

Board of Trustees Regular Meeting
Thursday, August 22, 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 June 27, 2024
4. Communications
5. Public Comments
6. Financial Reports: June 2024; July 2024
7. Approval of Vouchers: June 2024; July 2024

8. Unfinished Business
 - None
9. New Business
 - N.1. Approval of Resolution 24-08-07 Authorizing Disposal of Surplus Equipment and Furniture
 - N.2. Election of Officers and Confirmation of Committee Assignments
10. Reports
 - R.1. Monthly Statistics Reports: June 2024; July 2024
 - R.2. Monthly Activity Reports: June 2024; July 2024
 - R.3. Customer Comments: June 2024; July 2024
 - R.4. Highlight Log: June 2024; July 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 agendize a matter of business on a future agenda.
13. Next meeting: 5:30pm, Thursday, September 26, 2024
14. Agenda items for next meeting
15. Adjournment

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

*NOLS Mission Statement
Adopted 11/22/16*

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, September 26, 2024	5:30pm	Regular meeting	Clallam Bay
Thursday, October 24, 2024	5:30pm	Regular meeting	Port Angeles
Thursday, November 21 , 2024	5:30pm	Regular meeting	Port Angeles

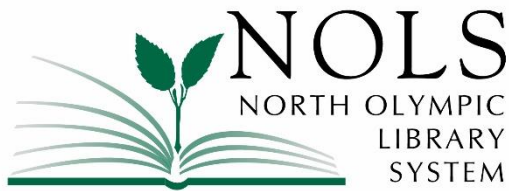
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 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, June 27, 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, Cyndi Ross and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent.
2. Approval of agenda
Motion by Ms. Ross to approve the agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of May 23, 2024
Motion by Ms. Pelikan to approve the minutes from the May 23, 2024 regular meeting. Motion seconded by Mr. Caldwell. Motion carried.
4. Communications
None
5. Public Comments
None
6. Financial Reports: April 2024; May 2024
The financial reports for April 2024 and May 2024 were accepted as presented.
7. Approval of Vouchers: April 2024
Motion by Ms. Pelikan to approve the April 2024 vouchers, numbered #337 through #511, in the amount of \$ 606,299.41. Motion seconded by Mr. Ross. Motion carried.

Approval of Vouchers: May 2024
Motion by Mr. Caldwell to approve the May 2024 vouchers, numbered #512 through #648, in the amount of \$ 946,142.50. Motion seconded by Mr. Ross. Motion carried.
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
All reports were accepted as presented.

11. Public Comments

12. Trustee comments

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

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

14. Agenda items for next meeting
Review Board Subcommittee Assignments

15. Executive session to discuss performance of a public employee
At 6:10 the Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 15 minutes.

At 6:40pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

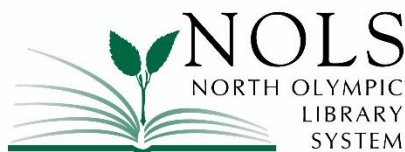
16. Action on executive session, if any
No action was taken.

17. Adjournment
There being no further business, the meeting was adjourned by the Chair at 6:40pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: August 22, 2024
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for June 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 \$820 for the month. LOCAL program financing was received for the Sequim Library Expansion Project in the amount of \$4,492,021.00. Other revenue is within the expected range for this time of year.

Expenditures: Capital construction costs for the Sequim Library Project this month are \$309,003, including a payment of \$269,995 to Hoch Construction. Costs for the LOCAL program financing were \$44,589. Other expenses are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$312,654 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sales 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 June are \$365,408.

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



Revenue Report^{*}

June 30, 2024

Operating Revenue				6/12ths is	50.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	42,803	2,810,022	1,928,125	59.3
Grants, Entitlements, Other Payments	31,000	-	93	30,907	0.3
Goods and Services	18,010	532	6,004	12,006	33.3
Library Fees	15,000	993	7,502	7,498	50.0
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	48,420	219,826	142,974	60.6
Facilities Leases (Short Term)	1,100	170	1,025	76	93.1
Contributions and donations ⁽¹⁾	104,000	820	63,666	40,334	61.2
Other Miscellaneous Revenue	102,400	883	12,626	89,774	12.3
Total Miscellaneous Revenues	570,300	50,294	297,143	273,157	52.1
Nonrevenues (excise taxes) ⁽²⁾	800	51	583	217	72.9
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	6,461,050	94,674	3,121,347	3,339,703	48.3

⁽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

LOCAL Program Debt Proceeds	4,536,610	4,536,610	-	-
Timber Revenues (received in 2024)	-	39,837	107,219	-
Total Capital Revenue	-	4,576,448	4,643,829	-

Grand Total Revenues	4,671,121	7,765,176
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Expenditure Report^{*}

June 30, 2024

				6/12ths is	50.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	272,500	1,537,936	1,797,040	46.1
Benefits	1,397,873	95,606	583,605	814,268	41.7
<i>Total Personnel</i>	<i>4,732,849</i>	<i>368,106</i>	<i>2,121,541</i>	<i>2,611,308</i>	<i>44.8</i>
<i>Supplies</i>					
Supplies, Office and Operating	120,600	10,895	59,443	61,157	49.3
Fuel	17,300	656	3,980	13,320	23.0
Collection Materials	480,000	21,981	127,521	352,479	26.6
Merchandise purchased for resale	2,625	43	120	2,505	4.6
Small Tools/Equip (<\$200)	2,650	509	1,129	1,521	42.6
<i>Total Supplies</i>	<i>623,175</i>	<i>34,084</i>	<i>192,193</i>	<i>430,982</i>	<i>30.8</i>
<i>Services</i>					
Professional Services	347,120	27,712	113,235	233,885	32.6
Communication	222,124	41,635	132,732	89,392	59.8
Travel	28,800	660	16,225	12,575	56.3
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	260	1,417	1,309	52.0
Insurance	136,800	-	-	136,800	0.0
Public Utilities	108,100	7,150	50,678	57,422	46.9
Repair and Maintenance	155,665	7,184	41,634	114,031	26.7
Miscellaneous Services	11,000	1,873	7,506	3,494	68.2
Dues	5,240	574	3,134	2,106	59.8
<i>Total Services</i>	<i>1,025,426</i>	<i>87,047</i>	<i>372,550</i>	<i>652,876</i>	<i>36.3</i>
<i>Intergovernmental Services</i>	<i>800</i>	<i>17</i>	<i>603</i>	<i>197</i>	<i>75.3</i>
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	<i>800</i>	<i>116</i>	<i>601</i>	<i>199</i>	<i>75.1</i>
<i>Leases (Sequim temp space)</i>	<i>78,000</i>	<i>6,500</i>	<i>45,500</i>	<i>32,500</i>	<i>58.3</i>
<i>LOCAL Debt Service Costs</i>	<i>-</i>	<i>44,589</i>	<i>44,589</i>	<i>(44,589)</i>	<i>N/A</i>
Total Operating Expenditures	6,461,050	540,460	2,732,987	3,728,063	42.3

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

*All amounts are rounded to the nearest dollar.

Expenditure Report - Jun 2024 Expenses

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**Expenditure Report^{*}****June 30, 2024****6/12ths is 50.0%**

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	47,180	69,236	(16,736)	131.9
Other Improvements	489,000	-	34,055	454,945	7.0
Machinery & Equipment	287,250	22,527	81,921	205,329	28.5
Construction of Capital Assets	-	309,003	961,359	(961,359)	0.0
Total Capital Outlays	828,750	378,710	1,146,570	(317,820)	138.3
Grand Total All Expenditures	7,289,800	919,170	3,879,557	3,410,243	53.2

*All amounts are rounded to the nearest dollar.

Expenditure Report - Jun 2024 Expenses

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**Account Balances***

June 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⁾	923,476	-	39,837	-	963,313
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	349,342	-	-	68,914	280,428
PA Capital Fund	368,918	-	-	-	368,918
Sequim Capital Fund	517,446	-	-	316,458	200,988
<i>Total Board Designated Accounts</i>	<i>5,860,004</i>	<i>-</i>	<i>39,837</i>	<i>385,372</i>	<i>5,514,469</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
Systemwide Programming Fund	1,662	11,250	-	4,848	8,064
Francis Bode Materials Fund	245,147	-	-	-	245,147
Margaret Bode Materials Fund	264,679	-	-	-	264,679
Clallam Bay Donations Fund	6,919	-	2	-	6,922
Clallam Bay Friends Donations	1,405	-	-	204	1,201
Forks Donations Fund	2,288	-	1	-	2,289
Forks Friends Donations	1,186	-	-	99	1,087
NOLS Materials Fund	14,807	-	-	-	14,807
NOLS Donations Fund	85,764	-	485	-	86,249
Port Angeles Donations Fund	10,787	-	278	-	11,065
Port Angeles Friends Donations	19,218	-	-	7,263	11,955
Sequim Donations Fund	35,414	-	4	343	35,075
Sequim Friends Donations	32,189	(5,000)	-	1,493	25,696
Streett Memorial Gift Fund	10,497	-	-	-	10,497
Sequim Future Library Donations	580,344	-	50	-	580,394
Bookmobile & Outreach Donations	8,358	(750)	-	11	7,597
<i>Total Grants and Donations</i>	<i>1,320,664</i>	<i>5,500</i>	<i>820</i>	<i>9,413</i>	<i>1,312,723</i>
<i>Unclaimed Property Account</i>	<i>2,803</i>	<i>-</i>			<i>2,803</i>
<i>Total Designated Cash</i>	<i>7,183,472</i>	<i>5,500</i>	<i>40,657</i>	<i>394,786</i>	<i>6,829,995</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,903,290</i>	<i>(386,593)</i>			<i>2,516,698</i>
Total WA State Local Investment Pool	10,086,762	(381,093)	40,657	394,786	9,346,693

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 – Jun 2024 Balances

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**Account Balances***

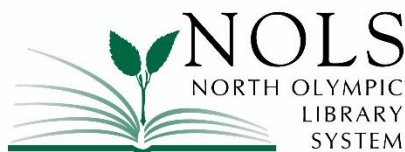
June 30, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	10,086,762	(381,093)	40,657	394,786	9,346,693
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	67	-	67	6,000
Payroll Account (US Bank 1301)	200	312,654	-	312,654	200
Merchant Account (FF 7401)	1,000	(1,177)	1,177	-	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	311,544	1,177	312,721	7,650
Total Cash	7,650	311,544	1,177	312,721	7,650
Total Cash and Investments	10,094,412	(69,549)	41,834	707,506	9,354,343

* All amounts are rounded to the nearest dollar.

Account Balances – Jun 2024 Balances

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Staff Report

Meeting Date: August 22, 2024
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for July 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 \$5,317 for the month. Other revenue is within the expected range for this time of year.

Expenditures: Capital construction costs for the Sequim Library Project this month are \$371,245, including a payment of \$303,230 to Hoch Construction. NOLS insurance increased 5.5% from 2023 to \$113,534. Other expenses are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$334,582 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sales 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 July are \$386,656.

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



Revenue Report^{*}

July 31, 2024

Operating Revenue				7/12ths is	58.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	30,694	2,840,716	1,897,431	60.0
Grants, Entitlements, Other Payments	31,000	-	93	30,907	0.3
Goods and Services	18,010	1,050	7,054	10,956	39.2
Library Fees	15,000	1,567	9,069	5,931	60.5
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	44,693	264,519	98,281	72.9
Facilities Leases (Short Term)	1,100	150	1,175	(75)	106.8
Contributions and donations ⁽¹⁾	104,000	2,792	66,458	37,542	63.9
Other Miscellaneous Revenue	102,400	48	12,675	89,725	12.4
Total Miscellaneous Revenues	570,300	47,684	344,826	225,474	60.5
Nonrevenues (excise taxes) ⁽²⁾	800	102	684	116	85.6
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	6,461,050	81,096	3,202,443	3,258,607	49.6

⁽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

LOCAL Program Debt Proceeds	-	4,536,610	-	-
Timber Revenues (received in 2024)	-	38,458	145,677	-
Total Capital Revenue	-	38,458	4,682,288	-

Grand Total Revenues	119,554	7,884,731
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Expenditure Report^{*}

July 31, 2024

				7/12ths is	58.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	292,147	1,830,082	1,504,894	54.9
Benefits	1,397,873	107,794	691,399	706,474	49.5
<i>Total Personnel</i>	<i>4,732,849</i>	<i>399,941</i>	<i>2,521,481</i>	<i>2,211,368</i>	<i>53.3</i>
<i>Supplies</i>					
Supplies, Office and Operating	120,600	7,812	67,255	53,345	55.8
Fuel	17,300	532	4,512	12,788	26.1
Collection Materials	480,000	17,046	144,567	335,433	30.1
Merchandise purchased for resale	2,625	-	120	2,505	4.6
Small Tools/Equip (<\$200)	2,650	33	1,162	1,488	43.8
<i>Total Supplies</i>	<i>623,175</i>	<i>25,423</i>	<i>217,615</i>	<i>405,560</i>	<i>34.9</i>
<i>Services</i>					
Professional Services	347,120	55,265	168,500	178,620	48.5
Communication	222,124	16,891	149,623	72,501	67.4
Travel	28,800	1,850	18,075	10,725	62.8
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	3,099	4,516	(1,790)	165.7
Insurance	136,800	112,012	112,012	24,788	81.9
Public Utilities	108,100	5,194	55,871	52,229	51.7
Repair and Maintenance	155,665	9,087	50,721	104,944	32.6
Miscellaneous Services	11,000	260	7,766	3,234	70.6
Dues	5,240	-	3,134	2,106	59.8
<i>Total Services</i>	<i>1,025,426</i>	<i>203,659</i>	<i>576,208</i>	<i>449,218</i>	<i>56.2</i>
<i>Intergovernmental Services</i>	<i>800</i>		<i>603</i>	<i>197</i>	<i>75.3</i>
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	<i>800</i>	<i>51</i>	<i>652</i>	<i>148</i>	<i>81.5</i>
<i>Leases (Sequim temp space)</i>	<i>78,000</i>		<i>45,500</i>	<i>32,500</i>	<i>58.3</i>
<i>LOCAL Debt Service Costs</i>	<i>-</i>	<i>-</i>	<i>44,589</i>	<i>(44,589)</i>	<i>N/A</i>
Total Operating Expenditures	6,461,050	629,073	3,362,060	3,098,990	52.0

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



Expenditure Report^{*}

July 31, 2024

7/12ths is 58.3%

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	134,102	203,338	(150,838)	387.3
Other Improvements	489,000	33,967	68,022	420,978	13.9
Machinery & Equipment	287,250	23,767	105,688	181,562	36.8
Construction of Capital Assets	-	351,246	1,312,605	(1,312,605)	0.0
Total Capital Outlays	828,750	543,082	1,689,653	(860,903)	203.9
Grand Total All Expenditures	7,289,800	1,172,156	5,051,713	2,238,087	69.3

*All amounts are rounded to the nearest dollar.



