

Board of Trustees Regular Meeting

Thursday, January 26, 2017 5:30pm

Port Angeles Main Library

Port Angeles, WA

Public Comments

Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or LibraryBoard@nols.org.

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of November 22, 2016
4. Communications
5. Presentation: Overview of Administrative Operations Department (Administrative Staff)
6. Public comments
7. Financial report: November and December 2016
8. Approval of vouchers: November and December 2016
9. Unfinished business
None.
10. New business
 - N.1. Approval of the 2017 Capital Budget
 - N.2. End-of-year/Start of year fiscal reconciliation
 - N.3. Approval of Resolution 17-01-01: Authorizing staff to transfer funds
 - N.4. Approval of Resolution 17-01-02: Authorizing Disposal of Surplus Equipment and Furnishings
 - N.5. Approval to close Libraries for 2017 All Staff Training Days
 - N.7. Granting sidewalk and temporary construction easement to the City of Forks (Tentative)

12. Reports

- R.1. Monthly statistics: November and December, 2016
- R.2. Annual Statistics 2016
- R.3. Monthly activity reports: November and December, 2016
- R.4. Customer Comments: November and December, 2016
- R.5. Preview of Changes to Financial Report Form in 2017
- R.6. Preview of Changes to 2017 Statistical Report format

13. Public Comments

14. 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.

15. Next meeting: 5:30pm, Thursday, February 23, 2017 at the Port Angeles Main Library

16. Agenda items for next meeting

17. Executive session to discuss the Library Director's performance evaluation.

18. (Action on executive session, if any).

19. Adjournment

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, February 23, 2017	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, March 23, 2017	5:30pm	Regular meeting	Sequim Branch Library
Thursday, April 27, 2017	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, May 25, 2017	5:30pm	Regular meeting	Forks Branch Library
Thursday, June 22, 2017	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, July 27, 2017	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, August 24, 2017	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, September 28, 2017	5:30pm	Regular meeting	Sequim Branch Library
Thursday, October 26, 2017	5:30pm	Regular meeting	Port Angeles Main Library
Tuesday, November 21, 2017	5:30pm	Regular meeting	Port Angeles Main Library

North Olympic Library System Strategic Initiatives for 2015-2016:

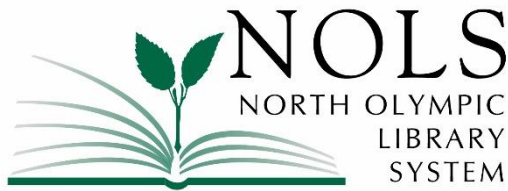
Learn. Create. Connect.

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

Friends of the Library meetings

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

Clallam Bay Friends of the Library	Second Tuesday of month at 4pm at Clallam Bay Branch Library
Friends of the Forks Library	Quarterly, on third Monday at 6pm at Forks Branch Library
Port Angeles Friends of the Library	Second Tuesday of month at 10am at Port Angeles Main Library
Friends of Sequim Library	Quarterly, on third Tuesday of month (April, July, October) at 9:30am at the Sequim Branch Library. Annual Meeting, January 2017, date/location to be determined.



Board of Trustees Regular Meeting
Thursday, November 22, 2016, 5:30pm
Port Angeles Main Library
Port Angeles, WA

MINUTES

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Mark Urnes, Robert Streett, Betty Gordon, Catharine Copass and Chair, Jennifer Pelikan.

Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco, Jina Felton, Kate Radigan, Garrett Fevinger, Shaina Rajala, Leslie Briggance, and Victoria Townsley.

Visitors present: AFSCME representative Aaron Cole, Marcus Rajala, and Brock Briggance.

2. Approval of agenda

*Motion by Ms. Copass to approve agenda as presented. Motion seconded by Ms. Gordon.
Motion carried.*

3. Approval of minutes for regular meeting of October 27, 2016

*Motion by Ms. Gordon to approve the minutes from the October 27, 2016 meeting.
Motion seconded by Mr. Streett. Motion carried.*

4. Communications.

Ms. Jakubcin shared a letter of thanks received from the League of Women Voters in connection with a recent series of debate programs.

5. Presentation: Art in the Library: Jina Felton, Kate Radigan

Ms. Felton and Ms. Radigan discussed the Art in the Library programs at the Port Angeles Main Library and the Sequim Branch.

6. Public comments

Mr. Aaron Cole introduced himself as the AFSCME representative and commented on the recent negotiations and on the dedication of NOLS employees.

Ms. Victoria Townsley spoke in her capacity as President of the General Union, expressing thanks

of behalf of the Union for the Board's willingness to approve a cost-of-living adjustment for 2017.

7. Financial report: October 2016

The financial reports for October 2016 were accepted as presented.

8. Approval of vouchers: October 2016

Motion by Ms. Gordon to approve the October 2016 vouchers. Motion seconded by Mr. Urnes.

Motion carried.

9. Unfinished business

U.1. Public Hearing: Review and adoption of proposed 2017 budget

Motion by Ms. Gordon to adopt the 2017 budget as presented. Motion seconded by Mr. Street. Motion carried.

U.2. Approval of Resolution 16-11-14 authorizing the library levy for 2017

Motion by Ms. Copass to approve Resolution 16-11-14. Motion seconded by Mr. Street. Motion carried.

U.3. Approval of Resolution 16-11-15 proving substantial levy need for 2017

Motion by Ms. Gordon to approve Resolution 16-11-15. Motion seconded by Mr. Urnes. Motion carried.

10. New business

N.1. Approval of Resolution 16-11-16 affirming account name changes in accordance with newly adopted Fiscal Management Policy, establishing the Capital Budget Account, and transferring funds to the Fiscal Emergency Reserve

Motion by Mr. Urnes to approve Resolution 16-11-16. Motion seconded by Mr. Street. Motion carried.

N.2. Discussion of process for January 2017 Library Director Evaluation (verbal)

A brief reminder was provided regarding the upcoming Director's evaluation. No action was taken.

N.3. Approval of revisions to Policy 4.2: Fees and Charges Schedule

Motion by Ms. Copass to approve proposed revisions to Policy 4.2. Motion seconded by Ms. Gordon. Motion carried.

N.4. Review and approval of proposed NOLS mission statement

Motion by Ms. Copass to approve the NOLS mission statement as presented. Motion seconded by Ms. Gordon. Motion carried.

11. Reports

R.1. Monthly statistics: October 2016

Accepted as presented.

R.2. Monthly activity reports: October 2016

Accepted as presented.

R.3. Preview of proposed changes to monthly and quarterly reporting format.

No action required or taken.

R.4. State Auditor Reports: Financial and Accountability Audit Reports for 2014-2015
Accepted as presented.

12. Public Comments.

No further public comments were made.

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.

Ms. Pelikan shared an anecdote regarding a recent conversation in which great appreciation was expressed for the Forks Library and staff. Ms. Gordon mentioned that she always recommends that visitors to the West End make sure to stop at the Forks Branch.

Ms. Copass asked whether the Community Profiles feature of Polaris has proven itself worth the cost. Assistant Director Noah Glaude clarified that the actual annual cost is minimal but noted that it has been difficult to interest community members in utilizing this resource. He noted that as part of an upcoming revamp of the web page access to NOLS' electronic resources the Community Profiles feature that provides links to local resources will be more fully promoted.

Ms. Pelikan posed a question about an apparent problem with automatic renewal notifications. Mr. Glaude explained the glitch and the expected solution.

14. Next meeting: 5:30pm, Thursday, January 26, 2017 at the Port Angeles Main Library

15. Agenda items for next meeting.

Items noted included approval of 2017 Capital Budget, preview of proposed adjustments to Financial Reporting format; submission of End-of-Year fiscal reconciliation report and approval of fund transfers.

16. Executive session to discuss collective bargaining.

At 6:30pm Ms. Pelikan announced that the Board would move to executive session to discuss collective bargaining, and that the session was expected to last approximately 20 minutes.

At 6:52pm Ms. Pelikan announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

17. Approval of collective bargaining agreements.

Motion by Ms. Gordon to approve Memorandums of Understanding with AFSCME Local no. 1919L General Employees Unit and AFSCME Local no. 1919M Management Employees Unit, updating the current Collective Bargaining Agreements for the year 2017. It was noted that while the negotiated provisions of the MOU had received tentative agreement by all parties, the full General Union membership had not completed voting and that therefore Board approval was provisional on completion of voting process. (General Union

subsequently voted to accept the agreement as proposed).
Motion seconded by Ms. Copass. Motion carried.

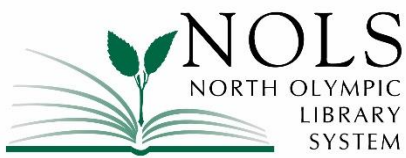
18. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:54pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Date: December 13, 2016
Subject: Comments on Financial Reports for November 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: Other Miscellaneous Revenue includes \$540 Rebate from PUD for installation of energy efficient exterior lighting at Clallam Bay. Also \$353 was received from US Bank for NOLS third quarter OneCard Rebate.

Operating Expenditures: All categories are within the expected range for this time of year.



Revenue Report

November 30, 2016

Operating Revenue				11/12ths is	91.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	3,614,700	261,717	3,612,009	2,691	99.9
<i>Intergovernmental Revenues</i>	-	572	5,313	(5,313)	-
<i>Goods and Services</i>	24,300	1,766	22,177	2,123	91.3
<i>Library Fines and Fees</i>	55,000	3,275	39,156	15,844	71.2
<i>Miscellaneous Revenues</i>					
Investment Interest (net of fees)	7,900	2,269	31,970	(24,070)	404.7
Media Equipment Rentals	100	-	-	100	-
Facilities Leases (Short Term)	540	143	1,635	(1,095)	302.8
Private Grants and Donations	90,220	154	268,427	(178,207)	297.5
Other Miscellaneous Revenue	52,329	984	49,192	3,137	94.0
<i>Total Miscellaneous Revenues</i>	151,089	3,551	351,224	(200,135)	232.5
<i>Nonrevenues (excise taxes)</i>	1,800	163	1,732	68	96.2
<i>Transfers In</i>	72,901	-	-	72,901	-
Total Operating Revenue	3,919,790	271,043	4,031,611	(111,821)	102.9
Capital Revenue					
<i>Timber Revenues (received in 2016)</i>	-	3,403	365,332	-	-
Total Capital Revenue	-	3,403	365,332	-	-
Grand Total Revenues		274,446	4,396,943		



Expenditure Report

November 30, 2016

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	1,987,661	164,924	1,792,295	195,366	90.2
Benefits	807,093	66,539	714,490	92,603	88.5
Total Personnel	2,794,754	231,464	2,506,785	287,969	89.7
<i>Supplies</i>					
Supplies, Office and Operating	112,200	7,897	101,836	10,364	90.8
Fuel	4,000	137	1,827	2,173	45.7
Merchandise for resale	3,000	-	1,249	1,751	41.6
Collection Materials	462,672	50,068	396,263	66,409	85.6
Small Tools/Equip (<\$200)	3,400	364	2,370	1,030	69.7
Total Supplies	585,272	58,466	503,545	81,727	86.0
<i>Services</i>					
Professional Services	143,549	8,904	107,647	35,902	75.0
Communication	133,440	9,707	116,919	16,521	87.6
Travel	21,560	533	13,078	8,482	60.7
Taxes and Operating Assessments	500	-	1,860	(1,360)	372.0
Operating Rentals and Leases	570	-	40	530	7.0
Insurance	36,100	-	35,372	728	98.0
Public Utilities	85,770	6,424	73,273	12,497	85.4
Repair and Maintenance	94,115	8,381	89,111	5,004	94.7
Miscellaneous Services	12,260	885	6,216	6,044	50.7
Total Services	527,864	34,835	443,513	84,351	84.0
<i>Intergovernmental Services</i>	<i>10,100</i>	<i>867</i>	<i>10,953</i>	<i>(853)</i>	<i>108.44</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,800</i>	<i>151</i>	<i>1,713</i>	<i>87</i>	<i>95.1</i>
Total Operating Expenditures	3,919,790	325,781	3,466,509	453,281	88.4

(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	5,020	105,543	9,957	91.4
Other Improvements	4,500	-	9,853	(5,353)	219.0
Machinery & Equipment	214,400	16,784	140,651	73,749	65.6
Construction of Capital Assets	-	-	-	-	0.0
Total Capital Outlays	334,400	21,804	256,048	78,352	76.6
Grand Total All Expenditures	4,254,190	347,585	3,722,556	531,634	87.5



Account Balances

November 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⁾	2,152,237	3,403			2,155,640
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⁾	1,391	(930)			461
<i>Total Board Designated Accounts</i>	<i>4,751,538</i>	<i>2,473</i>	<i>-</i>	<i>-</i>	<i>4,754,010</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	50,305	-			50,305
NOLS Materials Fund	14,144	(380)			13,765
Francis Bode Materials Fund	895	-			895
Margaret Bode Materials Fund	3,545	-			3,545
Port Angeles Donations Fund	861	4			865
Port Angeles Friends Donations	8,920	(4,052)			4,868
Sequim Donations Fund	47,442	3			47,444
Sequim Friends Donations	12,046	(1,399)			10,647
Forks Donations Fund	2,687	5			2,692
Forks Friends Donations	2,239	-			2,239
Clallam Bay Donations Fund	7,073	103			7,176
Clallam Bay Friends Donations	3,955	(34)			3,922
NOLF LASER Grant 2015	12	-			12
Seattle Foundation - Phillips Fund	18,000	-			18,000
Williams Bequest	160,000	-			160,000
WA Rural Heritage Grant 2016-17	5,000	(507)			4,493
WA Rural Heritage Grant - Remediation	5,000	(66)			4,934
WA State Library Grant - Microsoft	4,492	-			4,492
<i>Total Grants and Donations</i>	<i>346,617</i>	<i>(6,323)</i>	<i>-</i>	<i>-</i>	<i>340,294</i>
<i>Unclaimed Property Account</i>	<i>2,139</i>	<i>-</i>			<i>2,139</i>
<i>Total Designated Cash</i>	<i>5,100,294</i>	<i>(3,850)</i>	<i>-</i>	<i>-</i>	<i>5,096,444</i>
<i>Undesignated Cash Operating Funds</i>	<i>576,491</i>	<i>849,790</i>			<i>1,426,280</i>
Total WA State Local Investment Pool	5,676,785	845,939	-	-	6,522,724

Notes:

(1) Reserve buffer against major economic catastrophe.

