



Board of Trustees Regular Meeting
Thursday, June 27, 2024 5:30pm
Port Angeles Main 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 May 23, 2024
4. Communications
5. Public Comments
6. Financial Reports: April 2024; May 2024
7. Approval of Vouchers: April 2024; May 2024

8. Unfinished Business

None

9. New Business

None

10. Reports

R.1. Monthly Statistics Reports: May 2024

R.2. Monthly Activity Reports: May 2024

R.3. Customer Comments: May 2024

R.4. Highlight Log: May 2024

11. Public Comments

12. Trustee Comments

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

13. Next meeting: 5:30pm, Thursday, August 22, 2024

14. Agenda items for next meeting

15. Executive session to discuss performance of a public employee

16. Action on executive session, if any

17. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, August 22, 2024	5:30pm	Regular meeting	TBD
Thursday, September 26, 2024	5:30pm	Regular meeting	TBD
Thursday, October 24, 2024	5:30pm	Regular meeting	TBD
Thursday, November 21 , 2024	5:30pm	Regular meeting	TBD

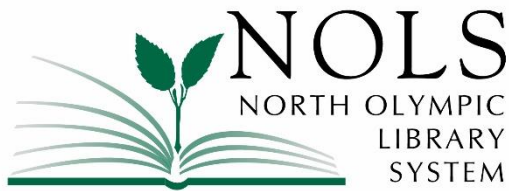
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

Friends of the Library meetings

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

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



Board of Trustees Regular Meeting
Thursday, May 23, 2024 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 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, Cyndi Ross and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, Youth Services Librarian Jennifer L., and Youth Services Librarian Clair D.
2. Approval of agenda
Motion by Ms. Pelikan to approve the agenda as amended. Motion seconded by Mr. Miller. Motion carried.
3. Approval of minutes for regular meeting of April 25, 2024
Motion by Mr. Caldwell to approve the minutes from the April 25, 2024 regular meeting. Motion seconded by Ms. Ross. Motion carried.
4. Communications
None
5. Public Comments
None
6. Presentation: Youth Services at NOLS
7. Unfinished Business
None
8. New Business
 - N.1. Verbal update on Sequim Library Expansion and Renovation Project
 - N.2. Verbal update on Clallam County Revenue Advisory Committee activity
 - N.3. Approval of Resolution 24-05-06: Authorizing the Recognition of Robert and Robby Streett in the Expanded and Renovated Sequim Library.
Motion by Ms. Pelikan to approve Resolution 24-05-06 as presented. Motion seconded by Mr. Caldwell. Motion carried.
 - N.4 Verbal Update and Discussion of West End Branch Library Hours
9. Reports
 - R.1. Monthly Statistics Reports: April 2024

- R.2. Monthly Activity Reports: April 2024
 - R.3. Customer Comments: April 2024
 - R.4. Highlight Log: April 2024
- All reports were accepted as presented.

10. Public Comments

11. 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.

12. Next meeting: 5:30pm, Thursday, June 27, 2024

13. Agenda items for next meeting

- Approval of Board Vouchers for April 2024 and May 2024
- Review Board Subcommittee Assignments

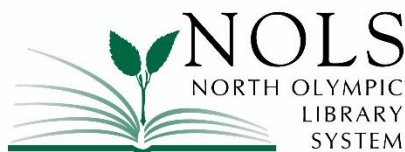
14. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:30pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: June 27, 2024
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for April 2024

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 two \$1,000 donations from Patricia Zettas and Don & Susan Sorensen. NOLS is so grateful for their generosity!

Other Miscellaneous Revenue includes a \$9,500 stipend from the University of Washington for Library Workshop Participant Support, an ongoing research project Public Services Director Meghan Sullivan has been representing NOLS in.

Expenditures:

Capital outlays associated with the Sequim expansion were \$97,345. Other expenditures are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$291,416 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in April are \$358,785.

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



Revenue Report^{*}

April 30, 2024

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	1,765,163	2,393,335	2,344,812	50.5
Grants, Entitlements, Other Payments	31,000	93	93	30,907	0.3
Goods and Services	18,010	1,340	4,282	13,728	23.8
Library Fees	15,000	1,175	5,444	9,556	36.3
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	42,628	129,898	232,902	35.8
Facilities Leases (Short Term)	1,100	143	653	448	59.3
Contributions and donations ⁽¹⁾	104,000	2,649	61,257	42,743	58.9
Other Miscellaneous Revenue	102,400	10,384	11,696	90,704	11.4
Total Miscellaneous Revenues	570,300	55,803	203,503	366,797	35.7
Nonrevenues (excise taxes) ⁽²⁾	800	130	416	384	52.0
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	6,461,050	1,823,704	2,607,073	3,853,977	40.4

(1) Includes anticipated grants from Friends of the Library groups and other donors.

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

Capital Revenue

Timber Revenues (received in 2024)	-	3,033	56,527	-	-
Total Capital Revenue	-	3,033	56,527	-	-

Grand Total Revenues	1,826,737	2,663,600
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Expenditure Report^{*}

April 30, 2024

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	256,236	1,013,982	2,320,994	30.4
Benefits	1,397,873	102,549	393,748	1,004,125	28.2
Total Personnel	4,732,849	358,785	1,407,731	3,325,118	29.7
<i>Supplies</i>					
Supplies, Office and Operating	120,600	9,354	30,887	89,713	25.6
Fuel	17,300	1,085	2,876	14,424	16.6
Collection Materials	480,000	21,548	83,026	396,974	17.3
Merchandise purchased for resale	2,625	-	78	2,547	3.0
Small Tools/Equip (<\$200)	2,650	151	562	2,088	21.2
Total Supplies	623,175	32,138	117,428	505,747	18.8
<i>Services</i>					
Professional Services	347,120	18,735	68,501	278,619	19.7
Communication	222,124	4,873	72,251	149,873	32.5
Travel	28,800	7,857	14,323	14,477	49.7
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	70	70	2,656	2.6
Insurance	136,800	-	-	136,800	0.0
Public Utilities	108,100	9,415	35,545	72,555	32.9
Repair and Maintenance	155,665	10,913	29,784	125,881	19.1
Miscellaneous Services	11,000	287	5,264	5,736	47.9
Dues	5,240	160	1,028	4,212	19.6
Total Services	1,025,426	52,311	232,756	792,670	22.7
<i>Intergovernmental Services</i>	<i>800</i>	<i>19</i>	<i>582</i>	<i>218</i>	<i>72.7</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>800</i>	<i>107</i>	<i>355</i>	<i>445</i>	<i>44.4</i>
<i>Leases (Sequim temp space)</i>	<i>78,000</i>	<i>6,662</i>	<i>33,310</i>	<i>44,690</i>	<i>42.7</i>
Total Operating Expenditures	6,461,050	450,021	1,792,162	4,668,888	27.7

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	4,232	18,124	34,376	34.5
Other Improvements	489,000	-	8,932	480,068	1.8
Machinery & Equipment	287,250	29,239	51,038	236,212	17.8
Construction of Capital Assets	-	122,801	214,176	(214,176)	0.0
Total Capital Outlays	828,750	156,272	292,270	536,480	35.3
Grand Total All Expenditures	7,289,800	606,293	2,084,433	5,205,367	28.6

*All amounts are rounded to the nearest dollar.

Expenditure Report - Apr 2024 Expenses

**Account Balances***

April 30, 2024

	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⁾	909,589	-	3,033	-	912,621
Operating Reserve ⁽³⁾	1,382,498	-	-	-	1,382,498
PA Capital Reserve ⁽⁴⁾	397,005	-	-	-	397,005
Sequim Capital Reserve	614,300	-	-	-	614,300
NOLS Capital Fund	420,052	-	-	33,299	386,753
PA Capital Fund	368,918	-	-	-	368,918
Sequim Capital Fund	1,085,419	-	-	129,793	955,626
<i>Total Board Designated Accounts</i>	<i>6,484,799</i>	<i>-</i>	<i>3,033</i>	<i>163,092</i>	<i>6,324,740</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
Systemwide Programming Fund	3,988	-	-	690	3,298
Francis Bode Materials Fund	245,147	-	-	-	245,147
Margaret Bode Materials Fund	264,679	-	-	-	264,679
Clallam Bay Donations Fund	6,917	-	2	-	6,918
Clallam Bay Friends Donations	1,573	-	-	-	1,573
Forks Donations Fund	2,221	-	10	-	2,231
Forks Friends Donations	1,659	-	-	123	1,536
NOLS Materials Fund	14,807	-	-	-	14,807
NOLS Donations Fund	85,246	-	170	-	85,416
Port Angeles Donations Fund	10,716	-	8	-	10,725
Port Angeles Friends Donations	20,404	-	-	656	19,747
Sequim Donations Fund	35,888	-	9	154	35,743
Sequim Friends Donations	33,682	-	-	875	32,806
NOLF Donations Fund	-	-	-	402	(402)
Streett Memorial Gift Fund	10,497	-	-	-	10,497
Sequim Future Library Donations	577,343	-	2,451	-	579,794
Bookmobile & Outreach Donations	8,440	-	-	-	8,440
<i>Total Grants and Donations</i>	<i>1,323,207</i>	<i>-</i>	<i>2,649</i>	<i>2,210</i>	<i>1,322,956</i>
<i>Unclaimed Property Account</i>	<i>2,803</i>	<i>-</i>			<i>2,803</i>
<i>Total Designated Cash</i>	<i>7,810,809</i>	<i>-</i>	<i>5,682</i>	<i>165,302</i>	<i>7,650,499</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,472,338</i>	<i>233,572</i>			<i>1,705,910</i>
Total WA State Local Investment Pool	9,283,147	233,572	5,682	165,302	9,356,408

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.

* All amounts are rounded to the nearest dollar.

Account Balances – Apr 2024 Balances

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**Account Balances***

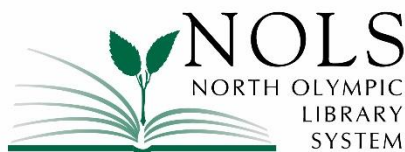
April 30, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	9,283,147	233,572	5,682	165,302	9,356,408
Cash					
Cash Operating Funds					
Cash held by County Treasurer	73,261	1,147,182			1,220,444
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	291,416	-	291,416	200
Merchant Account (FF 7401)	1,000	(12,176)	12,176	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<i>Total Branch Change Funds</i>	450	-	-	-	450
Total Imprest Accounts	7,650	279,240	12,176	291,416	7,650
Total Cash	80,911	1,426,423	12,176	291,416	1,228,094
Total Cash and Investments	9,364,058	1,659,994	17,858	456,718	10,584,502

* All amounts are rounded to the nearest dollar.

Account Balances – Apr 2024 Balances

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Staff Report

Meeting Date: June 27, 2024
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for May 2024

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 totaled \$1,589 for the month. Other revenue is within the expected range for this time of year.

Expenditures: Construction of the new Sequim Library has started. Capital construction costs for the project this month are \$463,636, including a payment of \$328,355 to Hoch Construction.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$285,652 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in May are \$345,704.

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



Revenue Report^{*}

May 31, 2024

Operating Revenue				5/12ths is	41.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	373,883	2,767,219	1,970,928	58.4
Grants, Entitlements, Other Payments	31,000	-	93	30,907	0.3
Goods and Services	18,010	1,190	5,472	12,538	30.4
Library Fees	15,000	1,065	6,509	8,491	43.4
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	41,508	171,406	191,394	47.2
Facilities Leases (Short Term)	1,100	202	855	246	77.7
Contributions and donations ⁽¹⁾	104,000	1,589	62,846	41,155	60.4
Other Miscellaneous Revenue	102,400	47	11,743	90,657	11.5
Total Miscellaneous Revenues	570,300	43,346	246,849	323,451	43.3
Nonrevenues (excise taxes) ⁽²⁾	800	116	532	268	66.4
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	6,461,050	419,600	3,026,673	3,434,377	46.8
Capital Revenue					
Timber Revenues (received in 2024)	-	10,855	67,382	-	-
Total Capital Revenue	-	10,855	67,382	-	-
Grand Total Revenues		430,455	3,094,055		

(1) Includes anticipated grants from Friends of the Library groups and other donors.

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



Expenditure Report^{*}

May 31, 2024

				5/12ths is	41.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	251,453	1,265,436	2,069,540	37.9
Benefits	1,397,873	94,250	487,999	909,874	34.9
Total Personnel	4,732,849	345,704	1,753,434	2,979,415	37.0
<i>Supplies</i>					
Supplies, Office and Operating	120,600	17,661	48,548	72,052	40.3
Fuel	17,300	448	3,324	13,976	19.2
Collection Materials	480,000	22,513	105,539	374,461	22.0
Merchandise purchased for resale	2,625		78	2,547	3.0
Small Tools/Equip (<\$200)	2,650	58	621	2,029	23.4
Total Supplies	623,175	40,681	158,109	465,066	25.4
<i>Services</i>					
Professional Services	347,120	17,022	85,523	261,597	24.6
Communication	222,124	18,845	91,096	131,028	41.0
Travel	28,800	1,242	15,565	13,235	54.0
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	1,087	1,158	1,568	42.5
Insurance	136,800	-	-	136,800	0.0
Public Utilities	108,100	7,983	43,528	64,572	40.3
Repair and Maintenance	155,665	4,667	34,450	121,215	22.1
Miscellaneous Services	11,000	369	5,633	5,367	51.2
Dues	5,240	1,532	2,560	2,680	48.9
Total Services	1,025,426	52,746	285,503	739,923	27.8
<i>Intergovernmental Services</i>	<i>800</i>	<i>4</i>	<i>586</i>	<i>214</i>	<i>73.2</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>800</i>	<i>130</i>	<i>485</i>	<i>315</i>	<i>60.7</i>
<i>Leases (Sequim temp space)</i>	<i>78,000</i>	<i>5,690</i>	<i>39,000</i>	<i>39,000</i>	<i>50.0</i>
Total Operating Expenditures	6,461,050	444,954	2,237,117	4,223,933	34.6

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	3,932	22,056	30,444	42.0
Other Improvements	489,000	25,123	34,055	454,945	7.0
Machinery & Equipment	287,250	8,356	59,394	227,856	20.7
Construction of Capital Assets	-	438,180	652,356	(652,356)	0.0
Total Capital Outlays	828,750	475,590	767,860	60,890	92.7
Grand Total All Expenditures	7,289,800	920,545	3,004,977	4,284,823	41.2

*All amounts are rounded to the nearest dollar.