Account Balances*

July 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⁾	963,313	-	38,458	-	1,001,772
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	280,428	-	-	175,868	104,560
PA Capital Fund	368,918	-	-	15,968	352,950
Sequim Capital Fund	200,988	351,246	-	371,245	180,989
<i>Total Board Designated Accounts</i>	<i>5,514,469</i>	<i>351,246</i>	<i>38,458</i>	<i>563,081</i>	<i>5,341,093</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
Systemwide Programming Fund	8,064	-	-	7,758	306
Francis Bode Materials Fund	245,147	-	-	-	245,147
Margaret Bode Materials Fund	264,679	-	-	-	264,679
Clallam Bay Donations Fund	6,922	-	-	-	6,922
Clallam Bay Friends Donations	1,201	-	-	147	1,054
Forks Donations Fund	2,289	-	64	-	2,352
Forks Friends Donations	1,087	-	-	371	716
NOLS Materials Fund	14,807	-	10	-	14,817
NOLS Donations Fund	86,249	-	164	-	86,413
Port Angeles Donations Fund	11,065	-	7	-	11,072
Port Angeles Friends Donations	11,955	-	2,500	1,476	12,979
Sequim Donations Fund	35,075	-	22	-	35,097
Sequim Friends Donations	25,696	-	-	832	24,864
Streett Memorial Gift Fund	10,497	-	-	-	10,497
Sequim Future Library Donations	580,394	(351,246)	2,550	-	231,698
Bookmobile & Outreach Donations	7,597	-	-	351	7,247
<i>Total Grants and Donations</i>	<i>1,312,723</i>	<i>(351,246)</i>	<i>5,317</i>	<i>3,176</i>	<i>955,860</i>
<i>Unclaimed Property Account</i>	<i>2,803</i>	<i>-</i>			<i>2,803</i>
<i>Total Designated Cash</i>	<i>6,829,995</i>	<i>-</i>	<i>43,776</i>	<i>566,257</i>	<i>6,299,756</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,516,698</i>	<i>(522,413)</i>			<i>1,994,285</i>
Total WA State Local Investment Pool	9,346,693	(522,413)	43,776	566,257	8,294,041

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 – Jul 2024 Balances

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**Account Balances***

July 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	9,346,693	(522,413)	43,776	566,257	8,294,041
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
LOCAL Program Proceeds					
Cash held by Office of the State Treasurer	4,492,021	-	-	-	4,492,021
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	198	-	198	6,000
Payroll Account (US Bank 1301)	200	334,582	-	334,531	251
Merchant Account (FF 7401)	1,000	(451)	451	-	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	334,328	451	334,729	7,701
Total Cash	4,499,671	334,328	451	334,729	4,499,722
Total Cash and Investments	13,846,364	(188,084)	44,227	900,987	12,793,763

* All amounts are rounded to the nearest dollar.

Account Balances – Jul 2024 Balances

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Voucher Approval for June 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 #649 through #760 are approved in the amount of \$874,627.21 this 22th day of August 2024.

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

No.	Claimant	Purpose	Amount
649	Acila Consulting LLC	PO 860 Capital Construction - SQ Expansion & Renovation	3,850.00
650	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 05-31-2024) - EFT 1078	263,973.65
651	ADP, LLC	NOLS	879.84
652	Alliance 2020 Inc	PO 769 Professional Services - Background Checks	67.08
653	Amazon.com	Collection Materials	82.13
654	Amazon.com	Collection Materials	316.52
655	Amazon.com	Collection Materials	129.24
656	Amazon.com	Collection Materials	383.45
657	Annabel McSpadden	C3I Programming - June Art in the Library (PAFOL)	500.00
658	Associated Earth Sciences Inc	PO 873 Capital Construction - SQ Project Special Inspection	6,989.88
659	Baker & Taylor	Collection Materials	1,868.91
660	Baker & Taylor	Collection Materials	3,512.13
661	Baker & Taylor	Collection Materials	5,806.83
662	Baker & Taylor	Collection Materials	1,875.80
663	Bizy Boys LLC	PO 793 Repair & Maint - PA Lawn Care - FAC	869.49
664	Brito, Angeles	Travel - Business - Mileage Reimbursement - FO	73.70
665	Brodart Company	Collection Materials	151.90
666	Brodart Company	Collection Materials	87.90
667	CENGAGE Learning	Collection Materials	414.59
668	CENGAGE Learning	Collection Materials	27.01
669	CENGAGE Learning	Collection Materials	502.46
670	CENGAGE Learning	Collection Materials	137.45
671	Center Point Large Print	Collection Materials	113.88
672	Center Point Large Print	Collection Materials	255.93
673	Center Point Large Print	Collection Materials	91.38
674	Center Point Large Print	Collection Materials	52.50

No.	Claimant	Purpose	Amount
675	CenturyLink 300511187 FO	Communications - Voice - FO	90.63
676	CenturyLink 300561130 CB	Communications - Voice - CB	80.86
677	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	149.86
678	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.63
679	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	306.48
680	Cerium Networks Inc	PO 830 Communications - Implimentation/Annual Services	5,497.30
681	Cherbib, Miriame	PO 768 Professional Services - Leadership Coaching	2,175.00
682	City of Forks	Public Utilities - FO	128.56
683	City of Port Angeles/Dump	PO 794 Public Utilities - Solid Waste - FAC	49.41
684	City of Port Angeles/Orcas Avenue	Public Utilities - PA	280.13
685	City of Port Angeles/Peabody St.	Public Utilities - PA	4,611.93
686	City of Sequim	Public Utilities - SQ	1,711.89
687	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
688	Clallam County PUD	Public Utilities - FO & CB	978.14
689	Clallam County PUD	Public Utilities - SQ2	669.03
690	Clallam County Treasurer	MAY 2024 Investment Service Fee paid in JUN - EFT 1091	50.00
691	Convergence Design and Apparel	PO 858 Program Supplies - SRP T-Shirts (SP)	3,762.20
692	Co-Op Farm & Garden, The	PO 756 Maintenance Supplies - Tape, Glue - FAC	18.11
693	Co-Op Farm & Garden, The	PO 778 Maintenance Supplies - Electrical Tape - FAC	6.36
694	Decker City Hardware	PO 762 & PO 763 Maintenance Supplies - traps, batteries, electric plug - FAC	100.14
695	Dept. of Retirement Systems	PERS and DCP (PPE 05-31-2024) - EFT 1079	48,017.85
696	Dept. of Revenue - Use/Sales Tax	May 2024 Sales & Use Tax - EFT 1082	212.27
697	Desmarais, Corrina	Travel - Business - Mileage Reimbursement - SQ	14.04
698	Empower Retirement	EmpDCP 05-2023 (PPE 05-31-2024) - EFT 1080	450.00
699	Fairchild Floors	PO 865 Machinery & Equipment - Outreach Office re-carpet - FAC	3,449.24
700	Far West Technologies Inc	PO 874 Buildings & Structures - Security Projects Parts Deposit - NOLS	46,387.47
701	Fatbeam LLC	Communications - Internet Services April	10,095.48
702	Fatbeam LLC	Communications - Internet Services May/June	23,445.32
703	Health Care Authority	Medical (PPE 05-31-2024)	43,233.14
704	Heartline, Inc.	PO 767 - Maintenance Supplies - Wood Chip Mulch - FAC	435.60
705	Hillis Clark Martin & Peterson	PO 827 Legal Services - LOCAL Program Application	56.00
706	Hi-Tech Security, Inc.	PO 759 Repair & Maintenance - PA Motion Sensor Alarm	250.47
707	Hoch Construction Inc	PO 773 Capital Construction - Sequim Library Expansion	269,994.75
708	HR Answers, Inc.	PO 783 Professional Services - HR Policy Manual Consult	3,300.00
709	Ingram Library Services	Collection Materials	745.73
710	Les Schwab Tires	PO 861 Repair & Maintenance - Red Subaru Forester Alignment - FAC	141.56
711	McNish Family II LLC	SQ Temp Bldg Lease - July 2024 - SQ CPA	6,662.09
712	Midwest Tape	Collection Materials	1,035.85
713	Midwest Tape	Collection Materials	365.42
714	Midwest Tape	Collection Materials	596.53

No.	Claimant	Purpose	Amount
715	Midwest Tape	Collection Materials	1,128.76
716	Moccardine, Arriana	Travel - Business & MHFA Training - Mileage Reimbursement	80.40
717	Murreys Disposal Company, Inc.	Public Utilities - PA	110.96
718	NOLS Employee	HRA Reimbursement - ADM	208.00
719	NOLS Employee	HRA Reimbursement - TS	48.07
720	NOLS Employee	HRA Reimbursement - PA	1,101.15
721	NOLS Employee	HRA Reimbursement - FO	117.92
722	NOLS Employee	HRA Reimbursement - PA	269.30
723	NOLS Employee	HRA Reimbursement - SQ	678.39
724	NOLS Employee	HRA Reimbursement - PA	52.01
725	NOLS Employee	Refund PERS Contribution	16.57
726	NOLS Employee	Refund PERS Contribution	87.14
727	North Olympic Library System	May Revolving Fund Reimbursement	66.98
728	Olympic Laundry & Dry Cleaners, Inc.	PO 758 Professional Services - Laundry - FAC	217.80
729	Olympic Printers Inc	PO 764 & 765 Printing & Binding - SRP School Flyers & Tracking Sheets (SP)	1,873.08
730	Olympic Springs Inc	PO 770 Operating Rentals - SQ Temp Water Service	97.46
731	OverDrive Inc	Collection Materials	561.50
732	OverDrive Inc	Collection Materials	934.47
733	OverDrive Inc	Collection Materials	322.99
734	Pacific Office Equipment, Inc.	Copier Repair & Maintenance - PA, SQ, FO, CB	1,221.32
735	Peninsula Heat, Inc.	PO 746 Machinery & Equipment - 50% Deposit FO Heat Pump - FAC	12,989.10
736	Playaway Products LLC	Collection Materials	183.74
737	Rainbow Sweepers, Inc.	PO 776 Groundskeeping - PA Lot Sweeping 05-12-24 - FAC	245.03
738	Raivo, Jessica	Travel - Business - Mileage Reimbursement - SQ	2.55
739	Renell, Melissa	Travel - Business - Mileage Reimbursement - ADM	15.91
740	Reptile Man	C7 Programming - Reptile Man (SP)	1,050.00
741	Sanford Irrigation, Inc.	PO 875 Groundskeeping - PA Irrigation System Start Up, Tuning - FAC	303.55
742	Seligmann, Hannah	Travel - Business - Mileage Reimbursement - PA	74.37
743	Sequim Chamber of Commerce General Acct	PO 845 Dues and Memberships - Annual Membership - SQ	310.00
744	SHKS Architects	PO 839 Capital Construction - Sequim Library Expansion	25,876.17
745	Sly, Emily	PO 622-624 Program Supplies - Groundbreaking, Parade - (FOSL/SQDF)	588.99
746	Spokane County Library District	PO 836 Interlibrary Loan Fees - Lost ILL - NOLS	17.00
747	Sullivan, Meghan	Travel - Business - Mileage Reimbursement - ADM	269.68
748	Summit Law Group	PO 812 Training & Conference Fees - Annual Webinar Subscription - NOLS	2,000.00
749	Summit Law Group	PO 869 Legal Services - Labor and Employment - ADM	1,763.00
750	Swains General Store, Inc.	PO 750 Maintenance Supplies - Vinegar, Caulk, Salt - FAC	34.81
751	Swains General Store, Inc.	PO 826 & 853 Maintenance Supplies - Wall Repair Supplies, Fluid - FAC	170.71
752	Tapp Eric	PO 792 Small Tools - Plumbing Auger & Drain Cable	116.89

No.	Claimant	Purpose	Amount
753	The New Old Time Chautauqua	C33 - Programming - Indigenous Stories and Culture (PAFOL)	1,000.00
754	United Way of Clallam County	United Way Contributions (PPE 05-31-2024)	160.00
755	US Bank	Credit Card Services - June 2024	35,419.22
756	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	517.00
757	WCIF	Vi/Li/EAP (PPE 05-31-2024)	1,329.03
758	West Waste & Recycling	Public Utilities - FO & CB	56.43
759	WSCCCE - WPAS, Inc	Dental Premiums (PPE 05-31-2024) - July Coverage	5,902.16
760	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 05-31-2024)	2,341.98
			874,627.21

*** Detail - NOLS Revolving Fund Account -- Voucher #727**

2357	NOLS Patron	Patron Refund	29.99
2358	NOLS Patron	Patron Refund	36.99
			66.98

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #755**

1	IPassword	PO 802 Technology Services - I Pass Add User - IT	31.50
2	IPassword	PO 803 Technology Services - I Pass Add User - IT	30.94
3	AbeBooks.com	PO 739 Collection Materials - NOLS	87.11
4	Adobe Creative Cloud	PO 823 Technology Services - Creative Cloud License - IT	391.91
5	Amazon	PO 612 Office Supplies - Compressed Air - FO	15.53
6	Amazon	PO 629 Machinery & Equipment - UPS Battery Backup - IT	219.91
7	Amazon	PO 644 Office Supplies - Glue Strips, Backing - TS	52.83
8	Amazon	PO 646 Machinery & Equipment - HDMI Cables - IT	26.12
9	Amazon	PO 647 Machinery & Equipment - Keyboard - IT	139.83
10	Amazon	PO 666 Program Supplies - Dia Del Niño (FOSL)	(15.50)
11	Amazon	PO 684 Program Supplies - Discovery Club (FOSL)	316.64
12	Amazon	PO 696 Office Supplies - Letter Tray, Hooks, Notebooks	113.92
13	Amazon	PO 696 Small Tools & Equip - White Board - ADM	175.00
14	Amazon	PO 700 Program Supplies - SRP Discovery Club (PAFOL)	123.27
15	Amazon	PO 709 Program Supplies - SRP Discovery Club & Teen Games (FOSL)	80.47
16	Amazon	PO 711 Maintenance Supplies - Walk off mat - FAC	64.13
17	Amazon	PO 716 Technology - CPU Fan - IT	41.37
18	Amazon	PO 740 Toner & Inc - PA	167.27
19	Amazon	PO 747 Maintenance Supplies - Safety Wands SQ2 - FAC	32.65
20	Amazon	PO 753 Office Supplies - Archival Boxes - PA	228.60
21	Amazon	PO 753 Office Supplies - Batteries, Erasers - PA	25.57
22	Amazon	PO 753 Supplies for Resale - Flash drives - PA	42.56
23	Amazon	PO 755 Program Supplies - Bad Art Night (50% CBFOL)	46.30
24	Amazon	PO 755 Program Supplies - Bad Art Night (50% FOFOL)	46.30
25	Amazon	PO 757 Maintenance Supplies - Two walk off mats - FAC	164.44

