

Board of Trustees Regular Meeting
Thursday, January 28, 2016, 5:30pm
Port Angeles Main Library
Port Angeles, WA

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 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.

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of November 2015
4. Communications
5. Presentation: Port Angeles Facilities Assessment (Facilities Manager Brian Phillips)
6. Public comments
7. Financial report: November 2015
8. Approval of vouchers: November 2015
9. Financial report: December 2015
10. Approval of vouchers: December 2015
11. Unfinished business
 - U.1. Verbal report: Termination of Port Angeles building lease
12. New business
 - N.1. Approval of the 2016 Capital Budget
 - N.2. Approval of revision to Policy HR 12.2: Bereavement and Funeral Leave Policy
 - N.3. Approval of revisions to policy 4.2: Fee Matrix

- N.4. Approval to close Libraries on Friday, April 22, 2016 for All Staff Training Day
- N.5. Approval of Resolution 16-01-01: Authorizing Disposal of Surplus Equipment and Furnishings
- N.6. Approval of Resolution 16-01-02: Designation of Signature Authority
- N.7. Approval of Resolution 16-01-03: Designation of Authority to Access Safe Deposit Box
- N.8. Confirmation and approval of Director's Declaration of Emergency
- N.9. End-of year fiscal reconciliation (No action required)
- N.10. Confirm interim appointment of new Trustee to Policy and Sequim Expansion committees (verbal report)

13. Reports

- R.1. Monthly statistics: November and December 2015
- R.2. Annual Statistics: 2015
- R.3. Monthly activity reports: November and December 2015
- R.4. Customer Comments: November and December 2015

14. Public Comments

15. Trustee comments

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

16. Next meeting: 5:30pm, Thursday, February 25, 2016, at the Sequim Branch Library

17. Agenda items for next meeting

18. Executive session to discuss labor relations

19. Executive session to discuss Director's annual workplan and performance appraisal

20. Action on executive sessions, if any

21. Adjournment

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, January 28, 2016	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, February 25, 2016	5:30pm	Regular meeting	Sequim Branch Library
Thursday, March 24, 2016	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, April 28, 2016	5:30pm	Regular meeting	Sequim Branch Library
Thursday, May 26, 2016	5:30pm	Regular meeting	Forks Branch Library
Thursday, June 23, 2016	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, July 28, 2016	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, August 25, 2016	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, September 22, 2016	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, October 27, 2016	5:30pm	Regular meeting	Port Angeles Main Library
Tuesday, November 22, 2016	5:30pm	Regular meeting	Port Angeles Main Library

North Olympic Library System Strategic Initiatives for 2015-2016:

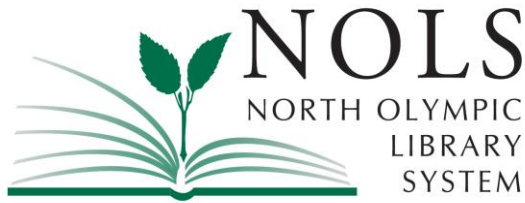
Learn. Create. Connect.

- Provide literacy, education and enrichment opportunities for people of all ages.
- Provide resources and opportunities for personal empowerment.
- Provide library facilities that are safe, comfortable, functional, and energy efficient.
- Be the Third Place, where community comes together to think, meet, work, play, and create.
- Engage with community partners; connect community resources to community needs.
- Promote community vitality and economic development.
- Be nimble, flexible, and adaptable in responding to social and technological change.
- Utilize public resources responsibly.

Friends of the Library meetings

(Note: meeting schedules can vary; please check with Library Administration to confirm before attending)

Clallam Bay Friends of the Library	Second Tuesday of month at 4pm at Clallam Bay Branch Library
Friends of the Forks Library	Quarterly, on third Monday at 6pm at Forks Branch Library
Port Angeles Friends of the Library	Second Tuesday of month at 10am at Port Angeles Main Library
Friends of Sequim Library	Quarterly, on third Thursday of month at 9am at the Sequim Branch Library. Annual Meeting - January 2017, date/location to be announced.



1. Call to order, roll call and introductions:

Board Chair Catherine Copass called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Elaine Fredrickson, Betty Gordon and Jennifer Pelikan. Library staff present: Director Margaret Jakubcin, Administrative Operations Manager Elizabeth Hill, Financial Operations Manager John DeFrancisco, Technical Services Manager Erin Shield, Main Library Manager Noah Glaude and Public Communications Coordinator Garrett Fevinger.

2. Approval of agenda:

Addition to agenda: Resolution 15-11-14, authorizing disposal of surplus equipment and furniture
Motion by Ms. Gordon to approve agenda as amended.
Motion seconded by Ms. Fredrickson, motion carried.

3. Approval of minutes of regular meeting of October 22, 2015:

Ms. Pelikan made a correction to the October 22, 2015 minutes. In Trustee Comments (#13), the branch she was referring to was Forks, not Clallam Bay.
Motion by Mr. Urness to approve the amended October minutes.
Motion seconded by Ms. Fredrickson, motion carried.

4. Communications:

None.

5. Presentation: NOLS Public Communications Year in Review

Public Communications Coordinator Garrett Fevinger provided an overview of the public communications program at NOLS and 2015 highlights.

6. Public comments and questions:

A member of the audience raised a question regarding NOLS' privacy policy in relation to the Hoopla digital media service. Director Jakubcin provided the Board with clarifying information about NOLS' established privacy policies and practices.

7. Financial reports: October 2015

The financial reports for October 2015 were accepted as presented.

8. Approval of vouchers: October 2015; submission of September Credit Card detail

*Motion by Ms. Gordon to approve the October vouchers and submission of September Credit Card detail.
Motion seconded by Ms. Fredrickson, motion carried.*

9. Unfinished business:

U.1. Public Hearing: Review and adoption of proposed 2016 budget

Motion by Ms. Pelikan to approve the proposed 2016 budget.

Motion seconded by Ms. Gordon, motion carried.

U.2. Approval of Resolution 15-11-10 authorizing the library levy for 2016

Motion by Ms. Pelikan to approve Resolution 15-11-10.

Motion seconded by Mr. Urnes, motion carried.

U.3. Approval of Resolution 15-11-11 proving substantial levy need

Motion by Ms. Gordon to approve Resolution 15-11-11.

Motion seconded by Ms. Fredrickson, motion carried.

10. New business:

N.1. Approval of revisions to circulation policies 3.2 and 3.3

Motion by Ms. Fredrickson to approve revisions.

Motion seconded by Ms. Gordon, motion carried.

N.2. Approval of revisions to policy 4.2: Fee Matrix

Motion by Ms. Gordon to approve Fee Matrix.

Motion seconded by Ms. Pelikan, motion carried.

N.3. Approval of Resolution 15-11-12 authorizing termination of Lease with City of Port Angeles

Motion by Ms. Pelikan to approve Resolution 15-11-12.

Motion seconded by Ms. Gordon, motion carried.

N.4. Approval of Resolution 15-11-13 honoring departing Board Member (verbal presentation)

Motion by Ms. Gordon to approve Resolution 15-11-13.

Motion seconded by Mr. Urness, motion carried.

N.5. Approval of Resolution 15-11-14 authorizing disposal of surplus equipment and furniture

Motion by Mr. Urness to approve Resolution 15-11-14.

Motion seconded by Ms. Pelikan, motion carried.

11. Reports:

- R.1. Monthly statistics: October 2015
Accepted as presented
- R.2. Third quarter statistics: July-September 2015
Accepted as presented
- R.3. Monthly activity reports: October 2015
Accepted as presented
- R.4. Customer Comments: October/November 2015
Accepted as presented

12. Public Comments and Questions:

Additional citizen comments were made regarding privacy and the changing nature of library service and collection in the digital age.

13. Trustee comments:

Betty Gordon commented on how the Board was going to miss departing Trustee Elaine Fredrickson.

14. Next meeting:

The next meeting will be held at 5:30pm on Thursday, January 28, 2016, at the Port Angeles Main Library.

15. Agenda items for next meeting:

Presentation on Port Angeles Facilities Assessment; confirmation of Board Committee assignments; approval of 2016 Capital Budget; Executive session to complete Director's performance evaluation; approval of collective bargaining agreements.

16. Executive Session:

At 6:32pm. Ms. Copass announced that the Board would move into Executive Session to discuss collective bargaining, and that the session was expected to last approximately 50 minutes.

17. Action following executive session:

The Board concluded the Executive Session 7:35pm. Ms. Copass announced that no action had been taken.

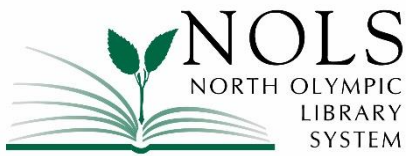
18. Adjournment:

Ms. Copass adjourned the meeting 7:35pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Secretary to the Board



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Date: December 23, 2015
Subject: Comments on financial report for November 2015

Recommendation. None. For information only.

Discussion. The Library Board asked that staff provide written comments and explanations for any areas of the monthly financial report that are out of the ordinary, or that require explanation.

Revenues: Both the Francis Bode and Margaret Bode CDs matured in November. Interest and principal were reinvested in two new CDs, which will mature in November of 2017. Interest shows as 261.4% of budget because the invested interest earned on these two CDs, and on CD 7 (which matured in September) were not reflected in the 2015 Budget. Other Miscellaneous Revenue includes \$10,508 in E-rate reimbursements and \$630 in Credit Card Rebates for third Quarter 2015.

Expenditures: Nothing unusual in November.

Account Balances: Francis Bode and Margaret Bode CDs both matured in November. Principal and interest were reinvested in two new CDs with First Federal Savings at an interest rate of 1.04%.



Revenue Report

November 30, 2015

Operating Revenue				11/12ths is	91.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	3,551,460	238,942	3,532,727	18,733	99.5
<i>Intergovernmental Revenues</i>	-	-	123	(123)	-
<i>Goods and Services</i>	22,850	1,621	21,400	1,450	93.7
<i>Library Fines and Fees</i>	53,000	4,217	50,455	2,545	95.2
<i>Miscellaneous Revenues</i>					
Investment Interest (net of fees)	9,000	8,182	23,530	(14,530)	261.4
Media Equipment Rentals	500	-	-	500	-
Facilities Leases (Short Term)	750	25	419	331	55.9
Private Grants and Donations	83,650	193	99,568	(15,918)	119.0
Other Miscellaneous Revenue	43,620	11,140	45,053	(1,433)	103.3
<i>Total Miscellaneous Revenues</i>	137,520	19,540	168,570	(31,050)	122.6
<i>Nonrevenues (excise taxes)</i>	1,500	149	1,649	(149)	109.9
<i>Transfers In</i>	44,828	-	-	44,828	-
Total Operating Revenue	3,811,158	264,469	3,774,924	36,234	99.0
Capital Revenue					
<i>Timber Revenues (received in 2015)</i>	-	6,573	277,969	-	-
Total Capital Revenue	-	6,573	277,969	-	-
Grand Total Revenues		271,042	4,052,893		



Expenditure Report

November 30, 2015

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	1,951,106	156,881	1,731,259	219,847	88.7
Benefits	734,155	57,327	655,119	79,036	89.2
Total Personnel	2,685,261	214,208	2,386,378	298,883	88.9
<i>Supplies</i>					
Supplies, Office and Operating	105,375	6,325	97,397	7,978	92.4
Fuel	3,000	297	1,700	1,300	56.7
Merchandise for resale	5,500	-	444	5,056	8.1
Collection Materials	458,092	43,810	384,714	73,378	84.0
Small Tools/Equip (<\$200)	2,300	137	842	1,458	36.6
Total Supplies	574,267	50,569	485,097	89,170	84.5
<i>Services</i>					
Professional Services	140,659	6,152	106,939	33,720	76.0
Communication	139,165	8,685	124,440	14,725	89.4
Travel	25,345	173	9,527	15,818	37.6
Taxes and Operating Assessments	1,600	-	1,596	4	99.7
Operating Rentals and Leases	140	-	154	(14)	110.0
Insurance	35,400	-	34,272	1,128	96.8
Public Utilities	88,161	5,074	68,568	19,593	77.8
Repair and Maintenance	92,490	4,352	75,137	17,353	81.2
Miscellaneous Services	14,170	209	4,941	9,229	34.9
Total Services	537,130	24,644	425,574	111,556	79.2
<i>Intergovernmental Services</i>	10,500	-	2,337	8,163	22.25
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	1,500	151	1,664	(164)	110.9
<i>Buildings and Structures ⁽²⁾</i>	2,500	-	-	2,500	0.0
Total Operating Expenditures	3,811,158	289,572	3,301,050	510,108	86.6

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

(2) Improvements funded by Friends' donations not part of NOLS 2015 Capital Budget.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	126,000	9,421	83,121	42,879	66.0
Other Improvements	21,000	-	19,017	1,983	90.6
Machinery & Equipment	182,197	14,106	132,736	49,461	72.9
Construction of Capital Assets	60,000	-	4,140	55,860	6.9
Total Capital Outlays	389,197	23,527	239,014	150,183	61.4
Grand Total All Expenditures	4,200,355	313,099	3,540,064	660,291	84.3



Account Balances

November 30, 2015

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Reserve for Economic Uncertainty ⁽¹⁾	1,297,369	-			1,297,369
Capital Replacement Acct. ⁽²⁾	1,950,650	6,573			1,957,224
Budget Reserve Acct. ⁽³⁾	1,025,320	-			1,025,320
Technology Contingency Acct. ⁽⁴⁾	115,000	-			115,000
Sequim Capital Acct. ⁽⁵⁾	60,220	-			60,220
Forks Capital Acct. ⁽⁵⁾	2,622	-			2,622
Clallam Bay Capital Acct. ⁽⁵⁾	2,066	(155)			1,911
<i>Total Board Designated Accounts</i>	4,453,247	6,418	-	-	4,459,665
<i>Grants and Donations</i>					
NOLS Donations Fund	54,350	-			54,350
NOLS Materials Fund	14,679	(188)			14,491
Francis Bode Materials Fund	895	-			895
Margaret Bode Materials Fund	4,640	(14)			4,626
Port Angeles Donations Fund	2,245	8			2,253
Port Angeles Friends Donations	4,411	(1,584)			2,827
Sequim Donations Fund	47,125	22			47,147
Sequim Friends Donations	19,224	(3,236)			15,988
Forks Donations Fund	3,502	27			3,529
Forks Friends Donations	1,114	(417)			698
Clallam Bay Donations Fund	6,964	51			7,015
Clallam Bay Friends Donations	4,031	-			4,031
NOLF LASER Grant 2015	12	-			12
<i>Total Grants and Donations</i>	163,193	(5,331)	-	-	157,862
<i>Unclaimed Property Account</i>	1,424	-			1,424
<i>Total Designated Cash</i>	4,617,864	1,088	-	-	4,618,952
<i>Undesignated Cash Operating Funds</i>	659,179	(1,088)			658,091
Total WA State Local Investment Pool	5,277,043	-	-	-	5,277,043

Notes:

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



Account Balances

November 30, 2015

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 8 (3/16 Sound Bank) ⁽⁶⁾	576,240	-	-	-	576,240
PA Capital Acct CD 9 (9/17 Sound Bank) ⁽⁶⁾	567,467	-	-	-	567,467
Francis Bode Fund CD 5 (11/15 First Fed) ⁽⁷⁾	220,029	(223,578)	3,550	-	-
Francis Bode Fund CD 6 (11/17 First Fed) ⁽⁷⁾	-	223,578	-	-	223,578
Margaret Bode Fund CD 5 (11/15 First Fed) ⁽⁷⁾	235,312	(239,109)	3,796	-	-
Margaret Bode Fund CD 6 (11/17 First Fed) ⁽⁷⁾	-	239,109	-	-	239,109
Total Certificates of Deposit	1,599,048	-	7,346	-	1,606,394
Total Investments	6,876,092	-	7,346	-	6,883,438
Cash					
Cash Operating Funds					
Cash held by County Treasurer	821,689	(49,403)	-	-	772,287
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	(765)	-	-	5,235
Payroll Account (US Bank 1301)	200	-	-	-	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(1,464)	1,535	72	200
Branch Change Funds					
Port Angeles	145	-	-	-	145
Sequim	130	-	-	-	130
Forks	50	-	-	-	50
Clallam Bay	30	-	-	-	30
Total Branch Change Funds	355	-	-	-	355
Total Imprest Accounts	6,765	(2,229)	1,535	72	6,000
Total Cash	828,454	(51,631)	1,535	72	778,287
Total Cash and Investments	7,704,546	(51,631)	8,881	72	7,661,724

Notes:

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

(7) Bequests designated for specific use by donor.



Voucher Approval for November 2015

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 #1374 through #1478 are approved in the amount of \$313,028.73 this 28th day of January 2016.

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

No.	Claimant	Purpose	Amount
1374	ADP Tax/Financial Services	Net Payroll (PPE 10-31-15) - EFT 337	109,585.89
1375	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-15) - EFT 338	37,134.40
1376	ADP, LLC	Payroll Processing (PPE 10-31-15)	603.00
1377	Amazon.com	Collection Materials	491.30
1378	AmSan - SupplyWorks	PO 1105 Maintenance Supplies - FAC	1,276.74
1379	Angeles Communications	Communications - VOIP	1,000.75
1380	Angeles Electric Inc.	PO 1108 Repair and Maintenance - Electrical - FAC	472.86
		PO 1106 Maintenance Supplies - FAC	
1381	Angeles Millwork & Lumber Company	PO 1110 Maintenance Supplies - FAC	45.05
1382	Angeles Plumbing, Inc.	PO 1098 Repair and Maintenance - FAC	146.08
1383	Baker & Taylor Entertainment	Collection Materials	316.35
1384	Baker & Taylor Entertainment	Collection Materials	2,264.35
1385	Baker & Taylor Entertainment	Collection Materials	511.38
1386	Baker & Taylor Information	Collection Materials	3,105.41
1387	Baker & Taylor Information	Collection Materials	4,797.31
1388	Baker & Taylor Information	Collection Materials	4,506.24
1389	Barker, Rebecca	HW Reimbursement - FO	878.95
1390	Blackstone Audio, Inc.	Collection Materials	224.99
1391	Blackstone Audio, Inc.	Collection Materials	45.00
1392	Brodart Company	Collection Materials	64.91
		PO 1071 Maintenance Supplies - FAC	
1393	CED Consolidated Electrical Distributors	PO 1100 Maintenance Supplies - FAC	402.59
1394	CENGAGE Learning	Collection Materials	655.28
1395	Center Point Large Print	Collection Materials	257.04
1396	CenturyLink 300511187 FO	Communications - Voice - FO	76.47
1397	CenturyLink 300561130 CB	Communications - Voice - CB	71.81
1398	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	48.36

No.	Claimant	Purpose	Amount
I399	CenturyLink 407627350 CB-Data	Communications - Data - CB	869.40
I400	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	46.27
I401	City of Forks	Public Utilities - FO	95.81
I402	City of Port Angeles/Peabody St.	Public Utilities - PA	3,663.45
I403	City of Sequim	Public Utilities - SQ	139.97
I404	Clallam County Public Works Dept.	Public Utilities - CB	49.00
I405	Clallam County PUD	Public Utilities - FO - CB	851.00
I406	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-15) - EFT 339	24,433.63
I407	Dept. of Retirement Systems	DCP Retirement 11-2015 (PPE 10-31-15) - EFT 340	3,470.00
I408	Dept. of Revenue - Use/Sales Tax	October 2015-Sales and Use Tax	486.50
I409	DM Disposal Company, Inc.	Public Utilities - SQ - PA	365.38
I410	Doherty, Jennifer	HW Reimbursement - CB	16.72
I411	Findaway World, LLC	Collection Materials	438.94
I412	Gayman, Danielle	HW Reimbursement - PA	139.14
I413	Gillespie, Marsha	HW Reimbursement - FAC	100.00
I414	Glaude, Noah	HW Reimbursement - PA	63.72
I415	Hartford Retirement Plan Solutions	MMDCP 11-2015 (PPE 10-31-15) - EFT 341	100.00
I416	Health Care Authority	HCA 11-2015 (PPE 10-31-15)	26,938.72
I417	Heritage Archives	Collection Materials	276.34
I418	Heritage Archives	Collection Materials	276.34
I419	Hi-Tech Security, Inc.	PO 1115 Buildings and Structures - Alarm System - Annex PO 1117 Repair and Maint. General - Alarm Monitoring	1,693.09
I420	Hi-Tech Security, Inc.	PO 1151 Repair and Maintenance-Alarm Test	200.00
I421	Ingram Library Services	Collection Materials	42.34
I422	Ingram Library Services	Collection Materials	54.08
I423	Ingram Library Services	Collection Materials	354.70
I424	Innovative Interfaces	PO 1084 Machinery and Equip. - Polaris Upgrade	2,850.00
I425	Jakubcin, Margaret	Mileage Reimbursement - ADM	122.08
I426	Kaufman, Gerry & Kathleen	PO 1099 Repair & Maintenance - Groundskeeping - FAC	314.36
I427	KCDA Purchasing Cooperative	PO 1079 Maintenance Supplies - Towels - FAC	24.59
I428	KCDA Purchasing Cooperative	PO 1021 Supplies - General - PA	13.71
I429	KCDA Purchasing Cooperative	PO 1104 Maintenance Supplies - FAC	297.95
I430	Kitts, Gabriel	HW Reimbursement - IT	200.00
I431	Kozun, Eva M.	C57 Programming Kids Create Art (FOSL)	200.00
I432	Librarica LLC	Technology - Support/Updates Renewal CASSIE	2,302.16
I433	LogisTech, Inc.	Collection Materials	664.29
I434	Lu'Becke, Jennifer	HW Reimbursement - PA	100.49
I435	Mackler-Paternostro, Ashley	C-63 Programming Author Presentation (PAFOL)	300.00
I436	MacLaine, Lindy	C66 Professional Services (FOSL)	125.00
I437	Midwest Tape	Collection Materials	5,962.55
I438	Midwest Tape	Collection Materials	408.56
I439	Midwest Tape	Collection Materials	1,345.52
I440	Murphy & Sons Concrete	PO 1116 Capital Bldg & Structures - Remove Bamboo	2,222.20
I441	Musician's Friend	Collection Materials	371.32

