



Board of Trustees Regular Meeting
Thursday, August 24, 2023 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 22, 2023
Approval of minutes for special meeting of July 17, 2023
4. Communications
5. Public Comments
6. Financial reports: June and July 2023
7. Approval of vouchers: June and July 2023
8. Unfinished Business
None

9. New Business
 - N.1. Election of Officers and Confirmation of Committee Assignments
10. Reports
 - R.1. Monthly Statistics Reports: June and July 2023
 - R.2. Monthly Activity Reports: June and July 2023
 - R.3. Customer Comments: June and July 2023
 - R.4. Highlight Log: June and July 2023
11. Presentation: Bookmobile Tour with Public Services Director Meghan Sullivan and West End Branch Manager Troi Gale
12. Public Comments
13. Trustee Comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, September 28, 2023
15. Agenda items for next meeting
16. Adjournment

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, September 28, 2023	5:30pm	Regular meeting	Forks Branch Library
Thursday, October 26, 2023	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, November 16 , 2023	5:30pm	Regular meeting	Port Angeles Main Library

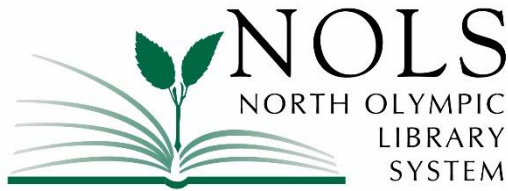
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 2pm via Zoom.

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 Friends of Sequim Library Store. 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 22, 2023 5:30pm
Port Angeles Main Library

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, HR & Business Manager Shaina Rajala, West End Library Manager Troi Gale, Collection Services Manager Erin Shield, and Librarian 2 Sarah Morrison.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Mr. Caldwell. Motion carried.
3. Approval of minutes for regular meeting of May 25, 2023
Motion by Mr. Caldwell to approve the minutes from the May 25, 2023 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications
5. Public Comments
6. Presentation: NOLS Local History Collection, presented by Sarah Morrison, Librarian 2
7. Financial reports: May 2023
The financial reports for May 2023 were accepted as presented.
8. Approval of vouchers: May 2023
Motion by Ms. Pelikan to approve the May 2023 vouchers, numbered #423 through #534, in the amount of \$525,497.39. Motion seconded by Mr. Caldwell. Motion carried.
9. Unfinished Business
None
10. New Business
N.I. Collection Management Policy Revision
Motion by Ms. Pelikan to approve the revisions to Policy 2.1 Collection Management as presented and rescind Appendix G of Policy 2.1. Motion seconded by Ms. Ross. Motion carried
11. Reports
R.I. Monthly Statistics Reports: May 2023

R.2. Monthly Activity Reports: May 2023
R.3. Highlight Log: May 2023
All reports were accepted as presented.

12. Public Comments

13. Trustee comments

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

14. Next meeting: 5:30pm, Thursday, August 24, 2023 at the Clallam Bay Branch Library

15. Agenda items for next meeting

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:28pm

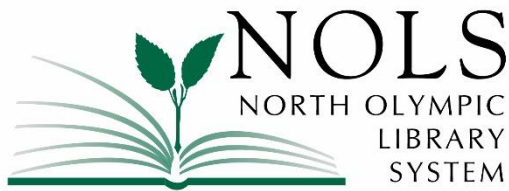
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



MINUTES

1. Call to order, roll call and introductions

Board Vice Chair Ian Miller called the meeting to order at 5:37 pm. Trustees present: Jennifer Pelikan, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Executive Director Noah Glaude and Public Services Director Meghan Sullivan.

2. Approval of agenda

Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Mr. Caldwell. Motion carried.

3. Public Comments

None

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 Mr. Caldwell to approve the contract between NOLS and SHKS Architects for the Sequim Expansion and Renovation Project. Motion seconded by Ms. Pelikan. Motion carried.

N.2. Approval of a lease agreement with McNish Family II LLC for a space to operate the library from during the construction phase of the Sequim Expansion and Renovation Project

Motion by Ms. Pelikan to approve the lease agreement with McNish Family II LLC for a space to operate the library from during the construction phase of the Sequim Expansion and Renovation Project. Motion seconded by Ms. Ross. Motion carried.

N.3. Approval of contract between NOLS and AHBL for civil engineering services for the Port Angeles Library Driveway Rehabilitation Project

Motion by Ms. Ross to approve the contract between NOLS and AHBL for civil engineering services for the Port Angeles Library Driveway Rehabilitation Project. Motion seconded by Mr. Caldwell. Motion carried.

N.4. Approval of payment to OCLC for cataloging and ILL services

Motion by Ms. Pelikan to approve payment to OCLC for cataloging and ILL services. Motion seconded by Ms. Ross. Motion carried.

5. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:23pm

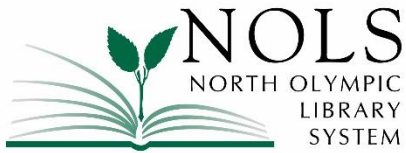
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: August 24, 2023
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for June 2023

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: Private Grants and Donations include a generous \$2,500 contribution from Donald Naddy Fund – Clallam County. Thank you!

Expenditures: A final disbursement of \$13,325 was issued to United Way of Clallam County for the Aim Higher grant. Other expenditures are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$278,143 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 \$340,563.

Of the \$278,143 in electronic transfers, \$150 was paid to the DOR for Sales and Use Tax (Voucher 590).

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



Revenue Report

June 30, 2023

Operating Revenue				6/12ths is	50.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	32,678	2,780,349	1,884,651	59.6
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	11,955	1,054	4,639	7,316	38.8
Library Fees	10,000	1,179	9,153	847	91.5
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	43,521	178,654	41,346	81.2
Investment Interest (net of fees)	-	-	-	-	-
Facilities Leases (Short Term)	1,800	168	530	1,270	29.4
Private Grants and Donations	163,500	3,429	141,151	22,349	86.3
Other Miscellaneous Revenue	52,200	180	102,481	(50,281)	196.3
Total Miscellaneous Revenues	437,500	47,298	422,816	14,684	96.6
Nonrevenues (excise taxes)	750	102	448	302	59.7
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	6,039,685	82,312	3,217,405	2,822,280	53.3

Capital Revenue					
Timber Revenues (received in 2023)	-	79,754	262,731	-	-
Total Capital Revenue	-	79,754	262,731	-	-

Grand Total Revenues		162,065	3,480,136		
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Expenditure Report

June 30, 2023

				6/12ths is	50.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	244,509	1,446,662	1,691,879	46.1
Benefits	1,323,588	96,054	581,934	741,654	44.0
Total Personnel	4,462,129	340,563	2,028,596	2,433,533	45.5
<i>Supplies</i>					
Supplies, Office and Operating	108,275	16,833	60,471	47,804	55.8
Fuel	19,300	1,000	4,383	14,917	22.7
Merchandise for resale	1,800	-	-	1,800	0.0
Collection Materials	480,000	21,265	122,443	357,557	25.5
Small Tools/Equip (<\$200)	1,450	270	468	982	32.3
Total Supplies	610,825	39,369	187,766	423,059	30.7
<i>Services</i>					
Professional Services	400,539	40,220	119,819	280,720	29.9
Communication	156,072	9,994	65,053	91,019	41.7
Travel	24,300	6,828	16,255	8,045	66.9
Taxes and Operating Assessments	6,000	-	5,305	695	88.4
Operating Rentals and Leases	9,215	3,160	3,160	6,055	34.3
Insurance	114,000		1,271	112,729	1.1
Public Utilities	96,100	7,117	48,470	47,630	50.4
Repair and Maintenance	145,710	4,762	27,674	118,036	19.0
Miscellaneous Services	13,245	2,071	4,320	8,925	32.6
Total Services	965,181	74,152	291,327	673,854	30.2
<i>Intergovernmental Services</i>	800		136	664	17.0
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	750	74	389	361	51.8
Total Operating Expenditures	6,039,685	454,157	2,508,214	3,531,471	41.5

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	187,900	-	138,650	49,250	73.8
Other Improvements	72,050	-	2,263	69,787	3.1
Machinery & Equipment	286,775	7,555	114,795	171,980	40.0
Construction of Capital Assets	1,738,285	46,493	328,813	1,409,472	18.9
Total Capital Outlays	2,285,010	54,047	584,522	1,700,488	25.6
Grand Total All Expenditures	8,324,695	508,205	3,092,736	5,231,959	37.2



Account Balances

June 30, 2023

	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⁾	1,441,999	-	79,754	-	1,521,753
Operating Reserve ⁽³⁾	574,077	-	-	-	574,077
PA Capital Reserve ⁽⁴⁾	383,105	-	-	-	383,105
Sequim Capital Project Acct. ⁽⁴⁾	1,459,358	-	-	46,502	1,412,856
Capital Budget - 2023 ⁽⁴⁾	76,170	-	-	7,555	68,616
<i>Total Board Designated Accounts</i>	<i>5,241,729</i>	<i>-</i>	<i>79,754</i>	<i>54,056</i>	<i>5,267,426</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
NOLS Donations Fund	84,162	-	-	-	84,162
NOLS Materials Fund	14,584	-	197	-	14,780
Francis Bode Materials Fund	23,793	-	-	-	23,793
Maygaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	10,307	-	-	10,572	(266)
Port Angeles Donations Fund	7,786	-	51	-	7,837
Port Angeles Friends Donations	29,907	-	-	421	29,487
Sequim Donations Fund	44,866	-	-	3,401	41,465
Sequim Friends Donations	24,313	-	-	826	23,486
Forks Donations Fund	2,127	-	46	-	2,173
Forks Friends Donations	2,500	-	-	506	1,994
Clallam Bay Donations Fund	6,810	-	0	-	6,810
Clallam Bay Friends Donations	1,469	-	-	23	1,446
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	499,672	-	3,026	-	502,698
Bookmobile Donations	1,417	-	11	-	1,428
<i>Total Grants and Donations</i>	<i>785,269</i>	<i>-</i>	<i>3,330</i>	<i>15,750</i>	<i>772,850</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,029,660</i>	<i>-</i>	<i>83,084</i>	<i>69,806</i>	<i>6,042,938</i>
<i>Undesignated Cash Operating Funds</i>	<i>3,892,341</i>	<i>(359,417)</i>			<i>3,532,924</i>
Total WA State Local Investment Pool	9,922,001	(359,417)	83,084	69,806	9,575,862

Notes:

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



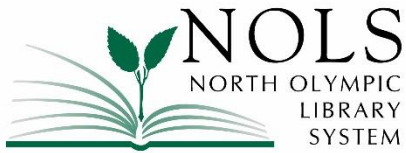
Account Balances

June 30, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 15 (9/23 First Fed)	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁵⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁵⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	979,496	-	-	-	979,496
Total Investments	10,901,497	(359,417)	83,084	69,806	10,555,358
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	3,971		5,652	3,624	6,000
Payroll Account (US Bank 1301)	200	278,143	-	278,143	200
Merchant Account (FF 7401)	1,000	(449)	459	-	1,009
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	5,621	277,694	6,111	281,767	7,659
Total Cash	5,621	277,694	6,111	281,767	7,659
Total Cash and Investments	10,907,119	(81,723)	89,195	351,573	10,563,017

Notes:

(5) Bequests designated for specific use by donor.



Staff Report

Meeting Date: August 24, 2023
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for July 2023

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: Private Grants and Donations includes a donation of \$150,000 from the Friends of Sequim Library, \$3,000 from Kerry and Michael McCool, and \$1,000 from Donna Karls. NOLS is grateful to its contributors for their generosity!

Expenditures: \$37,515 was spent on the Sequim site construction permit for the Sequim capital project. Other expenditures are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$288,642 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 \$351,696.

Of the \$288,642 in electronic transfers, \$162 was paid to the DOR for Sales and Use Tax (Voucher 719).

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



Revenue Report

July 31, 2023

Operating Revenue				7/12ths is	58.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	21,877	2,802,226	1,862,774	60.1
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	11,955	1,183	5,822	6,133	48.7
Library Fees	10,000	1,366	10,519	(519)	105.2
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	42,347	221,001	(1,001)	100.5
Investment Interest (net of fees)	-	-	-	-	-
Facilities Leases (Short Term)	1,800	153	683	1,118	37.9
Private Grants and Donations	163,500	161,388	302,538	(139,038)	185.0
Other Miscellaneous Revenue	52,200	178	102,659	(50,459)	196.7
Total Miscellaneous Revenues	437,500	204,065	626,881	(189,381)	143.3
Nonrevenues (excise taxes)	750	114	562	188	74.9
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	6,039,685	228,605	3,446,010	2,593,675	57.1

Capital Revenue					
Timber Revenues (received in 2023)	-	14,616	277,347	-	-
Total Capital Revenue	-	14,616	277,347	-	-

Grand Total Revenues		243,221	3,723,357		
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Expenditure Report

July 31, 2023

				7/12ths is	58.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	249,421	1,696,082	1,442,459	54.0
Benefits	1,323,588	102,275	684,209	639,379	51.7
Total Personnel	4,462,129	351,696	2,380,292	2,081,837	53.3
<i>Supplies</i>					
Supplies, Office and Operating	108,275	10,286	70,758	37,517	65.3
Fuel	19,300	626	5,009	14,291	26.0
Merchandise for resale	1,800	43	43	1,757	2.4
Collection Materials	480,000	20,163	142,606	337,394	29.7
Small Tools/Equip (<\$200)	1,450	24	492	958	33.9
Total Supplies	610,825	31,141	218,907	391,918	35.8
<i>Services</i>					
Professional Services	400,539	38,705	158,524	242,015	39.6
Communication	156,072	11,906	76,960	79,112	49.3
Travel	24,300	2,342	18,597	5,703	76.5
Taxes and Operating Assessments	6,000		5,305	695	88.4
Operating Rentals and Leases	9,215	100	3,260	5,955	35.4
Insurance	114,000	130	1,401	112,599	1.2
Public Utilities	96,100	5,850	54,320	41,780	56.5
Repair and Maintenance	145,710	2,121	29,795	115,915	20.4
Miscellaneous Services	13,245	10,191	14,511	(1,266)	109.6
Total Services	965,181	71,346	362,672	602,509	37.6
<i>Intergovernmental Services</i>	800	20	156	644	19.5
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	750	102	491	259	65.4
Total Operating Expenditures	6,039,685	454,305	2,962,518	3,077,167	49.1

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	187,900	-	138,650	49,250	73.8
Other Improvements	72,050	-	2,263	69,787	3.1
Machinery & Equipment	286,775	4,767	119,562	167,213	41.7
Construction of Capital Assets	1,738,285	83,338	412,151	1,326,134	23.7
Total Capital Outlays	2,285,010	88,105	672,627	1,612,383	29.4
Grand Total All Expenditures	8,324,695	542,410	3,635,145	4,689,550	43.7



Account Balances

July 31, 2023

	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⁾	1,521,753	-	14,616	-	1,536,369
Operating Reserve ⁽³⁾	574,077	-	-	-	574,077
PA Capital Reserve ⁽⁴⁾	383,105	-	-	-	383,105
Sequim Capital Project Acct. ⁽⁴⁾	1,412,856	-	150,000	85,304	1,477,552
Capital Budget - 2023 ⁽⁴⁾	68,616	-	-	4,767	63,849
<i>Total Board Designated Accounts</i>	<i>5,267,426</i>	<i>-</i>	<i>164,616</i>	<i>90,070</i>	<i>5,341,971</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
NOLS Donations Fund	84,162	-	49	-	84,212
NOLS Materials Fund	14,780	-	-	-	14,780
Francis Bode Materials Fund	23,793	-	-	-	23,793
Jungaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	(266)	-	6,000	4,963	771
Port Angeles Donations Fund	7,837	-	12	-	7,850
Port Angeles Friends Donations	29,487	-	-	1,826	27,661
Sequim Donations Fund	41,465	-	17	13	41,469
Sequim Friends Donations	23,486	-	-	1,886	21,601
Forks Donations Fund	2,173	-	3	-	2,176
Forks Friends Donations	1,994	-	-	251	1,743
Clallam Bay Donations Fund	6,810	-	7	-	6,816
Clallam Bay Friends Donations	1,446	-	-	118	1,328
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	502,698	-	5,035	-	507,733
Bookmobile Donations	1,428	-	10	-	1,438
<i>Total Grants and Donations</i>	<i>772,850</i>	<i>-</i>	<i>11,133</i>	<i>9,056</i>	<i>774,927</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,042,938</i>	<i>-</i>	<i>175,750</i>	<i>99,127</i>	<i>6,119,560</i>
<i>Undesignated Cash Operating Funds</i>	<i>3,532,924</i>	<i>(375,811)</i>			<i>3,157,113</i>
Total WA State Local Investment Pool	9,575,862	(375,811)	175,750	99,127	9,276,673

Notes:

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



Account Balances

July 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 15 (9/23 First Fed)	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁵⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁵⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	979,496	-	-	-	979,496
Total Investments	10,555,358	(375,811)	175,750	99,127	10,256,169
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	288,642	-	288,642	200
Merchant Account (FF 7401)	1,009	-	-	9	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	7,659	288,642	-	288,651	7,650
Total Cash	7,659	288,642	-	288,651	7,650
Total Cash and Investments	10,563,017	(87,170)	175,750	387,778	10,263,819

Notes:

(5) Bequests designated for specific use by donor.



Voucher Approval for June 2023

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 #535 through #659 are approved in the amount of \$508,467.99 this 24th day of August 2023.

