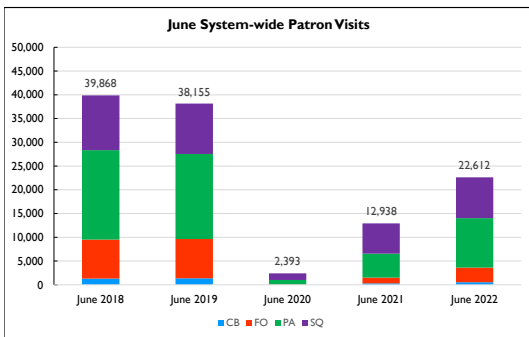
| No. | Claimant | Purpose | Amount |
|-----|----------|---|------------------|
| 93 | Zoom | PO 687 Technology Services - Monthly Subscription - NOLS | 16.30 |
| | | | 12,667.18 |

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

| | | | |
|---------|------------------------------------|--|-------------------|
| EFT 937 | ADP Tax/Financial Services | Net Payroll and Taxes (PPE 06-30-22) | 208,438.05 |
| EFT 938 | Dept. of Retirement Systems | PERS and DCP Retirement (PPE 06-30-22) | 41,667.67 |
| EFT 939 | Hartford Retirement Plan Solutions | MMDCP (PPE 06-30-22) | 230.00 |
| | | | 250,335.72 |

Patron Visits

| | 2022 | % of System |
|--------------|---------------|---------------|
| PA | 10,423 | 46.1% |
| SQ | 8,573 | 37.9% |
| FO | 3,067 | 13.6% |
| CB | 549 | 2.4% |
| Total | 22,612 | 100.0% |



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

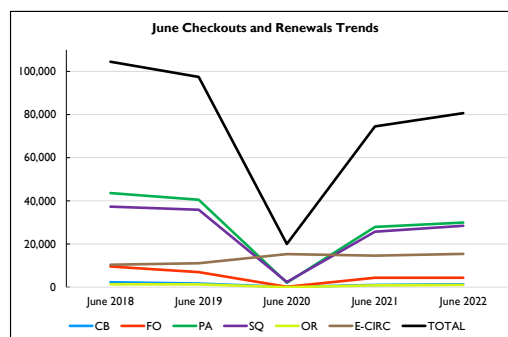
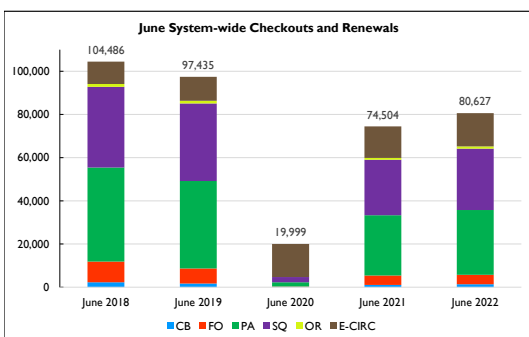
* Due to COVID-19, all NOLS facilities were only open for limited service in May 2021.

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

* NOLS began recognizing Juneteenth with a one day closure in June 2022.

Checkouts & Renewals

| | 2022 | % of System |
|--------------|---------------|---------------|
| PA | 29,965 | 37.2% |
| Self | 47% | |
| SQ | 28,445 | 35.3% |
| Self | 52% | |
| FO | 4,377 | 5.4% |
| Self | 19% | |
| CB | 1,380 | 1.7% |
| OR | 1,042 | 1.3% |
| E Circ | 15,418 | 19.1% |
| Total | 80,627 | 100.0% |

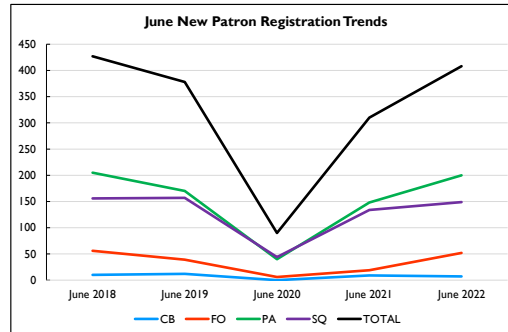
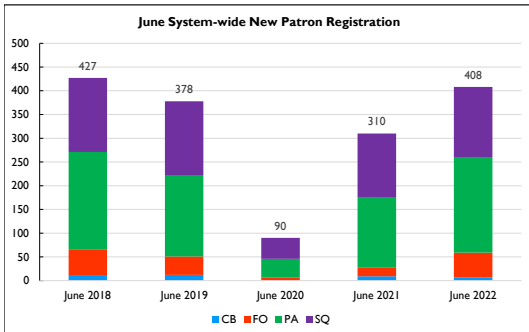


* Due to COVID-19, all NOLS locations were closed June 2020.

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

New Patron Registration

| | 2022 | % of System |
|-------|------|-------------|
| PA | 200 | 49.0% |
| SQ | 149 | 36.5% |
| FO | 52 | 12.7% |
| CB | 7 | 1.7% |
| Total | 408 | 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 in June 2021.

* Registration remained available through the Library's website.

Library Programs

| | Programs/Attendees | % of System |
|---------|--------------------|-------------|
| PA | 4/147 | 15%/16% |
| SQ | 4/76 | 15%/8% |
| FO | 5/73 | 19%/8% |
| CB | 1/0 | 4%/0% |
| Virtual | 12/625 | 46%/68% |
| Total | 26/921 | 100%/100% |

Public Meetings

| | Meetings/Attendees | % of System |
|-------|--------------------|-------------|
| PA | 4/47 | 24%/35% |
| SQ | 0/0 | 0%/0% |
| FO | 12/77 | 71%/57% |
| CB | 1/10 | 6%/7% |
| Total | 17/134 | 100%/100% |

*Meeting rooms unavailable at Sequim Branch Library

Computer Prints Made

| | # of Prints | % of System |
|-------|-------------|-------------|
| PA | 6,396 | 59.6% |
| SQ | 2,937 | 27.4% |
| FO | 1,232 | 11.5% |
| CB | 170 | 1.6% |
| Total | 10735 | 100.0% |

Public Computer Use

| | # of Computer Hours | % of Total Available Hours in Use |
|-------|---------------------|-----------------------------------|
| PA | 1,403 | 41.6% |
| SQ | 480 | 35.6% |
| FO | 375 | 19.2% |
| CB | 55 | 8.6% |
| Total | 2313 | 31.6% |

Wi-Fi Access

| | |
|-------------------|-------|
| System-wide Total | 5,269 |
|-------------------|-------|

Website Visits

| | |
|--------------------------|--------|
| From outside the Library | 20,701 |
| From inside the Library | 1,678 |
| Avg. # of pages visited | 2 |

Volunteers

| | Volunteer Hours | # of Volunteers |
|-------|-----------------|-----------------|
| PA | 17 | 2 |
| SQ | 0 | 0 |
| FO | 0 | 0 |
| CB | 0 | 0 |
| OR | 0 | 0 |
| NOLS | 17 | 1 |
| Total | 34 | 3 |

Outreach Services

| | |
|----------------------------------|-----|
| Deliveries to the Homebound | 100 |
| New Patrons w/ Delivery Services | 0 |