(2) Receives timber revenues designated to fund capital improvement projects.

(3) Reserves to balance deficit budgets.

(4) Reserves to fund significant or unplanned technology needs.

(5) Fund management account for designated capital projects.



Account Balances

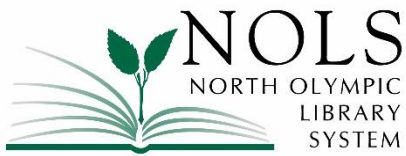
November 30, 2016

	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	7,192,508	845,939	-	-	8,038,448
Cash					
Cash Operating Funds					
Cash held by County Treasurer	922,603	(919,079)	-	-	3,524
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	(387)	469	82	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	(387)	469	82	6,765
Total Cash	929,368	(919,466)	469	82	10,289
Total Cash and Investments	8,121,876	(73,527)	469	82	8,048,737

Notes:

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

(7) Requests designated for specific use by donor.



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Date: January 17, 2017
Subject: Comments on Financial Reports for December 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: Investment Interest of \$5,378 is Investment Pool Interest earned in November and December. Private Grants and Donations of \$8,437 includes the final payment of \$5,506 from James and Agnes Williams Charitable Trust and \$2,000 donation from Friends of Forks Library. Timber Revenue of \$157,824 was received in December which brings the 2016 Total Timber Revenue to \$523,156.

Operating Expenditures: Supplies, Office and Operating of \$12,152 includes various planned expenses including Library Cards, Technology Supplies, Toner and Maintenance Supplies.

Account Balances: The Capital Replacement Account shows a decrease of \$107,631 which is the difference between the Timber Revenue Received in December of \$157,824 and the total 2016 Capital Expenditures of \$265,455. Capital Expenses were entered at the end of the year for 2016. This entry will be made monthly during 2017.



Revenue Report

December 31, 2016

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	3,614,700	22,429	3,634,438	(19,738)	100.5
Intergovernmental Revenues	-	-	5,313	(5,313)	-
Goods and Services	24,300	1,388	23,565	735	97.0
Library Fines and Fees	55,000	1,958	41,114	13,886	74.8
Miscellaneous Revenues					
Investment Interest (net of fees)	7,900	5,378	37,347	(29,447)	472.8
Media Equipment Rentals	100	-	-	100	-
Facilities Leases (Short Term)	540	120	1,755	(1,215)	325.0
Private Grants and Donations	90,220	8,437	276,864	(186,644)	306.9
Other Miscellaneous Revenue	52,329	133	49,325	3,004	94.3
Total Miscellaneous Revenues	151,089	14,068	365,292	(214,203)	241.8
Nonrevenues (excise taxes)	1,800	128	1,860	(60)	103.3
Transfers In	72,901	-	-	72,901	-
Total Operating Revenue	3,919,790	39,971	4,071,582	(151,792)	103.9
Capital Revenue					
Timber Revenues (received in 2016)	-	157,824	523,156	-	-
Total Capital Revenue	-	157,824	523,156	-	-
Grand Total Revenues		197,795	4,594,738		



Expenditure Report

December 31, 2016

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	1,987,661	171,996	1,964,290	23,371	98.8
Benefits	807,093	76,233	790,723	16,370	98.0
Total Personnel	2,794,754	248,229	2,755,014	39,740	98.6
<i>Supplies</i>					
Supplies, Office and Operating	112,200	12,152	113,989	(1,789)	101.6
Fuel	4,000	314	2,141	1,859	53.5
Merchandise for resale	3,000	348	1,597	1,403	53.2
Collection Materials	462,672	59,959	456,222	6,450	98.6
Small Tools/Equip (<\$200)	3,400	142	2,512	888	73.9
Total Supplies	585,272	72,914	576,459	8,813	98.5
<i>Services</i>					
Professional Services	143,549	1,873	109,520	34,029	76.3
Communication	133,440	9,559	126,478	6,962	94.8
Travel	21,560	585	13,663	7,897	63.4
Taxes and Operating Assessments	500	-	1,860	(1,360)	372.0
Operating Rentals and Leases	570	-	40	530	7.0
Insurance	36,100	-	35,372	728	98.0
Public Utilities	85,770	7,554	80,827	4,943	94.2
Repair and Maintenance	94,115	2,930	92,041	2,074	97.8
Miscellaneous Services	12,260	1,034	7,249	5,011	59.1
Total Services	527,864	23,536	467,049	60,815	88.5
<i>Intergovernmental Services</i>	10,100	-	10,953	(853)	108.44
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	1,800	163	1,876	(76)	104.2
Total Operating Expenditures	3,919,790	344,842	3,811,351	108,439	97.2

(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	748	106,291	9,209	92.0
Other Improvements	4,500	-	9,853	(5,353)	219.0
Machinery & Equipment	214,400	34,295	174,946	39,454	81.6
Construction of Capital Assets	-	-	-	-	0.0
Total Capital Outlays	334,400	35,043	291,091	43,309	87.0
Grand Total All Expenditures	4,254,190	379,885	4,102,441	151,749	96.4



Account Balances

December 31, 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⁾	2,155,640	(107,631)			2,048,009
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⁾	461	(398)			64
<i>Total Board Designated Accounts</i>	4,754,010	(108,029)	-	-	4,645,982
<i>Grants and Donations</i>					
NOLS Donations Fund	50,305	660			50,965
NOLS Materials Fund	13,765	95			13,859
Francis Bode Materials Fund	895	-			895
Margaret Bode Materials Fund	3,545	-			3,545
Port Angeles Donations Fund	865	15			880
Port Angeles Friends Donations	4,868	(1,444)			3,424
Sequim Donations Fund	47,444	(2,997)			44,447
Sequim Friends Donations	10,647	(5,644)			5,003
Forks Donations Fund	2,692	7			2,698
Forks Friends Donations	2,239	2,000			4,239
Clallam Bay Donations Fund	7,176	1			7,177
Clallam Bay Friends Donations	3,922	-			3,922
NOLF LASER Grant 2015	12	(12)			-
Seattle Foundation - Phillips Fund	18,000	-			18,000
Williams Bequest	160,000	5,509			165,509
WA Rural Heritage Grant 2016-17	4,493	-			4,493
WA Rural Heritage Grant - Remediation	4,934	-			4,934
WA State Library Grant - Microsoft	4,492	-			4,492
<i>Total Grants and Donations</i>	340,294	(1,811)	-	-	338,483
<i>Unclaimed Property Account</i>	2,139	-			2,139
<i>Total Designated Cash</i>	5,096,444	(109,840)	-	-	4,986,604
<i>Undesignated Cash Operating Funds</i>	1,426,280	(72,240)			1,354,040
Total WA State Local Investment Pool	6,522,724	(182,080)	-	-	6,340,644

Notes:

(1) Reserve buffer against major economic catastrophe.

(2) Receives timber revenues designated to fund capital improvement projects.

(3) Reserves to balance deficit budgets.

(4) Reserves to fund significant or unplanned technology needs.

(5) Fund management account for designated capital projects.



Account Balances

December 31, 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	8,038,448	(182,080)	-	-	7,856,367
Cash					
Cash Operating Funds					
Cash held by County Treasurer	3,524	-	-	-	3,524
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	(297)	365	68	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	(297)	365	68	6,765
Total Cash	10,289	(297)	365	68	10,289
Total Cash and Investments	8,048,737	(182,378)	365	68	7,866,656

Notes:

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

(7) Bequests designated for specific use by donor.



Voucher Approval for November 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 #1364 through #1515 are approved in the amount of \$349,845.24 this 26th day of January 2017.

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

No.	Claimant	Purpose	Amount
1364	ADP Tax/Financial Services	Net Payroll (PPE 10-31-16) - EFT 424	117,867.39
1365	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-16) - EFT 425	39,842.17
1366	ADP, LLC	Payroll Processing (PPE 10/31/16)	615.70
1367	ADP, LLC	Payroll Services - Document Cloud	45.60
1368	AmSan - SupplyWorks	PO 1174 Maintenance Supplies - Cleaning Supplies - FAC	101.35
1369	AmSan - SupplyWorks	PO 1264 Maintenance Supplies - Cleaning Supplies - FAC	45.42
1370	Angeles Communications	Communications - VOIP	1,000.75
1371	Avelient	PO 1294 - Web Form Development - IT	340.00
1372	Baker & Taylor Entertainment	Collection Materials	30.77
1373	Baker & Taylor Entertainment	Collection Materials	583.17
1374	Baker & Taylor Entertainment	Collection Materials	138.47
1375	Baker & Taylor Entertainment	Collection Materials	13.07
1376	Baker & Taylor Entertainment	Collection Materials	1,444.08
1377	Baker & Taylor Information	Collection Materials	651.51
1378	Baker & Taylor Information	Collection Materials	4,797.49
1379	Baker & Taylor Information	Collection Materials	4,211.49
1380	Baker & Taylor Information	Collection Materials	3,923.30
1381	Baker & Taylor Information	Collection Materials	5,698.07
1382	Barker, Rebecca	HW Reimbursement - FO	143.49
1383	Beattie, Bertha L.	HW Reimbursement - PA	352.47
1384	Blackbird Coffehouse, The	C74 Programming - Books & Libations (PAFOL)	96.00
1385	Blackstone Audio, Inc.	Collection Materials	184.70
1386	Blackstone Audio, Inc.	Collection Materials	285.00
1387	Bregar, Johnny	C72 Programming - Kids Concert (PAFOL, FOSL)	700.00
1388	Briggance, Leslie D	HW Reimbursement - PA	232.68
1389	Brisk Printing & Copy Center	PO 1246 Printing - Business Cards - ADM, PA, SQ	108.70

No.	Claimant	Purpose	Amount
I390	Brodart Company	Collection Materials	64.91
I391	Brodart Company	Collection Materials	20.68
I392	Burgeon Group LLC	PO 1131 Program Supplies (PAFOL)	1,539.60
I393	CDW-G	PO 1273 Machinery and Equipment - Firewall - IT	7,134.61
I394	CED Consolidated Electrical Distributors	PO 1018 Maintenance Supplies - Fan Motor - FAC	238.48
I395	CENGAGE Learning	Collection Materials	1,223.23
I396	CENGAGE Learning	Collection Materials	21.68
I397	CENGAGE Learning	Collection Materials	358.41
I398	Center Point Large Print	Collection Materials	264.24
I399	CenturyLink 300511187 FO	Communications - Voice - FO	78.14
I400	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	434.74
I401	CenturyLink 300561130 CB	Communications - Voice - CB	73.02
I402	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.90
I403	CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	270.29
I404	CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23
I405	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS (Plain Old Telephone Service)	62.57
I406	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	217.20
I407	City of Forks	Public Utilities - FO	100.05
I408	City of Port Angeles	PO 1183 - Training - First Aid/AED - FAC	495.00
I409	City of Port Angeles/Orcas Avenue	Public Utilities - PA	157.13
I410	City of Port Angeles/Peabody St.	Public Utilities - PA	4,054.57
I411	City of Sequim	Public Utilities - SQ	132.07
I412	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	49.00
I413	Clallam County PUD	Public Utilities - CB	378.00
I414	Clallam County PUD	Public Utilities - FO	623.00
I415	Clallam County PUD	Public Utilities - SQ	649.00
I416	Clay Animation Network	C67 Programming - Lego Animation (PAFOL, FOSL)	750.00
I417	Conkle Aimee	HW Reimbursement - PA	846.51
I418	Co-Op Farm & Garden, The	PO 1166 Maintenance Supplies - FAC	11.28
I419	Co-Op Farm & Garden, The	PO 1268 Maintenance Supplies - FAC	3.90
I420	Curry, Shannon	HW reimbursement - ADM	289.90
I421	de Leiris, Sarah	HW Reimbursement - PA	110.00
I422	DeFrancisco, John L.	Cell Phone Reimbursement July-Dec 2016 - NOLS	120.00
I423	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-16) - EFT 426	27,675.56
I424	Dept. of Retirement Systems	DCP Retirement 11-2016 (PPE 10-31-16) - EFT 427	2,520.00
I425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax	3,704.93
I426	DM Disposal Company, Inc.	Public Utilities - PA - SQ	378.50
I427	Emerald Coast Ventures, Inc.	PO 1284 - PA Carpet cleaning - FAC	2,969.24
I428	Findaway World, LLC	Collection Materials	86.68
I429	Forks True Value Hardware	PO 1171 Maintenance Supplies - FAC	1.21
I430	Forks True Value Hardware	PO 1223 Maintenance Supplies - FAC	10.29
I431	Forks True Value Hardware	PO 1269, 1270 Maintenance Supplies - FAC	29.54
I432	Hamilton, Ross	C75 Programming - Nature Photography (PAFOL)	100.00