Expenditure Report - May 2024 Expenses



Account Balances*

May 31, 2024

	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⁾	912,621	-	10,855	-	923,476
Operating Reserve ⁽³⁾	1,382,498	-	-	-	1,382,498
PA Capital Reserve ⁽⁴⁾	397,005	-	-	-	397,005
Sequim Capital Reserve	614,300	-	-	-	614,300
NOLS Capital Fund	386,753	-	-	37,411	349,342
PA Capital Fund	368,918	-	-	-	368,918
Sequim Capital Fund	955,626	-	-	438,180	517,446
<i>Total Board Designated Accounts</i>	<i>6,324,740</i>	<i>-</i>	<i>10,855</i>	<i>475,590</i>	<i>5,860,004</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
Systemwide Programming Fund	3,298	9,000	-	10,636	1,662
Francis Bode Materials Fund	245,147	-	-	-	245,147
Margaret Bode Materials Fund	264,679	-	-	-	264,679
Clallam Bay Donations Fund	6,918	-	1	-	6,919
Clallam Bay Friends Donations	1,573	-	-	168	1,405
Forks Donations Fund	2,231	-	57	-	2,288
Forks Friends Donations	1,536	-	-	350	1,186
NOLS Materials Fund	14,807	-	-	-	14,807
NOLS Donations Fund	85,416	-	348	-	85,764
Port Angeles Donations Fund	10,725	-	62	-	10,787
Port Angeles Friends Donations	19,747	-	-	529	19,218
Sequim Donations Fund	35,743	-	247	576	35,414
Sequim Friends Donations	32,806	-	-	618	32,189
NOLF Donations Fund	(402)	-	629	227	-
Streett Memorial Gift Fund	10,497	-	-	-	10,497
Sequim Future Library Donations	579,794	-	550	-	580,344
Bookmobile & Outreach Donations	8,440	-	-	81	8,358
<i>Total Grants and Donations</i>	<i>1,322,956</i>	<i>9,000</i>	<i>1,894</i>	<i>2,549</i>	<i>1,320,664</i>
<i>Unclaimed Property Account</i>	<i>2,803</i>	<i>-</i>			<i>2,803</i>
<i>Total Designated Cash</i>	<i>7,650,499</i>	<i>9,000</i>	<i>12,748</i>	<i>478,139</i>	<i>7,183,472</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,705,910</i>	<i>1,197,381</i>			<i>2,903,290</i>
Total WA State Local Investment Pool	9,356,408	1,206,381	12,748	478,139	10,086,762

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.

* All amounts are rounded to the nearest dollar.

Account Balances – May 2024 Balances

Page 1 of 2

**Account Balances***

May 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	9,356,408	1,206,381	12,748	478,139	10,086,762
Cash					
Cash Operating Funds					
Cash held by County Treasurer	1,220,444	(1,220,444)			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	2,130	-	2,130	6,000
Payroll Account (US Bank 1301)	200	284,878	-	284,878	200
Merchant Account (FF 7401)	1,000	(1,062)	1,062	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<i>Total Branch Change Funds</i>	450	-	-	-	450
Total Imprest Accounts	7,650	285,946	1,062	287,008	7,650
Total Cash	1,228,094	(934,497)	1,062	287,008	7,650
Total Cash and Investments	10,584,502	271,883	13,810	765,147	10,094,412

* All amounts are rounded to the nearest dollar.

Account Balances – May 2024 Balances

Page 2 of 2



Voucher Approval for April 2024

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 #337 through #511 are approved in the amount of \$606,299.41 this 27th day of June 2024.

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

No.	Claimant	Purpose	Amount
337	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-2024) - EFT 1069	244,004.54
338	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 02-28-2024)	1,161.76
339	Aleesha Mon Wai	Refund of PERS contributions	221.81
340	Allen, Robert	Refund of PERS contributions	13.76
341	Alliance 2020 Inc	PO 424 Professional Services - Background Checks	33.54
342	Amazon.com	Collection Materials	179.17
343	Amazon.com	Collection Materials	77.17
344	Amazon.com	Collection Materials	59.35
345	Amazon.com	Collection Materials	62.82
346	Angeles Communications	Communications - VOIP	2,428.11
347	Averill, Jay	Refund of PERS contributions	11.25
348	Baker & Taylor	Collection Materials	1,097.04
349	Baker & Taylor	Collection Materials	4,308.03
350	Baker & Taylor	Collection Materials	3,997.07
351	Baker & Taylor	Collection Materials	5,928.59
352	Bates, Dianne	PO 437 Program Supplies - Cookies for Homebuyers Night (FOFOL)	20.27
353	Bates, Dianne	Refund of PERS contributions	40.11
354	Bizy Boys LLC	PO 456 Repair and Maint - PA Lawn Care - FAC	869.49
355	Bocko, Karyn	Refund of PERS contributions	76.50
356	BR Lymangrover Land Surveying	PO 561 - Construction of Capital Assets - Legal Description for PUD Easement	420.00
357	Brodart Company	Collection Materials	227.90
358	Brodart Company	Collection Materials	439.48
359	Brooker, Ann	Refund of PERS contributions	67.70
360	Brooker, Ann	Travel - Business - Travel Reimb - SQ	53.75
361	CED Consolidated Electrical Distributors	PO 578 - Maintenance Supplies - Light Bulbs and Ballasts	242.85

No.	Claimant	Purpose	Amount
362	CENGAGE Learning	Collection Materials	213.92
363	CENGAGE Learning	Collection Materials	62.87
364	CENGAGE Learning	Collection Materials	354.91
365	Center Point Large Print	Collection Materials	236.70
366	CenturyLink 300511187 FO	Communications - Voice - FO	90.63
367	CenturyLink 300561130 CB	Communications - Voice - CB	80.86
368	CenturyLink 360-681-7811 468B SQ	Communications - SQ - Voice	194.48
369	CenturyLink 360-681-7811 468B SQ	Communications - SQ - Voice	13.29
370	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	63.85
371	Cherbib, Miriame	CO 27 Professional Services - ASTD Presenter	2,500.00
372	Cherbib, Miriame	PO 444 Professional Services - March Coaching	300.00
373	City of Forks	Public Utilities - FO	128.56
374	City of Port Angeles/Dump	PO 414 Public Utilities - Solid Waste - Broken Furniture	31.72
375	City of Port Angeles/Dump	PO 454 Public Utilities - Solid Waste - Yard Debris - FAC	35.49
376	City of Port Angeles/Dump	PO 572 -Solid Waste - PA Yard Debris - Tree Limbs - FAC	38.03
377	City of Port Angeles/Orcas Avenue	Public Utilities - PA	293.66
378	City of Port Angeles/Peabody St.	Public Utilities - PA	4,645.00
379	City of Sequim	Public Utilities - SQ	158.34
380	City of Sequim	Public Utilities - SQ	46,522.63
381	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
382	Clallam County PUD	Public Utilities - FO & CB	1,046.45
383	Clallam County PUD	Public Utilities - SQ	426.61
384	Clallam County PUD	Public Utilities - SQ & SQ2	1,827.61
385	Clallam County Treasurer	MAR 2024 Investment Service Fee paid in APR - EFT 1081	50.00
386	Clark, Jeff	Refund of PERS contributions	64.92
387	Co-Op Farm & Garden, The	PO 418 & PO 419 Maintenance Supplies - Hardware & Tape	46.27
388	Co-Op Farm & Garden, The	PO 435 Maintenance Supplies - Lockset - FAC	50.97
389	Co-Op Farm & Garden, The	PO 526 Maintenance Supplies - Spackling - FAC	11.75
390	Co-Op Farm & Garden, The	PO 577 - Maintenance Supplies - Foam Sealer for SQ Temp Wall - FAC	8.16
391	Cote, Mary	Refund of PERS contributions	9.48
392	Dahlquist, Leanne	Refund of PERS contributions	32.47
393	Danks, John	Refund of PERS contributions	34.38
394	Danks, John	Travel - Business - Mileage Reimbursement - IT	146.06
395	de Leiris, Sarah	Refund of PERS contributions	51.57
396	Decker City Hardware	PO 397 Maint Supplies - Soap, Cleaner - FAC	7.91
397	Decker City Hardware	PO 562 - Maintenance Supplies - cleaner, gloves, sponges	28.19
398	Dept. of Labor & Industries	Q1 2024 L&I - NOLS	8,147.99
399	Dept. of Retirement Systems	DRS OASI for 2023 Tax Year	25.00
400	Dept. of Retirement Systems	PERS and DCP (PPE 03-31-2024) - EFT 1070	46,452.13
401	Dept. of Revenue - Use/Sales Tax	March 2024 Sale & Use Tax - EFT 1072	509.41
402	Desmarais, Corrina	Refund of PERS contributions	51.06
403	Downs, Audra	Refund of PERS contributions	51.00
404	Duval, Elisabeth	Refund of PERS contributions	61.97

No.	Claimant	Purpose	Amount
405	Empower Retirement	EmpDCP (PPE 03-31-2024) - EFT 1071	450.00
406	E-Rate Expertise	PO 570 - Professional Svcs - Adv, Background Checks, Consulting - NOLS	6,375.00
407	Eveslage, Beau	Refund of PERS contributions	19.49
408	Gale, Troi	Refund of PERS contributions	77.40
409	GFOA	PO 428 Dues/Memberships - GFOA Dues	160.00
410	Givins, Mary	Refund of PERS contributions	65.33
411	Green, Cheree	CO 20 Training and Conference - ASTD Presenter	370.00
412	Haggard & Ganson LLP	PO 470 Legal Services - SQ Construction Contract Review	1,870.00
413	Health Care Authority	Medical (PPE 03-31-2024)	43,251.96
414	Hillis Clark Martin & Peterson	PO 468 Legal Services - Bond Counsel - ADM	84.00
415	Hi-Tech Security, Inc.	PO 417 Repair & Maint - SQ Fire Alarm Comms - FAC	326.70
416	Hoch Construction Inc	PO 425 Capital Construction - Temp Sequim Library Improvements	38,971.35
417	Hoflin Jonah	PO 554 Business Fuel - NOLSY White Subaru - NOLS	40.00
418	Hough Amy	Refund of PERS contributions	9.00
419	HR Answers, Inc.	PO 431 Professional Services - HR Strategic Mgmt	74.92
420	Huegerich, Rachael	Refund of PERS contributions	21.00
421	Hunt, Daria	CO 18 Professional Services - SRP T-shirt Design (SP)	500.00
422	Imamura, Lisa	Refund of PERS contributions	21.01
423	Ingram Library Services	Collection Materials	219.07
424	Jakubcin, Margaret	Refund of PERS contributions	14.22
425	KCDA Purchasing Cooperative	PO 416 Maintenance Supplies - Cleaning Supplies - FAC	431.78
426	Kelly, Adele	Refund of PERS contributions	27.59
427	Knight, Jennifer	Refund of PERS contributions	16.13
428	Lent, Shaina E	Refund of PERS contributions	67.70
429	Les Schwab Tires	PO 453, 457, 458 Repair & Maint - Prius, Pacifica, Transit Van Seasonal Tire Switch - FAC	316.99
430	Little Devils Lunchbox	CO 13 Training Supplies - ASTD Lunch	1,087.10
431	Loafman, Kim	Refund of PERS contributions	47.75
432	Manley, Travis	Refund of PERS contributions	7.50
433	Martin, Cheryl	Refund of PERS contributions	38.59
434	Master Locksmith, LLC	PO 434 Repair & Maint - Thumb Turn - FAC	50.04
435	McGrew, Charlotte	Refund of PERS contributions	49.66
436	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	96.40
437	McNish Family II LLC	SQ Temp Bldg Lease - MAY 2024 - SQ CPA	6,662.09
438	McNulty, K'Ehleyr	Refund of PERS contributions	26.74
439	Midwest Tape	Collection Materials	280.97
440	Midwest Tape	Collection Materials	473.52
441	Midwest Tape	Collection Materials	457.69
442	Midwest Tape	Collection Materials	699.36
443	Miller, Shane	Refund of PERS contributions	91.40
444	Morrison Sarah	Refund of PERS contributions	67.70
445	Murreys Disposal Company, Inc.	Public Utilities - PA & SQ	670.76