Interlibrary Loan Services

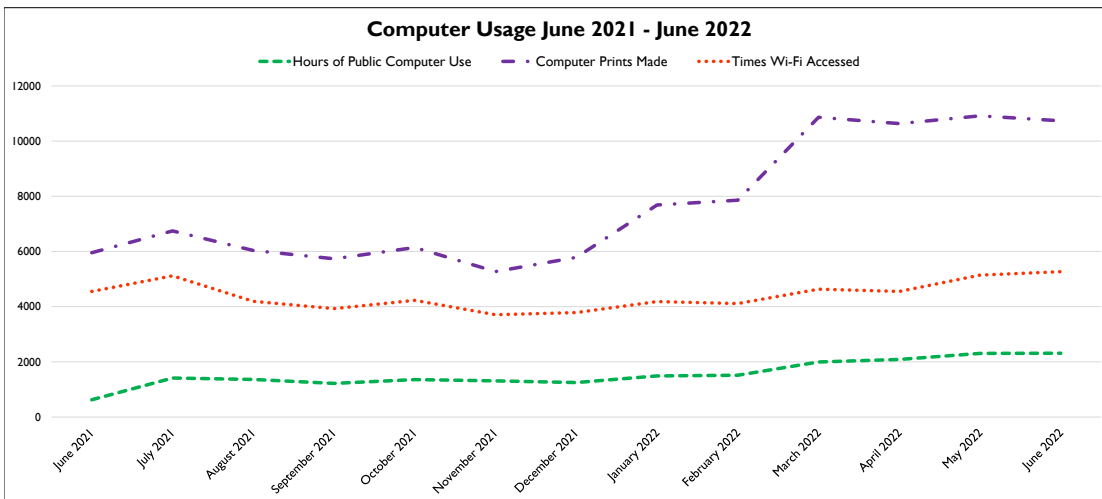
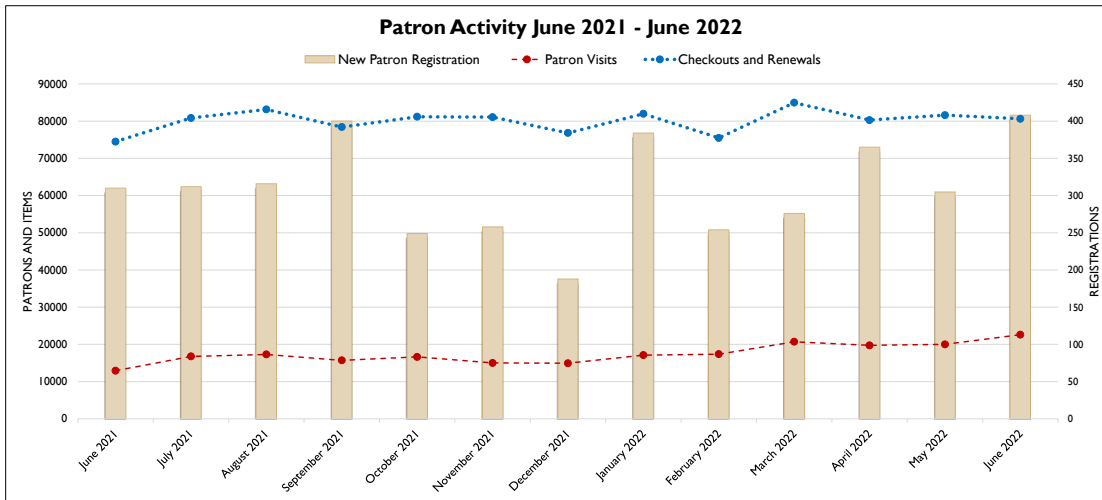
| | |
|-------------------------------------|-----|
| Items borrowed from other libraries | 123 |
| Items loaned to other libraries | 82 |

Holds

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

Read & Return and Program/Outreach Distributions

| | |
|---|------|
| Tiny Olympic Libraries (CB, FO, PA, SQ) | 514 |
| Read & Ride (Clallam Transit Buses) | 0 |
| DSHS (Kiosks in offices in FO and PA) | 0 |
| NOLS Programs | 1994 |
| Community Outreach Events | 0 |
| Total | 2508 |



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

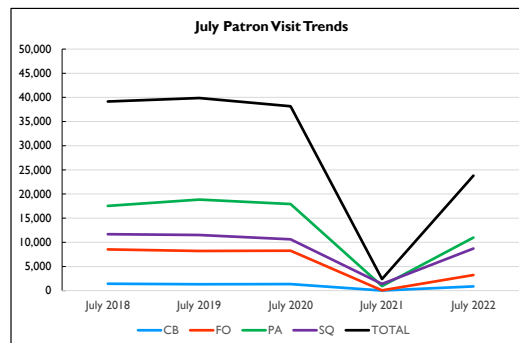
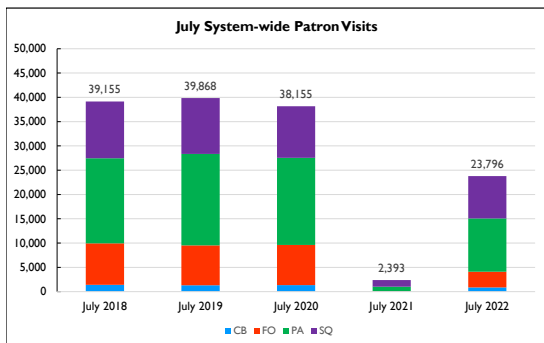
April 2022 - All branches closed for an All Staff Training Day.

May 2022 - New catalog discovery layer, Aspen, implemented.

June 2022 - NOLS begins recognizing Juneteenth with a one day closure.

Patron Visits

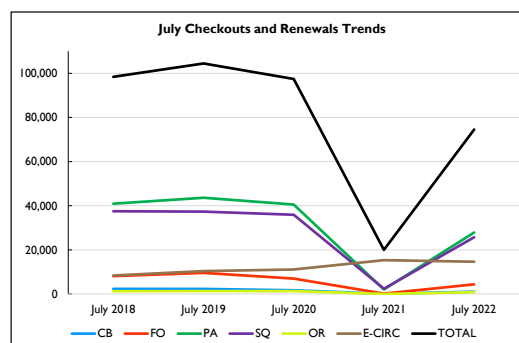
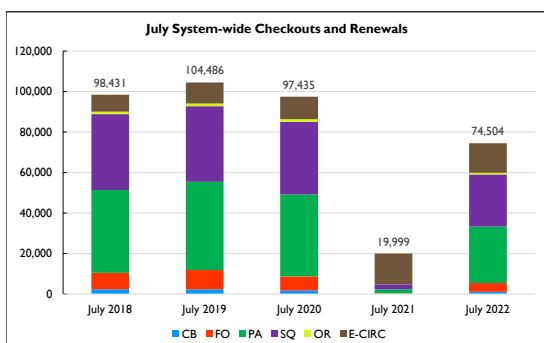
| | 2022 | % of System |
|--------------|---------------|---------------|
| PA | 10,969 | 46.1% |
| SQ | 8,717 | 36.6% |
| FO | 3,241 | 13.6% |
| CB | 869 | 3.7% |
| Total | 23,796 | 100.0% |



* Curbside service began in June 2020 and continued through June 2021. □
 * A new system to count patron visits was installed at each branch in January 2022.