No.	Claimant	Purpose	Amount
26	Amazon	PO 796 Program Supplies - Little Hands Art & Family Storytime (PAFOL)	84.90
27	Amazon	PO 797 Program Supplies - SRP Scribble Bots (PAFOL)	66.45
28	Amazon	PO 798 Program Supplies - SRP Glo Painting (PAFOL)	218.44
29	Amazon	PO 799 Program Supplies - Pride Family Dance Party (PAFOL)	16.79
30	Amazon	PO 800 Program Supplies - Community Baby Shower (PAFOL)	43.34
31	Arco	PO 808 Training Fuel - LRI Conference - NOLS	22.38
32	Association of Bookmobile & Outreach Svcs	PO 816 Training & Conference - Conference Registration	450.00
33	Canon Direct	PO 720 Toner & Ink - PA	229.77
34	Canon Direct	PO 731 Toner & Ink - PA	317.98
35	Canon Direct	PO 743 Toner & Ink - SQ	2,113.02
36	Chevron	PO 744 Business Fuel - Pacifica - TS	35.20
37	Chevron	PO 780 Business Fuel - Green Chevy Van - TS	109.26
38	Chevron	PO 809 Training Fuel - LRI Conference - NOLS	39.80
39	Chicago Books and Journals	PO 790 Training & Conference - Every Child Ready to Read Toolkit Digital - NOLS	156.82
40	Clallam County PUD	PO 602 Capital Construction - SQ Power Utility Transformer/Installation - SQ CPA	2,292.03
41	Costco	PO 736 Program Supplies - Matinee (PAFOL)	75.92
42	Coursera	PO 698 Training & Conference - Online Training Platform	201.14
43	Crescent School District	PO 663 Collection Materials - NOLS	25.00
44	Dell Financial Services LLC	PO 628 Machinery & Equipment - Mounting Brackets - IT	123.32
45	Dell Financial Services LLC	PO 724 Machinery & Equipment - Marketing Workstations	3,274.98
46	Demco, Inc.	PO 713 Program Supplies - Bookmarks (FOSL)	60.87
47	Dungeness River Nature Center	PO 726 Programming - SRP Program Venue Rental (FOSL)	172.00
48	E-Fax	PO 810 Technology Services - Online Fax Service - ADM	37.02
49	Empty Bowl	PO 694 Collection Materials - NOLS	49.60
50	EZ Tiger	PO 807 Travel Training - LRI Conference Food - ADM	34.11
51	Facebook	PO 851 Professional Services - Sponsored Posts - NOLS	15.55
52	Facebook	PO 852 Professional Services - Sponsored Posts - NOLS	6.30
53	Forks Outfitters	PO 818 Program Supplies - Food Outreach Elder's Week (FOFOL)	13.99
54	Forks Outfitters	PO 820 Program Supplies - Bad Art Night (30% CBFOL)	12.00
55	Forks Outfitters	PO 820 Program Supplies - Bad Art Night (70% FOFOL)	28.00
56	Grainger	PO 841 Small Tools & Equip - Utility Jack - FAC	216.77
57	Grainger	PO 842 Maintenance Supplies - Light Fixture Cover Replacement - FAC	19.61
58	Growmail	PO 788 Professional Services - SRP Postcards - NOLS	5,063.04
59	Growmail	PO 789 Professional Services - SRP Postcards - NOLS	5,398.49
60	Home Depot	PO 844 Buildings & Structures - Refrigerator - SQ CPA	792.79
61	Hurricane Coffee	PO 732 Program Supplies - Teen Advisory Board (FOSL)	16.74
62	Intuit	PO 821 Technology Services - Quickbooks 2024 - IT	1,686.86
63	KCDA Purchasing Cooperative	PO 645 Office Supplies - Tape, Applicator - TS	54.97

No.	Claimant	Purpose	Amount
64	KCDA Purchasing Cooperative	PO 721 Office Supplies - Sharpies - PA	71.59
65	KCDA Purchasing Cooperative	PO 721 Printer Paper - PA	147.65
66	KCDA Purchasing Cooperative	PO 742 Printer Paper - SQ	95.75
67	Lower Elwha Food & Fuel	PO 695 Business Fuel - Bookmobile - OR	13.05
68	Lower Elwha Food & Fuel	PO 733 Business Fuel - Bookmobile - OR	37.25
69	Lower Elwha Food & Fuel	PO 766 Business Fuel - Bookmobile - OR	10.17
70	Lower Elwha Food & Fuel	PO 814 Business Fuel - Bookmobile - OR	36.38
71	Lower Elwha Food & Fuel	PO 817 Business Fuel - Bookmobile - OR	36.84
72	Lower Elwha Food & Fuel	PO 840 Business Fuel - Chevy Van - NOLS	50.00
73	Make Great Light	PO 843 Maintenance Supplies - Light Fixture Lens Filters	131.08
74	Mercedes and Family	PO 807 Travel Training - LRI Conference Food - ADM	19.98
75	Microsoft	PO 805 Technology Services - Cloud Computer Services	31.60
76	Microsoft	PO 806 Technology Services - Microsoft Cloud Services Licenses - IT	924.34
77	Mountainside Mail	PO 702 Programming - Shipping for NNLM Exhibit (30% CBFOL)	145.23
78	Mountainside Mail	PO 702 Programming - Shipping for NNLM Exhibit (70% FOSL)	338.86
79	Safeway	PO 772 Program Supplies - Table Event (PAFOL)	35.98
80	Safeway	PO 777 Program Supplies - Rainbow Reads (PAFOL)	16.47
81	Safeway	PO 815 Operating Supplies - Wet Wipes - OR	7.60
82	Safeway	PO 815 Program Supplies - Craft Supplies, Ice (BMOR)	11.06
83	Safeway	PO 815 Program Supplies - Snacks (PAFOL)	23.00
84	Safeway Fuel	PO 729 Business Fuel - Red Subaru - NOLS	46.71
85	Sci-Supply	PO 801 Program Supplies - SRP Scribble Bots (PAFOL)	53.98
86	Secretary of State	PO 718 Collection Materials - NOLS	106.72
87	Shell	PO 639 Business Fuel - Bookmobile - OR	42.93
88	Shell	PO 683 Business Fuel - Bookmobile - OR	44.04
89	Shell	PO 714 Business Fuel - Bookmobile - OR	48.36
90	Shell	PO 728 Business Fuel - Bookmobile - OR	34.62
91	Shell	PO 813 Business Fuel - White Subaru - NOLS	49.10
92	SHRM	PO 811 Dues & Memberships - SHRM Annual Membership	264.00
93	Stamps.com	PO 643 Postage - TS	250.00
94	Stamps.com	PO 699 Postage - TS	250.00
95	Stamps.com	PO 717 Postage - TS	250.00
96	Stamps.com	PO 737 Freight - TS	13.16
97	Stamps.com	PO 741 Postage - TS	250.00
98	Stamps.com	PO 749 Technology Services - Monthly Service Charge	21.77
99	Stamps.com	PO 754 Postage - TS	250.00
100	Stamps.com	PO 771 Postage - TS	25.00
101	Starbucks Coffee Company	PO 807 Travel Training - LRI Conference Food - ADM	9.96
102	Stella's	PO 807 Travel Training - LRI Conference Food - ADM	22.38
103	Subway	PO 807 Travel Training - LRI Conference Food - ADM	11.95
104	Swains General Store, Inc.	PO 832 Office Supplies - High Visibility Vest - ADM	23.82

No.	Claimant	Purpose	Amount
105	Target	PO 819 Program Supplies - Smash Bros Tournament (FOFOL)	10.93
106	The Spanish Group	PO 850 Professional Services - Translation Services	62.28
107	The Sweet Spot	PO 752 Program Supplies - Writing Contest (FOSL)	25.00
108	Tracfone	PO 822 Communications - Branch Cell Phones - IT	93.76
109	Uplift Desk	PO 791 Machinery & Equipment - 2 Desks OR Office - OR	1,587.76
110	Uprinting	PO 730 Professional Services - SRP Bookmarks - NOLS	238.50
111	Uprinting	PO 849 Professional Services - SRP Banners - NOLS	176.15
112	Walmart	PO 686 Program Supplies - Discovery Club (FOSL)	375.49
113	Walmart	PO 824 Machinery & Equipment - UPS Battery Backup & Cables	716.63
114	Westside Pizza	PO 685 Program Supplies - Teen Board Game & Art Night (FOSL)	27.74
115	Wilder Auto Center	PO 775 Repair & Maintenance - Pacifica Van Brake Service	1,000.00
116	Wilder Auto Center	PO 775 Repair & Maintenance - Pacifica Van Service - FAC	389.21
117	Zoom	PO 831 Technology Services - Zoom One - NOLS	239.47
			35,419.22
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
1078	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 05-31-2024)	263,973.65
1079	Dept. of Retirement Systems	PERS and DCP (PPE 05-31-2024)	48,017.85
1080	Empower Retirement	EmpDCP 10-2023 (PPE 05-31-2024)	450.00
			312,441.50



Voucher Approval for July 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 #761 through #885 are approved in the amount of \$1,173,861.09 this 22th day of August 2024.

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

No.	Claimant	Purpose	Amount
761	ADP LLC	Payroll Services - Local Jurisdiction Fee (PPE 05-31-2024 and PPE 06-30-2024) - NOLS	1,769.34
762	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 06-30-2024) - EFT 1088	285,835.17
763	AHBL Inc	PO 946 Capital Improvements - PA Lot Improvement Design - PA	1,568.00
764	All Safe Mini Storage	PO 889 Operating Rentals and Leases - SQ Storage Unit #447 - FAC	3,060.00
765	Allen, Christopher	C17 Programming - Discovery Club Reuse Art (PAFOL)	200.00
766	Alliance 2020 Inc	PO 932 Professional Services - Background Checks	33.54
767	Amazon.com	Collection Materials	211.25
768	Amazon.com	Collection Materials	31.72
769	Amazon.com	Collection Materials	34.60
770	Amazon.com	Collection Materials	143.03
771	Angeles Communications	PO 975 Communications - VOIP	2,428.11
772	Angeles Plumbing Inc.	PO 1022 Repair & Maintenance - PA Staff Toilet Repair	491.76
773	Associated Earth Sciences Inc	PO 1023 Capital Construction - Soil & Concrete Testing	10,076.19
774	Baker & Taylor	Collection Materials	1,532.76
775	Baker & Taylor	Collection Materials	566.93
776	Baker & Taylor	Collection Materials	2,767.63
777	Baker & Taylor	Collection Materials	3,390.72
778	Bates, Dianne	Travel - Business - Mileage Reimbursement - CB	26.67
779	Bizy Boys LLC	PO 908 Repair & Maintenance - PA Lawn Care - FAC	869.49
780	Boone Mary	C24 Programming - Discovery Club - Bugs for Breakfast	350.00
781	Brodart Company	Collection Materials	186.50
782	Brodart Company	Collection Materials	151.90
783	Brodart Company	Collection Materials	88.35
784	Burke Museum Education Division	C19 Programming - Living Traditions (PAFOL)	500.00
785	CENGAGE Learning	Collection Materials	1,309.49

No.	Claimant	Purpose	Amount
786	CENGAGE Learning	Collection Materials	593.33
787	CENGAGE Learning	Collection Materials	377.89
788	Center Point Large Print	Collection Materials	119.84
789	Center Point Large Print	Collection Materials	197.76
790	Center Point Large Print	Collection Materials	60.67
791	CenturyLink 300511187 FO	Communications - Voice - FO	90.63
792	CenturyLink 300561130 CB	Communications - Voice - CB	80.86
793	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	155.56
794	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	80.61
795	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	311.12
796	Cerium Networks Inc	PO 974 Technology Services - Monthly Service - NOLS	1,938.40
797	Cherbib Miriam	PO 931 Professional Services - Leadership Coaching	550.00
798	Churchill Joseph	CO-23 Programming - Move and Play (FOSL)	75.00
799	City of Forks	Public Utilities - FO	128.56
800	City of Port Angeles/Orcas Avenue	Public Utilities - PA	311.99
801	City of Port Angeles/Peabody St.	Public Utilities - PA	3,623.77
802	City of Sequim	Public Utilities - SQ	149.54
803	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
804	Clallam County PUD	Public Utilities CB	428.12
805	Clallam County PUD	Public Utilities - FO	438.83
806	Clallam County Treasurer	JUN 2024 Investment Service Fee paid in JUL - EFT 1098	50.00
807	Convergence Design and Apparel	PO 1038 Program Supplies - SRP T-Shirt Reorder (SP)	1,051.45
808	Co-Op Farm & Garden	PO 909 Maintenance Supplies - Paint - FAC	18.50
809	Decker City Hardware	PO 906 Maintenance Supplies - FO Hardware - FAC	6.28
810	Decker City Hardware	PO 1007 Maintenance Supplies - Bleach - FAC	10.31
811	Dept of Enterprise Services	PO 980 Building & Structures - PA LED Lighting Conversion	14,400.00
812	Dept. of Labor & Industries	Q2 2024 L&I - NOLS	8,222.08
813	Dept. of Retirement Systems	PERS and DCP (PPE 06-30-2024) - EFT 1089	48,083.45
814	Dept. of Revenue - Use/Sales Tax	June 2024 Sales & Use Tax - EFT 1092	162.79
815	Desmarais Corrina	Travel - Business - Mileage Reimbursement - SQ	11.36
816	Discovery Bay Wild Bird Rescue	C11 Programming - Discovery Club (PAFOL/FOSL)	500.00
817	Dokken Jaiden	C6 & C9 Programming - Poet Laureate & Open Mic Night	1,350.00
818	Driggers, Patrick	Travel - Business - Mileage Reimbursement - SQ	24.12
819	Employment Security Dept	Q2 2024 Unemployment Insurance	1,605.40
820	Empower Retirement	EmpDCP 05-2023 (PPE 06-30-2023) - EFT 1090	450.00
821	Enduris	2024 Policy Year Insurance - (9/1/24-8/31/25) NOLS	113,534.00
822	E-Rate Expertise	PO 1019 Professional Services - E-Rate Consulting - Quarterly Fee - NOLS	1,375.00
823	Far West Technologies Inc	PO 1024 Buildings and Structures - Security Project Parts & Labor - NOLS	119,702.10
824	Fatbeam LLC	Communications - Internet Services July - PA, SQ, FO, CB	11,755.66
825	NOLS Employee	HRA Reimbursement - PA	1,346.19
826	Fiero Marine Life Center	C14 Programming - Tidepool Exploration (SP)	100.00
827	Glass Services Co.	PO 966 Machinery & Equipment - PA Front Door Repair	3,889.91
828	Hazelwood Studios Inc	C8 Programming - Cartooning Workshop (SP)	2,000.00

No.	Claimant	Purpose	Amount
829	HD Supply	PO 870 & 947 Maintenance Supplies - Hand Sanitizer, Soap	1,212.01
830	Health Care Authority	Medical (PPE 06-30-2024)	42,325.41
831	Hillis Clark Martin & Peterson	PO 976 Legal Services - LOCAL Program Application	28.00
832	Hoch Construction Inc	PO 978 Capital Construction - Sequim Library Expansion	303,229.75
833	Hough Amy	Travel - Training & Business - Travel & Mileage Reimbursement - NOLS	343.58
834	Ingram Library Services	Collection Materials	286.70
835	Ingram Library Services	Collection Materials	360.71
836	Ingram Library Services	Collection Materials	607.15
837	KCDA Purchasing Cooperative	PO 995 Capital Improvements - Telephone Comm System	32,398.84
838	Lent Shaina E	Cell Phone Reimbursement - Jan-Jun 2024 - Mileage Reimbursement - NOLS	232.56
839	Materials Testing & Consulting Inc	PO 981 Capital Construction - Soil & Concrete Inspection	14,849.75
840	Midwest Tape	Collection Materials	407.31
841	Midwest Tape	Collection Materials	624.06
842	Midwest Tape	Collection Materials	768.75
843	NOLS Employee	HRA Reimbursement - CB	582.19
844	NOLS Employee	HRA Reimbursement - FO	26.35
845	NOLS Employee	HRA Reimbursement - PA	1,150.00
846	NOLS Employee	HRA Reimbursements - TS	48.07
847	NOLS Employee	HRA Reimbursement - ADM	114.99
848	North Olympic Library System	June Revolving Fund Reimbursement	197.76
849	OCLC, Inc.	PO 903 Technology Services - Bibliographic Utility Subscription	33,767.29
850	Olivera-Hillway Cecilia	C25 Programming - Video Game Making (SP)	330.00
851	Olympia Sheet Metal Inc.	PO 1026 Repair & Maintenance - PA HVAC Maintenance	3,974.85
852	Olympic Laundry & Dry Cleaners Inc.	PO 911 Professional Services - Laundry - FAC	174.24
853	Olympic Printers Inc	PO 923 Printing & Binding - SRP Tracking Sheet (SP)	260.27
854	Olympic Springs Inc	PO 916 Operating Rentals - SQ Temp Water Service	38.98
855	OverDrive Inc	Collection Materials	600.41
856	OverDrive Inc	Collection Materials	841.87
857	OverDrive Inc	Collection Materials	262.72
858	Pacific Office Equipment, Inc.	Copier Repair & Maintenance - PA, SQ, FO, CB	2,034.80
859	Peninsula Heat Inc.	PO 917 Machinery & Equipment - Final Pmt FO Heat Pump	12,989.10
860	Peninsula Heat Inc.	PO 943 Repair & Maintenance - FO Heat Pump Repair	323.63
861	Peterson Alex	Travel - Business - Mileage Reimbursement - FO	108.54
862	Playaway Products LLC	Collection Materials	332.64
863	Rainbow Sweepers Inc.	PO 907 Groundskeeping - PA Lot Sweeping 06-23-24	245.03
864	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	15.09
865	Sequim Gazette	Collection Materials	140.00
866	SHKS Architects	PO 994 Capital Construction - Sequim Library Expansion	23,090.55
867	Smartsign	PO 953 Maintenance Supplies - WE Parking Lot Signs	151.97
868	Sound Energy Systems	PO 1025 Repair & Maintenance - HVAC Control Maint	963.77
869	Springshare LLC	PO 1001 Technology Services - SMS Service Fees - NOLS	362.37
870	Sullivan Meghan	Cell Phone Reimbursement - Jan-Jun 2024 - ADM	120.00

