

Board of Trustees Regular Meeting
Thursday, May 26, 5:30pm
Forks Branch Library
Forks, 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 April 28, 2016
4. Communications
5. Presentation: Annual Report of West End Manager, Theresa Tetreau
6. Public comments
7. Financial report: April 2016
8. Approval of vouchers: April 2016
9. Unfinished business
 - U.1. Update on timeline for PA re-carpeting project (verbal report).
10. New business
 - N.1. Approval of Resolution 16-05-08: Authorizing Disposal of Surplus Equipment and Furnishings
 - N.2. Periodic review of Board Meeting Statement of Protocol document
 - N.3. Approval of Resolution 16-05-09: Signature authority for safe deposit box
 - N.4. Informational update regarding staffing reassignments (verbal report)

I1. Reports

- R.1. Monthly statistics: April 2016
- R.2. Monthly activity reports: April 2016
- R.3. Customer Comments: (None for April 2016)

I2. Public Comments

I3. Trustee comments

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

I4. Next meeting: 5:30pm, Thursday, June 23, 2016 at the Port Angeles Main Library

I5. Agenda items for next meeting

I6. Adjournment

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
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

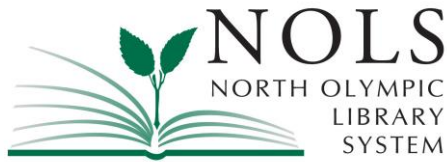
North Olympic Library System Strategic Initiatives for 2015-2016: Learn. Create. Connect.

- 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	Periodically/quarterly, generally 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 Tuesday of month (April, July, October) at 9:30am at the Sequim Branch Library. Annual Meeting, January 2017, date/location to be determined.



MINUTES

1. Call to order, roll call and introductions

Board Chair Catherine Copass called the meeting to order at 5:35pm. Trustees present: Mark Urnes, Robert Streett, Jennifer Pelikan, and Betty Gordon. Library staff present: Director Margaret Jakubcin, Sequim Branch Library Manager Emily Sly. Visitors present: Mark Teater.

2. Approval of agenda:

*Motion by Ms. Gordon to approve agenda. Motion seconded by Mr. Urnes.
Motion carried.*

3. Approval of minutes for regular meeting of March 24, 2016:

*Motion by Ms. Pelikan to approve the March 24, 2016 minutes, noting a correction regarding the (in fact quite timely) arrival of Ms. Gordon at the March meeting. Motion seconded by Ms. Gordon.
Motion carried.*

4. Communications: None.

5. Presentation: Sequim Branch Library Manager Emily Sly shared a "Day in the Life of the Sequim Library" presentation with the Board.

6. Public comments: Mr. Teater reiterated several questions and objections regarding the Hoopla digital service. Ms. Jakubcin requested the Chair's permission to respond, and upon receiving it, reiterated her opinion that NOLS has previously responded in full to Mr. Teater's request that NOLS reconsider the decision to offer the Hoopla digital service.

7. Financial reports: March 2016

The financial reports for March 2016 were accepted as presented.

8. Approval of vouchers: March 2016

*Motion by Mr. Streett to approve the January 2016 vouchers. Motion seconded by Ms. Gordon.
Motion carried.*

9. Unfinished business.

None.

10. New business

N.1. Approval of Resolution 16-04-07: Designation of Signature Authority

Motion by Ms. Pelikan to approve Resolution 16-04-07. Motion seconded by Mr. Urnes.

Motion carried.

N.2. Approval of Revisions to Policy 4.9: Public Use of Library Meeting Rooms

Motion by Ms. Gordon to approve proposed revisions to Policy 4.9. Motion seconded by Ms. Pelikan.

Motion carried.

N.3. Approval to close the Main Library for one day in June to complete remodel project.

Motion by Mr. Streett to approve closure of Main Library for one day in June to complete the final stage of re-carpeting/reconfiguration of the public computer area. Motion seconded by Ms. Gordon.

Motion carried.

11. Reports

R.1. Monthly statistics: March 2016

Accepted as presented. Mr. Streett noted that the volunteer time for the Sequim Branch appeared to be inaccurate. Ms. Jakubcin stated that she would follow up and see that the report was corrected if necessary.

R.2. Monthly activity reports: March 2016

Monthly Activity Report was accepted as presented.

R.3. Customer Comments: Accepted as presented.

12. Public Comments

None.

13. Trustee comments

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

Mr. Streett commented on having attended a Caregivers meeting in Port Townsend and noted that the Port Townsend Library participated. He also commented enthusiastically on the recent Gravitational Waves program presented at the Port Angeles Main Library.

Ms. Pelikan commented favorably on the Forks Branch Library's participation in the annual Forks RainFest. She also noted that the Friends of the Forks Library meeting schedule is somewhat irregular at present.

Ms. Copass commented that she enjoyed acting as a judge at the recent Poetry Slam, and mentioned that her grade school son is looking forward to being able to participate in Battle of the Books next year.

14. Next meeting: 5:30pm, Thursday, May 26, 2016, at the Forks Branch Library.

15. Agenda items for next meeting
None were noted at this time.

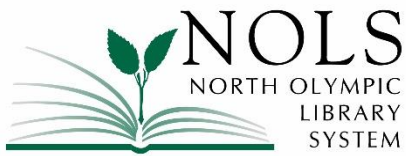
16. Adjournment
Motion by Ms. Pelikan to adjourn meeting. Motion seconded by Ms. Gordon.
Motion carried.

Meeting adjourned at 6:47pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Date: May 19, 2016
Subject: Comments on Financial Reports for April 2016

Recommendation. None. For information only.

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

Revenues: \$1,303,507 in Property Taxes was received in April. The next large receipt of Property Taxes will be in October. \$16,888 in Timber Revenues was received in April and added to the Capital Replacement Account.

Other Miscellaneous Revenue includes \$602 for the annual Voyager fuel card rebate.

Operating Expenditures: All categories are within the expected range for April.

Capital Outlays: Buildings and Structures includes \$16,661 for the construction of the PA delivery/staff area wall partition. Machinery and Equipment expenses of \$18,434 for April include a variety of furnishings and equipment, such as new computer builds and replacement printers for various departments.

Account Balances: NOLS Capital Replacement Account increased \$16,888 in April for Timber Revenues received.



Revenue Report

April 30, 2016

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	3,614,700	1,303,670	1,742,813	1,871,887	48.2
Intergovernmental Revenues	-	2,388	4,549	(4,549)	-
Goods and Services	24,300	1,588	7,291	17,009	30.0
Library Fines and Fees	55,000	3,432	18,330	36,670	33.3
Miscellaneous Revenues					
Investment Interest (net of fees)	7,900	2,041	15,107	(7,207)	191.2
Media Equipment Rentals	100	-	-	100	-
Facilities Leases (Short Term)	540	98	523	18	96.8
Private Grants and Donations	90,220	1,283	54,956	35,264	60.9
Other Miscellaneous Revenue	52,329	605	1,308	51,021	2.5
Total Miscellaneous Revenues	151,089	4,026	71,894	79,195	47.6
Nonrevenues (excise taxes)	1,800	146	669	1,131	37.2
Transfers In	72,901	-	-	72,901	-
Total Operating Revenue	3,919,790	1,315,249	1,845,547	2,074,243	47.1
Capital Revenue					
Timber Revenues (received in 2016)	-	16,888	122,205	-	-
Total Capital Revenue	-	16,888	122,205	-	-
Grand Total Revenues		1,332,137	1,967,751		



Expenditure Report

April 30, 2016

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	1,987,661	163,746	642,236	1,345,425	32.3
Benefits	807,093	68,605	260,729	546,364	32.3
Total Personnel	2,794,754	232,351	902,965	1,891,789	32.3
<i>Supplies</i>					
Supplies, Office and Operating	112,200	5,010	40,338	71,862	36.0
Fuel	4,000	238	560	3,440	14.0
Merchandise for resale	3,000	112	335	2,665	11.2
Collection Materials	462,672	33,517	151,553	311,119	32.8
Small Tools/Equip (<\$200)	3,400	1,301	1,619	1,781	47.6
Total Supplies	585,272	40,178	194,405	390,867	33.2
<i>Services</i>					
Professional Services	143,549	7,544	43,625	99,924	30.4
Communication	133,440	10,787	40,242	93,198	30.2
Travel	21,560	4,757	6,844	14,716	31.7
Taxes and Operating Assessments	500	-	1,860	(1,360)	372.0
Operating Rentals and Leases	570	-	-	570	0.0
Insurance	36,100	-	-	36,100	0.0
Public Utilities	85,770	7,006	27,614	58,156	32.2
Repair and Maintenance	94,115	2,302	18,764	75,351	19.9
Miscellaneous Services	12,260	271	2,021	10,239	16.5
Total Services	527,864	32,668	140,970	386,894	26.7
<i>Intergovernmental Services</i>	10,100	-	25	10,075	0.25
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	1,800	200	667	1,133	37.1
Total Operating Expenditures	3,919,790	305,397	1,239,032	2,680,758	31.6

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	115,500	18,501	19,541	95,959	16.9
Other Improvements	4,500	22	1,097	3,403	24.4
Machinery & Equipment	214,400	18,434	75,277	139,123	35.1
Construction of Capital Assets	-	-	-	-	0.0
Total Capital Outlays	334,400	36,957	95,914	238,486	28.7
Grand Total All Expenditures	4,254,190	342,353	1,334,947	2,919,243	31.4



Account Balances

April 30, 2016

	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⁾	1,895,625	16,888			1,912,513
Budget Reserve Acct. ⁽³⁾	1,025,320	-			1,025,320
Technology Contingency Acct. ⁽⁴⁾	115,000	-			115,000
PA Capital Replacement Acct. ⁽⁵⁾	100,000	-			100,000
Sequim Capital Acct. ⁽⁵⁾	60,220	-			60,220
Forks Capital Acct. ⁽⁵⁾	2,622	-			2,622
<i>Total Board Designated Accounts</i>	<i>4,496,156</i>	<i>16,888</i>	<i>-</i>	<i>-</i>	<i>4,513,043</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	50,321	21			50,341
NOLS Materials Fund	14,871	(265)			14,606
Francis Bode Materials Fund	895	-			895
Margaret Bode Materials Fund	4,545	-			4,545
Port Angeles Donations Fund	2,626	12			2,638
Port Angeles Friends Donations	6,448	(3,410)			3,038
Sequim Donations Fund	47,231	37			47,268
Sequim Friends Donations	35,048	(900)			34,147
Forks Donations Fund	3,561	6			3,566
Forks Friends Donations	2,948	924			3,872
Clallam Bay Donations Fund	7,030	23			7,053
Clallam Bay Friends Donations	4,590	145			4,735
NOLF LASER Grant 2015	12	-			12
WA Rural Heritage Grant 2015-16	2,839	(2,388)			451
ELKS Astronomy Grant 2016	1,500	-			1,500
<i>Total Grants and Donations</i>	<i>184,464</i>	<i>(5,796)</i>	<i>-</i>	<i>-</i>	<i>178,668</i>
<i>Unclaimed Property Account</i>	<i>1,424</i>	<i>-</i>			<i>1,424</i>
<i>Total Designated Cash</i>	<i>4,682,044</i>	<i>11,092</i>	<i>-</i>	<i>-</i>	<i>4,693,136</i>
<i>Undesignated Cash Operating Funds</i>	<i>750,475</i>	<i>47,762</i>			<i>798,238</i>
Total WA State Local Investment Pool	5,432,520	58,854	-	-	5,491,374

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

April 30, 2016

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 9 (9/17 Sound Bank) ⁽⁶⁾	567,467	-	-	-	567,467
PA Capital Acct CD 10 (3/18 East West) ⁽⁶⁾	485,569	-	-	-	485,569
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	1,515,724	-	-	-	1,515,724
Total Investments	6,948,243	58,854	-	-	7,007,097
Cash					
Cash Operating Funds					
Cash held by County Treasurer	62,363	930,929	-	-	993,292
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	-	-	-	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(598)	669	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	6,765	(598)	669	71	6,765
Total Cash	69,128	930,331	669	71	1,000,057
Total Cash and Investments	7,017,371	989,186	669	71	8,007,155

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 April 2016

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 #426 through #574 are approved in the amount of \$342,528.84 this 26th day of May 2016.