No.	Claimant	Purpose	Amount
I442	Oak, Wendy	HW Reimbursement - TS	762.09
I443	Olympic Delivery Service, Inc.	PO 1081 Communication - Freight - TS	1,770.00
I444	Olympic Delivery Service, Inc.	PO 1155 Communication - Freight - TS	1,593.00
I445	Olympic Laundry & Dry Cleaners, Inc.	PO 1109 Professional Services - Laundry - FAC	106.13
I446	OverDrive, Inc.	Collection Materials	587.98
I447	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	539.37
I448	Phillips, Brian	HW Reimbursement - FAC	750.00
I449	Port Angeles School District	PO 1088 Program Supplies - Bus for Field Trips (PAFOL)	397.58
I450	Pridgen, Deborah A	Travel Reimbursement - OR	18.40
I451	Provantage Corporation	PO 1103 Machinery & Equipment - Server & Parts	7,571.67
I452	Quill Corporation	PO 1064 Office Supplies - SQ PO 1053 Office Supplies - SQ	67.50
I453	Radigan, Katelyn	HW Reimbursement - SQ	246.22
I454	Random House, Inc.	Collection Materials	36.59
I455	Recorded Books, LLC	Collection Materials	306.73
I456	Red Yarn Productions	C-58 Programming Musical Puppet Shows (PAFOL,FOSL,FOFOL)	1,250.00
I457	Research Technology International	PO 1052 Materials Processing Supplies	199.80
I458	Schenefeld, Jonathan	HW Reimbursement - FAC	1,300.00
I459	Sebris Busto James	PO 1153 Legal	1,612.50
I460	Simpson, Karen S	Mileage Reimbursement - ADM	21.28
I461	Swains General Store, Inc.	PO 1082 Maintenance Supplies - Paint PO 1097 Supplies Maintenance	25.37
I462	Thumm, Dexter	HW Reimbursement - IT	232.85
I463	Unique Management Services, Inc.	Professional Services - Debt Collection	453.60
I464	United Way of Clallam County	United Way Donations (PPE 10-31-15)	38.33
I465	UPS	PO 1068,1077 Communication - Freight - TS	15.76
I466	US Bank	Credit Card Services - Oct 2015 Charges (*Detail Below)	14,849.46
I467	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (*Detail Below)	240.54
I468	Walter, David J.	HW Reimbursement - IT	132.31
I469	Washington State Patrol	Background Checks	12.00
I470	Washington State University	Collection Materials	25.00
I471	WCIF	Vision/Life/EAP Premiums 11-2015 (PPE 10-31-15)	1,222.58
I472	WDH - Capacity Provisioning Inc.	Communication - Internet - IT	2,176.20
I473	West Waste & Recycling	Public Utilities - FO - CB	52.30
I474	Woerz-Offutt, Linda	PO 1083 Professional Services-Janitorial	220.00
I475	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-15) Deceber Coverage	4,579.68
I476	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2015 (PPE 10-31-15)	1,782.23
I477	WT COX	Collection Materials	15,261.85
I478	Younger, Sonja A.	C59 Programming Teen Photo Program (FOSL)	600.00
			313,028.73

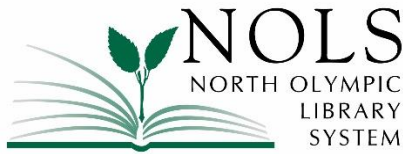
No.	Claimant	Purpose	Amount
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1466			
1	ALA Store	PO 1074 Bookmarks - Outreach Programs	27.00
2	Amazon.com	PO 976 Machinery & Equipment Server Network Cards	482.82
3	Amazon.com	PO 1017 Machinery & Equipment Scanner - Cables	514.76
4	Amazon.com	PO 1018 Technology Supplies	224.40
5	Amazon.com	PO 1102 Technology Supplies	4.99
6	Amazon.com	PO 1128 Program Supplies Youth Programs	9.51
7	Amazon.com	PO 1122 Program Supplies Wireless Presenter (PAFOL)	63.36
8	Amazon.com	PO 1119 Small Tools	137.31
9	Amazon.com	PO 1134 Program Supplies (FOSL)	36.70
10	Amazon.com	PO 1139 Program Supplies-Family Flicks (FOSL)	58.37
11	American Library Association	PO 1145 Dues/Memberships Annual Director's Dues	209.00
12	Bill Koenig Chevrolet	PO 1118 Repair and Maintenance-Vehicle	52.89
13	Black Bear Diner	PO 1028 Training Travel	10.76
14	Cables and Kits	PO 1101 Technology Supplies - Cables for Network	381.22
15	CCI Solutions	PO 1050 Office and Operating Supplies	327.29
16	CDW-G	PO 1010 Machinery & Equipment Server and Computer Parts	1,074.38
17	Chevron	PO 1131 Fuel - Training	30.13
18	Dairy Queen	PO 1138 Program Supplies (FOSL)	5.00
19	Dell Marketing	PO 1020 Office Supplies - Toner	148.22
20	Dell Marketing	PO 1073 Office Supplies - Toner	127.90
21	Demco, Inc.	PO 1047 Office and Operating Supplies	220.23
22	Dollar Store	PO 1129 Program Supplies (PAFOL)	7.65
23	Facebook	PO 1113 Program Supplies Advertise Cornell Clayton (PAFOL)	34.09
24	Glenroy, Inc.	PO 1148 Office & Operating Supplies - White Board	272.32
25	Haggen	PO 1095 Program Supplies (PAFOL)	3.50
26	Haggen	PO 1091 Program Supplies-Makey Makey (PAFOL)	2.58
27	Haggen	PO 1124 Program Supplies BOB (PAFOL)	3.95
28	Haggen	PO 1035 Supplies	11.88
29	Highlands Products Group	PO 1056 Maintenance Supplies - Site Saver	106.00
30	JoAnn Fabrics	PO 1039 Program Supplies Youth Programs	24.37
31	KCDA Purchasing Cooperative	PO 1127 Program Supplies Youth Programs	71.74
32	KCDA Purchasing Cooperative	PO 1043 Copy Paper	63.73
33	KCDA Purchasing Cooperative	PO 1051 Office and Operating Supplies	57.24
34	Labels Direct, Inc.	PO 1048 Office and Operating Supplies	96.00
35	Martin Public LLC	PO 983 Lounge Furniture and Cafe Stools	5,562.07
36	Microsoft Pro Support PPI	PO 459 Support Services Refund Sales Tax Charged in error	(41.92)
37	NewEgg.com	PO 1036 Program Supplies - Protection Screen (PAFOL)	212.95
38	NKU	PO 1038 Training - Online Class	380.00
39	Olympia, City of	PO 1132 Training Travel - Parking	0.60
40	PayFlow Pro	Paypal Bank Fee	59.95

No.	Claimant	Purpose	Amount
41	Personnel Concepts	PO 954 Office Supplies - Employment Posters	45.75
42	Positive Promotions	PO 1069 Volunteer Appreciation	19.44
43	POSPAPER.com	PO 1042 BPA Free Thermal Paper	144.90
44	POSPAPER.com	PO 1076 Office Supplies-Paper	59.95
45	Quill Corporation	PO 1049 Office Supplies	113.80
46	Quill Corporation	PO 1041 Office Supplies	107.19
47	Quill Corporation	PO 1075 Furnishings (CB Capital)	155.05
48	Quill Corporation	PO 1072 Office Supplies	128.94
49	Rainshadow Coffee	PO 1085 Program Supplies - Coffee (FOSL)	29.00
50	Rosenblatt, Eli	PO 1130 Program Supplies - CD's (PAFOL)	20.00
51	Safeway	PO 1094 Program Supplies Art Blast (PAFOL)	47.26
52	Safeway	PO 1096 Program Supplies BOB (PAFOL)	5.67
53	Safeway	PO 1125 Program Supplies BOB (PAFOL)	3.78
54	Safeway	PO 1016 Program Supplies - Returned (FOSL)	(6.51)
55	Safeway	PO 1133 Program Supplies (FOSL)	4.29
56	Safeway	PO 1137 Program Supplies (FOSL)	26.07
57	Safeway	PO 1029 Fuel for NOLSY	26.75
58	School Outfitters	PO 1149 Mach & Equipment-Book Trucks (FOSL)	1,593.94
59	Stamps.com	PO 1065 Tech Services-Web Postage Service	15.99
60	Swains General Store, Inc.	PO 1092 Program Supplies Teen Lock In (PAFOL)	9.99
61	Swains General Store, Inc.	PO 1090 Program Supplies Makey Makey (PAFOL)	27.48
62	Swains General Store, Inc.	PO 1135 Program Supplies (FOSL)	14.87
63	Toga's International Cuisine	PO 1093 Program Supplies Lunch for April Henry (PAFOL)	13.09
64	USPS	PO 1078 Postage	9.09
65	USPS	PO 1114 Postage	8.38
66	USPS	PO 984 Postage	250.00
67	USPS	PO 1027 Postage	250.00
68	USPS	PO 1054 Postage	250.00
69	USPS	PO 1080 Postage	250.00
70	Walmart	PO 1063 Office Supplies	5.44
71	Walmart	PO 1126 Program Supplies Teen Lock In (PAFOL)	14.19
72	Walmart	PO 1120 Program Supplies (FOSL)	19.43
73	Walmart	PO 1086 Program Supplies - Snacks (FOSL)	43.91
74	Walmart	PO 1150 Program Supplies - Refreshments (FOSL)	52.49
75	Walmart	PO 1136 Program Supplies (FOSL)	14.90
			14,849.46

No.	Claimant	Purpose	Amount
* Detail - NOLS Voyager Credit Card Purchases -- Voucher #1467			
76	PA Chevron	PO 995 Fuel NOLSY	27.30
77	PA Chevron	PO 956 Fuel NOLSY	25.95
78	Shell	PO 994 Fuel Van	71.69
79	Shell	PO 960 Fuel Van	66.82
80	Shell	PO 943 Fuel Van	65.57
81	Voyager Fleet Systems, Inc.	Fed Gas Tax Exemption CR 10-15	(16.79)
			240.54

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

EFT 337	ADP Tax/Financial Services	Net Payroll (PPE 10-31-15)	109,585.89
EFT 338	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-15)	37,134.40
EFT 339	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-15)	24,433.63
EFT 340	Dept. of Retirement Systems	DCP Retirement 11-2015 (PPE 10-31-15)	3,470.00
EFT 341	Hartford Retirement Plan Solutions	MMDCP 11-2015 (PPE 10-31-15)	100.00
			174,723.92



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager John DeFrancisco
Date: January 15, 2016
Subject: Comments on financial report for December 2015

Recommendation. None. For information only.

Discussion. The Library Board asked that staff provide written comments and explanations for any areas of the monthly financial report that are out of the ordinary, or that require explanation.

Revenues: Private Grants and Donations totaled \$109,080 in 2015, which is \$25,430 over budget, due to several donations, including a couple of large donations, which were not anticipated at the time the 2015 budget was prepared. \$89,050 in donations came from Friends' groups, NOLF Laser Grant, NOLF Tiny Libraries Project, and from Jim and Jo Ann Roberts for the Head Start Book Bag program. NOLS is grateful for the very generous support of its donors.

Operating Expenditures: Repair and Maintenance shows \$19,982 overspent for 2015. The reason for this is Polaris invoiced 2015 Annual Services in January 2015 rather than December 2014, resulting in two payments to this vendor in 2015. The amount of the 2015 invoice was \$31,659, and the amount of the 2016 invoice paid in December was for \$35,080.

Capital Outlays: Capital Outlays for 2015 totaled \$249,211—which was \$139,986 less than budgeted. \$25,711 of the total Capital Outlays for 2015 was made up by Friends' donations, and from the Forks and Clallam Bay Capital Accounts.

Account Balances: NOLS Capital Replacement Account is showing \$166,916 as a net Transfer Out for December. This amount is made up of \$223,500 expenditures for 2015 which were not funded by donations or other Board Designated Accounts, and the addition of Timber Revenue of \$56,584 in December.



Revenue Report

December 31, 2015

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	3,551,460	20,923	3,553,650	(2,190)	100.1
Intergovernmental Revenues	-	-	123	(123)	-
Goods and Services	22,850	1,567	22,967	(117)	100.5
Library Fines and Fees	53,000	3,435	53,890	(890)	101.7
Miscellaneous Revenues					
Investment Interest (net of fees)	9,000	2,007	25,536	(16,536)	283.7
Media Equipment Rentals	500	-	-	500	-
Facilities Leases (Short Term)	750	75	494	256	65.9
Private Grants and Donations	83,650	9,512	109,080	(25,430)	130.4
Other Miscellaneous Revenue	43,620	2	45,055	(1,435)	103.3
Total Miscellaneous Revenues	137,520	11,596	180,166	(42,646)	131.0
Nonrevenues (excise taxes)	1,500	144	1,793	(293)	119.5
Transfers In	44,828	-	-	44,828	-
Total Operating Revenue	3,811,158	37,664	3,812,588	(1,430)	100.0
Capital Revenue					
Timber Revenues (received in 2015)	-	56,585	334,554	-	-
Total Capital Revenue	-	56,585	334,554	-	-
Grand Total Revenues		94,249	4,147,142		



Expenditure Report

December 31, 2015

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	1,951,106	158,423	1,889,682	61,424	96.9
Benefits	734,155	73,037	728,156	5,999	99.2
Total Personnel	2,685,261	231,460	2,617,838	67,423	97.5
<i>Supplies</i>					
Supplies, Office and Operating	105,375	10,651	108,048	(2,673)	102.5
Fuel	3,000	453	2,153	847	71.8
Merchandise for resale	5,500	901	1,346	4,154	24.5
Collection Materials	458,092	61,300	446,014	12,078	97.4
Small Tools/Equip (<\$200)	2,300	431	1,273	1,027	55.3
Total Supplies	574,267	73,736	558,834	15,433	97.3
<i>Services</i>					
Professional Services	140,659	8,032	114,971	25,688	81.7
Communication	139,165	10,449	134,888	4,277	96.9
Travel	25,345	2,195	11,722	13,623	46.2
Taxes and Operating Assessments	1,600	-	1,596	4	99.7
Operating Rentals and Leases	140	-	154	(14)	110.0
Insurance	35,400	-	34,272	1,128	96.8
Public Utilities	88,161	8,151	76,719	11,442	87.0
Repair and Maintenance	92,490	37,335	112,472	(19,982)	121.6
Miscellaneous Services	14,170	684	5,626	8,544	39.7
Total Services	537,130	66,847	492,420	44,710	91.7
<i>Intergovernmental Services</i>	<i>10,500</i>	<i>-</i>	<i>2,337</i>	<i>8,163</i>	<i>22.25</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,500</i>	<i>148</i>	<i>1,813</i>	<i>(313)</i>	<i>120.8</i>
<i>Buildings and Structures ⁽²⁾</i>	<i>2,500</i>	<i>-</i>	<i>-</i>	<i>2,500</i>	<i>0.0</i>
Total Operating Expenditures	3,811,158	372,191	3,673,241	137,917	96.4

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

(2) Improvements funded by Friends' donations not part of NOLS 2015 Capital Budget.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	126,000	6,699	89,820	36,180	71.3
Other Improvements	21,000	-	19,017	1,983	90.6
Machinery & Equipment	182,197	3,498	136,234	45,963	74.8
Construction of Capital Assets	60,000	-	4,140	55,860	6.9
Total Capital Outlays	389,197	10,197	249,211	139,986	64.0
Grand Total All Expenditures	4,200,355	382,388	3,922,452	277,903	93.4



Account Balances

December 31, 2015

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Reserve for Economic Uncertainty ⁽¹⁾	1,297,369	-			1,297,369
Capital Replacement Acct. ⁽²⁾	1,957,224	(166,916)			1,790,308
Budget Reserve Acct. ⁽³⁾	1,025,320	-			1,025,320
Technology Contingency Acct. ⁽⁴⁾	115,000	-			115,000
Sequim Capital Acct. ⁽⁵⁾	60,220	-			60,220
Forks Capital Acct. ⁽⁵⁾	2,622	-			2,622
Clallam Bay Capital Acct. ⁽⁵⁾	1,911	(1,911)			-
<i>Total Board Designated Accounts</i>	4,459,665	(168,827)	-	-	4,290,839
<i>Grants and Donations</i>					
NOLS Donations Fund	54,350	4,020			58,370
NOLS Materials Fund	14,491	761			15,252
Francis Bode Materials Fund	895	-			895
Margaret Bode Materials Fund	4,626	-			4,626
Port Angeles Donations Fund	2,253	522			2,775
Port Angeles Friends Donations	2,827	(1,674)			1,154
Sequim Donations Fund	47,147	0			47,147
Sequim Friends Donations	15,988	(2,194)			13,794
Forks Donations Fund	3,529	10			3,538
Forks Friends Donations	698	3,000			3,698
Clallam Bay Donations Fund	7,015	3			7,018
Clallam Bay Friends Donations	4,031	1,000			5,031
NOLF LASER Grant 2015	12	-			12
<i>Total Grants and Donations</i>	157,862	5,448	-	-	163,310
<i>Unclaimed Property Account</i>	1,424	-			1,424
<i>Total Designated Cash</i>	4,618,952	(163,379)	-	-	4,455,573
<i>Undesignated Cash Operating Funds</i>	658,091	644,017			1,302,108
Total WA State Local Investment Pool	5,277,043	480,638	-	-	5,757,682

Notes:

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



Account Balances

December 31, 2015

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 8 (3/16 Sound Bank) ⁽⁶⁾	576,240	-	-	-	576,240
PA Capital Acct CD 9 (9/17 Sound Bank) ⁽⁶⁾	567,467	-	-	-	567,467
Francis Bode Fund CD 6 (11/17 First Fed) ⁽⁷⁾	223,578	-	-	-	223,578
Margaret Bode Fund CD 6 (11/17 First Fed) ⁽⁷⁾	239,109	-	-	-	239,109
Total Certificates of Deposit	1,606,394	-	-	-	1,606,394
Total Investments	6,883,438	480,638	-	-	7,364,076
Cash					
Cash Operating Funds					
Cash held by County Treasurer	772,287	(768,778)	-	-	3,509
Imprest Accounts					
Revolving Fund (FF 1503)	5,235	765	-	-	6,000
Payroll Account (US Bank 1301)	200	-	-	-	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(1,282)	1,353	71	200
Branch Change Funds					
Port Angeles	145	-	-	-	145
Sequim	130	-	-	-	130
Forks	50	-	-	-	50
Clallam Bay	30	-	-	-	30
Total Branch Change Funds	355	-	-	-	355
Total Imprest Accounts	6,000	(517)	1,353	71	6,765
Total Cash	778,287	(769,294)	1,353	71	10,274
Total Cash and Investments	7,661,724	(288,656)	1,353	71	7,374,350

Notes:

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

(7) Bequests designated for specific use by donor.



Voucher Approval for December 2015

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 #1479 through #1636 are approved in the amount of \$382,451.34 this 28th day of January 2016.