No.	Claimant	Purpose	Amount
446	NOLS Employee	HRA Reimbursement - FO	254.99
447	NOLS Employee	HRA Reimbursement - FO	120.60
448	NOLS Employee	HRA Reimbursement - PA	355.36
449	NOLS Employee	HRA Reimbursement - PA	395.00
450	NOLS Employee	HRA Reimbursement - PA	190.14
451	NOLS Employee	HRA Reimbursement - PA	245.57
452	NOLS Employee	HRA Reimbursement - PA	48.07
453	NOLS Employee	HRA Reimbursement - PA	192.28
454	NOLS Employee	HRA Reimbursement - SQ	704.42
455	NOLS Employee	HRA Reimbursement - SQ	1,150.00
456	NOLS Employee	HRA Reimbursement - TS	233.19
457	Norwood, Ashlee	Refund of PERS contributions	17.19
458	Olympic Laundry & Dry Cleaners, Inc.	PO 432 Professional Services - Laundry - FAC	217.80
459	Olympic Printers Inc	PO 422 Programming - Poetry Walk Flyer (PAFOL)	29.40
460	Olympic Springs Inc	PO 433 Operating Rentals - SQ Temp Water Service	70.40
461	Overbey Kristin	Refund of PERS contributions	49.50
462	OverDrive Inc	Collection Materials	249.99
463	OverDrive Inc	Collection Materials	1,132.35
464	OverDrive Inc	Collection Materials	430.02
465	Pacific Office Equipment, Inc.	Capital Construction - Move Copier to SQ Temp Library - SQ; Copier Repair and Maintenance - PA, FO	1,024.89
466	Paypal	Merchant Account Service Fees - EFT 1083	86.53
467	Peninsula Heat, Inc.	PO 567 - Capital - 50% Deposit for A/C Replacement - FO	4,231.60
468	Phillips, Brian	Refund of PERS contributions	96.14
469	Playaway Products LLC	Collection Materials	334.81
470	Price, Susan	Refund of PERS contributions	63.42
471	Rainbow Printing	PO 429 Office Supplies - Library Cards - NOLS	1,512.00
472	Raivo, Jessica	Refund of PERS contributions	49.50
473	Raivo, Jessica	Travel - Business - Travel Reimb - SQ	62.28
474	Rasler, Karen	Refund of PERS contributions	58.68
475	Schvetz, Ellen	Travel - Business - Travel Reimb - SQ	180.67
476	Seligmann, Hannah	Travel - Business - Mileage Reimb - PA	65.79
477	Shield, Erin	Refund of PERS contributions	96.14
478	SHKS Architects	PO 471 Capital Construction - Sequim Library Project (SQ CPA)	35,154.22
479	Sly, Emily	PO 500 & 501 Program Supplies & SQ Capital Project	46.28
480	Sly, Emily	Refund of PERS contributions	96.14
481	Smathers, Jennifer	Refund of PERS contributions	51.00
482	Sound Energy Systems	PO 568 - Repair and Maintenance - HVAC Control Maint	963.77
483	Stallman, Christie	Refund of PERS contributions	29.50
484	Starcevich, Lara	CO 15 Professional Services - ASTD Presenter	75.00
485	Stark, Jan	Refund of PERS contributions	99.00
486	Sullivan, Meghan	Travel - Business- Training PLA - Travel Reimb - NOLS	365.36
487	Summit Law Group	PO 571 - Legal Services - Labor and Emplment - ADM	2,624.00

No.	Claimant	Purpose	Amount
488	Sussman, Elijah	CO 12 Professional Services - Writing Workshop (FOSL)	425.00
489	Swains General Store, Inc.	PO 415 Maint Supplies - Cleaning Supplies - FAC	0.54
490	Swains General Store, Inc.	PO 493, 533 Maint Supplies - Mech Supplies, Keys - FAC	94.55
491	Swains General Store, Inc.	PO 556 - Maintenance Supplies - Yellow Parking Lot Paint	9.33
492	Swingle, Patti	Refund of PERS contributions	10.80
493	Tapp Eric	PO 436 Maint Supplies - Lockset - FAC	93.37
494	Tech Heads	PO 527 Techology Fortinet 400D Renewal, PO 528 Capital Mach & Equip - Fortinet Appliance - IT	32,976.62
495	Tetreau, Theresa R.	Refund of PERS contributions	7.11
496	Teufert, Steve	Refund of PERS contributions	60.59
497	Tingelstad, Jeff	Refund of PERS contributions	38.20
498	Traudt, Mary	Refund of PERS contributions	19.50
499	Turner Cynthia	Refund of PERS contributions	1.91
500	Uline	PO 472 Capital Expense - Key Cabinet, PO 474 Capital Asset - Restroom Signs - SQ CPA	310.80
501	Unique Management Services, Inc.	Professional Services - Debt Collection	49.25
502	United Way of Clallam County	United Way Contributions (PPE 03-31-2024)	160.00
503	US Bank	Credit Card Services - April 2024	22,132.45
504	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
505	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	525.26
506	WCIF	Vi/Li/EAP (PPE 03-31-2024)	1,372.07
507	Weiss, Alisa	Refund of PERS contributions	67.70
508	West Waste & Recycling	Public Utilities- FO & CB	56.43
509	Williams Bourget, Theresa	Refund of PERS contributions	168.54
510	WSCCCE - WPAS, Inc	Dental Premiums ER (PPE 03-31-2024) - May Coverage	6,036.30
511	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 03-31-2024)	2,317.30

606,299.41

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #503**

1	76 Gas Station	PO 462 Business Fuel - Red Forester - NOLS	35.47
2	8th Street Car Wash	PO 345 Vehicle Maintenance - Ariya Car Wash - FAC	5.00
3	8th Street Car Wash	PO 376 Vehicle Maintenance - White Forester Car Wash	5.00
4	AirBnB	PO 447 Travel Training - LRI - ADM	308.32
5	Amazon	PO 324 Maintenance Supplies - Doorbell - FAC	48.74
6	Amazon	PO 333 Maintenance Supplies - AntiSlip Tape - FAC	24.87
7	Amazon	PO 340 Program Supplies - TAB Supplies (PAFOL)	38.78
8	Amazon	PO 344 Toner & Ink - PA	315.21
9	Amazon	PO 353 Program Supplies - Dia del Nino (FOFOL)	9.65
10	Amazon	PO 353 Program Supplies - Dia del Nino (FOFOL)	42.15
11	Amazon	PO 358 Program Supplies - PAHS Book Club (PAFOL)	90.48
12	Amazon	PO 374 Processing Supplies - Book Repair Adhesive - TS	19.82
13	Amazon	PO 374 Toner & Ink - TS	100.17
14	Amazon	PO 386 Maintenance Supplies - Window Film - FAC	100.16

No.	Claimant	Purpose	Amount
15	Amazon	PO 386 Maintenance Supplies - Window Film - FAC	(28.38)
16	Amazon	PO 386 Maintenance Supplies - Window Film - FAC	108.16
17	Amazon	PO 396 Toner and Ink - PA	165.90
18	Amazon	PO 403 Maintenance Supplies - Pruning Tool - FAC	19.06
19	Amazon	PO 403 Maintenance Supplies - Pruning Tool - FAC	24.76
20	Amazon	PO 403 Maintenance Supplies - Spray Bottles - FAC	29.99
21	Amazon	PO 441 Program Supplies - Author Visit (FOFOL)	50.56
22	Amazon	PO 445 Toner & Ink - ADM	125.54
23	Amazon	PO 446 Office Supplies - Notepads - ADM	46.72
24	Amazon	PO 484 Program Supplies - Pride Dance Party (PAFOL)	74.48
25	Amazon	PO 539 Capital Construction - Brochure Holder - SQ CPA	27.21
26	Amazon	PO 541 Small Tools - Key locker, Sticky notes - SQ CPA	92.17
27	Amazon	PO 542 Office Supplies - Restroom Signs, Sticky Notes - SQ CPA	37.87
28	Amazon	PO 544 Machinery & Equipment - Touchscreen Monitors	2,733.95
29	Amazon	PO 545 Capital Construction - TV Wall Mount - SQ CPA	19.59
30	Amazon	PO 549 Capital Construction - Accessible Entrance Signs - SQ CPA	30.50
31	Amazon	PO 551 Capital Construciton - Desk Clamp Power Strip - SQ CPA	113.20
32	Arco	PO 406 Business Fuel - White Forester - TS	37.22
33	Association of Washington Cities	PO 449 Conference Fee - LRI Materials - ADM	100.00
34	Brimar Industries	PO 467 Maintenance Supplies - First Aid and AED Signs	75.97
35	Buckeye Donuts	PO 503 Travel Training - PLA - NOLS	4.72
36	Buckeye Donuts	PO 511 Travel Training - PLA - NOLS	4.72
37	Buckeye Donuts	PO 511 Travel Training - PLA - NOLS	4.72
38	Buckeye Donuts	PO 511 Travel Training - PLA - NOLS	4.72
39	Buena Luz Bakery	PO 450 Office Supplies - National Library Worker's Day (NOLF)	160.00
40	Caffe D'Arte	PO 407 Travel Training - IUG Conference - NOLS	4.84
41	Canon Direct	PO 289 Toner and Ink - PA	572.36
42	Canon Direct	PO 325 Toner and Ink - SQ	946.96
43	Caribou Coffee	PO 503 Travel Training - PLA - NOLS	18.19
44	Chevron	PO 359 Business Fuel - Bookmobile - OR	90.77
45	Chevron	PO 370 Business Fuel - White Subaru - NOLS	20.14
46	Chevron	PO 371 Business Fuel - Pacifica - TS	40.75
47	Chevron	PO 402 Business Fuel - Bookmobile - OR	51.62
48	Chevron	PO 413 Business Fuel - Pacifica - NOLS	45.61
49	Chevron	PO 427 Business Fuel - Pacifica - TS	32.94
50	Chicken and Eggs	PO 518 Travel Training - PLA - NOLS	13.92
51	City Market	PO 407 Travel Training - IUG Conference - NOLS	18.22
52	Costco	PO 326 Program Supplies - SQ Send Off Party (FOSL)	108.06

No.	Claimant	Purpose	Amount
53	Costco	PO 327 Program Supplies - Teen Board Game & Art Night (FOSL)	21.67
54	Costco	PO 329 Program Supplies - SQ Send Off Party (FOSL)	79.92
55	Costco	PO 481 Training Supplies - SQ Training Day (NOLF)	106.89
56	Costco	PO 486 Program Supplies - Family Movie (PAFOL)	40.37
57	Costco	PO 489 Program Supplies - Teen Lit Bag (SP)	29.97
58	Costco	PO 496 Small Tools - Storage Totes - SQ	58.77
59	Costco	PO 543 Office Supplies - Temp Space Move Supplies (NOLF)	40.82
60	Dollar Tree	PO 478 Program Supplies - SQ Send Off Celebration (FOSL)	37.57
61	DTW Plum Market	PO 407 Travel Training - IUG Conference - NOLS	7.95
62	eFax Corporate	PO 448 Technology Services - HR Fax - ADM	36.84
63	Exxon Mobil	PO 438 Business Fuel - Bookmobile - OR	83.43
64	Facebook	PO 502 Professional Services - Sponsored Posts - NOLS	98.92
65	Firdious Express	PO 511 Travel Training - PLA - NOLS	22.58
66	Flatiron Tavern	PO 503 Travel Training - PLA - NOLS	23.76
67	Flavors of India	PO 518 Travel Training - PLA - NOLS	22.41
68	Fox in the Snow	PO 518 Travel Training - PLA - NOLS	20.71
69	Fox's Bagels	PO 511 Travel Training - PLA - NOLS	13.80
70	Fox's Bagels	PO 511 Travel Training - PLA - NOLS	8.00
71	F-T Cab	PO 505 Travel Training - PLA - NOLS	28.25
72	Garmin	PO 430 Office Supplies - Suction Cup Mount - OR	15.24
73	Gebeyha Tesema	PO 505 Travel Training - PLA - NOLS	10.00
74	Gebeyha Tesema	PO 509 Travel Training - PLA - NOLS	27.91
75	Grocery Outlet	PO 394 Program Supplies - Matinee Movie (PAFOL)	13.53
76	Hilton	PO 503 Travel Training - PLA - NOLS	12.36
77	Hilton	PO 503 Travel Training - PLA - NOLS	13.98
78	Hilton	PO 504 Travel Training - PLA - NOLS	1,076.32
79	Hilton	PO 511 Travel Training - PLA - NOLS	35.86
80	Hilton	PO 518 Travel Training - PLA - NOLS	29.67
81	Hilton	PO 518 Travel Training - PLA - NOLS	18.20
82	Hilton	PO 530 Travel Training - PLA - NOLS	17.13
83	Home Depot	PO 459 Maintenance Supplies - SQ Temp Location Supplies	24.57
84	Home Depot	PO 466 Maintenance Supplies - Shelving Hardware - FAC	87.58
85	Home Depot	PO 523 Machinery & Equipment - Surge Protectors - IT	126.77
86	Home Depot	PO 524 Capital Construction - Adhesive Vinyl Numbers - SQ CPA	5.38
87	Home Depot	PO 525 Machinery & Equipment - Surge Protectors - IT	116.86
88	Home Depot	PO 553 Machinery & Equipment - LED Shop Lights - SQ CPA	103.78
89	Hot Chicken Takeover	PO 503 Travel Training - PLA - NOLS	18.26
90	Hot Chicken Takeover	PO 511 Travel Training - PLA - NOLS	18.87