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

No.	Claimant	Purpose	Amount
426	Addington, Carol	HW Reimbursement - TS	283.00
427	Addington, Carol	HW Reimbursement - TS	450.00
428	ADP Tax/Financial Services	Net Payroll (PPE 03-31-16) - EFT 372	116,546.18
429	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-16) - EFT 373	38,834.26
430	ADP, LLC	Payroll Processing (PPE 03-31-16)	603.00
431	ADP, LLC	Payroll processing - Document Cloud	40.20
432	Amazon.com	Collection Materials	1,402.74
433	Anderson Electric	PO 514 Repair & Maint. - Change LED Lights in Forks - FAC	70.46
434	Angeles Communications	Communications - VOIP	1,000.75
435	Angeles Millwork & Lumber Company	PO 420 Maintenance Supplies - FAC	96.05
436	Angeles Millwork & Lumber Company	PO 435 Maintenance Supplies - FAC	26.70
437	Angeles Millwork & Lumber Company	PO 468 Maintenance Supplies - FAC	9.02
438	Angeles Millwork & Lumber Company	PO 499, 518 Maintenance Supplies - FAC	19.14
439	Armistead, David	HW Reimbursement - FAC	333.66
440	Baker & Taylor Entertainment	Collection Materials	261.56
441	Baker & Taylor Entertainment	Collection Materials	88.47
442	Baker & Taylor Entertainment	Collection Materials	412.22
443	Baker & Taylor Entertainment	Collection Materials	938.63
444	Baker & Taylor Information	Collection Materials	5,773.94
445	Baker & Taylor Information	Collection Materials	5,373.49
446	Baker & Taylor Information	Collection Materials	3,011.05
447	Baker & Taylor Information	Collection Materials	2,812.82
448	Brisk Printing & Copy Center	PO 428 Printing - Business Cards - ADM & PA	54.35
449	Brodart Company	Collection Materials	121.94
450	CENGAGE Learning	Collection Materials	975.70
451	CENGAGE Learning	Collection Materials	485.94

No.	Claimant	Purpose	Amount
452	CENGAGE Learning	Collection Materials	75.58
453	Center Point Large Print	Collection Materials	257.04
454	Center Point Large Print	Collection Materials	28.70
455	Center Point Large Print	Collection Materials	514.57
456	CenturyLink 300511187 FO	Communications - Voice - FO	76.83
457	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	415.36
458	CenturyLink 300561130 CB	Communications - Voice - CB	72.28
459	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	48.48
460	CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	271.45
461	CenturyLink 407627350 CB-Data	Communications - Data - CB	880.58
462	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	53.57
463	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	202.86
464	City of Forks	Public Utilities - FO	97.35
465	City of Port Angeles/Dump	PO 510 Solid Waste-Yard Debris - FAC	16.37
466	City of Port Angeles/Orcas Avenue	Public Utilities - PA	171.39
467	City of Port Angeles/Peabody St.	Public Utilities - PA	5,384.86
468	City of Sequim	Public Utilities - SQ	155.88
469	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	49.00
470	Clallam County PUD	Public Utilities - FO	441.00
471	Clallam County PUD	Public Utilities - CB	410.00
472	Conkle Aimee	PO 434 Program Supplies - Decor (CBFOL)	40.05
473	Cozi Homes Const. Inc	PO 496 Building & Structures Work Area Weatherization - PA	16,660.83
474	Deangelo, Lesly	HW Reimbursement - ADM	161.13
475	Dept. of Labor & Industries	Q1 2016 Labor & Industries	6,601.88
476	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-16) - EFT 374	26,875.53
477	Dept. of Retirement Systems	DCP Retirement 04-2016 (PPE 03-31-16) - EFT 375	2,720.00
478	Dept. of Revenue - Use/Sales Tax	March 2016 Sales and Use Tax	3,156.63
479	DM Disposal Company, Inc.	Public Utilities - SQ - PA	377.62
480	Evanced Solutions LLC	Technology Services - Subscription Renewal - IT	1,943.00
481	Fevinger, Garrett	HW Reimbursement - ADM	166.44
482	Fevinger, Garrett	HW Reimbursement - ADM	134.65
483	Findaway World, LLC	Collection Materials	256.01
484	Findaway World, LLC	Collection Materials	272.31
485	Fithian, Henry J.	C28 Programming - All Staff Training Day - NOLS	1,500.00
486	Forks Outfitters	PO 424 Small Tools - FAC	17.33
487	Forks Outfitters	PO 440 Maintenance Supplies - FAC	5.41
488	Forks True Value Hardware	PO 441 Maintenance Supplies - FAC	23.06
489	Forks True Value Hardware	PO 469 Maintenance Supplies - FAC	41.27
490	Forks True Value Hardware	PO 508 Maintenance Supplies - FAC	19.17
491	Gayman, Danielle	Travel Reimbursement - PA	99.97
492	Gayman, Danielle	HW Reimbursement - PA	124.00
493	Gillespie, Marsha	HW Reimbursement - FAC	188.93
494	Gilman, Michael	C42 Programming - All Staff Day - NOLS	150.00

No.	Claimant	Purpose	Amount
495	Great Courses, The	Collection Materials	75.83
496	Hartford Retirement Plan Solutions	MMDCP 04-2016 (PPE 03-31-16) - EFT 376	100.00
497	Health Care Authority	HCA 04-2016 (PPE 03-31-16)	28,632.15
498	Heritage Archives	Collection Materials	276.34
499	Houston, Jenny	C43 Programming - All Staff Day - NOLS	150.00
500	Ingram Library Services	Collection Materials	52.76
501	Ingram Library Services	Collection Materials	37.01
502	Ingram Library Services	Collection Materials	317.21
503	Jakubcin, Margaret	PO 381 Program Supplies - Snacks (PAFOL)	75.88
504	Jim's Pharmacy	PO 413 Maintenance Supplies - FAC	15.60
505	Kaufman, Gerry & Kathleen	PO 422 Repair and Maintenance - Groundskeeping - FAC	682.92
506	Kesey-Farrell, Laura	PO 397 Maintenance Supplies - Bedding Plants - FAC (FOFL)	45.78
507	Knight, Jennifer	HW Reimbursement - PA	296.12
508	LaBlond, Dani	C03 Programming - Kids Create Art (FOSL)	200.00
509	Lee, Christopher M.	C10 Programming - Poetry Music - Art Blast (PAFOL)	400.00
510	Lu'Becke, Jennifer	HW Reimbursement - PA	283.00
511	Lu'Becke, Jennifer	Mileage Reimbursement - Training - PA	70.20
512	Mathews Glass Co., Inc.	PO 497 Buildings & Structures - Exit Door Panic Bar - ADM	810.02
513	Midwest Tape	Collection Materials	2,207.92
514	Midwest Tape	Collection Materials	1,347.62
515	Midwest Tape	Collection Materials	2,222.42
516	Midwest Tape	Collection Materials	1,907.95
517	Murphy & Sons Concrete	PO 507 Buildings & Structures - Concrete - SQ	1,029.80
518	North Olympic Library System	Apr 2016 Revolving Fund Reimbursement 01 (*Detail Below)	352.17
519	Olympic Delivery Service, Inc.	PO 409 Communication - Freight - TS	2,478.00
520	Olympic Delivery Service, Inc.	PO 494 Communication - Freight - TS	1,947.00
521	Olympic Laundry & Dry Cleaners, Inc.	PO 421 Professional Services - Laundry - FAC	120.43
522	Olympic Printers, Inc.	PO 415 Program Supplies - Poetry Walk Posters (PAFOL)	37.94
523	OverDrive, Inc.	Collection Materials	64.99
524	OverDrive, Inc.	Collection Materials	481.80
525	OverDrive, Inc.	Collection Materials	388.99
526	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	434.01
527	Parker, Sudie M.	C39 Programming - Food for Thought (PAFOL)	85.00
528	Pen West Contractors	PO 492 Groundskeeping - Quarterly Sweeping - FAC	298.10
529	PermaCard	PO 484 Office Supplies - TS	229.98
530	Pridgen, Deborah A	HW Reimbursement - OR	348.65
531	Provantage Corporation	PO 368 Machinery and Equipment - Misc. Replacements - IT	2,854.16
532	Provantage Corporation	PO 418 Machinery & Equipment - Printer PO 412 Machinery & Equipment - New Computer Builds	5,927.33
533	Quill Corporation	PO 396 Office Supplies/Toner & Ink - ADM	417.44
534	Quill Corporation	PO 453 Office Supplies - ADM	60.84
535	Quill Corporation	PO 430 Office Supplies - SQ	72.92
536	Radigan, Katelyn	HW Reimbursement - SQ	214.10
537	Raivo, Jessica	HW Reimbursement - SQ	150.00

No.	Claimant	Purpose	Amount
538	Random House, Inc.	Collection Materials	69.11
539	Recorded Books, LLC	Collection Materials	90.11
540	Recorded Books, LLC	Collection Materials	591.81
541	Rosenblatt, Eli	C24 Programming - Dia del los Ninos - (PAFOL) (FOSL), FO	1,350.00
542	Scholastic Library Publishing	PO 490 Program Supplies (PAFOL)	12.94
543	Sharpe, Erran	C41 Programming - Meditation Stress Buster All Staff Training Day - NOLS	150.00
544	Shield, Erin	PO 505 Training Supplies - ASTD - NOLS	133.55
545	Sound Energy Systems	PO 513 Repair and Maintenance - HVAC - FAC	788.62
546	Sunset Do It Best Hardware	PO 520 Maintenance Supplies - Earplugs - FAC	21.67
547	Swains General Store, Inc.	PO 414, 419 Maintenance Supplies - FAC PO 425 Small Tools - FAC	110.80
548	Swains General Store, Inc.	PO 480 Small Tools - FAC	21.67
549	Swains General Store, Inc.	PO 500, 517 Maintenance Supplies - FAC	42.84
550	Swingle, Patti	PO 451 Program Supplies - Snacks (PAFOL, FOSL, FOFOL)	188.09
551	The Leader	Collection Materials	52.36
552	Thumm, Dexter	HW Reimbursement - IT	257.28
553	Turner, Cynthia	HW Reimbursement - TS	70.75
554	Unique Management Services, Inc.	Professional Services - Debt Collection	292.95
555	United Way of Clallam County	United Way Donations (PPE 03-31-16)	46.25
556	UPS	PO 264 & 360 Communication - Freight - TS	20.21
557	UPS	PO 400 & 442 Communication - Freight - TS	19.72
558	Upstart	PO 385 Program Supplies - SRP (PAFOL)	417.16
559	US Bank	Credit Card Services - Mar 2016 Charges (*Detail Below)	16,262.70
560	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02
561	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01
562	Viking Sew & Vac	PO 427 Maintenance Supplies - FAC	21.63
563	Viking Sew & Vac	PO 455 Small Tools - FAC	725.20
564	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (*Detail Below)	214.04
565	Walter, David J.	HW Reimbursement - IT	351.72
566	Washington State Patrol	Background Checks	72.00
567	WCIF	Vision/Life/EAP Premiums 04-2016 (PPE 03-31-16)	1,200.22
568	WDH - Wave Business	Communication - Internet - IT	2,176.20
569	West Waste & Recycling	Public Utilities - FO - CB	52.30
570	Wharton, Elizabeth	C47 Programming - Homestead Home Ec. (PAFOL)	75.00
571	Williams Bourget, Theresa	HW Reimbursement - PA	610.44
572	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-16) May Coverage	4,560.02
573	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2016 (PPE 03-31-16)	1,931.08
574	WT COX	Collection Materials	24.35
			342,528.84

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #518			
Chk 1937	Leonard, Robert	Patron Refund	10.97
Chk 1938	Sequim Irrigation Festival	PO 359 Program Supplies - Refundable Deposit - (FOSL)	25.00
Chk 1939	Sequim Irrigation Festival	PO 359 Program Supplies - Family Fund Day Booth - (FOSL)	50.00
Chk 1940	Hamrick, Angela Beth	Patron Refund	16.20
Chk 1941	Maisel, Heather	Travel for 04-17-2016 Interview for AD	250.00
			352.17