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

No.	Claimant	Purpose	Amount
1479	3M	Collection Materials	63.80
1480	ADP Tax/Financial Services	Net Payroll (PPE 11-30-15) - EFT 344	109,136.53
1481	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-15) - EFT 345	37,987.43
1482	ADP, LLC	Payroll Processing (PPE 11-30-15)	596.13
1483	All in Wood	PO 1152 Buildings & Structures - Computer Desks (FOSL)	543.30
1484	Angeles Communications	Communications - VOIP	1,000.75
1485	Angeles Millwork & Lumber Company	PO 1166 Maintenance Supplies - FAC	16.12
1486	Baker & Taylor Entertainment	Collection Materials	110.60
1487	Baker & Taylor Entertainment	Collection Materials	1,535.02
1488	Baker & Taylor Entertainment	Collection Materials	1,597.15
1489	Baker & Taylor Entertainment	Collection Materials	43.42
1490	Baker & Taylor Entertainment	Collection Materials	231.62
1491	Baker & Taylor Information	Collection Materials	8,797.27
1492	Baker & Taylor Information	Collection Materials	5,638.22
1493	Baker & Taylor Information	Collection Materials	5,361.45
1494	Baker & Taylor Information	Collection Materials	620.56
1495	Baker & Taylor Information	Collection Materials	2,097.92
1496	Belfry, Paige E	HW Reimbursement - PA	926.17
1497	Belfry, Paige E	HW Reimbursement - PA	134.49
1498	Blackstone Audio, Inc.	Collection Materials	397.49
1499	Briggance, Leslie D	HW Reimbursement - PA	650.00
1500	Brodart Company	Collection Materials	58.49
1501	Brodart Company	Collection Materials	477.83
1502	CENGAGE Learning	Collection Materials	1,666.76
1503	CENGAGE Learning	Collection Materials	323.98
1504	Center Point Large Print	Collection Materials	604.52

No.	Claimant	Purpose	Amount
1505	CenturyLink 300511187 FO	Communications - Voice - FO	76.47
1506	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	411.13
1507	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	411.13
1508	CenturyLink 300561130 CB	Communications - Voice - CB	71.81
1509	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	48.36
1510	CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	268.68
1511	CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	268.68
1512	CenturyLink 407627350 CB-Data	Communications - Data - CB	869.40
1513	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	45.51
1514	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	202.37
1515	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	202.37
1516	City of Forks	Public Utilities - FO	101.13
1517	City of Port Angeles/Dump	PO 1253, 1291 Landfill Charges	73.83
1518	City of Port Angeles/Orcas Avenue	Public Utilities - PA	149.94
1519	City of Port Angeles/Orcas Avenue	Public Utilities - PA	165.08
1520	City of Port Angeles/Peabody St.	Public Utilities - PA	4,985.04
1521	City of Sequim	Public Utilities - SQ	132.19
1522	Clallam 2 Fire Rescue	PO 1172 Staff Development - First Aid Training	840.00
1523	Clallam County Public Works Dept.	Public Utilities - CB	49.00
1524	Clallam County PUD	Public Utilities - SQ	611.00
1525	Clallam County PUD	Public Utilities - FO	441.00
1526	Clallam County PUD	Public Utilities - SQ - CB	1,021.00
1527	Clark, Jeff	HW Reimbursement - FAC	300.00
1528	Cote, Mary	HW Reimbursement - SQ	81.25
1529	D & C Lock and Key LLC	PO 1287 Repair and Maintenance - Rekey FO and CB	1,084.00
1530	de Leiris, Sarah	HW Reimbursement - PA	26.10
1531	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-15) - EFT 346	29,834.94
1532	Dept. of Retirement Systems	DCP Retirement 12-2015 (PPE 11-30-15) - EFT 347	3,470.00
1533	Dept. of Revenue - Use/Sales Tax	Nov 2015 DOR Sales & Use Tax	1,975.18
1534	DM Disposal Company, Inc.	Public Utilities - SQ - PA	365.38
1535	Driggers, Patrick	HW Reimbursement - SQ	1,300.00
1536	Educational Directories Inc.	Collection Materials	107.00
1537	Evanced Solutions LLC	PO 1169 Tech Svcs - Annual Renewal - Room Reserve PO 1168 Tech Svcs - Annual Renewal - Events	3,886.00
1538	Fevinger, Garrett	HW Reimbursement - ADM	274.90
1539	Findaway World, LLC	Collection Materials	726.18
1540	Findaway World, LLC	Collection Materials	352.24
1541	Force, Pam	Mileage Reimbursement - FO	316.25
1542	Forks True Value Hardware	PO 1202 Small Tools	7.04
1543	Forks True Value Hardware	PO 1178, 1179 Maintenance Supplies - FAC	88.82
1544	Forks True Value Hardware	PO 1209 Maintenance Supplies - FAC	11.37
1545	Gentry, Caleb	PO 1298 Lightsaber Workshop Materials (FOSL)	49.71
1546	Gillespie, Marsha	HW Reimbursement - FAC	144.00

No.	Claimant	Purpose	Amount
1547	Glaude, Noah	PO 1192 Expense Reimbursement Machinery and Equipment - Corner Shelf	151.09
1548	Glaude, Noah	Employee Tuition Reimbursement - NOLS	5,000.00
1549	Glaude, Noah	Cell Phone Reimbursement - PA	60.00
1550	Global Equipment Co., Inc.	Collection Materials	79.58
1551	Gort, Tim M	HW Reimbursement - IT	1,300.00
1552	Great Courses, The	Collection Materials	204.95
1553	Halvorsen, Mark	PO 1204 Groundskeeping - FAC	21.68
1554	Hartford Retirement Plan Solutions	MMDCP 12-2015 (PPE 11-30-15) EFT 348	100.00
1555	Hartnagel Building Supply	PO 1297 Maintenance Supplies - Post - FAC	9.88
1556	Health Care Authority	HCA 12-2015 (PPE 11-30-15)	26,938.72
1557	Heritage Archives	Collection Materials	276.34
1558	Hill, Elizabeth	Cell Phone Reimbursement - ADM	50.00
1559	Hill, Elizabeth	HW Reimbursement - ADM	292.25
1560	Hillis Clark Martin & Peterson	PO 1305 Legal - ADM	154.00
1561	Ingram Library Services	Collection Materials	340.99
1562	Ingram Library Services	Collection Materials	12.89
1563	Ingram Library Services	Collection Materials	2,297.27
1564	Innovative Interfaces	Tech Svcs - Polaris Software Maintenance 12/1/15-11/30/16	35,080.49
1565	Jakubcin, Margaret	Cell Phone Reimbursement - ADM	60.00
1566	Kaufman, Gerry & Kathleen	PO 1196 Repair & Maintenance - Groundskeeping - FAC	265.58
1567	KCDA Purchasing Cooperative	PO 1176 General Supplies - PA	146.07
1568	Kelly, Adele	HW Reimbursement - CB	483.04
1569	Knight Fire Protection, Inc.	PO 1211 Repair and Maintenance - Inspection - FAC	46.20
1570	Knight Fire Protection, Inc.	PO 1293 Fire Sprinkler & Backflow Testing - FAC	432.00
1571	LogisTech, Inc.	Collection Materials	437.46
1572	Midwest Tape	Collection Materials	1,863.41
1573	Midwest Tape	Collection Materials	1,490.82
1574	Midwest Tape	Collection Materials	4,228.29
1575	Midwest Tape	Collection Materials	12,265.49
1576	Midwest Tape	Collection Materials	3,120.48
1577	Morrison Sarah	HW Reimbursement - PA	1,300.00
1578	North Olympic Library System	Dec Revolving Fund Reimbursement 01 (* Detail Below)	765.00
1579	North Olympic Library System	Dec Revolving Fund Reimbursement 02 (* Detail Below)	693.23
1580	Olympic Delivery Service, Inc.	PO 1206 Communication - Freight - TS	1,770.00
1581	Olympic Delivery Service, Inc.	PO 1288 Communication - Freight - TS	1,593.00
1582	Olympic Laundry & Dry Cleaners, Inc.	PO 1203 Professional Services - Laundry - FAC	78.70
1583	Orion Telescopes & Binoculars	Collection materials	399.98
1584	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	323.27
1585	Pen West Contractors	PO 1195 Groundskeeping - De-Ice Parking Lot - FAC	81.30
1586	Phillips, Brian	Travel Reimbursement - Business - FAC	83.95
1587	Phillips, Brian	Cell Phone Reimbursement - July 15 - Dec 15 Travel Reimbursement - Business - FAC	123.25
1588	Port Angeles School District	PO 1089 Program Supplies - Bus Transportation (PAFOL)	816.29

No.	Claimant	Purpose	Amount
1589	Provantage Corporation	PO 1173 Machinery & Equipment - Cables - IT	110.25
1590	Quill Corporation	PO 1174, 1175 Office Supplies - ADM	453.55
1591	Quill Corporation	PO 1186 General Office Supplies - SQ PO 1208 General Office Supplies - ADM	488.93
1592	Quill Corporation	PO 1267 Office Supplies - ADM	91.79
1593	Random House, Inc.	Collection Materials	88.63
1594	Random House, Inc.	Collection Materials	16.26
1595	Recorded Books, LLC	Collection Materials	104.02
1596	Recorded Books, LLC	Collection Materials	369.44
1597	Recorded Books, LLC	Collection Materials	154.20
1598	Recorded Books, LLC	Collection Materials	44.36
1599	Reference Service Press	Collection Materials	104.00
1600	Rodlend, Carrie	C-56 Programming - Second half payment Dec 19-SQ (FOSL)	200.00
1601	Sebris Busto James	PO 1289 Legal Services - ADM	375.00
1602	Shield, Erin	Cell Phone Reimbursement - TS	60.00
1603	Simpson, Karen S	HW Reimbursement - ADM	218.40
1604	Simpson, Karen S	Mileage Reimbursement - ADM	16.10
1605	Sly, Emily	HW Reimbursement - SQ	1,500.00
1606	Sly, Emily	Cell Phone Reimbursement - Jul 15-Dec 15 Cell Phone Reimbursement - Jan 15 - Jun 15	120.00
1607	Sno-Isle Libraries	PO 1303 Library Directors Winter Meeting (Registration)	174.00
1608	Swains General Store, Inc.	PO 1158 Small Tools - FAC	120.71
1609	Swains General Store, Inc.	PO 1184 Maintenance Supplies - FAC	25.16
1610	Swains General Store, Inc.	PO 1301 Maintenance Supplies - FAC	2.68
1611	Swingle, Patti	HW Reimbursement - SQ	1,120.92
1612	Swingle, Patti	PO 1256, 1269 Program Supplies (FOSL)	89.79
1613	Tetreau, Theresa R.	PO 1296 Expense Reimbursement - FO First Aid Training CCFD#5	60.00
1614	Unique Management Services, Inc.	Professional Services - Debt Collection	255.15
1615	United Way of Clallam County	United Way Donations (PPE 11-30-15)	146.25
1616	UPS	PO 1165, 1181, 1182 Freight - TS	39.76
1617	US Bank	Credit Card Services - Nov 2015 Charges (* Detail Below)	20,824.22
1618	US Bank	Credit Card Services - Dec 2015 Charges (* Detail Below)	260.02
1619	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02
1620	Verizon Wireless - HotSpot - 942071552	Communication - Internet - Hotspots	80.02
1621	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01
1622	Verizon Wireless - Tablet - 772464315	Communications - Internet - Tablet - OR	40.01
1623	Viking Sew & Vac	PO 1210 Maintenance Supplies	53.06
1624	Viking Sew & Vac	PO 1302 Maintenance Supplies	27.05
1625	Voyager Fleet Systems, Inc.	Fuel - Business - Nov 2015 Charges (* Detail Below)	162.62
1626	Voyager Fleet Systems, Inc.	Fuel - Business - Dec 2015 Charges (* Detail Below)	257.97
1627	Walter, David J.	HW Reimbursement - IT	54.17
1628	Warner, Blandine	HW Reimbursement - PA	10.12
1629	Washington State Patrol	Background Checks	48.00

No.	Claimant	Purpose	Amount
1630	WCIF	Vision/Life/EAP Premiums 12-2015 (PPE 11-30-15)	1,177.86
1631	WDH - Capacity Provisioning Inc.	Communication - Internet - IT	2,176.20
1632	West Waste & Recycling	Public Utilities - FO - CB	56.69
1633	Woerz-Offutt, Linda	PO 1190 Janitorial - FAC	320.00
1634	World Book, Inc.	Collection Materials	1,949.03
1635	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-15) January Coverage	4,782.46
1636	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2015 (PPE 11-30-15)	1,803.02
			382,451.34

*** Detail - NOLS Revolving Fund Account -- Voucher #1578**

Chk 1915	All in Wood	PO 1152 Buildings & Structures - Computer Desks (FOSL) Down Payment	700.00
Chk 1916	Clemens, Katherine	Patron Refund	65.00
			765.00

*** Detail - NOLS Revolving Fund Account -- Voucher #1579**

Chk 1917	Van der Veur, Nick	Patron Refund	35.99
Chk 1918	Milne, Candace	Patron Refund	19.40
Chk 1919	Thomas, Spring U	Patron Refund	35.95
Chk 1920	Curry, Shannon	HW Reimbursement - SQ	557.00
Chk 1921	Raymond, David	Patron Refund	14.94
Chk 1922	Ruby, Penny J	Patron Refund	29.95
			693.23

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1617**

1	ALA Store	PO 1265 Program Supplies (FOSL)	36.00
2	Amazon Marketplace	PO 1212 Maintenance Supplies	39.62
3	Amazon.com	PO 1102 Tech Supplies - Cables USB	353.68
4	Amazon.com	PO 1142 Technology Supplies Spare Drives & Cables	329.53
5	Amazon.com	PO 1142 Technology Supplies Spare Drives & Cables	49.01
6	Amazon.com	PO 1154 Machinery & Equipment Server Rm Temp Monitor	340.94
7	Amazon.com	PO 1214 Small Tools	42.37
8	Amazon.com	PO 1215 Small Tools	38.37
9	Amazon.com	PO 1216 Small Tools	38.10
10	Amazon.com	PO 1217 Small Tools	63.84
11	Amazon.com	PO 1218 Maintenance Supplies - AED Electrodes	186.20
12	Amazon.com	PO 1271 Program Supplies - Display Easel (PAFOL)	36.27
13	Amazon.com	PO 1272 Machinery & Equipment - Heaters	84.10
14	Amazon.com	PO 1275 General Office Supplies - Flash Drive	38.01
15	Amazon.com	PO 1281 Machinery & Equipment - VCR	78.99

No.	Claimant	Purpose	Amount
16	Amazon.com	PO 1282 General Office Supplies - Whiteboard	87.88
17	Amazon.com	PO 1286 Machinery & Equipment - VCR	69.09
18	Amazon.com	PO 1156 Technology Supplies	745.02
19	Amazon.com	PO 1183 General Office Supplies - Kindle Fire	220.02
20	American Library Association	PO 1285 Program Supplies - Bookmarks (PAFOL)	267.00
21	Art To Frame	PO 1270 Program Supplies - Frame and Mat (PAFOL)	159.33
22	Best Buy	PO 1284 Machinery & Equipment - VHS to DVD Convertor	108.38
23	Brodart Company	PO 1033 Buildings and Structures Tables (CB Capital Acct)	1,907.78
24	Brodart Company	PO 1223 General Office Supplies - Signs & Book Ends	271.72
25	Chevron	PO 1251 Fuel Training - YALSA	32.45
26	CompTia	PO 1193 Training	834.00
27	Crucial Technology	PO 1141 Technology Supplies	176.65
28	Dairy Queen	PO 1268 Program Supplies (FOSL)	5.00
29	Dell Marketing	PO 1283 Office Supplies - Toner/Ink	578.79
30	Demco, Inc.	PO 1248 Promotional Materials 1000 Books	596.61
31	Demco, Inc.	PO 1222 General Office Supplies-Signs & Book Ends	365.54
32	Displays2go.com	PO 1157 Machinery & Equipment - iPad Mount	83.47
33	Displays2go.com	PO 1277 General Office Supplies - Sign Stands	83.42
34	Displays2go.com	PO 1277 General Office Supplies - Sign Stands	83.41
35	Encore Data	PO 1273 General Office Supplies - Ear Buds	116.50
36	Facebook	PO 1226 Program Supplies (PAFOL)	15.91
37	Flying Elephant	PO 1228 Travel Training - YALSA	10.50
38	Flying Elephant	PO 1233 Travel Training - YALSA	6.95
39	Flying Elephant	PO 1244 Travel Training - YALSA	9.40
40	Flying Elephant	PO 1245 Travel Training - YALSA	9.74
41	Flying Elephant	PO 1238 Travel Training - YALSA	7.50
42	Forks True Value Hardware	PO 1159 Program Supplies	11.90
43	Freshii	PO 1246 Travel Training - YALSA	10.33
44	Gyro King	PO 1259 Travel Training - YALSA	5.50
45	Haggen	PO 1111 Program Supplies (PAFOL)	5.00
46	Haggen	PO 1112 Program Supplies (PAFOL)	16.21
47	Haggen	PO 1254 Program Supplies (PAFOL)	2.99
48	Haggen	PO 1205 Office and Operating Supplies	11.88
49	Haggen	PO 1274 General Office Supplies	5.41
50	Hilton Hotels	PO 1263 Travel Training - YALSA	436.26
51	Hilton Hotels	PO 1235 Travel Training - YALSA	436.26
52	Hilton Hotels	PO 1240 Travel Training - YALSA	4.00
53	Hilton Hotels	PO 1160 Travel Training - YALSA	18.00
54	Hilton Hotels	PO 1163 Travel Training - YALSA	14.50
55	Hilton Hotels	PO 838 Travel Training - YALSA	436.26
56	Home Depot	PO 1264 Program Supplies (FOSL)	206.10
57	Home Depot	PO 1194 Maintenance Supplies - FAC	20.11
58	Home Depot	PO 1276 Machinery & Equipment - Break & Cot Room	1,295.45

No.	Claimant	Purpose	Amount
59	Hop City Tavern	PO 1260 Travel Training - YALSA	23.00
60	Hop City Tavern	PO 1230 Travel Training - YALSA	10.50
61	Hop City Tavern	PO 1232 Travel Training - YALSA	27.45
62	Human Solution	PO 1123 Buildings & Structures - Circ Desk - CB	2,508.00
63	IAPMO	PO 1177 Collection Materials	471.51
64	JoAnn Fabrics	PO 1290 Program Supplies	30.81
65	JoAnn Fabrics	PO 1198 Program Supplies (PAFOL)	10.71
66	KCDA Purchasing Cooperative	PO 1236 Program Supplies	15.54
67	KCDA Purchasing Cooperative	PO 1224 Copier Paper	63.73
68	LabelValue.com	PO 1187 General Office Supplies	93.19
69	Maya's Taqueria	PO 1242 Travel Training - YALSA	7.99
70	NewEgg.com	PO 1146 Technology Supplies - Parts & Supplies	2,239.36
71	Parrott Canvas Company	PO 1061 Merchandise For Resale - Tote Bags	901.46
72	Pay Pal	Monthly Access Fee	59.95
73	Powells.com	PO 1237 Program Supplies (PAFOL)	44.41
74	Quill Corporation	PO 1180 Office Supplies - Toner	188.56
75	Quill Corporation	PO 1143 Office Supplies	122.27
76	Quill Corporation	PO 1164 Office & Operating Supplies	25.99
77	Red Star Tavern	PO 1261 Travel Training - YALSA	57.00
78	Rite Aid	PO 1197 Program Supplies (PAFOL)	12.52
79	Safeway	PO 1220 Program Supplies (FOSL)	13.98
80	Smartsign	PO 1280 General Office Supplies - Sign	19.98
81	South Park Garage	PO 1247 Travel Training - YALSA	60.00
82	Southpark Seafood	PO 1262 Travel Training - YALSA	17.00
83	Southpark Seafood	PO 1234 Travel Training - YALSA	6.00
84	Southpark Seafood	PO 1239 Travel Training - YALSA	6.00
85	Southpark Seafood	PO 1162 Travel Training - YALSA	16.80
86	Stamps.com	PO 1185 Tech Services - Postage Fee	15.99
87	Sun Basin Theatre	PO 1199 Program Supplies (PAFOL)	90.00
88	Swains General Store, Inc.	PO 1266 Program Supplies (FOSL)	188.01
89	The Bread Peddler	PO 1257 Travel Training - YALSA	10.34
90	The Bread Peddler	PO 1227 Travel Training - YALSA	11.70
91	The Bread Peddler	PO 1243 Travel Training - YALSA	8.98
92	The Bread Peddler	PO 1161 Travel Training - YALSA	18.82
93	The Exit Light Co.	PO 1213 Maintenance Supplies	19.00
94	The Stamp Maker	PO 1278 General Office Supplies-Stamps	66.62
95	Uline	PO 1279 Machinery & Equipment - Smoker Receptacle	110.76
96	U-Printing	PO 1249 Printing - Posters	87.72
97	USPS	PO 1140 Postage	3.07
98	USPS	PO 1144 Postage	250.00
99	USPS	PO 1170 Postage	250.00
100	USPS	PO 1200 Postage	250.00
101	Walmart	PO 1250 Program Supplies (PAFOL)	57.76

No.	Claimant	Purpose	Amount
102	Walmart	PO 1221 Small Tools	120.46
103	Walmart	PO 1221 Health & Safety Supplies	35.44
104	Walmart	PO 1219 Program Supplies (FOSL)	20.46
105	Walmart	PO 1147 Program Supplies	12.96
106	Wayfair Supply	PO 1121 Buildings & Structures - Area Rug - CB	209.95
107	Wayfair Supply	PO 1188 Buildings & Structures - Area Rug - CB (CB Capital Account Balance)	362.74
108	Whole Foods	PO 1258 Travel Training - YALSA	11.01
109	Whole Foods	PO 1229 Travel Training - YALSA	6.50
110	Wolf and Bears	PO 1230 Travel Training - YALSA	8.97
			20,824.22

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1618**

111	Amazon.com	PO 1300 Program Supplies (PAFOL)	23.46
112	Office Depot	PO 1295 Office Supplies - Calendar	31.51
113	Tracfone*Airtime	PO 1294 Operating Supplies - Phone	108.69
114	Walmart	PO 1299 Program Supplies (PAFOL)	96.36
			260.02

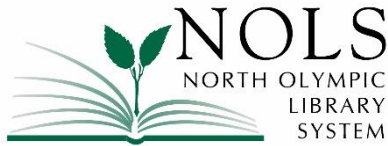
*** Detail - NOLS Voyager Credit Card Purchases -- Voucher #1625**

115	Shell	PO 1087 Fuel Van	48.79
116	Shell	PO 1107 Fuel Van	50.48
117	Sequim Chevron	PO 1171 Fuel Van	74.57
118	Voyager Fleet Systems, Inc.	Fed Gas Tax Exemption CR 11-15	(11.22)
			162.62

*** Detail - NOLS Voyager Credit Card Purchases -- Voucher #1626**

119	Chevron	PO 1189 Fuel Van	30.00
120	PA Chevron	PO 1304 Fuel NOLSY	33.46
121	Shell	PO 1292 Fuel Van	57.57
122	Shell	PO 1255 Fuel NOLSY	27.00
123	Shell	PO 1201 Fuel Van	77.39
124	Shell	PO 1191 Fuel NOLSY	32.55
			257.97

No.	Claimant	Purpose	Amount
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 344	ADP Tax/Financial Services	Net Payroll (PPE 11-30-15)	109,136.53
EFT 345	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-15)	37,987.43
EFT 346	Dept. of Retirement Systems	PERS Retirement Contributions (PPE 11-30-15)	29,834.94
EFT 347	Dept. of Retirement Systems	DCP Retirement 11-2015 (PPE 11-30-15)	3,470.00
EFT 348	Hartford Retirement Plan Solutions	MMDCP 11-2015 (PPE 11-30-15)	100.00
			180,528.90



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 22, 2016
Subject: Approving the Capital Budget for FY 2016

Recommendation. That the Library Board approve capital improvement expenditures in the amount of \$334,400 for FY 2016. The Finance Committee has reviewed and approved the proposed 2016 Capital Budget.