No.	Claimant	Purpose	Amount
I433	Hanson Sign Co. Inc.	PO 1285 - Repair and Maintenance - PA Sign - FAC	406.83
I434	Hartford Retirement Plan Solutions	MMDCP 11-2016 (PPE 10-31-16) - EFT 428	100.00
I435	Health Care Authority	HCA 11-2016 (PPE 10-31-16)	27,373.03
I436	Hi-Tech Security, Inc.	PO 1192 Bldgs. and Structures - PA Alarm Upgrade - FAC PO 1191 Repair and Maint. - PA Alarm Monitoring - FAC	4,509.93
I437	Hi-Tech Security, Inc.	PO 1253 Repair and Maint. - PA Fire Alarm Testing - FAC PO 1252 Maint. Supplies - PA Fire Alarm Battery - FAC	282.52
I438	Ingram Library Services	Collection Materials	65.53
I439	Ingram Library Services	Collection Materials	667.94
I440	Ingram Library Services	Collection Materials	90.82
I441	Ingram Library Services	Collection Materials	107.85
I442	Ingram Library Services	Collection Materials	38.66
I443	Jim's Pharmacy	PO 1289 Janitorial - Sharps Disposal- FAC	10.00
I444	Kaufman, Gerry & Kathleen	PO 1254 Repair and Maintenance - Groundskeeping - FAC	601.62
I445	Kelly, Adele	HW Reimbursement - CB	587.73
I446	Kesey-Farrell, Laura	HW Reimbursement - FO	195.10
I447	Knight Fire Protection, Inc.	PO 1187 Repair and Maint. - PA Sprinkler Test - FAC PO 1194 Repair and Maint. - SQ Extinguisher Svc. - FAC	751.45
I448	Knight, Jennifer	HW Reimbursement - PA	495.25
I449	Knight, Jennifer	HW Reimbursement - PA	134.79
I450	LaBlond, Dani	C66 Programming - Kids Create Art (FOSL)	200.00
I451	Librarica LLC	Technology-Support/Updates Renewal CASSIE	2,302.16
I452	Lu'Becke, Jennifer	HW Reimbursement - PA	151.22
I453	Micron CPG	PO 1274 Technology Supplies - Hard Drives - IT	677.45
I454	Midwest Tape	Collection Materials	187.65
I455	Midwest Tape	Collection Materials	17,783.40
I456	Midwest Tape	Collection Materials	485.47
I457	Midwest Tape	Collection Materials	397.69
I458	Midwest Tape	Collection Materials	1,497.43
I459	Morrison Sarah	HW Reimbursement - PA	1,500.00
I460	North Olympic Library System	Nov. Revolving Fund Reimbursement 01 (* Detail Below)	419.81
I461	Olympic Delivery Service, Inc.	PO 1181 Communication - Freight - TS	1,770.00
I462	Olympic Delivery Service, Inc.	PO 1247 Communication - Freight - TS	1,416.00
I463	Olympic Laundry & Dry Cleaners, Inc.	PO 1188 Professional Services - Laundry - FAC	128.79
I464	Olympic Printers, Inc.	PO 1272 Printing - #10 Printed Envelopes - ADM	175.88
I465	OverDrive, Inc.	Collection Materials	2,433.32
I466	OverDrive, Inc.	Collection Materials	142.99
I467	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	508.02
I468	Parker, Sudie M.	C73 Programming - Food for Thought - CB	170.00
I469	Peninsula Heat, Inc.	PO 1165 Repair and Maint. - SQ Thermostat - FAC	297.84
I470	Port Book and News	Collection Materials	359.35
I471	Pridgen, Deborah A	HW Reimbursement - OR	164.15
I472	Pridgen, Deborah A	Mileage Reimbursement for Jury Duty	12.96
I473	Pridgen, Deborah A	HW Reimbursement - OR	484.83

No.	Claimant	Purpose	Amount
1474	Provantage Corporation	PO 1218 Machinery and Equip. - UPS Batteries - IT	288.72
1475	Provantage Corporation	PO 1265 Machinery and Equip. - Consoles and Cables - IT	2,293.40
1476	Quill Corporation	PO 1158 Small Tools - Magnifiers - IT	280.93
1477	Quill Corporation	PO 1170 Small Tools - Various - IT	74.41
1478	Quill Corporation	PO 1190 Office Supplies - SQ PO 1271 Office Supplies - Toner - ADM	689.47
1479	Radigan, Katelyn	Business Travel Reimbursement - SQ	48.60
1480	Rajala, Shaina E	HW Reimbursement - ADM	381.78
1481	Random House, Inc.	Collection Materials	73.17
1482	Random House, Inc.	Collection Materials	73.17
1483	Recorded Books, LLC	Collection Materials	631.75
1484	Recorded Books, LLC	Collection Materials	706.51
1485	Recorded Books, LLC	Collection Materials	68.43
1486	Recorded Books, LLC	Collection Materials	37.65
1487	Schenefeld, Jonathan	HW Reimbursement - FAC	244.36
1488	Shield, Erin	Travel Reimbursement - Business - TS	29.70
1489	Sound Energy Systems	PO 1175 Repair and Maint. - HVAC - FAC	788.62
1490	Sound Publishing Inc	PO 1256 Classified Advertising PDN - NOLS	55.70
1491	State Auditor's Office	State Examiner - Audit Fees 2016	866.59
1492	Swains General Store, Inc.	PO 1263, 1290 Maintenance Supplies - FAC	55.15
1493	Symbology Incorporated	PO 1156 Office Supplies - Bar Codes - TS	550.77
1494	Taft, Ambur	HW Reimbursement - SQ	1,500.00
1495	Technical Furniture Systems, Inc.	PO 1286 Shelving Parts for FO - (FO CAP) FAC	930.07
1496	The Sign Store	PO 1180 Repair and Maint. - SQ Parking Lot Lights - FAC	681.06
1497	Turner, Cynthia	HW Reimbursement - TS	106.83
1498	Unique Management Services, Inc.	Professional Services - Debt Collection	340.20
1499	United Way of Clallam County	United Way Donations (PPE 10-31-16)	51.25
1500	US Bank	Credit Card Services - Oct. 2016 Charges (* Detail Below)	14,530.69
1501	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02
1502	Verizon Wireless - HotSpot - 942071552	Communication - Internet - Hotspots	80.02
1503	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01
1504	Verizon Wireless - Tablet - 772464315	Communications - Internet - Tablet - OR	40.01
1505	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (* Detail Below)	71.75
1506	Washington State Patrol	Background Checks	36.00
1507	Washington State University	Collection Materials	45.00
1508	WCIF	Vision/Life/EAP Premiums 11-2016 (PPE 10-31-16)	1,244.94
1509	WDH - Wave Business	Communication - Internet - IT	2,176.37
1510	Weiss, Alisa	HW Reimbursement - SQ	599.98
1511	Weiss, Alisa	Travel Reimbursement - SQ	89.12
1512	West Waste & Recycling	Public Utilities - FO - CB	52.30
1513	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-16) December Coverage	4,226.36
1514	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2016 (PPE 10-31-16)	1,922.04
1515	WT COX	Collection Materials	48.75
			349,845.24

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #1460			
1961	Willman, Judy	C7I Programming - Boys in the Boat (PAFOL)	322.06
1962	St. James, Carolyn	Patron Refund	97.75
			419.81
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1500			
1	Admin Arsenal	PO 1169 Machinery and Equipment - Software - IT	900.00
2	Adobe Creative Cloud	PO 1150 Machinery and Equipment - Adobe Cloud - IT	260.03
3	Adobe Creative Cloud	PO 1151 Machinery and Equipment - Adobe Cloud - IT	260.03
4	Adobe Creative Cloud	PO 1186 Machinery and Equipment - Adobe Cloud - IT	260.03
5	All Cases	PO 389 Machinery and Equipment - Laptop Cases - NOLS	389.00
6	Amazon.com	PO 1267 Program Supplies - Pumpkin Book Prize (CBFOL)	33.61
7	Amazon.com	PO 1184 Program Supplies - Trivia Calendar - FO	29.08
8	Amazon.com	PO 1238 Office Supplies - ADM	14.81
9	Amazon.com	PO 1239 Maintenance Supplies - Clock - FAC	10.99
10	Amazon.com	PO 1240 Training Supplies - OAT - NOLS	20.14
11	Amazon.com	PO 1241 Office Supplies - Whiteboard Accessories - PA	70.28
12	Amazon.com	PO 1242 Machinery and Equipment - Whiteboard - PA	108.00
13	Amazon.com	PO 1231 Program Supplies - Family Flicks (FOSL)	13.56
14	Amazon.com	PO 1232 Program Supplies - Family Flicks (FOSL)	21.37
15	Amazon.com	PO 1233 Program Supplies - Family Flicks (FOSL)	19.99
16	Amazon.com	PO 1234 Program Supplies - Family Flicks (FOSL)	8.65
17	Amazon.com	PO 1092 Machinery and Equip. - Windows PC Licenses - IT	1,291.77
18	Amazon.com	PO 1128 Machinery and Equip. - Camera Accessories - IT	76.48
19	Amazon.com	PO 1225 Machinery and Equip. - AED Batteries - FAC	748.00
20	Amazon.com	PO 1226 Maintenance Supplies - Sharps Container - FAC	8.45
21	Amazon.com	PO 1227 Maintenance Supplies - Sharps cabinet - FAC	13.78
22	Amazon.com	PO 1143 Office Supplies - Processing Supplies - TS	59.73
23	American Library Association	PO 1260 Annual Membership Renewal - NOLS	210.00
24	B & H Photo	PO 1179 Program Supplies - Projector Stand (FOSL)	174.85
25	Bella Rosa Coffee House	PO 1199 Training Supplies - OAT - NOLS	39.00
26	Blackbird Coffehouse, The	PO 1198 Training Supplies - OAT - NOLS	48.00
27	Branders	PO 1221 Program Supplies - Book Bag Giveaways (PAFOL)	968.17
28	Campbells Lodge	PO 1213 Travel training - WALE Lodging - NOLS	240.20
29	Campbells Restaurant	PO 1200 Travel Training - WALE - NOLS	67.82
30	Campbells Restaurant	PO 1214 Travel training - WALE - NOLS	22.00
31	CCI Solutions	PO 1149 Office Supplies - Media Cases - TS	761.55
32	Chevron	PO 1215 Training Fuel - WALE - FAC	30.83
33	Chevron	PO 1214 Training Fuel - WALE - FAC	34.65
34	Costco	PO 1096 Program Supplies - Art Walk/Bookclub Snacks (FOSL)	89.20

No.	Claimant	Purpose	Amount
35	Demco, Inc.	PO 1145 Office Supplies - Processing Supplies - TS	214.84
36	Elenco	PO 1210 Program Supplies - Snap POD Parts (PAFOL)	18.95
37	Facebook	PO 1201 Advertising - Boys in the Boat Ad - NOLS	40.08
38	Findaway World, LLC	PO 1146 Office Supplies - TS	110.42
39	Forks True Value Hardware	PO 1206 Office Supplies - FO	17.75
40	GoDaddy.com	PO 1159 Technology Services - SSL Certificate - NOLS	899.97
41	Human Solution	PO 1195 Machinery and Equipment - Uplift Desk - ADM	1,039.00
42	Innovative Users Group	PO 1117 Annual Membership - IUG - NOLS	100.00
43	JoAnn Fabrics	PO 1209 Program Supplies - Teen Lock-in (PAFOL)	64.44
44	Karaoke Channel	PO 1222 Program Supplies - Karaoke Songs (PAFOL)	14.00
45	KCDA Purchasing Cooperative	PO 1212 Office Supplies - Paper - PA	209.93
46	KCDA Purchasing Cooperative	PO 1212 Office Supplies - PA	40.03
47	KCDA Purchasing Cooperative	PO 1203 Paper Supplies - SQ	64.07
48	KCDA Purchasing Cooperative	PO 1144 Office Supplies - Processing Supplies - TS	148.32
49	Labels Direct, Inc.	PO 1147 Office Supplies - Spine Labels - TS	96.00
50	Namifiers	PO 1204 Office Supplies - Nametag - NOLS	15.88
51	Namifiers	PO 1205 Office Supplies - Nametag - NOLS	15.88
52	NewEgg.com	PO 1126 Machinery and Equipment - Camera - IT	548.99
53	NewEgg.com	PO 1168 Machinery and Equipment - Solid State Drive - IT	1,055.96
54	Next Generation Yoga	PO 1207 Training Fee - Youth Yoga Training - NOLS	382.50
55	Pay Pal	PayPal Gateway Fees October 2016 - NOLS	59.95
56	Quill Corporation	PO 1148 Toner and Ink - TS	47.67
57	Quill Corporation	PO 1148 Office Supplies - TS	30.33
58	Rainshadow Coffee	PO 1202 Program Supplies - Art Walk/Bookclub Snacks (FOSL)	47.11
59	Safeway	PO 1219 Program Supplies - Art Blast (PAFOL)	68.48
60	Safeway	PO 1220 Training Supplies - OAT - NOLS	20.19
61	Safeway	PO 1208 Program Supplies - BOB Snacks (PAFOL)	10.15
62	Safeway	PO 1214 Travel training - WALE - NOLS	8.27
63	Safeway	PO 1230 Program Supplies - Crafts (FOSL)	3.79
64	Safeway	PO 1235 Program Supplies - Storytime and BOB (FOSL)	15.61
65	Safeway	PO 1236 Program Supplies - Family Flicks (FOSL)	36.51
66	Safeway	PO 1176 Office Supplies - TS	13.90
67	Sears Commercial One	PO 1228 Maintenance Supplies - Spigot Parts - FAC	36.06
68	Stamps.com	PO 1167 Technology Services - TS	15.99
69	Sticker Giant	PO 1116 Printing - TOL Collection Labels - NOLS	290.55
70	Swains General Store, Inc.	PO 1237 Program Supplies - Family Flicks (FOSL)	12.70
71	Tech Soup	PO 1110 Machinery and Equipment - Microsoft Academy Software - NOLS	130.00
72	Trail End Taphouse	PO 1178 Travel Training - PSCD Meeting - NOLS	26.37
73	UPS	PO 1059 Communication - Freight - TS	21.37
74	UPS	PO 1040 Communication - Freight - TS	9.62
75	UPS	PO 1129 Communication - Freight - TS	8.37
76	USPS	PO 1080 Postage - TS	250.00