No.	Claimant	Purpose	Amount
91	Hot Chicken Takeover	PO 518 Travel Training - PLA - NOLS	18.37
92	Hubert's Polish Kitchen	PO 518 Travel Training - PLA - NOLS	8.00
93	Hudson News	PO 511 Travel Training - PLA - NOLS	8.80
94	Hyatt	PO 503 Travel Training - PLA - NOLS	23.49
95	Hyatt	PO 511 Travel Training - PLA - NOLS	14.84
96	Hyatt	PO 514 Travel Training - PLA - NOLS	1,003.96
97	Hyatt	PO 515 Travel Training - PLA - NOLS	877.60
98	Hyatt	PO 530 Travel Training - PLA - NOLS	23.38
99	Hyatt	PO 530 Travel Training - PLA - NOLS	23.38
100	Hyatt	PO 531 Travel Training - PLA - NOLS	991.35
101	KCDA Purchasing Cooperative	PO 291 Office Supplies - notepads, binder clips - PA	30.97
102	KCDA Purchasing Cooperative	PO 291 Paper Supplies - PA	46.30
103	KCDA Purchasing Cooperative	PO 336 Paper Supplies - PA	144.32
104	KCDA Purchasing Cooperative	PO 375 Office Supplies - Tape, Notepads - TS	86.14
105	KCDA Purchasing Cooperative	PO 395 Office Supplies - tape, pens, notepads - PA	77.40
106	KCDA Purchasing Cooperative	PO 405 Paper Supplies - PA	144.32
107	Lan Viet	PO 511 Travel Training - PLA - NOLS	11.50
108	Library Marketing Conference	PO 382 Conference - Library Marketing Conference	79.00
109	Local Cantina	PO 503 Travel Training - PLA - NOLS	4.98
110	Local Cantina	PO 511 Travel Training - PLA - NOLS	5.73
111	Lower Elwha Food & Fuel	PO 331 Business Fuel - Bookmobile - OR	16.89
112	Lower Elwha Food & Fuel	PO 439 Business Fuel - Blue Prius - TS	20.10
113	Lower Elwha Food & Fuel	PO 463 Business Fuel - Chevy Van - NOLS	50.00
114	Lunchtime Global	PO 407 Travel Training - IUG Conference - NOLS	15.37
115	Marriott	PO 407 Travel Training - IUG Conference - NOLS	3.18
116	Marriott	PO 410 Travel Training - IUG Conference - NOLS	1,374.25
117	MetroCab	PO 408 Travel Training - IUG Conference - NOLS	72.45
118	MetroCab	PO 408 Travel Training - IUG Conference - NOLS	75.80
119	Microsoft	PO 521 Technology Services - Microsoft Cloud Services	887.01
120	MRSC	PO 460 Training Fee - Municipal Finance Bootcamp - ADM	300.00
121	New Stand	PO 407 Travel Training - IUG Conference - NOLS	5.79
122	Nida's Sushi	PO 530 Travel Training - PLA - NOLS	15.28
123	Olympic National Park	PO 552 Program Supplies - Poetry Walk Install (PAFOL)	30.00
124	Pastaria & Sarefino's	PO 511 Travel Training - PLA - NOLS	5.25
125	Pegasus Taverna	PO 407 Travel Training - IUG Conference - NOLS	29.19
126	Pegasus Taverna	PO 407 Travel Training - IUG Conference - NOLS	16.24
127	Perks Coffee	PO 518 Travel Training - PLA - NOLS	7.83
128	Port Angeles School District	PO 485 Program Supplies - Battle of the Books (SP)	160.00
129	POS Supply Solutions	PO 420 Office Supplies - Receipt Tape - NOLS	224.23
130	Safeway	PO 348 Processing Supplies - Distilled Water - TS	38.01
131	Safeway	PO 350 Program Supplies - Refreshments for Art in the Library (PAFOL)	25.40
132	Safeway	PO 393 Program Supplies - Matinee Movie (PAFOL)	13.73

No.	Claimant	Purpose	Amount
133	Safeway	PO 477 Program Supplies - SQ Send Off Celebration (FOSL)	43.55
134	Safeway	PO 479 Program Supplies - Yarn Circle (FOSL)	49.93
135	Safeway	PO 547 Program Supplies - Art in the Library (PAFOL)	64.89
136	Safeway Fuel	PO 380 Business Fuel - Bookmobile - OR	62.47
137	Safeway Fuel	PO 465 Business Fuel - Chevy Van - NOLS	110.99
138	Satori	PO 503 Travel Training - PLA - NOLS	17.25
139	Sea-Tac Airport Parking	PO 307 Travel Training - PLA - NOLS	235.00
140	Sea-Tac Airport Parking	PO 512 Travel Training - PLA - NOLS	122.98
141	Shell	PO 377 Business Fuel - Bookmobile - OR	56.43
142	Shell	PO 378 Business Fuel - Bookmobile - OR	17.36
143	Shell	PO 388 Business Fuel - Bookmobile - OR	10.21
144	Shell	PO 412 Business Fuel - Bookmobile - OR	16.11
145	Shell	PO 421 Business Fuel - Red Forester - TS	39.72
146	Shell	PO 455 Business Fuel - Chevy Van - NOLS	102.25
147	Shell	PO 480 Business Fuel - Blue Prius - NOLS	28.07
148	Shell	PO 506 Training Fuel - White Forester - NOLS	36.82
149	Shell	PO 548 Business Fuel - U-Haul - NOLS	40.02
150	Stamps.com	PO 389 Technology Services - Monthly Fee - TS	21.77
151	Starbucks Coffee Company	PO 407 Travel Training - IUG Conference - NOLS	4.00
152	Starbucks Coffee Company	PO 407 Travel Training - IUG Conference - NOLS	3.45
153	Starbucks Coffee Company	PO 511 Travel Training - PLA - NOLS	11.95
154	Starbucks Coffee Company	PO 511 Travel Training - PLA - NOLS	3.45
155	Starbucks Coffee Company	PO 511 Travel Training - PLA - NOLS	3.85
156	Starbucks Coffee Company	PO 511 Travel Training - PLA - NOLS	7.50
157	Swains General Store, Inc.	PO 540 Program Supplies - Art hanging supplies (PAFOL)	24.98
158	TechRepublic	PO 383 Technology Services - Excel Templates - IT	9.00
159	The Junto	PO 518 Travel Training - PLA - NOLS	28.49
160	The Spanish Group	PO 385 Professional Services - Translation Services - NOLS	58.23
161	The Spanish Group	PO 423 Professional Services - Translation Services - NOLS	25.11
162	The Stamp Maker	PO 361 - Office Supplies - Self Inking Stamp - NOLS	22.00
163	This Old House	PO 1571 Collection Materials	(18.00)
164	Tracfone	PO 522 Communications - Branch Cell Phones - IT	93.80
165	Ubiquiti	PO 379 Machinery & Equipment - POE Switches - IT	723.10
166	U-Haul	PO 546 Capital Construction - Truck Rental - SQ CPA	238.01
167	Uline	PO 464 Capital Construction - SQ Temp Library Chair Mats - SQ CPA	715.94
168	United Taxi	PO 513 Travel Training - PLA - NOLS	29.50
169	U-Printing	PO 343 Printing - Bookmarks for Poetry Walk (PAFOL)	133.15
170	U-Printing	PO 497 Printing - SQ Project Library Closed Banners (SQDF)	153.95
171	U-Printing	PO 498 Machinery & Equipment - Restroom Banner - SQ CPA	35.93
172	USPS	PO 290 Postage - TS	13.16
173	USPS	PO 334 Postage - TS	250.00

No.	Claimant	Purpose	Amount
174	USPS	PO 351 Postage - TS	250.00
175	USPS	PO 398 Postage - TS	250.00
176	USPS	PO 399 Postage - TS	250.00
177	USPS	PO 400 Postage - TS	250.00
178	Wally Park	PO 411 Travel Training - IUG Conference - NOLS	129.28
179	Walmart	PO 373 Office Supplies - Tape - SQ	11.85
180	Walmart	PO 487 Program Supplies - Little Hands Art (PAFOL)	41.57
181	Walmart	PO 488 Program Supplies - Family Movie (PAFOL)	35.51
182	Walmart	PO 494 Program Supplies - SQ Send Off (FOSL)	35.34
183	Walmart	PO 495 Machinery & Equipment - SQ Moving/Packing Supplies - SQ CPA	32.05
184	Walmart	PO 499 Office Supplies - Indoor Bookdrop Supplies - SQ	63.56
185	Westside Pizza	PO 328 Program Supplies - Teen Board Game & Art Night (FOSL)	56.06
186	Westside Pizza	PO 508 Office Supplies - SQ Staff Lunch (NOLF)	94.11
187	WSDOT	PO 408 Travel Training - IUG Conference - NOLS	5.50
188	WSDOT	PO 510 Travel Training - PLA - NOLS	5.50
189	Zoom	PO 550 Technology Services - Zoom Accts - NOLS	239.47
			22,132.45
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
1069	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-2024)	244,004.54
1070	Dept. of Retirement Systems	PERS and DCP (PPE 03-31-2024)	46,452.13
1071	Empower Retirement	EmpDCP 10-2023 (PPE 03-31-2024)	450.00
			290,906.67



Voucher Approval for May 2024

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 #512 through #648 are approved in the amount of \$946,142.50 this 27th day of June 2024.

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

No.	Claimant	Purpose	Amount
512	Acila Consulting LLC	PO 692 & 693 Capital Construction - Owner's Rep & Bid Ad - SQ CPA	8,958.82
513	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-24) - EFT 1074	244,080.91
514	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 03-31-2024)	890.03
515	Alliance 2020 Inc	PO 627 Professional Services - Background Checks	134.16
516	Amazon.com	Collection Materials	62.03
517	Amazon.com	Collection Materials	623.07
518	Amazon.com	Collection Materials	19.60
519	Amazon.com	Collection Materials	38.10
520	Angeles Communications	Communications - VOIP	2,428.11
521	Angeles Millwork & Lumber Company, inc	PO 655 - Maintenance Supplies - Marking Paint, Shed Skids Lumber	37.84
522	Angeles Plumbing, Inc.	PO 618 Machinery & Equipment - Carver Room Staff Sinks - FAC	1,231.34
523	Associated Earth Sciences Inc	PO 734 Capital Construction - SQ Geotechnical Services - SQ CPA	1,572.75
524	Baker & Taylor	Collection Materials	1,517.76
525	Baker & Taylor	Collection Materials	6,417.36
526	Baker & Taylor	Collection Materials	4,838.65
527	Baker & Taylor	Collection Materials	1,097.82
528	Bizy Boys LLC	PO 617 Repair and Maint - PA Lawn Care - FAC	869.49
529	Blecha Peter	C29 Programming - Stomp and Shout (PAFOL)	61.40
530	Brito, Angeles	PO 712 Business Fuel - Prius - NOLS	62.68
531	Brodart Company	Collection Materials	112.84
532	Brodart Company	Collection Materials	46.85
533	CENGAGE Learning	Collection Materials	473.89
534	CENGAGE Learning	Collection Materials	383.53
535	CENGAGE Learning	Collection Materials	144.53

No.	Claimant	Purpose	Amount
536	CENGAGE Learning	Collection Materials	118.40
537	Center Point Large Print	Collection Materials	262.85
538	Center Point Large Print	Collection Materials	51.75
539	CenturyLink 300511187 FO	Communications - Voice - FO	90.63
540	CenturyLink 300561130 CB	Communications - Voice - CB	80.86
541	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	74.93
542	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	74.93
543	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.39
544	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	306.48
545	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	306.48
546	Cherbib, Miriame	PO 626 Professional Services - Leadership Coaching	350.00
547	City of Forks	Public Utilities - FO	128.56
548	City of Port Angeles/Dump	PO 591 Public Utilities - Yard Debris Disposal - FAC	10.00
549	City of Port Angeles/Dump	PO 608 Public Utilities - Yard Debris Disposal - FAC	38.03
550	City of Port Angeles/Orcas Avenue	Public Utilities - PA	285.18
551	City of Port Angeles/Peabody St.	Public Utilities - PA	4,290.08
552	City of Sequim	Public Utilities - SQ	144.12
553	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
554	Clallam County PUD	PO 602 Capital Expense - Power Line Extension Agreement - SQ CPA	40,319.25
555	Clallam County PUD	Public Utilities - FO	557.42
556	Clallam County PUD	Public Utilities - SQ, SQ2, CB	1,386.97
557	Clallam County PUD	Public Utilities - SQ2	696.95
558	Clallam County Treasurer	APR 2024 Investment Service Fee paid in MAY - EFT 1086	50.00
559	Convergence Design and Apparel	PO 630 Program Supplies - SRP T-Shirts (SP)	6,115.35
560	Co-Op Farm & Garden, The	PO 584 Maintenance Supplies - Batteries - FAC	47.89
561	Co-Op Farm & Garden, The	Batteries, Spackle, Outlets - FAC	100.37
562	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-2024) - EFT 1076	40,060.07
563	Dept. of Revenue - Use/Sales Tax	April 2024 Sales & Use Tax - EFT 1077	286.94
564	Desmarais, Corrina	Travel - Business - Mileage Reimbursement - SQ	18.56
565	Dokken Jaiden	C06 - Programming - Open Mic 5/21/24 - FO	100.00
566	Dokken Jaiden	C09 Programming - Clallam County Poet Laureate (SP)	1,250.00
567	Dokken Jaiden	C21 Programming - Zine Workshop (FOSL)	200.00
568	Employment Security Dept	Q1 2024 Unemployment Insurance	896.69
569	Empower Retirement	EmpDCP 05-2023 (PPE 04-30-2024) - EFT 1075	450.00
570	Fatbeam LLC	Communications - Internet Services - Half of One Time Install Fee - SQ2	13,284.11
571	Forks Forum	Collection Materials	85.00
572	Glaude, Noah	Travel - Business - Mileage Reimbursement - ADM	730.43
573	HD Supply	PO 590 Maintenance Supplies - Soap & Cleaner - FAC	480.02
574	Health Care Authority	Medical (PPE 04-30-2024)	43,251.96
575	Hillis Clark Martin & Peterson	PO 688 Legal Services - LOCAL Program SQ - ADM	2,352.00
576	Hoch Construction Inc	PO 674 Capital Construction - SQ Temp Space Improvements - SQ CPA	3,940.48