No.	Claimant	Purpose	Amount
871	Summit Law Group	PO 1020 Legal Services - Labor and Employment - ADM	1,558.00
872	Swains General Store Inc.	PO 893 Maintenance Supplies - Rug Grip, Tape, Cleaner	35.81
873	Swains General Store Inc.	PO 922 Maintenance Supplies - Batteries, Vac Bags - FAC	57.65
874	Tacoma Rubber Stamp	PO 1018 Office Supplies - Magnetic Name Badges - NOLS	36.91
875	United Way of Clallam County	United Way Contributions (PPE 06-30-2024)	160.00
876	US Bank	Credit Card Services - July 2024	21,094.04
877	Van Petten Katelyn	CI6 Programming - Teen Songwriting Workshop	2,474.00
878	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
879	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	525.15
880	Viking Sew & Vac	PO 880 Maintenance Supplies - Vacuum Filter Cover - FAC	17.41
881	WCIF	Vi/Li/EAP (PPE 06-30-2024)	1,235.01
882	Weiss Alisa	Travel - Business - Mileage Reimbursement - SQ	11.39
883	West Waste & Recycling	Public Utilities - FO & CB	56.43
884	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-2024) - AUG Coverage	6,170.44
885	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 06-30-2024)	2,346.03
			1,173,861.09

*** Detail - NOLS Revolving Fund Account -- Voucher #848**

2359	NOLS Patron	Patron Refund	72.75
2360	NOLS Patron	Patron Refund	14.99
2361	NOLS Patron	Patron Refund	49.99
2362	NOLS Patron	Patron Refund Donation	9.98
2363	NOLS Patron	Patron Refund	26.00
EFT 1087	First Federal	Deposit Slips	24.05
			197.76

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #876**

1	IPassword	PO 992 Technology Services - Additional Account - IT	16.44
2	8th Street Car Wash	PO 872 Vehicles - Car Wash Ariya - FAC	5.00
3	AirBnB	PO 926 Travel Training - DES Training Lodging - ADM	108.45
4	Alaska Airlines	PO 920 Travel Training - PNLA Conference Travel - NOLS	22.99
5	Alaska Airlines	PO 920 Travel Training - PNLA Conference Travel - NOLS	418.40
6	Allianz Travel	PO 920 Travel Training - PNLA Conference Travel - NOLS	28.69
7	Amazon	PO 785 Machinery & Equipment - A-Frame Sign Stand Bookmobile - NOLS	79.48
8	Amazon	PO 1000 Machinery & Equipment - A-Frame Sign Stand	434.49
9	Amazon	PO 854 Office Supplies - Go Bags for Evacuation Kits - PA	25.53
10	Amazon	PO 854 Office Supplies - Traffic Wands, Sticky Tack - PA	59.26
11	Amazon	PO 915 Office Supplies - Highlighters - PA	13.81
12	Amazon	PO 915 Program Supplies - Barbie Watch Party (PAFOL)	26.31
13	Amazon	PO 828 Program Supplies - SRP Little Hands Art & STEAM	36.74
14	Amazon	PO 828 Program Supplies - SRP Little Hands Art & STEAM	15.74
15	Amazon	PO 866 Program Supplies - SRP STEAM (FOFOL)	29.33

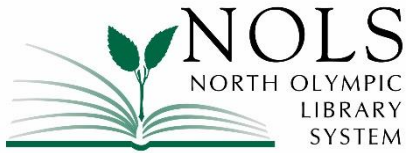
No.	Claimant	Purpose	Amount
16	Amazon	PO 866 Program Supplies - SRP STEAM (CBFOL)	12.57
17	Amazon	PO 774 Program Supplies - Discovery Club (PAFOL)	28.83
18	Amazon	PO 867 Program Supplies - Teen Lit Bag (SP)	29.80
19	Amazon	PO 991 Small Tools - Ten 10' Telephone Cords - IT	32.70
20	Amazon	Amazon Prime Purchased in Error (Refunded next statement)	16.32
21	Amazon	PO 834 Program Supplies - SRP Kids Programs (FOSL)	73.59
22	Amazon	PO 781 Technology - Remote Control FO Projector - IT	25.02
23	Amazon	PO 901 Program Supplies - Craft Supplies (BMOR)	56.18
24	Amazon	PO 760 Maintenance Supplies - Touchless Faucet Sensors	111.98
25	Amazon	PO 761 Maintenance Supplies - Water Fountain Filters	155.16
26	Amazon	PO 847 Maintenance Supplies - Toilet Seat - FAC	37.45
27	Amazon	PO 847 Maintenance Supplies - Floor Mat, Scraper Tool Set	125.39
28	Amazon	PO 829 Office Supplies - Hole Punch, Notebooks, Knife	49.45
29	Amazon	PO 891 Office Supplies - Label Maker, Lap Counter Clicker	74.56
30	Amazon	PO 862 Office Supplies - Glue, Pens, Desk Organizer - TS	53.06
31	Amazon	PO 941 Ink Cartridges - TS	37.91
32	Amazon	PO 937 Program Supplies - Take & Make Kits (BMOR)	14.13
33	Amazon	PO 938 Program Supplies - Take & Make Kits (BMOR)	35.93
34	Amazon	PO 878 Office Supplies - Paper Towels - OR	41.97
35	Amazon	PO 877 Program Supplies - Craft Supplies (BMOR)	51.17
36	Amazon	PO 914 Machinery & Equipment - Workstation, Peripherals	73.20
37	Amazon	PO 914 Machinery & Equipment - Workstation, Peripherals	78.57
38	American Library Association	PO 962 Training and Conference - ALSC Registration	499.00
39	American Library Association	PO 982 Training and Conference - Professional Development Webinar - NOLS	47.40
40	Canon Direct	PO 856 Ink Cartridges - PA	572.36
41	CCI Solutions	PO 864 Office Supplies - Media Cases - TS	303.92
42	CDW-G	PO 987 Machinery & Equipment - Tripp Lite 3000V - UPS Battery - IT	1,965.22
43	Chevron	PO 894 Business Fuel - Pacifica - TS	36.80
44	Circle K	PO 996 Business Fuel - Blue Prius - NOLS	35.10
45	Circle K	PO 998 Business Fuel - Blue Prius - NOLS	36.76
46	Costco	PO 884 Office Supplies - Batteries - SQ	45.72
47	Costco	PO 988 Program Supplies - Retirement Party (PAFOL)	143.51
48	Costco	PO 905 Office Supplies - Coffee (Coffee Fund) - ADM	29.99
49	Costco	PO 955 Program Supplies - Discovery Club (PAFOL)	13.06
50	Costco	PO 958 Program Supplies - Pride Family Dance Party (FOSL)	39.82
51	Costco	PO 959 Program Supplies - Teen Movie Night (FOSL)	13.39
52	Costco	PO 960 Program Supplies - Teen Movie Night (FOSL)	32.51
53	Costco	PO 898 Program Supplies - 4th of July Parade (BMOR)	189.90
54	CyberPower	PO 804 Technology Services - UPS Control Panel System	119.99
55	Dell Financial Services LLC	PO 859 Machinery & Equipment - Monitors - IT	849.40
56	Demco, Inc.	PO 846 Office Supplies - Book Cleaner - SQ	35.98
57	Demco, Inc.	PO 863 Office Supplies - Book Tape - TS	113.95
58	E-Fax	PO 925 Technology Services - Online Fax Service - ADM	36.84

No.	Claimant	Purpose	Amount
59	Exxon Mobil	PO 895 Business Fuel - Bookmobile - OR	41.32
60	Exxon Mobil	PO 787 Business Fuel - Bookmobile - OR	82.21
61	Facebook	PO 972 Professional Services - Sponsored Posts - NOLS	92.35
62	Facebook	PO 973 Professional Services - Sponsored Posts - NOLS	7.83
63	First Book Marketplace	PO 882 Program Supplies - SRP Prize Books (SP)	670.66
64	Forks Outfitters	PO 954 Program Supplies - HOH Days and SRP: Find your Roots	19.80
65	Forks Outfitters	PO 954 Program Supplies - HOH Days and SRP: Find your Roots	8.49
66	Forks Outfitters	PO 997 Office Supplies - Masking Tape - FO	13.00
67	GoDaddy.com	PO 985 Technology Services - Standard Wildcard SSL Renewal	449.99
68	GoDaddy.com	PO 993 Technology Services - .org Domain Renewal	25.23
69	Growmail	PO 952 Professional Services - SRP Postcards - NOLS	197.02
70	KCDA Purchasing Cooperative	PO 838 Office Supplies - Book Tape - PA	118.22
71	KCDA Purchasing Cooperative	PO 838 Printer Paper - PA	121.34
72	KCDA Purchasing Cooperative	PO 887 Printer Paper - SQ	95.75
73	KCDA Purchasing Cooperative	PO 890 Office Supplies - Envelopes, Pads, Sheet Protectors	54.72
74	Koenig Chevrolet	PO 782 Vehicles - Oil/Filter Change - Chevy Van - FAC	153.21
75	Label Value	PO 888 Office Supplies - Spine Labels - SQ	67.19
76	Logitech	PO 924 Machinery & Equipment - Keyboard - IT	119.78
77	Lower Elwha Food & Fuel	PO 879 Business Fuel - White Subaru - NOLS	50.00
78	Lower Elwha Food & Fuel	PO 913 Business Fuel - Bookmobile - OR	34.90
79	Microsoft	PO 990 Technology Services - 25 Licenses - IT	980.10
80	Microsoft	Technology Services - IT	87.57
81	Microsoft	PO 951 Technology Services - Microsoft Cloud Services Licenses	1,297.02
82	Miguelito's Cocina	PO 912 Travel Training - Municipal Finance Bootcamp Food	28.88
83	Mod Pizza	PO 912 Travel Training - Municipal Finance Bootcamp Food	17.66
84	Old School Pizzeria	PO 929 Travel Training - DES Training Food - ADM	14.82
85	Olympia, City of	PO 930 Travel Training - DES Training Parking - ADM	7.30
86	Oxford Suites	PO 939 Travel Training - Municipal Finance Bootcamp Hotel	463.08
87	Oxford Suites	PO 939 Travel Training - Municipal Finance Bootcamp Hotel	48.76
88	Pacific Northwest Library Association	PO 919 Training and Conference - PNLA Conference	350.00
89	Playaway Products LLC	PO 868 Office Supplies - Battery Cover - TS	27.12
90	Port Angeles Regional Chamber of Commerce	PO 857 Program Supplies - 4th of July Parade (PAFOL)	25.00
91	POS Supply Solutions	PO 892 Office Supplies - Receipt Printer Paper - NOLS	298.71
92	Purple Air	PO 886 Machinery & Equipment - Air Quality Monitor - OR	395.63
93	Quill Corporation	PO 885 Office Supplies - Book Tape - SQ	126.22
94	Safeway	PO 871 Program Supplies - Art in the Library (PAFOL)	64.87
95	Safeway	PO 900 Program Supplies - Teen Lit Bags (SP)	27.98
96	Safeway	PO 918 Office Supplies - Distilled Water - TS	24.01
97	Safeway	PO 957 Program Supplies - Pride Family Dance Party (FOSL)	15.97
98	Safeway	PO 921 Program Supplies - 4th of July Parade (BMOR)	3.25
99	Shell	PO 876 Business Fuel - Bookmobile - OR	33.93
100	Shell	PO 904 Business Fuel - White Subaru - NOLS	35.71
101	Shell	PO 910 Business Fuel - Chevy Van - NOLS	85.18
102	Shell	PO 896 Business Fuel - Bookmobile - OR	60.22

No.	Claimant	Purpose	Amount
I03	Smartsign	PO 953 Maintenance Supplies - WE Parking Lot Signs	151.97
I04	Stamps.com	PO 786 Postage - TS	250.00
I05	Stamps.com	PO 835 Postage - TS	250.00
I06	Stamps.com	PO 837 Office Supplies - Stamp Sheets - TS	259.95
I07	Stamps.com	PO 855 Postage - TS	250.00
I08	Stamps.com	PO 899 Technology Services - Monthly Service Charge	21.77
I09	Stamps.com	PO 881 Postage - TS	250.00
I10	Stamps.com	PO 902 Postage - TS	250.00
I11	Staples	PO 927 Office Supplies - Stapler - ADM	38.10
I12	Thriftway	PO 928 Travel Training - DES Training Food - ADM	15.45
I13	Tracfone	PO 950 Communications - Branch Cell Phones - IT	23.44
I14	Tracfone	PO 950 Communications - Branch Cell Phones - IT	23.44
I15	Tracfone	PO 950 Communications - Branch Cell Phones - IT	23.44
I16	Tracfone	PO 950 Communications - Branch Cell Phones - IT	23.44
I17	Ubiquiti	PO 989 Machinery & Equipment - Network Switches - IT	2,890.20
I18	Uplift Desk	PO 784 Office Supplies - Stool - TS	140.48
I19	Uprinting	PO 971 Professional Services - SRP & Event Posters	533.52
I20	Vispronet	PO 848 Professional Services - Parade Banner - NOLS	221.22
I21	Walmart	PO 883 Office Supplies - Baby Wipes, Plastic Bags - SQ	11.66
I22	Walmart	PO 963 Program Supplies - Pride Family Dance Party	24.33
I23	Walmart	PO 956 Program Supplies - Pride Family Dance Party	25.04
I24	Walmart	PO 961 Program Supplies - SRP Kids Programs (FOSL)	21.65
I25	Washington State Ferries	PO 912 Travel Training - Municipal Finance Bootcamp Travel	22.25
I26	WFOA	PO 940 Training and Conference - WFOA Annual Conference	495.00
I27	Zoom	PO 986 Technology Services - Zoom Workplace - NOLS	239.47
			21,094.04

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

I088 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 06-30-2024)	285,835.17
I089 Dept. of Retirement Systems	PERS and DCP (PPE 06-30-2024)	48,134.17
I090 Empower Retirement	EmpDCP 10-2023 (PPE 06-30-2024)	450.00
		334,419.34



Staff Report

Meeting Date: August 22, 2024
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 24-08-07 Authorizing Disposal of Surplus Equipment and Furniture
Attachment: Resolution 24-08-07

Topic/Issue: Disposal of surplus items.