Checkouts & Renewals

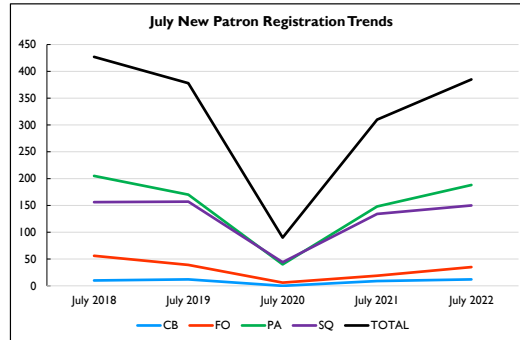
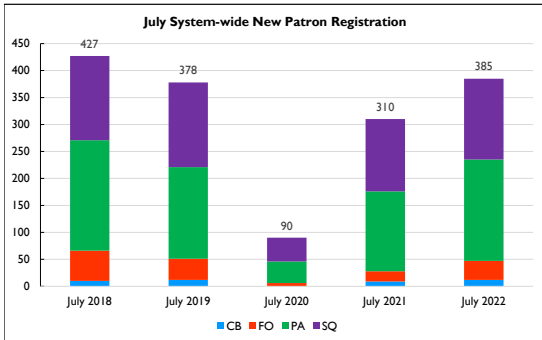
| | 2022 | % of System |
|--------------|---------------|---------------|
| PA | 32,266 | 38.1% |
| Self | 44% | |
| SQ | 28,659 | 33.8% |
| Self | 48% | |
| FO | 4,674 | 5.5% |
| Self | 17% | |
| CB | 1,709 | 2.0% |
| OR | 1,116 | 1.3% |
| E Circ | 16,316 | 19.3% |
| Total | 84,740 | 100.0% |



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

New Patron Registration

| | 2022 | % of System |
|-------|------|-------------|
| PA | 188 | 48.8% |
| SQ | 150 | 39.0% |
| FO | 35 | 9.1% |
| CB | 12 | 3.1% |
| Total | 385 | 100.0% |



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

* Registration remained available through the Library's website.

Library Programs

| | Programs/Attendees | % of System |
|---------|--------------------|-------------|
| PA | 11/468 | 20%/16% |
| SQ | 10/351 | 18%/12% |
| FO | 13/151 | 23%/5% |
| CB | 6/85 | 11%/3% |
| Virtual | 16/1899 | 29%/64% |
| Total | 56/2954 | 100%/100% |

Public Meetings

| | Meetings/Attendees | % of System |
|-------|--------------------|-------------|
| PA | 9/44 | 33%/18% |
| SQ | 0/0 | 0%/0% |
| FO | 12/165 | 44%/66% |
| CB | 6/42 | 22%/17% |
| Total | 27/251 | 100%/100% |

*Meeting rooms unavailable at Sequim Branch Library

Computer Prints Made

| | # of Prints | % of System |
|-------|-------------|-------------|
| PA | 6,880 | 56.9% |
| SQ | 3,530 | 29.2% |
| FO | 1,275 | 10.6% |
| CB | 396 | 3.3% |
| Total | 12081 | 100.0% |

Public Computer Use

| | # of Computer Hours | % of Total Available Hours in Use |
|-------|---------------------|-----------------------------------|
| PA | 1,237 | 36.7% |
| SQ | 492 | 36.4% |
| FO | 414 | 21.4% |
| CB | 253 | 41.9% |
| Total | 2396 | 33.0% |

Wi-Fi Access

| | |
|-------------------|-------|
| System-wide Total | 5,497 |
|-------------------|-------|

Website Visits

| | |
|--------------------------|--------|
| From outside the Library | 19,689 |
| From inside the Library | 1,413 |
| Avg. # of pages visited | 2 |

Volunteers

| | Volunteer Hours | # of Volunteers |
|-------|-----------------|-----------------|
| PA | 14.75 | 2 |
| SQ | 2.5 | 1 |
| FO | 10.25 | 1 |
| CB | 0 | 0 |
| OR | 0 | 0 |
| NOLS | 10.5 | 1 |
| Total | 38.0 | 5 |

Outreach Services

| | |
|----------------------------------|----|
| Deliveries to the Homebound | 99 |
| New Patrons w/ Delivery Services | 4 |

Interlibrary Loan Services

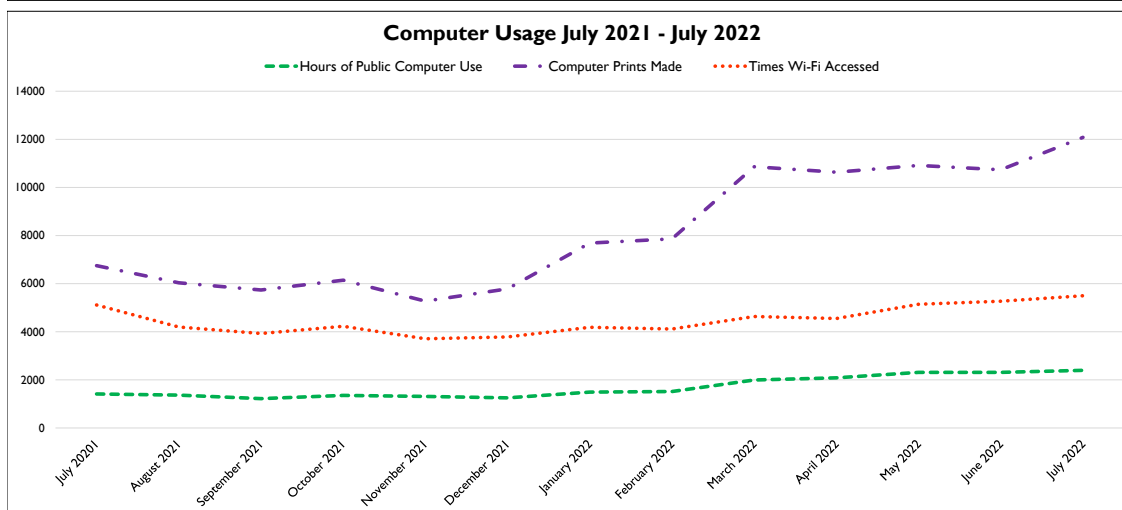
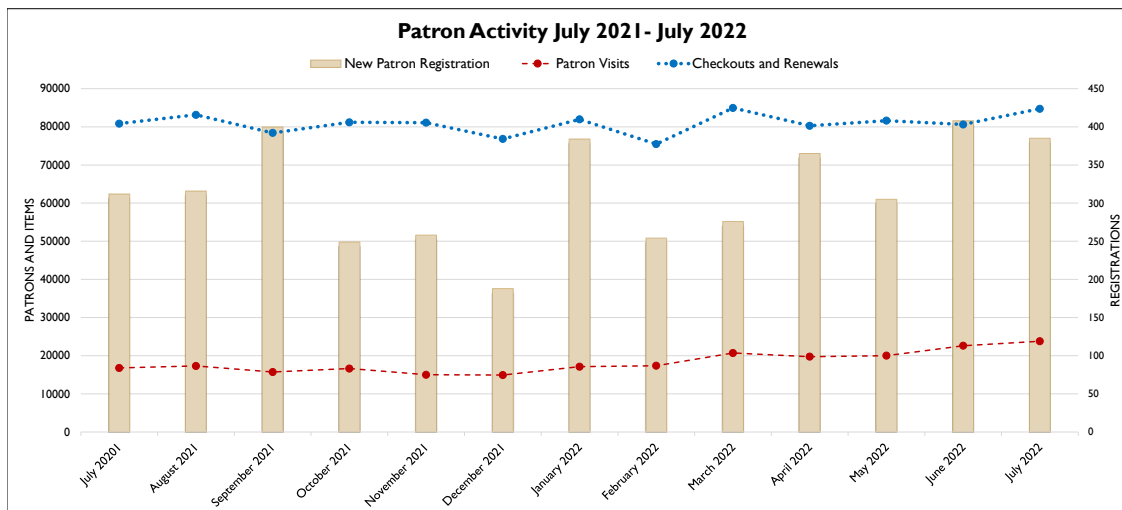
| | |
|-------------------------------------|-----|
| Items borrowed from other libraries | 134 |
| Items loaned to other libraries | 87 |