No.	Claimant	Purpose	Amount
77	USPS	PO 1137 Postage - TS	250.00
78	USPS	PO 1162 Postage - TS	250.00
79	USPS	PO 1182 Postage - TS	250.00
80	WA ST. Ferries	PO 1197 Travel Training - WALE - NOLS	22.80
81	Walmart	PO 1211 Program Supplies - Storytime/Teen Lock In (PAFOL)	75.22
82	Walmart	PO 1157 Office Supplies - OR	14.90
83	Walmart	PO 1095 Program Supplies - Art Walk/Bookclub Snacks (FOSL)	30.52
84	West End Press	Collection Materials	23.80
85	WSDOT	PO 1196 Travel Training - NWIUG - NOLS	6.00
86	WSDOT	PO 1214 Travel training - WALE - NOLS	6.00
87	WSFERRIES	PO 1177 Travel Training - PSCD Meeting - NOLS	37.40
			14,530.69

*** Detail - NOLS Voyager Credit Card Purchases -- Voucher #1505**

88	Chevron	PO 1091 Business Fuel - NOLSY - FAC	34.22
89	Evergreen 76	PO 1130 Business Fuel - Ford Van - FAC	40.00
90	Evergreen 77	PO 1161 Business Fuel - Leaf Blower - FAC	2.68
91	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(5.15)
			71.75

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

EFT 424	ADP Tax/Financial Services	Net Payroll (PPE 10-31-16)	117,867.39
EFT 425	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-16)	39,842.17
EFT 426	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-16)	27,675.56
EFT 427	Dept. of Retirement Systems	DCP Retirement (PPE 10-31-16)	2,520.00
EFT 428	Hartford Retirement Plan Solutions	MMDCP (PPE 10-31-16)	100.00
			188,005.12

VOUCHERS BY CATEGORY FOR NOVEMBER 2016

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
I364	ADP Tax/Financial Services	Net Payroll (PPE 10-31-16) - EFT 424	117,867.39	
I365	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-16) - EFT 425	39,842.17	
I382	Barker, Rebecca	HW Reimbursement - FO	143.49	
I383	Beattie, Bertha L.	HW Reimbursement - PA	352.47	
I388	Briggance, Leslie D	HW Reimbursement - PA	232.68	
I417	Conkle Aimee	HW Reimbursement - PA	846.51	
I420	Curry, Shannon	HW reimbursement - ADM	289.90	
I421	de Leiris, Sarah	HW Reimbursement - PA	110.00	
I422	DeFrancisco, John L.	Cell Phone Reimbursement July-Dec 2016 - NOLS	120.00	
I423	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-16) - EFT 426	27,675.56	
I424	Dept. of Retirement Systems	DCP Retirement 11-2016 (PPE 10-31-16) - EFT 427	2,520.00	
I434	Hartford Retirement Plan Solutions	MMDCP 11-2016 (PPE 10-31-16) - EFT 428	100.00	
I435	Health Care Authority	HCA 11-2016 (PPE 10-31-16)	27,373.03	
I445	Kelly, Adele	HW Reimbursement - CB	587.73	
I446	Kesey-Farrell, Laura	HW Reimbursement - FO	195.10	
I448	Knight, Jennifer	HW Reimbursement - PA	495.25	
I449	Knight, Jennifer	HW Reimbursement - PA	134.79	
I452	Lu'Becke, Jennifer	HW Reimbursement - PA	151.22	
I459	Morrison Sarah	HW Reimbursement - PA	1,500.00	
I471	Pridgen, Deborah A	HW Reimbursement - OR	164.15	
I473	Pridgen, Deborah A	HW Reimbursement - OR	484.83	
I480	Rajala, Shaina E	HW Reimbursement - ADM	381.78	
I487	Schenefeld, Jonathan	HW Reimbursement - FAC	244.36	
I494	Taft, Ambur	HW Reimbursement - SQ	1,500.00	
I497	Turner, Cynthia	HW Reimbursement - TS	106.83	
I499	United Way of Clallam County	United Way Donations (PPE 10-31-16)	51.25	
I508	WCIF	Vision/Life/EAP Premiums 11-2016 (PPE 10-31-16)	1,244.94	
I510	Weiss, Alisa	HW Reimbursement - SQ	599.98	
I513	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-16) December Coverage	4,226.36	
I514	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2016 (PPE 10-31-16)	1,922.04	231,463.81
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
I368	AmSan - SupplyWorks	PO 1174 Maintenance Supplies - Cleaning Supplies - FAC	101.35	
I369	AmSan - SupplyWorks	PO 1264 Maintenance Supplies - Cleaning Supplies - FAC	45.42	
I394	CED Consolidated Electrical Distributors	PO 1018 Maintenance Supplies - Fan Motor - FAC	238.48	
I418	Co-Op Farm & Garden, The	PO 1166 Maintenance Supplies - FAC	11.28	
I419	Co-Op Farm & Garden, The	PO 1268 Maintenance Supplies - FAC	3.90	
I425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax - Supplies	54.21	
I429	Forks True Value Hardware	PO 1171 Maintenance Supplies - FAC	1.21	
I430	Forks True Value Hardware	PO 1223 Maintenance Supplies - FAC	10.29	
I431	Forks True Value Hardware	PO 1269, 1270 Maintenance Supplies - FAC	29.54	
I437	Hi-Tech Security, Inc.	PO 1252 Maint. Supplies - PA Fire Alarm Battery - FAC	32.52	

Category	Claimant	Purpose	Amount	Subtotal
I 453	Micron CPG	PO 1274 Technology Supplies - Hard Drives - IT	677.45	
I 478	Quill Corporation	PO 1190 Office Supplies - SQ		
		PO 1271 Office Supplies - Toner - ADM	689.47	
I 492	Swains General Store, Inc.	PO 1263, 1290 Maintenance Supplies - FAC	55.15	
I 493	Symbology Incorporated	PO 1156 Office Supplies - Bar Codes - TS	550.77	
CC 08	Amazon.com	PO 1238 Office Supplies - ADM	14.81	
CC 09	Amazon.com	PO 1239 Maintenance Supplies - Clock - FAC	10.99	
CC 10	Amazon.com	PO 1240 Training Supplies - OAT - NOLS	20.14	
CC 11	Amazon.com	PO 1241 Office Supplies - Whiteboard Accessories - PA	70.28	
CC 20	Amazon.com	PO 1226 Maintenance Supplies - Sharps Container - FAC	8.45	
CC 21	Amazon.com	PO 1227 Maintenance Supplies - Sharps cabinet - FAC	13.78	
CC 22	Amazon.com	PO 1143 Office Supplies - Processing Supplies - TS	59.73	
CC 25	Bella Rosa Coffee House	PO 1199 Training Supplies - OAT - NOLS	39.00	
CC 26	Blackbird Coffehouse, The	PO 1198 Training Supplies - OAT - NOLS	48.00	
CC 31	CCI Solutions	PO 1149 Office Supplies - Media Cases - TS	761.55	
CC 35	Demco, Inc.	PO 1145 Office Supplies - Processing Supplies - TS	214.84	
CC 38	Findaway World, LLC	PO 1146 Office Supplies - TS	110.42	
CC 39	Forks True Value Hardware	PO 1206 Office Supplies - FO	17.75	
CC 45	KCDA Purchasing Cooperative	PO 1212 Office Supplies - Paper - PA	209.93	
CC 46	KCDA Purchasing Cooperative	PO 1212 Office Supplies - PA	40.03	
CC 47	KCDA Purchasing Cooperative	PO 1203 Paper Supplies - SQ	64.07	
CC 48	KCDA Purchasing Cooperative	PO 1144 Office Supplies - Processing Supplies - TS	148.32	
CC 49	Labels Direct, Inc.	PO 1147 Office Supplies - Spine Labels - TS	96.00	
CC 50	Namifiers	PO 1204 Office Supplies - Nametag - NOLS	15.88	
CC 51	Namifiers	PO 1205 Office Supplies - Nametag - NOLS	15.88	
CC 56	Quill Corporation	PO 1148 Toner and Ink - TS	47.67	
CC 57	Quill Corporation	PO 1148 Office Supplies - TS	30.33	
CC 60	Safeway	PO 1220 Training Supplies - OAT - NOLS	20.19	
CC 66	Safeway	PO 1176 Office Supplies - TS	13.90	
CC 67	Sears Commercial One	PO 1228 Maintenance Supplies - Spigot Parts - FAC	36.06	
CC 82	Walmart	PO 1157 Office Supplies - OR	14.90	4,643.94
<u>PROGRAM SUPPLIES</u>				
I 392	Burgeon Group LLC	PO 1131 Program Supplies (PAFOL)	1,539.60	
I 425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax - Program Supplies	53.79	
CC 06	Amazon.com	PO 1267 Program Supplies - Pumpkin Book Prize (CBFOL)	33.61	
CC 07	Amazon.com	PO 1184 Program Supplies - Trivia Calendar - FO	29.08	
CC 13	Amazon.com	PO 1231 Program Supplies - Family Flicks (FOSL)	13.56	
CC 14	Amazon.com	PO 1232 Program Supplies - Family Flicks (FOSL)	21.37	
CC 15	Amazon.com	PO 1233 Program Supplies - Family Flicks (FOSL)	19.99	
CC 16	Amazon.com	PO 1234 Program Supplies - Family Flicks (FOSL)	8.65	
CC 24	B & H Photo	PO 1179 Program Supplies - Projector Stand (FOSL)	174.85	
CC 27	Branders	PO 1221 Program Supplies - Book Bag Giveaways (PAFOL)	968.17	
CC 34	Costco	PO 1096 Program Supplies - Art Walk/Bookclub Snacks (FOSL)	89.20	
CC 36	Elenco	PO 1210 Program Supplies - Snap POD Parts (PAFOL)	18.95	
CC 43	JoAnn Fabrics	PO 1209 Program Supplies - Teen Lock-in (PAFOL)	64.44	
CC 44	Karaoke Channel	PO 1222 Program Supplies - Karaoke Songs (PAFOL)	14.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 58	Rainshadow Coffee	PO 1202 Program Supplies - Art Walk/Bookclub Snacks (FOSL)	47.11	
CC 59	Safeway	PO 1219 Program Supplies - Art Blast (PAFOL)	68.48	
CC 61	Safeway	PO 1208 Program Supplies - BOB Snacks (PAFOL)	10.15	
CC 63	Safeway	PO 1230 Program Supplies - Crafts (FOSL)	3.79	
CC 64	Safeway	PO 1235 Program Supplies - Storytime and BOB (FOSL)	15.61	
CC 65	Safeway	PO 1236 Program Supplies - Family Flicks (FOSL)	36.51	
CC 70	Swains General Store, Inc.	PO 1237 Program Supplies - Family Flicks (FOSL)	12.70	
CC 81	Walmart	PO 1211 Program Supplies - Storytime/Teen Lock In (PAFOL)	75.22	
CC 83	Walmart	PO 1095 Program Supplies - Art Walk/Bookclub Snacks (FOSL)	30.52	3,349.35
<u>FUEL</u>				
CC 32	Chevron	PO 1215 Training Fuel - WALE - FAC	30.83	
CC 33	Chevron	PO 1214 Training Fuel - WALE - FAC	34.65	
CC 88	Chevron	PO 1091 Business Fuel - NOLSY - FAC	34.22	
CC 89	Evergreen 76	PO 1130 Business Fuel - Ford Van - FAC	40.00	
CC 90	Evergreen 77	PO 1161 Business Fuel - Leaf Blower - FAC	2.68	
CC 91	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(5.15)	137.23
<u>COLLECTION MATERIALS</u>				
I372	Baker & Taylor Entertainment	Collection Materials	30.77	
I373	Baker & Taylor Entertainment	Collection Materials	583.17	
I374	Baker & Taylor Entertainment	Collection Materials	138.47	
I375	Baker & Taylor Entertainment	Collection Materials	13.07	
I376	Baker & Taylor Entertainment	Collection Materials	1,444.08	
I377	Baker & Taylor Information	Collection Materials	651.51	
I378	Baker & Taylor Information	Collection Materials	4,797.49	
I379	Baker & Taylor Information	Collection Materials	4,211.49	
I380	Baker & Taylor Information	Collection Materials	3,923.30	
I381	Baker & Taylor Information	Collection Materials	5,698.07	
I385	Blackstone Audio, Inc.	Collection Materials	184.70	
I386	Blackstone Audio, Inc.	Collection Materials	285.00	
I390	Brodart Company	Collection Materials	64.91	
I391	Brodart Company	Collection Materials	20.68	
I395	CENGAGE Learning	Collection Materials	1,223.23	
I396	CENGAGE Learning	Collection Materials	21.68	
I397	CENGAGE Learning	Collection Materials	358.41	
I398	Center Point Large Print	Collection Materials	264.24	
I425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax - Collection Materials	113.14	
I428	Findaway World, LLC	Collection Materials	86.68	
I438	Ingram Library Services	Collection Materials	65.53	
I439	Ingram Library Services	Collection Materials	667.94	
I440	Ingram Library Services	Collection Materials	90.82	
I441	Ingram Library Services	Collection Materials	107.85	
I442	Ingram Library Services	Collection Materials	38.66	
I454	Midwest Tape	Collection Materials	187.65	
I455	Midwest Tape	Collection Materials	17,783.40	
I456	Midwest Tape	Collection Materials	485.47	