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #559**

1	Amazon.com	PO 445 Program Supplies - FO	53.65
2	Amazon.com	PO 403 General Office Supplies - PA	14.15
3	Amazon.com	PO 404 Program Supplies (PAFOL)	30.59
4	Amazon.com	PO 404 Office Supplies - PA	28.18
5	Amazon.com	PO 392 Training Supplies - NOLS	55.01
6	Amazon.com	PO 316 Machinery & Equip. - Monitor Mounts and Cables - IT	1,383.20
7	Amazon.com	PO 408 Machinery & Equipment - Processor and Fans - IT	446.17
8	Amazon.com	PO 437 Maintenance Supplies - Sharps Inserts - FAC	44.05
9	Amazon.com	PO 364 Training Supplies - ASTD - NOLS	53.97
10	American Floor Mats	PO 394 Machinery & Equipment - Floor Mats - CB	387.90
11	Association of Washington Cities	PO 463 Conference Fee - ADM	340.00
12	Bargain Balloons	PO 376 Program Supplies - SRP - FO	15.92
13	BART	PO 477 Travel Training - IUG - NOLS	9.00
14	BART	PO 358 Travel Training - IUG - NOLS	9.00
15	BART	PO 363 Travel Training - IUG - NOLS	8.95
16	Burger House	PO 357 Travel Training - IUG - NOLS	13.59
17	Cables and Kits	PO 296 Machinery & Equipment - Network Cables - IT	178.43
18	Cafe Bellini	PO 362 Travel Training - IUG - NOLS	65.95
19	Chutney Restaurant	PO 478 Travel Training - IUG - NOLS	50.04
20	Dell Marketing	PO 410 Machinery & Equipment - Printers - IT	715.42
21	Demco, Inc.	PO 375 Office Supplies - SQ	53.19
22	Discount Mugs	PO 342 Program Supplies - Book Bags for Head Start - FO	157.55
23	Facebook	PO 393 Program Supplies - Advertising - PA	21.26
24	Far East Cafe	PO 362 Travel Training - IUG	52.00
25	Firewood Grill	PO 362 Travel Training - IUG	12.45
26	Forks True Value Hardware	PO 379 Repair and Maintenance - Paint - FAC	28.17
27	GABB	PO 478 Travel Training - IUG - NOLS	13.48
28	Grocery Outlet	PO 380 Program Supplies - Snacks (PAFOL)	26.24
29	Haggen	PO 330 Program Supplies - Snacks (PAFOL)	16.21
30	Haggen	PO 332 Program Supplies - Snacks (PAFOL)	8.18
31	Haggen	PO 407 Office Supplies - Batteries - PA	20.78
32	Herb N Kitchen	PO 478 Travel Training - IUG - NOLS	30.18
33	Herb N Kitchen	PO 354 Travel Training - IUG - NOLS	8.70

No.	Claimant	Purpose	Amount
34	Herb N Kitchen	PO 362 Travel Training - IUG - NOLS	15.61
35	Herb N Kitchen	PO 362 Travel Training - IUG - NOLS	25.40
36	Hilton Hotels	PO 479 Travel Training - IUG - Hotel - NOLS	1,159.84
37	Hilton Hotels	PO 369 Travel Training - IUG - Hotel - NOLS	1,159.84
38	Hilton Hotels	PO 366 Travel Training - IUG - Hotel - NOLS	1,159.84
39	Home Depot	PO 289 Small Tools - FAC	21.51
40	Home Depot	PO 341 Maintenance Supplies - FAC	4.33
41	Home Depot	PO 350 Maintenance Supplies - FAC	13.49
42	Home Depot	PO 391 Maintenance Supplies - FAC	39.18
43	Home Depot	PO 395 Maintenance Supplies - FAC	25.59
44	Home Depot	PO 277 Small Tools - Mower and Leaf Blower - FAC	486.98
45	IFMA Seattle	PO 288 - Training Conference Refund - FAC	(125.00)
46	KCDA Purchasing Cooperative	PO 401 Office Supplies - Paper - PA	193.82
47	KCDA Purchasing Cooperative	PO 401 Office Supplies - PA	95.97
48	KCDA Purchasing Cooperative	PO 401 Merchandise for Resale - NOLS	7.81
49	Kuleto's	PO 478 Travel Training - IUG - NOLS	117.06
50	Labels Direct, Inc.	PO 402 Office Supplies - PA	56.00
51	Lakeshore Learning	PO 280 Program Supplies - Play Group Materials - FO	113.71
52	Namifiers	PO 432 Office Supplies - NOLS	30.18
53	Namifiers	PO 433 Office Supplies - NOLS	22.09
54	Oceanside Photo and Telescope (OPT)	PO 263 Collection Materials	48.19
55	Olympic Stationers	PO 465 Program Supplies - Calendar (PAFOL)	4.34
56	Pay Pal	PayPal Gateway Fees March 2016- NOLS	59.95
57	Port Book and News	PO 464 Program Supplies - STEM - Gifts and Prizes (PAFOL)	97.91
58	POSPAPER.com	PO 302 Office Supplies -Thermal Paper - SQ	149.90
59	Print Runner	PO 416 Program Supplies Poetry Walk Bookmarks (PAFOL)	113.99
60	Quill Corporation	PO 405 Office Supplies - Paper - PA	65.86
61	Quill Corporation	PO 405 Merchandise for Resale - USB Drives - NOLS	103.80
62	Quill Corporation	PO 405 Office Supplies - General - PA	12.45
63	Quill Corporation	PO 406 Office Supplies - General - PA	7.58
64	Quill Corporation	PO 378 Office Supplies - Toner - FO	130.07
65	Safeway	PO 374 Program Supplies - Snacks (PAFOL)	22.24
66	Safeway	PO 447 Program Supplies - BOB Nibbles (FOSL)	42.00
67	Safeway	PO 449 Program Supplies - Family Flicks (FOSL)	38.53
68	Safeway	PO 371 Business Fuel - FAC	24.06
69	Sam's Cable Car Lounge	PO 478 Travel Training - IUG - NOLS	31.47
70	Smart Furniture	PO 476 Machinery & Equipment - Desks and Cabinets - PA	4,015.50
71	Smartsign	PO 377 Maintenance Supplies - Parking Lot Signage - FAC	97.75
72	Smartsign	PO 438 Maintenance Supplies - Parking Lot Signage - FAC	84.85
73	Stamps.com	PO 390 Technology Services - Web-based postage - TS	15.99
74	Starbucks Coffee Company	PO 478 Travel Training - IUG - NOLS	7.45
75	SuperShuttle	PO 461 Travel Training - IUG - NOLS	29.50
76	SuperShuttle	PO 462 Travel Training - IUG - NOLS	49.56

No.	Claimant	Purpose	Amount
77	SuperShuttle	PO 365 Travel Training - IUG - NOLS	36.11
78	SupplyHouse.com	PO 283 Maint. Supplies REFUND Hot Water Recirculating Pump - FAC	(174.21)
79	Swains General Store, Inc.	PO 448 Program Supplies - Family Flicks Popcorn (FOSL)	13.79
80	Tadu Ethiopian	PO 478 Travel Training - IUG - NOLS	51.42
81	Taylor Street Coffee Shop	PO 356 & 355 - Travel Training - IUG - NOLS	46.86
82	Tulalip Resort	PO 373 Travel Training - Lunch Buffet - IUG - NOLS	47.24
83	Uline	PO 345 Program Supplies - Boxes for Giant Jenga - FO	61.10
84	U-Printing	PO 308 Misc. Printing - Budget at a Glance - NOLS	173.20
85	Upstart	PO 123 Program Supplies - SRP - FO	104.80
86	USPS	PO 423 Communication - Postage - ADM	3.94
87	USPS	PO 301 Postage - TS	250.00
88	USPS	PO 317 Postage - TS	250.00
89	USPS	PO 370 Postage - TS	250.00
90	USPS	PO 399 Postage - TS	250.00
91	Valleyvet.com	PO 346 Program Supplies - Jumbo Rubber Ball - FO	28.95
92	VistaPrint.com	PO 417 Program Supplies - Poetry Walk Signs (PAFOL)	425.13
93	WallyPark Self Park	PO 363 Travel Training - IUG - NOLS	75.68
94	Walmart	PO 347 Program Supplies - SRP - FO	40.48
95	Walmart	PO 446 Program Supplies - Saturday Science (FOSL)	13.88
96	Walmart	PO 450 Program Supplies - Storytime Crafts (FOSL)	8.93
97	Woodworks Ltd	PO 275 Program Supplies - FO	26.95
98	WSDOT	PO 363 Travel Training - IUG - Tacoma Narrows - NOLS	6.00
99	WSFERRIES	PO 372 Training Travel - IUG - NOLS	44.70
			16,262.70

*** Detail - NOLS Voyager Credit Card Purchases -- Voucher #564**

100	Chevron	PO 252 Fuel - Business - FAC	28.21
101	Chevron	PO 315 Fuel - Business - FAC	27.73
102	Chevron	Po 269 Fuel - Business - FAC	61.16
103	Chevron	PO 307 Fuel - Business - Groundskeeping - FAC	8.72
104	Shell	PO 292 Fuel - Business - FAC	51.23
105	Shell	PO 339 Fuel - Business - Mower - FAC	5.10
106	Shell	PO 348 Fuel - Business - Van - FAC	50.96
107	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(19.07)
			214.04

No.	Claimant	Purpose	Amount
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 372	ADP Tax/Financial Services	Net Payroll (PPE 03-31-16)	112,987.72
EFT 373	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-16)	38,289.36
EFT 374	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-16)	26,803.16
EFT 375	Dept. of Retirement Systems	DCP Retirement 01-2016 (PPE 03-31-16)	2,720.00
EFT 376	Hartford Retirement Plan Solutions	MMDCP 01-2016 (PPE 03-31-16)	100.00
			180,900.24

VOUCHERS BY CATEGORY FOR APRIL 2016

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
426	Addington, Carol	HW Reimbursement - TS	283.00	
427	Addington, Carol	HW Reimbursement - TS	450.00	
428	ADP Tax/Financial Services	Net Payroll (PPE 03-31-16) - EFT 372	116,546.18	
429	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-16) - EFT 373	38,834.26	
439	Armistead, David	HW Reimbursement - FAC	333.66	
475	Dept. of Labor & Industries	QI 2016 Labor & Industries	6,601.88	
476	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-16) - EFT 374	26,875.53	
477	Dept. of Retirement Systems	DCP Retirement 04-2016 (PPE 03-31-16) - EFT 375	2,720.00	
481	Fevinger, Garrett	HW Reimbursement - ADM	166.44	
482	Fevinger, Garrett	HW Reimbursement - ADM	134.65	
492	Gayman, Danielle	HW Reimbursement - PA	124.00	
493	Gillespie, Marsha	HW Reimbursement - FAC	188.93	
496	Hartford Retirement Plan Solutions	MMDCP 04-2016 (PPE 03-31-16) - EFT 376	100.00	
497	Health Care Authority	HCA 04-2016 (PPE 03-31-16)	28,632.15	
474	Deangelo, Lesly	HW Reimbursement - ADM	161.13	
507	Knight, Jennifer	HW Reimbursement - PA	296.12	
510	Lu'Becke, Jennifer	HW Reimbursement - PA	283.00	
530	Pridgen, Deborah A	HW Reimbursement - OR	348.65	
536	Radigan, Katelyn	HW Reimbursement - SQ	214.10	
537	Raivo, Jessica	HW Reimbursement - SQ	150.00	
552	Thumm, Dexter	HW Reimbursement - IT	257.28	
553	Turner, Cynthia	HW Reimbursement - TS	70.75	
555	United Way of Clallam County	United Way Donations (PPE 03-31-16)	46.25	
565	Walter, David J.	HW Reimbursement - IT	351.72	
567	WCIF	Vision/Life/EAP Premiums 04-2016 (PPE 03-31-16)	1,200.22	
571	Williams Bourget, Theresa	HW Reimbursement - PA	610.44	
572	WSCCCE - WPAS, Inc.	Dental Premiums (PPE 03-31-16) May Coverage	4,560.02	
573	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2016 (PPE 03-31-16)	1,931.08	232,471.44
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
435	Angeles Millwork & Lumber Company	PO 420 Maintenance Supplies - FAC	96.05	
436	Angeles Millwork & Lumber Company	PO 435 Maintenance Supplies - FAC	26.70	
437	Angeles Millwork & Lumber Company	PO 468 Maintenance Supplies - FAC	9.02	
438	Angeles Millwork & Lumber Company	PO 499, 518 Maintenance Supplies - FAC	19.14	
487	Forks Outfitters	PO 440 Maintenance Supplies - FAC	5.41	
488	Forks True Value Hardware	PO 441 Maintenance Supplies - FAC	23.06	
489	Forks True Value Hardware	PO 469 Maintenance Supplies - FAC	41.27	
490	Forks True Value Hardware	PO 508 Maintenance Supplies - FAC	19.17	
504	Jim's Pharmacy	PO 413 Maintenance Supplies - FAC	15.60	
506	Kesey-Farrell, Laura	PO 397 Maint. Supplies - Bedding Plants - FAC (FOFL)	45.78	
529	PermaCard	PO 484 Office Supplies - TS	229.98	
533	Quill Corporation	PO 396 Office Supplies/Toner & Ink - ADM	417.44	