Holds

| | Requests Fulfilled | Avg Days to Fill |
|-------|--------------------|------------------|
| PA | 7551 | 19.64 |
| SQ | 9293 | 18.16 |
| FO | 1077 | 16.52 |
| CB | 450 | 19.18 |
| OR | 1378 | 10.24 |
| Total | 19749 | 18.10 |

Read & Return and Program/Outreach Distributions

| | |
|---|------|
| Tiny Olympic Libraries (CB, FO, PA, SQ) | 558 |
| Read & Ride (Clallam Transit Buses) | 0 |
| DSHS (Kiosks in offices in FO and PA) | 0 |
| NOLS Programs | 726 |
| Community Outreach Events | 0 |
| Total | 1284 |



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.

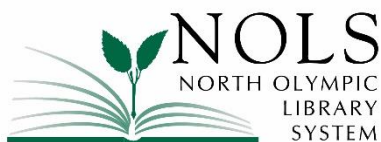
February 2022 - The Forks Branch was closed a half day and the Clallam Bay Library for a day and a half, due to a staff shortage.

March 2022 - State and County Mask Mandate lifted

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

May 2022 - New catalog discovery layer, Aspen, implemented.

June 2022 - NOLS begins recognizing Juneteenth with a one day closure.



Monthly Activity Report

Meeting Date: August 25, 2022
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for June 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The Summer Reading Program (SRP) began in June with a variety of activities for all ages. Youth Services Librarians Jennifer Lu'Becke and Clair Dunlap connected with over 1200 students during outreach visits to Dry Creek Elementary, Roosevelt Elementary, Hamilton Elementary, Crescent School, Queen of Angels, Stevens Middle School, and the Port Angeles High School to talk up the Summer Reading Program and other library services. Nearly 30 people attended the Summer Reading Launch Party with Olympic National Park (ONP) to hear about upcoming events, pick out free books, and visit the ONP's Junior Ranger booth to learn about the park, how to stay safe outdoors, touch animal pelts, and get to know ONP Rangers and interns.



Later in June, the weekly Summer Reading Storytime series began with nearly 40 participants at the first event. The Discovery Club was another weekly series that started towards the end of June. Over 40 kindergarteners through fifth graders, along with their families and caregivers, attended knot-tying workshop led by community member Paul Kelly. Kids learned several types of knots and participated in the following activities: relay race, lassoing a water jug, and log pull. Participants were given pieces of rope to take home to continue honing their knot tying skills.



Other events during the month of June included:

- Rainbow Storytime – 21 participants
- Outreach Storytimes at Peninsula College – 45 participants
- Celebrate Juneteenth Intergenerational Art Program with Silverkite – 9 simultaneous participants with additional 201 visits to recording afterwards
- Rainbow Suncatcher Take & Make – 250 participants
- Intentional Aging: The Importance of Community – 9 participants
- Books & Locations Virtual Launch – 11 participants
- Second Saturday Book Group– 4 participants
- Novel Conversations Book Group– 8 participants
- Second Tuesday Book Group– 4 participants
- Wednesday Evening Book Group – 2 participants
- Early Literacy Videos – 3 new videos with 278 total views

Throughout the month of June, Public Service Staff brushed up on their Beanstack Reading App skills in order to better assist patrons signing up for the Summer Reading Program, attended drop-in Aspen Catalog training sessions to build on their new catalog knowledge, and watched Ryan Dowd trainings.

Sequim Branch Library

Emily Sly, Library Manager

Summer Reading Program kicked off in June to the delight of many readers. In-person programs, including Discovery Club and Outdoor Storytime, were presented on the outdoor stage.

Olympic Theatre Arts invited the Library to be the featured community organization during their production of *The Book of Will* in June. NOLS staff tabled in the gathering hall prior to each performance and talked to community members about the library and upcoming expansion project.

Rachael Heugerich was hired as a full-time PSS at the Sequim Branch. Recruitments took place for the Older Adult Services Librarian and part-time PSS position.

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.

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 – 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 Service Lead Jennifer S provided WE staff with Summer Reading Program logistical training.
- Public Services Specialists put the finishing touches on two Take and Make Kits for all NOLS branches and prepped 225 cloud viewer frames for the Discovery Club STEAM program.
- All West End staff continued to provide excellent customer service, provide curbside service upon request, assist with ehelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

Programming:

- Youth Services Librarian Kristine fulfilled Teen Lit Bags for teens at Forks and Clallam Bay.
- Youth Services Librarian Kristine coordinated the Celebrate Pride with Zine across all NOLS branches.
- Community Outreach Specialist Ashlee led SRP Kids and Families Launch Party with Olympic National Park and Discovery Club Knot Tying.
- Youth Services Librarian Kristine and Youth Services Librarian Jennifer L. planned and implemented Teen Trivia as requested by the Teen Advisory Board.

Outreach & Bookmobile:

- Youth Services Librarian Kristine promoted online learning resources at the West End Job Fair for Children's Programs at Peninsula College.
- Youth Services Librarian Kristine and Public Services Specialist Violette promoted Pride programming and LGBTQIA+ materials at Pride in the Park in Forks.
- Youth Services Librarian Kristine promoted the Summer Reading Program at Clallam Bay School and Forks Elementary.
- Bilingual Community Librarian Mary and Youth Services Librarian Kristine conducted a pop-up library for K-12 students at Quileute Tribal School promoting the Summer Reading Program.
- Bilingual Community Librarian Mary conducted a pop-up library at the Neah Bay Secondary Schools promoting the Summer Reading Program.

Facilities Department

Brian Phillips, Facilities Manager

In June, NOLS bid a sad adieu to Facilities Tech 2 Ken Hiltz. Ken started working for NOLS at the Sequim Library in March 2019. In the three eventful years since then, Ken proved himself to be an incredibly reliable and skillful employee. His resourcefulness and the easy going manner with which he tackled so many problems will be missed. Many thanks are due to Ken for his contributions to NOLS. We wish him all the best in his retirement!

Port Angeles Library: Irrigation system start-up; cleaned out parking lot drain basins; pressure washed sidewalks; cleaned gutters; replaced overhead light bulbs; put up hanging flower baskets; replaced rope fence at front entrance; lawn care and weed control.

Sequim Library: Changed HVAC filters; checked emergency lights; trimmed hedge, repaired broken rain gutter

Sequim Expansion and Renovation Project: Worked with SHKS Architects to develop geotechnical engineering services specification; issued RFP for these services; procured Associated Earth Sciences (AESI) for geotechnical engineering services.

Forks Library: Upgraded security alarm communicator; changed HVAC filters.

Clallam Bay Library: Put up flower baskets; changed HVAC filters; mowed lawn.