Policy implications. The NOLS Board has established a policy of using timber revenues from the previous year to address capital needs in the following year. Timber revenues can be extremely volatile and the amount received can fluctuate dramatically from year to year. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the operating budget on the unpredictable timber revenue stream. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted to reflect the known revenues from the previous year.

At present, the Capital Replacement Account serves as the repository for all timber revenues. Timber receipts which are unbudgeted for capital improvement projects, or budgeted but unspent, remain in the Capital Replacement Account. At Board direction these reserve funds may be designated for future capital or other needs.

With the December 31, 2015 retirement of the bonds which funded construction of the Port Angeles Main Library in 1998, the Port Angeles Capital Account ("sinking") funds will now become available for use. The Finance Committee and Board have not yet had the opportunity to discuss and formally articulate policy parameters for use of these funds, but it seems likely that availability of these funds may have some bearing on capital budgeting for PA facility projects, and thereby on availability of funds for other NOLS capital needs, in the future. Pending Board decisions regarding use of the PA Capital Account, however, PA capital projects have been included in the 2016 Capital Budget as usual, as a matter of prudent planning.

Fiscal implications. In 2015 NOLS received \$334,554 in timber revenues. Timber revenues are deposited in the Capital Replacement Account when received. The following table summarizes relevant Capital Replacement Account and 2016 Capital Budget figures.

Timber revenues 2015	\$334,554
Proposed 2016 Capital Budget expenditures	\$334,400
Difference (2014 Capital Budget Revenues – Expenses)	\$154

Capital Replacement Account (CRA) balance as of 12/31/15	\$1,790,308
CRA Balance less proposed 2016 Capital Budget expenditures (does not include any projection of 2016 timber receipts)	\$1,455,908

It should be noted that it is unlikely that the full amount budgeted for capital projects in 2016 will be expended. This is a common occurrence that happens for several reasons:

- project needs or priorities change as the year progresses;
- competing project timelines or scheduling/availability of staff or contractors results in implementation delays for identified projects;
- alternative revenue sources, such as grants or donations, are secured for some projects;
- actual costs vary from conservatively budgeted estimates;
- funds budgeted for emergency/contingency use are not needed.

The difference between budgeted and actual capital expenditures in recent years was as follows:

Year	Available Revenues (previous year receipts)	Capital Projects Budgeted	Capital Projects Expended	Unspent Difference
2015	\$466,368	\$389,197	\$223,500*	\$165,697
2014	\$333,464	\$317,412	\$297,026	\$20,386

*does not include 2015 Capital Projects funded through grant/donation.

Discussion.

Buildings and structures: The budgeted total in this category is \$115,500. Projects of note include:

- Reconfiguration of the public computing area at the Port Angeles Main Library for improved customer service accessibility and better staff oversight. As part of this project the relevant area of the library will be re-carpeted, and outdated and worn computer carrels will be replaced. It may be appropriate to fund some or all of this project using PA Capital Replacement Account funds. Should that prove to be the case, staff will make payment of the appropriate amount from the PA Capital Account, and the unspent portion of the costs which were included in the Capital Budget will remain in the NOLS Capital Replacement account.
- Funds for miscellaneous small maintenance and improvement projects at the Sequim branch. While the long-term future of the existing building is currently unknown, clearly NOLS must continue to maintain the existing infrastructure in a safe, functional, and attractive manner. Very careful thought has gone into choosing the Sequim Branch capital projects included in this budget.
- Improvements to the file storage area and to staff workspaces in the Administrative department. This project is needed to improve functionality and appearance, and provide safe and comfortable workspaces for Admin staff, Admin volunteers, and visiting Managers.
- Several measures needed to improve building security and enhance staff/public safety at various locations.

Other improvements: The budgeted total in this category is \$4,500. Projects of note include:

- Purchase of a utility shed to house landscaping equipment at the Clallam Bay branch.
- Refinishing of the PA parking lot, to address infrastructure maintenance and reduce trip hazard issues. This is another project that may ultimately be deemed appropriate for funding through the PA Capital Account.

Machinery and equipment: The budgeted total in this category is \$214,400.

- As is usual, the lion's share of machinery and equipment expenditures are directed toward maintaining, upgrading, and improving NOLS' information technology hardware, software, systems, and peripheral devices. Projects of note in this area include: periodic upgrade of public computers and integrated privacy-screened monitors at all branches; upgrade of network equipment; purchase and upgrade of equipment related to offsite backup server solutions.
- This category also provides funding for purchase/replacement of a number of other basic library equipment items, such as staff desks, display shelving, book carts, a vacuum, and a mobility scooter.
- A significant expense budgeted for 2016 is purchase of an additional library vehicle. Given the geographic expanse of the NOLS' service area, the relative distance of the Olympic Peninsula from other regional training/meeting venues, and NOLS' strategic focus on when-and-where-needed library outreach service, it has become clear that having two additional vehicles (one for the West End and one for the East End) would greatly benefit library operations. Owning and operating library vehicles for staff travel is more cost effective, and safer, than reimbursing travel costs for staff who must use their personal vehicles to conduct library work. The current library vehicle is in almost constant use by IT staff, Outreach staff, and other staff traveling between branches or to library-related events. Provision has been made in the 2016 Capital Budget for purchase of one vehicle. Options for alternative funding for the other vehicle are being explored.
- Lastly in this category, are two contingency fund lines budgeting a total of \$20,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

Construction of capital assets: There are no anticipated expenditures in this area for 2016. The \$60,000 previously allocated for architectural and related expenses in connection with the Sequim Branch schematic design project was transferred to the Sequim Capital account in a prior budget cycle.

Alternatives considered. The Board may request more information before acting, or request that staff make changes to the proposed Capital Budget.

Attachment(s): 2016 Capital Budget

**North Olympic Library System
2016 Capital Outlay Budget**

2016 CAP Budget - Final Draft for Board - 01-25-16

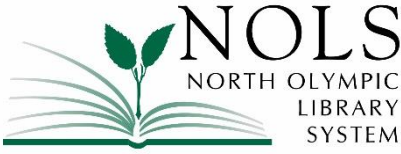
		2015 Budget	Branches				Departments						NOLS	2016 Budget
			CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	
	Revenue													
	Timber Revenue from previous year	466,368												334,554
	Total Revenues	466,368	-	-	-	-	-	-	-	-	-	-	-	334,554
594.72.60	Capital Outlays													
	62.0110 · Buildings and structures													
	SQ -Track lighting	300				300								300
	PA Central Computer Area Improvements				60,000									60,000
	ADM storage/workspace reconfiguration						15,500							15,500
	Security cameras	8,000			4,000									4,000
	Circuits for server room (PA and FO)	2,000							2,000					2,000
	PA Work areas weatherization (Delivery side)	8,000			10,000									10,000
	Door opener/closer replacement	7,200						2,500						2,500
	ADM nic bar replacement						1,000							1,000
	Exterior lights upgrades		2,500	1,000	3,000									6,500
	Aucoustic panels				500									500
	Alarm software upgrade				4,200									4,200
	SQ - Public bike racks & concrete work at front entrance					2,200								2,200
	SQ - walkoff lobby repair					1,000								1,000
	PA - staff restroom drain repair				4,500									4,500
	SQ - YS public service desk					1,300								1,300
	Subtotal - Buildings and structures	126,000	2,500	1,000	86,200	4,800	16,500	2,500	2,000	-	-	-	-	115,500
	63.0100 · Other improvements													
	CB - utility shed		1,100											1,100
	PA - Restripe parking lot	6,000			3,400									3,400
	Subtotal - Other improvements	21,000	1,100	-	3,400	-	-	-	-	-	-	-	-	4,500
	64.0010 · Machinery & equipment													
	Systems software	16,600							7,500					7,500
	Internetwork equipment	9,910	2,350	3,250	5,750	3,250	500		5,000					20,100
	Mobile Device Management Software	3,000											3,000	3,000
	Universal Power Supply Units	2,000							3,000					3,000
	Servers	21,000							21,000					21,000
	Computer workstations	12,850	1,600	800	7,500	3,500	3,200		2,400		600			19,600
	Monitors	4,250	2,700	4,100	11,070	5,730	750		2,000					26,350
	Privacy Screens	1,275			1,350									1,350
	Printers -	4,700	500	500	400		1,500				300			3,200
	Receipt printers	1,475				1,050			750		350			2,150
	Dymo Label Printer	700	110	110					700					920

**North Olympic Library System
2016 Capital Outlay Budget**

			Branches				Departments						NOLS	
		2015 Budget	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2016 Budget
	Computer Mounts	300			300		300							600
	Monitor Arms	700			400		400		200					1,000
	Barcode scanners	2,600			900	650			650					2,200
	Document Scanner	500	250	250			450		900					1,850
	Laptop	6,000							1,500					1,500
	Jabra Speaker/MIC	750							300					300
	Digital Microfilm Reader and Computer				10,500									10,500
	Staff Tablets w/ Polaris	6,000							1,500				4,800	6,300
	Misc Tech Items (keyboards, webcams, etc)	2,700	550	1,850	2,000	1,500	400	200	400					6,900
	Ergonomic computer desk	1,000			4,000		2,000		1,200		2,080			9,280
	Ergonomic chairs for staff	7,700			1,000		1,000		1,000		725			3,725
	Acrylic Sign Holders		200	200										400
	Opto-Cart Shelving			2,000										2,000
	Book Return Cart				800									800
	Book Return Cart Casters (16)				275									275
	Replacemnt vaccuum	800						800						800
	Mobility Scooter				2,000									2,000
	Walk-Off Mats		500											500
	West End Vehicle												30,000	30,000
	VariDesk ProPlus 30			1,000	1,500									2,500
	Weed eater							500						500
	AED batteries (4)							1,500						1,500
	Pressure washer							800						800
	PA HVAC contingency	20,000												-
	Undesignated Contingency Repair/Replacement	10,000											10,000	10,000
	Undesignated Contingency Tech Repair/Replacement	5,000											10,000	10,000
	Subtotal - Machinery & equipment	182,197	8,760	14,060	49,745	15,680	10,500	3,800	50,000	-	4,055	-	57,800	214,400
	65.0100 - Construction of capital assets													
														-
	Subtotal - Construction of capital assets	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Capital Outlays	329,197	12,360	15,060	139,345	20,480	27,000	6,300	52,000	-	4,055	-	57,800	334,400

2015 Expenditure subtotals/totals reflect 2015 expenditures as budgeted, not subtotals/totals of the figures in the 2015 column (2015 expenditures eliminated in the 2016 budget have been removed)

Revenues	334,554
Expenditures	334,400
Difference	154



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 24, 2016
Subject: Approval of revision to Policy HR 12.2: Bereavement and Funeral Leave

Recommendation. That the Board approve revisions to Policy HR 12.2: Bereavement and Funeral Leave as presented.

Policy considerations. As an outcome of labor negotiations in the fall of 2015, a provision was added to the Collective Bargaining Agreements which will allow employees to use up to three (3) hours of paid leave to attend the funeral of a NOLS co-worker, should that need arise. Legal counsel was consulted prior to the Director negotiating this addition to the contracts, and such leave provision was determined to be legal and in keeping with similar provisions offered by other public agencies in the State of Washington. A policy revision articulating this agreement, however, is necessary in order for NOLS to properly administer such funeral leave.

Fiscal considerations. It is highly unlikely that this leave will have substantial fiscal impact, due to the limited time allotted for each occurrence and the infrequency of occasions that would require such leave. Funeral leave is similar to bereavement leave in that it is available for use only on an as-needed basis, and does not accrue to the Employee's leave balance or become an ongoing fiscal liability to the Employer.

Discussion. None. This proposed addition to the contracts was discussed with the Board during contract negotiations.

Alternatives considered. None.

Attachment(s): Policy HR 12.2: Bereavement and Funeral Leave

12.2 Bereavement and Funeral Leave

Adopted by Library Board of Trustees

Adopted: 01/24/2013

Revised: 01/28/16

- I. Bereavement Leave: In the event of the death of a close family member, an employee may take up to three (3) days of paid bereavement leave per occurrence. The Library may request that the employee provide proof of death and/or of the employee's relationship with the deceased. Such proof may consist of a death certificate, birth certificate, marriage certificate, certification of domestic partnership, or published obituary.

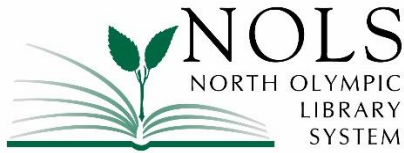
For the purposes of this policy, a *close family member* is defined as a spouse or domestic partner; a child; a parent, step-parent, or parent in loco (someone who has acted in the role of parent); a sibling, grandparent or grand-child.

When circumstances require an employee to take more than three days' leave for the death of a close family member, the employee may request additional time off from his/her supervisor. If Library operations will not be adversely affected and the supervisor approves the additional leave, the employee may use some of his/her accrued sick leave, provided the employee has a minimum of 90 hours of sick leave.

2. Funeral Leave: An employee shall be granted up to three (3) hours of funeral leave, as needed, to attend the funeral of a NOLS employee or former NOLS employee, subject to scheduling feasibility and approval of the employee's supervisor.

2.3. Administration

The ~~Administrative Services Manager~~Library Director is responsible for administering this policy.



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 24, 2015
Subject: Approval of Revisions to Policy 4.2: Fees and Charges Schedule

Recommendation. That the Library Board of Trustees approve the revisions to Policy 4.2: Fees and Charges as presented.

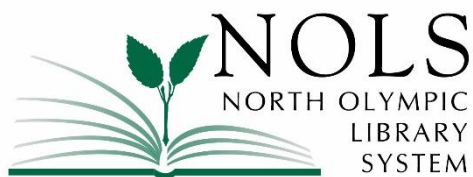
Policy considerations and discussion. Policy 4.2, the Fees and Charges Schedule, requires periodic revision in order to reflect changes in formats, services, and merchandise. The current revision to Policy 4.2 relates to the recent addition of circulating tablets to the NOLS collection. The replacement cost for the tablets themselves was previously added to the Fees and Charges Schedule, but a charge for the tablet cases now needs to be added as well.

These type of revisions are routine. They have been proposed by the Staff to Circulate Committee and approved by the Technical Services Manager. Proposed revisions are tracked in the attached policy.

Fiscal considerations. No significant fiscal impact is anticipated.

Alternatives considered. None.

Attachments: Policy 4.2: Fees and Charges Schedule



Policy 4.2

Fees and charges schedule

Adopted by Library Board of Trustees: 8/26/2010

Revised: 4/26/2012; 11/25/2013; 8/28/2014; 11/20/2014;

02/26/2015; 11/19/2015

For 1/27/2016 rvsn

Fees and Charges Schedule

The North Olympic Library System has established and adopted the following fees and charges.

Borrower's Fees

(covered in detail in NOLS Policy 3.1-3.5)

Paid subscriber borrower's card fee

(See NOLS Policy 3.1.3.)

\$60.00 per year, \$30.00 per 6 months

Fines for the late return of borrowed materials (See NOLS Policy 3.5.2.)

Standard circulating materials	\$0.20 per day	\$5.00 maximum
In-house use Tablets	\$1.00 per hour	\$5.00 maximum
Other non-standard materials	\$1.00 per day	\$25.00 maximum

Charges for lost and damaged items (See NOLS Policy 3.5.3.)

Actual replacement costs will be charged for items when such costs are available. When actual costs are not available, default charges will be assessed as follows:

Birding Kit	\$225.00
Book (hardback)	\$27.00
Book (paperback)	\$12.00
Book discussion kit	\$100.00
Book discussion kit tote	\$15.00
Carousel slide tray	\$15.00
CD	\$15.00
CD case	\$1.00
Digital projector	\$600.00
DVD	\$25.00
DVD case	\$3.00
E-reader	\$167.00
E-reader case	\$15.00
External USB floppy drive	\$15.00
Geocaching Kit	\$211.00
Hanging bag (plastic)	\$2.00
Headphones	\$7.00
Magazine	\$5.00
Maps	\$9.00

Media card reader	\$15.00
Media player (Playaway)	\$60.00
Media player case	\$5.00
Microfilm/slide/album/oral history tape	\$50.00
Mylar book jacket cover	\$2.00
Opaque projector	\$200.00
Pamphlet or liner note	\$2.00
Projection screen	\$100.00
Percussion kit	\$100.00
Slide projector	\$200.00
Tablet	\$540.00
Tablet Case	\$49.95
Walkie-Talkies	\$70.00
Watt detector	\$20.00
Padded case	\$20.00

Processing Fee \$5.00

A non-refundable processing fee will be added to replacement cost charges for lost or damaged-beyond-repair items, to cover expenses associated with updating the database of holdings, physical processing, and other required handling of a replacement item.

Collection Fee \$10.00

Accounts that are referred to a materials recovery agency pursuant to policy 3.5.4, will be assessed a non-refundable \$10 service charge.

Rental fees for facilities and equipment

Meeting room rental fees (See NOLS Policy 4.9 for criteria for free use)

Room	Capacity	2 hours	4 hours	All day
PA Carver Room	95 seated, 200 standing	\$50	\$100	\$200
PA Carver Room North	45 seated, 95 standing	\$25	\$50	\$100
PA Carver Room South	45 seated, 95 standing	\$25	\$50	\$100
PA Coffey Room	12 seated	\$10	\$20	\$40
PA study rooms	2 seated	\$2.50	\$5	\$10
SQ full room	40 seated	\$25	\$50	\$100
SQ meeting room – south side	25 seated	\$12.50	\$25	\$50
SQ meeting room – north side	12 seated	\$2.50	\$5	\$10
FO meeting room	35 seated	\$12.50	\$25	\$50
FO conference room	7 seated	\$2.50	\$5	\$10
CB meeting room	25	\$12.50	\$25	\$50
In addition to rental fees, a cleaning and/or key deposit may be required.				

Rental of other Library spaces for special events, held when the Library is closed, will be considered by the Library Director on a case-by-case basis.

Fees for services

Online payments

Per transaction fee	\$0.50
Minimum payment	\$2.00

Photocopies and computer printing

Black and white – One sided	\$0.10 per page
Black and white – Two sided	\$0.15 per page
Color – One sided	\$0.20 per page
Color – Two sided	\$0.25 per page

Refunds of borrower's fees and printing deposit funds

Credits on borrowers' accounts and funds deposited into print accounts will be held for three years. If an account with a positive balance is inactive for three years, the balance will be removed from the account to the Library's unclaimed property account and reported to the Washington State Department of Revenue as unclaimed property. Account balances held for five years will be deposited to the Library's general fund as a donation to the North Olympic Library System.