Category	Claimant	Purpose	Amount	Subtotal
	I457 Midwest Tape	Collection Materials	397.69	
	I458 Midwest Tape	Collection Materials	1,497.43	
	I465 OverDrive, Inc.	Collection Materials	2,433.32	
	I466 OverDrive, Inc.	Collection Materials	142.99	
	I470 Port Book and News	Collection Materials	359.35	
	I481 Random House, Inc.	Collection Materials	73.17	
	I482 Random House, Inc.	Collection Materials	73.17	
	I483 Recorded Books, LLC	Collection Materials	631.75	
	I484 Recorded Books, LLC	Collection Materials	706.51	
	I485 Recorded Books, LLC	Collection Materials	68.43	
	I486 Recorded Books, LLC	Collection Materials	37.65	
	I507 Washington State University	Collection Materials	45.00	
	I515 WT COX	Collection Materials	48.75	
	CC 84 West End Press	Collection Materials	23.80	50,080.42
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
	I476 Quill Corporation	PO I158 Small Tools - Magnifiers - IT	280.93	
	I477 Quill Corporation	PO I170 Small Tools - Various - IT	74.41	355.34
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	I366 ADP, LLC	Payroll Processing (PPE 10/31/16)	615.70	
	I367 ADP, LLC	Payroll Services - Document Cloud	45.60	
	I371 Avelient	PO I294 - Web Form Development - IT	340.00	
	I384 Blackbird Coffehouse, The	C74 Programming - Books & Libations (PAFOL)	96.00	
	I387 Bregar, Johnny	C72 Programming - Kids Concert (PAFOL, FOSL)	700.00	
	I408 City of Port Angeles	PO I183 - Training - First Aid/AED - FAC	495.00	
	I416 Clay Animation Network	C67 Programming - Lego Animation (PAFOL, FOSL)	750.00	
	I427 Emerald Coast Ventures, Inc	PO I284 - PA Carpet cleaning - FAC	2,969.24	
	I432 Hamilton, Ross	C75 Programming - Nature Photography (PAFOL)	100.00	
	I443 Jim's Pharmacy	PO I289 Janitorial - Sharps Disposal- FAC	10.00	
	I450 LaBlond, Dani	C66 Programming - Kids Create Art (FOSL)	200.00	
	I463 Olympic Laundry & Dry Cleaners, Inc.	PO I188 Professional Services - Laundry - FAC	128.79	
	I468 Parker, Sudie M.	C73 Programming - Food for Thought - CB	170.00	
	I490 Sound Publishing Inc	PO I256 Classified Advertising PDN - NOLS	55.70	
	I498 Unique Management Services, Inc.	Professional Services - Debt Collection	340.20	
	I506 Washington State Patrol	Background Checks	36.00	
	CC 37 Facebook	PO I201 Advertising - Boys in the Boat Ad - NOLS	40.08	
	CC 40 GoDaddy.com	PO I159 Technology Services - SSL Certificate - NOLS	899.97	
	CC 54 Next Generation Yoga	PO I207 Training Fee - Youth Yoga Training - NOLS	382.50	
	CC 55 Pay Pal	PayPal Gateway Fees October 2016 - NOLS	59.95	
	CC 68 Stamps.com	PO I167 Technology Services - TS	15.99	
	CK I961 Willman, Judy	C71 Programming - Boys in the Boat (PAFOL)	322.06	8,772.78
<u>COMMUNICATIONS</u>				
	I370 Angeles Communications	Communications - VOIP	1,000.75	
	I399 CenturyLink 300511187 FO	Communications - Voice - FO	78.14	
	I400 CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	434.74	
	I401 CenturyLink 300561130 CB	Communications - Voice - CB	73.02	
	I402 CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.90	
	I403 CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	270.29	

Category	Claimant	Purpose	Amount	Subtotal
I 404	CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23	
I 405	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	62.57	
I 406	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	217.20	
I 461	Olympic Delivery Service, Inc.	PO 1181 Communication - Freight - TS	1,770.00	
I 462	Olympic Delivery Service, Inc.	PO 1247 Communication - Freight - TS	1,416.00	
I 501	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02	
I 502	Verizon Wireless - HotSpot - 942071552	Communication - Internet - Hotspots	80.02	
I 503	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01	
I 504	Verizon Wireless - Tablet - 772464315	Communications - Internet - Tablet - OR	40.01	
I 509	WDH - Wave Business	Communication - Internet - IT	2,176.37	
CC 73	UPS	PO 1059 Communication - Freight - TS	21.37	
CC 74	UPS	PO 1040 Communication - Freight - TS	9.62	
CC 75	UPS	PO 1129 Communication - Freight - TS	8.37	
CC 76	USPS	PO 1080 Postage - TS	250.00	
CC 77	USPS	PO 1137 Postage - TS	250.00	
CC 78	USPS	PO 1162 Postage - TS	250.00	
CC 79	USPS	PO 1182 Postage - TS	250.00	9,706.63
<u>TRAVEL</u>				
I 425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax - Training	5.04	
I 472	Pridgen, Deborah A	Mileage Reimbursement for Jury Duty	12.96	
I 479	Radigan, Katelyn	Business Travel Reimbursement - SQ	48.60	
I 488	Shield, Erin	Travel Reimbursement - Business - TS	29.70	
I 511	Weiss, Alisa	Travel Reimbursement - SQ	89.12	
CC 28	Campbells Lodge	PO 1213 Travel training - WALE Lodging - NOLS	240.20	
CC 29	Campbells Restaurant	PO 1200 Travel Training - WALE - NOLS	67.82	
CC 30	Campbells Restaurant	PO 1214 Travel training - WALE - NOLS	22.00	
CC 62	Safeway	PO 1214 Travel training - WALE - NOLS	8.27	
CC 72	Trail End Taphouse	PO 1178 Travel Training - PSCD Meeting - NOLS	26.37	
CC 80	WA ST. Ferries	PO 1197 Travel Training - WALE - NOLS	22.80	
CC 85	WSDOT	PO 1196 Travel Training - NWIUG - NOLS	6.00	
CC 86	WSDOT	PO 1214 Travel training - WALE - NOLS	6.00	
CC 87	WSFERRIES	PO 1177 Travel Training - PSCD Meeting - NOLS	37.40	622.28
<u>UTILITIES</u>				
I 407	City of Forks	Public Utilities - FO	100.05	
I 409	City of Port Angeles/Orcas Avenue	Public Utilities - PA	157.13	
I 410	City of Port Angeles/Peabody St.	Public Utilities - PA	4,054.57	
I 411	City of Sequim	Public Utilities - SQ	132.07	
I 412	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	49.00	
I 413	Clallam County PUD	Public Utilities - CB	378.00	
I 414	Clallam County PUD	Public Utilities - FO	623.00	
I 415	Clallam County PUD	Public Utilities - SQ	649.00	
I 426	DM Disposal Company, Inc.	Public Utilities - PA - SQ	378.50	
I 512	West Waste & Recycling	Public Utilities - FO - CB	52.30	6,573.62
<u>REPAIR AND MAINTENANCE</u>				
I 425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax - Technology	3,328.21	
I 433	Hanson Sign Co. Inc.	PO 1285 - Repair and Maintenance - PA Sign - FAC	406.83	
I 436	Hi-Tech Security, Inc.	PO 1191 Repair and Maint. - PA Alarm Monitoring - FAC	420.00	

Category	Claimant	Purpose	Amount	Subtotal
I 437	Hi-Tech Security, Inc.	PO 1253 Repair and Maint. - PA Fire Alarm Testing - FAC	250.00	
I 444	Kaufman, Gerry & Kathleen	PO 1254 Repair and Maintenance - Groundskeeping - FAC	601.62	
I 447	Knight Fire Protection, Inc.	PO 1187 Repair and Maint. - PA Sprinkler Test - FAC PO 1194 Repair and Maint. - SQ Extinguisher Svc. -FAC	751.45	
I 451	Librarica LLC	Technology-Support/Updates Renewal CASSIE	2,302.16	
I 467	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	508.02	
I 469	Peninsula Heat, Inc.	PO 1165 Repair and Maint. - SQ Thermostat - FAC	297.84	
I 489	Sound Energy Systems	PO 1175 Repair and Maint. - HVAC - FAC	788.62	
I 496	The Sign Store	PO 1180 Repair and Maint. - SQ Parking Lot Lights - FAC	681.06	10,335.81
<u>MISCELLANEOUS SERVICES</u>				
I 389	Brisk Printing & Copy Center	PO 1246 Printing - Business Cards - ADM, PA, SQ	108.70	
I 464	Olympic Printers, Inc.	PO 1272 Printing - #10 Printed Envelopes - ADM	175.88	
CC 23	American Library Association	PO 1260 Annual Membership Renewal - NOLS	210.00	
CC 42	Innovative Users Group	PO 1117 Annual Membership - IUG - NOLS	100.00	
CC 69	Sticker Giant	PO 1116 Printing - TOL Collection Labels - NOLS	290.55	885.13
<u>INTERGOVERNMENTAL SERVICES</u>				
I 491	State Auditor's Office	State Examiner - Audit Fees 2016	866.59	866.59
<u>BUILDINGS AND STRUCTURES</u>				
I 436	Hi-Tech Security, Inc.	PO 1192 Bldgs. and Structures - PA Alarm Upgrade - FAC	4,089.93	
I 495	Technical Furniture Systems, Inc.	PO 1286 Shelving Parts for FO - (FO CAP) FAC	930.07	5,020.00
<u>MACHINERY AND EQUIPMENT</u>				
I 393	CDW-G	PO 1273 Machinery and Equipment - Firewall - IT	7,134.61	
I 474	Provantage Corporation	PO 1218 Machinery and Equip. - UPS Batteries - IT	288.72	
I 475	Provantage Corporation	PO 1265 Machinery and Equip. - Consoles and Cables - IT	2,293.40	
CC 01	Admin Arsenal	PO 1169 Machinery and Equipment - Software - IT	900.00	
CC 02	Adobe Creative Cloud	PO 1150 Machinery and Equipment - Adobe Cloud - IT	260.03	
CC 03	Adobe Creative Cloud	PO 1151 Machinery and Equipment - Adobe Cloud - IT	260.03	
CC 04	Adobe Creative Cloud	PO 1186 Machinery and Equipment - Adobe Cloud - IT	260.03	
CC 05	All Cases	PO 389 Machinery and Equipment - Laptop Cases - NOLS	389.00	
CC 12	Amazon.com	PO 1242 Machinery and Equipment - Whiteboard - PA	108.00	
CC 17	Amazon.com	PO 1092 Machinery and Equip. - Windows PC Licenses - IT	1,291.77	
CC 18	Amazon.com	PO 1128 Machinery and Equip. - Camera Accessories - IT	76.48	
CC 19	Amazon.com	PO 1225 Machinery and Equip. - AED Batteries - FAC	748.00	
CC 41	Human Solution	PO 1195 Machinery and Equipment - Uplift Desk - ADM	1,039.00	
CC 52	NewEgg.com	PO 1126 Machinery and Equipment - Camera - IT	548.99	
CC 53	NewEgg.com	PO 1168 Machinery and Equipment - Solid State Drive - IT	1,055.96	
CC 71	Tech Soup	PO 1110 Machinery and Equipment - Microsoft Academy Software - NOLS	130.00	16,784.02
<u>SALES TAX</u>				
I 425	Dept. of Revenue - Use/Sales Tax	October 2016 Sales and Use Tax - Agency Disbursements	150.54	150.54
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 1962	St. James, Carolyn	Patron Refund	97.75	97.75
			349,845.24	349,845.24



Voucher Approval for December 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 #1516 through #1668 are approved in the amount of \$379,865.09 this 26th day of January 2017.