Other: Brian coordinated Port Angeles Library parking lot use agreements between Holy Trinity Church, Clallam Transit, and NOLS for the Clallam Bay Corrections vanpool group; Brian helped guide staff through an active shooter discussion; Annex gate key copied for IT use; repaired broken leaf blower; vehicle orientations provided to staff; staff participated in EDI discussion; Brian attended Management Team, Sustainability Team, and Health and Safety Committee meetings.

Outreach to Homebound Program

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of June, 100 deliveries were made to patrons. There were no new patrons registered for Outreach Services in June.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

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

A few examples of some specific troubleshooting tasks completed in June include:

- Work with the phone system vendor to update phone message with current branch hours

- Repair of computers damaged by a power outage in Port Angeles
- Work with OCLC to complete troubleshooting z39.50 connection for Technical Services
- Replace hard drive that failed on a server
- Respond to internet outage in Clallam Bay

IT worked with K20 to complete the upgrade of NOLS' internet connection from 500 Mbps to 2 Gbps. We also met with Ednetics to progress further with the networking equipment refresh project, and to bring Systems Administrator John up to speed on this project.

The Web Team worked on improving the navigability of the website this month. We fixed the remaining broken links from moving to the new catalog. We are happily now reporting zero broken links on the website. The Web Team also added and corrected a number of Spanish translations for the website.

The Web Team finished working on the Summer Reading Program (SRP). This included posting all of the SRP events to the website, including Spanish translations for many of the programs. It also included creating events on Facebook for each event to help increase awareness of the SRP. A landing page was created to help describe the rules of the Summer Reading Challenge and to give guidance on how to participate.

In June, the Beanstack team worked to publish the Summer Reading Challenge. Beanstack is a service provided by NOLS that allows the library to create virtual reading challenges and contests to make it easier for people to track reading progress at school or home. The challenge allows people to earn badges, a free t-shirt, and two entries into a grand prize drawing that will take place after the end of the Summer Reading Program in September.

We developed and published a web presence for the Books and Locations event series. The program includes the addition of a new audio file every Thursday morning between June 23 and July 28. The audio files and information published examine a North Olympic Peninsula location paired with the perfect book to read there.

IT continued to help resolve questions and concerns raised from the launch of the new catalog, which included the creation of training videos to help guide people through the process of signing in, performing a search, and placing a hold in the new catalog.

The IT team welcomed two new staff members this month: Dana Seevers, who is a returning NOLS employee, as an On-Call Circulation Assistant and Rachael Huegerich, a new Public Services Specialist in Sequim. We provided each employee with an IT computer orientation to discuss technical equipment, account maintenance, and website platforms.

Technical Services Department

Erin Shield, Collection Services Manager

June saw some anticipated and not-anticipated absences in Technical Services, which led to a slight back log. The department is now back in full force and plowing through! The vertical file project in the Archive collection is getting closer to completion. There is still a cart or two to catalog and some decisions to be made about title standards for person files but there's light at the end of the tunnel. Future changes or iterations will be decided after completion of cataloging.

1123 physical items were processed and available for customers in the month of June. 167 print materials were repaired or recatalogued. 132 media items were resurfaced or repaired to extend their lives. 81 physical donations were made and will be added to the collection. 821 totes were shuttled between NOLS' branches by the couriers, including 19 for Outreach deliveries. Tech Services filled 163 InterLibrary Loan requests for NOLS' patrons and 97 loans to other libraries.

Wendy worked 8 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Adam helped out in Sequim for 11 hours in June. Kim worked about 9 hours in Sequim. Erin participated in meetings related to fundraising for the SQ Library project, an InterLibrary Loan software feature, the new catalog (including providing some staff trainings,) bookmobile, Collection Management, Puget Sound Collection Development, Polaris system, E-Resources, adult selection responsibilities, 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 34 system-wide volunteer hours.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meetings
- Management Team meetings
- Teen Volunteer Program Meeting
- Labor-Management Meeting

- Assisted with Compensation Study Request for Proposals (RFP)

Recruitments:

- Public Services Specialist – SQ
- Older Adult Services Librarian I – SQ
- On-Call Circulation Assistant – SQ
- Facilities Technician 2 – FAC
- IT Systems Administrator – IT

New Hires:

- Dana Seevers – On-Call Circulation Assistant – SQ
- Rachael Huegerich – Public Services Specialist – SQ

Separations:

- Ken Hiltz – Facilities Technician 2 – FAC

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, EDI Normalizing Conversation and All Staff meetings in June.

Accounting Statistics for June:

- 118 Vouchers
- 99 Credit Card Transactions
- 6 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 68 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 Sequim Expansion and Renovation Project
- Attended June Clallam County Senior Providers meeting
- Attended Uptown Arts District Collaboration meeting
- Site Visits to Sequim Library
- Participated in Community Outreach at Olympic Theatre Arts

- Recruitment activities for Public Service Specialist (SQ) and Older Adult Services Librarian (SQ)
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Beanstack Team, Health & Safety Team, Programming Team, Collection Management Team, Outreach Delivery Services, Port Angeles Staff, One-on-One meetings, and EDI Normalizing Conversations

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Prepared Compensation Study RFP
- Addressed issues related to the Aspen Discovery Layer (new catalog) implementation
- Continued work on Sequim Library Expansion and Renovation Project
- Met with Washington State Library leadership and other Library Directors to discuss EDI efforts
- Met with Field Hall Executive Director to tour new building and discuss partnership opportunities
- Attended Feiro Marine Center's Exhibit Design Community Meeting for their new building
- Attended Clallam Bay Friends of the Library meeting
- Recruitment activity for IT Systems Administrator
- Routine Branch Manager, Management Team, and Public Restart Team meeting

Meeting Date: August 25, 2022
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly activity report for July 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

As part of the Summer Reading Program, the North Olympic Library System welcomed instructors from Hālau Hula Ka Lei Mokihana I Ka Ua Noe to teach about Hawaiian hula. Kumu Hula Mokihana Melendez and her daughter, featured dancer Alaka'i Casara Desiree Hemakanamaikapu'uwai Caro, explained the rich and meaningful history of hula, demonstrated a kahiko (ancient hula dance), and taught a standard hula dance and basic Hawaiian words. Over 90 people stopped to enjoy the outdoor, in-person event in Port Angeles with some participating in a dance or trying out a few of the traditional musical instruments.

Another successful part of the Summer Reading Program was the weekly Discovery Club series for elementary school aged kids led by Youth Services Librarians Clair and Jennifer L. The themes were STEAM Stations: Earth and Space Science (63 participants), Take a Haiku (22 participants), Recycled Art (42 participants), and STEAM Stations: Bubbles and Sun Prints (42 participants).



Other events during the month of July included:

- Tiny Landscape Painting Take & Make – 250 participants
- Solar Oven Take & Make - 200
- Teen Lit Bags – 53 participants
- Teen Advisory Board – 6 participants
- Virtual Escape Room for Teens – 18 participants
- Author Talk with Summer Michaud-Skog (Fat Girls Hiking) – 17 participants
- League of Women Voters Candidates Forum – 84 participants
- Intentional Aging: Creativity and Learning featuring Smashed Flower Art kits – 7 participants
- Novel Conversations Book Group reading – 7 participants
- Second Tuesday Book Group reading – 3 participants
- Wednesday Evening Book Group reading – 9 participants
- Recycled Art Program with Comfort & Cozy – 22 participants
- Weekly Summer Storytimes – 186 participants at 5 events
- Outreach Storytime at Peninsula College – 25 participants
- Early Literacy Videos – 4 new videos with 1245 total views

Youth Services Librarian Clair and Community Outreach Specialists Kayla and Kristin connected with around 400 community members at the 4th of July Kid Zone at the Gateway Center. Kids built LEGO structures and drew pictures while Clair, Kayla, and Kristin shared information about library services and upcoming Summer Reading Program events.