Policy considerations: Washington State law requires public agencies to dispose of public property at fair market value through auction, private sale, a broker, or agent, or through donation to defined agencies or organizations. This action is consistent with NOLS Policy 5.9 governing the library's disposal of property.

Fiscal considerations: The items to be disposed through surplus are no longer of value to NOLS.

Discussion: The items to be disposed through surplus include obsolete or broken computer equipment, electronic devices, cash registers, security cameras and office furniture that are no longer of use to NOLS or have been superseded by more usable items. Broken and obsolete computer equipment will be disposed of in accordance with WA State regulations governing the disposal of electronic equipment. The office desks were removed from the Outreach Office and replaced with more ergonomically designed desks. Unneeded cash registers, security cameras and furniture in working condition will be donated to a non-profit organization specializing in the reuse or sale of such items.

Recommendation: That the Library Board of Trustees approve Resolution 24-08-07, approving surplus and disposal of items no longer needed by NOLS.



Resolution 24-08-07
Library Board of Trustees
North Olympic Library System

Authorizing Disposal of Surplus Equipment and Furniture

Whereas, the North Olympic Library System has found that it no longer needs certain items of equipment and furniture; and

Whereas, the Library desires to dispose of the following items in an appropriate manner:

Item	Quantity
Desk from Outreach	2
Amplifier	1
Automated Defibrillator	4
Cash register	3
DVD/BluRay player	1
External hard drive	3
Hard drive	192
Firewall	1
Ipad/Nook/Kindle	7
Keyboard	7
Laptop	2
Microphone	1
Monitor	10
PC case	5
Printer	4
Rack mount server case	1
Security camera	7
Security system DVR	1
Server	1
Speaker	1
Network Switch	10
TOA amplifier	1
UPS	12

Now therefore be it resolved: To declare surplus and dispose of items listed above in a manner consistent with NOLS policy and state law.

To avoid any conflict of interest, real or perceived, Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members are not permitted to purchase items that are removed from the Library's inventory.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 22nd day of August 2024.

Chair

Trustee

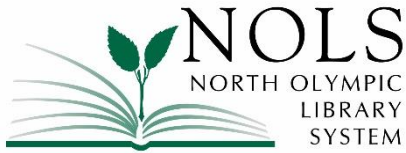
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff Report

Meeting Date: August 22, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Officers and Committees

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

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

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

Fiscal Considerations: None.

Discussion: No action on this topic was taken at the June 2024 meeting, so it is recommended the Board discuss it at their next regular meeting on August 22, 2024.

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

Trustee Name	Officers & committee assignments	Current term ends
Bert Caldwell	Policy Committee Sequim Future Library	Dec. 31, 2027
Cyndi Ross	Sequim Future Library	Dec. 31, 2026
Ian Miller	Vice Chair Finance	Dec. 31, 2025
Jennifer Pelikan	Personnel Committee Policy Committee	Dec. 31, 2028 (second term)
Mark Urnes	Chair Personnel Committee Finance Committee Community Relations (NOLF)	Dec. 31, 2024 (second term)

Descriptions of Standing and Ad Hoc Committees:

Finance Committee:

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

Personnel Committee:

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

Policy Committee:

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

Community Relations Committee:

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

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

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

Public Communications Committee (Ad hoc):

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

Sequim Branch Future Library Committee (Ad hoc):

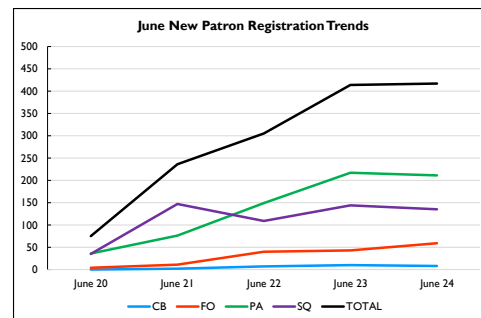
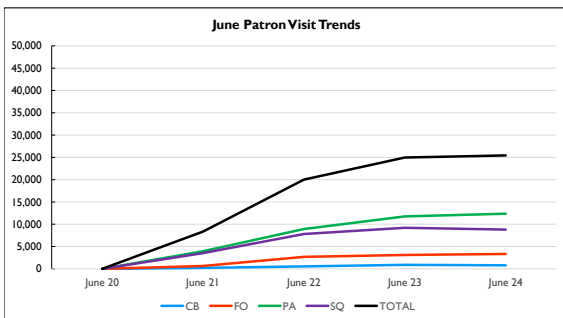
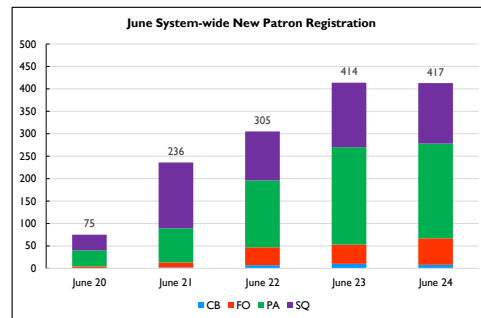
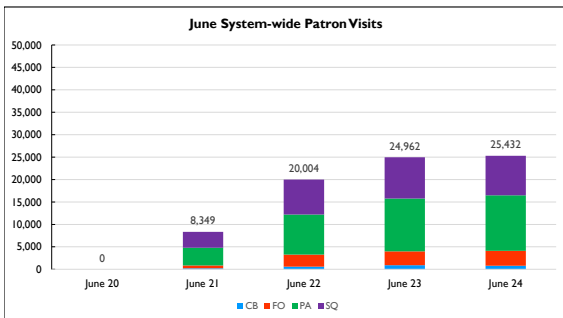
This ad hoc committee provides advisory input to staff, facilitates community engagement, and participates in other activities related to planning a Future Sequim Branch Library.

Recommendation/Alternatives for Consideration: That the Board elect officers and designate or confirm committee assignments at this time. Alternatively the Board could agree to designate a different date for the 2024 election of officers, in which case the current slate would continue until that election occurred.

Patron Visits		
	2024	% of System
Port Angeles	12,366	48.6%
Children	16%	
Sequim	8,814	34.7%
Children	8%	
Forks	3,340	13.1%
Children	15%	
Clallam Bay	783	3.1%
Children	17%	
Bookmobile	129	0.5%
Total	25,432	100.0%

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

New Patron Registration		
	2024	% of System
PA	211	50.6%
SQ	135	32.4%
FO	59	14.1%
CB	8	1.9%
BOS	4	1.0%
Total	417	100.0%



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

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

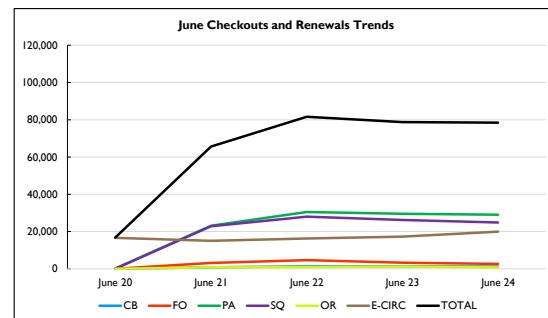
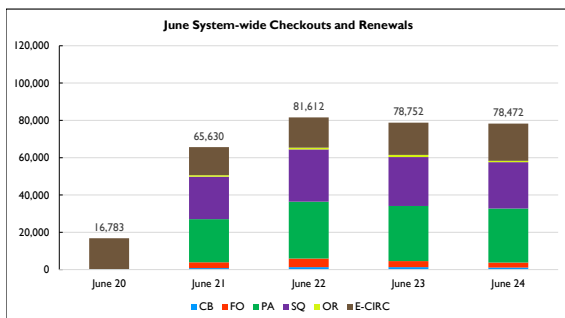
*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.

Checkouts & Renewals		
	2024	% of System
Port Angeles		
Checkouts	16,706	30.1%
% From Self-Check	79%	
% From Holds	25%	
Renewals	12,304	53.6%
Total	29,010	37.0%
Sequim		
Checkouts	15,147	27.3%
% From Self-Check	78%	
% From Holds	34%	
Renewals	9,665	42.1%
Total	24,812	31.6%
Forks		
Checkouts	2,222	4.0%
% From Self-Check	29%	
% From Holds	26%	
Renewals	397	1.7%
Total	2,619	3.3%
Clallam Bay		
Checkouts	738	1.3%
% From Self-Check	11%	
% From Holds	40%	
Renewals	397	1.7%
Total	1,135	1.4%
Outreach		
Checkouts	684	1.2%
% From Holds		
Renewals	77	0.3%
Total	761	1.0%
Bookmobile		
Checkouts	100	0.2%
% From Holds	9%	
Renewals	107	0.5%
Total	207	0.3%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	19,928	25.4%
Systemwide Totals		
Checkouts	55,525	
Renewals	22,947	
System Total	78,472	

Interlibrary Loan Services		
Items borrowed from other libraries		121
Items loaned to other libraries		100

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,181	21.89
SQ	5,158	20.53
FO	588	24.65
CB	295	13.23
OR	615	15.65
BOS	19	37.74
Total	10,856	20.84



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* Due to COVID-19, all NOLS facilities were only open for limited service in June 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	22/2454	43%/78%
Sequim	7/422	14%/13%
Forks	13/230	25%/7%
Clallam Bay	8/34	16%/1%
NOLS	0/0	0%/0%
Virtual	1/8	2%/0%
Total	51/3148	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	34/371	77%/83%
Sequim	0/0	0%/0%
Forks	10/74	23%/17%
Clallam Bay	0/0	0%/0%
Total	44/445	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	47.75	7
Sequim	0.5	1
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	29.5	1
Total	78	9

Community Outreach Events		
	Events/Attendees	% of System
PA	2/195	22%/12%
SQ	4/1389	44%/83%
FO	3/90	33%/5%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	9/1674	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	346
Read & Ride (Clallam Transit Buses)	36
Dolly Parton Imagination Library	0
Library Programs & Outreach	76
Clallam County Correctional Facility	91
Total	549

Outreach Delivery Services	
Deliveries/Pickups	79
New Patrons w/ Delivery Services	1

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	20

Bookmobile	
Routine Stops	10
Special Stops	2
Appearance (e.g. parade)	-
Miles Traveled	859

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	1889	1,425	26.6%
Sequim	6	771	436	35.3%
Forks	10	355	252	12.2%
Clallam Bay	5	196	226	31.3%
Total	47	3211	2339	24.9%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	220	237	19.2%
Sequim	2	101	20	4.9%
Forks	2	111	17	4.2%
Clallam Bay	1	0	0	0.0%
Total	11	432	274	12.4%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,756	63.6%
Sequim	3,021	21.9%
Forks	1,595	11.6%
Clallam Bay	404	2.9%
Total	13776	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,430	60.0%
Sequim	1,144	15.5%
Forks	1,348	18.3%
Clallam Bay	456	6.2%
Total	7,378	100.0%

Website Visits	
From outside the Library	20,638
From inside the Library	815
Avg. # of pages visited	1

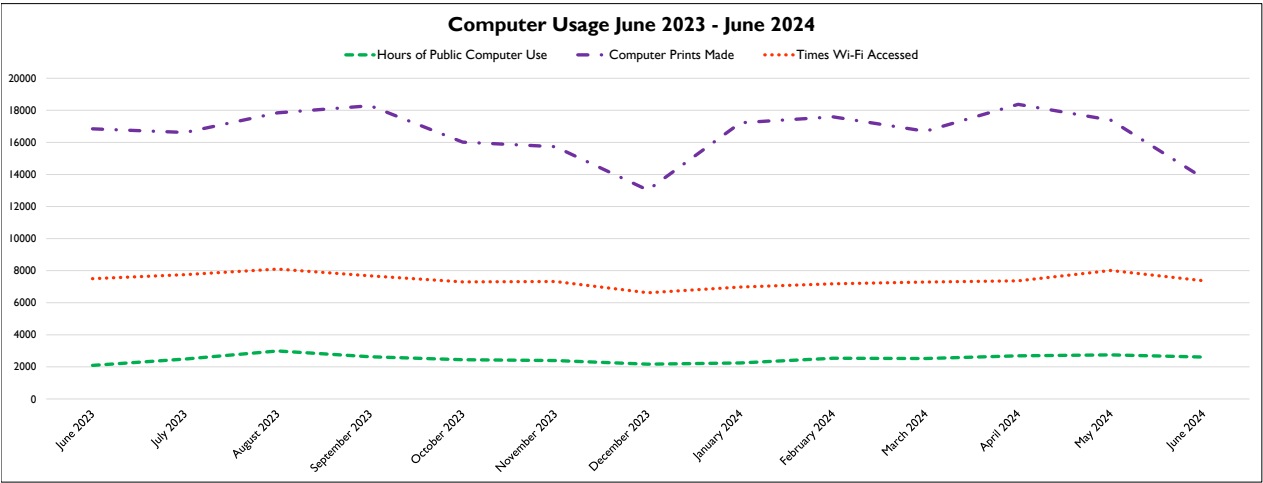
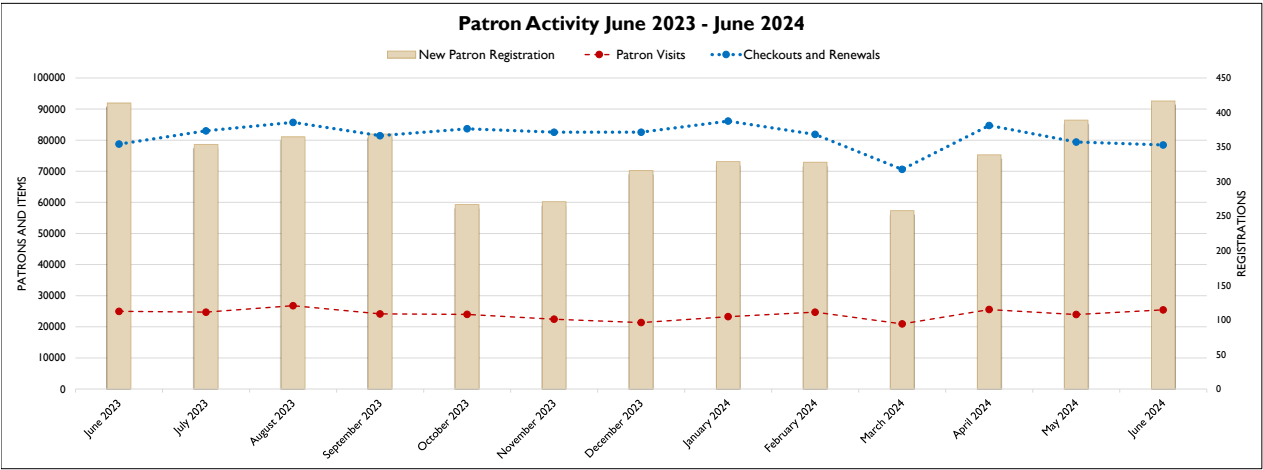
*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.