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

No.	Claimant	Purpose	Amount
1516	ADP Tax/Financial Services	Net Payroll (PPE 11-30-16) - EFT 431	124,844.60
1517	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-16) - EFT 432	41,584.86
1518	ADP, LLC	Payroll Processing (PPE 11-30-16)	636.99
1519	ADP, LLC	Payroll Services - Document Cloud	40.20
1520	Amazon.com	Collection Materials	595.13
1521	Amazon.com	Collection Materials	222.80
1522	AmSan - SupplyWorks	PO 1313 Maintenance Supplies - Cleaning Supplies - FAC	798.03
1523	Angeles Communications	Communications - VOIP	1,000.75
1524	Angeles Millwork & Lumber Company	PO 1082 Maintenance Supplies - FAC	0.75
1525	Angeles Plumbing, Inc.	PO 1364 Repair and Maintenance - PA Urinal - FAC	212.35
1526	Baker & Taylor Entertainment	Collection Materials	573.22
1527	Baker & Taylor Entertainment	Collection Materials	1,563.87
1528	Baker & Taylor Entertainment	Collection Materials	1,316.50
1529	Baker & Taylor Entertainment	Collection Materials	169.09
1530	Baker & Taylor Entertainment	Collection Materials	23.06
1531	Baker & Taylor Information	Collection Materials	5,652.15
1532	Baker & Taylor Information	Collection Materials	5,067.35
1533	Baker & Taylor Information	Collection Materials	6,414.20
1534	Baker & Taylor Information	Collection Materials	1,373.18
1535	Baker & Taylor Information	Collection Materials	613.60
1536	Beattie, Bertha L.	HW Reimbursement - PA	182.83
1537	Belfry, Paige E	HW Reimbursement - PA	814.33
1538	Belfry, Paige E	HW Reimbursement - PA	10.67
1539	Blackstone Audio, Inc.	Collection Materials	180.00
1540	Brodart Company	Collection Materials	58.49
1541	Brodart Company	Collection Materials	286.70

No.	Claimant	Purpose	Amount
1542	Brooker, Ann	Mileage Reimbursement - Business - SQ	8.10
1543	Carruthers, John D	PO 1383 Maintenance Supplies - Shed Roof - SQ (FOSL)	429.14
1544	CD Baby	Collection Materials	26.35
1545	CDW-G	PO 1273 Machinery and Equipment - Firewall - IT	1,817.32
1546	CDW-G	PO 1312 Machinery and Equipment - Transceivers - IT	205.01
1547	CENGAGE Learning	Collection Materials	24.28
1548	CENGAGE Learning	Collection Materials	1,073.38
1549	Center Point Large Print	Collection Materials	292.10
1550	CenturyLink 300511187 FO	Communications - Voice - FO	78.14
1551	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	434.74
1552	CenturyLink 300561130 CB	Communications - Voice - CB	73.02
1553	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.90
1554	CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	270.29
1555	CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23
1556	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	66.82
1557	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	217.20
1558	City of Forks	Public Utilities - FO	110.19
1559	City of Port Angeles/Orcas Avenue	Public Utilities - PA	180.38
1560	City of Port Angeles/Peabody St.	Public Utilities - PA	5,010.12
1561	City of Sequim	Public Utilities - SQ	122.59
1562	Clallam County Public Works Dept	Public Utilities - Sewer - CB	49.00
1563	Clallam County PUD	Public Utilities - CB	378.00
1564	Clallam County PUD	Public Utilities - FO	623.00
1565	Clallam County PUD	Public Utilities - SQ	649.00
1566	Co-Op Farm & Garden, The	PO 1326 Maintenance Supplies - FAC	4.68
1567	Co-Op Farm & Garden, The	PO 1366, 1367 Maintenance Supplies - FAC	25.91
1568	de Leiris, Sarah	HW Reimbursement - PA	128.48
1569	de Leiris, Sarah	HW Reimbursement - PA	20.00
1570	DeFrancisco, John L.	HW Reimbursement - ADM	80.10
1571	Dept. of L&I-Boiler Inspection	PO 1380 Repair and Maintenance Annual Boiler Certification Fee - FAC	22.40
1572	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-16) - EFT 433	27,838.24
1573	Dept. of Retirement Systems	DCP Retirement 12-2016 (PPE 11-30-16) - EFT 434	2,770.00
1574	Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax	1,203.75
1575	DM Disposal Company, Inc.	Public Utilities - PA - SQ	379.42
1576	Driggers, Patrick	HW Reimbursement - SQ	1,190.58
1577	Duval, Elisabeth	HW Reimbursement - SQ	155.00
1578	Felton, Jina	HW Reimbursement - PA Cell Phone Reimbursement - Jul-Dec 2016	455.26
1579	Findaway World, LLC	Collection Materials	1,385.11
1580	Findaway World, LLC	Collection Materials	463.33
1581	Force, Pam	Mileage Reimbursement - Business - FO	82.08
1582	Forks True Value Hardware	PO 1318 Maintenance Supplies - FAC	3.02
1583	Gaetan, Jennifer	HW Reimbursement - PA	890.58

No.	Claimant	Purpose	Amount
1584	Gayman, Danielle	HW Reimbursement - PA	160.92
1585	Gill, Jim	Collection Materials	17.75
1586	Glaude, Noah	Cell Phone Reimbursement - July-Dec 2016	120.00
1587	Glaude, Noah	Tuition Reimbursement - ADM	2,500.00
1588	Gort, Tim M	HW Reimbursement - IT	1,148.43
1589	Hartford Retirement Plan Solutions	MMDCP 12-2016 (PPE 11-30-16) - EFT 435	100.00
1590	Health Care Authority	HCA 12-2016 (PPE 11-30-16)	27,348.03
1591	Heritage Archives	Collection Materials	276.34
1592	HF Group LLC	Collection Materials	2,674.80
1593	Ingram Library Services	Collection Materials	328.24
1594	Ingram Library Services	Collection Materials	80.56
1595	Ingram Library Services	Collection Materials	279.13
1596	Ingram Library Services	Collection Materials	423.38
1597	Jackson, Jarrod	HW Reimbursement - SQ	462.43
1598	Jakubcin, Margaret	Cell Phone Reimbursement - July-Dec 2016	120.00
1599	Jakubcin, Margaret	Mileage Reimbursement - Business - NOLS	70.74
1600	Jakubcin, Margaret	HW Reimbursement - ADM	1,500.00
1601	KCDA Purchasing Cooperative	PO 1357 Maintenance Supplies - Cleaning Supplies - FAC	213.23
1602	Knight, Jennifer	HW Reimbursement - PA	43.96
1603	LaBlond, Dani	C66 Programming - Kids Create Art (FOSL)	200.00
1604	Lakeshore Learning	Collection Materials	32.51
1605	Midwest Tape	Collection Materials	1,915.19
1606	Midwest Tape	Collection Materials	895.69
1607	Midwest Tape	Collection Materials	1,807.45
1608	Midwest Tape	Collection Materials	18,791.94
1609	Midwest Tape	Collection Materials	13.00
1610	North Olympic Library System	December 2016 Revolving Fund Reimbursement 01 (* Detail Below)	60.07
1611	Olympic Delivery Service, Inc.	PO 1320 Communication - Freight - TS	2,124.00
1612	Olympic Delivery Service, Inc.	PO 1330 Communication - Freight - TS	1,239.00
1613	Olympic Laundry & Dry Cleaners, Inc.	PO 1325 Professional Services - Laundry - FAC	83.58
1614	Opto International	PO 1382 Machinery and Equipment Cart and Shelving (FOSL, SQ Donations)	5,402.55
1615	OverDrive, Inc.	Collection Materials	721.70
1616	OverDrive, Inc.	Collection Materials	622.86
1617	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	390.16
1618	Pen West Contractors	PO 1368 Repair and Maintenance - Snow Removal - FAC	1,761.50
1619	Pen West Contractors	PO 1381 Repair and Maintenance - Snow Removal - FAC	487.80
1620	Phillips, Brian	Cell Phone Reimbursement Jul-Dec 2016	120.00
1621	Phillips, Brian	HW Reimbursement - FAC	750.00
1622	Port Angeles Chamber of Commerce	2017 Membership Dues	207.00
1623	Port Book and News	PO 1331 Program Supplies - BOB (PAFOL)	203.51
1624	Port Gamble S'Klallam Foundation	Collection Materials	16.99

No.	Claimant	Purpose	Amount
I625	Provantage Corporation	PO 1278 Machinery and Equipment - Server Parts - IT PO 1275 Technology Supplies - Replacement Stock - IT	9,620.75
I626	Provantage Corporation	PO 1298 Machinery and Equipment - Firewall - IT	529.64
I627	Quill Corporation	PO 1299 Small Tools - Paper Shredder - IT	124.65
I628	Quill Corporation	PO 1300 Office Supplies - SQ	87.25
I629	Quill Corporation	PO 1322 Office Supplies - Calendars - ADM	32.94
I630	Quill Corporation	PO 1387 Office Supplies - ADM (Coffee Fund)	87.93
I631	Radigan, Katelyn	Mileage Reimbursement - Business - SQ	19.44
I632	Rainbow Printing	PO 1127 Operating Supplies - Library Cards - NOLS	2,080.00
I633	Raivo, Jessica	HW Reimbursement - SQ	600.00
I634	Rajala, Shaina E	Mileage Reimbursement - Business - ADM	7.56
I635	Random House, Inc.	Collection Materials	86.72
I636	Random House, Inc.	Collection Materials	115.45
I637	Random House, Inc.	Collection Materials	69.11
I638	Recorded Books, LLC	Collection Materials	7.53
I639	Recorded Books, LLC	Collection Materials	7.53
I640	Shield, Erin	Cell Phone Reimbursement Jul-Dec 2016	120.00
I641	Sly, Emily	HW Reimbursement - SQ	1,500.00
I642	Sly, Emily	Cell Phone Reimbursement - Jul-Dec 2016	120.00
I643	Sno-Isle Libraries	PO 1370 Library Directors Meeting	174.00
I644	Swains General Store, Inc.	PO 1356 Small Tools - FAC	17.28
I645	Swingle, Patti	HW Reimbursement - SQ	772.00
I646	Tetreau, Theresa R.	HW Reimbursement - FO	890.58
I647	Thumm, Dexter	HW Reimbursement - IT	314.33
I648	Thumm, Dexter	HW Reimbursement - IT	76.25
I649	Thurman Supply	PO 1329 Maintenance Supplies - Ice Melt - FAC	92.09
I650	Thurman Supply	PO 1355 Maintenance Supplies - Ice Melt - FAC	110.50
I651	Turner, Cynthia	HW Reimbursement - TS	76.25
I652	Unique Management Services, Inc.	Professional Services - Debt Collection	264.60
I653	United Way of Clallam County	United Way Donations (PPE 11-30-16)	129.16
I654	US Bank	Credit Card Services - Nov 2016 Charges (* Detail Below)	25,112.94
I655	US Bank	Credit Card Services - Dec 2016 Charges (* Detail Below) Year End Payment	2,246.87
I656	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02
I657	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01
I658	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (* Detail Below)	293.75
I659	Warner, Blandine	HW Reimbursement - PA	388.51
I660	Washington State Patrol	Background Checks	48.00
I661	WCIF	Vision/Life/EAP Premiums 12-2016 (PPE 11-30-16)	1,244.94
I662	WDH - Wave Business	Communication - Internet - IT	2,176.37
I663	Weiss, Alisa	HW Reimbursement - SQ	300.02
I664	Weiss, Alisa	Travel Reimbursement - SQ	27.00
I665	West Waste & Recycling	Public Utilities - FO - CB	52.30
I666	World Book, Inc.	Collection Materials	3,248.75

No.	Claimant	Purpose	Amount
1667	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-16) - January Coverage	4,424.16
1668	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2016 (PPE 11-30-16)	1,933.53
			379,865.09

*** Detail - NOLS Revolving Fund Account -- Voucher #1610**

1963	Jacobs, Mary	Patron Refund	18.99
1964	Tucker, Brandan	Patron Refund	27.98
1965	Haire, Alexis	Patron Refund	7.10
1966	Kitsap Regional Library	Patron Refund (ILL)	6.00
			60.07

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1654 and #1655**

1	Amazon.com	PO 1361 Program Supplies - Cassette Player (PAFOL)	18.99
2	Amazon.com	PO 1362 Office Supplies - Headlamps & Flashlights - PA	36.98
3	Amazon.com	PO 1276 Technology Supplies - Replacement Parts - IT	329.47
4	Amazon.com	PO 1315 Machinery and Equipment - Server NICs - IT	1,469.95
5	Amazon.com	PO 1217 Office Supplies - OR	102.81
6	Amazon.com	PO 1291 Office Supplies - OR	51.16
7	Amazon.com	PO 1292 Office Supplies - Kindle Fire and Case - OR	137.63
8	Amazon.com	PO 1229 Machinery and Equipment - UPS Batteries - IT	1,984.08
9	Amazon.com	PO 1259 Machinery and Equipment - Battery Extensions - IT	1,303.98
10	Amazon.com	PO 1302, 1304 Machinery and Equipment - Transceivers - IT	1,141.92
11	Amazon.com	PO 1346 Maintenance Supplies - Sharps Container - FAC	16.90
12	Amazon.com	PO 1335 Program Supplies - Poetry Slam Tablets (PAFOL)	318.66
13	Amazon.com	PO 1334 Program Supplies - Book Wars Tablets (PAFOL)	308.79
14	Anacortes Ferry Parking	PO 1342 Travel Training - NWC Directors Mtg - ADM	5.00
15	B & H Photo	PO 1328 Operating Supplies - Projector Screen - SQ	249.85
16	Cables and Kits	PO 1305 Machinery and Equipment - Fiber Cables - IT	196.41
17	Chinook Pharmacy	PO 1249 Office Supplies - FO	26.48
18	Costco	PO 1349 Program Supplies - Listen Up Snacks (PAFOL)	31.05
19	Costco	PO 1348 Program Supplies - Decorations (FOSL)	52.15
20	Costco	PO 1348 Office Supplies -Cleaning Supplies - SQ	32.15
21	Deer Park Cinemas	PO 1258 Program Supplies - Teen Gift Card (FOSL)	25.00
22	Dell Marketing	PO 1283 Toner and Ink - Public Printers - PA	995.49
23	Dell Marketing	PO 1347 Toner and Ink - SQ	597.98
24	EML USA	PO 1340 Office Supplies - Disk Repair Materials - TS	358.50
25	Encore Data	PO 1359 Machinery and Equip. - Laptop Lab Earbuds - NOLS	139.00
26	Encore Data	PO 1280 Merchandise for Resale - Earbuds - NOLS	347.50
27	Facebook	PO 1185 Advertising - November Programs - NOLS	50.00
28	Facebook	PO 1369 Advertising - Kellogg Collection - NOLS	50.00
29	Grand Governor Hotel	PO 1345 Travel Training - Yoga Certification - NOLS	210.08