Librarians and other members of the Programming Team have been busy planning events for September through December. Youth Services Librarians Clair and Jennifer L. have also begun developing and implementing ideas for making the Teen area more welcoming to teens.

Sequim Branch Library

Emily Sly, Library Manager

In July, Summer Reading Program participants were able to complete the 30-day Summer Reading Challenge and claim their t-shirts. The response to this year's Sasquatch t-shirt design by Melissa Klein has been really positive and there's been a lot of excitement about the shirts. In-person programs included Discovery Club, Outdoor Storytime, Hula Dancing and Second Saturday Book Discussion Group. The Hula Dancing program took place during Lavender

Festival Weekend and had 45 attendees. Take and Make kits were popular and Sequim participation numbers are included in the Port Angeles report.

Emily attended the Sequim School District Vocational Forum and toured the recently expanded Dungeness River Nature Center. She also 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 Public Services Specialist (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.

Veronica Giancola was hired as a part-time PSS at the Sequim Branch.

Sequim Expansion and Renovation Project – SHKS Architects had two site visits and a design meeting with the Sequim Project Team. Geotechnical drilling work took place to collect soil samples at various locations where the expansion will take place. The work was loud over a period of two days, but the work crew coordinated with library staff to minimize disruption to library service and site access. 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 Service Specialists put together 200 Squishy Soap Take and Makes.
- Public Service Specialist Dianne prepared the SRP t-shirts to start providing to 30-day readers.
- All West End staff continued to promote and sign patrons up for the Summer Reading Program.
- All West End staff continued to provide excellent customer service, provide curbside service upon request, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

Programming:

- Youth Services Librarian Kristine fulfilled Teen Lit Bags for 11 teens at Forks and Clallam Bay.

- 26 people attended Storytimes at Tillicum Park.
- Discovery Club at Clallam Bay and Forks was attended by 56 people.



- 21 people from across the county attended Tide Pool Exploration with Feiro Marine Life Center



- 12 people were in attendance for Hula Dancing with Mokihana Melendez and Makana Caro.



Outreach & Bookmobile:

- Youth Services Librarian Kristine provided a pop-up library for 20 summer school students at Forks Middle School, checking out materials and collecting returns.
- Youth Services Librarian Kristine brought SRP t-shirts to summer school classrooms at Forks Elementary, provided storytime to 1st-3rd grade classrooms, and answered questions about the Summer Reading program for 45 people.
- Librarians Mary and Kristine, and Community Outreach Specialist Ashlee conducted a series of two outreach visits at the Makah Youth Center in Neah Bay and at three at Alder Grove Park in Forks to connect community members to library services and provide engaging activities. New volunteer Christina attended Alder Grove outreach events.



Children at Alder Grove hold their Trailer Haiku before singing a song and playing in the park.



Children at the Makah Youth Center choose Summer Reading books with their grandma and library staff.

Facilities Department

Brian Phillips, Facilities Manager

Facilities staffing was thin in July due to the vacant Facilities position at the Sequim Library and because staff took time away from work (time off that was scheduled before we learned of the vacancy in Sequim). Keeping the bases covered was therefore extra challenging and entailed a lot of time on the road traveling between the branches. Even still, some important work was completed by Facilities in July, as noted below.

Port Angeles Library: Port Angeles Fire Department inspection and building tour done; changed HVAC filters; removed graffiti from exterior wall; repaired wall ding; repaired chairs; removed broken tree limb and pruned excess growth; swept parking lot; lawn care.

Sequim Library: Removed damaged exterior book drop and replaced with old unit; cleaned staff room sink trap; repaired restroom faucet; mowed lawn.

Sequim Expansion and Renovation Project: Geotechnical soil sampling completed; met with landscape architect for tour of project site; met with project engineers to review existing mechanical, electrical and plumbing services; met with SHKS to review schematic designs; joined Emily in meeting with neighboring church pastor for a project update.

Forks Library: Installed SRP banner; replaced old light bulbs; cleaned windows; cut tree limbs away from library sign; trimmed flower boxes; removed old bike rack.

Clallam Bay Library: Improved grade adjacent to outdoor concrete patio for better wheelchair access; mowed lawn.

Other: Brian attended Management Team and Safety Committee meetings, and met with the Library Board Finance Committee to discuss funding for a lighting improvement project at the Port Angeles Library. Brian also provided several vehicle orientations for staff and updated NOLS' key inventory.

Outreach to Homebound Program

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

Kayla and Kristin have been continuing to increase communication with Outreach Delivery patrons, and develop internal systems and documentation for Outreach Delivery services. Kayla and Kristin are active on multiple teams and committees: Public Communication, Programming, Equity Diversity and Inclusion, Social Media, Bookmobile, E-Resources. This summer, they have also been supporting Youth Services Library Programming and representing NOLS at Community Outreach events.

During the month of July, 99 deliveries were made and 4 new patrons registered for Outreach Delivery Services. There were 1116 items checked out and/or renewed for Outreach Delivery patrons.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

In addition to the regular server updates, web maintenance, employee support, and troubleshooting, the team continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more.

IT supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team,

Aspen Discovery Layer implementation group, Social Media team, Polaris team, EDI committee, All Staff Training Day committee, and the Evanced team. Shane travelled to Port Townsend to meet his counterpart at Jefferson County Library and get a tour of their Bookmobile. John and Shane met with the IT Strategist from the Washington State Library, Cody Hanson, to learn more about upcoming technology initiatives and how to participate.

Some specific IT projects that progressed significantly this month included:

- Revamping NOLS server back-ups
- Implementing new payment processing services to work with the new catalog
- Implementing a new network monitoring tool to measure network performance and identify issues
- Researching IT equipment for the Bookmobile, including laptops, barcode scanners, receipt printers, and patron counter equipment.

In July, IT supported the Technical Services staff by troubleshooting a problem with the OCLC Connexion Client program. IT upgraded the Technical Services staff to the new 3.1 version of this software and tested it with each staff member ensuring that the upgrade went smoothly.

The Web Team worked to update the Bookmobile web page with images of the graphics that will be used on the van. We also added information to the web for a bookmobile paper cutout that can be printed off and used to create a 3D representation of the NOLS Bookmobile. A highlight was added to our NOLS Gear pages for a new Pool Pass that is available for reservation in the catalog.

The Web Team created a collection of book lists in the new catalog and turned them into web carousels that were then added to select web pages to help supplement the content. The team also developed a process for updating the book lists, which included having the Public Services group change a list in the new catalog to automatically update the website.

As part of the ongoing Summer Reading Program, IT worked to pull analytics on how many participants have signed up and completed badges for the program. A list was developed and published to help staff keep track of t-shirt orders and distribution for the SRP.

The Aspen Discovery Layer team worked to gather feedback from the public about the new catalog and provided answers on the best way to place holds, track reading history, search the catalog, and more. IT worked closely to troubleshoot any technical concerns or problems that came up with the new catalog.

The IT team welcomed two new staff members this month: Veronica Giancola as a Public Services Specialist in Sequim, and Kaila Thomas, a new Public Services Specialist in Sequim. We provided each employee with an IT computer orientation to discuss technical equipment, account maintenance, and website platforms.