Facebook Activity	
Followers	5,489
Content Published	52
Reach (unique accounts)	22,027
Reactions/Likes/Comments, etc.	1,961
Link Clicks	817

YouTube Activity	
Subscribers	404
Videos Published	-
Program Recordings	1
Views (lifetime content)	878
Watch Time (hours)	36

Instagram Activity	
Followers	1,543
Content Published	54
Reach (unique accounts)	1,524
Reactions/Likes/Comments, etc.	555

Advertising	
Ads Run	5
Reach (unique accounts)	9,465
Link Clicks	833



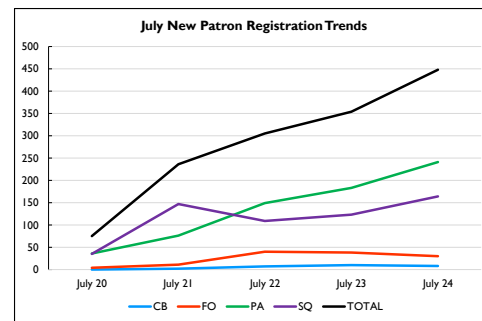
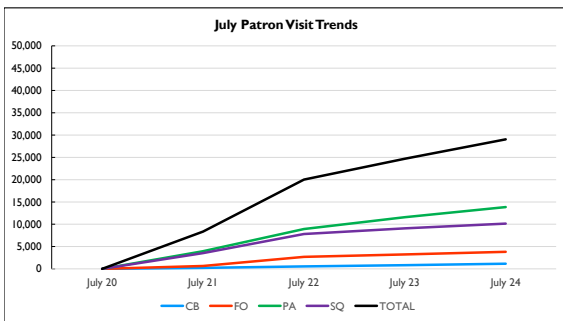
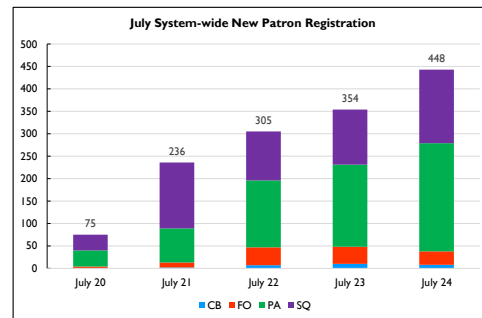
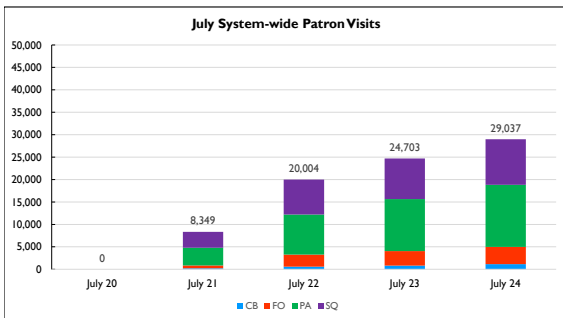
Significant Events During the Past 13 Months:

- 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.

Patron Visits		
	2024	% of System
Port Angeles	13,854	47.7%
Children	17%	
Sequim	10,142	34.9%
Children	8%	
Forks	3,822	13.2%
Children	12%	
Clallam Bay	1,151	4.0%
Children	11%	
Bookmobile	68	0.2%
Total	29,037	100.0%

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

New Patron Registration		
	2024	% of System
PA	241	53.8%
SQ	164	36.6%
FO	30	6.7%
CB	8	1.8%
BOS	5	1.1%
Total	448	100.0%



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

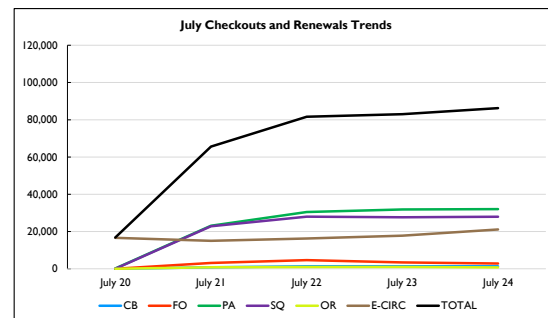
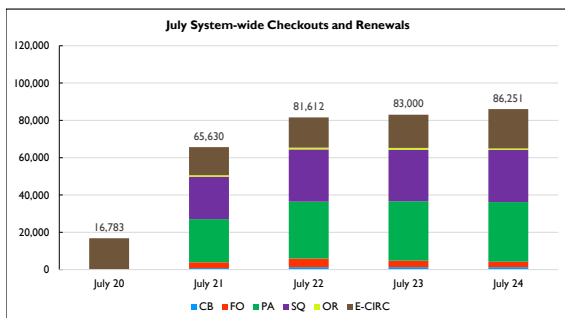
*In July 2024, the Clallam Bay and Forks Branch Libraries reduced hours, 1-2 hours every day, due to staffing restraints.

Checkouts & Renewals		
	2024	% of System
Port Angeles		
Checkouts	18,422	30.4%
% From Self-Check	79%	
% From Holds	27%	
Renewals	13,608	52.9%
Total	32,030	37.1%
Sequim		
Checkouts	17,094	28.2%
% From Self-Check	78%	
% From Holds	32%	
Renewals	10,874	42.2%
Total	27,968	32.4%
Forks		
Checkouts	2,281	3.8%
% From Self-Check	31%	
% From Holds	30%	
Renewals	567	2.2%
Total	2,848	3.3%
Clallam Bay		
Checkouts	770	1.3%
% From Self-Check	15%	
% From Holds	28%	
Renewals	567	2.2%
Total	1,337	1.6%
Outreach		
Checkouts	700	1.2%
% From Holds		
Renewals	47	0.2%
Total	747	0.9%
Bookmobile		
Checkouts	136	0.2%
% From Holds	21%	
Renewals	76	0.3%
Total	212	0.2%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	21,109	24.5%
Systemwide Totals		
Checkouts	60,512	
Renewals	25,739	
System Total	86,251	

Interlibrary Loan Services	
Items borrowed from other libraries	203
Items loaned to other libraries	132

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,920	19.27
SQ	5,540	21.59
FO	678	24.89
CB	215	18.92
OR	967	12.49
BOS	45	5.87
Total	12,365	20.04



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*In July 2024, the Clallam Bay and Forks Branch Libraries reduced hours, 1-2 hours every day, due to staffing restraints.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	30/528	34%/34%
Sequim	19/405	22%/26%
Forks	23/276	26%/18%
Clallam Bay	6/51	7%/3%
NOLS	0/0	0%/0%
Virtual	10/290	11%/19%
Total	88/1550	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	34/265	81%/88%
Sequim	0/0	0%/0%
Forks	8/37	19%/12%
Clallam Bay	0/0	0%/0%
Total	42/302	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	39.25	6
Sequim	8.75	1
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	25.25	1
Total	73	8

Community Outreach Events		
	Events/Attendees	% of System
PA	0/0	0%/0%
SQ	2/83	29%/59%
FO	4/15	57%/11%
CB	1/42	14%/30%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	7/140	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	266
Read & Ride (Clallam Transit Buses)	70
Dolly Parton Imagination Library	1,332
Library Programs & Outreach	47
Clallam County Correctional Facility	91
Total	1806

Outreach Delivery Services	
Deliveries/Pickups	78
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	5
Titles Suggested	24

Bookmobile	
Routine Stops	10
Special Stops	-
Appearance (e.g. parade)	1
Miles Traveled	851

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	2216	1,827	31.1%
Sequim	6	807	443	32.7%
Forks	10	332	185	8.2%
Clallam Bay	5	264	352	41.7%
Total	47	3619	2807	27.2%

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	201	313	23.1%
Sequim	2	126	28	6.2%
Forks	2	89	13	2.8%
Clallam Bay	1	0	0	0.0%
Total	11	416	353	14.5%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	11,088	59.5%
Sequim	5,212	28.0%
Forks	1,821	9.8%
Clallam Bay	514	2.8%
Total	18635	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	2
Sequim	1
Forks	0
Clallam Bay	0
Total	3

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	5,053	57.8%
Sequim	1,483	17.0%
Forks	1,650	18.9%
Clallam Bay	555	6.3%
Total	8,741	100.0%

Website Visits	
From outside the Library	19,418
From inside the Library	720
Avg. # of pages visited	2

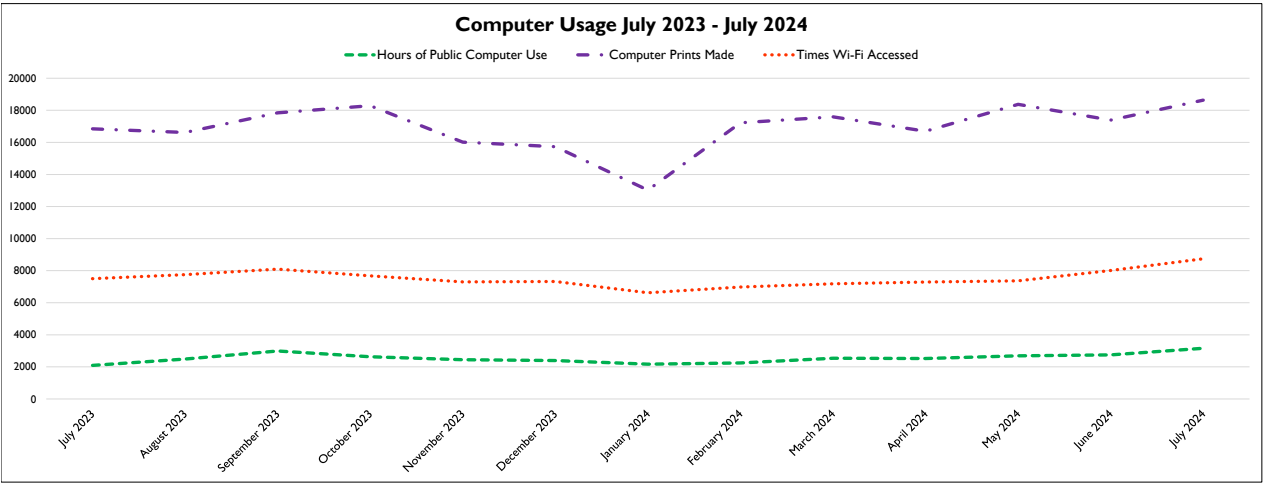
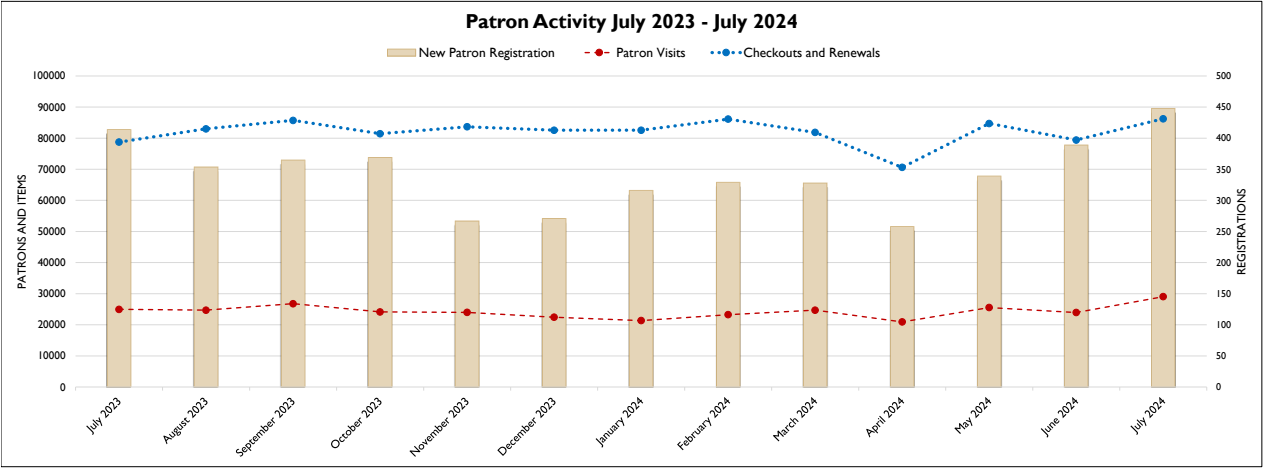
*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

Facebook Activity	
Followers	5,518
Content Published	71
Reach (unique accounts)	24,605
Reactions/Likes/Comments, etc.	933
Link Clicks	184

YouTube Activity	
Subscribers	407
Videos Published	-
Program Recordings	-
Views (lifetime content)	885
Watch Time (hours)	36

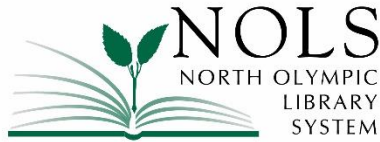
Instagram Activity	
Followers	1,562
Content Published	67
Reach (unique accounts)	1,890
Reactions/Likes/Comments, etc.	556

Advertising	
Ads Run	3
Reach (unique accounts)	7,498
Link Clicks	162



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.
- July 2024 - The Clallam Bay and Forks Branches reduced their hours during the entire month of June, due to staffing limitations.



Monthly Activity Report

Meeting Date: August 22, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for June 2024

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Programming during the month of June included:

- Pride Family Dance Party – 5 participants
- Little Hands Art – 68 participants at 2 events
- Rainbow Reads – 5 participants
- Teen Lit Bags – 33 participants
- The Reptile Man: Summer Reading Program kick-off event – 820 participants



- Stomp and Shout: The Untold Story of Northwest Rock & Roll, a Humanities Washington presentation featuring Peter Blecha, director of the Northwest Music Archives – 28 participants
- Eco Art in the Library opening reception with live music by True Reckoning – 53 participants
- Beekeeping Workshop – 4 participants
- Wednesday Movie Matinee:

- June 20: A League of Their Own – 5 participants
- June 26: Rocketman – 9 participants
- Jigsaw Puzzle Contest – 14 participants
- Northstar Digital Literacy Computer Class – 7 participants
- Second Wednesday Book Group reading *You'll Never Believe What Happened to Lacey* by Amber Ruffin and Lacey Lamar – 8 participants
- Wednesday Evening Book Group reading *Written in Bone* by Sue Black – 8 participants

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

- Youth Services Librarian Jennifer connected with 160 people at the Community Baby Shower.
- Youth Services Librarians Clair and Jennifer promoted the Summer Reading Program with 2,139 students and teachers at 7 events.
- Adult Services Librarian Adrienne promoted the Summer Reading Program and shared information about library services with 35 attendees at the Tidepools Book & Art Fair.
- Staff bid a fond farewell to retiring staff, including Public Services Specialist Theresa Williams Bourget who had been with NOLS for more than 40 years.

Sequim Branch Library

Emily Sly, Library Manager

June is always a fun month with the start of Summer Reading Program (SRP). Youth Services Librarian Charlotte and Public Service Specialist support staff presented to Helen Haller Elementary and Greywolf Elementary students, along with tabling during Sequim Middle School lunches, sharing information about the summer program and encouraging sign-ups. A visit from Reptile Man kicked off SRP with a packed house at the Olympic Peninsula Academy gym (where most SRP programs will be held this summer). Other June programs included a Pride Family Dance Party, Second Saturday Book Discussion, Teen Movie Night and Code Club: Making Video Games workshop with Cecilia Hillway.



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. Sequim staff supported Bookmobile operations at the Jamestown S'Klallam Tribal Library.

Sequim Expansion and Renovation Project – Excavation work began, along with concrete footing and drains for addition and storage shed, concrete stemwall, and excavation for the northeast access road. Noah and Emily met with SHKS to discuss interior signage.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- West End libraries were equipped with new Microsoft Teams phones. Phones have been set up behind the circulation desks, in the work rooms, and in other common areas for staff use.
- New displays have peaked patron interest throughout the library. Displays include Youth Services Library Services Specialist Angeles' Fourth of July display, Public Services Lead Alex's Tribal Journey Display, and Public Services Specialist Dianne's Summer Reading Program Display.