No.	Claimant	Purpose	Amount
577	Hoch Construction Inc	PO 751 Capital Construction - Sequim Library Expansion - SQ CPA	328,355.17
578	Hoflin Jonah	PO 600 Business Fuel - White Subaru - NOLS	20.01
579	Hoflin Jonah	PO 727 Business Fuel - White Subaru - NOLS, Cell Phone Reimb - Jan-May 2024 - IT	370.35
580	HR Answers, Inc.	PO 722 Professional Services - Policy Manual Update	2,200.00
581	Ingram Library Services	Collection Materials	362.55
582	K & L Ventures	PO 687 Capital Construction - Relocate SQ Shed to PA Annex - SQ CPA	1,250.00
583	KCDA Purchasing Cooperative	PO 557 Maintenance Supplies - Cleaning Supplies - FAC	521.99
584	KCDA Purchasing Cooperative	PO 613 Maintenance Supplies - Waste Baskets, Cleaning Supplies - FAC	398.12
585	KCDA Purchasing Cooperative	PO 719 Capital Improvements - Telephone Comm Systems	24,187.60
586	KCDA Purchasing Cooperative	PO 735 Maintenance Supplies - Tash Liners, Towels - FAC	1,593.13
587	Lansweeper	PO 381 Technology Services - Annual Lansweeper License	4,356.00
588	Lent, Shaina E	Travel - Training - Mileage Reimbursement - NOLS	114.57
589	Les Schwab Tires	PO 610 Vehicle Maintenance - White Subaru New Rear Brakes	739.42
590	McNish Family II LLC	SQ Temp Bldg Lease - June 2024 - SQ CPA	6,662.09
591	Midwest Tape	Collection Materials	569.59
592	Midwest Tape	Collection Materials	703.86
593	Midwest Tape	Collection Materials	414.03
594	Midwest Tape	Collection Materials	479.37
595	Midwest Tape	Collection Materials	801.57
596	Miller, Shane	Mileage Reimbursement - March 2024 - IT	108.99
597	Mindfulness Northwest	C10 Programming - Aging Well Mindfulness for Seniors	550.00
598	Murreys Disposal Company, Inc.	Public Utilities - PA, SQ	332.30
599	NOLS Employee	HRA Reimbursement - CB	1,373.57
600	NOLS Employee	HRA Reimbursement - PA	185.19
601	NOLS Employee	HRA Reimbursement - SQ	455.45
602	NOLS Employee	HRA Reimbursement - SQ	179.54
603	NOLS Employee	HRA Reimbursement - TS	370.13
604	NOLS Employee	HRA Reimbursement - TS	1,375.00
605	NOLS Employee	HRA Reimbursement - TS	48.07
606	NOLS Employee	HRA Reimbursement - PA	682.72
607	North Olympic Library System	February - April Revolving Fund Reimbursement	2,129.89
608	OCLC, Inc.	PO 620 Professional Services - Interlibrary Loan Fees	4.26
609	Olympic Laundry & Dry Cleaners, Inc.	PO 606 Professional Services - Laundry - FAC	174.24
610	Olympic Moving and Storage	PO 587 Capital Construction - Move Library to Temp Location - SQ CPA	51,863.50
611	Olympic Springs Inc	PO 607 Operating Rentals - SQ Temp Water Service	114.78
612	OverDrive Inc	Collection Materials	187.50
613	OverDrive Inc	Collection Materials	218.00
614	OverDrive Inc	Collection Materials	1,576.44

No.	Claimant	Purpose	Amount
615	OverDrive Inc	Collection Materials	308.00
616	Paypal	Merchant Account Service Fees - EFT 1084	32.48
617	Pacific Office Equipment, Inc.	PO 691 Technology Services - Contract for Leased Equipment - NOLS	1,218.72
618	Peninsula Daily News	Collection Materials	301.60
619	Peninsula Heat, Inc.	PO 598 Repair and Maintenance - CB HVAC - FAC	649.43
620	Peninsula Heat, Inc.	PO 605 Capital - Deposit Remainder for A/C Replacement - FO	3,931.60
621	Peninsula Heat, Inc.	PO 662 Repair and Maintenance - FO HVAC Maintenance	1,392.25
622	Playaway Products LLC	Collection Materials	212.32
623	Port Angeles Lockworks	PO 725 Maintenance Supplies - Key Copies - FAC	42.47
624	Sequim High School	Collection Materials	65.00
625	SHKS Architects	PO 689 Capital Construction - Sequim Library Expansion (SQ CPA)	25,793.90
626	Summit Law Group	PO 723 Legal Services - Labor and Employment - ADM	1,107.00
627	Swains General Store, Inc.	PO 573 Maint Supplies - Engine Fluid, Insect Traps, PO 594 - Maint Supplies - Groundskeeping - FAC	169.34
628	Swains General Store, Inc.	PO 654 Maintenance Supplies -Tools, Whisk Brush, Wall Anchors, Strap Parts - FAC	81.42
629	Swains General Store, Inc.	PO 715 Maintenance Supplies - PA Shed Keys - FAC	9.70
630	Tapp Eric	PO 701 Maintenance Supplies - Blade, Outlet Box, Broom	56.23
631	Tapp Eric	PO 738 Maintenance Supplies - SQ Floor Finish - FAC	25.90
632	Technology Unlimited	PO 596 Maintenance - Digital Microfilm Contract - NOLS	898.43
633	Terracon Consultants Inc	PO 745 Capital Construction - Hazmat Field Testing - SQ CPA	1,088.12
634	Uline	PO 588 Capital Asset - Hard Hats - SQ CPA	178.52
635	Unique Management Services, Inc.	Professional Services - Debt Collection	394.00
636	United Way of Clallam County	United Way Contributions (PPE 04-30-2024)	160.00
637	US Bank	Credit Card Services - May 2024	20,009.41
638	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
639	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
640	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	517.00
641	Viking Sew & Vac	PO 710 Maintenance Supplies - Vacuum Bags, Filters	92.43
642	Washington Library Association	PO 697 Dues & Membership - Through 7-06-2025 - NOLS	1,532.00
643	WCIF	Vi/Li/EAP (PPE 04-30-2024)	1,372.07
644	West Waste & Recycling	Public Utilities- FO & CB	56.43
645	WSCCCE - WPAS, Inc	Dental Premiums ER (PPE 04-30-2024) - JUN Coverage	6,304.58
646	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 04-30-2024)	2,355.91
647	WSDOT Good to Go	PO 592 Travel Training - PLA Carpool - NOLS	6.50
648	WSDOT Good to Go	PO 748 Travel Training - LRI Conference - ADM	6.50
			946,142.50

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #607			
2345	NOLS Patron	Patron Refund	29.99
2346	Ariana Scott-Zechlin	Business Travel	256.67
2347	NOLS Patron	Patron Refund	19.00
2348	NOLS Patron	Patron Refund Donations	5.22
2349	NOLS Employee	Regular Earnings - February Hours	1,033.85
2350	NOLS Patron	Patron Refund	14.99
2351	NOLS Patron	Patron Refund	34.67
2354	NOLS Patron	Patron Refund	20.00
2355	NOLS Employee	HRA Reimbursement - CB	697.51
2356	NOLS Patron	Patron Refund	17.99
			2,129.89

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #637			
1	Amazon	PO 440 Program Supplies - SRP (FOFOL/CBFOL)	102.24
2	Amazon	PO 440 Program Supplies - SRP (FOFOL/CBFOL)	102.24
3	Amazon	PO 442 Program Supplies - Monthly Youth Programs (FOFOL/CBFOL)	76.05
4	Amazon	PO 442 Program Supplies - Monthly Youth Programs (FOFOL/CBFOL)	32.59
5	Amazon	PO 443 Program Supplies - Pride Programs (FOFOL/CBFOL)	33.44
6	Amazon	PO 443 Program Supplies - Pride Programs (FOFOL/CBFOL)	33.43
7	Amazon	PO 461 Office Supplies - Flipchart Paper, Headphones - FO	173.17
8	Amazon	PO 517 Program Supplies - Youth Programming (FOSL)	12.97
9	Amazon	PO 535 Toner & Inc - PA	168.12
10	Amazon	PO 558 Program Supplies - Youth Programming (FOSL)	129.57
11	Amazon	PO 560 Program Supplies - YS Book Menu (SP)	85.58
12	Amazon	PO 585 Program Supplies - Movie Musical Sing-along (FOSL)	4.12
13	Amazon	PO 595 Machinery & Equipment - UPS Battery Backup - IT	212.30
14	Amazon	PO 609 Technology Supplies - Microphone Headsets - NOLS	92.51
15	Amazon	PO 611 Toner & Ink - FO	36.13
16	Amazon	PO 611 Toner & Ink - FO	215.99
17	Amazon	PO 611 Toner & Ink - FO	323.25
18	Amazon	PO 612 Office Supplies - Tape, Dishwand, Remote Control	75.96
19	Amazon	PO 614 Maintenance Supplies - Security System Batteries	28.63
20	Amazon	PO 637 Office Supplies- Label Tape - ADM	27.10
21	Amazon	PO 649 Office Supplies - Sticky notes, Cups, Pens - SQ	157.67
22	Amazon	PO 666 Program Supplies - Dia del Niño (FOSL)	15.50
23	Amazon	PO 679 Program Supplies - Teen Lit Bag (SP)	52.61
24	Amazon	PO 707 Program Supplies - SQ Groundbreaking Ceremony (SQDF)	43.55

No.	Claimant	Purpose	Amount
25	Angel Crest Gardens	PO 656 Maintenance Supplies - Flower Baskets - FAC	315.00
26	Angeles Millwork & Lumber Company, inc	PO 634 Training Supplies - ASTD Tape - NOLS	6.52
27	Canon Direct	PO 534 Toner & Ink - PA	572.36
28	Canon Direct	PO 542 Toner - SQ	1,883.25
29	Chalma Mexican Market	PO 491 Program Supplies - Dia del Niño (FOFOL)	19.50
30	Chicago Books and Journals	PO 676 Office Supplies - Bookmarks (PAFOL)	188.56
31	Circle K	PO 538 Business Fuel - Transit Van - NOLS	59.08
32	Clallam County Auditor	PO 703 Capital Construction - Easement Recording Fees - SQ CPA	7.69
33	Clallam County Auditor	PO 703 Capital Construction - Easement Recording Fees - SQ CPA	307.50
34	Costco	PO 507 Program Supplies - Teen Programming (FOSL)	74.44
35	Costco	PO 536 Training Supplies - ASTD Snacks - NOLS	251.36
36	Costco	PO 621 Office Supplies - Soap & Ziplocks - FO	24.81
37	Costco	PO 632 Office Supplies - Nat'l Library Workers Day (NOLF)	226.73
38	Costco	PO 668 Program Supplies - Movie Musical Sing-Along (FOSL)	32.51
39	Costco	PO 672 Program Supplies - Teen Board Game Night (FOSL)	10.84
40	Costco	PO 673 Program Supplies - Teen Board Game Night (FOSL)	21.67
41	Dell Financial Services LLC	PO 579 Machinery & Equipment - Mounting Brackets - IT	53.01
42	Dell Financial Services LLC	PO 579 Machinery & Equipment - Workstation - IT	688.21
43	Dell Financial Services LLC	PO 579 Machinery & Equipment - Workstation, 2 Monitors	849.40
44	Dell Financial Services LLC	PO 582 Machinery & Equipment - Workstation - IT	706.78
45	Dell Financial Services LLC	PO 616 Machinery and Equipment - Monitors (2) - IT	858.10
46	Dell Financial Services LLC	PO 659 Equipment - Mounting Bracket & Keyboard - IT	70.76
47	Demco, Inc.	PO 678 Office Supplies - Bookmarks (PAFOL)	219.76
48	E-Fax	PO 633 Technology Services - Online Fax Service - ADM	36.84
49	Evergreen 76	PO 604 Business Fuel - White Subaru - TS	20.00
50	Exxon Mobil	PO 586 Business Fuel - Bookmobile - OR	51.93
51	Facebook	PO 658 Professional Services - Sponsored Posts - NOLS	56.85
52	Fedex	PO 708 Freight - LOCAL Program Documents - SQ CPA	12.85
53	First Book Marketplace	PO 516 Program Supplies - Dia del Niño (FOSL)	56.95
54	Forks Outfitters	PO 490 Program Supplies - Dia del Niño & StoryCraft (FOFOL)	19.55
55	Forks Outfitters	PO 589 Program Supplies - Adult Night Out (FOFOL)	39.73
56	GiveWP	PO 642 Technology Services - WordPress Plug-in for Donations - IT	349.00
57	Grainger	PO 642 Maintenance Supplies - Admin Door Stop - FAC	84.39
58	Home Depot	PO 625 Office Supplies - Sandpaper - SQ	6.51
59	Home Depot	PO 665 Program Supplies - Shovels for Groundbreaking (SQDF)	244.70