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

No.	Claimant	Purpose	Amount
535	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 05-31-2023) - EFT 1003	231,597.55
536	ADP, LLC	Payroll Services - Payroll Processing (PPE 5-31-2023)	1,582.22
537	All Safe Mini Storage	PO 850 Operating Rentals and Leases - SQ Storage Unit #447 - FAC	3,060.00
538	Alliance 2020 Inc	PO 730 Professional Services - Background Checks - NOLS	32.56
539	Amazon.com	Collection Materials	136.53
540	Amazon.com	Collection Materials	21.20
541	Amazon.com	Collection Materials	48.08
542	Angeles Communications	Communications - VOIP	903.04
543	Baker & Taylor Entertainment	Collection Materials	331.15
544	Baker & Taylor Entertainment	Collection Materials	153.64
545	Baker & Taylor Entertainment	Collection Materials	37.06
546	Baker & Taylor Entertainment	Collection Materials	409.15
547	Baker & Taylor Information	Collection Materials	4,330.49
548	Baker & Taylor Information	Collection Materials	1,518.82
549	Baker & Taylor Information	Collection Materials	3,456.48
550	Baker & Taylor Information	Collection Materials	2,400.65
551	Bill's Plumbing	PO 803 Operating Rentals - Sanican June - FAC	100.00
552	Birchbark Books	Collection Materials	31.50
553	Blackstone Audio, Inc.	Collection Materials	7.95
554	Brodart Company	Collection Materials	500.73
555	Brodart Company	Collection Materials	426.23
556	Brodart Company	Collection Materials	406.04
557	Brodart Company	Collection Materials	78.76
558	Carrot Top Industries Inc	PO 691 Groundskeeping - PA Flag - FAC	97.38
559	CENGAGE Learning	Collection Materials	231.94

No.	Claimant	Purpose	Amount
560	CENGAGE Learning	Collection Materials	164.43
561	CENGAGE Learning	Collection Materials	265.11
562	CENGAGE Learning	Collection Materials	247.26
563	Center Point Large Print	Collection Materials	54.67
564	Center Point Large Print	Collection Materials	236.70
565	CenturyLink 300511187 FO	Communications - Voice - FO	89.61
566	CenturyLink 300561130 CB	Communications - Voice - CB	79.84
567	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	133.76
568	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	68.03
569	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,363.83
570	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	278.55
571	City of Forks	Public Utilities - FO	122.91
572	City of Port Angeles/Dump	PO 719 Public Utilities - Solid Waste - Yard Debris - FAC	10.75
573	City of Port Angeles/Dump	PO 762 Utilities - PA Metal Recycling - FAC	18.82
574	City of Port Angeles/Orcas Avenue	Public Utilities - PA	230.07
575	City of Port Angeles/Peabody St.	Public Utilities - PA	3,920.42
576	City of Sequim	Public Utilities - SQ	165.76
577	City of Sequim	Public Utilities - SQ	16,903.30
578	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
579	Clallam County PUD	Public Utilities - CB	573.00
580	Clallam County PUD	Public Utilities - FO	623.00
581	Clallam County PUD	Public Utilities - SQ	733.00
582	Clallam County Treasurer	May Investment Pool Service Fee - Paid in June 2023 - EFT 1012	50.00
583	Commercial Filter Sales & Service	PO 716 Maintenance Supplies - HVAC Filters - FAC	879.13
584	Common Great LLC	PO 713 Professional Services - Capital Campaign Strategy Consultant - SQ	3,500.00
585	Convergence Design and Apparel	PO 746 Program Supplies - SRP T-shirts (SP)	4,732.48
586	Co-Op Farm & Garden, The	PO 824 Maintenance Supplies - Cleaning Supplies - FAC	9.78
587	Dahlquist, Leanne	Travel - Business - Mileage Reimbursement - PA	22.50
588	Decker City Hardware	PO 702 & PO 725 Maintenance Supplies - Cleaning Supplies - FAC	37.71
589	Dept. of Retirement Systems	PERS and DCP (PPE 05-31-2023) - EFT 1004	45,945.73
590	Dept. of Revenue - Use/Sales Tax	May 2023 Sales & Use Tax - EFT 1006	149.90
591	Empower Retirement	EmpDCP 06-2023 (PPE 05-31-2023) - EFT 1005	450.00
592	First Federal	PayPal Fees - EFT 1007	24.65
593	Forks Forum	Collection Materials	85.00
594	Glaude, Noah	Cell Phone & Mileage Reimbursement - ADM	461.52
595	Health Care Authority	Medical (PPE 05-31-2023)	43,909.22
596	HealthEquity	HSA ER Contribution - June 2023	695.53
597	Hoflin, Jonah	PO 718 Business Fuel - Nolsy White - FAC	39.37
598	Ingram Library Services	Collection Materials	647.13
599	Ingram Library Services	Collection Materials	439.17
600	KCDA Purchasing Cooperative	PO 711 Maintenance Supplies - Cleaning Supplies - FAC	1,061.88

No.	Claimant	Purpose	Amount
601	Markunas, Alex	PO 683 Business Fuel - Nolsy White - NOLS & Mileage Reimb - IT	255.04
602	Markunas, Alex	Cell Phone Reimbursement - 01/23 to 06/23 - IT	120.00
603	McGrew, Charlotte	PO 722 Program Supplies - SRP Outreach (FOSL)	17.99
604	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	109.52
605	Midwest Tape	Collection Materials	1,087.87
606	Midwest Tape	Collection Materials	174.81
607	Midwest Tape	Collection Materials	633.75
608	Miller, Shane	PO 781 Training - Travel Reimbursement - IUG Conference - NOLS	113.13
609	Murreys Disposal Company, Inc.	Public Utilities - PA/SQ	601.43
610	Nationwide Roofing & Construction	PO 807 Machinery & Equipment - PA Gutter Cleaning & Repair - FAC	2,698.24
611	NatureBridge	PO 871 Training Supplies - Deposit for Fall ASTD - NOLS	735.00
612	NOLS Employee	HRA Reimbursement - ADM	280.62
613	NOLS Employee	HRA Reimbursement - ADM	280.62
614	NOLS Employee	HRA Reimbursement - TS	46.77
615	NOLS Employee	HRA Reimbursement - TS	1,750.00
616	NOLS Employee	HRA Reimbursement - PA	94.87
617	NOLS Employee	HRA Reimbursement - SQ	93.54
618	NOLS Employee	HRA Reimbursement - SQ	145.00
619	NOLS Employee	HRA Reimbursement - SQ	798.69
620	North Olympic Library System	Mar-May 2023 Revolving Fund Reimbursement	2,028.74
621	North Olympic Library System	June 2023 Revolving Fund Reimbursement -01	3,608.34
622	OCLC, Inc.	PO 726 Technology Services - Bibliographic Utility Subscription - TS	2,615.61
623	Olympic Laundry & Dry Cleaners, Inc.	PO 709 Professional Services - Laundry - FAC	174.08
624	Olympic Printers, Inc.	PO 728 Program Printing - SRP Tracking Sheets (SP)	258.94
625	Olympic Printers, Inc.	PO 798 Programming - SRP School Flyers (SP)	751.81
626	OverDrive, Inc.	Collection Materials	224.44
627	OverDrive, Inc.	Collection Materials	1,392.03
628	OverDrive, Inc.	Collection Materials	134.50
629	OverDrive, Inc.	Collection Materials	247.48
630	Pacific Office Equipment, Inc.	Copier Repair and Maintenance	2,383.03
631	Peninsula Heat, Inc.	PO 727 Repair and Maintenance - CB Annual HVAC Maintenance - FAC	660.29
632	Peninsula Heat, Inc.	PO 757 & PO 763 Repair and Maintenance - FO/SQ Annual HVAC Maintenance & Repair - FAC	2,597.61
633	Playaway Products LLC	Collection Materials	61.19
634	Playaway Products LLC	Collection Materials	426.96
635	Playaway Products LLC	Collection Materials	481.35
636	Quill Corporation	PO 768 Office Supplies - Staples - ADM	31.06
637	Rainbow Sweepers, Inc.	PO 729 Groundskeeping - PA Sweep Parking Lot 06-04-2023 - FAC	212.16

No.	Claimant	Purpose	Amount
638	Sanford Irrigation, Inc.	PO 809 Groundskeeping - Irrigation Start Up & Tuning - FAC	454.24
639	Sequim Chamber of Commerce General Acct	PO 802 Dues and Memberships - Annual Membership - Sequim Chamber - SQ	295.00
640	Shield, Erin	PO 795 Office Supplies - Book Mending Supplies - TS	15.58
641	SHKS Architects	PO 787 Capital Construction - Basic and Supplemental Services (SQ CPA)	28,123.52
642	Silver Kite Community Arts Consulting LLC	CO 14 - Programming - Pride Month - Multi-Media Art (SP)	175.00
643	Simply Magic LLC	CO 4 Programming - Simply Magic Reading Show (SP)	2,100.00
644	Strait Signs	PO 870 Capital Construction - Building Permit Signage - SQ CPA	686.07
645	Sullivan, Meghan	Cell Phone Reimbursement - 01/23 to 06/23 - ADM	120.00
646	Summit Law Group	PO 844 Professional Services - Health Plan Review - ADM	429.00
647	Swains General Store, Inc.	PO 806 & PO 823 Painting and Wall Repair Supplies - FAC	103.80
648	The Home Depot Pro	PO 712 Maintenance Supplies - Hand Soap & Sanitizer - FAC	607.11
649	Unique Management Services, Inc.	Professional Services - Debt Collection	295.50
650	United Way of Clallam County	United Way Contributions (PPE 05-31-2023)	185.00
651	United Way of Clallam County	PO 846 Programming - Aim Higher Grant Disbursement - NOLS	13,325.00
652	US Bank	Credit Card Services - May 2023	34,744.15
653	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	449.20
654	Washington Library Association	PO 855 Dues & Memberships - Through 7-06-2024 - NOLS	1,532.00
655	Wave Business	Communication - Internet - IT	3,784.15
656	WCIF	Vi/Li/EAP (PPE 05-31-2023)	1,390.35
657	West Waste & Recycling	Public Utilities - FO/CB	61.17
658	WSCCCE - WPAS, Inc	Dental Premiums ER (PPE 05-31-2023) - July Coverage	6,511.50
659	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 05-31-2023)	2,374.97
			508,467.99

*** Detail - NOLS Revolving Fund Account -- Voucher #620**

2294	NOLS Employee	HRA Reimbursement	93.54
2295	City of Sequim	PO 276 Capital Construction - Pre-Application Conference (SQ C	780.00
2296	Hough, Amy	Business Travel	1,000.00
2297	NOLS Patron	Patron Refund	25.00
2298	NOLS Patron	Patron Refund	15.00
2299	NOLS Patron	Patron Refund	17.99
2300	NOLS Patron	Patron Refund	24.01
2301	NOLS Patron	Patron Refund	13.20
2302	NOLS Patron	Patron Refund	60.00
			2,028.74

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #621			
2303	NOLS Patron	Patron Refund	27.00
2305	NOLS Employee	Regular Earnings - May Hours	2,250.11
2306	NOLS Employee	Regular Earnings - May Hours	1,309.26
2307	NOLS Patron	Patron Refund	21.97
			3,608.34

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #652**

1	IPassword	PO 821 Technology Services - I Pass Add User - IT	28.17
2	8th Street Car Wash	PO 610 Vehicle Maintenance - Car Wash Westy - FAC	3.00
3	Adobe Creative Cloud	PO 822 Technology Services - Creative Cloud License - IT	391.55
4	AirBnB	PO 835 Training - ALA Conference Lodging - NOLS	734.50
5	ALA Store	PO 696 Program Supplies - SRP Bookmarks (FOSL)	99.40
6	Alaska Airlines	PO 790 Training - IUG Conference Travel - NOLS	30.00
7	Alaska Airlines	PO 811 Training - IUG Conference Travel - NOLS	30.00
8	Alaska Airlines	PO 816 Training - IUG Conference Travel - NOLS	30.00
9	Alaska Airlines	PO 826 Training - IUG Conference Meals - NOLS	10.50
10	Amazon	PO 754 Office Supplies - Pens, Stamp - ADM	20.42
11	Amazon	PO 754 Office Supplies - Volunteer Appreciation Cards - VOL	19.03
12	Amazon	PO 690 Program Supplies - Battle of the Bands (FOFOL)	42.33
13	Amazon	PO 549 Program Supplies - Battle of the Bands (FOFOL)	(28.85)
14	Amazon	PO 584 Maintenance Supplies - Safety Gloves - FAC	15.78
15	Amazon	PO 584 Maintenance Supplies - Safety Gloves - FAC	34.82
16	Amazon	PO 584 Maintenance Supplies - PPE for Hazardous Waste - FAC	81.90
17	Amazon	PO 685 Machinery & Equipment - Fans for IT Server Room - NOLS	367.74
18	Amazon	PO 680 Maintenance Supplies - Faucet Sensors - FAC	252.40
19	Amazon	PO 663 Program Supplies - Bullet Journal Mixer (PAFOL)	113.07
20	Amazon	PO 756 Program Supplies - Bullet Journal Mixer (PAFOL)	12.90
21	Amazon	PO 756 Office Supplies - Tag Loops - OR	13.05
22	Amazon	PO 663 Office Supplies - Storage Bin - PA	(3.27)
23	Amazon	PO 708 Office Supplies - Delivery Bag Label Covers - OR	27.18
24	Amazon	PO 567 Program Supplies - Teen Pride (PAFOL)	67.05
25	Amazon	PO 623 Toner & Ink - PA	626.01
26	Amazon	PO 623 Office Supplies - Batteries & Tape - PA	28.00
27	Amazon	PO 678 Office Supplies - Cable Ties & Fans - PA	49.48
28	Amazon	PO 614 Technology Supplies - Hands Free Microphone PA Carver - PA	43.18
29	Amazon	PO 800 Program Supplies - Teen Lit Bags (SP)	19.91
30	Amazon	PO 843 Office Supplies - Dry Erase Calendar - ADM	14.04
31	Amazon	PO 631 Office Supplies - Bookmobile Fans - OR	35.80

No.	Claimant	Purpose	Amount
32	Amazon	PO 631 Office Supplies - Bookmobile Wall Charger, Safety Stickers - OR	36.89
33	Amazon	PO 679 Program Supplies - Button Maker Supplies (SP)	28.23
34	Amazon	PO 706 Office Supplies - Bungee Cords for BOS - OR	41.80
35	Amazon	PO 647 Program Supplies - SRP Discovery Club Books (FOSL)	407.31
36	Amazon	PO 695 Program Supplies - SRP Stickers (FOSL)	32.04
37	Amazon	PO 661 Program Supplies - SRP Discovery Club - FO	4.75
38	Amazon	PO 661 Program Supplies - SRP Discovery Club - CB	4.75
39	Amazon	PO 609 Program Supplies - SRP Discovery Club - FOFOL/CBFOL	25.32
40	Amazon	PO 661 Program Supplies - SRP Discovery Club - FO	40.86
41	Amazon	PO 661 Program Supplies - SRP Discovery Club - CB	40.85
42	Amazon	PO 661 Program Supplies - SRP Discovery Club - FO	80.51
43	Amazon	PO 661 Program Supplies - SRP Discovery Club - CB	80.51
44	Amazon	PO 660 Program Supplies - ECE & STEAM Toys (FOFOL)	306.47
45	Amazon	PO 660 Program Supplies - ECE & STEAM Toys (FOFOL)	28.71
46	Amazon	PO 775 Program Supplies - Nature Day Outreach (FOFOL)	9.76
47	Amazon	PO 669 Machinery & Equipment - Alarm for Bookmobile - OR	43.50
48	Amazon	PO 667 Machinery & Equipment - Laptop Locks Bookmobile - OR	34.58
49	Amazon	PO 668 Machinery & Equipment - Charger for Bookmobile Cell phone - OR	30.45
50	American Library Association	PO 837 Training - ALA Conference Registration - NOLS	559.00
51	Angel Crest Gardens	PO 740 Maintenance Supplies - Flower Baskets PA & CB - FAC	421.00
52	Blick Art Materials	PO 568 Program Supplies - SRP Discovery Club (PAFOL)	84.92
53	Bowl of Greens	PO 636 Training - IUG Conference - NOLS	16.23
54	Bowl of Greens	PO 636 Training - IUG Conference - NOLS	19.66
55	Chevron	PO 673 Business Fuel - Pacifica - TS	50.76
56	Chicago Books and Journals	PO 569 Office Supplies - PA Bookmarks (PAFOL)	113.60
57	Circle K	PO 633 Business Fuel - Westy - TS	35.04
58	Circle K	PO 665 Business Fuel - Westy - TS	28.67
59	Circle K	PO 675 Business Fuel - Transit Van - NOLS	31.76
60	CMT Phoenix	PO 818 Training - IUG Conference Travel - NOLS	19.55
61	Conference Solutions	PO 753 Training - NHRMA Conference - NOLS	679.00
62	Costco	PO 644 Program Supplies - Teen Game Night (FOSL)	9.99
63	Costco	PO 645 Program Supplies - Teen Game Night (FOSL)	32.51
64	Costco	PO 772 Program Supplies - SRP Outreach (CBFOL/FOFOL)	17.99
65	Costco	PO 773 Program Supplies - ECE & STEAM Toys (FOFOL)	8.70
66	Costco	PO 774 Program Supplies - Anime Club (FOFOL)	11.69
67	Dell Financial Services LLC	PO 616 Toner & Ink - PA	67.33