Programming:

- The SRP launch was a success. We were joined by Reptile Man, and we had an impressive turnout of over 200 community members.
- Routine monthly youth programs continued with moderate attendance.
- Pride Month was celebrated with a total of three dances between both branches. A total of 31 patrons attended!

- Little Hands Art in Clallam Bay had 8 attendees!



Community Visits:

- Community Librarian Mary G. provided a Storycraft activity to 25 people at the Blue Shed in La Push.
- Adult Services Specialist Jennifer S., Community Outreach Specialist Hannah, and Community Outreach Lead Kristin visited the Beaver Market with the bookmobile Saturday, June 22. We spoke to several people promoting SRP and Programs for the summer.
- Branch Manager Troi and Youth Services Specialist Angeles B. provided STEAM programming at Hoh Days interacting with various community members and providing ample fun!



Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Re-carpeted and reconfigured Outreach Office; completed HVAC maintenance; performed irrigation system start-up routine and maintenance; installed new security cameras; assisted IT with setting up a server cabinet power failure workaround; repaired water-damaged wall in study room; took down historic signs exhibit and put up Eco Art exhibit; spread wood chip mulch on landscape beds; mowed lawn; tested emergency lights and fire extinguishers.

Sequim Library Project: Construction activities include pouring foundation walls, installing underground and under slab electrical conduits and plumbing pipes for the main library building as well as the battery storage building to the east, soil and concrete testing, and grading the north side drive lane. Other activities include reviewing and approving dozens of products submitted by subcontractors for most of the items needed to complete the building. For instance, submittals have been received for lighting fixtures, electrical and plumbing components, insulation products, door hardware, sheathing, ceiling tiles, carpeting, and many, many other items! Meanwhile, the process continues for selecting shelving, signage, and indoor and outdoor furnishings.

Sequim Temp Library: Cleared major clog deep in wastewater line; installed keys for Fire Dept. in exterior Knox box, tested emergency lights and fire extinguishers.

Forks Library: Installed new parking lot signs; developed plans for repainting the building exterior, cleaning the front sidewalk and restriping the parking lot this summer.

Clallam Bay: Mowed lawn.

Vehicles: Red Subaru Forester wheel alignment; Chevy van multipoint service.

Outreach Services: Bookmobile and Delivery Services

Kristin Overbey, Community Outreach Lead

Outreach Delivery Services

During the month of June, 62 deliveries were made and one new patron registered for Outreach Delivery Services. There were 684 items checked out and 77 items renewed for Outreach Delivery patrons.

Patrons participating in the Delivery Service continue to sing their praises during routine phone calls about the excellent service; kind delivery staff; and spot-on reading, watching, and listening selections!

Bookmobile Outreach Services

During the month of June, there were 129 visitors across 10 Routine Bookmobile Stops and 2 Special Stops. There were 2 Outreach Services programs with a total of 51 participants.

- Pride Picnic at B&B Family Farm with SisterLand Farms

- This was a great event, well received by the community. We had many comments of "This is really cool you all are here" and "I've heard of the Bookmobile but I have never seen it out. I am so excited to go on it." Multiple patrons remarked "I love this book" or "I've been wanting to read this" while browsing the Pride display. **With 50 people coming onto the Bookmobile and at least a dozen items checked out, this was a great success!** We were parked right near the entrance of the barn, in the area where people were outside mingling. It was a great location and even if people didn't come on, they got to see our outdoor table display and the Bookmobile art. The bubble machine was very popular with the youth!



- SRP group sign-ups and activities

- Kids at the Quileute Blue Shed and the Jamestown S'Klallam Youth Center enjoyed choosing their free SRP book and making their own mini-books. Many of them read their books to NOLS staff when they were finished.

- Quileute Senior Center Highlights

- A patron had just gotten her library card a couple of weeks ago when Troi and Kristin visited Elders Week and she came to the Bookmobile and used it for the first time and signed her youngest child up for Imagination Library.

- PA Food Bank Highlight

- One patron stopped by to donate a couple brand new mushroom themed board books - they organize the mushroom fest and received copies from the author. They thought the books would be a good fit for Read and Returns for the library. They were headed to PA but saw Bookmobile at the Food Bank and took advantage of the opportunity to visit.

- A few patrons had already signed up for SRP online, but needed to get prize books/coupons, trackers, and events booklets.
- **Special stop at Beaver Farmer's Market in Beaver**
 - Jen S, WE LSS, was able to chat with many Forks patrons and make connections with community partners. Beaver Market was very gracious to have us there.

Technical Services Department

Erin Shield, Collection Services Manager

Jennifer Fodge joined the Tech Services team in June, temporarily splitting her time with Public Services. She is filling recently-retired Carol's role of Technical Services Specialist. Jennifer is well underway to having InterLibrary Loans, serials, and mail tasks mastered. She starts full time in Tech Services in July.

1015 physical items were processed and available for customers in the month of June. 173 print materials were repaired. 130 media items were resurfaced or repaired to extend their lives. 23 physical donations were made and will be added to the collection. 690 totes were moved between NOLS' branches by the couriers, plus 20 more for Outreach deliveries. Tech Services filled 122 InterLibrary Loan requests for NOLS' patrons and 100 loans out to other libraries. Selectors' carts averaged a 4-day turnaround from submission to ordered in June.

Mark is pleased to finally make it through the end of a VERY large batch of audiobooks that needed resurfacing. Kim is enjoying re-learning various workflows using Leap and the beautiful coyote she saw on a West End courier run. Wendy has been getting some practice with original cataloging. The ILL team got a nice note from a patron who was very thankful to get the title she wanted from another library. Cindy is thankful to have new team members helping out on serials projects.

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

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
- WA State DEI Empowerment Conference Sessions
- Retirement Celebration Planning

Recruitments:

- Marketing Specialist – ADM
- On-Call Public Services Assistant – WE
- On-Call Public Services Assistant – PA/SQ
- IT Specialist 2 – IT
- Public Services Specialist – PA
- Public Services Specialist – WE
- IT Systems Administrator – IT

Promotions:

- Jennifer Fodge – Technical Services Specialist – TS

New Hires:

- Alex Peterson – Public Services Lead – WE
- John Danks – IT Systems Administrator – IT

Separations:

- Carol Addington – Technical Services Specialist – TS
- Theresa Williams-Bourget – Public Services Specialist – PA
- Shane Miller – IT Manager – IT

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

The marketing team welcomed new staff member Jessica Spooner, Marketing Specialist.

Email Marketing –

On June 13, we accomplished a major milestone by sending NOLS' first email newsletter. We are thrilled to have launched this communication channel to keep our patrons informed about library services and resources. Marketing Lead Margaret Griset was instrumental in this success.

- E-Newsletter: 19,067 were sent to library cardholders and 41% of recipients read it. (For reference, read rates for nonprofits average 29%, per Neon One.)
- Notices: 14,623 were sent and achieved an average read rate of 67%. Hold pickup notices are the most read.

News Releases & Articles:

- 12 news releases were sent.
- The article “Crews clearing way for expanded Sequim Library” was published June 5 in the Sequim Gazette and June 10 in the Peninsula Daily News.
- The article “Anderson wins top prize in library writing contest” ran on June 12 in the Sequim Gazette.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette shared recommendations based on the Summer Reading Program theme of “Read, Renew, Repeat,” written by librarian Charlotte McGrew.

Financial Operations

Amy Hough, Finance Manager

Significant meetings and trainings Amy attended this month:

- MRSC Municipal Finance Bootcamp
- Visited Forks and Clallam Bay libraries and met with staff
- Management Team meeting
- Microsoft Teams training

SUMMER READING PROGRAM

Join the Challenge!

The Summer Reading Challenge is for all ages—from babies to adults! Get a free book just for signing up, then read (or be read to) for 30 days to get a limited edition T-shirt. Track your reading from June 14–August 24 to be entered in the grand prize drawing for a \$100 LEGO set or \$100 gift card to a local business.

[Sign Up Now](#)

Enjoy Free Events!

Keep the fun going with the Summer Reading Program featuring more than 100 free events across Clallam County.

Events for kids include Discovery Club, The Puppets Man, and Storytime. Tweens and teens can catch workshops for songwriting, cartoon drawing, and making video games. Adults will enjoy concerts plus workshops on bookkeeping, composting, Zumba, and more.

[Browse Events](#)

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Summer Reading Program is supported by Friends of the Library groups.

[Library Hours](#)

©2023 NOLS North Olympic Library System. June 10 & 11/24

Public Service Director's Report

Meghan Sullivan, Public Services Director

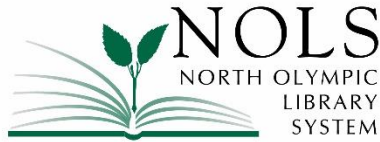
- Participated in recruitment activities for the On-Call Public Services Assistant (East End and West End) and West End Public Service Specialist positions.
- Continued activities to operationalize Bookmobile service including community partner meetings; collection maintenance tasks; staff programming training; and staffing a route stop at the Port Angeles Food Bank.
- Continued refining procedures for Communico Attend (event calendar) and Reserve (meeting rooms).
- Participated in project activities with Cerium Networks for Microsoft Exchange migration to cloud and new phone system.
- Attended monthly Board Meeting for the Port Angeles Friends of the Library.
- Attended final work session for Co-Designing Trust with University of Washington iSchool.
- Attended monthly Sequim Operational Area Meeting with CCEM as well as attended a community training, How to Run a Shelter, sponsored by the City of Sequim and led by American Red Cross volunteers.
- Routine Management Team, Branch Manager, Outreach Services, Adult Services Team, Youth Services Team, Health and Safety, ILS Team, and One-on-One meetings.

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Began acting as the interim IT Manager
- Sequim Library Expansion and Renovation Project
 - Review of final furniture, fixture and equipment orders
 - Finalized LOCAL Program financing
 - Weekly Owner, Architect and Contractor (OAC) meetings
- Coordinated work of Cerium Networks for Microsoft Exchange migration and new Teams phone system rollout
- Continued coordination of a system-wide printer replacement project
- Prepared NOLS response to SB 5444
- Assisted with the Eco Art in the Library install and opening event
- Participated in meetings with community organizations regarding planning events during Old New Time Chautauqua's visit to Port Angeles
- Participated in the City of Port Angeles' Comprehensive Plan stakeholder meeting
- Attended Washington State Board of Natural Resource Meeting
- Attended a tour of Forks High School with Public Lands Commissioner Hilary Franz and met with representatives of other junior taxing districts to discuss DNR-funded projects
- Routine Branch Manager, Collection Management and Management Team Meetings



Monthly Activity Report

Meeting Date: August 22, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for July 2024

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Programming during the month of July included:

- Family Storytime – 222 participants at 8 events
- Discovery Club – 210 participants at 5 events
- Day of Play concert – 71 participants
- Tween Programming:
 - Glo Painting – 20 participants
 - Scribble Bots – 15 participants
 - ReUse Costuming – 23 participants
- Teen Lit Bags – 34 participants
- Teen Programming:
 - Pajama & Movie Night – 12 participants
 - Teen Songwriting Workshop – 8 participants
 - Teen Book Club reading *Uglies* by Scott Westerfeld – 2 participants
- Wednesday Movie Matinee:
 - July 17: Big Fish – 5 participants
 - July 24: Little Miss Sunshine – 3 participants
- Barbie Watch Party – 44 participants
- K Van Petten & Connor Colbert concert – 38 participants
- Chautauqua Storytellers featuring Mark Charles of the Lower Elwha Klallam Tribe and Professor Ron Johnson of the Makah Tribe – 95 participants



- Online Voter Forums with League of Women Voters – 138 participants live at 4 events, 150 views of recordings
- Intro to Zumba with Teresa Schmid – 10 participants
- Composting Workshop – 8 participants
- Jigsaw Puzzle Contest – 16 participants
- Northstar Digital Literacy Computer Class – 4 participants
- Second Wednesday Book Group reading *Once There Were Wolves* by Charlotte McConaghy – 7 participants
- Wednesday Evening Book Group reading *The Keeper of Lost Things* by Ruth Hogan – 7 participants

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

- Youth Services Librarian Jennifer L. and Adult Services Librarian Sarah M. joined the Bookmobile in Port Angeles' 4th of July parade.
- Librarian Sarah M. was nominated and selected by the Washington Digital Library Consortium Executive Advisory Committee to fill a position vacated partway through the term. Sarah has previously served 2 full terms.

Sequim Branch Library

Emily Sly, Library Manager

Weekly summer programs were full steam ahead in July. Summer Family Storytime and Discovery Club took place each week. The Sequim Branch offered family activities at the City of Sequim's Fourth of July events at Carrie Blake Park. Summer programs also included Book Club for Kids, Teen Songwriting Workshop, Mindful Mending with Ginger's Closet, Irrigation Festival Royalty Storytime, Little Hands Art, Barbie Movie Watch Party, Zumba and Cartoon Drawing with illustrator Aron Steinke.





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. Sequim staff supported Bookmobile operations at the Jamestown S’Klallam Tribal Library.

Sequim Expansion and Renovation Project – Foundation work, including under-slab electrical, fire, structural fill, insulation and plumbing work was completed, along with pouring the concrete slab. Noah and Emily tabled at the Sequim Farmers Market providing community outreach about the project on Lavender Festival weekend.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Programming:

- Youth Services had a busy month with over 210 kids attending the Discovery Club events in Forks.



- The middle school principal, Elena Velasquez generosity allowed NOLS to utilize the cafeteria space for Bugs for Breakfast. 95 people attended, and approximately 75% of the attendees wore their SRP shirts.



- A special shout-out to Heather Lietzke (Gaddy) for volunteering her time for two of our Discovery Club programs in CB and FO: Recycle Art and Junk Journaling. Middle school students participated in Junk Journaling and were highly engaged. Each of them created something unique and personal to themselves.



- Cecelia Hillway did a phenomenal job in CB for Code Club: Making Video Games. Despite technical issues during Sekiu Days, Cecelia delivered a successful event where the children were excited to learn about video game designs.
- We have seen an increase in families attending storytime. Some have signed up for Dolly Parton's Imagination Library and 1,000 books before kindergarten.
- The Fun Days! Parking Lot Dance Party at the Clallam Bay branch had 53 people in attendance. Adults, children, and families enjoyed the music, toys, and photo opportunities supplied by Mariposa House, as well as the snacks and beverages supplied by CB Friends of the Library.

- Bad Art Night was attended by a few, but dedicated patrons in both Clallam Bay and Forks.
- Clallam Bay Tidepool Exploration with Feiro Marine Center was attended by 30 people of all ages. We were able to enjoy a beautiful day and a rainbow of sea life.



- Introduction to Meditation was the last program of the month in Clallam Bay. Participants learned about the history and science of mediation and then had time to try out different meditation practices.

Community Visits:

- NOLS Staff attended a Senior Health Fair in Neah Bay, interacting with over 50 individuals and creating a handful of new Library Cards!
- A dedicated group of young readers has been meeting the library car when it arrives at the Blue Shed in La Push. Participants are eager not just to passively listen, but to take turns actively reading aloud from their choice of books around a theme. They especially enjoyed this month's Tribal journeys program, reading, making up and acting out their own stories, creating their own canoe puppets and performing an impromptu paddle dance.



Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Replaced Children's restroom floor; installed two more security cameras, plus keyless card reader locks on exterior doors; replaced front door hinges; repaired staff toilet leak; swept roof; removed graffiti; swept parking lot; removed dead plants from landscape; mowed lawns.

Sequim Library Project: Reviewed and discussed electrical and door hardware submittals; special inspections continued for soil compaction and poured-in-place structural concrete; brought IT onto the site to inspect server room conduit placement.