Technical Services Department

Erin Shield, Collection Services Manager

There were over 75 carts of library materials ordered in July. On top of the new incoming materials, the department was adjusting to much-needed vacations, a huge batch of donations, and the remaining vertical files.

1289 physical items were processed and available for customers in the month of July. 116 print materials were repaired or recatalogued. 127 media items were resurfaced or repaired to extend their lives. 382 physical donations were made – mostly DVDs and music CDs - and will be added to the collection. 735 totes were shuttled between NOLS' branches by the couriers, including 20 for Outreach deliveries. Tech Services filled 134 InterLibrary Loan requests for NOLS' patrons and 87 loans to other libraries.

Carol spent 1 hour on the Health & Safety Committee. Wendy worked 6 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Susan attended a Collection Management meeting. Kim worked about 3 hours on All Staff Training Day committee. Erin participated in meetings related to fundraising for the SQ Library project, Bookmobile, selection responsibilities, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 2 volunteers in Port Angeles, 1 in Sequim, 1 in Forks, and 1 in Technical Services for a total of 38 system-wide volunteer hours. There was 1 new volunteer added in Forks and 1 teen volunteer added in Sequim. NOLS is thrilled to be able to slowly reopen the volunteer program. Many thanks to community members for volunteering their time and skills to the Library!

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meetings
- Management Team meeting
- External Compensation Study Project
- Labor Relations Meetings

Recruitments:

- Public Services Specialist – SQ
- Older Adult Services Librarian I – SQ
- Facilities Technician 2 – FAC
- IT Systems Administrator – IT
- Temporary Public Services Specialist – SQ
- Adult Services Librarian I – PA

New Hires:

- Veronica Giancola – Public Services Specialist – SQ
- Kaila Thomas – Temporary Public Services Specialist – SQ

Separations:

- None

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, EDI Normalizing Conversation and All Staff meetings in July.

Accounting Statistics for July:

- 104 Vouchers
- 93 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 Sequim Expansion and Renovation Project
- Attended Puget Sound Regional Library Bi-Monthly Meetings
- Site Visits to Clallam Bay, Forks, and Sequim Libraries
- Recruitment activities for Older Adult Services Librarian (SQ)
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Health & Safety Team, Collection Management Team, Outreach Delivery Services, Port Angeles Staff, One-on-One meetings, and EDI Normalizing Conversations

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Continued work on Sequim Library Expansion and Renovation Project
- Initiated Compensation Study process with selected vendor
- Prepared contracts for approval for Board's special July meeting



Customer Comments

June-July 2022

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

When placing holds in the new catalog it would be helpful to be able to select dates for the holds to be pulled, the way it is now the holds could all be pulled on the same day which creates too big of a backlog for me to read in the check out time period.

Response:

We agree! A request to address this issue has been submitted to our catalog software vendor.

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 was 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 consideration.

Comment:

After holding my library card since 2005, I find today that my card expired today. I logged on to renew and found that your system is behind the times, and I'm not able to renew my Library card. I listen to books daily, and they always help me go to sleep at night, and at 82 years old, that is so necessary for me. I'm disappointed with your service; why should a library card have an expiration date? Get with the times and allow your patrons to renew their cards online the same as we are able to borrow audible books.

Response:

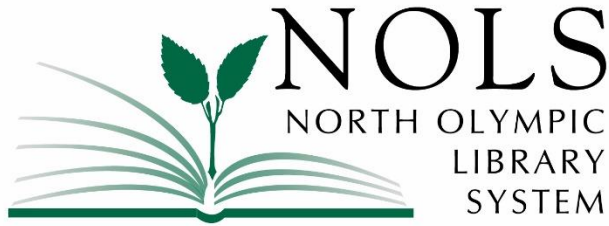
I'm sorry to hear the unexpected expiration of your library card impacted your use of the Library.

Library cards at the North Olympic Library System (NOLS) are set to expire after three years to ensure cardholders are still active and live in the Library's service area. For patrons who regularly use the library, it's common for them not to know that their card has expired because when staff encounter an expired card, they simply verify the patron's contact information and quickly update the expiration date without any disruption to the patron's access.

During the beginning of the pandemic, when there was limited access to the library, expiration dates were extended and the warning notices about expiration dates were temporarily suspended. Your comment is a useful reminder that the Library needs to enable automatic notices again – notices that are sent 30 days before a library card expires. NOLS will also review its library card policies and procedures and consider allowing library cards to be renewed online. Improving accessibility and ease of use is always a priority.

In the meantime, please know if you experience similar issues accessing your library account, you can always contact library staff by phone for more immediate service.

Again, I apologize for the inconvenience. If I can assist you with anything else or if you have any questions, please let me know.



Highlight Log

June - July 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.

06/07/2022 – NOLS

Youth services got a voicemail from a very happy Sequim community member who had just received the Sumer Reading Program (SRP) postcard in the mail. They wanted to thank us for including the information about SRP in Spanish and appreciated we recognize the many members of our communities, kids and adults alike, who speak Spanish.

06/07/2022 – Port Angeles

A patron took photos of the zine table and the Pride display in the Living Room at PA.

06/10/2022 – Forks

Staff shared the following highlights from the Pride in the Park program that happened last Sunday - NOLS talked to over 60 people.

- Students from QTS recognized the library and asked when we'll be back to the school.
- A teen shared that they loved *George* by Alex Gino and that it helped them understand themselves and wondered if NOLS had the book. They were so thrilled to not only hear that NOLS carries the book but that it was retitled *Melissa*
- Attendees noted that it had been a while since they last visited the library but that they want to go!
- Someone exclaimed "YAY! Gay books!" upon seeing the NOLS table.
- There was discussion by a community member of the importance of the library especially in regards to intellectual freedom.
- Folks were also excited by the buttons and requested pronoun pins which we were able to provide.
- Attendees took pictures of the Pride Month schedule.



06/11/2022 – Port Angeles

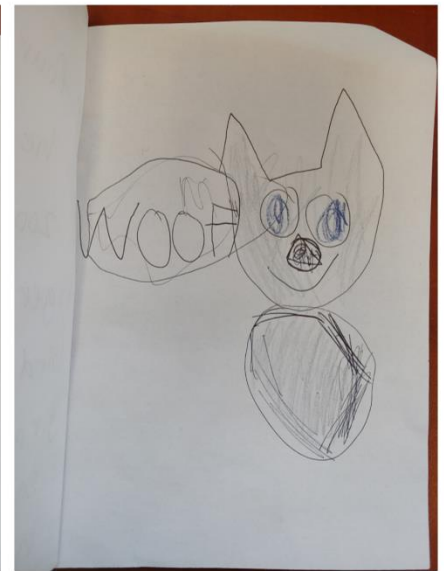
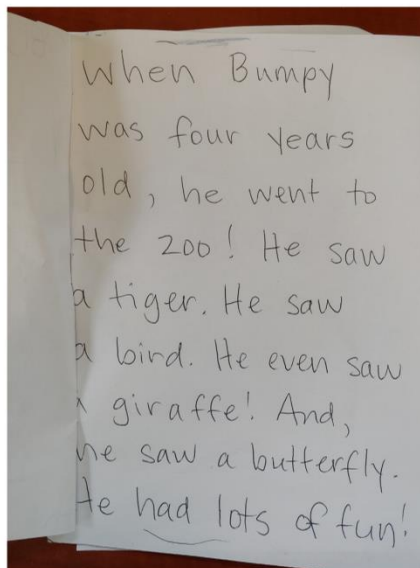
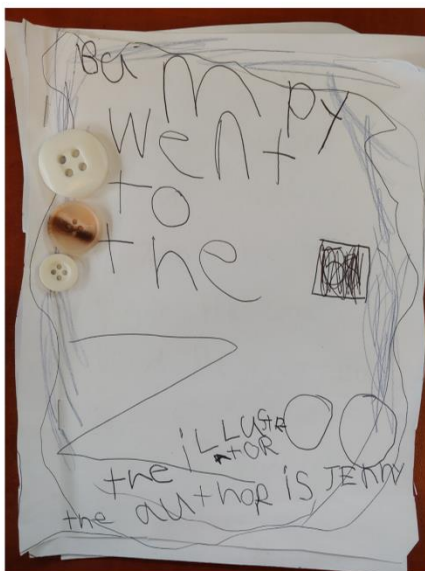
I had a patron call today to let me know that they were at Hamilton Elementary School this past week when our staff were there talking about the summer reading program. The patron said they did a wonderful job explaining it to the kids and that everyone is so excited to start the SRP. She wanted to make sure to pass on her compliments!