Category	Claimant	Purpose	Amount	Subtotal
	534 Quill Corporation	PO 453 Office Supplies - ADM	60.84	
	535 Quill Corporation	PO 430 Office Supplies - SQ	72.92	
	544 Shield, Erin	PO 505 Training Supplies - ASTD - NOLS	133.55	
	546 Sunset Do It Best Hardware	PO 520 Maintenance Supplies - Earplugs - FAC	21.67	
	547 Swains General Store, Inc.	PO 414, 419 Maintenance Supplies - FAC	82.68	
	549 Swains General Store, Inc.	PO 500, 517 Maintenance Supplies - FAC	42.84	
	562 Viking Sew & Vac	PO 427 Maintenance Supplies - FAC	21.63	
	CC 2 Amazon.com	PO 403 General Office Supplies - PA	14.15	
	CC 4 Amazon.com	PO 404 Office Supplies - PA	28.18	
	CC 5 Amazon.com	PO 392 Training Supplies - NOLS	55.01	
	CC 8 Amazon.com	PO 437 Maintenance Supplies - Sharps Inserts - FAC	44.05	
	CC 9 Amazon.com	PO 364 Training Supplies - ASTD - NOLS	53.97	
	CC 21 Demco, Inc.	PO 375 Office Supplies - SQ	53.19	
	CC 26 Forks True Value Hardware	PO 379 Repair and Maintenance - Paint - FAC	28.17	
	CC 31 Haggen	PO 407 Office Supplies - Batteries - PA	20.78	
	CC 40 Home Depot	PO 341 Maintenance Supplies - FAC	4.33	
	CC 41 Home Depot	PO 350 Maintenance Supplies - FAC	13.49	
	CC 42 Home Depot	PO 391 Maintenance Supplies - FAC	39.18	
	CC 43 Home Depot	PO 395 Maintenance Supplies - FAC	25.59	
	CC 46 KCDA Purchasing Cooperative	PO 401 Office Supplies - Paper - PA	193.82	
	CC 47 KCDA Purchasing Cooperative	PO 401 Office Supplies - PA	95.97	
	CC 50 Labels Direct, Inc.	PO 402 Office Supplies - PA	56.00	
	CC 52 Namifiers	PO 432 Office Supplies - NOLS	30.18	
	CC 53 Namifiers	PO 433 Office Supplies - NOLS	22.09	
	CC 58 POSPAPER.com	PO 302 Office Supplies - Thermal Paper - SQ	149.90	
	CC 60 Quill Corporation	PO 405 Office Supplies - Paper - PA	65.86	
	CC 62 Quill Corporation	PO 405 Office Supplies - General - PA	12.45	
	CC 63 Quill Corporation	PO 406 Office Supplies - General - PA	7.58	
	CC 64 Quill Corporation	PO 378 Office Supplies - Toner - FO	130.07	
	CC 71 Smartsign	PO 377 Maintenance Supplies - Parking Lot Signage - FAC	97.75	
	CC 72 Smartsign	PO 438 Maintenance Supplies - Parking Lot Signage - FAC	84.85	
		PO 283 Maint. Supplies		
	CC 78 SupplyHouse.com	REFUND Hot Water Recirculating Pump - FAC	(174.21)	2,537.15
<u>PROGRAM SUPPLIES</u>				
	472 Conkle Aimee	PO 434 Program Supplies - Decor (CBFOL)	40.05	
	503 Jakubcin, Margaret	PO 381 Program Supplies - Snacks (PAFOL)	75.88	
	522 Olympic Printers, Inc.	PO 415 Program Supplies - Poetry Walk Posters (PAFOL)	37.94	
	542 Scholastic Library Publishing	PO 490 Program Supplies (PAFOL)	12.94	
	550 Swingle, Patti	PO 451 Program Supplies - Snacks (PAFOL, FOSL, FOFOL)	188.09	
	558 Upstart	PO 385 Program Supplies - SRP (PAFOL)	417.16	
	Chk 1938 Sequim Irrigation Festival	PO 359 Program Supplies - Refundable Deposit - (FOSL)	25.00	
	Chk 1939 Sequim Irrigation Festival	PO 359 Program Supplies - Family Fund Day Booth - (FOSL)	50.00	
	CC 1 Amazon.com	PO 445 Program Supplies - FO	53.65	
	CC 3 Amazon.com	PO 404 Program Supplies (PAFOL)	30.59	
	CC 12 Bargain Balloons	PO 376 Program Supplies - SRP - FO	15.92	
	CC 22 Discount Mugs	PO 342 Program Supplies - Book Bags for Head Start - FO	157.55	
	CC 23 Facebook	PO 393 Program Supplies - Advertising - PA	21.26	
	CC 28 Grocery Outlet	PO 380 Program Supplies - Snacks (PAFOL)	26.24	

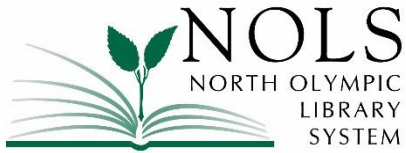
Category	Claimant	Purpose	Amount	Subtotal
CC 29	Haggen	PO 330 Program Supplies - Snacks (PAFOL)	16.21	
CC 30	Haggen	PO 332 Program Supplies - Snacks (PAFOL)	8.18	
CC 51	Lakeshore Learning	PO 280 Program Supplies - Play Group Materials - FO	113.71	
CC 55	Olympic Stationers	PO 465 Program Supplies - Calendar (PAFOL)	4.34	
CC 57	Port Book and News	PO 464 Program Supplies - STEM - Gifts and Prizes (PAFOL)	97.91	
CC 59	Print Runner	PO 416 Program Supplies Poetry Walk Bookmarks (PAFOL)	113.99	
CC 65	Safeway	PO 374 Program Supplies - Snacks (PAFOL)	22.24	
CC 66	Safeway	PO 447 Program Supplies - BOB Nibbles (FOSL)	42.00	
CC 67	Safeway	PO 449 Program Supplies - Family Flicks (FOSL)	38.53	
CC 79	Swains General Store, Inc.	PO 448 Program Supplies - Family Flicks Popcorn (FOSL)	13.79	
CC 83	Uline	PO 345 Program Supplies - Boxes for Giant Jenga - FO	61.10	
CC 85	Upstart	PO 123 Program Supplies - SRP - FO	104.80	
CC 91	Valleyvet.com	PO 346 Program Supplies - Jumbo Rubber Ball - FO	28.95	
CC 92	VistaPrint.com	PO 417 Program Supplies - Poetry Walk Signs (PAFOL)	425.13	
CC 94	Walmart	PO 347 Program Supplies - SRP - FO	40.48	
CC 95	Walmart	PO 446 Program Supplies - Saturday Science (FOSL)	13.88	
CC 96	Walmart	PO 450 Program Supplies - Storytime Crafts (FOSL)	8.93	
CC 97	Woodworks Ltd	PO 275 Program Supplies - FO	26.95	2,333.39
<u>FUEL</u>				
68	Safeway	PO 371 Business Fuel - FAC	24.06	
CC 100	Chevron	PO 252 Fuel - Business - FAC	28.21	
CC 101	Chevron	PO 315 Fuel - Business - FAC	27.73	
CC 102	Chevron	Po 269 Fuel - Business - FAC	61.16	
CC 103	Chevron	PO 307 Fuel - Business - Groundskeeping - FAC	8.72	
CC 104	Shell	PO 292 Fuel - Business - FAC	51.23	
CC 105	Shell	PO 339 Fuel - Business - Mower - FAC	5.10	
CC 106	Shell	PO 348 Fuel - Business - Van - FAC	50.96	
CC 107	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(19.07)	238.10
<u>MERCHANDISE FOR RESALE</u>				
48	KCDA Purchasing Cooperative	PO 401 Merchandise for Resale - NOLS	7.81	
61	Quill Corporation	PO 405 Merchandise for Resale - USB Drives - NOLS	103.80	111.61
<u>COLLECTION MATERIALS</u>				
432	Amazon.com	Collection Materials	1,402.74	
440	Baker & Taylor Entertainment	Collection Materials	261.56	
441	Baker & Taylor Entertainment	Collection Materials	88.47	
442	Baker & Taylor Entertainment	Collection Materials	412.22	
443	Baker & Taylor Entertainment	Collection Materials	938.63	
444	Baker & Taylor Information	Collection Materials	5,773.94	
445	Baker & Taylor Information	Collection Materials	5,373.49	
446	Baker & Taylor Information	Collection Materials	3,011.05	
447	Baker & Taylor Information	Collection Materials	2,812.82	
449	Brodart Company	Collection Materials	121.94	
450	CENGAGE Learning	Collection Materials	975.70	
451	CENGAGE Learning	Collection Materials	485.94	
452	CENGAGE Learning	Collection Materials	75.58	
453	Center Point Large Print	Collection Materials	257.04	