West End Libraries: Replaced Forks heat pump; restriped parking lots; pressure washed Forks sidewalks and building exterior; installed exterior security cameras, environmental sensors in restrooms, and keyless card reader locks on exterior doors; mowed Clallam Bay

Vehicles: Serviced Ford Transit van and Toyota Prius wagon; washed Pacifica van and book mobile.

Other: Staff evaluations; key distribution updates.

Outreach Services: Delivery & Bookmobile Services

Meghan Sullivan, Public Services Director

Delivery Services

During the month of July, 78 deliveries were made and 4 new patrons registered for Outreach Delivery Services. There were 700 items checked out and 47 items renewed for Outreach Delivery patrons.

Office Refresh!

The Outreach office inside of Port Angeles Main Library completed a refresh designed to improve staffing and operational needs to support both Bookmobile and Delivery Services. The work entailed installing a third workstation; installing additional shelving for more storage; new carpet and paint; and an improved charging station for Bookmobile technology.

Bookmobile Services

During the month of July, there were 68 visitors across 8 Routine Bookmobile Stops. The Bookmobile also appeared in one parade this month. There were 2 Outreach Services programs with a total of 33 participants and 8 Take & Make Kits handed out during routine stops.

The Bookmobile participated in the Port Angeles Fourth of July parade alongside Port Angeles Public Services staff with a new NOLS parade banner, candy for the kiddos, and signs promoting the Summer Reading Program.

People were absolutely getting LOUD for the library. There were cheers all around and comments like “I’m signed up for summer reading!”, “YAY the bookmobile!”, and “I love the library!”. Occasional comments such as “I didn’t know we had a bookmobile!” highlight the importance of the library and the bookmobile’s presence at these high visibility events.



With the nice summer weather, Outreach staff have been setting up an outdoor table and chairs at Bookmobile stops. This has been successful in drawing in additional people, fostering conversations, displaying the Tiny Olympic Library books for patrons, and setting out activities for families to engage in.



Technical Services Department

Erin Shield, Collection Services Manager

July ushered in Jennifer Fodge as our new Technical Services Specialist. She started her training in June and has mastered several department tasks including: incoming and outgoing mail and packages, InterLibrary Loans, receiving new materials, and incoming serials. She continues on her training journey!

1015 physical items were processed and available for customers in the month of July. 196 print materials were repaired. 261 media items were resurfaced or repaired to extend their lives. 28 physical donations were made and will be added to the collection. 818 totes were moved between NOLS' branches by the couriers, plus 19 more for Outreach deliveries. Tech Services filled 203 InterLibrary Loan requests for NOLS' patrons and 132 loans out to other libraries. Selectors' carts averaged a 2-day turnaround from submission to on-order in July. Thanks for the speedy ordering, Acquisitions!

Kim is enjoying the recently super-cleaned courier vehicles as well as having a fellow co-courier to help talk over driving routes, etc. Wendy, long-time go-to person for troubleshooting printer issues, is excited about getting a new printer for staff! Sarah celebrated her 1st anniversary with NOLS and she is appreciated of all the support she's gotten in the last 12 months. Yay! Jennifer likes to see all the new titles coming in (-don't we all?). Cindy enjoyed her cataloging tasks especially in July. One staff received an ILL that came from a small town one of their parents had lived in as a kid. ILL connects the world!

In July, Technical Services staff participated in trainings, webinars, tasks and meetings related to Circulation, All Staff Day Committee, Collection Management Team, ILS Team, EDI Team, Management Team, Clallam County Law Library, and Web Team.

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
- State and Local Government to Tribal Government Training – Olympia, WA
- Supervisory situations training through Enduris

Recruitments:

- On-Call Public Services Assistant – WE
- On-Call Public Services Assistant – PA/SQ

- Public Services Specialist – PA
- Public Services Specialist – WE

New Hires:

- Jamie Williams – On-Call Public Services Assistant – PA, SQ, FO, CB

Separations:

- None

Financial Operations

Amy Hough, Finance Manager

- Attended NOLS All Staff meeting
- Attended Management Team meeting

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in recruitment activities for the On-Call Public Services Assistant (East End and West End); Port Angeles Public Service Specialist; and West End Public Service Specialist positions.
- Participated in the Port Angeles Fourth of July Parade with NOLS staff and the Bookmobile.
- Participated in project activities with Cerium Networks for Microsoft Exchange migration to cloud and new phone system.
- Participated in project activities for the Printer and Copier Replacement Project.
- Continued refining procedures for Communico Attend (event calendar) and Reserve (meeting rooms).
- Site visit to Clallam Bay Library.
- Attended Deputy/Assistant Director Meet Up at Puyallup Public Library.
- Attended monthly ARSL Membership Committee meeting.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, and One-on-One meetings.

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Acting as the interim IT Manager
- Sequim Library Expansion and Renovation Project
 - Begin development of signage and wayfinding design package
 - Review of final furniture, fixture and equipment orders
 - Weekly Owner, Architect and Contractor (OAC) meetings

- Continued coordination of Cerium Networks Microsoft Exchange migration and new Teams phone system rollout
- Continued coordination of a system-wide printer replacement project
- Attended Friends of Sequim Library Annual Meeting
- Tabled at the Sequim Farmers Market
- Public Records Request Processing
- Assessment of staffing needs across the system
- Routine Branch Manager, Collection Management and Management Team Meetings



Customer Comments

June and July 2024

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

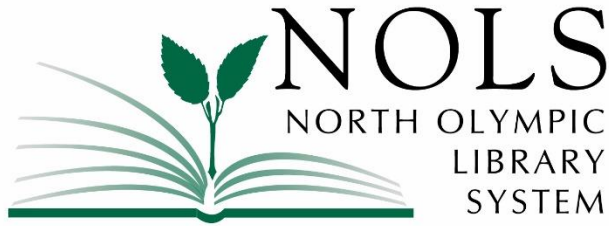
Comment:

Wondering if NOLS could add a laminator to the collection? Thank you!

Response:

Thanks for your interest in the NOLS collection. NOLS currently circulates many non-traditional items such as outdoor games, musical instruments, and passes for local amenities. Machinery or equipment that either requires specialized maintenance or consumable supplies is potentially more complicated to add to the collection and we strive to ensure a community partner who will see to the item's specific needs. The instruments, for example, were donated and are currently maintained by the Sequim Academy of Music. We wouldn't (and couldn't) effectively circulate instruments if we didn't have this type of partnership.

Laminators are not within the scope of current collection considerations, but we will add it to the list of suggestions for review at a future time.



Highlight Log

(June 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.

06/01/2024 – Sequim

I set up a Pride display today (headed up by Charlotte) and already have seen two families with kids sporting rainbows stop to browse and check out some books. I also had a patron thank me for the display and get a bit emotional saying how glad they were to see it, when books are getting pulled from shelves in other places like Florida. It's really heartening to see such an immediate, positive response on the first day!

06/03/2024 – Sequim

"There's just TOO MANY good ones to choose from, I don't even know what to do," said a teen signing up for Summer Reading Program and choosing manga for her and her brother from the prize books. The parent ended up wanting to trade in her coupon so they could pick three manga to take home. (She reads them all anyway too.)

06/03/2024 – Outreach

While delivering to Outreach patrons today, one enthusiastically opened their door with a little dance and exclaimed, "Goody! It's Christmas!" Another told me that their biggest regret was not being able to visit the library in person, so they are so thankful. The icing on the cake was a big, sloppy dog smooch from one patron's pooch. Another great day in Outreach for sure!

06/04/2024 – Port Angeles

A community member wrote in looking for assistance tracking down a poem they had seen on the Hall of Mosses Trail as part of Poetry Walks. They had been on a hike with their fiancé and came across the poem and loved it so much they want to read it at their wedding! I was able to discern which poem they were talking about based on their description of it and pass along the title—"5 Months" by Anis Mojgani.

06/05/2024 – Outreach

There were a couple of highlights today in La Push. A patron had just gotten her library card a couple of weeks ago when Troi and Kristin visited Elders Week and she came to the Bookmobile and used it

for the first time and signed her youngest child up for Imagination Library. Another patron opened a new account today and checked out two items from the display of Indigenous books.

06/08/2024 – Port Angeles

Five puzzling teams came together on this beautiful Saturday with the first team finishing in only 41 minutes! Participants, returning and first-timers, met new teammates and shared lots of laughs. Two folks told me they travel from Port Townsend every month for the competition.

06/13/2024 – Outreach

Kids at the Quileute Blue Shed and the Jamestown S'Klallam Youth Center enjoyed choosing their free Summer Reading Program book and making their own mini-books. Many of them read their books to me when they were finished.

06/18/2024 – Port Angeles

A patron came to the desk to check out and somewhat tearfully shared that their childhood library was their safe space growing up. They appreciated all of the programs and activities NOLS is putting on for the Summer Reading Program this year.

06/21/2024 – Port Angeles

During Friday evening's Art in the Library opening reception, I noticed two people who had met at last November's Friendsgiving program. It appears that they have become close friends and one of them showcased their art in the Eco Art show. Yay!! Library programs helping adults make friends in the community. :)

06/24/2024 – Port Angeles

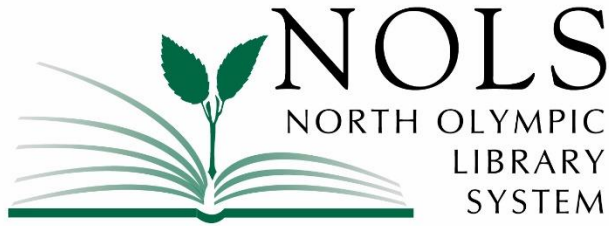
I introduced a regular patron who often struggles to find a book to our new Book Menu! He exclaimed "COOL!" and immediately sat down in a comfy chair to begin listing off all the books he wanted his mom to look up in the catalog. I overheard many discussions about trying new genres based on what looked good on the menu. Holds were placed in addition to several books found on the shelves!

06/25/2024 – Port Angeles

While staff at both checkout desks were helping patrons, an experienced patron at the self-check station was verbally coaching a new patron across the divider. The helper patron received a sticker with a thank you from staff.

06/28/2024 – Forks

This morning Alex P. put up the 2024 Tribal Journey Display. This afternoon we have had a patron spend over an hour looking at the books on the display. He then went over to non-fiction to see if he could find additional books on similar topics.



Highlight Log

(July 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.

07/03/2024 – Sequim

A parent was super excited about the youth recommendations binder—they were able to find lots of good titles for their twin 9 year olds who love Dragon Masters!

07/03/2024 – Sequim

The first Discovery Club in Sequim was a BLAST! Kids and their adults created mazes for their Hexbugs and played with Legos. The star of the show were the color code-reading Ozobots, which delighted kids and parents alike—lots of folks looking them up online and declaring how great it was that there was a library program since they're so pricey (we borrowed these from the Washington State Library!)

07/05/2024 – Forks

Had 12 for storytime! A mix of regulars and visitors. Everyone had a great time sharing advice and getting dragged into popping bubbles by a very precocious 2 year old. Good time!

07/03/2024 – Port Angeles

The Living Room was full with eager listeners during Wednesday's storytelling program. Mark Charles, of the Lower Elwha Klallam Tribe and Professor Ron Johnson of the Makah Tribe shared stories & took questions from the listeners for nearly 2 hours. Approximately 95 people came to listen, including a youth group from Jamestown S'Klallam Tribe. It was a sight to see the library so full and also quiet while everyone took in what the elders had to share. Thanks to Noah for organizing the program and our partners from New Old Time Chautauqua. Our community loved this event!

07/09/2024 – Clallam Bay

This is for SQ actually... had a SQ patron call to make sure her account was clear before going on vacation and kept thanking me (really SQ) for our service. She loved the space and said she uses SQ library more than any library in the past. Great job Sequim!

07/11/2024 – Sequim

I was assisting a family with checkout and the youngest ran out to the car and came back with a jar of

Pringles. He said he would like the pay for his book with that. His sibling informed him that books are free as long as you bring them back. Grandma and I were both amused :)

07/10/2024 – Forks

A family brought me flowers that they picked and wanted to thank me for being their Librarian. It was very sweet and heartfelt recognizing the positive impact that the Library has on their family.

07/13/2024 – Clallam Bay

While enjoying Clallam Bay Sekiu Fundays, I heard a kid yell to their friend, "I'm going to the Library!" and then run to the library. I also saw many people walking around with full bags of books from the Friends Book Sale.

07/16/2024 – Sequim

Helped a ~6yo patron locate the restrooms. As she entered a restroom, she turned back to me and said, "There are no books in here. So, does that mean I can be loud?" Her follow-up question was, "Do door slams count?"

07/17/2024 – Forks

Bugs for Breakfast was a hit with 95 attendees and a sea of green SRP t-shirts. Participants tried various insects and even insect cookies. A big thank you to Charlotte for coordinating this system-wide program. The author shared with me that she has showed up to many presentations without warm welcomes or support in setting up and that she was very impressed with NOLS for creating such a positive environment for her as a presenter as well as for the participants. Additionally, the author sang Angeles' praises with her intro to the program and her assistance.

07/17/2024 – Forks

The West End Area board member, Jennifer Pelikan, came back to the IT area to say how happy she was with the new touchscreen self-checkout machines in Forks and Clallam Bay. She thanked everyone in IT for helping with the upgrade.

07/17/2024 – Port Angeles

The Burke Museum brought their very interactive Living Traditions mini-museum. I asked several kids which table display was their favorite. One young person said "Community" because of the photo of his grandfather—a storyteller from the Lower Elwha Klallam Tribe. He was excited to share his connection!

07/20/2024 – Port Angeles

Barbie Watch Party was awesome last night! Everyone had a great time! People of all ages dressed up, took photos in the Barbie box, and enjoyed pizza and snacks. I was excited to see a few regular patrons join in on the fun!

07/20/2024 – Port Angeles

"Would you like to be my friend?" - Child 1, a look of hope on their face

"Like, your BEST friend?" - Child 2, joy filling their eyes

"YES!" - Child 1, with a BIG smile on their face

"I WOULD LOVE THAT!!!" - Child 2, almost yelling in bliss, but not quite yelling loud enough for a

warning...

Little humans are making friendship happen in the Children's area here in PA today! So cute and awesome!

07/20/2024 – Port Angeles

44 people turned up to party with Barbie on Friday! Big thanks to Annie, Kayla, and PA facilities team for assisting with the creation of the Barbie box. It was truly so fun to hear the reactions to the movie, a few patrons said it was their first time seeing the film because of the cost of going to the theaters.

07/26/2024 – NOLS

I received an email with a letter expressing heartfelt gratitude for the Poet Laureate program in general, and specifically for NOLS' support of Jaiden Dokken as our first Clallam County Poet Laureate, detailing how their work in this position has positively affected the community.

07/29/2024 – Port Angeles

The July 27-28 Peninsula Daily News Rants & Raves section included a "big rave" for the Summer Reading Program.

07/29/2024 – Port Angeles

A very small patron trying to use the self-check asked their adult where the "QRS" code to scan was.

07/31/2024 – Port Angeles

There was a great turnout to see raptors from Discovery Bay Wild Bird Rescue! Highlights for young patrons were the sounds the Harris' Hawk made (aptly described by one child as sounding "kind of like it's farting") and one child got to see their favorite owl in real life—the Northern saw-whet owl! Bird books galore were checked out afterwards, and many adult patrons stopped in to see the birds or talk to DBWBR staff member Joseph as he was packing up.