06/14/2022 – Port Angeles

An adult patron browsed the children's area in PA for quite a long time. They shared on their way out that they lived in PA when their kids were little and used to spend a lot of time here, and are so impressed with all of the displays now and especially with the diversity of stories highlighted. They thought when they left a larger city to return here that they would be missing out on books that showed a wide variety of experiences and are so glad that they were wrong!

06/21/2022 – Port Angeles

A young patron dropped off a couple copies of her book, *Bumpy Went to the Zoom*, at the front desk yesterday. She then picked up her free SRP book. It was pretty adorable. Copies placed in the PA staff room and photos below.



06/24/2022 – Port Angeles

One of the participants at last night's Books & Locations Kick-off event is so new to the Peninsula that their not even here yet! They move to Sequim next Tuesday and are excited to explore. I'm sure they will love the Sequim branch!

07/01/2022 – Port Angeles

A patron came in this morning to pick up the tiny landscape take & make. Then they donated to the library!

07/01/2022 – Clallam Bay

Two patrons who I hadn't seen before came in early this morning to see if the Tiny Landscape Take & Makes were here. They were both ecstatic to receive a couple and one of them squealed with delight on the way out the door.

A teen came in with a reference question about mythical creatures and was very pleased to leave with a couple of books on the subject.

A regular teen patron was excited about the SRP and checked out four books before leaving.

A couple came in and were very appreciative of the free Pride buttons. They both pinned one on each other, it was very sweet! A big thank you to Ashlee for making these, they made a wonderful addition to the the Pride display!

07/01/2022 – Forks

Two groups of students from K-2 summer school at Forks Elementary visited the Forks branch for a tour! They collected their gift book for signing up for summer reading and some picked up their brand new library cards. A few students even sang "De Colores" upon finding the Cantando De Colores board book and much fun was had looking up their favorite things in the catalog and meeting staff working that day who appear in the poster they created that's now hanging up in the library pictured below.



07/05/2022 – Clallam Bay

I was getting our newspaper and a postal worker told me they've been hearing a lot of excited and interested chatter from people in the community about the Fat Girls Hiking event.

07/11/2022 – Sequim

A patron just let me know that all the staff they have ever dealt with in Sequim have been mega-fantastic.

07/11/2022 – Sequim

A Patron brought flowers for Librarians Clair and Jennifer, as a thank-you for being so helpful to their child during the previous school year.

07/15/2022 – Port Angeles

While on a rove I said good afternoon to a patron we've had some issues with in the past. They showed me they were reading about the Great Wall of China, we spoke for a minute or so about how amazing it is that humans have created so much. They thanked me for just talking to them for a while, it was a very positive interaction.

07/16/2022 – Forks

Had a patron come in and say they loved our new bench, bike rack, and trash can out in front of the library. Had another patron using the bench while accessing wifi after hours.

07/19/2022 – Clallam Bay

The computers have busy all day, mostly young patrons. Wanted to give a shout out as these kids have been GREAT today! We haven't had to ask anyone to quiet down and there hasn't been any arguments over the headphones. It's a beautiful summer day and our young patrons are on their best behavior. Woot Woot!!!

07/21/2022 – Sequim

A patron called to inquire about meeting room use, we don't have one available in Sequim unfortunately, but pointed them to the list of community spaces on the website. They responded very positively and then said they had moved here from Seattle and was very nervous about going from "the #1 library in the country" to a rural one, but that their experiences with the Sequim branch have been wonderful and the staff are always so friendly and helpful they don't even miss their old library!

07/22/2022 – Port Angeles

Patron was raving about a recent read, "We'll Always Have Casablanca: The Life, Legend, and Afterlife of Hollywood's Most Beloved Movie" by Noah Isenberg. They loved learning about the influence on cinema and world culture, including a parody in a new movie they watched after reading. They give their thanks to the selectors!

07/26/2022 – Sequim

A patron called in and complimented the library on an excellent new catalog. She expressed that she has found it so much easier to place and manage her holds. She also requested that I share with the full staff that they are doing a great job, and that she loves the library.

07/26/2022 – Port Angeles

Compliments to the Facilities team from the kids from Comfort & Cozy child care! While they were here this morning doing recycled art in the courtyard, several kids asked "Are these bricks brand new?! They look so nice!" and inquired about the cleaning schedule that keeps the bricks looking so great!

07/26/2022 – Port Angeles

A patron came to front desk to say "I really like your new search system, it's great!". Smiles all around.

07/26/2022 – Port Angeles

After sharing with Port Angeles Friends of the Library (PAFOL) Board members that the Bookmobile webpage was up they had this to say:

*Amazing.... Love the art. Thank you for everything you and staff do in support of our community.

*It looks really user-friendly!

*Yahoo! Nice, upbeat and contemporary!!! Hats off to the designer whose mom took him to the library as a kid in a wagon! A Bookmobile loved into reality by so many! Thx Jina for alerting us!! Please share our enthusiasm with Noah and staff. What a community asset!!

07/27/2022 – Clallam Bay

We've had a few notable highlights in the past couple of weeks:

- More and more young patrons are coming in to use computers and read books. They have been very gracious, several times in volunteering to let adults use the computer. They have also been sharing with each other.
- Two boys were sitting together in a chair reading a book—it was so adorable.
- A patron stopped in to learn how to download an e-audiobook loan. They said they were “just tickled” about them as they make commuting and arts and crafts so much more enjoyable. They said they will be sharing Libby with everyone they know.
- I just had another teen sign up for a lit bag subscription yesterday. The patron’s parent was saying how proud they are that their child is an activist and interested in racism, feminism and LGBT issues—and of course Manga (just for fun).
- An artist expressed interest in the paintings and artwork and was given a little tour.
- I've seen quite a few teens checking out books about LGBTQ—both the subject, to get answers to questions, and fiction books with LGBTQ characters. It's been wonderful to see so many checking out these books and being very comfortable in doing so.
- One young patron was interested in learning about the Makah. Another wanted books about coding and scary stories.
- A patron stopped at the circ desk to say “thank you for the above and beyond service.”

07/27/2022 – Forks

Had a patron return an ILL and they raved about our ILL system. They were thankful for the service and how it's operated. Great job ILL Team!