No.	Claimant	Purpose	Amount
68	Demco, Inc.	PO 769 Program Supplies - Stickers - FO	29.25
69	DialMyCalls.com	PO 837 Technology Services - Staff ER Contact System - NOLS	19.99
70	Dollar Tree	PO 741 Program Supplies - SIF Supplies (FOSL)	9.53
71	E-Fax	PO 752 Technology Services - Online Fax Service - ADM	36.81
72	Envato Market	PO 813 Technology Services - WordPress - IT	56.34
73	EV Chargers	PO 764 Machinery & Equipment - Charging Cable for Ariya - NOLS	368.83
74	Evergreen 76	PO 579 Business Fuel - Westy - TS	31.90
75	Evergreen 76	PO 707 Business Fuel - Westy - TS	32.84
76	Evergreen 76	PO 676 Business Fuel - Westy - TS	31.16
77	Evergreen 76	PO 771 Business Fuel - Nolsy Red - NOLS	33.72
78	Exxon Mobil	PO 608 Business Fuel - Nolsy White - NOLS	20.18
79	Facebook	PO 786 Programming - Sponsored Posts (SP)	50.00
80	Facebook	PO 786 Professional Services - Recruitment Posts - NOLS	24.83
81	First Book Marketplace	PO 750 Program Supplies - SRP Prize Books (SP)	193.55
82	First Book Marketplace	PO 612 Program Supplies - SRP Prize Books (SP)	168.64
83	First Book Marketplace	PO 611 Program Supplies - SRP Prize Books (SP)	273.90
84	First Book Marketplace	PO 613 Program Supplies - SRP Prize Books (SP)	230.82
85	First Book Marketplace	PO 799 Program Supplies - SRP Book Prizes (SP)	568.15
86	Forks Outfitters	PO 710 Program Supplies - Bad Art Night (FOFOL)	4.77
87	Forks Outfitters	PO 842 Program Supplies - Water (FOFOL)	10.40
88	Forks Outfitters	PO 590 Program Supplies - Teen Advisory Board (CBFOL/FOFOL)	3.46
89	Forks Outfitters	PO 776 Program Supplies - SRP Discovery Club (CBFOL/FOFOL)	5.96
90	Growmail	PO 687 Programming - Printing - SRP Postcards	10,142.24
91	Home Slice Pizza	PO 590 Program Supplies - Teen Advisory Board (CBFOL/FOFOL)	24.74
92	In Graphic Detail	PO 743 PO 742 Program Supplies - Signs for SIF Parade (FOSL)	129.32
93	Intuit	PO 820 Technology Services - Quickbooks 2023 - IT	1,522.11
94	Jersey Mikes	PO 794 Training - IUG Conference Meals - NOLS	13.73
95	Jersey Mikes	PO 797 Training - IUG Conference Meals - NOLS	13.73
96	Joyce General Store	PO 676 Business Fuel - Westy - TS	25.00
97	Joyce General Store	PO 698 Business Fuel - Westy - TS	32.00
98	Joyce General Store	PO 721 Business Fuel - Westy - TS	25.00
99	KCDA Purchasing Cooperative	PO 598 Copy Paper - PA	169.69
100	KCDA Purchasing Cooperative	PO 677 Office Supplies - Book Tape - PA	56.87
101	KCDA Purchasing Cooperative	PO 705 Copy Paper - SQ	108.77
102	Label Value	PO 671 Office Supplies - Spine Labels - SQ	67.01
103	Lower Elwha Food & Fuel	PO 760 Business Fuel - Chevy Van - NOLS	50.00
104	Mancuso's Restaurant	PO 826 Training - IUG Conference Meals - NOLS	54.44
105	Microsoft	PO 814 Technology Services - MS 365 Licenses - IT	886.22
106	MK Rittenhouse	PO 739 Small Tools - High Reach Watering Wand - FAC	270.29

No.	Claimant	Purpose	Amount
I07	Mt Pleasant 76	PO 759 Power Equipment Fuel - FAC	25.57
I08	Park N Jet	PO 789 Training - IUG Conference Travel - NOLS	74.87
I09	Pelican	PO 667 Machinery & Equipment - Laptop Cases Bookmobile - OR	319.87
I10	Phoenix Suns Concessions	PO 796 Training - IUG Conference Meals - NOLS	14.65
I11	Que Sazon	PO 826 Training - IUG Conference Meals - NOLS	30.05
I12	Quill Corporation	PO 714 Office Supplies - Coffee - ADM	58.99
I13	Quill Corporation	PO 693 Office Supplies - Construction Paper - FO	29.72
I14	Quill Corporation	PO 694 Toner & Ink - FO	696.07
I15	Rite Aid	PO 840 Program Supplies - Water & Snacks for SIF Parade (FOSL)	17.43
I16	Safeway	PO 665 Office Supplies - Water for Disc Repair - TS	39.04
I17	Safeway Fuel	PO 594 Business Fuel - Westy - TS	35.30
I18	Seattle Taxi	PO 812 Training - IUG Conference Travel - NOLS	51.75
I19	Seattle Taxi	PO 817 Training - IUG Conference Travel - NOLS	57.60
I20	Shell	PO 761 Business Fuel - Chevy Van - NOLS	120.54
I21	Shell	PO 689 Business Fuel - Bookmobile - OR	110.24
I22	Shell	PO 745 Business Fuel - Bookmobile - OR	101.91
I23	Shell	PO 765 Business Fuel - Chevy Van - NOLS	99.03
I24	Sheraton Hotel	PO 636 Training - IUG Conference - NOLS	9.89
I25	Sheraton Hotel	PO 636 Training - IUG Conference - NOLS	11.00
I26	Sheraton Hotel	PO 635 Training - IUG Conference - NOLS	11.00
I27	Sheraton Hotel	PO 635 Training - IUG Conference - NOLS	11.00
I28	Sheraton Hotel	PO 635 Training - IUG Conference - NOLS	19.38
I29	Sheraton Hotel	PO 635 Training - IUG Conference - NOLS	14.63
I30	Sheraton Hotel	PO 635 Training - IUG Conference - NOLS	963.60
I31	Sheraton Hotel	PO 788 Training - IUG Conference Lodging - NOLS	963.60
I32	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	26.98
I33	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	10.69
I34	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	22.55
I35	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	7.38
I36	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	66.30
I37	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	26.89
I38	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	14.95
I39	Sheraton Hotel	PO 826 Training - IUG Conference Meals - NOLS	22.55
I40	Sheraton Hotel	PO 819 Training - IUG Conference Lodging - NOLS	963.60
I41	SHRM	PO 755 Dues & Memberships - SHRM Annual Membership - ADM	244.00
I42	Stamps.com	PO 573 Postage - TS	250.00
I43	Stamps.com	PO 605 Postage - TS	250.00
I44	Stamps.com	PO 634 Postage - TS	250.00
I45	Stamps.com	PO 681 Postage - TS	250.00
I46	Stamps.com	PO 682 Postage - TS	250.00
I47	Stamps.com	PO 697 Technology Services - Monthly Service Fee - TS	21.75

No.	Claimant	Purpose	Amount
148	Stamps.com	PO 699 Postage - TS	250.00
149	Stamps.com	PO 720 Postage - TS	250.00
150	Szechaun Resturant	PO 826 Training - IUG Conference Meals - NOLS	19.32
151	Taco Chelo	PO 793 Training - IUG Conference Meals - NOLS	14.02
152	Tacoma Rubber Stamp	PO 715 Office Supplies - Bank Deposit Stamps - ADM	75.40
153	The Plate & Pint	PO 826 Training - IUG Conference Meals - NOLS	55.86
154	The Spanish Group	PO 782 Programming - Spanish Translation SRP (SP)	95.80
155	The Spanish Group	PO 783 Programming - Spanish Translation SRP (SP)	82.60
156	The Spanish Group	PO 784 Programming - Spanish Translation SRP (SP)	51.10
157	The Spanish Group	PO 785 Programming - Spanish Translation SRP (SP)	24.30
158	Tracfone	PO 825 Communications - Branch Cell Phones - IT	93.52
159	TVM Phoenix	PO 792 Training - IUG Conference Travel - NOLS	2.00
160	United Airlines	PO 839 Training - ALA Conference Travel - NOLS	528.75
161	Uplift Desk	PO 744 Machinery & Equipment - Staff Desk - ADM	1,966.02
162	Valley Metro Transit	PO 636 Training - IUG Conference - NOLS	2.00
163	Versare Solutions	PO 836 Machinery & Equipment - Cubicle Partitions - ADM	1,712.07
164	Viking Sew & Vac	PO 758 Maintenance Supplies - Vacuum Parts and Filters - FAC	92.37
165	Walmart	PO 767 Program Supplies - PA Toy Bins - PA	29.28
166	Walmart	PO 742 Program Supplies - Supplies for SIF (FOSL)	70.84
167	Walmart	PO 801 Program Supplies - Teen Lit Bags (SP)	19.71
168	Washington State Ferries	PO 826 Training - IUG Conference Travel - NOLS	9.45
169	WSDOT	PO 791 Training - IUG Conference Travel - NOLS	5.50
170	Zen Thai	PO 635 Training - IUG Conference - NOLS	22.41
171	Zoom	PO 841 Technology Services - Zoom One Business - NOLS	217.49
			34,744.15

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

EFT 1003	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 05-31-23)	231,597.55
EFT 1004	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 05-31-23)	45,945.73
EFT 1005	Empower Retirement	EmpDCP (PPE 05-31-23)	450.00
			277,993.28



Voucher Approval for July 2023

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 #670 through #784 are approved in the amount of \$536,409.58 this 24th day of August 2023.

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

No.	Claimant	Purpose	Amount
670	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 06-30-2023) - EFT 1009	240,304.03
671	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 5-31-2023)	62.26
672	Alliance 2020 Inc	PO 895 Professional Services - Background Checks	32.56
673	Amazon.com	Collection Materials	96.64
674	Amazon.com	Collection Materials	237.88
675	Amazon.com	Collection Materials	102.59
676	Amazon.com	Collection Materials	80.96
677	Amazon.com	Collection Materials	31.22
678	Amsellem, Marna	C18 Programming - Find Your Voice Journaling (CBFOL, FOFOL, PAFOI, FOSL)	150.00
679	Angeles Communications	Communications - VOIP	903.04
680	Angeles Electric Inc.	PO 986 Machinery and Equipment - Car Charging Outlet - FAC	1,873.74
681	Apgar, Keeth	C07 Programming - Discovery Club Song Writing (FOSL)	500.00
682	Baker & Taylor Entertainment	Collection Materials	237.81
683	Baker & Taylor Entertainment	Collection Materials	666.07
684	Baker & Taylor Entertainment	Collection Materials	598.18
685	Baker & Taylor Entertainment	Collection Materials	19.30
686	Baker & Taylor Entertainment	Collection Materials	73.33
687	Baker & Taylor Information	Collection Materials	3,496.96
688	Baker & Taylor Information	Collection Materials	415.14
689	Baker & Taylor Information	Collection Materials	2,939.55
690	Baker & Taylor Information	Collection Materials	3,314.53
691	Baker & Taylor Information	Collection Materials	877.98
692	Bill's Plumbing	PO 942 Operating Rentals - Sanican July - FAC	100.00
693	Brodart Company	Collection Materials	320.59
694	Brodart Company	Collection Materials	739.41

No.	Claimant	Purpose	Amount
695	CENGAGE Learning	Collection Materials	218.94
696	CENGAGE Learning	Collection Materials	114.01
697	CENGAGE Learning	Collection Materials	194.14
698	CENGAGE Learning	Collection Materials	176.19
699	Center Point Large Print	Collection Materials	236.70
700	CenturyLink 300511187 FO	Communications - Voice - FO	89.67
701	CenturyLink 300561130 CB	Communications - Voice - CB	79.90
702	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	128.19
703	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	68.96
704	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,366.27
705	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	267.25
706	City of Forks	Public Utilities - FO	122.91
707	City of Port Angeles/Orcas Avenue	Public Utilities - PA	225.25
708	City of Port Angeles/Peabody St.	Public Utilities - PA	3,426.96
709	City of Sequim	Public Utilities - SQ	164.37
710	City of Sequim	Public Utilities - SQ	37,515.00
711	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
712	Clallam County PUD	Public Utilities - CB	573.00
713	Clallam County PUD	Public Utilities - FO	623.00
714	Clallam County Treasurer	June 2023 Investment Service Fee paid in July - EFT 1015	50.00
715	Decker City Hardware	PO 897 Maintenance Supplies - FO Cleaning Supplies - FAC	25.93
716	Decker City Hardware	PO 948 Maintenance Supplies - FO Cleaning Supplies - FAC	25.93
717	Dept. of Labor & Industries	Q2 2023 L&I - NOLS	7,889.49
718	Dept. of Retirement Systems	PERS and DCP (PPE 06-30-2023) - EFT 1010	47,725.96
719	Dept. of Revenue - Use/Sales Tax	June 2023 Sales & Use Tax - EFT 1013	161.53
720	Dokken, Jaiden	C9 Programing - Clallam County Poet Laureate (SP)	1,250.00
721	Empower Retirement	EmpDCP 07-2023 (PPE 06-30-2023) - EFT 1011	450.00
722	Enduris	Insurance - Nissan Aryia Physical Damage Coverage	130.00
723	E-Rate Expertise	PO 884 Professional Services - E-Rate Consulting - May Services - NOLS	112.50
724	Fiero Marine Life Center	C21 Programing - Tidepool Exploration (SP)	100.00
725	First Federal	PayPal Fees EFT 1014	40.39
726	Givins, Mary	Reimbursement - PO 964 Program Supplies - Storytime Books & Puppets	119.79
727	Goldman Nessa	C15 Programing - Story Telling Workshop (SP)	825.00
728	Haggard & Ganson LLP	PO 910 Legal Services - Review Lease - NOLS	275.00
729	Health Care Authority	Medical (PPE 06-30-2023)	43,025.77
730	Hoflin, Jonah	Cell Phone Reimbursement - May-Jun 2023 - IT	40.00
731	Ingram Library Services	Collection Materials	310.13
732	Ingram Library Services	Collection Materials	366.30
733	Ingram Library Services	Collection Materials	358.17
734	KCDA Purchasing Cooperative	PO 894 Maintenance Supplies - Cleaning Supplies - FAC	416.23
735	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	21.62
736	Midwest Tape	Collection Materials	280.15

No.	Claimant	Purpose	Amount
737	Midwest Tape	Collection Materials	213.15
738	Midwest Tape	Collection Materials	171.54
739	Midwest Tape	Collection Materials	569.56
740	Mokihana Productions	CI6 Programming - Hula Dancing (PAFOL, FO SL)	1,200.00
741	Murreys Disposal Company, Inc.	Public Utilities - SQ & PA	601.43
742	NOLS Employee	HSA ER Contribution - July 2023	437.49
743	NOLS Employee	HSA Reimbursement - SQ	61.77
744	NOLS Employee	HRA Reimbursement - PA	54.17
745	NOLS Employee	HRA Reimbursement - PA	908.92
746	NOLS Employee	HRA Reimbursement - FAC	277.00
747	NOLS Employee	HRA Reimbursement - TS	61.47
748	OCLC, Inc.	PO 890 Professional Services - Interlibrary Loan Fees - NOLS	20.26
749	OCLC, Inc.	PO 891 Technology Services - Bibliographic Utility Subscription - TS	32,564.01
750	Olympic Laundry & Dry Cleaners, Inc.	PO 889 Professional Services - Laundry - FAC	217.60
751	Olympic Printers, Inc.	PO 880 & 881 Programming - SRP School Flyers & Tracking Sheets (SP)	336.19
752	OverDrive, Inc.	Collection Materials	1,470.99
753	OverDrive, Inc.	Collection Materials	250.30
754	OverDrive, Inc.	Collection Materials	100.95
755	Pacific Office Equipment, Inc.	PO 810, 858, 857 Toner & Ink - SQ; Copier Repair and Maintenance	2,572.66
756	Peninsula Daily News	Collection Materials	301.60
757	Playaway Products LLC	Collection Materials	61.19
758	Playaway Products LLC	Collection Materials	450.08
759	Quill Corporation	PO 849 Office Supplies - Book Tape - SQ	69.83
760	Rainbow Printing	PO 951 Office Supplies - Library Cards - NOLS	1,320.00
761	Rainbow Sweepers, Inc.	PO 896 Groundskeeping - PA Sweep Parking Lot 07-02-2023 - FAC	212.16
762	Rajala, Shaina E	Cell Phone Reimbursement - Jan-Jun 2023 - ADM	120.00
763	Rasler, Karen	Travel - Business - Mileage Reimbursement - ADM	20.31
764	SHKS Architects	PO 940 Capital Construction - Basic and Supplemental Services (SQ CPA)	45,823.30
765	Sly, Emily	Cell Phone Reimbursement - Jan-Jun 2023 - SQ	120.00
766	Sound Energy Systems	PO 987 Repair and Maintenance - PA HVAC Control 3Q Maintenance - FAC	926.99
767	Sullivan, Dana	C06 Programming - Graphic Novels and Comic Books (SP)	645.00
768	Summit Law Group	PO 973 Professional Services - ADA Review - ADM	280.00
769	Swains General Store, Inc.	PO 878 Maintenance Supplies - Cleaning Supplies - FAC	164.11
770	Swains General Store, Inc.	PO 899 Maintenance Supplies - Annex Gate Key Duplicates - FAC	12.93
771	Tacoma Rubber Stamp	PO 991 Office Supplies - Nametags - NOLS	47.81
772	Technical Furniture Systems, Inc.	PO 865 Machinery & Equipment - FO Library Shelving - FAC	787.36

No.	Claimant	Purpose	Amount
773	Unique Management Services, Inc.	Professional Services - Debt Collection	265.95
774	United Way of Clallam County	United Way Contributions (PPE 06-30-2023)	185.00
775	US Bank	Credit Card Services - June 2023 Charges Paid in July	15,531.34
776	Van Petten, Katelyn	CI3 Programming - Teen Songwriting Workshop - PAFOL/FO	1,166.20
777	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
778	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	531.57
779	Wave Business	Communication - Internet - IT	5,995.35
780	WCIF	Vi/Li/EAP (PPE 06-30-2023)	1,390.35
781	Wells, Anne Marie	CI7 Programming - Intentional Aging - Synonyms for Grief - CBFOL/PAFOL/FOSL	250.00
782	West Waste & Recycling	Public Utilities - FO/CB	56.43
783	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-2023) - August Coverage	6,251.04
784	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 06-30-2023)	2,393.32
			536,409.58