Faxes

Fax – Sent (Domestic)	\$2.00 first page	\$1.00 per additional page
Fax – Sent (International)	\$5.00 first page	\$2.00 each additional page
Fax – Received	\$0.10 per page	

Charges for sale of merchandise

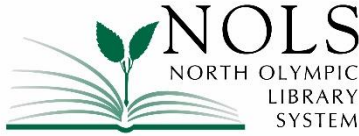
For the convenience of library customers and/or to help raise community awareness of the library, NOLS makes the following items available for purchase. Merchandise prices are set to recover original purchases costs, sales tax and associated overhead costs; NOLS does not make a profit on the sale of merchandise.

Merchandise Price List

AAA battery	\$0.50
Headphones	\$3.00
Flash drive	\$7.50
NOLS branded pint glass	\$6.00
NOLS sticker (4"x6")	\$1.50
Notecard packets	\$6.50
Chico bag	\$7.00
Canvas tote	\$12.50

All prices include sales tax

The Library Director has the authority to adjust the charges listed above on a case-by-case basis.



Staff Report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 23, 2016
Subject: Approving Library closure for annual staff development workshop

Recommendation. That the Library Board of Trustees approve closing all NOLS libraries on Friday, April 22, 2016 for the annual staff training day.

Fiscal implications. Staff development day costs were included in the 2016 budget.

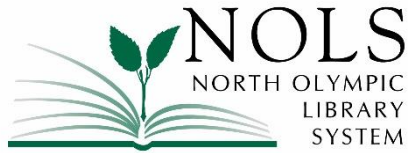
Policy implications. Staff development day is an annual endeavor at NOLS, and is codified in the NOLS *HR Policy Manual*.

Discussion. The all-staff training day is a mandatory event for all full time and part time staff. A staff committee is responsible for planning the day, including the agenda, speakers, refreshments, team-building activities, etc. The committee strives to respond to training needs at the time, and is responsive to suggestions from evaluations of the previous year's workshop. 2016 presentations will focus on management of disruptive behaviors in the library.

The 2016 venue will be the conference center at NatureBridge.

Board members are welcome to observe or participate in any part of the staff workshop. Please notify the Director if you plan to attend.

Alternatives considered. None.



Staff Report

To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Date: January 28, 2016
Subject: Approval of Resolution 16-01-01 Authorizing Disposal of Surplus Equipment and Furniture

Recommendation. That the Library Board of Trustees declare surplus and approve disposal of the following items:

Item	Quantity
stanchions	2
green arm chair	1
wood shelf 4.5'	1
wood shelf 6'	1
small white display units	2
card table	1
sandwich board	1
foot rest	1
large laminate top table	1
grey computer desk	2
black metal book cart	2
office chair	2
table top	3
wheelchair	1
front checkout desk	1
Dell GX 280 computer tower	14
Kiosk computer	2
Dell Power Edge 830 server	2
Cisco routers	4
Linksys switches	2
Dell 5210 laser printer	1
KVM switches	7
19 inch monitor	5
17 inch monitor	2
box of misc. computer items	1

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.

Financial implications. None.

Discussion. The stanchions, sandwich board, card table, foot rest and wheelchair were stored at the Port Angeles Main Library for several years without being used. The worn out armchair and book shelves were removed from the Port Angeles Main Library staff cot room so that staff can make better use of the space. The grey computer desks were removed from the Sequim Branch Library where they were deemed a potential hazard to small children due to their pointy-cornered design. The old desks were replaced with new round-cornered desks. The old book carts were also removed from the Sequim Branch Library, where they were replaced with new units. The small display shelves and large table were removed from the Clallam Bay Branch Library because they weren't needed there or at any other NOLS location. The checkout desk was also removed from Clallam Bay, having been replaced with more ergonomically designed furniture. The office chairs were broken. The table tops were removed from the IT Department work room to make room for more essential equipment. Finally, the surplus computer items are either broken or obsolete and are no longer of use to NOLS.

Disposing of the unneeded items creates more room for storing items which are of more value to NOLS. Surplus items will be donated to local non-profit organizations specializing in repurposing used furniture and equipment. Non-reusable surplus computer equipment will be recycled.

Attachment: Resolution 16-01-01



Resolution 16-01-01
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 in an appropriate manner:

Item	Quantity
stanchions	2
green arm chair	1
wood shelf 4.5'	1
wood shelf 6'	1
small white display units	2
card table	1
sandwich board	1
foot rest	1
large laminate top table	1
grey computer desk	2
black metal book cart	2
office chair	2
table top	3
wheelchair	1
front checkout desk	1
Dell GX 280 computer tower	14
Kiosk computer	2
Dell Power Edge 830 server	2
Cisco routers	4
Linksys switches	2
Dell 5210 laser printer	1
KVM switches	7
19 inch monitor	5
17 inch monitor	2
box of misc. computer items	1

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 January 28, 2016.

Chair

Trustee

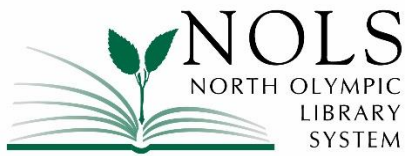
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff Report

To: Library Board of Trustees
From: Library Director Margaret Jakubcin
Date: January 24, 2016
Subject: Designation of Signature Authority Resolution 16-01-02

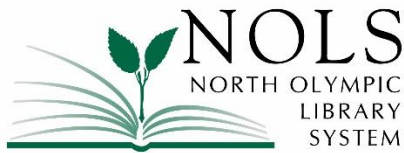
Recommendation. That the Library Board of Trustees approve Resolution 16-01-02, which designates staff authority to make purchases, contract for goods and services, and transact Library business of specified types.

Policy considerations. None. Consistent with state law and Library policy.

Financial implications. None.

Discussion. The Board customarily designates signature authority by resolution. The resolution form used for this authorization process designates certain signature authorities by position title, and certain other authorities by position title and individual name. This resolution updates the previous Signature Authority Resolution, 15-09-01, to reflect recent and upcoming changes in Administrative Operations staffing.

Alternatives considered. None.



Resolution 16-01-02
Library Board of Trustees
North Olympic Library System

Designation of Signature Authority

Whereas, the Board of Trustees of the North Olympic Library System has the power to permit the certification of the receipt of labor, services, and materials; enter into contracts and transact business of all types and acquire valuable property; and

Whereas, the day-to-day operation of the library system requires, and RCW 27.12.210 permits the Board of Trustees to employ, such assistants as may be necessary to conduct the business of the library system;

Therefore be it resolved, that the Board of Trustees of the North Olympic Library System authorize the following employees, as designated by position title, to conduct library transactions as indicated below:

AUTHORIZATION BY POSITION TITLE

	Certifying budgets and payroll	Contracting with service and labor providers and vendors	Purchasing library collection materials	Purchasing library supplies
Library Director	X	X	X	X
Main Library Manager	X	X	X	X
Branch Library Manager		X		X
Technical Services Manager		X	X	X
Facilities Manager		X		X
Information Technology Manager		X		X
Financial Operations Manager		X		X
Volunteer Manager		X		X
Outreach Manager		X		X
Human Resources Specialist				X
Administrative Operations Assistant				X
Librarian I & II				X
Technical Service Assistant II & III			X	X
Facilities Tech I, II & III				X
Customer Service Specialist III & IV				X

And be it further resolved, that the Board of Trustees of the North Olympic Library System authorize the following employees, as designated by name, to conduct transactions as indicated below:

AUTHORIZATION BY EMPLOYEE NAME

	Signing ALL Imprest checking account checks	Signing Imprest checking account checks EXCEPT payroll	Purchasing library supplies
Margaret Jakubcin, Library Director	X		
Noah Glaude, Main Library Manager	X		
John DeFrancisco, Financial Operations Manager		X	
Karen Simpson, Administrative Operations Assistant		X	
Cheryl Martin, CSS II (Port Angeles Main Library)			X
Ambur Taft, CSS II (Sequim Branch)			X

And be it further resolved, that signatures of record for employees so authorized will be kept on file by the Library Director;

And be it further resolved, that in addition to the above authorizations, employees who have executed a Credit Card Agreement and been issued an authorized library credit card are permitted to make a variety of purchases within the transaction limits assigned to the issued card, according to the terms of Policy 5.6 (Credit Card);

And be it further resolved, that Resolution 15-09-00, dated September 24, 2015, is now void.

Passed by the Board of Trustees of the North Olympic Library System at their regular meeting held this 28th day of January 2016.

Chair

Trustee

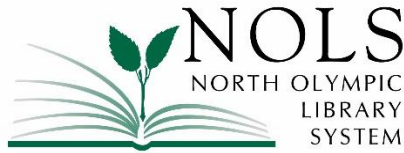
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 24, 2016
Subject: Approval of Resolution 16-01-03: Signature authority for safe deposit box

Recommendation. That the authorized signatories who will have access to the Library's safe deposit box at First Federal be updated.

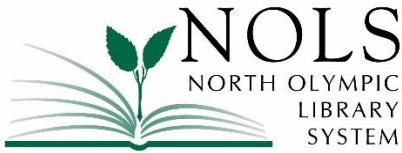
Alternatives. None.

Policy considerations. None. This action is consistent with Board policy and past practice.

Financial implications. None.

Discussion. The safe deposit box contains such items as the Library's real estate deeds, master keys for the branches, easements, agreements, and vehicle titles. Approving this resolution establishes the members of the Library staff who will be authorized to access the safe deposit box. It is necessary to update these signatures to reflect changes in Administrative Operations staff.

Attachment: Resolution 16-01-03



**A RESOLUTION BY THE BOARD OF TRUSTEES OF
THE NORTH OLYMPIC LIBRARY SYSTEM
AUTHORIZING SIGNATURES FOR SAFE DEPOSIT BOX**

WHEREAS, the Board of Trustees of the North Olympic Library System has certain documents and items of value that must be kept off-site and away from the library premises; and

WHEREAS, the daily operation of the Library System requires that certain staff members have access to these materials as necessary to conduct the business of the Library System;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the following individuals to access the Library safe deposit box at First Federal.

Margaret Jakubcin, Library Director

John D. Francisco, Financial Operations Manager

And be it further resolved, that Resolution 15-01-02, dated January 29, 2015, is now void.

PASSED BY THE BOARD OF TRUSTEES OF THE NORTH OLYMPIC LIBRARY SYSTEM at the regular meeting held this 27th day of January 2016.

Chair

Trustee

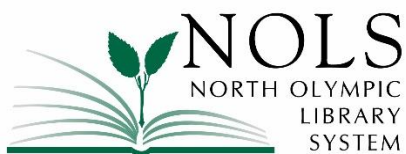
Trustee

Trustee

Trustee

ATTESTED BY:

Secretary to the Board



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 25, 2016
Subject: Declaration of Emergency / Waiver of Competitive Bidding Requirements

Recommendation. That the Board confirm and approve by motion the Declaration of Emergency made by the Library Director, dated December 10, 2015.

Background: On December 7, 2015, a vehicle drove through the wall of the Forks Branch Library. This accident caused considerable structural damage, damaged library equipment and furnishings, and breached the security of the building. It was necessary to hire immediate contractor assistance to temporarily secure the facility, and substantial repair work is required to return the library to normal operational function as quickly as possible.

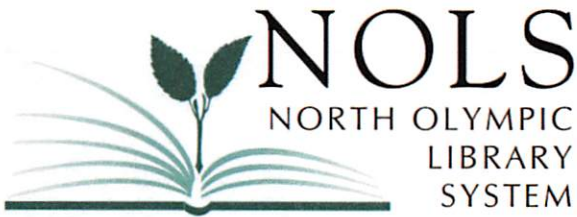
Policy considerations. Under Washington State Law (RCW 39.04.280) competitive bidding requirements may be waived by a governing board or its designee when an emergency situation exists which presents a real, immediate threat to the proper performance of essential library functions, or will likely result in material loss or damage to library property if immediate action is not taken. Such waiver requires formal declaration that such a situation exists and that bidding requirements have been waived, and publication of such Declaration.

Fiscal considerations. The cost for full repairs has been estimated at up to \$60,000. Fortunately, it is expected that payment of these costs (excepting a \$1,000 deductible) will be covered through NOLS' property insurance. NOLS, the Enduris cost adjustor, and Hoch Construction have worked together in determining the scope of the repair project.

Discussion. Immediate temporary repairs were effected during the week of December 7, 2015. Project planning and cost estimation were conducted during early January 2016. Permanent repairs were begun by Hoch Construction on January 25, 2016. Billing for the project will be sent directly to Enduris for payment.

Alternatives considered. None.

Attachment(s): Declaration of Emergency



Declaration of Emergency

December 10, 2015

In accordance with RCW 39.04.280 which establishes requirements for exemptions to competitive bidding requirements for public works projects, and in accordance with RCW 27.12 which provides for delegation of authority by the Board of Trustees to the Library Director, the Library Director of the North Olympic Library System declares that an emergency situation exists which presents a real, immediate threat to the proper performance of essential library functions, and will likely result in material loss or damage to library property if immediate action is not taken. The Director therefore waives the competitive bidding requirements and authorizes the award of all necessary contracts to address this emergency situation, and directs staff to expedite repair so that library property can be secured and repaired and library operations can be returned to normal function with as little interruption as possible.

The emergency situation exists as a result of a vehicle accident that occurred on December 7, 2015, at the Forks Branch Library, Forks, Washington, wherein a vehicle drove through the wall of the library. This accident caused considerable structural damage, damaged library equipment and furnishings, and breached the security of the building.

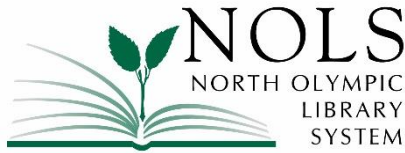
In further accordance with RCW 39.04.280, this Declaration shall be posted to the Library website and bulletin boards, and thereby duly entered into record, no later than two weeks following the award of the contract.

This Declaration will be submitted to the NOLS Board of Trustees for confirmation and approval at their next regular meeting on January 28, 2016.

Dated this 10th day of December 2015.

A blue ink signature of Margaret Jakubcin is written over a horizontal line.

Margaret Jakubcin
Library Director



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 24, 2016
Subject: End-of-Year/ Start-of-Year Fiscal Reconciliation

Recommendation. Provided for informational purposes. End-of-year/Start-of-Year account imbalance calculations are so small that staff are not recommending any transfer between accounts.

Policy considerations. None.

Fiscal considerations. The 2015 budget called for a *transfer-in* of \$44,828 to balance. 2015 end-of-year fiscal reconciliation calculations indicate that expenditures very closely reflected revenues in 2015. As a result the projected transfer in from reserves will not be required, neither however, will there be excess revenues allowing transfer of unspent funds to a reserve account.

The 2016 operating budget is \$3,919,790.

In order to have operating funds for the first few months of the year (until property tax revenues begin to flow in) NOLS customarily seeds the Undesignated Cash Operating Account in January with a “float” amount approximately equal to 4 months of operating expenses as calculated on the current year’s budget. The calculation of the float for 2016 is \$1,306,596.

The 2015 end-of-year fiscal reconciliation calculation is as follows:

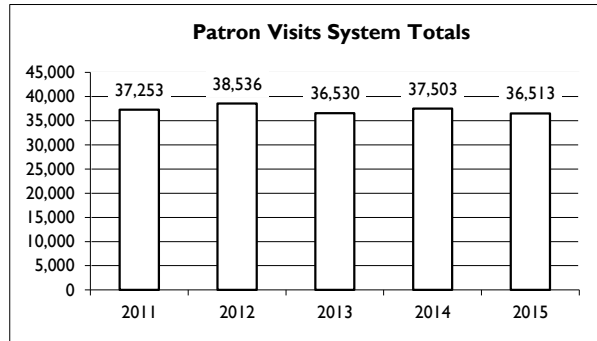
- The 2015 fiscal year ended with revenues exceeding expenditures by \$139,347.00.
- The 2015 ending balance of the Undesignated Cash Operating Funds is \$1,302,108.
- The calculated expenditure float necessary to start 2016 is \$1,306,596 (budgeted month of expenditures of \$326,649 x 4 months).
- Subtracting the calculated float amount from the current Undesignated Cash Operating Account balance results in a deficit imbalance of only \$4,488.

Discussion. Transfer of funds to or from the operating account as a part of year-end financial reconciliation is a routine accounting task. When a transfer is needed between NOLS accounts, best practices require that the Board authorize such a transfer by a written resolution. The calculated imbalance for 2015 is so small, in the context of the total “float” amount, that staff do not deem it necessary to make this transfer.

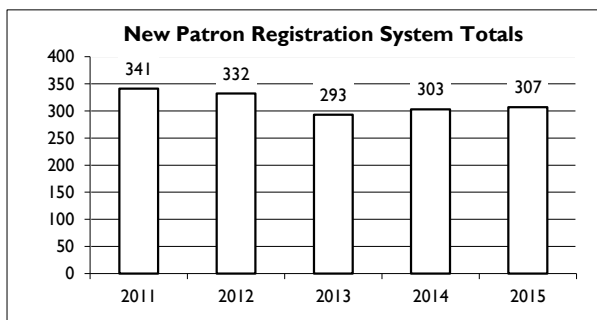
Alternatives considered. The Board could direct staff to transfer the \$4,488 from the Budget Reserve account, or another Board designated account, into the Undesignated Operating account.

November Statistics 2015

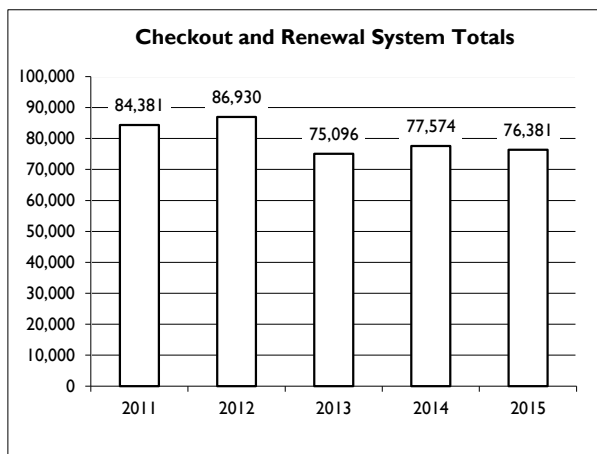
Patron Visits		
		% of System
PA	17,498	47.9%
SQ	11,526	31.6%
FO	6,283	17.2%
CB	1,206	3.3%
Total:	36,513	100.0%



New Patron Registration		
		% of System
PA	153	49.8%
SQ	123	40.1%
FO	23	7.5%
CB	8	2.6%
Total:	307	100.0%



Checkouts & Renewals		
		% of System
PA	32,353	42.4%
Self	62%	
SQ	27,916	36.5%
Self	64%	
FO	6,274	8.2%
Self	26%	
CB	1,920	2.5%
OR	1,477	1.9%
E Circ	6,441	8.4%
Total:	76,381	100.0%



November Statistics 2015

Library Programs/Attendees		
		% of System
PA	43/754	51%/56%
SQ	24/436	29%/32%
FO	10/124	12%/9%
CB	7/32	8%/2%
Total:	84/1346	100%/100%

Public Meetings/Attendees		
		% of System
PA	38/539	38%/45%
SQ	39/554	39%/46%
FO	21/99	21%/8%
CB	1/10	1%/1%
Total:	99/1202	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	5,561	48.6%
SQ	3,929	34.3%
FO	1,317	11.5%
CB	647	5.6%
Total:	11454	100.0%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	4,909	80.6%
SQ	1,936	61.5%
FO	1,233	62.0%
CB	123	14.2%
Total:	8,201	67.8%

Wi-Fi Access	
System-wide Total	1,034

Website Visits	
From outside the Library	17,067
From inside the Library	14,678
Avg. # of pages visited	2

Volunteers		
	Volunteer Hours	# of Volunteers
PA	95.75	10
SQ	34.75	10
FO	8.5	3
CB	0	0
OR	33.25	7
NOLS	14.5	2
Total:	187	32

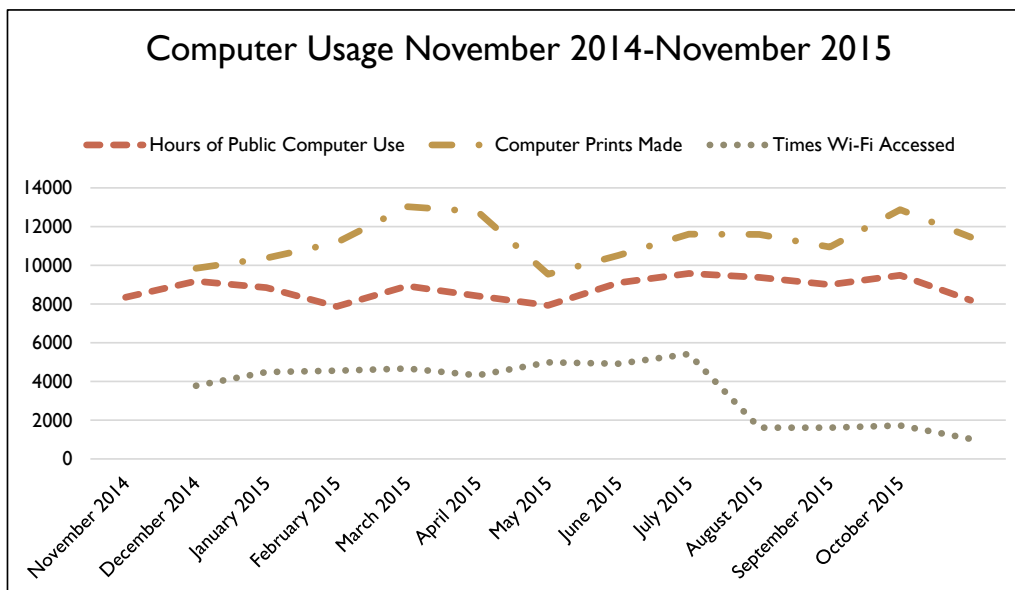
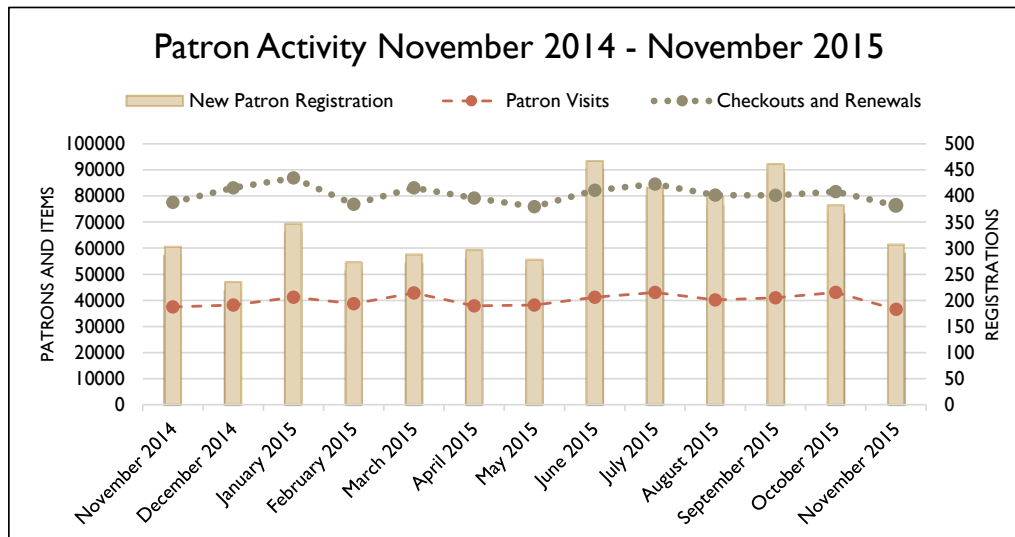
Outreach Services	
Deliveries to the Homebound	209
New Patrons w/ Delivery Services	2

Interlibrary Loan Services	
Items borrowed from other libraries	149
Items loaned to other libraries	90

Community Engagement	
Organizations Contacted*	5
Partnership Activities**	0

*Contact defined as direct person to person contact with somebody in another community group/agency/entity.