Category	Claimant	Purpose	Amount	Subtotal
454	Center Point Large Print	Collection Materials	28.70	
455	Center Point Large Print	Collection Materials	514.57	
483	Findaway World, LLC	Collection Materials	256.01	
484	Findaway World, LLC	Collection Materials	272.31	
495	Great Courses, The	Collection Materials	75.83	
498	Heritage Archives	Collection Materials	276.34	
500	Ingram Library Services	Collection Materials	52.76	
501	Ingram Library Services	Collection Materials	37.01	
502	Ingram Library Services	Collection Materials	317.21	
513	Midwest Tape	Collection Materials	2,207.92	
514	Midwest Tape	Collection Materials	1,347.62	
515	Midwest Tape	Collection Materials	2,222.42	
516	Midwest Tape	Collection Materials	1,907.95	
523	OverDrive, Inc.	Collection Materials	64.99	
524	OverDrive, Inc.	Collection Materials	481.80	
525	OverDrive, Inc.	Collection Materials	388.99	
538	Random House, Inc.	Collection Materials	69.11	
539	Recorded Books, LLC	Collection Materials	90.11	
540	Recorded Books, LLC	Collection Materials	591.81	
551	The Leader	Collection Materials	52.36	
574	WT COX	Collection Materials	24.35	
CC 54	Oceanside Photo and Telescope (OPT)	PO 263 Collection Materials	48.19	33,319.48
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
486	Forks Outfitters	PO 424 Small Tools - FAC	17.33	
547	Swains General Store, Inc.	PO 425 Small Tools - FAC	28.12	
548	Swains General Store, Inc.	PO 480 Small Tools - FAC	21.67	
563	Viking Sew & Vac	PO 455 Small Tools - FAC	725.20	
CC 39	Home Depot	PO 289 Small Tools - FAC	21.51	
CC 44	Home Depot	PO 277 Small Tools - Mower and Leaf Blower - FAC	486.98	1,300.81
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
430	ADP, LLC	Payroll Processing (PPE 03-31-16)	603.00	
431	ADP, LLC	Payroll processing - Document Cloud	40.20	
480	Evanced Solutions LLC	Technology Services - Subscription Renewal - IT	1,943.00	
485	Fithian, Henry J.	C28 Programming - All Staff Training Day - NOLS	1,500.00	
494	Gilman, Michael	C42 Programming - All Staff Day - NOLS	150.00	
499	Houston, Jenny	C43 Programming - All Staff Day - NOLS	150.00	
508	LaBlond, Dani	C03 Programming - Kids Create Art (FOSL)	200.00	
509	Lee, Christopher M.	C10 Programming - Poetry Music - Art Blast (PAFOL)	400.00	
521	Olympic Laundry & Dry Cleaners, Inc.	PO 421 Professional Services - Laundry - FAC	120.43	
527	Parker, Sudie M.	C39 Programming - Food for Thought (PAFOL)	85.00	
541	Rosenblatt, Eli	C24 Programming - Dia del los Ninos - (PAFOL) (FOSL), FO	1,350.00	
543	Sharpe, Erran	C41 Programming - Meditation Stress Buster All Staff Training Day - NOLS	150.00	
554	Unique Management Services, Inc.	Professional Services - Debt Collection	292.95	
566	Washington State Patrol	Background Checks	72.00	
570	Wharton, Elizabeth	C47 Programming - Homestead Home Ec. (PAFOL)	75.00	
CC 11	Association of Washington Cities	PO 463 Conference Fee - ADM	340.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 45	IFMA Seattle	PO 288 - Training Conference Refund - FAC	(125.00)	
CC 56	Pay Pal	PayPal Gateway Fees March 2016- NOLS	59.95	
CC 73	Stamps.com	PO 390 Technology Services - Web-based postage - TS	15.99	7,422.52
COMMUNICATION				
434	Angeles Communications	Communications - VOIP	1,000.75	
456	CenturyLink 300511187 FO	Communications - Voice - FO	76.83	
457	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	415.36	
458	CenturyLink 300561130 CB	Communications - Voice - CB	72.28	
459	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	48.48	
460	CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	271.45	
461	CenturyLink 407627350 CB-Data	Communications - Data - CB	880.58	
462	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	53.57	
463	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	202.86	
519	Olympic Delivery Service, Inc.	PO 409 Communication - Freight - TS	2,478.00	
520	Olympic Delivery Service, Inc.	PO 494 Communication - Freight - TS	1,947.00	
556	UPS	PO 264 & 360 Communication - Freight - TS	20.21	
557	UPS	PO 400 & 442 Communication - Freight - TS	19.72	
560	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02	
561	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01	
568	WDH - Wave Business	Communication - Internet - IT	2,176.20	
CC 86	USPS	PO 423 Communication - Postage - ADM	3.94	
CC 87	USPS	PO 301 Communication - Postage - TS	250.00	
CC 88	USPS	PO 317 Communication - Postage - TS	250.00	
CC 89	USPS	PO 370 Communication - Postage - TS	250.00	
CC 90	USPS	PO 399 Communication - Postage - TS	250.00	10,787.26
TRAVEL				
491	Gayman, Danielle	Travel Reimbursement - PA	99.97	
511	Lu'Becke, Jennifer	Mileage Reimbursement - Training - PA	70.20	
Chk 1941	Maisel, Heather	Travel for 04-17-2016 Interview for AD	250.00	
CC 13	BART	PO 477 Travel Training - IUG - NOLS	9.00	
CC 14	BART	PO 358 Travel Training - IUG - NOLS	9.00	
CC 15	BART	PO 363 Travel Training - IUG - NOLS	8.95	
CC 16	Burger House	PO 357 Travel Training - IUG - NOLS	13.59	
CC 18	Cafe Bellini	PO 362 Travel Training - IUG - NOLS	65.95	
CC 19	Chutney Restaurant	PO 478 Travel Training - IUG - NOLS	50.04	
CC 24	Far East Cafe	PO 362 Travel Training - IUG	52.00	
CC 25	Firewood Grill	PO 362 Travel Training - IUG	12.45	
CC 27	GABB	PO 478 Travel Training - IUG - NOLS	13.48	
CC 32	Herb N Kitchen	PO 478 Travel Training - IUG - NOLS	30.18	
CC 33	Herb N Kitchen	PO 354 Travel Training - IUG - NOLS	8.70	
CC 34	Herb N Kitchen	PO 362 Travel Training - IUG - NOLS	15.61	
CC 35	Herb N Kitchen	PO 362 Travel Training - IUG - NOLS	25.40	
CC 36	Hilton Hotels	PO 479 Travel Training - IUG - Hotel - NOLS	1,159.84	
CC 37	Hilton Hotels	PO 369 Travel Training - IUG - Hotel - NOLS	1,159.84	
CC 38	Hilton Hotels	PO 366 Travel Training - IUG - Hotel - NOLS	1,159.84	
CC 49	Kuleto's	PO 478 Travel Training - IUG - NOLS	117.06	
CC 69	Sam's Cable Car Lounge	PO 478 Travel Training - IUG - NOLS	31.47	

Category	Claimant	Purpose	Amount	Subtotal
CC 74	Starbucks Coffee Company	PO 478 Travel Training - IUG - NOLS	7.45	
CC 75	SuperShuttle	PO 461 Travel Training - IUG - NOLS	29.50	
CC 76	SuperShuttle	PO 462 Travel Training - IUG - NOLS	49.56	
CC 77	SuperShuttle	PO 365 Travel Training - IUG - NOLS	36.11	
CC 80	Tadu Ethiopian	PO 478 Travel Training - IUG - NOLS	51.42	
CC 81	Taylor Street Coffee Shop	PO 356 & 355 - Travel Training - IUG - NOLS	46.86	
CC 82	Tulalip Resort	PO 373 Travel Training - Lunch Buffet - IUG - NOLS	47.24	
CC 93	WallyPark Self Park	PO 363 Travel Training - IUG - NOLS	75.68	
CC 98	WSDOT	PO 363 Travel Training - IUG - Tacoma Narrows - NOLS	6.00	
CC 99	WSFERRIES	PO 372 Training Travel - IUG - NOLS	44.70	4,757.09
<u>UTILITIES</u>				
464	City of Forks	Public Utilities - FO	97.35	
465	City of Port Angeles/Dump	PO 510 Solid Waste-Yard Debris - FAC	16.37	
466	City of Port Angeles/Orcas Avenue	Public Utilities - PA	171.39	
467	City of Port Angeles/Peabody St.	Public Utilities - PA	5,384.86	
468	City of Sequim	Public Utilities - SQ	155.88	
469	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	49.00	
470	Clallam County PUD	Public Utilities - FO	441.00	
471	Clallam County PUD	Public Utilities - CB	410.00	
479	DM Disposal Company, Inc.	Public Utilities - SQ - PA	377.62	
569	West Waste & Recycling	Public Utilities - FO - CB	52.30	7,155.77
<u>REPAIR AND MAINTENANCE</u>				
433	Anderson Electric	PO 514 Repair & Maint. - Change LED Lights in Forks - FAC	70.46	
505	Kaufman, Gerry & Kathleen	PO 422 Repair and Maintenance - Groundskeeping - FAC	682.92	
526	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	434.01	
528	Pen West Contractors	PO 492 Groundskeeping - Quarterly Sweeping - FAC	298.10	
545	Sound Energy Systems	PO 513 Repair and Maintenance - HVAC - FAC	788.62	2,274.11
<u>MISCELLANEOUS, PRINTING, DUES</u>				
448	Brisk Printing & Copy Center	PO 428 - Printing - Business Cards - ADM & PA	54.35	
CC 84	U-Printing	PO 308 Misc Printing - Budget at a Glance - NOLS	173.20	227.55
<u>BUILDINGS AND STRUCTURES</u>				
473	Cozi Homes Const. Inc	PO 496 Building & Structures Work Area Weatherization - PA	16,660.83	
512	Mathews Glass Co., Inc.	PO 497 Buildings & Structures - Exit Door Panic Bar - ADM	810.02	
517	Murphy & Sons Concrete	PO 507 Buildings & Structures - Concrete - SQ	1,029.80	18,500.65
<u>MACHINERY AND EQUIPMENT</u>				
531	Provantage Corporation	PO 368 Machinery and Equipment - Misc. Replacements - IT	2,854.16	
532	Provantage Corporation	PO 418 Machinery & Equipment - Printer PO 412 Machinery & Equipment - New Computer Builds	5,927.33	
CC 6	Amazon.com	PO 316 Machinery & Equip. - Monitor Mounts, Cables - IT	1,383.20	
CC 7	Amazon.com	PO 408 Machinery & Equipment - Processor and Fans - IT	446.17	
CC 10	American Floor Mats	PO 394 Machinery & Equipment - Floor Mats - CB	387.90	
CC 17	Cables and Kits	PO 296 Machinery & Equipment - Network Cables - IT	178.43	
CC 20	Dell Marketing	PO 410 Machinery & Equipment - Printers - IT	715.42	
CC 70	Smart Furniture	PO 476 Machinery & Equipment - Desks and Cabinets - PA	4,015.50	15,908.11
<u>SALES TAX</u>				

Category	Claimant	Purpose	Amount	Subtotal
478	Dept. of Revenue - Use/Sales Tax	March 2016 Sales and Use Tax	3,156.63	3,156.63
<u>FINES AND FEES, PATRON REFUNDS</u>				
Chk 1937	Leonard, Robert	Patron Refund	10.97	
Chk 1940	Hamrick, Angela Beth	Patron Refund	16.20	27.17
			342,528.84	342,528.84



Staff Report

To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Date: May 26, 2016
Subject: Approval of Resolution 16-05-08: 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
Cubicle stations (including, desk tops, shelves, side walls and hardware)	5
Fabric chairs	12
Fabric chairs with wheel	6
Wood chairs	8
Large file cabinets	2
Minolta microfilm reader	1
Assorted audio/video equipment (cables, adapters, wires, connectors)	136
Computers, CPUs and servers	12
Computer parts (cables, keyboards, mainboards, mice, power supplies, sound cards)	284
Printers	4
Barcode scanners and cables	39
Power supplies (UPSs, cables, and surge suppressors)	67
Network equipment (telephones, cables, adapters, data loggers, routers, switches, circuit protectors,	86

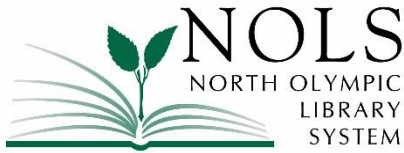
Policy considerations. Washington State law requires public agencies to dispose of public property at fair market value through auction, private sale, a broker, or agent, or through donation to defined agencies or organizations. This action is consistent with NOLS Policy 5.9 governing the library's disposal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

Financial implications. None. Where replacement of the surplus items is required, costs were budgeted in the 2017 Capital Budget.

Discussion. The furniture and microfilm reader to be surplused are from the Port Angeles Main Library. The cubicle stations were removed from the public computing area where they are to be replaced with new, more flexible-use furniture which better meets the needs there. The same is true of the worn fabric and wood chairs. The file cabinets, which are very large and bulky, are no longer needed due to a diminishing need to retain as many paper copy records and print materials as in the past. The microfilm reader has been superseded by new technology. The aging computer monitors, also from the Port Angeles Main Library, will be replaced with new monitors as part of a planned project. The other surplus computer items are from the IT workroom shelves and represent a thorough “Spring Cleaning” effort by IT staff to dispose of unneeded, obsolete, and broken equipment.

Disposing of the unneeded items creates more room for storing items which are of greater value to NOLS. Surplus items will be donated to local non-profit organizations specializing in repurposing used furniture and equipment. Non-reusable furniture and equipment will be disposed in a manner consistent with applicable WA State laws.

Attachment: Resolution 16-05-08



Resolution 16-05-08
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
Cubicle stations (including, desk tops, shelves, side walls and hardware)	5
Fabric chairs	12
Fabric chairs with wheel	6
Wood chairs	8
Large file cabinets	2
Minolta microfilm reader	1
Assorted audio/video equipment (cables, adapters, wires, connectors)	136
Computers, CPUs and servers	12
Computer parts (cables, keyboards, mainboards, mice, power supplies, sound cards)	284
Printers	4
Barcode scanners and cables	39
Power supplies (UPSs, cables, and surge suppressors)	67
Network equipment (telephones, cables, adapters, data loggers, routers, switches, circuit protectors,	86

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 May 26, 2016.