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #775**

1	5 Guys	PO 937 Training - ALA Conference Meals - NOLS	24.42
2	AirBnB	PO 933 Training - ALA Conference Lodging - NOLS	1,226.28
3	Alaska Airlines	PO 947 Training - ARSL Travel - NOLS	597.81
4	Allianz Travel	PO 945 Training - ARSL Travel Insurance - NOLS	37.36
5	Aloha Kitchen Express	PO 937 Training - ALA Conference Meals - NOLS	22.98
6	Amazon	PO 717 Toner & Ink - ADM	110.43
7	Amazon	PO 724 Program Supplies - SRP Discovery Club - FO	30.79
8	Amazon	PO 731 Machinery & Equipment - Mobile Youth Desk - CB	174.84
9	Amazon	PO 731 Machinery & Equipment - Mobile Youth Desk - FO	174.84
10	Amazon	PO 734 Office Supplies - Materials Processing - TS	28.29
11	Amazon	PO 734 Office Supplies - Materials Processing - TS	109.18
12	Amazon	PO 751 Machinery & Equipment - Laptop Lock for Bookmobile - OR	60.12
13	Amazon	PO 778 Flash Drives for Resale - PA	42.52
14	Amazon	PO 778 Office Supplies - Staples - PA	16.31
15	Amazon	PO 805 Maintenance Supplies - Aluminum Polish - FAC	29.78
16	Amazon	PO 829 Toner & Ink - PA	158.33
17	Amazon	PO 834 Maintenance Supplies - Nissan Ariya Charging Cable Hanger - FAC	36.98
18	Amazon	PO 847 Maintenance Supplies - Nissan Ariya Floor Mats - FAC	183.87
19	Amazon	PO 848 Maintenance Supplies - Respirator Masks - FAC	43.20
20	Amazon	PO 853 Program Supplies - Sekiu Fun Days Conversation Card Decks (CBFOL)	57.55
21	Amazon	PO 877 Maintenance Supplies - Hand Sanitizer - FAC	28.58

No.	Claimant	Purpose	Amount
22	Amazon	PO 885 Office Supplies - Stapler - ADM	12.15
23	Amazon	PO 885 Toner & Ink - ADM	114.21
24	Amazon	PO 888 Program Supplies - ECE and STEAM Toys (FOFOL)	91.08
25	Amazon	PO 920 Program Supplies - Storytime & Outreach Events (PAFOL)	34.80
26	Amazon	PO 921 Program Supplies - Tenn Lit Bags (SP)	59.78
27	Amazon	PO 923 Program Supplies - SRP Discovery Club (PAFOL)	97.64
28	Amazon	PO 935 Office Supplies - Storage Bins - ADM	15.22
29	Amazon	PO 935 Office Supplies - Storage Bins, Coat Rack - ADM	51.56
30	Amazon	PO 960 Office Supplies - Supply Stool - OR	23.87
31	American Button Machines	PO 944 Program Supplies - Button Maker Supplies (SP)	46.39
32	American Library Association	PO 777 Training - ALA Learning Solution Conference Fee - NOLS	79.00
33	ARSL	PO 946 Training - ARSL Conference Registration Fee - NOLS	290.00
34	Art of Pizza	PO 937 Training - ALA Conference Meals - NOLS	6.87
35	Asian Outpost	PO 937 Training - ALA Conference Meals - NOLS	48.95
36	Association of Bookmobile & Outreach Svcs	PO 925 Dues & Memberships - ABOS Membership - FO	49.00
37	B&H Photo	PO 873 Program Supplies - Portable Sound System (FOSL)	333.03
38	Breakout EDU	PO 892 Program Supplies - SRP Teen Programs (FOSL)	73.00
39	Canon Direct	PO 830 Toner & Ink - PA	571.83
40	Circle K	PO 733 Business Fuel - Westy - TS	34.41
41	Circle K	PO 874 Business Fuel - Nolsy White - TS	57.49
42	Circle K	PO 901 Business Fuel - Nosly Red - NOLS	41.97
43	Circle K	PO 928 Business Fuel - Transit Van - FAC	69.45
44	Costco	PO 862 Program Supplies - SRP Teen Programs (FOSL)	69.77
45	Demco, Inc.	PO 737 Office Supplies - Adjustable Book Jacket Cover - TS	90.07
46	Devil Dawgs	PO 937 Training - ALA Conference Meals - NOLS	21.65
47	DialMyCalls.com	PO 934 Technology Services - Staff ER Contact System - NOLS	19.99
48	Dollar Tree	PO 966 Program Supplies - Balloons for Bookmobile Open House (SP)	10.89
49	Door Closers USA	PO 903 Maintenance Supplies - Door Hinges PA - FAC	219.50
50	Door Closers USA	PO 903 Maintenance Supplies - Front Door Hinges PA - FAC	219.50
51	DoorDash	PO 937 Training - ALA Conference Meals - NOLS	20.34
52	eFax Corporate	PO 900 Technology Services - Online Fax Service - ADM	37.23
53	EV Chargers	PO NA Maintenance Supplies - Charger Cable Hangers - FAC	21.75
54	EV Chargers	PO NA Miantenance Supplies - Charging Cable Hangers - FAC	(21.75)
55	Evergreen 76	PO 808 Business Fuel - Westy - TS	37.20

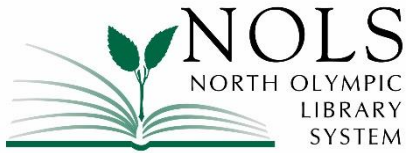
No.	Claimant	Purpose	Amount
56	Facebook	PO 907 Professional Services - Recruitment Advertising - NOLS	25.17
57	Facebook	PO 907 Programming - Sponsored Posts (SP)	110.00
58	Feelin Bueno Espresso	PO 958 Program Supplies - Program Prize (CBFOL)	15.00
59	First Book Marketplace	PO 866 Program Supplies - SRP Prize Books (SP)	364.64
60	First Book Marketplace	PO 867 Program Supplies - SRP Prize Books (SP)	328.08
61	First Book Marketplace	PO 868 Program Supplies - SRP Prize Books (SP)	229.78
62	First Book Marketplace	PO 922 Program Supplies - SRP Prize Books (SP)	368.50
63	First Book Marketplace	PO 924 Program Supplies - SRP Prize Books (SP)	650.41
64	First Race Car Wash	PO 914 Business Fuel - Bookmobile - OR	41.48
65	First Race Car Wash	PO 915 Business Fuel - Nolsy White - NOLS	42.90
66	Forks Outfitters	PO 859 Program Supplies - Sekiu Fun Days Water for Recharging Station (CBFOL)	5.20
67	Forks Outfitters	PO 959 Office Supplies - Bleach - FO	4.66
68	FS Com	PO 780 Machinery & Equipment - SFP Fiber Optic Modules - IT	146.89
69	GoDaddy.com	PO 956 Technology Services - NOLS.Org Renewal - IT	23.03
70	Grieveland Press	PO 770 Collection Materials	26.00
71	Growmail	PO 902 Programming - SRP Postcards Mailing Final Tax on PO 687	184.70
72	HoneyBerry	PO 937 Training - ALA Conference Meals - NOLS	29.86
73	HoneyBerry	PO 937 Training - ALA Conference Meals - NOLS	33.09
74	Jiffy Airport Parking	PO 939 Training - ALA Conference Travel - NOLS	127.17
75	Jiffy Lube	PO 748 Vehicle Maintenance - Oil Change Westy - FAC	116.18
76	Jiffy Lube	PO 851 Vehicle Maintenance - Oil Change Pacifica - FAC	116.18
77	Jiffy Lube	PO 864 Vehicle Maintenance - Oil Change Nolsy Red - FAC	117.70
78	Joyce General Store	PO 831 Business Fuel - Westy - TS	25.00
79	Joyce General Store	PO 887 Business Fuel - Pacifica - TS	20.00
80	KCDA Purchasing Cooperative	PO 735 Office Supplies - Tape, Markers, Post Notes - TS	95.91
81	KCDA Purchasing Cooperative	PO 804 Copy Paper - PA	188.02
82	KCDA Purchasing Cooperative	PO 804 Office Supplies - Tape, Paper Clips - PA	22.89
83	KCDA Purchasing Cooperative	PO 886 Office Supplies - Book Tape, Pens, Markers - FO	168.63
84	Labels Direct, Inc.	PO 732 Office Supplies - Spine Labels - PA	163.20
85	Labels Direct, Inc.	PO 736 Office Supplies - Mini Printer Labels - TS	150.00
86	Lyft	PO 938 Training - ALA Conference Travel - NOLS	39.86
87	Manchu Wok	PO 937 Training - ALA Conference Meals - NOLS	17.08
88	Microsoft	PO 953 Technology Services - MS Cloud 365 Service - IT	886.22
89	Microsoft Answer Desk	Refund of PO 388 Technology Services - IT	(499.00)
90	NexusTek	PO 952 Technology Services - MS Project Licenses - IT	110.00
91	NexusTek	PO 957 Technology Services - MS Project Licenses - IT	110.00
92	Port Angeles Davis	PO 747 Business Fuel - Westy - TS	25.28
93	Port Book and News	PO 833 Collection Materials	15.22
94	QFC	PO 832 Program Supplies - SRP Outreach (FOSL)	10.97

No.	Claimant	Purpose	Amount
95	QFC	PO 929 Program Supplies - SQ Book Club (FOSL)	3.00
96	QFC	PO 930 Program Supplies - Rainbow Reads (FOSL)	11.99
97	Safeway	PO 766 Program Supplies - Rainbow Reads Snacks (PAFOL)	25.05
98	Safeway	PO 861 Program Supplies - Teen SRP Programs (FOSL)	6.53
99	Safeway	PO 943 Program Supplies - Bookmobile Open House Treats (SP)	26.22
100	Safeway	PO 949 Program Supplies - July 4 Kids Zone Treats (PAFOL)	20.07
101	Safeway Fuel	PO 852 Business Fuel - Pacifica - TS	41.04
102	Savor-McCormick Place	PO 937 Training - ALA Conference Meals - NOLS	8.50
103	Savor-McCormick Place	PO 937 Training - ALA Conference Meals - NOLS	20.75
104	Shell	PO 779 Business Fuel - Westy - TS	34.23
105	Shell	PO 854 Business Fuel - Nolsy Red - TS	59.82
106	Shell	PO 863 Business Fuel - Nolsy Red - TS	50.21
107	Shell	PO 908 Business Fuel - Nolsy West - NOLS	45.26
108	Smartsign	PO 905 Maintenance Supplies - Accesible Entrance Sign PA - FAC	52.47
109	Stamps.com	PO 749 Postage - TS	250.00
110	Stamps.com	PO 828 Postage - TS	250.00
111	Stamps.com	PO 845 Postage - TS	250.00
112	Stamps.com	PO 869 Postage - TS	250.00
113	Stamps.com	PO 872 Technology Services - Monthly Fee - TS	21.75
114	Stamps.com	PO 875 Postage - TS	250.00
115	Steelcase	PO 926 Machinery & Equipment - Office Chair - ADM	1,220.74
116	Taco Maya	PO 937 Training - ALA Conference Meals - NOLS	17.15
117	The Spanish Group	PO 883 Programming - Spanish Translation World Aids Day	78.39
118	The Spanish Group	PO 906 Programming - Spanish Translation Pub Coms (PAFOL)	32.10
119	Tracfone	PO 954 Communications - Branch Cell Phones - IT	93.52
120	USPS	PO 967 Postage (SQ Donations Fund)	12.60
121	Victra	PO 955 Machinery & Equipment - Courier Cell Phone - NOLS	328.22
122	VistaPrint.com	PO 882 Maintenance Supplies - Exterior Door Signs ADM - FAC	27.87
123	WA Finance Officers Assn	PO 927 Training - WFOA Conference Registration Fee - NOLS	770.00
124	Walmart	PO 856 Office Supplies - Ziplock Bags, Markers - SQ	30.59
125	Walmart	PO 879 Program Supplies - SRP Discovery Club (FOSL)	16.47
126	Walmart	PO 918 Program Supplies - Extension Cord for Storytime (PAFOL)	31.30
127	Walmart	PO 919 Program Supplies - SRP Discovery Club (PAFOL)	8.57
128	Walmart	PO 961 Program Supplies - Parade Candy (SP)	48.71

No.	Claimant	Purpose	Amount
129	Washington Department of Licensing	PO 904 - Professional Services - Nissan Aryia Registration Fee - NOLS	21.50
130	Westside Pizza	PO 860 Program Supplies - Teen Movie Night (FOSL)	101.03
131	Zoom	PO 936 Technology Services - Zoom One Business - NOLS	217.49
			15,531.34

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

EFT 1009	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 06-30-23)	240,304.03
EFT 1010	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 06-30-23)	47,725.96
EFT 1011	Empower Retirement	EmpDCP (PPE 06-30-23)	450.00
			288,479.99



Staff Report

Meeting Date: August 24, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Officers and Committees

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

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

The established practice of the NOLS Board for electing officers has been to nominate from the floor and elect by motion. The established practice for determining committee assignments has been through discussion and consensus; it is not uncommon for committee assignments to be readjusted at times other than at the June meeting, in order to accommodate shifting priorities or Trustee availability.

Fiscal Considerations: None.

Discussion: No action on this topic was taken at the June 2023 meeting, so it is recommend the Board discuss it at their next regular meeting on August 24, 2023.

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

Trustee Name	Officers & committee assignments	Current term ends
Bert Caldwell	Policy Committee Sequim Future Library	Dec. 31, 2027
Cyndi Ross	Sequim Future Library	Dec. 31, 2026
Ian Miller	Vice Chair Finance	Dec. 31, 2025
Jennifer Pelikan	Personnel Committee Policy Committee Community Relations (WE)	Dec. 31, 2023 (second term)
Mark Urnes	Chair Personnel Committee Finance Committee Community Relations (NOLF)	Dec. 31, 2024 (second term)

Descriptions of Standing and Ad Hoc Committees:

Finance Committee:

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

Personnel Committee:

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

Policy Committee:

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

Community Relations Committee:

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

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

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

Public Communications Committee (Ad hoc):

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

Sequim Branch Future Library Committee (Ad hoc):

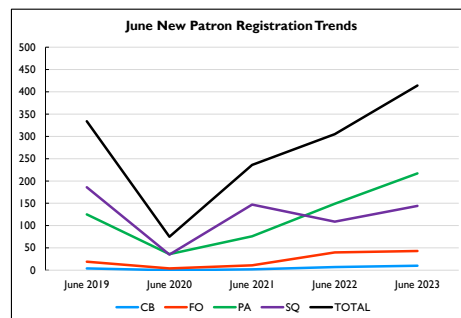
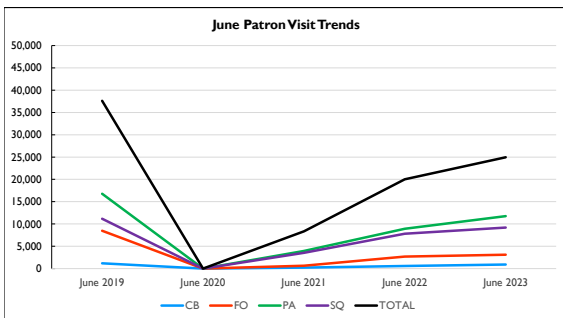
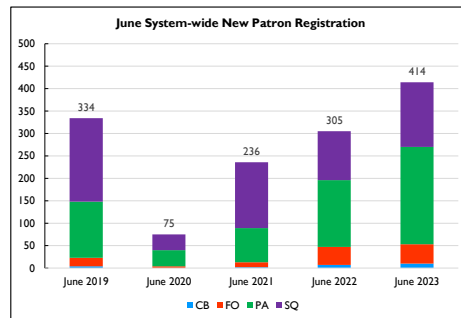
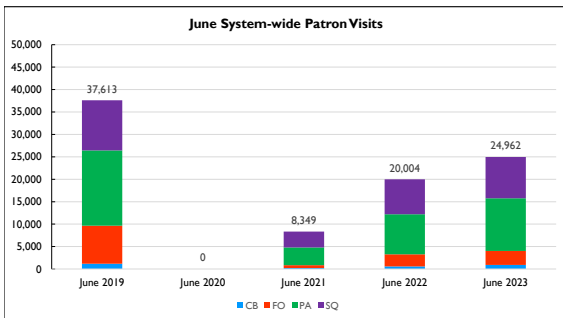
This ad hoc committee provides advisory input to staff, facilitates community engagement, and participates in other activities related to planning a Future Sequim Branch Library.

Recommendation/Alternatives for Consideration: That the Board elect officers and designate or confirm committee assignments at this time. Alternatively the Board could agree to designate a different date for the 2023 election of officers, in which case the current slate would continue until that election occurred.

Patron Visits		
	2023	% of System
Port Angeles	11,748	47.1%
Children	16%	
Sequim	9,206	36.9%
Children	8%	
Forks	3,105	12.4%
Children	12%	
Clallam Bay	903	3.6%
Children	12%	
Total	24,962	100.0%

*Door sensors count objects less than 4'7" in height as children.

New Patron Registration		
	2023	% of System
PA	217	52.4%
SQ	144	34.8%
FO	43	10.4%
CB	10	2.4%
Total	414	100.0%



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* In January 2022, a new system to count patron visits was installed at each branch.