**Activity defined as actual initiation of the partnership activity such as the roll out of new Stuff, implementation of program, event, etc.



Significant Events During the Past 13 Months:

November 2014 - Clallam Bay and Forks closed for one day because of power outage

March 2015 - Hoopla e-content services launched

March/April 2015 - Tax Season

April 2015 - Clallam Bay closed 1 day because of staffing shortage, and all NOLS branches closed 1 day for All Staff Day Training

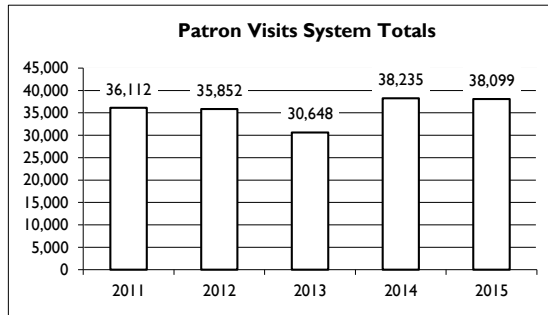
June 2015 - Summer Reading Program begins

August 2015 - Port Angeles Library Children's Area closed for renovation and NOLS website host changes how Wi-Fi and website visits are tracked

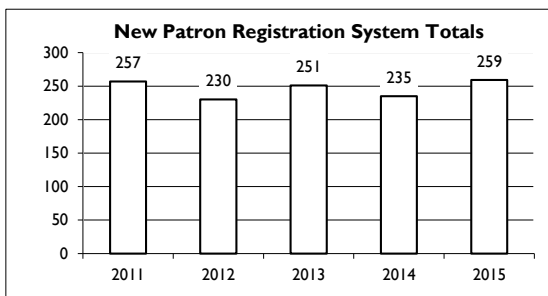
November 2015 - Clallam Bay begins new operating hours on November 12th. No longer open on Saturdays.

December Statistics 2015

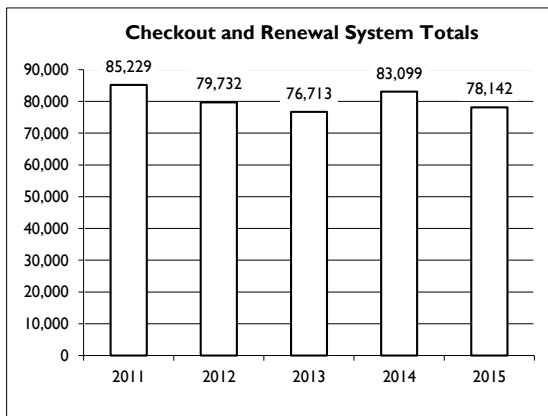
Patron Visits		
		% of System
PA	18,162	47.7%
SQ	11,965	31.4%
FO	6,781	17.8%
CB	1,191	3.1%
Total:	38,099	100.0%



New Patron Registration		
		% of System
PA	126	48.6%
SQ	102	39.4%
FO	25	9.7%
CB	6	2.3%
Total:	259	100.0%



Checkouts & Renewals		
		% of System
PA	32,701	41.8%
Self	59%	
SQ	28,741	36.8%
Self	63%	
FO	7,001	9.0%
Self	22%	
CB	1,804	2.3%
OR	1,295	1.7%
E Circ	6,600	8.4%
Total:	78,142	100.0%



December Statistics 2015

Library Programs/Attendees		
		% of System
PA	20/303	34%/35%
SQ	20/347	34%/40%
FO	12/177	21%/20%
CB	6/37	10%/4%
Total:	58/864	100%/100%

Public Meetings/Attendees		
		% of System
PA	21/351	30%/38%
SQ	26/345	37%/38%
FO	22/206	31%/23%
CB	2/13	3%/1%
Total:	71/915	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	5,329	48.5%
SQ	3,453	31.4%
FO	1,666	15.2%
CB	545	5.0%
Total:	10993	100.0%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	4,858	72.2%
SQ	2,087	60.0%
FO	1,177	54.0%
CB	121	12.8%
Total:	8243	61.8%

Wi-Fi Access	
System-wide Total	784

Website Visits	
From outside the Library	13,711
From inside the Library	16,418
Avg. # of pages visited	2

Volunteers		
	Volunteer Hours	# of Volunteers
PA	116.1	11
SQ	42	9
FO	16	3
CB	0	0
OR	28.5	5
NOLS	14.25	2
Total:	217	30

Outreach Services	
Deliveries to the Homebound	195
New Patrons w/ Delivery Services	2

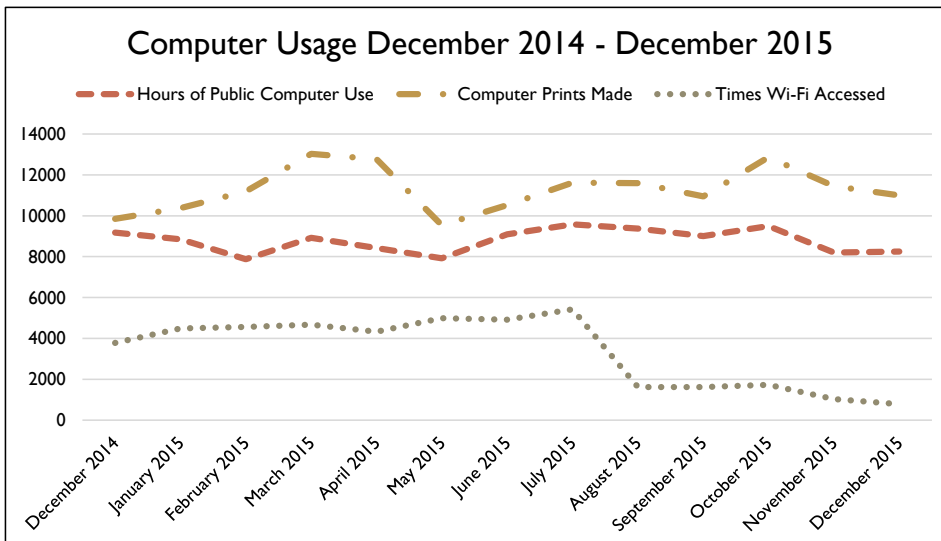
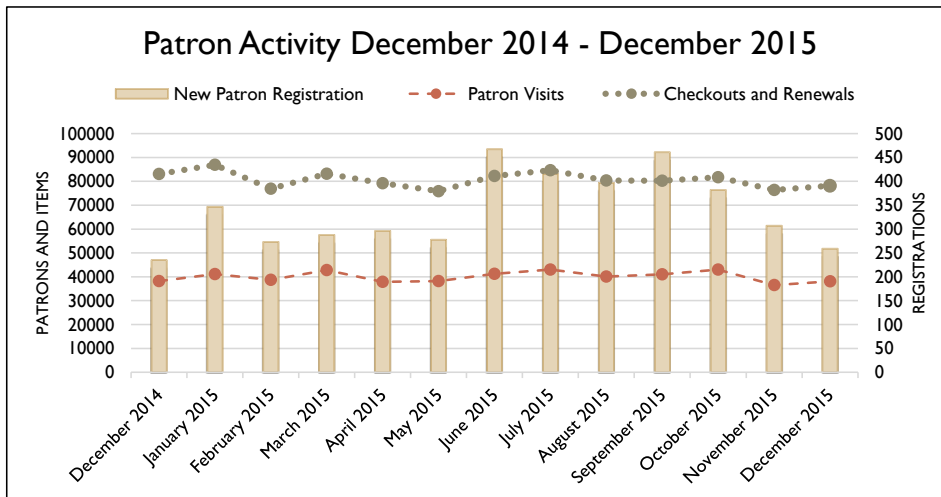
Interlibrary Loan Services	
Items borrowed from other libraries	174
Items loaned to other libraries	135

Community Engagement	
Organizations Contacted*	6
Partnership Activities**	0

*Contact defined as direct person to person contact with somebody in another community group/agency/entity.

**Activity defined as actual initiation of the partnership activity such as the roll out of new Stuff, implementation of program, event, etc.

December Statistics 2015



Significant Events During the Past 13 Months:

January 2015 - All branches begin counting patrons entering outer doors instead of inner.

March 2015 - Hoopla e-content services launched

March/April 2015 - Tax Season

April 2015 - Clallam Bay closed 1 day because of staffing shortage, and all NOLS branches closed 1 day for All Staff Day Training

June 2015 - Summer Reading Program begins

August 2015 - Port Angeles Library Children's Area closed for renovation and NOLS website host changes how Wi-Fi and website visits are tracked

November 2015 - Clallam Bay begins new operating hours on November 12th. No longer open on Saturdays.

- Wi-Fi software changed mid-month, resulting in easier access for patrons but different usage statistics

Summary of Quarterly Activity:

In the 4th quarter of 2015, patron survey responses reflect the popularity of checking out materials, but actual checkout statistics were modest compared to other quarters in 2015.

Meeting room usage and a robust schedule of library programs at all the branches contributed to strong visitation numbers. In fact, those numbers have been steadily increasing in Forks.














It may appear that Wi-Fi use is down, but in reality, improved counting software tracks usage with much more accuracy than in early 2015. Further improvements in November have also resulted in a more user-friendly experience for patrons who use Wi-Fi.

Staff/patron interaction statistics illustrate the value of NOLS commitment to excellent customer service. Library users clearly continue to turn to staff for help answering basic reference questions and for assistance

Patron Survey Responses Collected at Four Branches and Online:

Surveys collected 10/12/15 to 10/18/15

77	Total number of surveys completed.
----	------------------------------------






53	I checked something out from the library.	
20	I requested or renewed an item.	
4	I attended a library program or event.	
2	I attended a non-library meeting or event.	
38	I used a library computer.	
11	I studied or worked on a project.	
22	I spent time with a friend(s).	
15	I made prints, copies, scans or faxes.	
10	My kid(s) played with the toys and/or looked at books.	
21	I read a book, magazine or newspaper.	
26	I asked staff for help finding an answer to a question.	
14	I used library resources to answer a question or do research.	
13	Other	

"Other" Examples:

- Listened to music on the computers.
- Checked out ebooks from home.

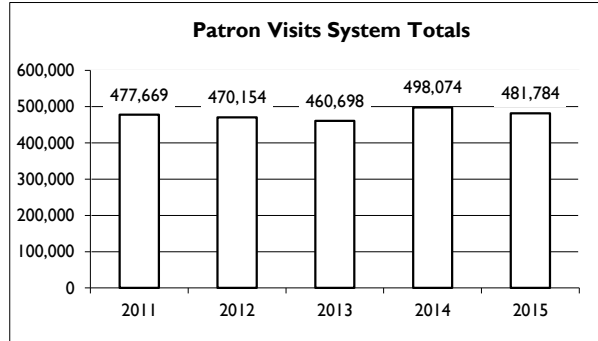
Staff-Patron Interaction Statistics Collected at Four Branches:

Data collected 10/12/15 to 10/18/15

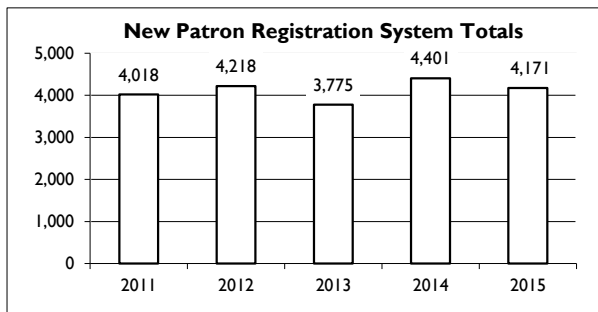
111	Directions and Orientation	
172	Assistance with Library Accounts and Public Computers	
54	Technology Help	
211	Basic Reference Questions (less than 5 minutes)	
40	Complex Reference Questions (more than 5 minutes)	
588	Total	

System Statistics 2015

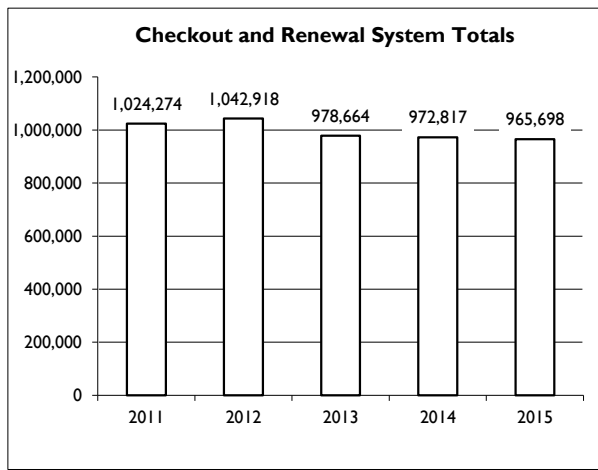
Patron Visits		
		% of System
PA	232,158	48.2%
SQ	147,303	30.6%
FO	87,388	18.1%
CB	14,935	3.1%
Total:	481,784	100.0%



New Patron Registration		
		% of System
PA	2174	52.1%
SQ	1501	36.0%
FO	398	9.5%
CB	98	2.3%
Total:	4,171	100.0%



Checkouts & Renewals		
		% of System
PA	409,055	42.4%
Self	62%	
SQ	365,477	37.8%
Self	65%	
FO	78,684	8.1%
Self	23%	
CB	22,072	2.3%
OR	14,829	1.5%
E Circ	75,581	7.8%
Total:	965,698	100.0%



*Port Angeles Main Library closed for renovation for two weeks in May 2012.

*Forks Branch was closed or in a "pocket location" for renovation during a six month period in 2013.

*Port Angeles Main Library Children's area closed for renovation for one month in August 2015.

System Statistics 2015

Library Programs/Attendees		
		% of System
PA	496/17040	58%/61%
SQ	251/8863	29%/32%
FO	76/1624	9%/16%
CB	33/390	4%/1%
Total:	856/27917	100%/100%

Public Meetings/Attendees		
		% of System
PA	401/6482	33%/45%
SQ	435/5449	36%/38%
FO	367/2196	30%/1%
CB	20/165	2%/1%
Total:	1223/14292	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	69,974	66.7%
SQ	46,273	44.1%
FO	14,811	14.1%
CB	5,846	5.6%
Total:	104,977	130.4%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	60,620	75.5%
SQ	25,770	62.1%
FO	16,672	63.7%
CB	1915	16.9%
Total:	104977	65.9%

Wi-Fi Access	
System-wide Total	40,140

Website Visits	
From outside the Library	157,951
From inside the Library	166,048
Avg. # of pages visited	50.4512

Volunteers		
	Volunteer Hours	# of Volunteers
PA	2,905	249
SQ	755.75	127
FO	80	21
CB	0	0
OR	295.5	84
NOLS	344.75	27
Total:	4,381	508

Outreach Services	
Deliveries to the Homebound	2,479
New Patrons w/ Delivery Services	56

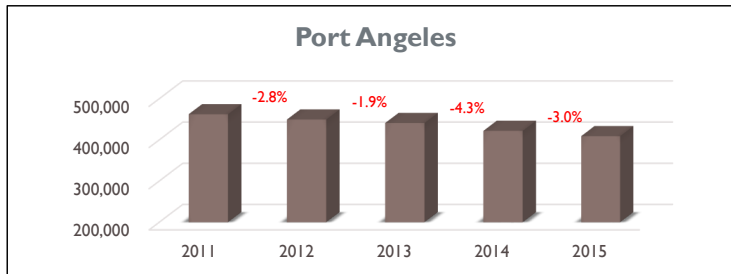
Interlibrary Loan Services	
Items borrowed from other libraries	1,915
Items loaned to other libraries	1,287

Community Engagement	
Organizations Contacted*	129
Partnership Activities**	67

*Contact defined as direct person to person contact with somebody in another community group/agency/entity.

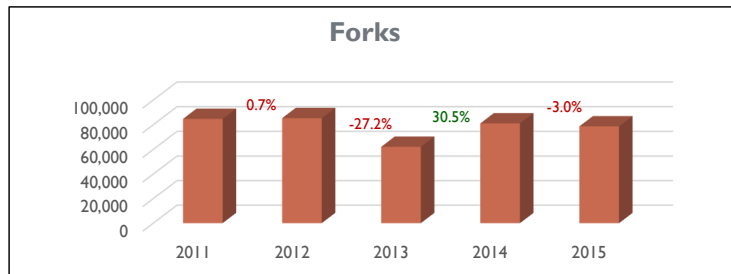
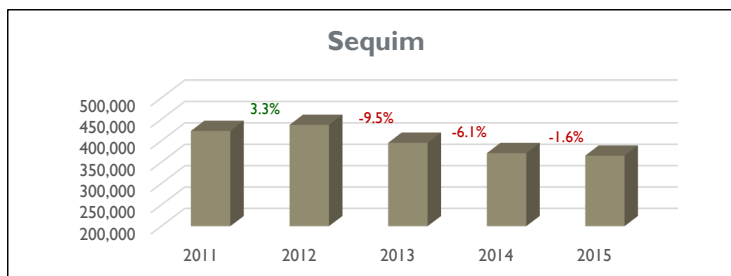
**Activity defined as actual initiation of the partnership activity such as the roll out of new stuff, implementation of program, event, etc.

Checkouts and Renewals 2011-2015

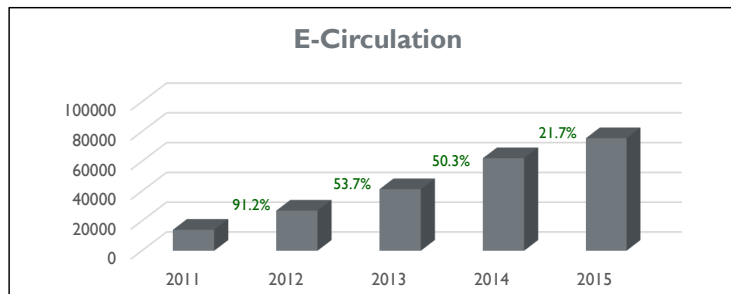
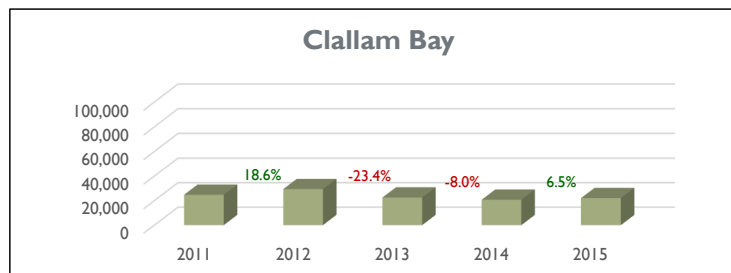


The Port Angeles Main Library was closed for renovation for 2 weeks in 2012.