No.	Claimant	Purpose	Amount
30	HiWay 101 Diner	PO 1257 Program Supplies - Teen Gift Card (FOSL)	25.00
31	Janway Company	PO 1327 Office Supplies - Delivery Bags - OR	554.06
32	JoAnn Fabrics	PO 1266 Program Supplies - Nature in Action (PAFOL)	18.38
33	JoAnn Fabrics	PO 1333 Program Supplies - Early Literacy (PAFOL)	64.42
34	JoAnn Fabrics	PO 1375 Program Supplies - Circuit Machine (PAFOL)	206.61
35	KCDA Purchasing Cooperative	PO 1282 Office Supplies - PA	88.18
36	KCDA Purchasing Cooperative	PO 1308 Office Supplies - Printer Paper - SQ	64.06
37	KCDA Purchasing Cooperative	PO 1216 Office Supplies - Calendars - TS	42.65
38	KCDA Purchasing Cooperative	PO 1250 Office Supplies - Tape - FO	124.50
39	LabelValue.com	PO 1296 Office Supplies - Spine Labels - SQ	42.00
40	LabelValue.com	PO 1251 Office Supplies - Spine Labels - FO	111.00
41	Namifiers	PO 1338 Office Supplies - Nametags - NOLS	32.74
42	Netbrands Media	PO 1354 Printing - BookMatch Buttons - NOLS	70.59
43	NewEgg.com	PO 1248 Machinery and Equipment - Server Rack - IT	1,207.98
44	NewEgg.com	PO 1261 Machinery and Equipment - Barcode Scanner - IT	839.92
45	NewEgg.com	PO 1297 Machinery and Equipment - Network Switch - IT	1,952.78
46	Odyssey Book Shop	PO 1306 Collection Materials - Storytime Kit - NOLS	88.81
47	Office Depot	PO 1384 Office Supplies - Extension cord - SQ	29.34
48	Office Depot	PO 1385 Program Supplies - Shipping WSL Kit (FOSL)	74.30
49	Opto International	PO 1255 Machinery and Equipment - Cart & Shelves (FOSL)	2,392.00
50	Opto International	PO 1255 Machinery and Equipment - Cart & Shelves -SQ	2,737.55
51	Pay Pal	PayPal Gateway Fees November 2016 - NOLS	59.95
52	Peppers Mexican Restaurant	PO 1345 Travel Training - Yoga Certification - NOLS	18.85
53	POSPAPER.com	PO 1295 Office Supplies - Receipt Paper - SQ	144.90
54	PsPrint	PO 1379 Printing - Disruptive Event Guide - NOLS	131.52
55	Quill Corporation	PO 1281 Office Supplies - Cork board, stapler - PA	107.16
56	Quill Corporation	PO 1287 Office Supplies - Pens - FO	15.17
57	Quill Corporation	PO 1287 Office Supplies - Corkboard - FO	85.41
58	Quill Corporation	PO 1317 Toner and Ink - FO	230.87
59	Quill Corporation	PO 1321 Office Supplies - Calendars - FO	74.53
60	Rite Aid	PO 1360 Program Supplies - USB Drive (PAFOL)	10.56
61	Rite Aid	PO 1376 Program Supplies - Technology Day (PAFOL)	11.88
62	Safeway	PO 1345 Travel Training - Yoga Certification - NOLS	11.84
63	Safeway	PO 1303 Program Supplies - Books & Libations (PAFOL)	18.94
64	Safeway	PO 1352 Program Supplies - Family Flicks (FOSL)	35.23
65	Safeway	PO 1301 Office Supplies - TS	12.11
66	Safeway	PO 1374 Program Supplies - Booktasting Snacks (PAFOL)	96.00
67	Safeway Fuel	PO 1344 Training Fuel - Yoga Certification - FAC	19.83
68	Smart Furniture	PO 1339 Buildings and Structures - Desk - ADM	359.00
69	Smart Furniture	PO 1337 Buildings and Structures - Table - ADM	389.00
70	Stamps.com	PO 1311 Technology Services - TS	15.99
71	Swains General Store, Inc.	PO 1351 Program Supplies - Family Flicks (FOSL)	15.41
72	The Library Store	PO 1288 Machinery and Equipment Book Truck (FO Capital Acct)	397.79

No.	Claimant	Purpose	Amount
73	Tracfone*Airtime	PO 1323 Communications - NOLSY Phone - NOLS	94.57
74	Trader Joe's	PO 1345 Travel Training - Yoga Certification - NOLS	28.91
75	Traditions Cafe	PO 1345 Travel Training - Yoga Certification - NOLS	32.01
76	Traditions Cafe	PO 1345 Travel Training - Yoga Certification - NOLS	16.23
77	Uplift Desk	PO 1363 Machinery and Equipment - Desk - PA	1,181.01
78	Uplift Desk	PO 1371 Machinery and Equipment - Uplift Desk - ADM	781.01
79	U-Printing	PO 1314 Printing - 1000 Books Material - NOLS	476.61
80	U-Printing	PO 1358 Printing - BookMatch Bookmarks - NOLS	123.40
81	UPS	PO 1173 Communication - Freight - TS	13.06
82	UPS	PO 1189 Communication - Freight - TS	19.36
83	UPS Store	PO 1310 Program Supplies Nature in Action Prints (PAFOL)	15.93
84	USPS	PO 1336 Postage - Certified Letter - NOLS	3.77
85	USPS	PO 1245 Postage - TS	250.00
86	USPS	PO 1293 Postage - TS	250.00
87	USPS	PO 1307 Postage - TS	200.00
88	WA ST. Ferries	PO 1341 Travel Training - NWC Directors Mtg - ADM	25.45
89	Walgreens	PO 1279 Office Supplies - PA	32.87
90	Walgreens	PO 1378 Program Supplies - Kellogg Prints (PAFOL)	44.77
91	Walmart	PO 1332 Program Supplies - Lego and Train Set (PAFOL)	22.31
92	Walmart	PO 1332 Program Supplies Lego and Train Set (NOLF Laser Grant)	12.01
93	Walmart	PO 1350 Program Supplies - Storytime (FOSL)	12.95
94	Walmart	PO 1353 Program Supplies - Family Flicks (FOSL)	14.09
95	Walmart	PO 1309 Office Supplies - Hand Vac - SQ	98.20
96	Findaway World, LLC	PO 1146 Office Supplies - TS	(5.48)
			27,359.81

No.	Claimant	Purpose	Amount
* Detail - NOLS Voyager Credit Card Purchases -- Voucher #1658			
97	Chevron	PO 1277 Business Fuel - NOLSY - FAC	32.03
98	Chevron	PO 1262 Business Fuel - Van - FAC	77.84
99	Evergreen 76	PO 1172 Business Fuel - Ford Van - FAC	66.50
100	Evergreen 77	PO 1224 Business Fuel - West End Van - FAC	55.50
101	Evergreen 78	PO 1319 Business Fuel - Ford Van - FAC	82.50
102	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(20.62)
			293.75

* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 431	ADP Tax/Financial Services	Net Payroll (PPE 11-30-16)	124,844.60
EFT 432	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-16)	41,584.86
EFT 433	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-16)	27,838.24
EFT 434	Dept. of Retirement Systems	DCP Retirement (PPE 11-30-16)	2,770.00
EFT 435	Hartford Retirement Plan Solutions	MMDCP (PPE 11-30-16)	100.00
			197,137.70



VOUCHERS BY CATEGORY FOR DECEMBER 2016

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
I 516	ADP Tax/Financial Services	Net Payroll (PPE 11-30-16) - EFT 431	124,844.60	
I 517	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-16) - EFT 432	41,584.86	
I 572	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-16) - EFT 433	27,838.24	
I 573	Dept. of Retirement Systems	DCP Retirement 12-2016 (PPE 11-30-16) - EFT 434	2,770.00	
I 589	Hartford Retirement Plan Solutions	MMDCP 12-2016 (PPE 11-30-16) - EFT 435	100.00	
I 590	Health Care Authority	HCA 12-2016 (PPE 11-30-16)	27,348.03	
I 653	United Way of Clallam County	United Way Donations (PPE 11-30-16)	129.16	
I 661	WCIF	Vision/Life/EAP Premiums 12-2016 (PPE 11-30-16)	1,244.94	
I 667	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-16) - January Coverage	4,424.16	
I 668	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2016 (PPE 11-30-16)	1,933.53	
I 536	Beattie, Bertha L.	HW Reimbursement - PA	182.83	
I 537	Belfry, Paige E	HW Reimbursement - PA	814.33	
I 538	Belfry, Paige E	HW Reimbursement - PA	10.67	
I 568	de Leiris, Sarah	HW Reimbursement - PA	128.48	
I 569	de Leiris, Sarah	HW Reimbursement - PA	20.00	
I 570	DeFrancisco, John L.	HW Reimbursement - ADM	80.10	
I 576	Driggers, Patrick	HW Reimbursement - SQ	1,190.58	
I 577	Duval, Elisabeth	HW Reimbursement - SQ	155.00	
I 578	Felton, Jina	HW Reimbursement - PA	335.26	
I 578	Felton, Jina	Cell Phone Reimbursement - Jul-Dec 2016	120.00	
I 583	Gaetan, Jennifer	HW Reimbursement - PA	890.58	
I 584	Gayman, Danielle	HW Reimbursement - PA	160.92	
I 586	Glaude, Noah	Cell Phone Reimbursement - July-Dec 2016	120.00	
I 587	Glaude, Noah	Tuition Reimbursement - ADM	2,500.00	
I 588	Gort, Tim M	HW Reimbursement - IT	1,148.43	
I 597	Jackson, Jarrod	HW Reimbursement - SQ	462.43	
I 598	Jakubcin, Margaret	Cell Phone Reimbursement - July-Dec 2016	120.00	
I 600	Jakubcin, Margaret	HW Reimbursement - ADM	1,500.00	
I 602	Knight, Jennifer	HW Reimbursement - PA	43.96	
I 620	Phillips, Brian	Cell Phone Reimbursement Jul-Dec 2016	120.00	
I 621	Phillips, Brian	HW Reimbursement - FAC	750.00	
I 633	Raivo, Jessica	HW Reimbursement - SQ	600.00	
I 640	Shield, Erin	Cell Phone Reimbursement Jul-Dec 2016	120.00	
I 641	Sly, Emily	HW Reimbursement - SQ	1,500.00	
I 642	Sly, Emily	Cell Phone Reimbursement - Jul-Dec 2016	120.00	
I 645	Swingle, Patti	HW Reimbursement - SQ	772.00	
I 646	Tetreau, Theresa R.	HW Reimbursement - FO	890.58	
I 647	Thumm, Dexter	HW Reimbursement - IT	314.33	
I 648	Thumm, Dexter	HW Reimbursement - IT	76.25	
I 651	Turner, Cynthia	HW Reimbursement - TS	76.25	
I 659	Warner, Blandine	HW Reimbursement - PA	388.51	
I 663	Weiss, Alisa	HW Reimbursement - SQ	300.02	248,229.03