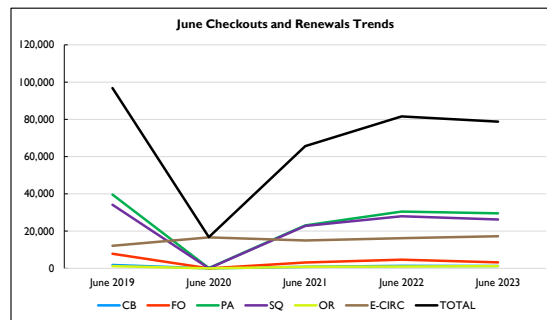
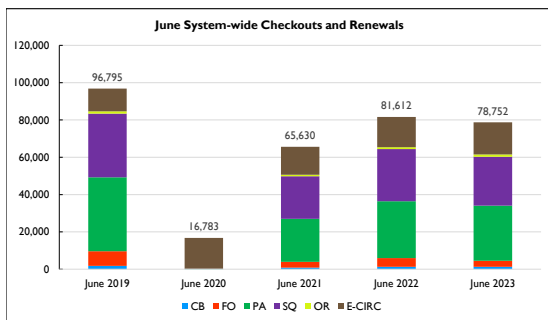
* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
Port Angeles		
Checkouts	18,205	32.0%
% From Self-Check	77.96%	
% From Holds	27%	
Renewals	11,350	51.7%
Total	29,555	37.5%
Sequim		
Checkouts	17,046	30.0%
% From Self-Check	78.22%	
% From Holds	34%	
Renewals	9,186	41.9%
Total	26,232	33.3%
Forks		
Checkouts	2,595	4.6%
% From Self-Check	28.40%	
% From Holds	26%	
Renewals	649	3.0%
Total	3,244	4.1%
Clallam Bay		
Checkouts	646	1.1%
% From Self-Check	5.73%	
% From Holds	27%	
Renewals	649	3.0%
Total	1,295	1.6%
Outreach		
Checkouts	1,075	1.9%
% From Holds	81%	
Renewals	99	0.5%
Total	1,174	1.5%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	17,252	21.9%
Systemwide Totals		
Checkouts	56,819	
Renewals	21,933	
System Total	78,752	

Interlibrary Loan Services	
Items borrowed from other libraries	131
Items loaned to other libraries	109

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,933	18.28
SQ	5,754	20.83
FO	687	22.00
CB	175	17.94
OR	954	8.16
Total	12,503	0.00



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* In January 2022, new post-pandemic Library hours were set.

* In January 2022, eMagazines began being offered through the Washington Anytime Library.

* In June 2023 the Bookmobile made pop-up visits. Checkouts from these couple events were counted as Forks checkouts.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	10/525	18%/40%
Sequim	12/401	22%/30%
Forks	19/298	35%/23%
Clallam Bay	8/62	15%/5%
NOLS	1/3	2%/0%
Virtual	5/35	9%/3%
Total	55/1324	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	25/274	53%/69%
Sequim	0/0	0%/0%
Forks	13/86	28%/22%
Clallam Bay	9/37	19%/9%
Total	47/397	100%/100%

Proctor Exams Administered		
Port Angeles	0	0.0%
Sequim	1	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	1	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	96	6
Sequim	4	1
Forks	6.25	2
Clallam Bay	0	0
Outreach	0	0
NOLS	30.75	1
Total	137	10

Community Outreach Events		
	Events/Attendees	% of System
PA	10/2351	36%/50%
SQ	7/1393	25%/30%
FO	5/715	18%/15%
CB	5/214	18%/5%
OR	1/15	4%/0%
NOLS	0/0	0%/0%
Total	28/4688	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	424
Read & Ride (Clallam Transit Buses)	53
Dolly Parton Imagination Library	1225
Library Programs & Outreach	156
Other	0
Total	1858

Outreach Delivery Services	
Home Deliveries	94
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	5
Titles Suggested	28

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	1667	1,114	19.7%
Sequim	6	858	499	38.3%
Forks	10	292	177	8.2%
Clallam Bay	7	167	140	12.7%
Total	49	2984	1930	18.9%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	192	84	6.5%
Sequim	2	196	70	16.1%
Forks	2	70	9	2.1%
Clallam Bay	1	0	0	0.0%
Total	11	458	164	7.0%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,032	47.7%
Sequim	7,023	41.7%
Forks	1,148	6.8%
Clallam Bay	644	3.8%
Total	16847	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	4
Sequim	0
Forks	0
Clallam Bay	0
Total	4

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,094	54.6%
Sequim	1,492	19.9%
Forks	1,479	19.7%
Clallam Bay	440	5.9%
Total	7,505	100.0%

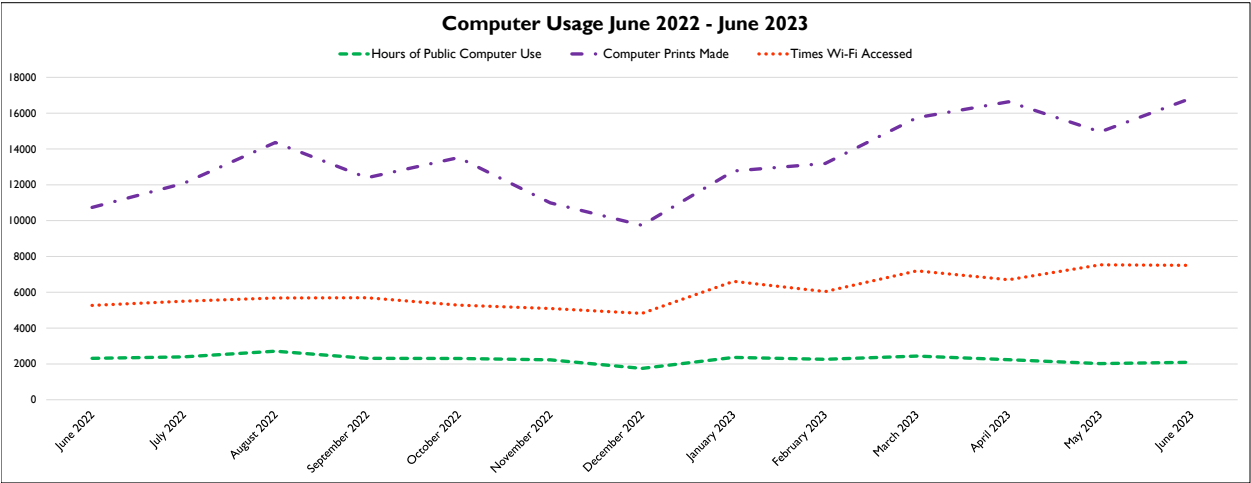
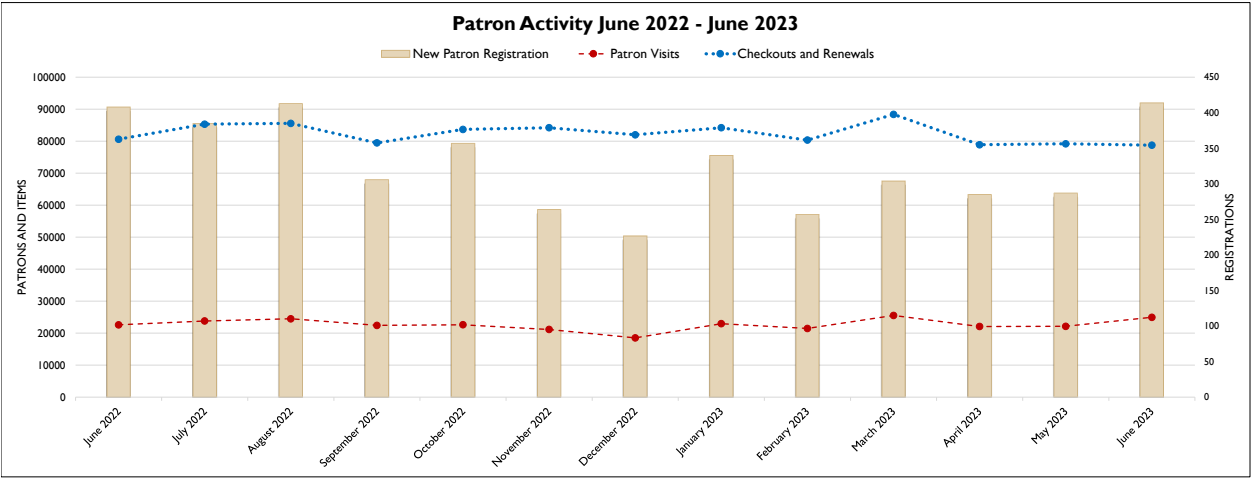
Website Visits	
From outside the Library	20,059
From inside the Library	1,022
Avg. # of pages visited	2

Facebook Activity	
Followers	4,902
Content Published	28
Reach (unique accounts)	16,244
Reactions/Likes/Comments, etc.	1,082
Link Clicks	473

YouTube Activity	
Subscribers	361
Videos Published	-
Program Recordings	1
Views (lifetime content)	771
Watch Time (hours)	31

Instagram Activity	
Followers	1,376
Content Published	32
Reach (unique accounts)	1,578
Reactions/Likes/Comments, etc.	426

Advertising	
Ads Run	5
Reach (unique accounts)	5,462
Link Clicks	553



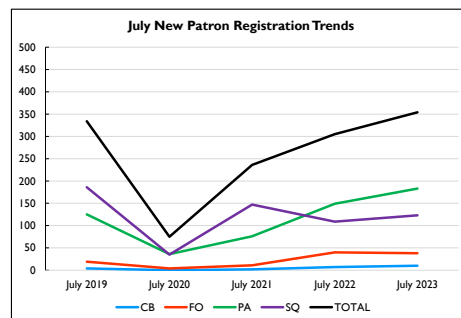
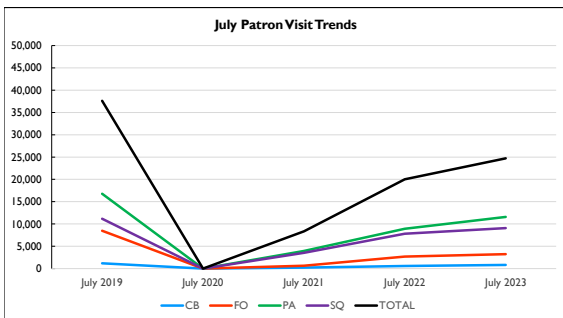
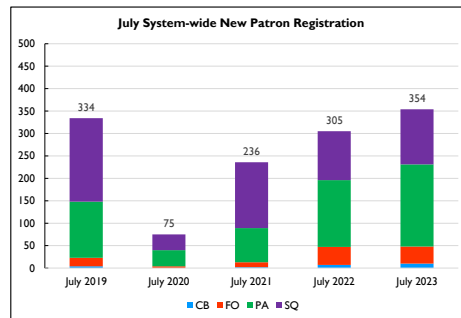
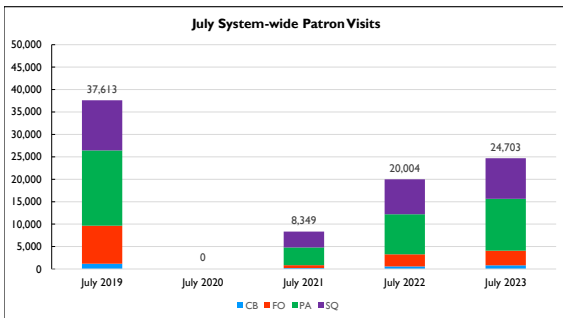
Significant Events During the Past 13 Months:

- June 2022 - NOLS begins recognizing Juneteenth with a one day closure.
- December 2022 - Hours were limited at all branches for one week of December due to inclement weather.
- February 2023 - Hours were limited at all branches for several days due to inclement weather.
- May 2023 - Bookmobile makes first pop-up visits.

Patron Visits		
	2023	% of System
Port Angeles	11,566	46.8%
Children	16%	
Sequim	9,069	36.7%
Children	8%	
Forks	3,241	13.1%
Children	13%	
Clallam Bay	827	3.3%
Children	8%	
Total	24,703	100.0%

*Door sensors count objects less than 4'7" in height as children.

New Patron Registration		
	2023	% of System
PA	183	51.7%
SQ	123	34.7%
FO	38	10.7%
CB	10	2.8%
Total	354	100.0%



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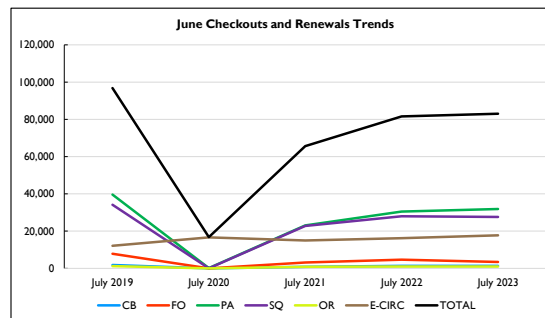
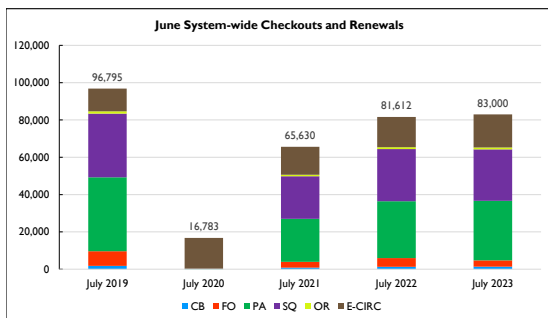
* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
Port Angeles		
Checkouts	17,886	31.5%
% From Self-Check	1	
% From Holds	24%	
Renewals	13,972	53.3%
Total	31,858	38.4%
Sequim		
Checkouts	16,886	29.7%
% From Self-Check	81%	
% From Holds	32%	
Renewals	10,754	41.0%
Total	27,640	33.3%
Forks		
Checkouts	2,725	4.8%
% From Self-Check	34%	
% From Holds	31%	
Renewals	711	2.7%
Total	3,436	4.1%
Clallam Bay		
Checkouts	627	1.1%
% From Self-Check	7%	
% From Holds	25%	
Renewals	711	2.7%
Total	1,338	1.6%
Outreach		
Checkouts	929	1.6%
% From Holds	91%	
Renewals	57	0.2%
Total	986	1.2%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	17,742	21.4%
Systemwide Totals		
Checkouts	56,795	
Renewals	26,205	
System Total	83,000	

Interlibrary Loan Services	
Items borrowed from other libraries	189
Items loaned to other libraries	110

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,319	17.94
SQ	5,471	20.63
FO	839	13.57
CB	157	16.72
OR	895	8.09
Total	11,681	18.36



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* In January 2022, eMagazines began being offered through the Washington Anytime Library.

* In July 2023 the Bookmobile made pop-up visits. Checkouts from these couple events were counted as Forks checkouts.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	24/783	32%/55%
Sequim	14/249	18%/18%
Forks	20/186	26%/13%
Clallam Bay	10/55	13%/4%
NOLS	1/0	1%/0%
Virtual	7/138	9%/10%
Total	76/1411	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	26/207	100%/100%
Sequim	0/0	0%/0%
Forks	0/0	0%/0%
Clallam Bay	0/0	0%/0%
Total	26/207	100%/100%

Proctor Exams Administered		
Port Angeles	0	0.0%
Sequim	0	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	0	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	82.5	6
Sequim	9.75	1
Forks	6.75	3
Clallam Bay	0	0
Outreach	0	0
NOLS	0	0
Total	99	10

Community Outreach Events		
	Events/Attendees	% of System
PA	2/626	25%/67%
SQ	1/100	13%/11%
FO	4/201	50%/21%
CB	1/12	13%/1%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	8/939	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	397
Read & Ride (Clallam Transit Buses)	55
Dolly Parton Imagination Library	1209
Library Programs & Outreach	73
Other	0
Total	1734

Outreach Delivery Services	
Home Deliveries	93
New Patrons w/ Delivery Services	-

BookMatch Requests Fulfilled	
Number of Requests	1
Titles Suggested	5

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	1904	1,296	23.2%
Sequim	6	828	491	38.1%
Forks	10	328	213	9.8%
Clallam Bay	7	183	189	17.8%
Total	49	3243	2188	21.7%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	171	202	15.6%
Sequim	2	215	83	19.4%
Forks	2	93	18	4.1%
Clallam Bay	1	0	0	0.0%
Total	11	479	302	13.1%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	7,769	46.7%
Sequim	5,999	36.1%
Forks	1,849	11.1%
Clallam Bay	1,002	6.0%
Total	16,619	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	1
Sequim	4
Forks	0
Clallam Bay	0
Total	5

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,209	54.3%
Sequim	1,431	18.5%
Forks	1,622	20.9%
Clallam Bay	493	6.4%
Total	7,755	100.0%

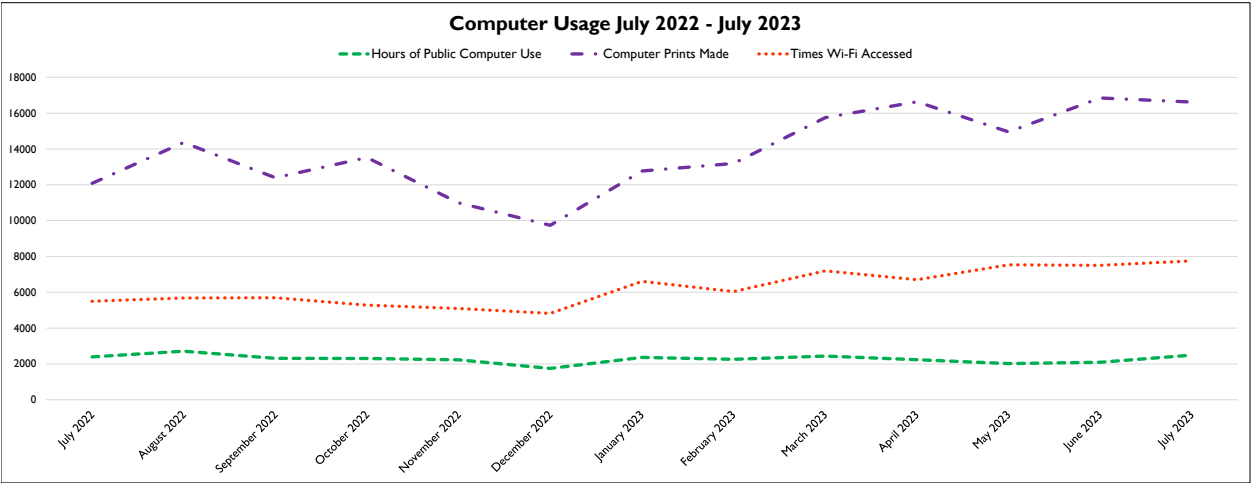
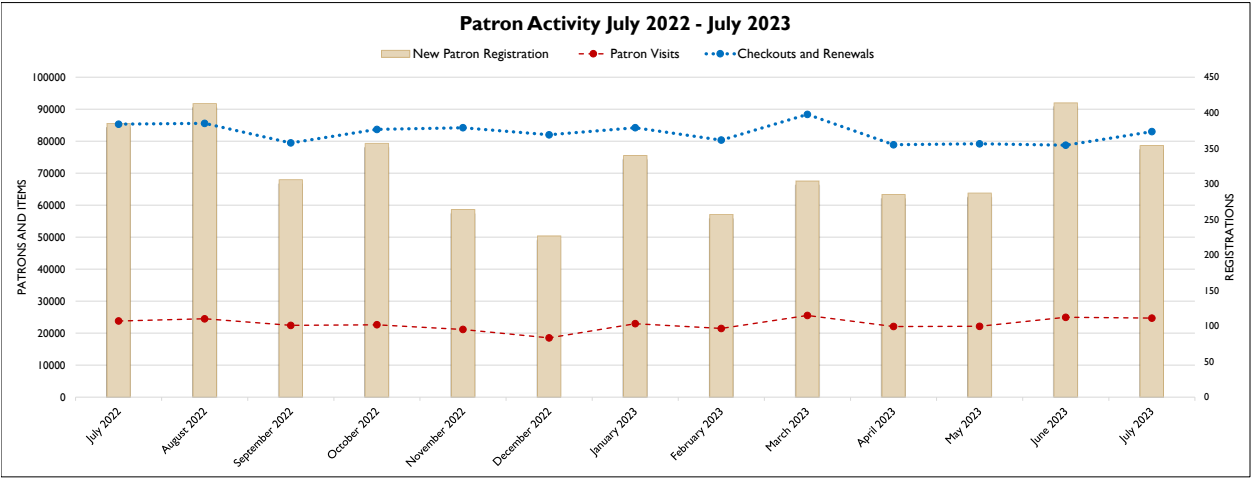
Website Visits	
From outside the Library	18,938
From inside the Library	1,230
Avg. # of pages visited	2