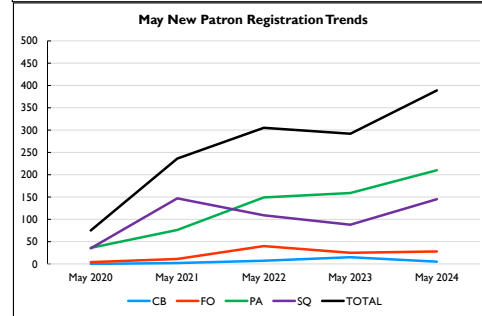
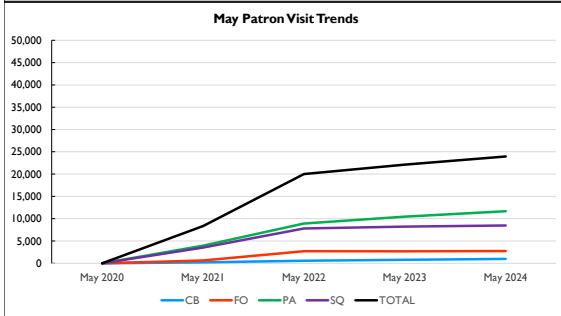
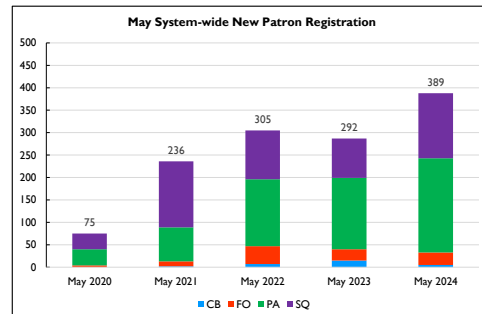
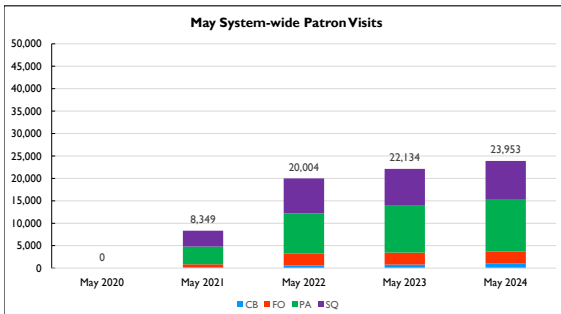
No.	Claimant	Purpose	Amount
60	Home Depot	PO 665 Program Supplies - Shovels for Groundbreaking (SQDF)	(244.70)
61	Illinois Library Association	PO 675 Program Supplies - SRP Poster & Bookmarks (SP)	95.70
62	Jiffy Lube	PO 574 Vehicle Maintenance - Oil Change Pacifica - FAC	117.59
63	KCDA Purchasing Cooperative	PO 451 Printer Paper - SQ	95.75
64	KCDA Purchasing Cooperative	PO 566 Paper Supplies - PA	280.39
65	KCDA Purchasing Cooperative	PO 641 Office Supplies - Tape, Notepads, Glue - FO	166.86
66	La Mexicana Garcia	PO 492 Program Supplies - Dia del Niño (FOFOL)	29.00
67	Labels Direct, Inc.	PO 537 Office Supplies - Barcode Labels - PA	161.17
68	Logitech	PO 581 Machinery & Equipment - Webcam - IT	74.04
69	Lower Elwha Food & Fuel	PO 520 Business Fuel - Bookmobile - OR	40.50
70	Lower Elwha Food & Fuel	PO 564 Business Fuel -Bookmobile - OR	34.57
71	Lower Elwha Food & Fuel	PO 615 Business Fuel - White Subaru - OR	50.00
72	Lower Elwha Food & Fuel	PO 640 Business Fuel - Bookmobile - OR	40.11
73	Michael's Store	PO 670 Program Supplies - Dia del Niño (FOSL)	10.88
74	Microsoft	PO 650 Technology Services - Microsoft Cloud Services	887.01
75	Odyssey Book Shop	PO 636 Office Supplies - Volunteer Appreciation - NOLS	9.75
76	Olympic Printers Inc	PO 680 Office Supplies - YS Book Menu Printing (SP)	145.93
77	Rite Aid	PO 635 Office Supplies - Volunteer Appreciation - NOLS	16.72
78	Safeway	PO 563 Training Supplies - ASTD Coffee - NOLS	65.34
79	Safeway	PO 569 Program Supplies - Teen Tuesday (PAFOL)	59.57
80	Safeway	PO 583 Office Supplies - Water for Disc Repair - TS	39.07
81	Scholastic INC	PO 677 Program Supplies - SRP Prize Books (SP)	431.66
82	Sequim Chevron	PO 619 Business Fuel - Pacifica - TS	24.51
83	Sequim Irrigation Festival	PO 667 Program Supplies - Family Fun Days Booth Fee (FOSL)	25.00
84	Shell	PO 593 Business Fuel - Bookmobile - OR	44.62
85	Stamps.com	PO 482 Postage - TS	250.00
86	Stamps.com	PO 483 Postage - TS	250.00
87	Stamps.com	PO 532 Postage - TS	250.00
88	Stamps.com	PO 565 Postage - TS	250.00
89	Stamps.com	PO 575 Freight - TS	14.53
90	Stamps.com	PO 576 Postage - TS	250.00
91	Stamps.com	PO 599 Technology Services - Monthly Fee - TS	21.77
92	Swains General Store, Inc.	PO 638 Office Supplies - Adhesive Remover - ADM	10.75
93	The Sweet Spot	PO 671 Program Supplies - Teen Advisory Board (FOSL)	23.17
94	Tracfone	PO 651 Communications - Branch Cell Phones - IT	93.76
95	UpdraftPlus	PO 580 Technology Services - WordPress Cloud Storage	10.00
96	Uplift Desk	PO 705 Machinery & Equipment - 3 Desks - NOLS	3,612.21
97	Uprinting	PO 555 Printing - SQ Construction Fence Banner (SQDF)	82.48
98	Uprinting	PO 559 Printing - Bookmobile A-Frame Signs - OR	81.23
99	Uprinting	PO 597 Printing - SQ Project Parade Signs (SQDF)	204.93
100	Versare Solutions	PO 704 Capital Improvements - Partition Panels - ADM	935.28

No.	Claimant	Purpose	Amount
I01	Walmart	PO 657 Program Supplies - Forks Teen Monthly Programs (FOFOL)	30.85
I02	Walmart	PO 681 Program Supplies - Teen Lit Bag Supplies (SP)	36.08
I03	Zoom	PO 706 Technology Services - Zoom One - NOLS	239.47
			20,009.41
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
I074	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-2024)	244,855.11
I075	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-2024)	450.00
I076	Empower Retirement	EmpDCP 10-2023 (PPE 04-30-2024)	46,457.12
			291,762.23

Patron Visits		
	2024	% of System
Port Angeles	11,674	48.7%
Children	14%	
Sequim	8,477	35.4%
Children	6%	
Forks	2,750	11.5%
Children	9%	
Clallam Bay	986	4.1%
Children	30%	
Bookmobile	66	0.3%
Total	23,953	100.0%

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

New Patron Registration		
	2024	% of System
PA	210	54.0%
SQ	145	37.3%
FO	28	7.2%
CB	5	1.3%
BOS	1	0.3%
Total	389	100.0%



* Due to COVID-19, all NOLS locations were closed in May 2020, but curbside service was offered.

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

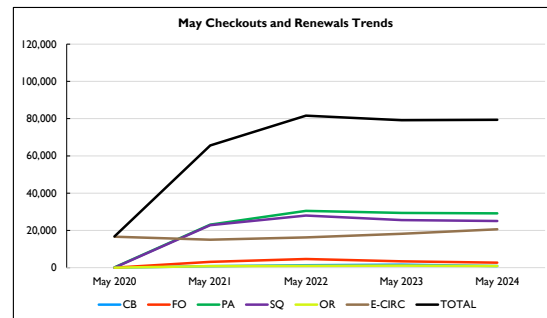
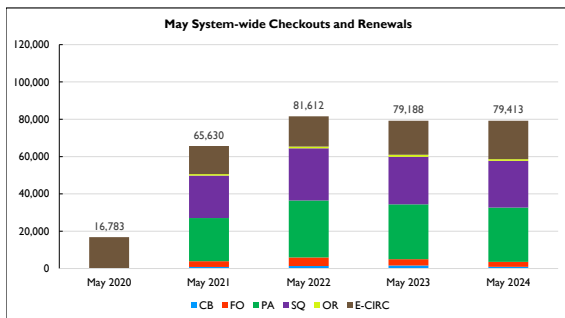
*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.

Checkouts & Renewals		
	2024	% of System
Port Angeles		
Checkouts	16,503	29.2%
% From Self-Check	79%	
% From Holds	30%	
Renewals	12,647	55.1%
Total	29,150	36.7%
Sequim		
Checkouts	15,615	27.7%
% From Self-Check	79%	
% From Holds	33%	
Renewals	9,435	41.1%
Total	25,050	31.5%
Forks		
Checkouts	2,295	4.1%
% From Self-Check	30%	
% From Holds	29%	
Renewals	361	1.6%
Total	2,656	3.3%
Clallam Bay		
Checkouts	514	0.9%
% From Self-Check	9%	
% From Holds	45%	
Renewals	361	1.6%
Total	875	1.1%
Outreach		
Checkouts	813	1.4%
% From Holds		
Renewals	74	0.3%
Total	887	1.1%
Bookmobile		
Checkouts	102	0.2%
% From Holds	20%	
Renewals	91	0.4%
Total	193	0.2%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	20,602	25.9%
Systemwide Totals		
Checkouts	56,444	
Renewals	22,969	
System Total	79,413	

Interlibrary Loan Services	
Items borrowed from other libraries	138
Items loaned to other libraries	101

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,872	20.32
SQ	5,089	22.50
FO	655	22.48
CB	229	19.14
OR	839	11.08
BOS	38	7.76
Total	11,722	20.66



* Due to COVID-19, all NOLS locations were closed in May 2020, but curbside service was offered.

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

*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	22/324	37%/55%
Sequim	11/93	19%/16%
Forks	17/119	29%/20%
Clallam Bay	5/26	8%/4%
NOLS	1/0	2%/0%
Virtual	3/27	5%/5%
Total	59/589	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	56/234	75%/69%
Sequim	0/0	0%/0%
Forks	18/98	24%/29%
Clallam Bay	1/6	1%/2%
Total	75/338	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	44.5	6
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	30.75	1
Total	75	7

Community Outreach Events		
	Events/Attendees	% of System
PA	10/242	63%/34%
SQ	2/256	13%/36%
FO	4/220	25%/31%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	16/718	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	302
Read & Ride (Clallam Transit Buses)	69
Dolly Parton Imagination Library	0
Library Programs & Outreach	103
Clallam County Correctional Facility	78
Total	552

Outreach Delivery Services	
Deliveries/Pickups	85
New Patrons w/ Delivery Services	1

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	16

Bookmobile	
Routine Stops	11
Special Stops	-
Appearance (e.g. parade)	1
Miles Traveled	-

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	1958	1,577	26.8%
Sequim	6	794	472	34.8%
Forks	10	312	166	7.4%
Clallam Bay	5	277	279.73	33.7%
Total	47	3341	2494.8	24.2%

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	205	225	16.6%
Sequim	2	96	18	4.0%
Forks	2	64	9	2.1%
Clallam Bay	1	0	0	0.0%
Total	11	365	252.28	10.4%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,748	56.0%
Sequim	6,178	35.5%
Forks	1,116	6.4%
Clallam Bay	350	2.0%
Total	17392	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,709	58.8%
Sequim	1,217	15.2%
Forks	1,489	18.6%
Clallam Bay	597	7.5%
Total	8,012	100.0%

Website Visits	
From outside the Library	17,892
From inside the Library	746
Avg. # of pages visited	2

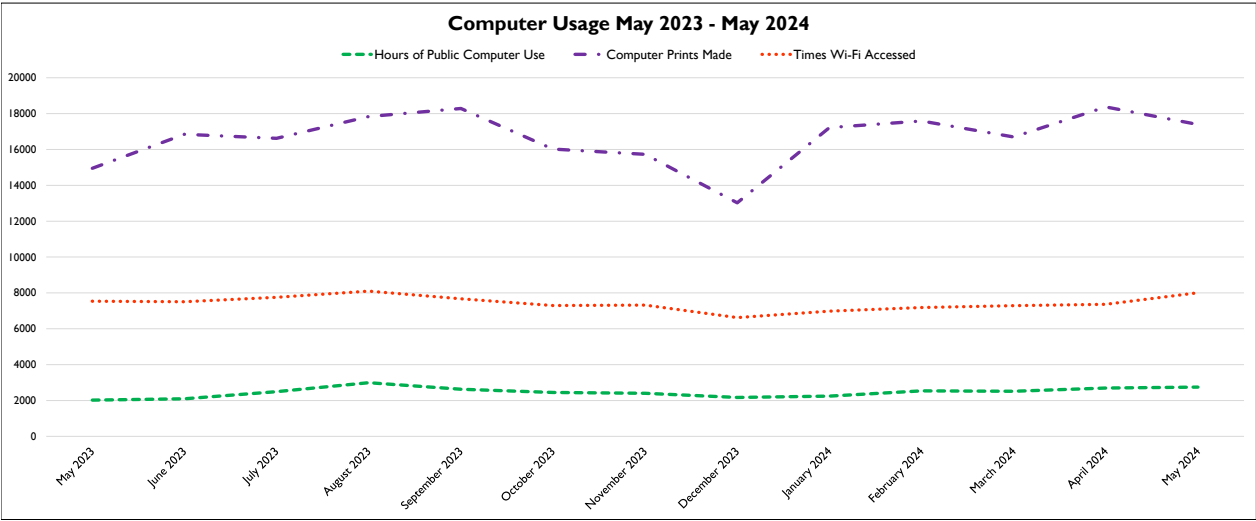
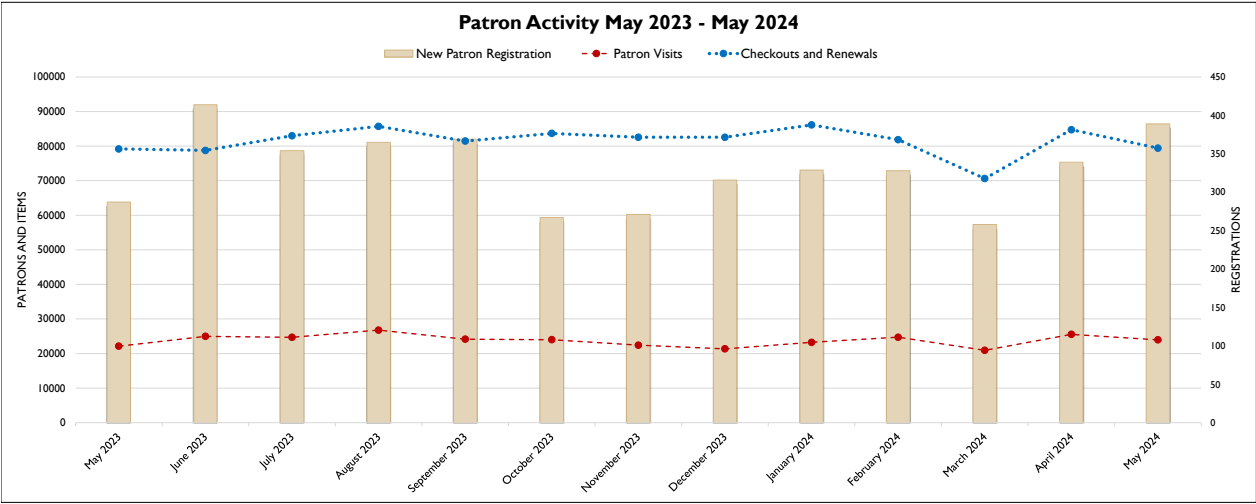
*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