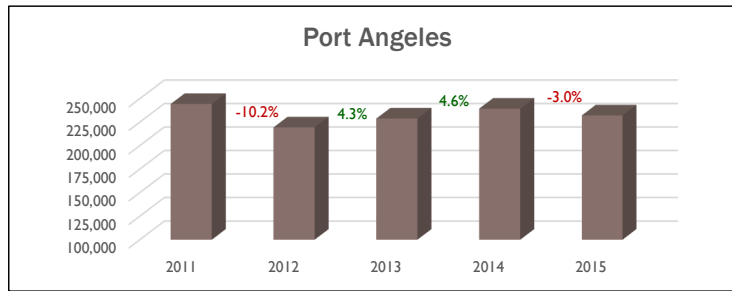
The Port Angeles Main Library's children's area was closed for renovation for 4 weeks in 2015.



The Forks Library was closed or in a "pocket location" for 6 months in 2013.

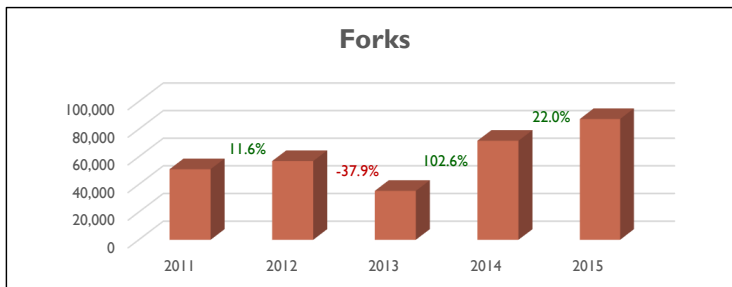
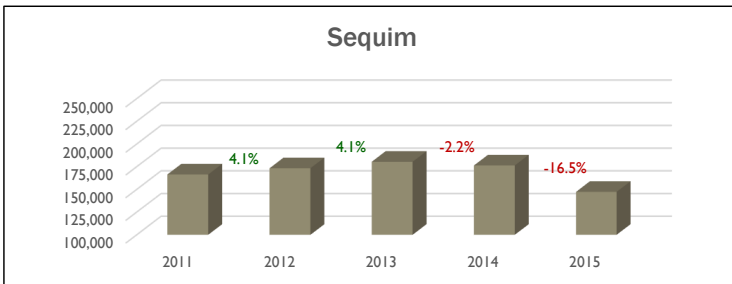


Patron Visits 2011-2015

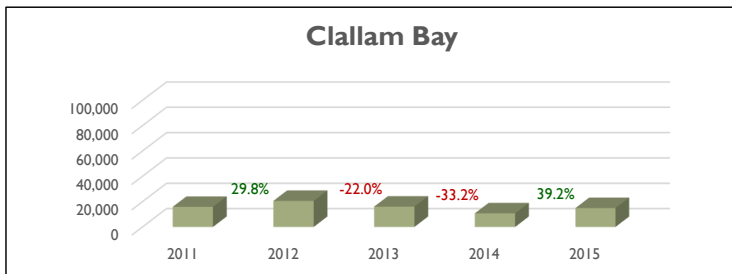


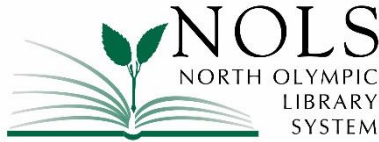
The Port Angeles Main Library was closed for renovation for 2 weeks in 2012.

The Port Angeles Main Library's children's area was closed for renovation for 4 weeks in 2015.



The Forks Library was closed or in a "pocket location" for 6 months in 2013.





Monthly Activity Report

To: Library Board of Trustees
From: Library Director and Management Staff
Date: December 1, 2015
Subject: Monthly activity report for November 2015

Port Angeles Library

Noah Glaude, Main Library Manager

November began with a successful PAWS to Read program organized by Librarian Danielle Gayman. Nearly 30 people gathered in the library's living room to read to several dogs from Olympic Gentle Paws Therapy Dog Club. Reading to a dog or other pet creates a supportive and fun environment in which readers of all ages and abilities can practice their skills with confidence and joy. PAWS to Read will be offered every other month in 2016.

The Library hosted weekly Write-Ins throughout the month as part of the annual celebration of National Novel Writing Month (NaNoWriMo), a creative-writing-focused program in which participants attempt to write a 50,000-word novel during the month of November. Librarian Sarah Morrison organized and helped coordinate the events throughout the system. In addition to the Write-Ins, author Ashley Mackler-Paternostro appeared via web-conferencing software to discuss her writing process, research methods, and how to move beyond the first draft to editing and eventual publication. Mackler-Paternostro also invited writers to submit up to 1,000 words of a work-in-progress for professional review and feedback. Northwest author Lisa Mantchev led a second free workshop for aspiring writers. During the workshop, participants were treated to a reading of Mantchev's newly-released picture book, *Strictly No Elephants*, as well as an excerpt from her forthcoming young adult novel, *Sugar Skulls*.

Jennifer Knight and Jennifer Lu'Becke made a number of outreach visits. They visited the Lower Elwha Head Start to offer a storytime and visited Mt. Angeles and Hamilton Head Start Programs, in addition to visiting seven schools to offer the Battle of the Books program. Youth Services staff also offered 10 storytimes and a special evening event featuring Red Yarn, a Portland-based musician who weaves folksongs and puppetry into engaging shows for all ages. Over 60 kids enjoyed his dynamic performance.

Jennifer Knight and Jennifer Lu'Becke attended the Young Adult Library Services Association Conference in Portland. Conference sessions covered the entire spectrum of topics related to providing services for young adults, including programming and maintaining collections.

Librarian Danielle Gayman put together an application for a grant titled *Native Voices: Native Peoples' Concepts of Health and Illness*. Awardees of the grant will have the opportunity to host a

traveling exhibition that explores the interconnectedness of wellness, illness, and cultural life for Native Americans. NOLS expects to hear back about the application in late December.

Other happenings around Port Angeles include: Noah Glaude attended the Olympic Medical Center Community Roundtable; Danielle Gayman completed a community resources guide for patrons/visitors in Port Angeles, providing contact information for health, housing, food, and family service providers; Working with the rest of the Evanced Team, Cheryl Martin helped lead the upgrade of Evanced, the software used to manage meeting room reservations; Sarah Morrison, Jennifer Knight and Danielle Gayman finished year-end ordering for the various collections they manage; Noah, Danielle, and Theresa Williams Bourget joined and met with the E-Resources Team; and Noah conducted several interviews with Emily Sly for CSSI positions vacant in Port Angeles and Sequim.

Sequim Branch Library

Emily Sly, Library Manager

The Sequim Branch hosted several events in celebration of NaNoWriMo – National Novel Writing Month, including weekly Write-Ins and two author visits. Author Ashley Mackler-Paternostro spoke to a small group of participants via web-conference. Local author and former NOLS staff member Lindy MacLaine spoke about the writing process in the cozy Sequim Branch living room.

November was a month of staff transitions. Jessica Raivo (formerly a Shelver) was hired to fill the open CSSI position vacated when Amber Blume-Barrett resigned this fall. Amber welcomed a baby to her family in mid-October. Shelver Steven Bradley resigned in November. After discussion about how to best fill the two vacant Shelver positions, staff decided to recruit for the vacant CSSI position that had been left unfilled since summer 2015 and leave the two Shelver positions unfilled at this time.

Youth Services stayed busy with a full schedule of regular monthly programs: Family Flicks featured movie *Alexander and the Terrible, Horrible, No Good, Very Bad Day*, and the Kids Create Art program featured artist Eva Kozun working with kids to create a Hello Peace garden wall.



Check it out on the cupboards in the Youth Services section.

Red Yarn offered a concert and puppet show at the Sequim Boys and Girls Club (due to space limitations at the Sequim Branch). The concert featured traditional folk songs and had both kids and adults clapping and singing along to old-timey classics like *Bile Them Cabbage Down* and *Mole in the Ground*.

Sonja Younger offered a three-part photography workshop for teens. The monthly book discussion featured *The Samurai's Garden* by Gail Tsukiyama.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

Several youth programs brought new visitors to both the Clallam Bay and Forks branches in November. In Clallam Bay the month got off to a majestic start with a Royal Tea Party for youngsters ages 4-8. Dressed in their finest, the 15 attendees enjoyed stories, a craft, yummy treats, and more.

The new Wednesday afternoon Lego Club has been a big hit at the Forks branch. More than 20 kids have been attending these weekly events. Youth Services Librarian Pam Force develops a new theme each week and girls and boys are tasked with building their own Lego creation to correspond with the theme.

The morning of November 19 was full of song and dance as musical performer Red Yarn entertained families at the Forks Branch.

Equally colorful was a teen tie dye activity in Forks. Attendance was modest but the results were vibrant. Staff were wishing they could have participated!

In between all these activities, stormy weather resulted in a few minor power outages during the month interrupting service at both West End branches.

An adjustment in open-hours also went into effect at the Clallam Bay branch in mid-November. The change is responsive to four years of documented usage patterns. Several patrons have provided staff with feedback about the change and their responses have been understandably varied as they adapt to the revised schedule.

Facilities Department

Brian Phillips, Facilities Manager

November saw the happy conclusion of several ongoing projects, including the construction of a staff bike shelter and the removal of some invasive bamboo, both at the Port Angeles Main Library. Much anticipated security measures and office reconfigurations were also carried out at various locations. All of which leaves just a couple more projects slated for completion in December to cap off another busy year.

Port Angeles Main Library: Removed bamboo from against building outside Admin offices; assembled staff bike shelter walls and roof; reconfigured Public Services office; temporarily modified one faulty HVAC system air handler until a permanent repair can be made; replaced flashlight batteries and added more flashlights to staff areas; installed tabletop outlet; replaced overhead lamps and ballasts; post-storm parking lot, roof and gutter clean-up; repaired motion detecting light; repaired seam between staff toilets and wall; repaired restroom stall lock; replaced book cart wheel inserts; re-potted old jade plants; removed hanging baskets; lawn care and leaf raking; and hung decorative wreaths.

Sequim Library: Replaced emergency light batteries; cleaned return air vents; spruced up flower beds; adjusted hot water tank; scrubbed staffroom floor; installed silencer bumpers on office door; and repositioned outside book drop that had been somehow bumped out of position.

Forks Library: Changed HVAC filters; tested fire and security alarm systems and upgraded alarm notification system; cut back tree suckers; waxed wood furniture; and removed spots from fabric furniture.

Clallam Bay Library: Tested fire alarms and checked emergency lights; serviced fire extinguishers; cleaned gutters; replaced outside electrical outlet cover; and removed surplus table.

Annex: Installed alarm system.

Other: Rhythm Bucket set-up; purchased hand tools and tool totes for staff.

Outreach Program

Emily Sly, Outreach Program Manager

Debbie Pridgen promoted the library's Outreach Program at a Caregiver's Conference at the Port Angeles Senior Center. She was able to get the word out to a number of people who were not familiar with the program, as well as providing information about the Washington Talking Book and Braille Library.

Two new patrons registered for delivery services in November; two resumed services. Seven suspended service. There were 209 deliveries made to 118 Outreach patrons, and an additional four patrons picked up their pre-selected library materials at the library.

Information Technology (IT) Department

Gabe Kitts, IT Manager

In November, IT staff were busy solving technical problems and consulting on public service projects. The IT staff worked on NOLS websites and resolved issues in Polaris and responded to requests for just-in-time training, new hire training, and helpdesk questions.

IT Specialist Tim Gort assisted with helpdesk requests, documentation, inventory and gathering of statistics for NOLS Online and Wireless usage activities. Some of his ongoing projects include Evanced configuration, website maintenance, and E-rate. Tim worked on mapping switches and network terminations throughout the system and helped with the Sequim project as well.

IT Specialist David Walter responded to helpdesk issues, resolved problems for patrons & staff and continues to maintain the web team's backend web server. David worked on the Sequim project and installed a new iPad catalog and access point for the iPad to connect. Cleaning and

dusting of all computers was completed and installation of new hardware was done to repair some staff machines.

IT Specialist Dexter Thumm has been invested in the iPad project: this is a very involved and time consuming endeavor. The iPads are being programmed and configured for public use and Mac Mini computers are also being configured for the project. Dexter worked with Gabe to assess supply needs and assisted with the ordering of needed accessories and computer components such as cables, hard drives and server parts. Dexter also played a major part in assisting Gabe with the virtualization of servers, spam and email issues. He worked with Gabe on developing a solution for the deployment of iPads in Forks, Port Angeles, and Sequim. This included the setup of a new solution for the iPads to act just like the catalog computers.

IT Manager Gabe Kitts continued the implementation of the library's virtual environment for the many servers required by NOLS, reducing the amount of physical servers needing to be maintained and replaced. He finalized the backend configurations of NOLS Polaris server migration. The configuration of the email server and the new spam filter has been keeping him busy as well. A new temperature monitor was configured and installed replacing a depreciated monitor that finally failed. Necessary parts and supplies were purchased for the IT department to continue upgrades and maintenance throughout the system.

IT Staff worked on inventories and reorganizing of equipment in the workroom and the server room. Preventive maintenance was performed on staff and public computers. Software updates, equipment upgrades and repairs were made to occur throughout the system.

Technical Services Department

Erin Shield, Technical Services Manager

November concluded the ordering of new materials for the collection for 2015. At the end of each year there is a Polaris process that happens to close one fiscal year and establish a new one. NOLS stops the ordering of materials at the end of November to allow a 2-week window to pay as many invoices as possible prior to the cut-off established by Admin and the County deadline for issuing vouchers. After the final invoices are paid in Polaris through the 2015 Collection Materials budget in mid-December, several days are needed to run reports, flip switches, and create a new fiscal year in the software.

November saw 2,158 physical items processed and available for customers—the second highest amount in a month for 2015. In addition to that there were 1,538 downloadable titles that were catalogued into the system. 107 print items were repaired, 32 items re-cataloged, and 88 media items were resurfaced or repaired to extend their lives. 163 items were donated and added to the collection.

Susan and Erin met with a vendor representative at the beginning of the month. Wendy helped in Outreach for half an hour in November. Cindy spent 13 hours on Web Team responsibilities. Carol spent 30 minutes on the Party committee. Erin attended an All Staff

Training Day meeting, an E-Resources committee meeting, a Management Team meeting, union negotiations, and took an online webinar.

In November, we also waved goodbye to one of Tech Services' favorite volunteers – Ray Gallinger. He's helped doing print mending since February 2014. He will be greatly missed for his especially superlative attitude.

Administrative Operations Department

Human Resources

Elizabeth Hill, Administrative Operations Manager

One of the priorities for the AOM the past few months has been the preparation for reporting health care information to the IRS based on Affordable Care Act regulations. We are about half way done with this project. Individual reports are due to employees no later than January 31, 2016. Summary reports are due to the IRS no later than February 29, 2016.

Open Enrollment for employees was held during October and November. Open Enrollment is a designated time period set by our three health care providers which allows us to make changes to our coverages effective the following calendar year.

Recruitments:

- Customer Service Specialist I - SQ
- Customer Service Specialist I – PA

New Hires:

None

Separations:

- Amber Blume-Barrett – Customer Service Specialist I - SQ
- Mark Teater – Customer Service Specialist I - PA

Volunteer Program

In November, the volunteer program stayed busy with our regular volunteers. We had 16 volunteers in PA, 10 in Sequim, 3 in Forks, and 0 in Clallam Bay, totaling 29 volunteers. For individual departments, we had 139 hours in Circulation, 33.25 in Outreach, 11.5 in Technical Services, and 3.0 in Administration, for a total of 186.75 system-wide volunteer hours. Five volunteer applicants are pending background checks and interviews for placement in December and January.

New Volunteers placed in November:

- Isabele Pullen, Forks
- Patricia Sagadiev, Port Angeles

Financial Operations

John DeFrancisco, Financial Operations Manager

ACCOUNTING STATISTICS for NOVEMBER

105 Vouchers

81 CC Transactions

0 Revolving Fund Transactions

5 Payroll EFT

Public Communications

Garrett Fevinger, Public Communications Coordinator

PubCom highlights from November, 2015:

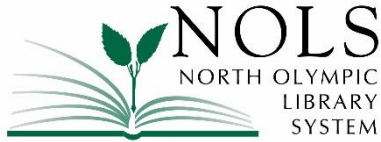
- There were 11 news releases sent to media partners around the county, including a monthly column for the *Sequim Gazette*;
- Garrett collaborated with Librarian Danielle Gayman to complete a community resources guide for patrons/visitors in Port Angeles, providing contact information for health, housing, food, and family service providers;
- Garrett summarized the past year in PubComs for the Board of Trustees; and
- Photographed the Port Angeles bamboo-removal project for internal use and documentation.

Director's Report

Margaret Jakubcin, Library Director

Margaret prepared for, participated in or led, and followed up after many meetings/events during November: Finance Committee meeting 11/10; contract negotiations 11/16; Management Team 11/18; Board meeting and final public hearing on the 2016 budget; 11/19;

Significant projects this month included: finalization of budget and certification of levy; finalization of preparation to conclude PA building Lease; labor negotiations and contract revisions; miscellaneous personnel matters.



Monthly Activity Report

To: Library Board of Trustees
From: Library Director and Management Staff
Date: January 1, 2016
Subject: Monthly activity report for December 2015

Port Angeles Library

Noah Glaude, Main Library Manager

The year ended at the Port Angeles Main Library with a couple of fun Saturday programs. On December 5, Danielle Gayman and Paige Belfry hosted *CreativiTea*, an all-ages event during which the 22 participants used discarded book pages to create holiday-themed crafts, including ornaments, garlands, bows, and gift tags. Along with tea and coffee to sip, a variety of stamps, inks and other supplies were provided for folks to add personal touches to their works.



On December 12, Noah Glaude and Cheryl Martin hosted a two-part *Star Wars* event to celebrate the release of the latest movie in the popular series. A trivia contest was held followed by a screening of *Return of the Jedi*. About 25 people enjoyed the film on the big screen and the free popcorn.

The Port Angeles Library was excited to welcome Will Miller to the NOLS team on December 1. Will was hired to fill Port Angeles' vacant Customer Service Specialist I position.

Sarah Morrison provided NOLS U training to recently hired staff from Port Angeles and Sequim. The training introduced them to important public service skills such as the reference interview and reader's advisory.

Danielle Gayman was notified by the American Library Association Public Programs Office and National Library of Medicine that her application for the traveling exhibition *Native Voices: Native Peoples' Concepts of Health and Illness* was accepted and the Port Angeles Library will host the exhibit in 2019. Although a ways off, we're excited to prepare for the exhibit with our partners at the Lower Elwha Klallam Tribe, Jamestown S'Klallam Tribe, and Peninsula College.

Sequim Branch Library

Emily Sly, Library Manager

Jarrold Jackson was the featured artist at the December First Friday ArtWalk at the Sequim branch. Bestselling author Jonathan Evison read from his latest novel *This is your Life, Harriet Chance!* NOLS partnered with Hart's Fine Books of Sequim to offer this author reading. It's the first of several author talks planned for the year, in partnership with Hart's.

Two new computer desks were installed in the Youth Services area of the library, which allow computer-users to sit comfortably at the desks. The old desks did not have enough space underneath for computer-users to sit in the chair with their legs under the desk. The desks are a great improvement in usability of the space. IT staff and Facilities staff worked together to make the project installation go smoothly. While IT staff were in Sequim, they also installed a new iPad catalog station, and replacement computers for the two Check-In workstations.

Rick Eubanks was hired to fill the open CSSI position and started training in December.



Youth Services stayed busy with a full schedule of regular monthly programs: Family Flicks featured the movie *Meet the Robinsons*, the Kids Create Art program featured artist Carrie Rodlend offering a Winter Solstice program on Sun and Shadows, and Paws to Read offered reading opportunities for young people with therapy dogs.



Youth Services also offered two *Star Wars* Extravaganza events, in celebration of the release of the new *Star Wars* movie: a Light Saber Construction Workshop offered by Caleb Gentry and a showing of the *Empire Strikes Back*. Sixty-six people attended the light saber workshop. It was a very full house in the meeting room!

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

December was a most unusual month on the West End.

A major disruption at the Forks branch interrupted what was shaping up to be an otherwise uneventful month. At about 5pm on December 7, Theresa, Laura and Rebecca were working in a central area of the library. Several patrons were at computers or sitting quietly in various locations. The peace and calm was shattered by a loud boom-like noise and the sound of breaking glass. A car had driven through the southeast wall of the library. It broke windows, destroyed the wall and bricks, and pushed a long computer table sitting in front of the window back about four feet. Remarkably, two patrons sitting at the table were unhurt.