Facebook Activity	
Followers	4,979
Content Published	44
Reach (unique accounts)	121,049
Reactions/Likes/Comments, etc.	4,078
Link Clicks	818

YouTube Activity	
Subscribers	365
Videos Published	-
Program Recordings	2
Views (lifetime content)	731
Watch Time (hours)	31

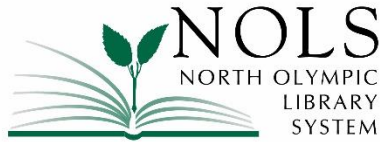
Instagram Activity	
Followers	1,377
Content Published	64
Reach (unique accounts)	1,811
Reactions/Likes/Comments, etc.	607

Advertising	
Ads Run	5
Reach (unique accounts)	6,258
Objective Reached (link clicks)	611



Significant Events During the Past 13 Months:

- December 2022 - Hours were limited at all branches for one week of December due to inclement weather.
- February 2023 - Hours were limited at all branches for several days due to inclement weather.
- May 2023 - Bookmobile makes first pop-up visits.



Monthly Activity Report

Meeting Date: August 24, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for June 2023

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The Jeff Evans Summer Reading Magic Show kicked off the Summer Reading Program in June. Nearly 300 people gathered in the Library's Courtyard for an engaging, family friendly performance which encouraged kids to turn off screens and combine fun with learning. Weekly Discovery Club programs for elementary school aged kids began after the kick-off event. Over 80 participants joined the first Discovery Club making creations from air-dry clay.



Other events during the month of June included:

- Teen Lit Bags – 30 participants in PA
- Rainbow Read: Teen LGBTQIA+ Book Discussion – 8 participants
- NorthStar Digital Literacy Class – 7 participants at 2 events
- Second Tuesday Book Group reading *Etta and Otto and Russell and James* by Emma Hooper – 5 participants
- Wednesday Evening Book Group reading *Real Life* by Brandon Taylor – 9 participants
- Rainbow Storytime – 54 participants
- Storytime at Peninsula College – 21 participants
- Summer Family Storytime – 50 participants at 2 events

Staff also engaged with community members outside the library in a number of ways. The most notable is the annual Summer Reading Program Outreach which happens in the schools. Youth Services Librarians Jennifer and Clair connected with over two thousand kids at Port Angeles High School, Stevens Middle Schools, Queen of Angels, Crescent Elementary, and all five Port Angeles School District Elementary Schools. Many kids have expressed excitement when seeing familiar faces again from the Outreach visits upon visiting the library. Parents and caregivers have also been excited to see the level of engagement in their young readers. Other events outside the library included a Community Baby Shower.

Sequim Branch Library

Emily Sly, Library Manager

The last day of school in Sequim was June 23, a week later than usual, so kids were very ready for summer AND Summer Reading Program (SRP) to begin! Magician Jeff Evans kicked off the fun with a Reading Magic show held at the Boys and Girls Club in Sequim. The weekly Discovery Club began in late June, along with Summer Storytime featuring the Irrigation Festival Royalty, and a Teen Movie Night on the last day of school.



Youth Services Librarian Charlotte visited all schools in the Sequim area promoting the SRP in early June (Greywolf Elementary, Helen Haller Elementary, Olympic Peninsula Academy, Sequim Middle School, Sequim High School and Five Acre School). June programs included Rainbow Storytime and Rainbow Reads for teens to celebrate Pride Month, and a Bookmobile Open House in the Sequim Library parking lot. Older Adult Services Librarian Corrina offered the monthly Intentional Aging program; the June topic was Sleep and Aging, with Clair Edwins from the OMC Sleep Center. Two book discussion groups also met in June.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, Chamber of Commerce meeting and Public Communications. Recruitment for the open PSS position took place in June.

Sequim Expansion and Renovation Project - The Sequim Project Team met with SHKS Architects to discuss technology needs and building design, and with Common Great capital campaign consultants. Common Great also met with the community Capital Campaign Committee on Zoom. The 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 continue to participate in All Staff Training Day, Dolly Parton Imagination Library, BookMatch, eHelp, Health and Safety, Social Media, and Sustainability work groups.
- Public Service Lead Jennifer S. attended the Clallam Bay Friends of the Library quarterly meeting and continues to work on Bookmobile and Circ Team procedures.
- Staff engaged in these various trainings:
 - Beanstack Training
 - Adult Mental Health
 - Preventing Harassment & Discrimination
 - Grappling with Unconscious Bias in the Library Setting
 - Homeless Children and Libraries
 - Unwanted Patron Advancements and Sexual Harassment - Ryan Dowd
 - Read the Rainbow: Serving the LBTQIA+ Community in your Library
 - Mental Health and Wellness: Library Workers Thriving in Uncertain Times
 - Libraries and the First Amendment: Book Bans, Meeting Rooms, First Amendment Audits and More
 - Northstar Training from the Washington State Library

Programming:

- Librarians Kristine T. and Mary G. presented Bilingual Rainbow Storytime at Forks Branch.
- One teen attended Anime and Manga Club at the Forks Branch and one teen attended at the Clallam Bay Branch.
- Summer Reading Kickoff was enthusiastically attended at Forks Branch and Makah Boys

and Girls Club totaling in over 150 attendees for the kickoffs on the West End.



- Several Forks Elementary summer school classes visited the Forks Branch to sign up for the Summer Reading program and visit the library on a weekly basis.
- 7 attended Family Storytime at the Forks Branch.
- 5 attended Discovery Club: Painting Kindness rocks at the Forks Branch and 7 attended in Clallam Bay.



- No Pressure Book Club provided by Public Service Specialist Dianne B.
- Clallam Bay Northstar Computer Class was canceled due to internet issues and Forks Northstar computer class had zero attendees.

Outreach & Bookmobile:

- Bookmobile open houses were held at the Forks and Clallam Bay Branches. Community Outreach Specialist Jeremy M., West End Manager Troi G., and Public Services Specialist Arriana M. met members of the community and assisted with bookmobile crafts and

button-making, made new special edition Bookmobile-branded library cards for patrons, and full checked out Bookmobile materials. At the Clallam Bay Branch, a member of our community brought us a binder full of historic photos and newspaper clippings of Clallam County bookmobiles of yesteryear.

- Librarians Kristine T. and Mary G. visited the Neah Bay secondary schools to promote SRP and collect books due.
- Mary and Troi visited the Makah Senior Center with the Bookmobile and Mary visited the Quileute Senior Center with a pop-up library.
- Mary visited the Blue Shed Youth program in La Push, the Hoh Tribal Library, and Alder Grove for SRP promotion.
- Kristine and volunteer Deborah provided a storytime and art project for Nature Day at Olympic Natural Resources Center to kindergarten classes visiting from Forks Elementary and Quileute Tribal School. The collaborative art project hangs in the children's area at the Forks Branch.
- Kristine and Troi promoted the Summer Reading Program at Forks Elementary, Forks Middle School, Clallam Bay School, and Neah Bay Elementary.

Library Manager:

- Continued to provide training to Bookmobile staff.
- Continued to provide training to the new Public Services Specialist, in coordination with the Public Services Lead.
- Worked out of the Bookmobile multiple days through the month to support staff learning and community connections.
- Promoted Summer Reading Program at various locations.
- Met with community partners in various capacities.
- Continued to refine procedures and operations for the Bookmobile, including ample meetings with staff stakeholders.
- Attended various meetings for workgroups, teams, and department work.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Started-up landscape irrigation system; repaired and repainted several broken gutters; replaced west front door hinges; repainted IT Manager's office; replaced restroom faucet sensors; reconfigured Director's office furniture; washed windows; lawn care and parking lot sweeping

Sequim Library: Installed a temporary outdoor restroom facility (Sanikan) for outdoor summer activities; mowed lawn

Sequim Project: Technology plan review meeting; interior design and furniture planning meetings

Forks Library: Installed shelving end-panels in Children's area; assembled book cart and laptop desk; cleaned carpet stains; changed overhead light bulbs; repaired meeting room wall; touched-up interior paint; trimmed landscape plants and pulled weeds.

Clallam Bay Library: Assembled laptop desk; mowed lawn, weeded-eated and swept parking lot.

Vehicles: Purchased a library vehicle and installed an exterior 240 volt power outlet for charging the new all-electric car; serviced Pacifica van and the red Subaru wagon; had recall work done on Pacifica van;

Other: Removed plastic barriers from public service desks and staff areas and placed in storage; installed SRP banners at West End libraries; disposed of old wood pallets and recycled scrap metal; checked emergency lights, flashlights and fire extinguishers at all locations.

Outreach Delivery Services

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of June, 94 deliveries were made and 4 new patrons registered for Outreach Delivery Services. There were 1075 items checked out and 99 items renewed for Outreach Delivery patrons.

Community Outreach Specialists, Kayla and Kristin, moderated a Library Info Session at The Fifth Avenue Senior Independent Living in Sequim. They informed patrons about Outreach Delivery Service, as well as assisted with Library Card renewals and digital resources support, especially Libby and Hoopla. Specifically, staff assisted one patron with locating the Accessibility settings for eBooks in Libby on their phone, and the patron was able to adjust font size, type, and screen colors to suit their visibility needs. There were 3 new sign-ups for Outreach Delivery Services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

The IT team had another productive month in June. We did routine upkeep and troubleshooting, offered employee support, maintained and upgraded servers and workstations, and worked on various ongoing projects throughout the month.

We supported all of the systems at the branches, including remote work on some of the workstations in Forks and a site visit to Sequim to replace a failed UPS. The IT team also created a second iteration of the Bookmobile (staff) Tech User guide; this edition has added info about all the peripherals in the vehicle and helpful info based on feedback and experience so far. Another initiative started this month is the audit of permissions and settings in Polaris. Alex kicked the project off by taking a log of all the workstations and is working with Shane and Erin to start to clean up and further lock down sensitive settings and info.

The Web Team worked hard to create and publish all of the various event pages for the 2023 SRP. A large number of these events required reoccurring dates and many included Spanish translations. The Web Team was very excited to help build this year's summer programming and we have seen some encouraging enrollment numbers so far.

IT continued to prepare for upcoming network projects. There were several site visits to Forks to coordinate with vendors for the Fatbeam fiber Internet upgrade project. Network documentation was reviewed and updated for both the Fatbeam project and a network equipment upgrade from the Washington State Library.

In June, IT worked to help train the Youth Services team on how to use a new wireless headset purchased for outdoor programming. The headset will enable staff to use two separate microphones with the PA system. IT completed an audit of the current portable sound equipment in Port Angeles and explored options for potential future upgrades.

We continued with a project to track certain areas of the public catalog that need Spanish translations and put together a list of Spanish language strings for our translator. After the translations are completed, the information will be incorporated into the live catalog. We also worked to identify a series of special collections to highlight via a banner in the catalog. Some of these collections include local authors, the archive room, microfilm, maps, and our vertical files collection.

With the arrival of the new Nissan electric vehicle, the IT team acquired and configured a new cell phone to be used by the car. The phone is secured and managed by some of our internal network tools, and it is setup with all apps and contacts staff need for help on trips to and from branches.

IT staff attended a series of trainings to learn more about Patron Point, which is a marketing platform that we are going to use to help attract, inform, and engage library users. Patron Point can produce email campaigns that will send information to patrons about certain topics, events, or library policy. For example, we can produce a campaign to contact people who setup a new library card, helping to remind them of all the free library services and online resources provided by NOLS.

We welcomed our new West End PSS, Arriana, this month. The IT team provided her with an IT computer orientation to discuss technical equipment, account maintenance, and website platforms.

Technical Services Department

Erin Shield, Collection Services Manager

With summer upon us Tech Services noticed a slight slow-down on ILL requests and ordering so were able to focus more attention on communication and customer service trainings.

1456 physical items were processed and available for customers in the month of June. 135 print materials were repaired. 152 media items were resurfaced or repaired to extend their lives. 89 physical donations were made and added to the collection. 760 totes were moved between NOLS' branches by the couriers, and another 30 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 131 InterLibrary Loan requests for NOLS' patrons and 109 loans out to other libraries.

Technical Services staff participated in tasks and meetings related to Circulation, Collection Management, Web Team, ILS Team, SQ Library project, All Staff Day Committee, ILS Team, and Management Team.

Work Group Highlights

All Managers

Accomplishments, new team members, milestones met during past month:

- A successful launch to Summer Reading Program thanks to collaborative efforts by many staff including: Programming Team, Pub Com Team, Social Media Team, Web Team, Youth Services Team, SRP Planning Team, and Beanstack Team.
- In June, the NOLS Youth Services Librarians welcomed a small group of teen volunteers to support programming at each branch during the Summer Reading Program. A big thanks to the teen volunteers!

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- Management Team meetings
- All Staff Training Day planning meeting
- Continued training with new Finance Manager in Payroll-related tasks
- Met with Youth Services Librarians to help support teen volunteer onboarding
- Attended WA State DEI Empowerment Conference Sessions
- Labor management meetings with MEU and GEU

- Provided Erate and administrative support to the upcoming changes of internet service providers

Recruitments:

- Public Services Specialist – PA
- Public Services Specialist – SQ

New Hires:

- None

Separations:

- Liv Gavriel – Public Services Specialist – SQ

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

News Releases & Articles:

- 12 news releases were sent.
 - 1 for Bookmobile Open House events
 - 1 new program, Northstar Digital Literacy computer classes
 - 2 ongoing programs
 - 8 programs for the Summer Reading Program
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette featured the Summer Reading Program and included three book recommendations.
- Following the Bookmobile Open House events, the article “Bookmobile hits the road” was published on June 14 on the Sequim Gazette front page.

Print:

For the Summer Reading Program, a new program calendar for each branch and a redesigned reading tracking sheet were created to improve awareness and engagement.

Email:

Patron Point onboarding trainings were completed.



Social Media:

- Posted 61 pieces of content across Facebook, Instagram, and YouTube.
- Well performing posts in June include a Facebook post about accessing the Seattle Times for free via NewsBank with a library card (5,799 reach, 236 engagements), and two boosted posts: Bookmobile Open House events (3,560 reach, 586 engagements), and an announcement about the Summer Reading Program (3,572 reach, 528 engagements).
- A post about the Summer Reading Program T-shirt, designed and worn by Clallam County Poet Laureate Jaiden Dokken, received the most organic likes and reactions (158 across Facebook and Instagram).



Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in Bookmobile Service Project activities including Project Team meetings; Open House events at the Port Angeles and Sequim Libraries; and continued work on collection, technology, and operations.
- Participated in Sequim Expansion and Renovation Project activities including design meetings with SKHS Architects.
- Participated in review meetings of the Accessibility Survey and Audit.
- Attended Labor Management Meetings with the General Employee Unit (GEU) and Management Employee Unit (MEU).
- Participated in recruitment activities for one PA Public Services Specialist position and two SQ Public Services Specialist (PSS) positions.
- Routine Site Visit to Clallam Bay, Forks, and Sequim Libraries.
- Attended monthly Washington State Libraries Deputy/Assistant Director Meeting.
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Health & Safety Team, ILS Team, Port Angeles Staff, and One-on-One meetings.

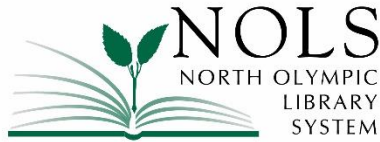
Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project

- Met with architects to refine design, including meetings on AV, IT and security systems, furniture, and collections.
 - Met with Capital Campaign consultants
 - Formed Capital Campaign Host Committee and held first meeting
- Attended the Hoh Tribal Days event with the Bookmobile
- Met with Accessibility Survey contractors and NOLS Team to determine response
- Held Labor-Management meetings with both Union units
- Attended Patron Point training sessions, to prepare for new notice and email newsletter system
- Attended ALA's Annual Conference in Chicago
- Routine Branch Manager and Management Team Meetings



Monthly Activity Report

Meeting Date: Aug 24, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for July 2023

Port Angeles Main Library

Meghan Sullivan, Public Services Director

2023 Summer Reading programs for all ages were in full swing at the Port Angeles Main Library in July. Discovery Club, designed for youth going into grades K-5 met weekly on Tuesday afternoons and explored poetry, puppet-making, a music listening party, and STEAM challenges. Highlights included young poets sharing their work at an open mic; imaginations running wild with the creation of puppets; grandchildren and children dancing to Jimmy Eat World and the Chordettes; and kids intensely focusing while exploring the scientific method of steam stations.