Facebook Activity	
Followers	5,413
Content Published	32
Reach (unique accounts)	11,312
Reactions/Likes/Comments, etc.	626
Link Clicks	117

YouTube Activity	
Subscribers	407
Videos Published	1
Program Recordings	-
Views (lifetime content)	1,066
Watch Time (hours)	28

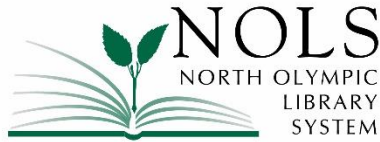
Instagram Activity	
Followers	1,532
Content Published	43
Reach (unique accounts)	1,126
Reactions/Likes/Comments, etc.	348

Advertising	
Ads Run	1
Reach (unique accounts)	1,418
Link Clicks	57



Significant Events During the Past 13 Months:

- February 2023 - Hours were limited at all branches for several days, due to inclement weather.
- May 2023 - Bookmobile makes first pop-up visits.
- October 2023 - All branches closed one day for an All Staff Training Day.
- January 2024 - Hours were limited at all branches for one week of January, due to inclement weather.
- March 2024 - The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.
- April 2024 - The Sequim Branch Library began operating out of a temporary location during the expansion and renovation for the Sequim Branch Library.
- April 2024 - All branches closed one day for an All Staff Training Day.



Monthly Activity Report

Meeting Date: June 27, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for May 2024

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Programming during the month of May included:

- Baby, Toddler, and Preschool Storytimes – 220 participants at 11 events
- Preschool Class Visits to Library – 122 participants at 5 events
- Head Start Storytimes – 42 participants at 2 events
- Teen Lit Bags – 35 participants
- Teen Tuesdays:
 - Teen Game Club – 6 participants
 - Teen Advisory Board – 8 participants
 - Teen Book Club – 8 participants
 - Teen Writing Club – 8 participants
- Wednesday Movie Matinee:
 - May 15: The Big Sick – 6 participants
 - May 22: Where'd You Go, Bernadette – 4 participants
- Jigsaw Puzzle Contest – 13 participants
- Northstar Digital Literacy Computer Class – 7 participants
- Second Wednesday Book Group reading *The Cartographers* by Peng Shepherd – 5 participants
- Wednesday Evening Book Group reading *Crying in H Mart* by Michelle Zauner – 6 participants

Other activities Port Angeles staff were involved in during the month of May included:

- Youth Services Librarians Jennifer L. and Clair D. engaged in Summer Reading Program Outreach.
- Adult Services Librarian Sarah M. attended a meeting with the State Library and other repository libraries.
- Adult Services Librarian Adrienne L. attended Rise & Shine with Northstar Digital Literacy training series via the Washington State Library.

Sequim Branch Library

Emily Sly, Library Manager

Sequim Branch staff enjoyed participating in Irrigation Festival activities in early May. Family Fun Day was held at Carrie Blake Park on the first Saturday of the month. The Library had a booth with fun activities for families. The Grand Parade was held on the second Saturday and is always fun to be a part of. Sequim staff joined the bookmobile on the one-mile parade route on Washington Street – tossing candy, smiling and waving and getting the word out about the expansion project and the Temporary Location.

Family Storytime, Yarn Circle and Drop-In Tech Help continued at Temporary Location, along with Teen Board Game and Art Night and Second Saturday Book Discussion. There was a writing contest for 6th -12th graders, and Zine-Making Workshop with Clallam County Poet Laureate Jaiden Dokken. An End of Life Washington workshop was held at the KSQM community room, near the Temporary Location.



The Network of the National Library of Medicine (NNLM) travelling exhibit, “Take Two and Call Me in the Morning: The Story of Aspirin Revisited,” was hosted at the Sequim Branch through May 11. Librarian Corrina hosted the quarterly Aging Well program featuring Mindfulness Northwest offering a Mindfulness for Seniors program.

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, Branch Manager meetings, Sequim staff meetings, Management Team, training on the new phone/Teams and supported the bookmobile stop at the Jamestown S’Klallam Tribal Campus. Sequim staff were trained on using Communico, the new calendar reservation program.

Sequim Expansion and Renovation Project – Demolition work took place in May. Project staff worked on finalizing the shelving plan for the new library, along with interior signage and staff office set-up.



West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- Communico Software was launched for meeting room reservations. Patrons started to share their positive experiences engaging with the new software and its intuitive use.

- The community display case highlighted the artwork of Makah artist Savannah Martin. Community members stopped to enjoy this display frequently.
- Staff engaged with various professional development opportunities during the month of May. Some of those included:
 - Programming Librarian website and webinars
 - Understanding Adulthood
 - Library Services for School-Age Youth
 - Preparing for Program Challenges at your public library?
 - Conflict Resolution Foundation
 - How to start and sustain a youth advisory board?
 - De-escalation Strategies for Libraries, Archives, and Museum Staff
 - Communico Software Training
 - Preparing Yourself for Change
 - Embracing Unexpected Change
 - Working with Difficult People
 - Interpersonal Communication
 - Partnering with the National Library Service to Provide Materials
 - Services to People with Print Disabilities
 - Indigenous Catalog Classification
 - Implementation of Telehealth Services in Rural Public Libraries

West End Programming:

- Routine monthly youth programs continued with moderate attendance.
- A local community member donated a Virtual Author visit- Paula's Patches. We partnered up with Gingers Closet for a craft event. Forks Elementary School Students (first-grade classes) and family members joined us for Paula's Patches. A total of 78 patrons participated.



- The rescheduled Nature walk and Scavenger Hunt at North Olympic Land Trust Elk Creek Conservation Area had 18 participants. Participants ranging in age from 3 years of age to late 50s hiked, explored, and visited with each other. It even stopped raining once we hit the trail.

West End Community Visits:

- Youth Services Specialist Angeles B. and Library Manager Troi attended ECEAP Health Services Fair. Angeles was able to use her bilingual skills during most of the event.



- On Community Librarian Mary G's monthly visit to the Blue Shed youth center she promoted the SRP program and had 25 active participants. Teens & Tweens appreciated the choice of Manga books and the elementary set liked their books and really enjoyed making their own mini-books. A very engaged group.
- Youth Services Librarian, Jennifer Lu'Becke came out to the West End to help Angeles with a Kindergarten class field trip at the ONRC building for a yearly nature day event.



- Troi and Community Outreach Lead, Kristin O. visited Elder's Week during the Health Services day. Over 52 giveaways were provided to participants and five new library cards were made. There were 106 overall engagements. It was a phenomenal day!

West End Recruitments:

- Angeles was promoted to Youth Services Library Services Specialist and hit the ground running.
- Recruitment for the Public Services Lead was completed with Alex Peterson starting in June.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Repaired roof leak; changed HVAC filters; reconfigured Admin work area and installed new desk and cubicle walls; replaced broken floor outlet box covers; installed new desk in IT work area; installed hanging baskets; spread wood chip mulch in landscape; trimmed low tree branches; weeded beds; mowed and edged lawns.

Sequim Library Project: Completed hazardous materials remediation; completed interior salvage and structural demolition; moved utility shed to Annex in PA; removed FOSL building from site; met with subcontractors for team introductions and job scope review; started submittals review process (i.e., approval of materials and fixtures to be used in the new building); conducted water percolation test in bio retention cell area of site (passed); hired consultant to test soil where new structural footings will be located; met with WA State Dept. of Commerce to learn about the grant reimbursement application procedure.

Sequim Temp Library: Installed AED and first aid kits; replaced refrigerator; delivered storage cabinet; installed exterior display unit; replaced burned-out overhead light bulbs.

Forks Library: Replaced the server room air conditioner; completed routine HVAC maintenance; removed yard debris pile.

Clallam Bay: Completed routine HVAC maintenance; replaced broken overhead light cover; mowed lawn.

Vehicles: Installed new brakes on the white Subaru Forester; cleaned bookmobile.

Other: Made additional keys for staff at various buildings; Brian attended a new phone system training and Management Team meetings.

Outreach Services: Bookmobile and Delivery Services

Kristin Overbey, Community Outreach Lead

Outreach Delivery Services

During the month of May, 85 deliveries were made and 1 new patron registered for Outreach Delivery Services. There were 813 items checked out and 74 items renewed for Outreach Delivery patrons.

Bookmobile Outreach Services

During the month of May, there were 66 visitors across 11 Routine Bookmobile Stops.

- *05/11 Bookmobile at 129th Irrigation Festival*
NOLS was represented at the 129th Irrigation Festival in Sequim. The Bookmobile was in the parade alongside staff and Board members with a NOLS banner, candy for the kiddos, and signs about the Sequim Expansion and Renovation Project.

There were lots of cheers for the library, including comments from people recognizing the bookmobile! There was also a cheer for the Spanish language on the bookmobile as someone called out "biblioteca, biblioteca!"



- *5/17 The Market at PA Food Bank*
We visited The Market where we are always enthusiastically welcomed! There is an Outreach patron who is a key organizer at The Market. They have been present on the days we are there and help encourage people to come check out the Bookmobile. They know many people by name, and can personally invite them to come check out the bookmobile!

It was a wonderfully busy day on the bookmobile! We have a regular group of return patrons frequenting this stop and also had a few new ones as well. "This is a cool van!" said a 4-year-old walking out of the Bookmobile with their read & return book.

Outreach Programming and Community Engagement

- *5/10 Celebrating Older Americans Information Fair*
Outreach Staff as well as Older Adult Services Librarian, Corrina staffed an information table at the Celebrating Older Americans Information Fair at Port Angeles Senior Center, interacting with about 120 attendees!
- *5/14 StoryCraft at Makah Boys & Girls Club*
Whale program for the StoryCraft. One of the B&G Club staff members mentioned "We saw kids engaged who normally don't participate!" Multiple students were excited to take turns reading aloud and the craft was a great success.

- 5/23 Jamestown S’Klallam Tribe Youth Group
On this day, we offered a Story Craft reading the book *The Gardener*. The children and teachers eagerly engaged in the activity which focuses on literacy skills and identification of positive character traits.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

In May, NOLS IT welcomed two new team members, part-time IT Specialist 2 Jeremiah V. and full-time IT Specialist 3 Ben R. Welcome, Ben and Jeremiah!

Much of the month was spent with continued onboarding and post-migration clean-up associated with the move to Exchange Online and to the new Teams phone system, all of which was accomplished under Cerium’s expert guidance. NOLS has found Cerium to be a capable, competent IT partner through these significant advances in our digital ecosystem. This onboarding included two on-site "Train the Trainer" sessions provided by Cerium, which gave many staff members their first hands-on experience with the new technology.

The two new IT members, Ben and Jeremiah, were given onboarding training to help get them comfortable with the workload and familiarize themselves with the responsibilities and functions of the department. Additionally, IT helped setup new computer workstations for two new staff members.

Technical Services Department

Erin Shield, Collection Services Manager

1061 physical items were processed and available for customers in the month of May. 258 print materials were repaired, including many recently recatalogued travel and legal materials. 118 media items were resurfaced or repaired to extend their lives. 25 physical donations were made and will be added to the collection. 767 totes were moved between NOLS’ branches by the couriers, as well as 16 Outreach deliveries. Tech Services filled 138 InterLibrary Loan requests for NOLS’ patrons and 101 loans out to other libraries. Selectors’ carts maintained an average ordering turnaround of 3 days from submission in May.

Everyone is excited that Technical Services is moving to Leap, a web-based version of the Library’s Polaris software, for all InterLibrary Loan (ILL) and serial tasks workflow. NOLS received a lovely letter from a person in Indiana who received an item from us through her local library’s ILL program. She was very grateful that we loaned the item for her use. Mark rearranged and re-labeled staff mailboxes in May to accommodate new employees at the branch. Kim was pleased that she found her processing groove when Mark took vacation. Sarah C. is noticing her beneficial impact on patrons as she continues through her cataloging journey.

In May, Technical Services staff participated in trainings, webinars, tasks and meetings related to SQ renovation, All Staff Day Committee, Collection Management Team, NOLS Gear Team, ILS Team, EDI Team, Management Team, Teams and phone training, AI in libraries, and Web Team.

Work Group Highlights

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

- **Beanstack Team (reading and goal tracking software):** All of the events for the 2024 Summer Reading Program (SRP) were drafted and published to Communico on May 31. The Programming Team was trained on how to create an event in Communico. The SRP web page was updated with information on this year's SRP challenge. The challenge was also created in Beanstack, which is our web and mobile app service that allows people to track reading progress and win prizes. This year, the Summer Reading Program includes a free book, the chance to earn a free t-shirt, and an opportunity to win awesome grand prizes.
- **Communico Team (meeting room software):** Another highlight was the launch of our new Communico-based events page and room reservation portal, spear-headed by Web & Digital Systems Coordinator Bryan J. On May 15, the Library officially moved to our new meeting room reservation and event management platform, Communico. In preparation for the move, a series of staff drop-in sessions were provided to help staff learn about the new system. Specifically, training was given to relevant staff members on how to approve or deny all meeting room requests. The goal was to help everyone get familiar with how to locate the pending reservation requests, find information about the person that submitted the request, and use the library procedure for managing the reservation.