Staff wasted no time responding to the incident. Theresa immediately called 911 while Laura and Rebecca checked on the welfare of the patrons and the driver. Emergency responders were dispatched and arrived within five minutes. First on the scene was the Forks Police Department followed by volunteers from the Forks Fire Department and ambulance crew. Upon their arrival, staff proceeded to notify NOLS Director Margaret Jakubcin and Facilities Manager Brian Phillips. While Theresa spoke with them, Rebecca and Laura kept patrons away from the accident scene, took notes and photographs and obtained contact information from witnesses.

While Police Officer Michael Gentry dealt with the driver of the car, the Fire Department crew assessed the integrity of the building in the damaged area. They shut off the main gas line and cordoned off a section of the Reference area. Later they helped staff remove four public computers from the accident area.

When Brian arrived at the branch it was nearly closing time. He, along with community members Mike Tetreau and Scott Baysinger worked into the night to secure the facility with fencing and OSB window covering. Theresa, meanwhile, cleaned up glass, wrote reports, and contacted IT Manager Gabe about potential damage to IT equipment.

Later in the month NOLS staff, contractors and insurance representatives assessed the damage

and prepared cost estimates for repairs.

It is extremely fortunate that no one was injured as a result of this accident and despite its very frightening nature, it is to the staff's great credit that everyone responded with such level-headed composure.

Meanwhile, the Clallam Bay branch had its own bit of excitement, albeit of a much more pleasant variety. New furnishings were received and installed, making the branch more comfortable and welcoming than ever. New chairs, tables, rugs, and staff work stations were included in the upgrade:



Staff from both West End branches also received first aid training from a representative of Clallam County Fire District #5 (Clallam Bay) on December 8. CSS II and Safety Committee team member Jennifer Doherty has been since tasked with monitoring the first aid kit supplies and AED equipment in both Forks and Clallam Bay.

After all this serious business, the Clallam Bay Library gingerbread decorating contest helped end the year on a note of good cheer:



Facilities Department

Brian Phillips, Facilities Manager

December in Facilities is usually a good time to wrap-up annual tasks and projects, tally expenditures, and generally take stock of the passing year. Early in the month, however, just as we were reaching for the red pen to cross a few final projects off the to-do list, disaster struck and changed our plans considerably. As shown in a photo which appeared in the *Peninsula Daily*

News, a vehicle accidentally rammed into the east side of the Forks Library on December 7, causing major damage to the building. Incredibly, and fortunately, no one was hurt in the accident. Nonetheless, the event was jarring for those present and spelled all sorts of headaches for NOLS staff involved with containing the wreckage and minimizing the impact on library services. Forks staff on duty when the accident occurred acted with great cool headedness during the immediate aftermath of the event ensuring people were not hurt, contacting emergency services, gathering information, and taking control of the situation. Community members Mike Tetreau and Scott Baysinger were also extremely helpful in covering the gaping hole in the side of the building and fencing-off the hazardous site before nightfall.

As the dust settled, Facilities finished those last couple projects and slipped back into the normal end-of-the-year groove. Looking back on 2015, it's fair to say we had a solidly productive year tackling a well-rounded program of repair, maintenance and renovation projects. Highlights include re-carpeting and repainting the Port Angeles Main Library Youth Services area, painting the Sequim Library exterior, replacing a parking lot drain at the Clallam Bay Branch Library, and installing security system upgrades at various locations. Of course, we can't accomplish these and many other tasks each year without strong administrative support and an excellent staff. Many thanks to the Library Board, Administrative staff, and especially to Facilities Staff for another great year!

Port Angeles Main Library: Replaced exhaust fan pulley and belt; replaced burned-out soffit lights; removed paint from sidewalk; reattached carpet reducer at doorway; installed "Staff Only" sign by staff entrance; cleaned gutters; waxed floors; replaced old ceiling tiles; assembled staff room and cot room furniture; replaced broken paper towel dispenser; swept parking lot and cleared drain basins; and cut back overhanging tree limbs and ornamental grasses.

Sequim Library: Installed new end panel-mounted computer desks in Children's area; added two more fire extinguishers; cleared space in front of electrical service panels, per code; changed HVAC filters; replaced emergency light batteries; built Plexiglas cover for iPad cabinet; oiled locks; installed outdoor cigarette receptacle; and cut-back encroaching hedge.

Forks Library: The City of Forks removed an overgrown holly tree in the parking lot; caulked leaky seam at base of foyer wall; checked fire extinguishers and emergency lights; touched-up interior paint; washed windows; trimmed redwood tree suckers; and spot-cleaned carpet.

Clallam Bay Library: Replaced locks for entire building; removed checkout desk, assembled and installed replacement desks; and removed old reading tables.

Annex: Disposed of surplus items and restocked supplies.

Other: Installed winter tires on Chevy van and Subaru car; serviced Subaru car; repaired utility trailer lights; recycled old light bulbs; Brian attended Health and Safety Committee meeting; Jonathan attended the newly formed committee for improving customer service.

Outreach Program

Emily Sly, Outreach Program Manager

Two new patrons registered for delivery services in December; one resumed services. Two suspended service; one terminated service. There were 195 deliveries made to 113 Outreach patrons, and an additional four patrons picked up their pre-selected library materials at the library.

Information Technology (IT) Department

Gabe Kitts, IT Manager

December tends to be a busy month in the IT Department. IT Staff perform end-of-the-year maintenance on network systems, perform back-end system rollovers and assist other departments such as Tech Services and Circulation with fiscal year end rollovers for Polaris. Server systems and databases are updated and upgrades and repairs are performed throughout the system as well. IT also collaborated and worked with other department and staff members on a variety of projects throughout the system.

The reconfiguration project at the Sequim branch was finalized. At one point the entire IT department were onsite. IT Staff worked with Facilities and Branch Manager Emily Sly on the installation of 2 new mini computers on the new desks in the children's area. IT Staff performed much needed maintenance on staff and public computers, cleaning the inside of the cases and replacing failing fans, card readers and DVD drives. New mini computers were also installed by IT Specialists Dexter Thumm and David Walter in the staff workroom to replace the aged and deprecated check-in computers. These new computers use less power, require less overall maintenance and the smaller footprint enables staff to gain some much needed space.

IT Manager Gabe Kitts along with IT Specialists Dexter Thumm and David Walter worked with the Facilities and Branch Manager Theresa Tetreau to install new ergonomic desks in the Clallam Bay Library. This entailed removing the staff workstations and computer equipment and rerouting network and power to accommodate the open design of the new desks. New CPU mounts, keyboard trays and monitor arms were also installed on the new desks.

A new updated computer was installed in Admin for the Financial Operations Manager. This computer is replacing a slow and failing workstation that had seen better days. The new computer was installed in a new CPU holder and mounted under the desk to create a larger workspace for FOM John DeFrancisco to utilize.

IT Specialist Tim Gort worked on proposals for E-Rate reimbursements for network related purchases to be made later this upcoming year, which is no small feat. IT Specialist Gort also worked on a Standard Operating Procedure document for the E-Rate program and funding process, performed system-wide workstation updates and assisted with Help Desk requests.

Along with the aforementioned, IT staff continue to maintain network services and support for NOLS. Website and PAC customizations were worked on, Polaris, Email and backend service

issues were resolved and helpdesk questions, new hire accounts, tech orientations and last minute training were also provided.

Technical Services Department

Erin Shield, Technical Services Manager

December welcomed a new print mending volunteer to Technical Services. Patricia Sagadiev started learning the tricks of mending materials, getting them spruced up and back out to the public. We are glad to have her aboard.

December saw 2,129 physical items processed and available for customers – basically matching November's large amount. In addition to physical items there were 1,280 downloadable titles that were catalogued into the system. 107 print items were repaired, 76 items recataloged and 73 media items were resurfaced or repaired to extend their lives. 75 items were donated and added to the collection.

Susan and Erin had a conference call with NOLS' primary vendor representative to begin the migration process to the new ordering interface. They also both attended the newly formed Customer Service Standards Committee. Cindy spent 11 hours on Web Team responsibilities. Carol spent 90 minutes on the Party committee and an hour on Safety Committee obligations. Erin began training the new print mending volunteer, Patricia. She also attended an All Staff Training Day meeting and a StoryCorps meeting.

2015 was another busy year for Tech Services. The department juggled the ordering, receiving, cataloging, mending, centralized serial functions, and the processing of thousands of materials – both physical and virtual. Accuracy and consistency are the hallmarks of our trade, assuring that members of the public and staff can find resources they need with ease. In addition to regular tasks, the department was responsible for issuing an RFQ for a primary materials vendor. This process was led by Susan Price and the contract will be finalized in the new year. Each member of the department served on a system wide project or committee and took advantage of at least two professional development activities throughout the year.

Tech Services also created a cataloging manual that should help with training any new catalogers as well as serve as a quick reference guide for current catalogers. The initial pieces of this manual were compiled by Debbie Pridgen. Tech Services staff also brainstormed ways to eliminate the processing workslip. This document was printed for every new physical title ordered for the collection and had instructions for catalogers and the processor. We found workarounds for those challenges and no longer use the workslip thereby saving thousands of pieces a paper each year.

The biggest change for Technical Services in 2015 was the retirement of long-time employee, Vera Glica. She was a steady and consistent force in the department doing processing, serials, ordering, receiving, and cataloging. She will be greatly missed. Luckily for us, Wendy Oak, formerly a CSS II in Port Angeles, stepped in to take on Vera's tasks. Wendy entered the department with a willingness to learn (and boy, is she a quick learner), a keen mind, and a great attitude. We're glad Wendy's part of the team. Her training will continue into 2016.

21,715 physical items were added to the collection in 2015 including over 2,000 donated items. 35,767 downloadable items were added to the collection – a majority of those were due to the introduction of *hoopla* early in the year. Over 27,500 items were removed from the collection. Weeding due to low circulations, damaged items, lost materials, and downloadable titles that became unavailable account for most of the removals. 8,745 repairs were performed on print and media items. This number represents a lot of dedication and hours by trained volunteers. Ray, who retired at the end of the year, and Rusty, who is (thankfully) still volunteering, worked hard to make the collection keep working.

2016 will mark the completion of the large retrospective recataloging project to bring all materials into current standards regarding their spine label, call number, and collection code. This will be ongoing throughout the year. NOLS' primary material vendor's interface is changing and January/February will bring about a lot of training opportunities for Acquisitions staff and selectors. There will be another RFQ issued for intra-library shipments – delivering materials and supplies from one branch to another. And, of course, there will be lots of ordering and processing new materials.

Administrative Operations Department

Human Resources

Elizabeth Hill, Administrative Operations Manager

We are near completion of the ACA reporting project to the IRS and NOLS employees. Individual employee reports and a cover letter to those staff who elected NOLS medical coverage will be processed no later than January 31, 2016. The summary report is due to the IRS no later than May 31, 2016.

Recruitments:

- Facilities Tech II – West End (Internal only)

New Hires:

- Will Miller – Customer Service Specialist I, PA Circulation
- Rick Eubanks – Customer Service Specialist, SQ Circulation

Separations:

None

Volunteer Program

In December, the volunteer program stayed busy with our regular volunteers however with the holidays, hours were light. We had 11 volunteers in PA, 9 in Sequim, 3 in Forks, 5 in Outreach, 1 in Technical Services, and 1 in Administration for a total of 216.85 system-wide volunteer hours.

New Volunteers added in December:

- Susan Roberts, PA
- Deborah Marchant, PA
- Ingrid Clauson, SQ
- Hannah Black – PA YS
- Charlotte Hertel – PA YS
- Makena Merideth – PA YS

Financial Operations

John DeFrancisco, Financial Operations Manager

The final pay date in 2015 for NOLS employees was December 10. ADP provided preliminary W-2s for our review. Once corrections and changes were made the final forms were produced and distributed to 77 individuals.

John attended a year-end BARS Roundtable in Sequim this month, conducted by the Washington State Auditor's Office. BARS is the State's Budgeting, Accounting and Reporting System which is updated regularly and with changes to reporting requirements annually. The Roundtable offers a convenient method to learn of these updates without having to review all changes affecting every entity utilizing BARS to discover which updates apply to NOLS. In addition to covering BARS changes the SAO also reviewed new reporting tools available on their web site. The Financial Intelligence Tool (FIT) allows any reporting entity to graphically view their annual data and also to compare it to other filers.

Another benefit to attending a local BARS Roundtable is to meet with others from our area in the Governmental Accounting profession. There were many individuals from a variety of governments in attendance, and even some from other libraries. It was a great opportunity to hear which items are most important to others, and how their accounting situations are resolved.

ACCOUNTING STATISTICS for DECEMBER

158 Vouchers

124 CC Transactions

8 Revolving Fund Transactions

5 Payroll EFT

Public Communications

Garrett Fevinger, Public Communications Coordinator

- There were 12 news releases sent to media partners around the county, including a monthly column for the *Sequim Gazette*;

- Garrett collaborated with Theresa Tetreau to retouch and prepare a photograph from the Bert Kellogg Collection for large-scale installation on the West End;
- Rhythm Bucket logos were designed and workshopped with the Stuff to Circulate Committee; and
- Garrett traveled to the Sequim Branch Library to photograph the bustling crowds for use in the slideshow presentation being prepared by staff and CTSLE.

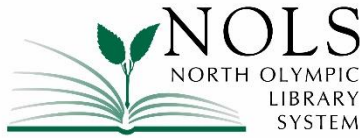
Director's Report

Margaret Jakubcin, Library Director

Margaret prepared for, participated in or led, and followed up after many meetings/events during December: contract negotiations 12/4; PAFOL annual holiday event 12/8; CTSLE meeting 12/16; meeting with Sequim City staff 12/17.

Margaret took a few days off early in December in order to be available to help cover for other Management absences during the holiday period, and to benefit from the traditional “lull” that generally occurs between Christmas/New Years, allowing some catch-up time for lingering tasks and projects. Projects thankfully addressed during this lull period included cleanup of the Director’s 2015 files, binders and e-records, and completion of some outstanding (in both senses of the word “outstanding”) performance evaluations. There was also a little more time than usual to devote to strategizing on workplan objective, such as NOLS’ community engagement plan, the SQ library expansion project, development of fiscal and other policies, and the upcoming AD recruitment.

The Director, AOM, and AOA also continued to work on a longstanding clean-up and re-organization project of administrative files. Public records identified as non-archival, non-essential and past their retention expiration date have been set aside for shredding.



Customer Comments

December, 2015

The following comments were received by the Library during the month of December 2015. 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.

Port Angeles

Comment: Thank you very much for supporting Noah Glaude in his efforts to enable Sarah Morrison to get the grant to provide the "Documenting You History: Introductory Photography" Workshop, from 10-7-15 – 10-28-15. The material presented by Sarah and others was fantastic. I hope another grant proposal is in the works!! We need more opportunities to understand and appreciate the photograph and the possibilities open to us through such learning events.

Response: Thank you for your kind words. We're so glad you're enjoying this program series. The series is made possible through a grant received from the Washington State Library and the Institute of Museum and Library Services. The current grant period will run through August, 2016. The library intends to continue to apply for grants through WSL, IMLS, and other funders, to finish scanning and cataloging the Kellogg Photo Collection and preserving other unique local resources in a variety of formats.

If you haven't already, you may want to browse the photographs available at the NOLS portal of the Washington Rural Heritage site (<http://www.washingtonruralheritage.org/cdm/landingpage/collection/nols>) -- and sharing any information you might have. Kellogg collection historic images are also shared on the Library's Facebook page, in a rotating display at the Port Angeles Senior Center, and will soon also be appearing in the Port Angeles Senior Center's monthly newsletter.

Additional library events focusing on local area history are tentatively planned for February and April, 2016, so keep an eye on the library's website and events calendar, or inquire about upcoming programs at the Circulation Desk. In early 2016 NOLS will also be initiating a Story Corps-type endeavor, in which the Library will be soliciting, recording, and sharing interviews with area residents about local history topics. I've passed your thanks and appreciation on to Noah Glaude and Sarah Morrison.

Clallam Bay

Comment: Recently, my husband and I needed to use a computer at the Clallam Bay NOLS branch. Being very short on computer skills, we approached Adele Kelly to help us walk through a very long procedure, on one of the computers. Not only was she very knowledgeable, she took time and patience to help us through the lengthy procedure. Adele is highly capable, warm and friendly and delightful person. The system is very fortunate to have such a helpful and professional lady working for them. Thank you very much, Adele, your help was invaluable and appreciated more than you know.

Response: Thanks for taking the time to comment. You probably won't be surprised to hear that you are not the first person to comment on what a gem Adele is!

Received by e-mail

Comment: I have been using *Hoopla* for video and am enjoying the Android app. I have noticed that *Hoopla* has a wealth of ebooks, specifically comics and graphic novels (much more selection than the library itself.) It appears that the library does not subscribe to this part of *Hoopla*. Would it be possible to add this portion of the site?

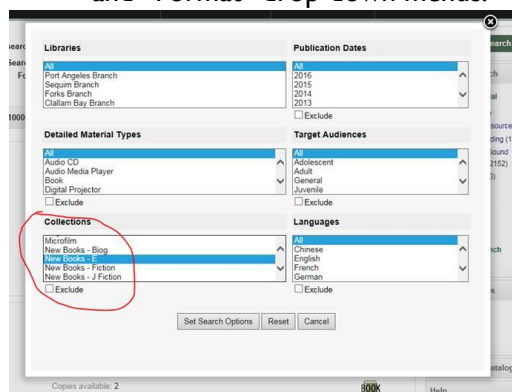
Response: We are happy that you are enjoying *Hoopla*. This is a fairly new digital service for NOLS, initiated as a two-year pilot project in early 2015, so we are still in something of an exploratory mode. We'll be evaluating the service later in 2016, and have made note that there is an interest in expanding the *Hoopla* offerings to include e-comics and e-graphic novels. Thanks for your input.

Comment: I would like to suggest that you classify and sort your new items list for easier browsing. Such as Children's books, Foreign Language, Adult, Fiction and Nonfiction for a few ideas. I use these lists frequently and it would save time. Thank you.

Response: Thanks for your suggestion. We agree that more-sortable new item lists would be great. Unfortunately the Library's New Item RSS list feeds are managed through a third party vendor and the NOLS is not able to edit them. Our understanding is that this feature is on the vendor's desired enhancement list, so we are hopeful that the feeds may become more editable in the future.

In the meantime, as an alternative you might try the following nifty trick:

1. In the search bar on the homepage or the catalog portal, type an asterisk (*). This will search for all items in the NOLS collection.
2. On the results page, select "More Search Options". This link is located under the "Search by" and "Format" drop-down menus.



3. From the More Search Options window that pops up, highlight the collections you would like to narrow your search to. If you wish to select more than one item at a time, you can hold down the ctrl key on the keyboard while selecting your options. The collections are listed alphabetically, so you will have to scroll through the menu to find the new collections, *New Books – Biography* through *New Books – YA*.

4. After selecting your options, click "Set Search Options" and your results will be narrowed.

The advantage to this method over the other new items lists is that brief summaries are viewable for each title and there is a link next to each item to place a hold.

We hope this suggestion is useful. Let staff know if you need any assistance.

Comment: Good morning, I would like to see the library rules changed to NO cell phone calls. The rules are too lax and need to be enforced by the staff.

I have had other people's phone conversations forced upon me. I do not appreciate it and I keep telling them until they hang up. If a call is that important take it outside. NOBODY should answer their cellphones in the library, as well as have any loud and ongoing conversations. It is rude to those around and both of those are problems at the library.

Whatever happened to the days when the library was supposed to be a quiet place?
Thank you.

Response: We're sorry that you've been bothered by cell phone use in the library. While NOLS does not have a policy that specifically bans cell phone use in the library, we do have a policy (4.1) that prohibits any library visitor from engaging in disruptive behavior. You can read the full policy at www.nols.org (pull down "About NOLS" and click open "Policies). The reason for this more general approach is that there is a very wide array of potentially disruptive behaviors, many of which are constitutionally protected and/or not problematic unless and until they become disruptive. Rather than trying to identify, define, and prohibit all potentially disruptive activities, the library's Basic Rule of Conduct (policy 4.1) instead focuses on whether a behavior unreasonably disturbs library users or staff, or hinders others from using the library.

We take enforcement of the Basic Rule of Conduct very seriously. Library staff do their best to identify and address disruptive library behavior when it occurs, but admittedly it is not always simple, quick, or straightforward to do so. If you again encounter problems of the type you previously experienced, please let staff know immediately.

Comment: Is it possible that in the near future NOLS will have an app that patrons can download for making accounts easier to access? I have previously used the app for Sno-Isle, which is a fantastic and very user-friendly version. Thank you.

Response: We hope so! NOLS does have mobile versions for both website and catalog that are pretty functional, but admittedly not as slick as they could be. We're looking forward to upgrading our mobile access as time and technology permits.