Chair

Trustee

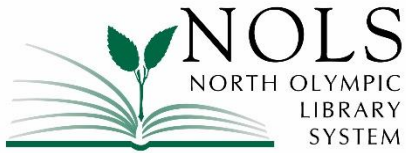
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: May 2, 2016
Subject: Review of Board Meeting Protocol and Statement of Protocol

Recommendation. That the Board review and discuss the public meeting protocol document, and confirm or revise as determined to be appropriate following discussion.

Background and Discussion. In August of 2007, the NOLS Board of Trustees created a written document outlining the Board's protocol for conducting Board meetings. The intent of this protocol statement is to support smooth meeting function by clearly articulating, for both Trustees and members of the public, the standards, process, and established practices under which NOLS Board meetings are conducted. This document is now nine years old, and none of the current Trustees were on the Board at the time of its creation.

When NOLS Trustees assume office they must complete training in Open Public Meeting Act (OPMA) requirements and practices. New Trustees are also provided with basic orientation to parliamentary procedure, and various documents—including the statement of meeting protocol—designed to assist them in conducting and participating in Board meetings. Periodic review and discussion of meeting protocols is helpful to Trustees' understanding and facilitates good meeting process. The Chair requested that the Secretary to the Board review the protocol document, recommend possible changes or updates to the language, and present a draft revision to the Board for review and discussion.

Policy considerations. NOLS Board meetings are conducted in accordance with applicable Washington State laws, Board By-laws, and NOLS policies. Within this framework the Board has considerable discretion in determining how meetings are conducted.

Fiscal considerations. None.

Discussion. The proposed language additions and revisions to all sections of the document, except the paragraph on Disruption/Civility, merely provide expanded descriptions of existing practices and protocols. Because some facets of meeting protocol and procedure arise infrequently for the NOLS Board, it may be helpful to describe the established practices in more detail in the protocol document.

The section on Disruption/Civility is proposed as a new addition to the protocol statement in the context NOLS' ongoing efforts to proactively articulate policy and practice for managing disruptive events in the library, and ensuring that library representatives who may need to

address such behaviors have guidance in doing so. The protocols proposed for managing disruptive behavior in Board meetings, should that exigency ever arise, are in keeping with OPMA guidelines and requirements, and with NOLS Policy 4.1: Basic Rule of Conduct, which affirms (among other things) that library visitors are expected to refrain from any conduct that interferes with the business of the library.

Alternatives considered. The Board may choose to confirm the statement of meeting protocol as it currently exists, to approve the proposed revisions, or to make other revisions. The Board might also consider or propose taking related actions, such as appointment of an ad hoc committee to further develop protocol recommendations, or to review and make recommendations regarding issues raised through public comments, or to oversee other related processes.

Attachment(s): NOLS Board Statement of public meeting protocol
 NOLS Board By-laws (see Article 3: Meetings)
 NOLS Policy 4.1: Basic Rule of Conduct

North Olympic Library System Library Board of Trustees

Public Meeting Protocol – DRAFT Revision May 2016

The purpose of NOLS Board meetings is to conduct the legitimate governance business of the Library. The North Olympic Library System Board of Trustees is committed to conducting the Library's public business in a transparent, efficient and respectful manner, while allowing for ~~maximum~~ public involvement. The following meeting protocols have been established to facilitate these goals.

Communications:

Board members and staff share communications that are pertinent to the Board but that fall outside the matters on the current agenda.

Public Comments/Questions:

Members of the public may address comments and questions to the Board on matters that are not on the current agenda. Generally, speakers will be asked to limit their remarks to 3 minutes or less. Depending on the number of attendees who wish to speak, and the length of the Board's agenda, the Chairperson may impose a shorter time limit on speakers. The Board may elect to provide, or direct staff to provide, brief response or clarification to public comments. As a general rule the Board will not discuss or take action on matters raised during public comments if those matters are not already on the published agenda. The Board may direct staff to agendaize, research, or provide additional information on such topics at future meetings. Such direction will appropriately be made during Trustee Comments or Future Agenda Items.

Individual Agenda Items:

The Chair will ask staff to make ~~the a~~ presentation on the matter at hand. Trustees may ask for clarifications. Following the staff presentation, the Chair will determine if there are members of the audience who wish to speak on this particular matter. If so, the Chair will ensure that all speakers are heard. Depending on the number of speakers and the length of the Board's agenda, the Chair may impose time limits on speakers. Once all members of the public have ~~made-directed~~ their comments and/or ~~asked~~ questions to the Board, the Chair announces that the matter is being brought back to the Board for discussion and action. At this point staff and public comment is concluded unless individuals are first recognized by the Chair. Staff may, however, request to speak in order to correct mis-information.

Disruptions/Civility:

The Chair has a responsibility to ensure that the legitimate governance business of the meeting is accomplished. The Chair therefore has the right and obligation to take actions necessary

to diffuse or control disruptions to the meeting process. Appropriate actions may include, but are not limited to: stopping disruptions as soon as they occur; requesting that speakers use civil language and refrain from making personal attacks on staff or Trustees; requiring an individual engaging in disruptive behavior to desist or to leave the meeting; calling a recess; adjourning the meeting.

Exceptions:

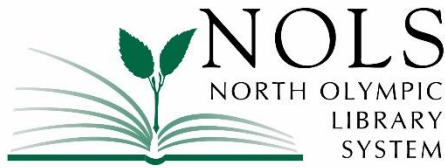
Exceptions to these protocols may be made at the Chair's discretion, when it is determined that an alternative approach is in the best interest of conducting the Library's public business.

Executive Session:

Appropriate topics to be discussed in executive session are limited to matters of national security; sale or acquisition of real estate; consideration of complaints against a public officer or employee; evaluation of qualifications of candidates for public employment or evaluation of employee performance; to discuss litigation or potential litigation; to discuss labor contract negotiations and/or collective bargaining matters.

Action Minutes:

The established practice of the NOLS Board of Trustees is to generate and publish "action minutes" which denote the official actions of the Board. Trustee, staff, and public comments are briefly referenced in action minutes. Written documents presented to the Board by members of the public during meetings are not incorporated and published as part of the Board's official action minutes, but rather received and handled as communications to the Board.



ARTICLE 1. ORGANIZATION

1.1. Name. The North Olympic Library System serves the Clallam County Rural Library District. The Board of Trustees shall be known as the North Olympic Library System Board of Trustees.

1.2. Purpose. The purpose of the North Olympic Library System Board of Trustees shall be to manage the North Olympic Library System consistent with RCW 27.12.210 and all other applicable laws.

ARTICLE 2. BOARD MEMBERSHIP

2.1. Appointments. The North Olympic Library System Board of Trustees shall be composed of five trustees appointed by the Clallam County Commissioners for terms of five years. Trustees must be residents of Clallam County. The Board shall strive to have a membership that includes broad geographic representation of the district. No person shall be appointed to serve for more than two consecutive terms.

2.2. Vacancies. Vacancies shall be filled for unexpired terms by the Clallam County Commissioners as soon as possible in the manner in which members of the Board are regularly appointed.

2.3. Removal of Trustees. Removal of a trustee for just cause shall be by action of the Clallam County Commissioners pursuant to RCW 27.12.190.

ARTICLE 3. MEETINGS

3.1. Regular meetings. The Board of Trustees shall meet monthly, on the fourth Thursday of the month unless otherwise ordered by the Board. The meeting shall be held at a North Olympic Library System library, unless a different place has been publicized in accordance with the Washington open public meetings act.

3.2. Annual meetings. The regular meeting held in June of each calendar year shall be designated the annual meeting unless otherwise designated by the Board.

3.3. Special meetings. Special meetings may be held at any time at the call of the Chair or any two Trustees, provided that notice thereof is given to all trustees no less than 24 hours in advance of the meeting and provided that the Board adheres to the open public meetings act.

3.4. Emergency Meetings. Emergency meetings may be called as provided for in

RCW 42.30.070.

3.5. Quorum. A quorum shall consist of three trustees. If no quorum is present, the meeting shall not be called to order.

3.6. Attendance. Attendance is essential for effective function of the Board, and is mandatory for all Trustees. Any Trustee who does not attend a minimum of two-thirds of the regular meetings during each calendar year, or who misses two consecutive meetings without being excused by the Chair, shall be considered to have resigned from the Board.

3.7. Executive sessions. All meetings and deliberations of the Board and its committees shall be open to the public, except for executive sessions, which may be held in accordance with RCW 42.30.110 (Open Public Meetings Act/Executive Sessions).

3.8. Parliamentary procedure. The parliamentary procedures of the Board shall be governed by applicable laws, these bylaws, custom, and the latest edition of Robert's Rules of Order, Newly Revised.

3.9. Order of business. The normal order of business shall include, but not be limited to, the following:

- a) Call to order/roll call/introductions
- b) Approval of the agenda
- c) Approval of the minutes
- d) Public comments/questions
- e) Communications
- f) Reports
- g) Approval of vouchers
- h) Review of financial reports
- i) Unfinished business
- j) New business
- k) Public comment/questions
- l) Trustee comments
- m) Adjournment

3.10. Records of Board Meetings. The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the Library. The minutes shall consist primarily of a record of the actions taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

ARTICLE 4. DUTIES AND RESPONSIBILITIES

4.1. Duties of the Board. The detailed duties of the Board are spelled out in Washington State Law (RCW 27.12), which is incorporated herein by implicit reference. The Board shall perform all duties and have all powers as set forth in said laws and RCWs, and do other acts necessary for the orderly and efficient management control of the Library.

4.2. Policies. The Board may adopt policies that provide direction for specific activities of the District. Policies shall be adopted or revised by the Board by a majority vote of the full Board.

4.3. Officers. The officers of the Board shall be Chair and Vice Chair. Officers shall be elected by the Board from its members at the annual meeting. These officers shall serve a 12-month term beginning with the next official meeting of the Board following the meeting at which the election was held, or until successors are duly elected. Officers may serve for more than one consecutive term. No trustee shall hold more than one office at a time.

4.4. Duties of officers. The Chair shall chair all Board meetings; participate in discussions, make motions and vote on all questions; serve as direct liaison to the Library Director; maintain a confidential file containing the Library Director's evaluation (reference Policy I-2.1.4); and perform other duties that customarily fall to the Chair. The Vice Chair shall act in the absence of the Chair.

4.5. Filling vacant officer positions. In the event that an office is vacated in mid-term, the Chair shall appoint an officer pro tem until an election is held.

4.6. Role of Library Director. The Library Director or designee shall serve as Secretary to the Board and record minutes of Board meetings. The Director or designee shall also serve as Fiscal Agent to the Board and will present bills and financial reports at Board meetings.

4.7. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

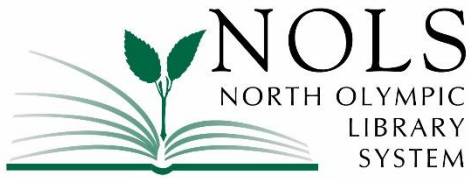
ARTICLE 5. COMMITTEES

5.1. Standing Committees. The following Standing Committees shall be appointed by the Board: Finance, Policies, Personnel, and Community Relations.

5.2. Ad hoc committees. The Board may form ad hoc committees and may appoint Trustees and others to serve on those committees. The purpose, duration and membership of these committees shall be presented to the Board for consideration and approval.

ARTICLE 6. AMENDMENTS

These bylaws may be amended at any regular meeting of the Board by a four-fifths vote of the entire Board, providing that the amendment was made available in writing to every trustee at least seven days prior to the regular meeting of the Board.



Policy 4.1
Basic Rule of Conduct
Adopted by Library Board of Trustees: 2/28/08
Revised: 1/26/12; 3/27/14; 3/26/15

1. **Basic Rule.** North Olympic Library System is committed to providing library visitors with quality service in a safe and pleasant atmosphere. The “basic rule” of customer conduct, therefore, is that library visitors are expected to refrain from any conduct that interferes with the business of the library, unduly disrupts the library activities of other visitors, or creates a risk to public health or safety.
2. **Enforcement.** This basic rule of conduct will be enforced in a firm, fair, and consistent manner.