Teens participated in a Teen Songwriting Workshop with K. Van Petten and Connor Colbert. Attendees were so excited about songwriting and music that they said they wished the workshop were longer than two hours. Some participants stayed after to chat more with K. and Connor about music and to ask them to come back to NOLS for more programs. Teens chatted about their favorite songs and artists, analyzed songs to see how the form makes them so catchy, and even wrote their own lyrics that K. and Connor brought to life in a live performance.



Other events during the month of July included:

- Teen Lit Bags – 38 participants in PA
- NorthStar Digital Literacy Class – 6 participants at 2 events
- Second Tuesday Book Group reading *Angle of Repose* by Wallace Stegner
- Wednesday Evening Book Group reading *Emtangled Life* by Merlin Sheldrake – 5 participants
- Kids Book Club reading *Mia Mayhem is a Superhero!* By Kara West – 12 participants
- Teen Book Club reading *Pet* by Akwaeke Emezi – 1 participant
- Summer Family Storytime – 421 participants at 8 events
- Making Graphic Novels and Comix with Dana Sullivan – 23 tween participants
- Find Your Voice with Outloud Story Slam – 11 participants
- Hula program with Kumu Mokihana – 86 participants
- League of Women Voter Candidate Forums – 69 virtual participants at 2 events

Staff also engaged with community members outside the library in a number of ways. Adrienne and Kayla attended the 4th of July Port Angeles Kids Zone event at the Gateway Center. Many community members stopped by to learn more about the summer reading program while building creatively with Legos and Straws & Connectors. The PA Main Library was also a stop for the 2023 Day of Play! event sponsored by the PA Parks & Recreation Department. Fifty-five community members played outside with giant bubbles, sidewalk chalk, and parachute games.



Sequim Branch Library

Emily Sly, Library Manager

July programs included Summer Storytime, weekly Discovery Club, two monthly book discussion groups, Escape Room program for teens held in the library after-hours, Making Graphic Novels and Comix for tween participants with Port Townsend artist Dana Sullivan, Intentional Aging and an interactive program on the outdoor stage featuring Hula MokiNoe.



Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, Chamber of Commerce meeting and Phone Upgrade Team meetings. She also participated in the Forks 4th of July parade and attended/presented at the Friends of Sequim Library Annual Meeting.

Sequim Expansion and Renovation Project – Emily, Noah and members of the Capital Campaign Committee tabled at the Farmers Market over Lavender Festival weekend. It was an excellent opportunity for community engagement with a lot of interest in the project. Consultation work with Common Great was completed. Noah and Emily met with the community Capital Campaign Committee. The Team continued to work on exploring funding options and grants. The Friends of Sequim Library approved a donation of \$150,000 for the project.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- All West End staff continued to promote and sign patrons up for the Summer Reading Program.

- PSS Arriana M. and PSS Dianne B. organized Summer Reading Program t-shirts for patrons to pick-up when they reached the 30-day mark.
- PSS Angeles B. requested a visit from the Dolly Parton cutout to help promote Dolly Parton's Imagination Library.
- PSS Angles and PSS Dianne decorated the Forks Branch windows "Let FREEDOM Ring" for Fork Old Fashion 4th of July.
- PSS Dianne, PSS Dave M., PSS Violette M., and PSS Angeles assisted Librarian Kristine T. with facilitating Discovery Club.
- Staff participated in the following training opportunities:
 - Service Animals: Your Obligations Under the ADA
 - Implicit Bias
 - Managing Your Own Emotions During Conflict – Ryan Dowd
 - Proactive Planning for Library Staff Transitions
 - Public Library Service for Strong Communities
 - Preparing for Program Challenges at Your Public Library
 - The Last Public Space: Libraries as Cultural Crossroads of America
 - Library Experiences That Engage Young Readers
 - Creative Commons Training
- Librarian Kristine coordinated the work and schedules of teen volunteers Gabe and Daimian and volunteer Deborah.
 - Daimian assisted with a project to inventory all of the games for Game Lounge, Gabe was ecstatic to call Take and Bake and order a pizza for Anime and Manga Club stating he'd never done that before and noted he was calling from "the North Olympic Library System," Deborah provided hands on assistance at Discovery Club STEAM Stations.

Programming:

- PSS Angeles was backup help for Find Your Voice Through Journaling Zoom program on July 20th and helped find the missing participants.
- 3 attended the Find Your Voice Story Slam at the Forks Branch.
- There were zero attendees for both WE Northstar computer classes and the No Pressure Book club.

- Librarian Kristine provided 10 teen lit bags at the Forks Branch and 6 at the Clallam Bay Branch.
- Librarian Kristine presented Family Storytime to 43 participants in Forks Branch and 17 participants at the Clallam Bay Branch.
 - Over the summer, caregivers and children have made visiting the Clallam Bay branch library for storytimes on Thursday mornings a part of their weekly routine. After storytime today, they enjoyed socializing while playing with toys. They left with new Read and Return board books, an early literacy rhyme to keep practicing at home, and plans to attend next week's ice cream party together.
 - Heard during storytime: "I can't believe you have bubbles in the library" and "that's my favorite book!"



- Librarian Kristine presented Discovery Club for 7 participants at the Clallam Bay Branch and 29 participants at the Forks Branch Library.
 - During Discovery Club STEAM Stations, a caregiver remarked on how they always wanted to try the string can telephone but wasn't sure if it would work, the family took their project home saying they'll have fun with it as they build forts in the living room.

- After attending Discovery Club in Clallam Bay, two participants left overjoyed stating that it “felt like a party!”
- In the photo to the left, a youth explains their design choices for the tambourine they made.



- Librarian Kristine coordinated and facilitated visits with K-4 summer school classes for students and teachers to receive their Summer Reading t-shirts and participate in hands on Discovery Club activities rock painting, singing karaoke, and building a marble run. Children enjoyed sharing their unique creations and some built up the courage to sing in front of their classmates. PSS Angeles assisted and Librarian Mary facilitated the 1st grade class visit.





- Librarian Kristine facilitated Anime and Manga Club to 4 teens in Forks and 1 teen in Clallam Bay with the theme of video games in anime. They learned about new anime and books related to the theme and chatted while viewing and over pizza.
 - A new attendee was excited that they would qualify to participate in the program since they're going into 7th grade.
- Librarian Jennifer L. coordinated the program Making Graphic Novels and Comix with Dana Sullivan with support from Librarian Kristine who coordinated a visit from the 4th grade summer school class from Forks Elementary to attend the program. COS Jeremy M. provided support at the Clallam Bay Branch. After the program, one attendee placed holds on books by Dana Sullivan.



- Librarian Clair D. coordinated the Teen Songwriting Workshop. Librarian Kristine coordinated visits from 2 summer school classes at Forks Middle School to attend the program. Students were visibly affected when words they wrote were brought to life by the musicians. During the visits students signed up for the summer reading program and were excited to take home graphic novels for signing up.



Outreach & Bookmobile:

- Librarian Mary held SRP Discovery Club at Alder Grove on two days in July.



- COS Jeremy, Librarian Mary and PSS Dianne staffed a table at Quileute Days and the Bookmobile participated in the parade.
- Librarian Mary made her monthly visit to the Senior Center for the pop-up library. Activities at the Boys and Girls Club were cancelled due to dance practice for Makah Days.

- The monthly StoryCraft at the Hoh Tribal Library was cancelled due to preparations for Tribal Journeys.
- The Clallam Bay Branch was opened on Saturday, July 8th, to be part of the Sekiu/Clallam Bay Fundays festivities. During the event, kids took part in a scavenger hunt for paper pictures of local animals throughout the children's section.
- The Tide Pool Exploration program in partnership with the Feirro Marine Center brought kids from all across the county, along with COS Jeremy, to get some hands-on experience with local marine wildlife at Slip Point in Clallam Bay. It was a beautiful day for a beach field trip.



- The Westend Tap Room Tip & Sip hosted the West End's Bullet Journal Mixer led by COS Jeremy.

Library Manger:

- Participated in Bookmobile planning meetings, community outreach for Bookmobile route locations, procedure development, drove the Bookmobile in multiple parades, and trained staff who will work on the Bookmobile.
- Continued to amplify collaboration with the Forks Campus of Peninsula College through planning for the National Library of Medicine exhibit and more.
- Continued to support All Staff Training Day planning efforts for October 2023.
- Continued to meet with the Tiberland Regional Library System for collaboration regarding mobile library services.

Outreach Delivery Services

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of July, 93 deliveries were made. There were 929 items checked out and 57 items renewed for Outreach Delivery patrons.

In addition to routine Outreach Delivery Service operations, Kayla and Kristin supported and lead various events at the Library and across the community, tabling or with the Bookmobile. Events include: NorthStar Digital Literacy class collaboration with WorkSource; Day of Play; 4th of July Kids' Zone; Family Fun Days; Discovery Club: Letters for Seniors and the Grand Opening for Field Hall and Event Center.

Kayla and Kristin have continued to collaborate with the Bookmobile team testing equipment and workflow; discussing procedural documentation; and staffing the Bookmobile with Library card sign-ups and check outs.

Kristin had a branch display in Port Angeles for Disability Pride Month. Kayla also had a PA branch display "Hot Ghouls Summer" which was exceptionally popular!



Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Restriped parking lot; installed environmental sensors in public restrooms; changed HVAC filters; replaced front door hinges and adjusted closing mechanism; replaced accessible entry sign at front entrance; cleaned outdoor furniture; cleaned windows; removed carpets spots; weed control; lawn care.

Forks Library: Changed overhead light bulbs; cleaned women's restroom floor; serviced vacuum; repaired drywall; weed control.

Clallam Bay Library: Located underground utilities in preparation for a land survey to be performed in August; replaced thermostat battery; mowed lawn.

Vehicles: Registered new library car; installed safety strap for bookmobile lift; serviced library car and replaced wiper blades.

Other: Updated key distribution inventory; staff completed blood borne pathogen training; restocked cleaning supplies; purchased cleaning supplies and PPE for hazardous materials clean-up kits; Brian took time away from work.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

July proved to be a successful month for the IT department. In the course of the month, we undertook standard maintenance and problem-solving tasks, extended help to employees, managed the enhancement and updating of servers and workstations, and made significant contributions to a range of ongoing projects. At the Forks location, we addressed some computer issues by carrying out repairs and upgrades. Additionally, in Clallam Bay, we rectified a malfunctioning CPU fan in a public computer.

The IT team played an important role in facilitating a collaborative event known as the Terminus Project, organized in conjunction with the Olympic National Park and the Port Angeles Fine Arts Center. Additionally, we contributed to a project focused on preserving NOLS history. Our involvement included the conversion and editing of scanned images from the 1965 NOLS scrapbook. These images are slated for submission to Washington Rural Heritage, where they will be made accessible to the public through their website.

For the Bookmobile operations, the IT team created a tech item inventory tracker that implements into Microsoft Teams for better tracking and communication about the various tech items traveling around and with the Bookmobile. The solution is currently in its final stages of testing and feedback before it goes live.

The Web Team worked to develop and publish a new page to help highlight the local history archives found at NOLS. The page provides descriptions and information about the archive room, vertical files, reference and archival maps, and the microfilm collection. The Web Team also updated and published the latest social and emotional learning collection for youth.

The ILS team started to research the options for moving our interlibrary loan request form into the catalog. There are many advantages to having the ILL form populated in the catalog, including an improved workflow for the NOLS selectors and increase functionality with the form. Another ILS team initiative is doing a permissions audit for our workstations within Polaris. The IT team kicked this project off by doing an audit of all the current workstation permissions to give us a baseline as we plot how to better organize and lock down our permission settings.

In July, IT worked to ensure that all our web platforms were properly migrated to Google Analytics 4. Starting in August, Google Analytics officially moved away from Universal Analytics and in order to continue to track web stats for page views, sessions, and other metrics, we moved our nols.org, catalog.nols.org, and Evanced web properties to GA4.

Technical Services Department

Erin Shield, Collection Services Manager

July marked a very important milestone in Tech Services. The Kellogg photographic collection is available online through the Washington Rural Heritage site. But NOLS still has physical copies of photographs from this large donation. Finally, after years of sorting, organizing, cross-checking lists and labeling photographs, the physical Kellogg collection is finally put to rest in smart archival quality boxes. This was a multi-pronged effort with our stellar Tech Services volunteer, Connee, doing an initial check of the Kellogg photographs, creating a working spreadsheet and recording their specific ID numbers. In downtime when not processing incoming materials, Processor Mark has been working on identifying missing photographs, verifying information about the photographs, labeling them with archival means, and securing each in a protective sleeve. Missing photographs have been reprinted to complete the collection and it is now available with other local history materials in the Archive room.

985 physical items were processed and available for customers in the month of July. 95 print materials were repaired. 100 media items were resurfaced or repaired to extend their lives. 92 physical donations were made and added to the collection. 684 totes were moved between NOLS' branches by the couriers, and another 25 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 189 InterLibrary Loan requests for NOLS' patrons and 110 loans out to other libraries.

Technical Services staff participated in tasks and meetings related to All Staff Day Committee, ILS Team, Management Team, SQ Library project, and Web Team.

Work Group Highlights

All Managers

Accomplishments, new team members, milestones met during past month:

- NOLS had 6 volunteers in PA, 1 in Sequim, 1 in Technical Services, and 3 in Forks for a total of 99 system-wide volunteer hours. Many thanks to the small group of teen volunteers at each branch for their work supporting the summer reading program!

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- Management Team meetings
- All Staff Training Day planning meeting
- Continued training with new Finance Manager in Payroll-related tasks

Recruitments:

- Public Services Specialist – SQ

New Hires:

- Sarah Christmas – Public Services Specialist – PA
- Amanda Zeigler – Public Services Specialist – SQ
- Sabrina Wolf – Public Services Specialist – SQ

Separations:

- Sabrina Wolf – Public Services Specialist – SQ

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

News Releases & Articles:

- 12 news releases were sent.
 - 1 highlighting eResources and 100K digital checkouts
 - 3 ongoing programs
 - 8 programs for the Summer Reading Program
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette featured six book recommendations on the theme of living well while aging by Older Adult Services Librarian Corrina Desmarais.
- “Artwork sought for World AIDS Day,” about the Art in the Library call for artists, was published on July 14 in the Peninsula Daily News.
- “NOLS secures temporary space for Sequim Library’s remodel” was published on July 26 on the front page of the Sequim Gazette.



Email:

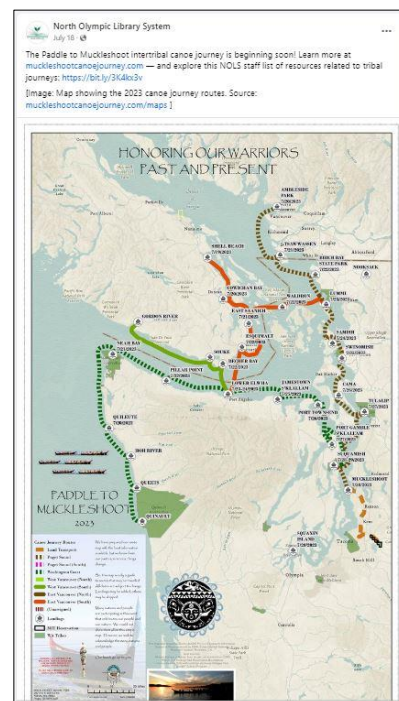
Met with Patron Point reps to learn more about notices and Verify library card signup/renewal.

Website:

With information provided by Librarian Sarah Morrison, a Local History Archives webpage (nols.org/local-history-archives) was published, including information about how to access the archive room, vertical files, reference and archival maps, and microfilm.

Social Media:

- Posted 115 pieces of content across Facebook, Instagram, and YouTube.
- A Facebook post about the Paddle to Muckleshoot with a route map created by the Muckleshoot Indian Tribe, along a NOLS resource list about tribal journeys, was extremely popular. It was shared 451 times, generated 253 comments, 2,330 likes and reactions, and reached 109,273 unique accounts. This is 21,036% higher than NOLS median post reach (517) and 23,200% more reactions than NOLS median post (10 reactions) on Facebook. The significant interest in the canoe journey and route map could help inform future NOLS programming and resource highlights.
- Well performing posts in July include a boosted Facebook post about the Hula dance program (6,654 reach, 321 engagements) and a post about Summer Family Storytimes (2,434 reach, 74 engagements).



Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in Bookmobile Service Project activities including Project Team meetings; Quileute Days Parade; Field Hall & Events Hall Family Day; continued work on collection, technology, and operations work flow; training additional staff on driving the Bookmobile; initial meeting with Bonnie Roos with the Jamestown S'Klallam Library, and met with Brenda McGuigan (Timberland Regional Library Anywhere Libraries Manager).
- Participated in planning meetings for the upcoming phone system upgrade.
- Participated in recruitment activities for two SQ Public Services Specialist (PSS) positions.
- Assisted NOLS staff at the Port Angeles Fourth of July Kid Zone with Lego and building activities.
- Assisted NOLS staff with Day of Play activities at the Port Angeles Main Library.
- Attended the Sequim Operational Area Emergency Management meeting.
- Attended the ribbon cutting of the McGraw Family Foundation Room at Field Arts & Events Hall.

- Met with Priya Jayadev, Executive Director of Volunteer Hospice of Clallam County regarding future program opportunities.
- Bloodborne Pathogen and Exposure Control Plan.
- Routine Site Visit to Clallam Bay, Forks, and Sequim Libraries.
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Health & Safety Team, ILS Team, Programming Team, Port Angeles Staff, and One-on-One meetings.