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

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

- Management Team meeting
- All Staff Training Day planning meeting
- Equity, Diversity, and Inclusion Team meeting
- HR Manual Update Project with HR Consultants
- Labor Relations Institute Conference (Yakima, WA)

Recruitments:

- Public Services Lead – WE
- Public Services Specialist – WE
- Public Services Specialist – PA
- Technical Services Specialist – TS
- Marketing Specialist – ADM
- On-Call Public Services Assistant – WE
- On-Call Public Services Assistant – PA/SQ

Promotions:

- Angeles Brito – Youth Services Library Services Specialist – WE

New Hires:

- Margaret Griset – Marketing Lead – ADM
- Jeremiah Volkmer – IT Specialist 2 – IT
- Ben Rowland – IT Specialist 3 – IT

Separations:

- Carmen Mendoza-Collins – On-Call Public Services Assistant – WE
- Veronica Giancola – On-Call Public Services Assistant – PA
- Jonah Hoflin – IT Specialist 2 – IT
- Nicole Woodhouse – Marketing Specialist – ADM
- John Danks – IT Systems Administrator – IT

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

The marketing team welcomed new staff member Margaret Griset, Marketing Lead.

Email Marketing – Notices via Patron Point

- 14,734 email notices were sent in May, and achieved an average read ratio of 67%.

News Releases & Articles:

- 8 news releases were sent.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette shared water-themed albums from the library’s music CD collection, shared by librarian Corrina Desmarais.

Projects:

Two large projects coincided in May, requiring significant focus by the marketing team.

- Summer Reading Program – Margaret was instrumental in expanding our marketing efforts this year by creating a system-wide program catalog, designing additional signage, and creating and distributing flyers to schools throughout the county.
- Communico – The marketing team worked closely with Bryan J. to launch the event calendar portion of the software to promote library programs. Considerable time has been spent learning, developing conventions, training, and entering the library's programs into the new system.

Financial Operations

Amy Hough, Finance Manager

- Filed the State Auditor's Office annual report.
- Participated in Management Team and All Staff meetings.

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in recruitment activities for the West End Public Services Lead and West End Public Service Specialist positions.
- Continued activities to operationalize Bookmobile service including community partner meetings; collection maintenance tasks; and staff training.
- Participated in project activities with Cerium Networks for Microsoft Exchange migration to cloud and new phone system.
- Assisted with implementation, communication, and training activities for NOLS' new meeting room reservation and event management software, Communico.
- Attended GEU and MEU Labor Management meetings.
- Met with Clallam County officials and IT Department on a possible partnership to support the County's Law Library.
- Site visits to Clallam Bay and Forks Libraries.
- Attended monthly Board Meeting for the Port Angeles Friends of the Library.
- Participated in kick-off activities with staff from the Washington State Library for the Tabletop Role Playing (TTRPG) Mini-Grant and Innovator Grant. These grants are made possible by the Institute of Museum and Library Services through the Library Services and Technology Act, with funding administered by the Washington State Library, a division of the office of the Secretary of State.
- Attended bi-monthly United Way of Clallam County Team DEI Meeting.
- Attended monthly Sequim Operational Area Meeting with CCEM as well as attended a community presentation on Clallam County Wildfire Readiness sponsored by CCEM.
- Attended monthly ARSL Membership Committee Meeting.
- Routine Management Team, Outreach Services, Adult Services Team, Youth Services Team, Health and Safety, ILS Team, Programming Team, 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
 - Review of final furniture, fixture and equipment orders
 - Met with Washington State Treasure staff to discuss LOCAL Program
 - Met with Department of Commerce staff to discuss grant
 - Weekly Owner, Architect and Contractor (OAC) meetings
 - Prepared donor recognition materials
- Coordinated work of Cerium Networks for Microsoft Exchange migration and new Teams phone system rollout
- Met with local law enforcement regarding responding to SB 5444
- Assisted with planning and preparation for new meeting room and program registration software, Communico
- Continued coordination of a system-wide printer replacement project
- Participated in recruitment activity for the Technical Services Specialist position
- Participated in meetings with community organizations regarding planning events during Old New Time Chautauqua's visit to Port Angeles
- Attended Clallam County Hazard Mitigation and Climate Resilience Steering Committee Meeting
- Participated in the County's Revenue Advisory Committee meetings
- Participated in the City of Port Angeles' Comprehensive Plan kickoff meeting
- Held Labor-Management meetings with both Union units
- Helped cover public services at the Forks Branch Library
- Routine Branch Manager, Collection Management and Management Team Meetings



Customer Comments

May 2024

The following comments were received by the Library during the months of May 2024. 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:

Suggestion - i love this library. i want to make that very clear. i have only one negative to share with you. i have been on a waiting list for a few book for MONTHS. long months. i know people want to read the same books i want to read. i feel however, that many just hold the books after reading before bringing them back in. why? because there is no penalty for not sharing with other people. i feel honestly that there should be perhaps the old fashion penalty charge after 3 weeks for not returning a book. it would bring revenue into the library, and people anxiously waiting to read a book will be able to finally get a call that it has been returned.

Its called "sharing". its called respect. we are so lucky to have a free library for our entertainment and learning new things. Please bring back the books you have read or just dont have time for. Others would love to read them.

Response:

Thanks for sharing your concerns. I understand it can be frustrating waiting for a book long after its due date.

In 2019, the North Olympic Library System (NOLS) joined libraries across the country in going fine-free, recognizing that overdue fines create barriers to access, have negative impacts on public relations, consume valuable staff time, and are not an effective tool to encourage on-time return of library materials.

The American Library Association (ALA) also passed a resolution in 2019 affirming that the imposition of monetary library fines creates a barrier to the provision of library and information services; urging libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and urging governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

The experiences of fine-free libraries have produced a substantial body of data regarding the impacts of eliminating overdue charges. That data supports the following outcomes associated with a shift to a fine-free model:

- Contrary to popular expectation, overdue materials are returned *earlier* when fines are eliminated;
- There are fewer accounts blocked from checking out materials – more patrons, particularly youth and low income users, are able to continue utilizing library services;
- Lapsed-users return to the library;
- New cardholders numbers increase;
- First time checkouts increase;
- Circulation overall increases;

NOLS instituted a 10¢ /day overdue charge in 2003, and increased the charge to 20¢ /day in 2010. Many things have changed at NOLS, and in society, since 2010. In 2010, NOLS received \$39,683.81 in revenue from overdue fines. In 2018, only \$20,503.29 in revenue was received from overdue fines. The Library's 2024 Operating Budget is nearly \$6.5 million, which made overdue fines only about 0.3% of the Library's budget.

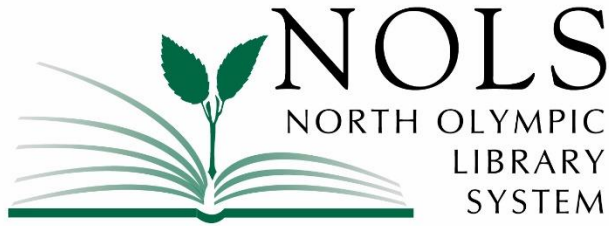
Even though overdue fines are no longer charged, NOLS implements other methods to encourage patrons to return materials on time. An almost overdue notice is automatically sent via email, text message, or phone 3 days before an item is due. Overdue notices are then sent when an item is 10 days overdue, 17 days overdue, and 30 days overdue.

If a patron has an item that is 14 days overdue, their account is blocked, preventing them from checking anything else out until the overdue item is returned. If an item is 30 days overdue, the patron is sent a bill for the cost of replacing the item (the fee is waived if the item is returned).

Additionally, the Library's Collection Management Team closely monitors reports about how long holds queues are for popular titles and can purchase additional copies if appropriate. As you mentioned, demand can sometimes be very high for new titles, so wait times for those will be long regardless.

If you have any questions or would like to discuss this issue further, please let me know.

I hope you continue to utilize and enjoy the Library!



Highlight Log

May 2024

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

05/03/2024 – Forks

A group of three workers asked me about the Bittersweet Harvest Smithsonian exhibit on display. They shared that they are part of a similar program now that does work with the National Parks. It was great to hear their experiences. I was able to provide additional educational resources about the exhibit and a printed version of the exhibit for them to take with them. It was deeply impactful for them to see this exhibit during their first visit to the Library. They said they look forward to using the library for the next seven months while being here.

05/03/2024 – Forks

Due to staffing levels, I had the opportunity to cover Family Storytime for seven attendees. It was great to interact with the families and focus on early learning regarding colors!

05/04/2024 – Port Angeles

Several patrons came into the library specifically to view the Signs and Designs exhibit today. They excitedly walked throughout the library, snapped photos and reminisced.

05/06/2024 – Port Angeles

A teen patron who participated in the Teen Songwriting Workshop last summer asked when the next one will be! I was able to tell her the musicians will be back in July and that this time around they'll also play a concert at the library. She proceeded to start convincing her friends to come with her.

05/07/2024 – Clallam Bay

Had a family come in who LOVED the dinosaur! Lots of giggles and very "fierce" roars! They stayed for over an hour playing and having a great time.

05/10/2024 – Port Angeles

A patron came up to the front desk to tell me "Everyone I talk to about the library says this is a wonderful place to be. So I just thought I'd pass that along."

05/11/2024 – Sequim

A patron just came up to the desk to compliment SQ staff on how we handle disruptive situations. There had just been a semi-loud patron disruption that Patrick handled nicely and he had overheard and said through his years as a patron he has overheard a few of those situations and always thought NOLS staff handled them with "grace, kindness, and logic," which he appreciated.

05/11/2024 – NOLS

NOLS was represented at the 129th Irrigation Festival in Sequim today! Staff and Board members had a NOLS banner, candy for the kiddos, and signs about the Sequim expansion project. The bookmobile rode alongside. There were lots of cheers for the library, including comments from people recognizing the bookmobile! There was also a cheer for the Spanish language on the bookmobile as someone called out "biblioteca, biblioteca!" Aren't parades the best? :)

05/15/2024 – NOLS

Kudos to Bryan Johnson, our Web and Digital Systems Coordinator, for his exceptional work implementing NOLS' new meeting room and events management software, Communico. Bryan did a phenomenal job researching vendors, leading the project team, and managing all aspects of implementation. He kept the project on track despite a dauntingly condensed timeline due to our prior vendor ending service. He kept staff informed, notified reservation holders about the change, and continues to provide staff training and support. Thanks, Bryan!

05/17/2024 – Outreach

Bookmobile Highlight! Huge thank you to Jeff for creating a custom strap solution for gently securing bouncing books!

05/17/2024 – NOLS

Just some anecdotes from out in the community while I am off the clock, but still hearing many praises for NOLS...

My doctor expressed to me how happy they are that summer reading is coming up, and specifically that we also have the challenge for adults to participate!

While attending an event at Field Hall, patrons who I helped earlier that day in PA pointed me out during intermission and gleefully whispered "Librarian! Thank you to our library, we all picked up free tickets."

Several times when my neighbors found out I work at the library, they squealed with excitement and tell me how much they love the Sequim staff and how quickly they get their ILLs.



05/20/2024 – Sequim

A patron came in to return their "Check out Washington pack" and let me know that she and her partner used it and had such a great time hiking for their anniversary. Fun times and memories made all thanks to the library.

05/21/2024 – Sequim

The littlest Fords (the readers of the entire picture book collection in Sequim from A-Z) got their very own library cards today and were full of excitement! "I'm going to go pay with my new library card!" said the eldest. I told them we say check out, since the books are free to borrow! They grinned as they used self-check and turned back around to let me know, "I just CHECKED OUT a book with my NEW library card!"

05/21/2024 – Forks

While working the front desk in Forks a patron came up to let me know that the library's wi-fi "saved" him. Even though we had intermittent internet outages, he came in from La Push and was able to download a document he needed. He also shared that he was the previous library director at Tacoma Public Library and was grateful for NOLS' internet access!

05/25/2024 – Sequim

A few of the gals that attended Corrina's Saturday knitting program have started their own unofficial knitting (crochet, yarn stuff) group. They had 5 attendees today and all sat, quietly chatting, laughing, and working on projects together. They didn't know each other before the program and now meet here on Saturdays. How sweet!

05/29/2024 – Port Angeles

Working front desk this afternoon and I was DELIGHTED to see that we now have a wobble stool at the stand-up station! This thing is amazing and so comfortable, 10 stars!

05/30/2024 – Port Angeles

Had a great time visiting the Boys & Girls Club Walt Schubert Teen Center to talk about summer reading program and connect with some teens about Magic: the Gathering! Two teens and the center director hung out and made some MTG mono color decks with me using cards that had been donated to the library. They gave me their ideas about what would make a good MTG program at the library, shared wisdom about MTG with me (much more infinite than my own), and together we tested out the decks we created. (I lost, but did make some fun comebacks with well-timed enchantments that earned cheers from the teens.) They are excited to try out some more 'field trips' to the library this summer and in the fall for teen events, especially for TTRPGs and Magic.

05/31/2024 – Sequim

Chatting with two siblings in the stacks (older sister 7 with younger brother) and had the following convo:

Brother: What's this movie about?

Me: Two penguins that are looking for true love. Looks pretty good.

Sister: Absolutely not! It sounds like there's kissing and dad doesn't let us watch those types of movies. Put it back!

Me: Oh, good point. Maybe ask your mom first, I don't want to get you guys in trouble.

Brother:BUT I LOVE TRUE LOVE!!!!

(Mom came over and the movie was approved!)