Library visitors who fail to observe this basic rule:

- will be asked to discontinue the unacceptable behavior;
- may be asked to leave the library for a period of up to one (1) week.

At the discretion of the Library Director, a longer suspension of access to library premises, and/or an extension of the access ban to other library branches, may be imposed.

Law enforcement may be called to support library staff in resolving a disruptive situation if:

- criminal activity is involved or suspected;
- the disruption is severe;
- the disruptive behavior continues or repeats after warnings;
- the disruptive person fails to leave when asked, or creates additional disturbance while leaving;
- a criminal trespass procedure must be invoked to enforce a library use suspension.

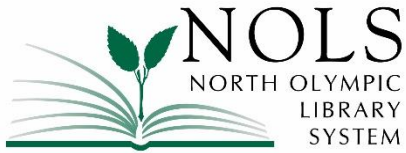
The Library Director is responsible for administering this policy.

Policy 4.1 Enforcement Guidelines.

The following guidelines are provided to assist staff and patrons in identifying and addressing behaviors that have been previously determined to be unacceptable under the Basic Rule of Conduct defined in Policy 4.1. These operational guidelines may be revised from time to time at the discretion of the Library Director.

Conduct which has been specifically identified as unacceptable under Policy 4.1 includes, but is not limited to, the following:

- Criminal activity
- Failure to observe Library policies and guidelines
- Damage, destruction, or theft of library or customer property
- Creation of disruptively loud noises
- Loud conversations, including loud cell phone conversations
- Audible profane language
- Disruptive, aggressive, or violent behavior
- Computer viewing or printing of illegal materials
- Computer viewing or printing of materials that unduly disrupt library use by others
- Creation or emanation of any odor that can be detected from six feet away
- Sexual misconduct (such as exposure, offensive touching, or sexual harassment of patrons or staff)
- Evidence or strong indication that an individual's presence in the library creates a risk to public health or safety
- Sleeping in the library
- Camping on library property
- Bathing, shaving, or washing clothes or personal possessions in restrooms
- Consumption of alcohol, marijuana, or any controlled substance on library property
- Panhandling, or busking for payment on Library property



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: May 1, 2016
Subject: Approval of Resolution 16-05-09: 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.

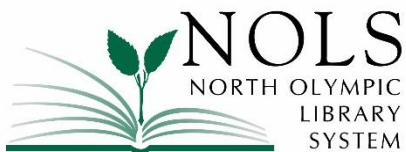
Alternatives. None.

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 16-05-09



Resolution 16-05-09
Library Board of Trustees
North Olympic Library System

**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

Noah Glaude, Assistant Library Director

John D. Francisco, Financial Operations Manager

And be it further resolved, that Resolution 16-01-03 dated January 27, 2016 is now void.

PASSED BY THE BOARD OF TRUSTEES OF THE NORTH OLYMPIC LIBRARY SYSTEM at the regular meeting held this 26th day of May 2016.

Chair

Trustee

Trustee

Trustee

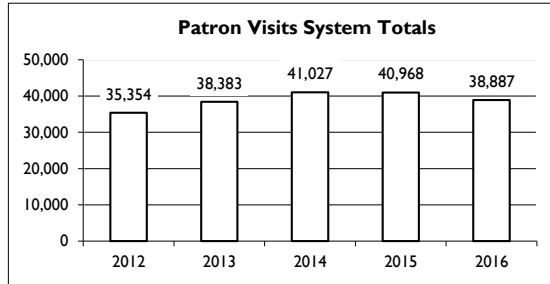
Trustee

ATTESTED BY:

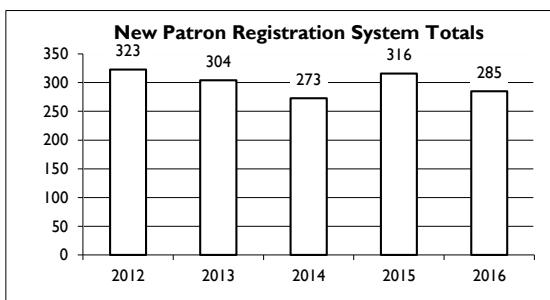
Secretary to the Board

April Statistics 2016

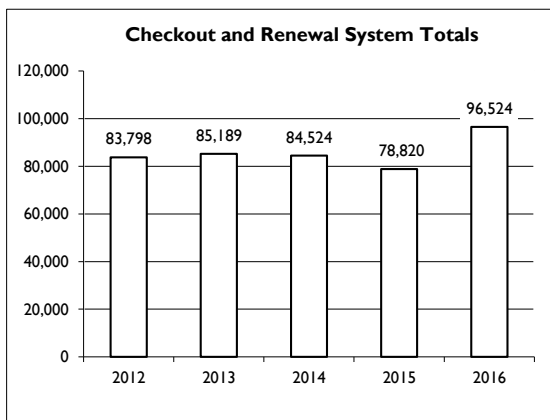
Patron Visits		
		% of System
PA	18,684	48.0%
SQ	10,660	27.4%
FO	8,274	21.3%
CB	1,269	3.3%
Total:	38,887	100.0%



New Patron Registration		
		% of System
PA	166	58.2%
SQ	93	32.6%
FO	16	5.6%
CB	10	3.5%
Total:	285	100.0%



Checkouts & Renewals		
		% of System
PA	41,040	42.5%
Self	45%	
SQ	36,640	38.0%
Self	49%	
FO	8,698	9.0%
Self	21%	
CB	2,217	2.3%
OR	941	1.0%
E Circ	6,988	7.2%
Total:	96,524	100.0%



April Statistics 2016

Library Programs/Attendees		
		% of System
PA	41/1441	53%/65%
SQ	22/494	28%/22%
FO	13/254	17%/11%
CB	2/45	3%/2%
Total:	78/2234	100%/100%

Public Meetings/Attendees		
		% of System
PA	43/908	36%/52%
SQ	41/578	34%/33%
FO	34/241	28%/14%
CB	2/9	2%/1%
Total:	120/1736	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	7,125	57.8%
SQ	4,117	33.4%
FO	659	5.3%
CB	428	3.5%
Total:	12329	100.0%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	4,779	61.9%
SQ	1,970	66.8%
FO	1,079	62.4%
CB	92	8.2%
Total:	7,920	58.6%

Wi-Fi Access	
System-wide Total	828

Website Visits	
From outside the Library	13,197
From inside the Library	15,215
Avg. # of pages visited	2

Volunteers		
	Volunteer Hours	# of Volunteers
PA	93.5	13
SQ	30.25	7
FO	10	2
CB	0	0
OR	28	8
NOLS	22	3
Total:	184	33

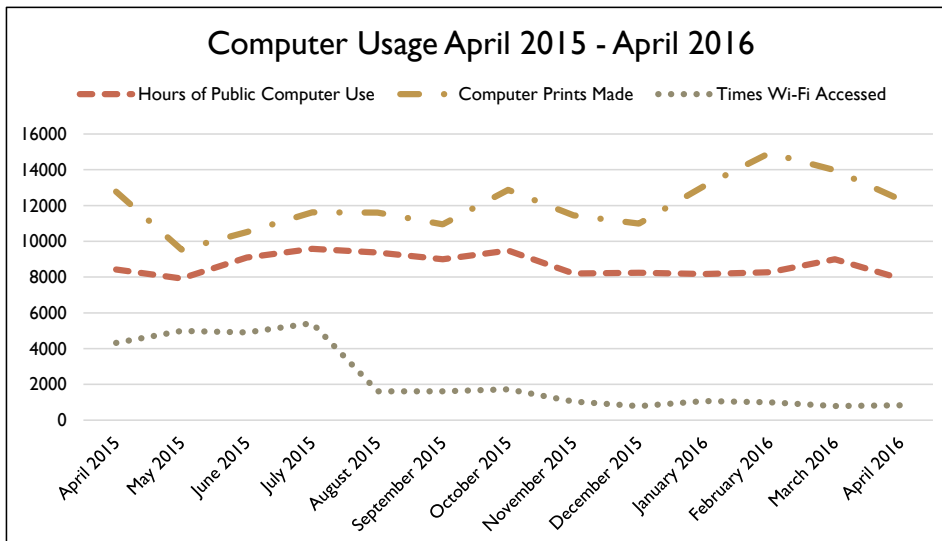
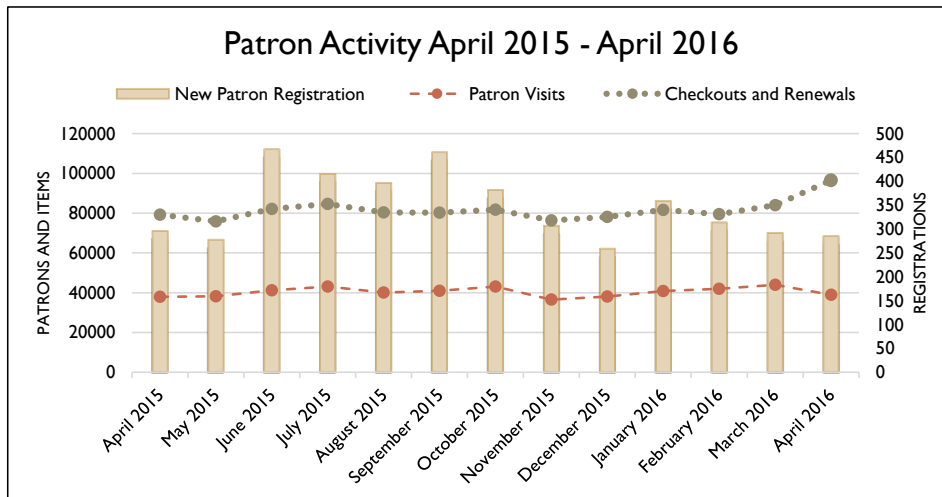
Outreach Services	
Deliveries to the Homebound	200
New Patrons w/ Delivery Services	5

Interlibrary Loan Services	
Items borrowed from other libraries	170
Items loaned to other libraries	130

Community Engagement	
Organizations Contacted*	2
Partnership Activities**	3

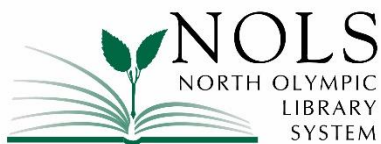
*Contact defined as direct person to person contact with somebody in another community group/agency/entity.

**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:

- April 2015 - Clallam Bay closed 1 day because of staffing shortage
- April 2015 - 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
- August 2015 - 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
- November 2015 - Wi-Fi software changed mid-month, resulting in easier access for patrons but different usage statistics
- December 2015 - Vehicle crash at Forks Branch Library - four public computers taken down
- February-April 2016 - Tax Season
- April 2016 - All branches closed one day for All Staff Training Day
- April 2016 - Automatic renewals enabled



Monthly Activity Report

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

Port Angeles Library

Noah Glaude, Main Library Manager

April got off to a great start with an exciting presentation by expert gardener Ciscoe Morris. Nearly 250 people came out on a Saturday evening to hear Ciscoe speak and earn some of the plant prizes he had to giveaway.



The spring *Art Blast* was held on April 15 and featured a musical performance by PoetryMusic. The event, which featured poetry projected on a screen behind the band as it played, was attended by about 80 people. The spring Art in the Library show features work inspired by the National Parks and will be on display through July 12.

A third season of *Poetry Walks* kicked off on April 1. The program consists of five self-guided walks on trails featuring poetry in Olympic National Park. We were excited to add the Hoh River Trail to the mix this year. *Poetry Walks* will run through May 31.

The second year of the *Homestead Home-Ec* program series was offered during April. Programs on water-bath canning, bread making and chickens, ducks and turkeys were attended by 56 people.