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project
 - Secured a lease for a temporary space during construction
 - Met with architects to refine design
 - Met with officials from Clallam PUD and the Bonneville Power Administration to discuss credits that will possibly be made available due to more efficient energy use in the renovated Sequim Library
 - Met with the Capital Campaign Host Committee
 - Tabled at the Sequim Farmers Market
- Prepared architect, engineer and vendor contracts for special board meeting
- Attended the Hoh Clallam Bay/Seiku Fun Days event with the Bookmobile
- Attended Port Angeles Friends of the Library meeting
- Attended Field Hall ribbon cutting and grand opening events
- Met with North Olympic History Center Executive Director and toured their facilities
- Worked on finalizing blood borne pathogen control plan
- Attended Patron Point training sessions, to prepare for new notice and email newsletter system
- Routine Branch Manager and Management Team Meetings



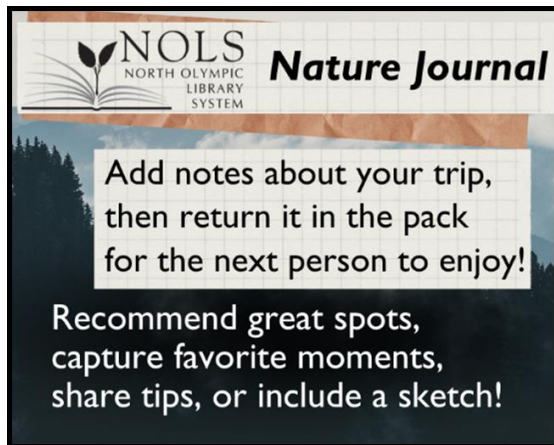
Customer Comments

June & July 2023

The following comments were received by the Library during the months of June and July 2023. 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.

Comment: It would be awesome to add a log book to the "Check Out Washington" and "Explore Olympic National Park" packs so that patrons can share where they took the pack on their adventures.

Response: Great idea! Library staff were able to quickly add to the circulating backpacks notebooks with this label below. We're looking forward to see what folks have to share.

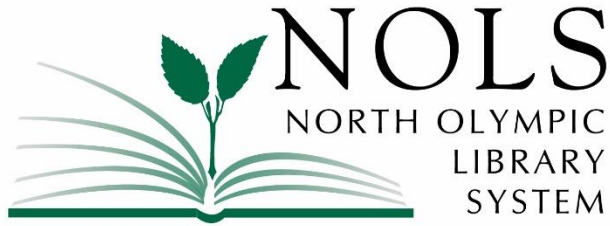


Comment: I would be interested in more computer literacy classes if you plan on doing these in the future.

Response: Thank you for submitting your suggestion for more computer literacy classes at NOLS. We are planning on hosting additional Northstar Digital Literacy drop-in sessions at the Port Angeles Main Library in October and November. Class information will be made available on the NOLS Website later this Fall. [Northstar Digital Literacy](#) and [LinkedIn Learning](#) are two online resources that are available for free 24/7 with a NOLS library card. In addition to NOLS resources, [WorkSource Clallam](#) in Sequim also has a number of computer training classes that might be of assistance. Please let me know if there are specific types of computer literacy classes you are interested in. I will share additional suggestions with our Adult Services Librarian Team.

Comment: We think it would be a good idea to do a kids puzzle competition or a family puzzle competition, the adult programs were popular and the kids should get a chance too!

Response: Thanks for the suggestion – the puzzle programs have been very popular! Your idea will be shared with the team that plans the Library's programming and considered as future programs are planned.



Highlight Log

June & July 2023

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.

06/01/2023 – Port Angeles

During SRP outreach at Port Angeles High School, a student saw the flyer for Rainbow Reads and asked me if it was an event for Pride. They were extremely excited about it and took a picture of the flyer so they will remember the details.

06/02/2023 – Port Angeles

Chatted with a family from Baby Storytime. Mom let me know they will be attending Rainbow Storytime on June 13 and that they were excited!

06/06/2023 – Sequim

This morning's Rainbow Storytime brought out lots of families who enjoyed reading, singing, dancing with scarves, blowing bubbles, and doing parachute rhymes together!

One of the books we read was Families, Families, Families by Suzanne Lang. At seeing the various types of family representation in the book, one parent with their baby said, "Look that's us! You have two moms!" One kid exclaimed, "I have a mom and pop!" and another started to talk about how their mom takes care of them while dad is at work. Very sweet, fun, sunny storytime moments.

06/07/2023 – Forks

I attended the West End Business Association meeting this morning to discuss the Bookmobile Open Houses, Summer Reading Program, and the Northstar Computer Classes. Community members asked some great questions and vocalized excitement over the various programs and services the library is providing! I even got a Hoopla question!

06/06/2023 – Port Angeles

A young-ish adult (in their 20s) came in to sign-up for the Summer Reading Program. They said they got the mailer and were really excited to participate, and confirmed that it was ok for them to sign up even if they didn't have kids.

06/08/2023 – Port Angeles

At after school pickup at Jefferson Elementary, I overheard multiple kids telling their parents about the Summer Reading Program. Lots of excitement for the grand prizes!

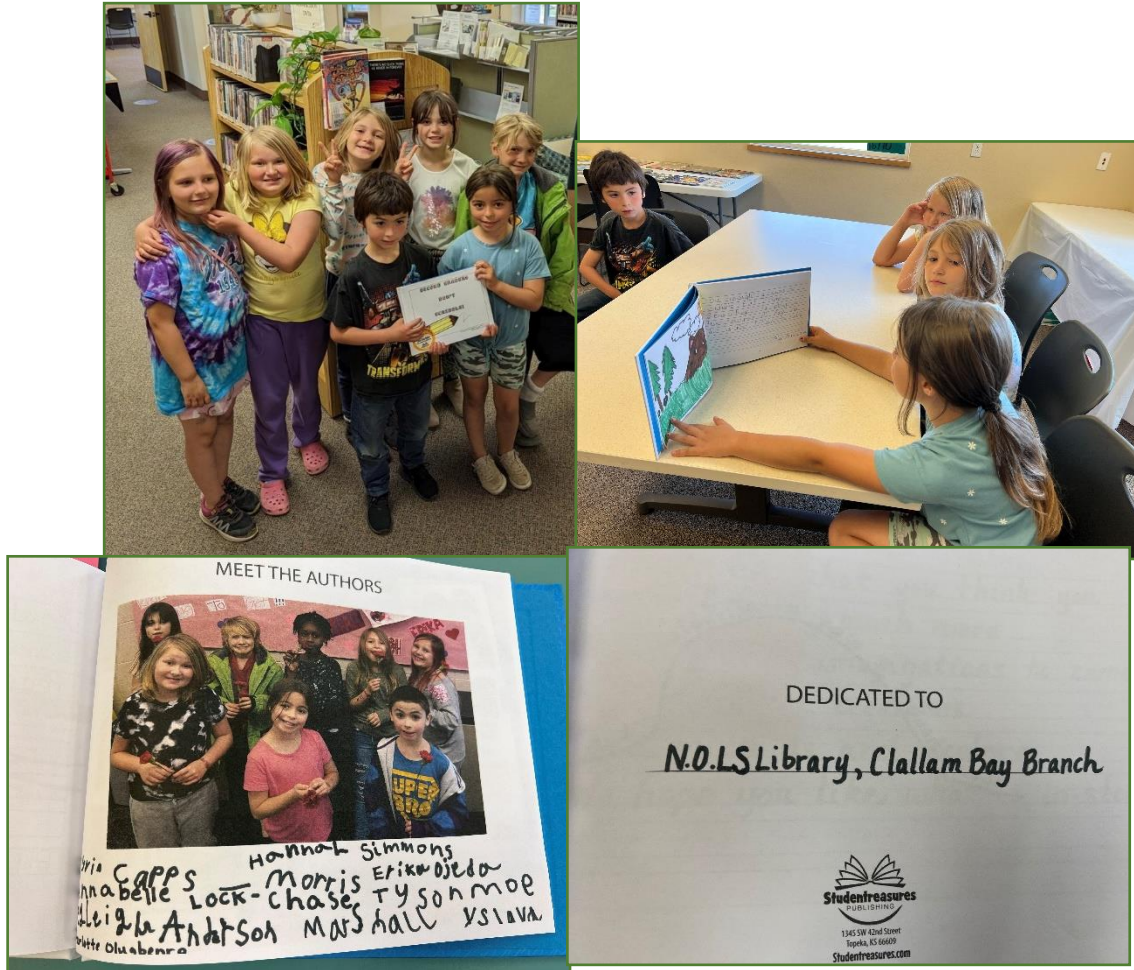
06/06/2023 – NOLS

Over 100 people of all ages toured the Bookmobile during the Open House at the Sequim Library on Tuesday afternoon. Community members checked out materials; registered for new limited edition Bookmobile library cards; engaged with the paper craft and buttons; and shared fond memories of bookmobiles of the past from all over the country. We also had a special appearance from local artist, Matt Fleming, who designed the bookmobile graphics. It was fun watching him take a close look at his design and hear more about some of the individual elements. We heard many, many praises for his design including, "it is as cute as a button."



06/08/2023 – Clallam Bay

Students at Clallam Bay School have been visiting the branch on a monthly basis and on their last visit they presented a book they created and dedicated to the library. Several students also joyfully remarked on the Pride Month display.



06/09/2023 – Port Angeles

Two students from Queen of Angels saw me in the library in the afternoon after I had visited their class in the morning and joyfully pointed, yelling "WE SAW YOU AT SCHOOL!!!" They were so excited to tell me they'd just signed up for SRP and showed me the prize books they'd picked out. They had both been in the middle of reading side by side, two copies of the same graphic novel *Besties*, "because we're besties."

06/10/2023 – Sequim

Heard quite a few bursts of laughter coming out of the meeting room from the 2nd Saturday Book Group. I peeked in and they were all having such a great time chatting about the current book. As the members were leaving they were all bemoaning the fact that Liv was leaving them and how wonderful she is as a book group host.

06/10/2023 – Port Angeles

Rainbow Reads in Port Angeles was tons of fun! Two teens became fast friends, chatting about their common interests while they made bracelets! They're excited to see each other at school next year--tips about middle school were exchanged. Parents of all teens who dropped in expressed gratitude for the event, as did other community members who stopped by afterwards.

06/15/2023 – Port Angeles

Kiddos picking out SRP books were very excited to see books to choose from in Spanish.

06/16/2023 – Port Angeles

A family was headed to self-check to check out library books for the first time with their brand new cards. The dad said, "Alright, look up--there's a word to find: C-H-E-C-K, what does that spell?" The older child sounded out the different parts of the word and was proud to say "Check! It says check out!"

06/16/2023 – Port Angeles

Had an Outreach patron who was so thankful for the delivery service. She recently had a knee replacement. She also told me has metal pins and rods in her back and has been sleeping in a recliner for the last three years until last night. Her husband bought an adjustable bed so now they can be together. And after 65 years of driving she can no longer do that and get out to look around the library. She was very appreciative for the materials the librarians pick out and that are brought to her doorstep.

06/16/2023 – Sequim

Long time NOLS using family just found the magic that is the 'Request It!' form. She couldn't believe that we purchased some of her requests and felt so happy that a librarian would purchase a book just on the request of little ol' her.

06/16/2023 – NOLS

During the Bookmobile Open House at PA, one young visitor exiting the vehicle very excitedly said, "This is a really cool contraption you guys have here."

06/22/2023 – Port Angeles

While working in the children's area, a number of patrons exiting the Summer Reading Magic Show approached me to thank the library for a great show. One patron proclaimed, "I'd pay money to take my kids to another of this magician's shows!"

06/26/2023 – Port Angeles

Shout out to ILL Team! Patron came in to return an ILL and was so tickled that "It came all the way from Wyoming!" She enjoyed the book greatly and wanted the ILL Team to know how appreciative she is that they found the book for her.

06/22/2023 – Forks

Local author Janis Flagg dropped by the Forks Branch yesterday to see if her wedding planning book was in the collection. She seemed delighted to find it proudly displayed in the local interest section. Of course I had to ask for a photo. :)

**06/26/2023 – Sequim**

A family circled around the poster depicting the plans for the Sequim library expansion project and talked amongst themselves about how excited they are. The parent pointed out the rendering of the new children's area to one of their kids, who then started jumping up and down and proclaiming that they could not wait.

06/27/2023 – Port Angeles

Adults with children attending Discovery Club were VERY excited about the SRP calendar of events. Thank you Marketing Team!!!!

06/28/2023 – Sequim

A patron included a question with a recent Suggest It! request. I answered the patron's question and received this reply: ..."I am an enthusiastic user of the Sequim Branch of NOLS and its presence in my life has frequently made my gratitude list. I tell friends in other states about my library and its services and they are envious. Thank you for all you do."

Way to go, Sequimmies!

06/29/2023 – Forks

At today's SRP Outreach at Alder Grove in Forks, a new mom said she wanted to read to her baby but she didn't know how to go about it. I gave her a few pointers and a board book and before I left she was sitting with her baby on her lap showing her the pictures and talking about them. She even helped her baby kiss her fingers and touch them to the baby in the book.

06/29/2023 – Port Angeles

On Wednesday evening a dad carrying a HUGE stack of books came to check them out at the front desk. He told me that he had gotten permission from his kids to pick books for them, which I commented was a high honor! He complimented the J Fiction and YA Fiction collections, saying it was so easy to pick great books and commented that he loves that we have "so many strong female characters and so many books set in other countries and from many perspectives." I ended up signing all of them up for SRP!

07/01/2023 – Port Angeles

Patron stopped by circ desk on their way out of the library to let us know how much they appreciate having free access to high quality scanners and for the weekly \$2.50 printer allowance. She was very happy!

07/06/2023 – Port Angeles

Child entering the Children's area exclaimed, "It smells REALLY good in here! I like this smell!" The adult with them happily said, "That's the books!"

07/07/2023 – Port Angeles

Patron noticed the pronouns on my name tag and thanked us for including them.

07/10/2023 – Forks

A patron donated four boxes of almost new audiobooks. It is a mix of non-fiction and fiction. They are all appear to be popular titles and authors.

07/12/2023 – Sequim

A Reader's Advisory Win! Yesterday, a patron who normally uses the Port Angeles Branch came in and wanted to make sure we were of the same library system. He was in the area for an appointment and wanted to check out a book while he waited. We found the book he was looking for, but he said, "darn, I've already read this one." Based on the title in his hand, Liz and I tag-teamed and picked out a couple reads we thought he would enjoy. After he checked them out, he sat down and read the jackets and started the first chapters. On his way out the door, he said to me, "Thanks! These are going to be great! I'm so glad I hooked up with you guys." Liz and I gave each other a satisfied smirk, and went back to work.

07/12/2023 – Sequim

Nessa Goldman delighted patrons with a personal storytelling workshop in Sequim yesterday! After the workshop, a participant expressed that he was very moved by our inclusion of a land acknowledgement at the start of the program. It was his first exposure to a statement of that nature. He was very happy to learn that NOLS (and many other organizations) are incorporating this practice.

07/13/2023 – Forks

Our Friends came and did their weekly spruce up of the lobby. Multiple patrons have commented they love the selection of books, puzzles, kids items, and media available to buy. Way to go Friends!

07/14/2023 – Port Angeles

Patron approached the circ desk to sing the praises of public libraries exclaiming, "Public libraries are the best invention! Thank you all for being here and for everything you provide." He was traveling from the east coast and needed access to computers and was so thankful for everything.

07/13/2023 – Port Angeles

Teens who attended the Songwriting Workshop today were so excited about songwriting they said they wished the workshop were LONGER than two hours! Some participants stayed after to talk even more with K and Connor, asking if they were playing an all-ages concert in town. Many participants asked for them to please come back to do more songwriting workshops at the library. Highlights of the workshop included a rendition of "Old Town Road" by K and Connor as a (tongue in cheek) example of "a very classic country song" and one teen volunteering her newly-written lyrics to be sung by the presenters.

07/18/2023 – Port Angeles

Patron came to the desk to compliment Audra's composure and grace while assisting another patron with a difficult situation. Way to go Audra!

07/18/2023 – Port Angeles

"I can't wait to go home! So I can listen to this AGAIN!!" - Discovery Club participant's enthusiastic review of MC Hammer's rap classic, "Can't Touch This"

Other highlights included a mosh pit breaking out for Jimmy Eat World, many parents singing along to Avril Lavigne, a host of new Santana fans being made, and kids saying this was their first time hearing heavy metal! Fun was had by all using our voices to share opinions on many different kinds of music from jazz to pop punk.

07/19/2023 – Port Angeles

Kayla's "Hot Ghouls Summer" display is incredibly popular! I have had to put out 7 items out on it today alone. I think it is so fun to see patrons scoping it out, I even had a fun readers advisory conversation because of the selection featured on the display.

07/21/2023 – NOLS

First Fed reached out early this month and asked if they could spotlight the Library in their monthly newsletter. A nice article was shared with their customers on

Friday: <https://www.ourfirstfed.com/about/community/spotlights/north-olympic-library-system>

07/22/2023 – Sequim

NOLS had a booth at the Sequim Farmers Market during a busy Lavender Festival weekend. Board Trustee Cyndi Ross and Capital Campaign Committee member Barb Vanderwerf joined Emily and Noah to cover shifts through the day and we had a ton of positive interactions. A lot of folks who had no idea about the project were reached, many folks were interested in learning more about how they can support the project, and there were a lot of positive comments about the design, especially different meeting room spaces, children's area, and sustainability features.

07/29/2023 – Port Angeles

Today's Hula program with Kumu Mokihana Melendez was such a hit! We had 86 attendees of all ages who were really engaged with the performers--many participated in learning a dance as well! Kudos to Kayla for bringing this group back to NOLS for SRP this year!

07/29/2023 – Sequim

Kumu Mokihana Melendez shared the beauty and history of Hula with a multi-generational crowd of 46 in Sequim! One patron enjoyed the morning program in Port Angeles so much that he decided to come over to Sequim for the afternoon program. He got his library card today, too! Several patrons expressed a wish for Hula to happen at NOLS every summer. Mahalo to Kayla for coordinating!

07/24/2023 – Sequim

The attached letter was received with a generous donation towards the Sequim Expansion and Renovation Project.