Jina Felton coordinated with Port Angeles High School, Stevens Middle School, and Jefferson County Library staff to bring LIGO presenter Dale Ingram to the area for two days of programs on gravitational waves. Almost 100 people attended the Port Angeles Main Library presentation on April 25. (Unfortunately even more came late, and left due to an incorrect time listed in the local paper). Dale expressed his gratitude by saying, "Together you provided a textbook

illustration of the way that community interests can collaborate to offer these types of programs. My managers and colleagues will receive a glowing report of this trip.”

Musician Eli Rosenblatt visited the library for the *Día De Los Niños* program on April 30. Over 60 people attended the program, 40 of them children who received a free book!

Youth Services staff offered 12 storytimes, visited 3 head starts and gave 7 storytime presentations to classes visiting the Library.

Jennifer Knight spoke at Early Childhood Education Literacy Program at Peninsula College about library services and picking books for storytimes.

Youth Services staff hosted two *PoetrySLAMs* for middle school and sixth grade students. About 50 people attended the middle school SLAM and 60 people attended the sixth grade SLAM. Audiences enjoyed hearing poems and voting for the first-ever “people’s choice” award.



Photos on display from the Kellogg Collection wall changed in early April. Although no feedback has been received about the new photos, a woman came to the Library with information about one of the Kellogg photos that had been on display at the Senior Center earlier this year. The photo shows 35 people at a picnic or family gathering; none of the people had previously been identified. The patron, Sally, recognized the photo as being of her extended family. Sally got her own copy of the photo and took it to her older cousins, who were able to provide 11 names, several family relationships, and the location where the photo was taken.

Several Port Angeles staff attended library conferences during the month: Danielle Gayman and Jennifer Lu’becke attended the Public Library Association Conference in Denver, Colorado during the second week of April. At the Washington Library Association annual conference in Spokane on April 28, Jina Felton joined with Port Townsend library staff to give a presentation on “Connecting With Community Through Art.” The session was well received.

Noah worked with Facilities Manager Brian Phillips to develop a NOLS-specific project management training module. This training introduces staff to basic principles and techniques of project management, which can then be applied to a wide range of work related activities. Fifteen staff from a diversity of branches and departments attended the two sessions in April. The training program will be repeated for other staff in May.

Sarah Morrison submitted the third quarterly report for the 2015-16 Washington Rural Heritage grant cycle and attended a training titled “From Cassette to Cloud: Reformatting Audiotape.”

Construction of a new wall around the north delivery entrance into the Port Angeles Library was completed. The renovation improves the working conditions for staff and volunteers in the work area by better maintaining the temperature in the space and allowing more ergonomic workstations to be installed.

Sequim Branch Library

Emily Sly, Library Manager

The *Explore!* program series continued in April with *Explore! TaKeTiNa*, taught by drumming instructor Zorina Wolf. The program introduced participants to musical process and connection to rhythm. The Second Saturday Book Discussion Group discussed *Before I Go to Sleep* by S.J. Watson.

The Burke Museum Early Learner Program offered a *Discoveries with Dinosaurs* program geared for kids ages 3-5. Children enjoyed trying out different stations and learning about dinosaurs through engaging games and activities.

Día de los Niños y Libros (Children’s Day/Book Day) was celebrated on April 30. NOLS offered a fun concert for kids featuring bilingual musician Eli Rosenblatt. The first concert of the day was in Sequim. Two more concerts were offered in Port Angeles and Forks.



The April *Kids Create Art* program was taught by local artist Dani LaBlond. Youth Services Librarian Patti Swingle offered three outreach storytime visits to local daycares, in addition to regular weekly storytimes at the Sequim Branch. *Family Flicks* featured *Minions*.

A special visit to Wednesday storytime featured Michael Merideth's logging truck. Kids were excited to check it out and to take turns sitting behind the wheel of the big truck.



Sequim Staff enjoyed All Staff Training Day in late April. Joe Fithian (head of Security at Seattle Public Library), offered a presentation on library security that was of particular interest to Sequim staff. The presentation offered helpful suggestions for dealing with disruptive events, and also reinforced NOLS current strategy in dealing with disruptive events. Two staff members attended a Project Management class taught by Noah Glaude and Brian Phillips.

Interviews for the open CSSI position were conducted. Liz Duval was offered and accepted the position. She is currently a volunteer at the Sequim Branch.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

West End locals often joke that it always rains on the Fourth of July but never during Rainfest. Maybe they are right. Once again, Forks festivities were marked by sunny skies and the only umbrellas to be found were the colorful paper ones decorating the library windows. Karen Beyer and her charges from the Quileute youth afterschool program in La Push supplied the branch with the hand-decorated paper umbrellas and raindrops. As part of the celebration, the community "Forkestra" also performed in the library and Quileute basket weaver Bill Ward demonstrated the techniques he uses to craft cedar baskets.

Lego Club attendees were also extra crafty in April. An average of 18 kids attended the last of the very popular weekly Forks programs and Youth Services Librarian Pam Force is already dreaming up new themes and activities for next year. She can also count weekly preschool storytime and playgroup programs among the month's highlights. Attendance at both was robust and averaged more than 20 children and caregivers per program. In Clallam Bay, she delivered an in-house monthly storytime for Kindergartners early in the month and then later she took the show on the road and presented a storytime program at the Neah Bay Head Start. That early literacy event was the first of what is hoped to be a monthly program aimed to

help parents and caregivers prepare their children for reading and lifelong learning. A final touch was added to a mini Clallam Bay facelift in April as well. A cheerful accent wall now welcomes visitors to the branch and a new/old photo was installed to the delight of staff and patrons alike:



Facilities Department

Brian Phillips, Facilities Manager

Cruising right along, Facilities staff are ticking things off their To Do List left and right. In the midst of all the action, Facilities staff attended All Staff Training. At this year's event, we heard many valuable insights and tips from an expert in building security on how to handle disruptive behavior in the library. As a sort of counterbalance to that, staff were then given an opportunity to explore various ways to dial down the stress we sometimes experience in our workplace environment. And, of course, we enjoyed an excellent opportunity to interact with coworkers in group configurations not always possible during routine work. Many thanks to the ASTD committee members, the Library Director and the Library Board for providing this unique and beneficial experience to staff!

Port Angeles Main Library: Completed staff area wall partition construction and moved staff back in; installed new emergency exit sign; removed Admin cubicles and started Admin office construction; repacked main supply air motor bearings; completed quarterly HVAC mechanical and digital controls maintenance; changed HVAC filters; repaired roof leak; installed panic bar exit mechanism on Peabody door; installed anti-pest screen on rooftop drain vents; cleaned vinyl roof; hung new flower baskets; hung plaque honoring Fowler Stratton; repaired carpet snags; dusted shelves; washed windows; had parking lot machine swept; replaced three parking lot signs and installed several additional signs; cleaned picnic tables; cut back tree limbs and trimmed hedges; edged lawn; weeded flower beds; and helped transport large piece of artwork from library to artist's home.

Sequim Library: Changed HVAC filters; removed sidewalk moss; resealed sink in staffroom; repaired table bracket; repainted front exterior bench; washed windows; and painted shelving end panels in Children's area.

Forks Library: Painted ceiling in conference room; repaired TV cart; repaired Tiny Library; replaced broken overhead light fixture; repaired exterior electrical outlet; adjusted sagging restroom door; cleaned blinds; removed carpet spots; repaired restroom door; washed windows; changed burned out light bulbs; weeded flower beds and trimmed trees.

Clallam Bay Library: Replaced outlets behind front counter; hung pictures; mowed lawn; installed new front doorstep; replaced overhead lights; and removed carpet stains.

Other: Facilities staff attended All Staff Training Day; purchased new vacuum for the Sequim Library; Brian joined Noah in providing training to staff on the topic of project management; Jeff and Jonathan attended the project management training; hauled yard waste to city recycling facility; reset van tire pressure sensor.

Outreach to Homebound Program

Emily Sly, Outreach Program Manager

Five new patrons registered for delivery services in April. Five suspended service; two terminated service. There were 200 deliveries made to 110 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

The IT department was busy in April improving the public computers, assisting with a renovation and with installing height-adjustable computer desks. IT also trained newly hired staff members and performed some repairs and upgrades to both staff and public computers where necessary.

The IT Department installed a newer more compact computer in the Clallam Bay branch office that will help staff maximize desk space. Facilities in Port Angeles also received upgraded and more compact workstations to maximize desk space and to eliminate aging computers.

The IT department installed new monitors for the public computers at the Forks, Sequim, and Clallam Bay branches. The new monitors provide a significantly larger view as well as built-in privacy screens, promising ease of use and lower maintenance.



The IT department worked with Facilities after installation of the new partition for the reference librarians. Raceway for network cabling was installed as were height-adjustable desks and dual-monitor mounts for monitors.



Technical Services Department

Erin Shield, Technical Services Manager

Technical Services delved a little deeper in April to make the library's catalog more accurate and user-friendly. We are doing some behind-the-scenes work as well as tightening up our processes so customers will find more hits when searching subject language. There is still more to do, but we hope this is an improvement in user experience.

2,185 physical items were processed and available for customers in the month of April, which is a big increase over March, mostly representing an increase in book purchasing. In addition to the physical items, 4,500 downloadable titles were catalogued into the system. 160 print items were repaired, 58 items recataloged and 91 media items were resurfaced or repaired to extend their lives. 129 items were donated and added to the collection.

Wendy worked 10 hours in Outreach during the month of April. Cindy spent 13 hours on Web Team responsibilities. Carol offered an hour of her time to the party committee. Susan, Wendy, and Carol attended a Project Management training session. Erin attended a Stuff to Circulate meeting and worked several hours in preparation for All Staff Training Day.

Administrative Operations Department

Human Resources

Lesly DeAngelo, HR Specialist

Recruitments:

- Assistant Library Director - ADM
- Youth Services Teen Volunteer Assistant - PA
- Temporary Digitization Assistant - PA
- Customer Service Specialist I – SQ

New Hires:

- S. Rajala – Administrative Operations Assistant - ADM

Separations:

- R. Eubanks – CSS I SQ

Volunteer Program

In April, the volunteer program stayed busy with our regular volunteers. We had 13 volunteers in PA, 7 in Sequim, 2 in Forks, 8 in Outreach, 2 in Technical Services, 1 in Administration, 0 in IT and 0 in Facilities, for a total of 183.75 system-wide volunteer hours.

New Volunteers added in April:

None

Financial Operations

John DeFrancisco, Financial Operations Manager

Shaina Rajala started with NOLS on April 4 as the Administrative Operations Assistant. Her primary duties have been processing accounts payable, including credit card payments and cash receipts. Shaina came to us with a wealth of experience and has applied her skills with a very short learning curve. We are very pleased to have her as an addition to the Administrative Team.

ACCOUNTING STATISTICS for APRIL

149 Vouchers

107 CC Transactions

5 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 worked alongside Volunteer Art Coordinator Diane Williams to install a new *Art in the Library* show in Port Angeles, and photographed the quarterly *ArtBlast* on April 15. Graphic design work and planning for the 2016 Summer Reading Guide was ongoing, and additional t-shirt designs for the Strait Paced Librarians and summer reading program were completed. Garrett also met with Danielle Gayman and Paige Belfry to discuss and plan upcoming portal pages for the *ListenUp!* program and Unusual Items to Borrow services. At All Staff Day 2016, Garrett had fun building a makeshift photo studio and gathering new profile portraits of Library staff.

Director's Report

Margaret Jakubcin, Library Director

As usual, Margaret prepared for, participated in or led, and followed up after many meetings/events during April, including:

April 11 - AD Interview Activities
April 14 – NOLF Board meeting
April 15 – conference call with Joe Fithian in prep for ASTD presentation
April 15 – PA Art Blast
April 18 - AD Interview Activities
April 21 – L&I Informational Workshop
April 22 – All Staff Training Day
April 28 – Board Meeting

Significant projects this month included:

Working with ADM staff to design makeover of personnel detail (budget projection) spreadsheet to improve its usefulness for a variety of HR and budgeting purposes. Various activities related to the recruitment for an Assistant Library Director. Various activities related to hiring new the AD. Various activities related to developing a recruitment strategy for the resulting vacancy in the Main Library Manager. Preliminary planning for the July Art Blastapalooza event and coordination of same with NOLF Board. Planning, purchasing, and file management tasks related the reconfiguration of ADM staff workspace.