Category	Claimant	Purpose	Amount	Subtotal
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
I 522	AmSan - SupplyWorks	PO 1313 Maintenance Supplies - Cleaning Supplies - FAC	798.03	
I 524	Angeles Millwork & Lumber Company	PO 1082 Maintenance Supplies - FAC	0.75	
I 543	Carruthers, John D	PO 1383 Maintenance Supplies - Shed Roof - SQ (FOSL)	429.14	
I 566	Co-Op Farm & Garden, The	PO 1326 Maintenance Supplies - FAC	4.68	
I 567	Co-Op Farm & Garden, The	PO 1366, 1367 Maintenance Supplies - FAC	25.91	
I 574	Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax - Supplies	59.78	
I 582	Forks True Value Hardware	PO 1318 Maintenance Supplies - FAC	3.02	
I 601	KCDA Purchasing Cooperative	PO 1357 Maintenance Supplies - Cleaning Supplies - FAC	213.23	
I 625	Provantage Corporation	PO 1275 Technology Supplies - Replacement Stock - IT	1,637.27	
I 628	Quill Corporation	PO 1300 Office Supplies - SQ	87.25	
I 629	Quill Corporation	PO 1322 Office Supplies - Calendars - ADM	32.94	
I 630	Quill Corporation	PO 1387 Office Supplies - ADM (Coffee Fund)	87.93	
I 632	Rainbow Printing	PO 1127 Operating Supplies - Library Cards - NOLS	2,080.00	
I 649	Thurman Supply	PO 1329 Maintenance Supplies - Ice Melt - FAC	92.09	
I 650	Thurman Supply	PO 1355 Maintenance Supplies - Ice Melt - FAC	110.50	
CC 02	Amazon.com	PO 1362 Office Supplies - Headlamps & Flashlights - PA	36.98	
CC 03	Amazon.com	PO 1276 Technology Supplies - Replacement Parts - IT	329.47	
CC 05	Amazon.com	PO 1217 Office Supplies - OR	102.81	
CC 06	Amazon.com	PO 1291 Office Supplies - OR	51.16	
CC 07	Amazon.com	PO 1292 Office Supplies - Kindle Fire and Case - OR	137.63	
CC 11	Amazon.com	PO 1346 Maintenance Supplies - Sharps Container - FAC	16.90	
CC 15	B & H Photo	PO 1328 Operating Supplies - Projector Screen - SQ	249.85	
CC 17	Chinook Pharmacy	PO 1249 Office Supplies - FO	26.48	
CC 20	Costco	PO 1348 Office Supplies -Cleaning Supplies - SQ	32.15	
CC 22	Dell Marketing	PO 1283 Toner and Ink - Public Printers - PA	995.49	
CC 23	Dell Marketing	PO 1347 Toner and Ink - SQ	597.98	
CC 24	EML USA	PO 1340 Office Supplies - Disk Repair Materials - TS	358.50	
CC 31	Janway Company	PO 1327 Office Supplies - Delivery Bags - OR	554.06	
CC 35	KCDA Purchasing Cooperative	PO 1282 Office Supplies - PA	88.18	
CC 36	KCDA Purchasing Cooperative	PO 1308 Office Supplies - Printer Paper - SQ	64.06	
CC 37	KCDA Purchasing Cooperative	PO 1216 Office Supplies - Calendars - TS	42.65	
CC 38	KCDA Purchasing Cooperative	PO 1250 Office Supplies - Tape - FO	124.50	
CC 39	LabelValue.com	PO 1296 Office Supplies - Spine Labels - SQ	42.00	
CC 40	LabelValue.com	PO 1251 Office Supplies - Spine Labels - FO	111.00	
CC 41	Namifiers	PO 1338 Office Supplies - Nametags - NOLS	32.74	
CC 47	Office Depot	PO 1384 Office Supplies - Extension cord - SQ	29.34	
CC 53	POSPAPER.com	PO 1295 Office Supplies - Receipt Paper - SQ	144.90	
CC 55	Quill Corporation	PO 1281 Office Supplies - Cork board, stapler - PA	107.16	
CC 56	Quill Corporation	PO 1287 Office Supplies - Pens - FO	15.17	
CC 57	Quill Corporation	PO 1287 Office Supplies - Corkboard - FO	85.41	
CC 58	Quill Corporation	PO 1317 Toner and Ink - FO	230.87	
CC 59	Quill Corporation	PO 1321 Office Supplies - Calendars - FO	74.53	
CC 65	Safeway	PO 1301 Office Supplies - TS	12.11	
CC 89	Walgreens	PO 1279 Office Supplies - PA	32.87	
CC 95	Walmart	PO 1309 Office Supplies - Hand Vac - SQ	98.20	
CC 96	Findaway World, LLC	PO 1146 Office Supplies - TS	(5.48)	10,482.19

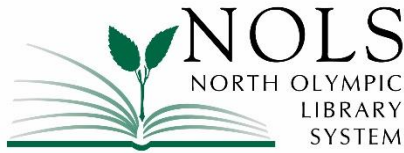
Category	Claimant	Purpose	Amount	Subtotal
<u>PROGRAM SUPPLIES</u>				
	I 574 Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax - Program Supplies	101.04	
	I 623 Port Book and News	PO 1331 Program Supplies - BOB (PAFOL)	203.51	
	CC 01 Amazon.com	PO 1361 Program Supplies - Cassette Player (PAFOL)	18.99	
	CC 12 Amazon.com	PO 1335 Program Supplies - Poetry Slam Tablets (PAFOL)	318.66	
	CC 13 Amazon.com	PO 1334 Program Supplies - Book Wars Tablets (PAFOL)	308.79	
	CC 18 Costco	PO 1349 Program Supplies - Listen Up Snacks (PAFOL)	31.05	
	CC 19 Costco	PO 1348 Program Supplies - Decorations (FOSL)	52.15	
	CC 21 Deer Park Cinemas	PO 1258 Program Supplies - Teen Gift Card (FOSL)	25.00	
	CC 30 HiWay 101 Diner	PO 1257 Program Supplies - Teen Gift Card (FOSL)	25.00	
	CC 32 JoAnn Fabrics	PO 1266 Program Supplies - Nature in Action (PAFOL)	18.38	
	CC 33 JoAnn Fabrics	PO 1333 Program Supplies - Early Literacy (PAFOL)	64.42	
	CC 34 JoAnn Fabrics	PO 1375 Program Supplies - Circuit Machine (PAFOL)	206.61	
	CC 48 Office Depot	PO 1385 Program Supplies - Shipping WSL Kit (FOSL)	74.30	
	CC 60 Rite Aid	PO 1360 Program Supplies - USB Drive (PAFOL)	10.56	
	CC 61 Rite Aid	PO 1376 Program Supplies - Technology Day (PAFOL)	11.88	
	CC 63 Safeway	PO 1303 Program Supplies - Books & Libations (PAFOL)	18.94	
	CC 64 Safeway	PO 1352 Program Supplies - Family Flicks (FOSL)	35.23	
	CC 66 Safeway	PO 1374 Program Supplies - Booktasting Snacks (PAFOL)	96.00	
	CC 71 Swains General Store, Inc.	PO 1351 Program Supplies - Family Flicks (FOSL)	15.41	
	CC 83 UPS Store	PO 1310 Program Supplies Nature in Action Prints (PAFOL)	15.93	
	CC 90 Walgreens	PO 1378 Program Supplies - Kellogg Prints (PAFOL)	44.77	
	CC 91 Walmart	PO 1332 Program Supplies - Lego and Train Set (PAFOL)	22.31	
	CC 92 Walmart	PO 1332 Program Supplies Lego and Train Set (NOLF Laser Grant)	12.01	
	CC 93 Walmart	PO 1350 Program Supplies - Storytime (FOSL)	12.95	
	CC 94 Walmart	PO 1353 Program Supplies - Family Flicks (FOSL)	14.09	1,757.98
<u>FUEL</u>				
	CC 67 Safeway Fuel	PO 1344 Training Fuel - Yoga Certification - FAC	19.83	
	CC 97 Chevron	PO 1277 Business Fuel - NOLSY - FAC	32.03	
	CC 98 Chevron	PO 1262 Business Fuel - Van - FAC	77.84	
	CC 99 Evergreen 76	PO 1172 Business Fuel - Ford Van - FAC	66.50	
	CC 100 Evergreen 77	PO 1224 Business Fuel - West End Van - FAC	55.50	
	CC 101 Evergreen 78	PO 1319 Business Fuel - Ford Van - FAC	82.50	
	CC 102 Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(20.62)	313.58
<u>MERCHANDISE FOR RESALE</u>				
	CC 26 Encore Data	PO 1280 Merchandise for Resale - Earbuds - NOLS	347.50	347.50
<u>COLLECTION MATERIALS</u>				
	I 520 Amazon.com	Collection Materials	595.13	
	I 521 Amazon.com	Collection Materials	222.80	
	I 526 Baker & Taylor Entertainment	Collection Materials	573.22	
	I 527 Baker & Taylor Entertainment	Collection Materials	1,563.87	
	I 528 Baker & Taylor Entertainment	Collection Materials	1,316.50	
	I 529 Baker & Taylor Entertainment	Collection Materials	169.09	
	I 530 Baker & Taylor Entertainment	Collection Materials	23.06	
	I 531 Baker & Taylor Information	Collection Materials	5,652.15	

Category	Claimant	Purpose	Amount	Subtotal
	1532 Baker & Taylor Information	Collection Materials	5,067.35	
	1533 Baker & Taylor Information	Collection Materials	6,414.20	
	1534 Baker & Taylor Information	Collection Materials	1,373.18	
	1535 Baker & Taylor Information	Collection Materials	613.60	
	1539 Blackstone Audio, Inc.	Collection Materials	180.00	
	1540 Brodart Company	Collection Materials	58.49	
	1541 Brodart Company	Collection Materials	286.70	
	1544 CD Baby	Collection Materials	26.35	
	1547 CENGAGE Learning	Collection Materials	24.28	
	1548 CENGAGE Learning	Collection Materials	1,073.38	
	1549 Center Point Large Print	Collection Materials	292.10	
	1574 Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax - Collection Materials	63.65	
	1579 Findaway World, LLC	Collection Materials	1,385.11	
	1580 Findaway World, LLC	Collection Materials	463.33	
	1585 Gill, Jim	Collection Materials	17.75	
	1591 Heritage Archives	Collection Materials	276.34	
	1592 HF Group LLC	Collection Materials	2,674.80	
	1593 Ingram Library Services	Collection Materials	328.24	
	1594 Ingram Library Services	Collection Materials	80.56	
	1595 Ingram Library Services	Collection Materials	279.13	
	1596 Ingram Library Services	Collection Materials	423.38	
	1604 Lakeshore Learning	Collection Materials	32.51	
	1605 Midwest Tape	Collection Materials	1,915.19	
	1606 Midwest Tape	Collection Materials	895.69	
	1607 Midwest Tape	Collection Materials	1,807.45	
	1608 Midwest Tape	Collection Materials	18,791.94	
	1609 Midwest Tape	Collection Materials	13.00	
	1615 OverDrive, Inc.	Collection Materials	721.70	
	1616 OverDrive, Inc.	Collection Materials	622.86	
	1624 Port Gamble S'Klallam Foundation	Collection Materials	16.99	
	1635 Random House, Inc.	Collection Materials	86.72	
	1636 Random House, Inc.	Collection Materials	115.45	
	1637 Random House, Inc.	Collection Materials	69.11	
	1638 Recorded Books, LLC	Collection Materials	7.53	
	1639 Recorded Books, LLC	Collection Materials	7.53	
	1666 World Book, Inc.	Collection Materials	3,248.75	
CC 46	Odyssey Book Shop	PO 1306 Collection Materials - Storytime Kit - NOLS	88.81	59,958.97
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
	1627 Quill Corporation	PO 1299 Small Tools - Paper Shredder - IT	124.65	
	1644 Swains General Store, Inc.	PO 1356 Small Tools - FAC	17.28	141.93
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	1518 ADP, LLC	Payroll Processing (PPE 11-30-16)	636.99	
	1519 ADP, LLC	Payroll Services - Document Cloud	40.20	
	1574 Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax - Technology Services	104.16	
	1603 LaBlond, Dani	C66 Programming - Kids Create Art (FOSL)	200.00	
	1613 Olympic Laundry & Dry Cleaners, Inc.	PO 1325 Professional Services - Laundry - FAC	83.58	
	1643 Sno-Isle Libraries	PO 1370 Library Directors Meeting - Conference Fees	152.00	

Category	Claimant	Purpose	Amount	Subtotal
	I 652 Unique Management Services, Inc.	Professional Services - Debt Collection	264.60	
	I 660 Washington State Patrol	Background Checks	48.00	
	CC 27 Facebook	PO I 185 Advertising - November Programs - NOLS	50.00	
	CC 28 Facebook	PO I 369 Advertising - Kellogg Collection - NOLS	50.00	
	CC 51 Pay Pal	PayPal Gateway Fees November 2016 - NOLS	59.95	
	CC 70 Stamps.com	PO I 311 Technology Services - TS	15.99	1,705.47
<u>COMMUNICATIONS</u>				
	I 523 Angeles Communications	Communications - VOIP	1,000.75	
	I 550 CenturyLink 300511187 FO	Communications - Voice - FO	78.14	
	I 551 CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	434.74	
	I 552 CenturyLink 300561130 CB	Communications - Voice - CB	73.02	
	I 553 CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.90	
	I 554 CenturyLink 360-D08-2036-036 CB Fiber	Communications - Fiber - CB	270.29	
	I 555 CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23	
	I 556 CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	66.82	
	I 557 CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	217.20	
	I 611 Olympic Delivery Service, Inc.	PO I 320 Communication - Freight - TS	2,124.00	
	I 612 Olympic Delivery Service, Inc.	PO I 330 Communication - Freight - TS	1,239.00	
	I 656 Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02	
	I 657 Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01	
	I 662 WDH - Wave Business	Communication - Internet - IT	2,176.37	
	CC 73 Tracfone*Airtime	PO I 323 Communications - NOLSY Phone - NOLS	94.57	
	CC 81 UPS	PO I 173 Communication - Freight - TS	13.06	
	CC 82 UPS	PO I 189 Communication - Freight - TS	19.36	
	CC 84 USPS	PO I 336 Postage - Certified Letter - NOLS	3.77	
	CC 85 USPS	PO I 245 Postage - TS	250.00	
	CC 86 USPS	PO I 293 Postage - TS	250.00	
	CC 87 USPS	PO I 307 Postage - TS	200.00	9,559.25
<u>TRAVEL</u>				
	I 542 Brooker, Ann	Mileage Reimbursement - Business - SQ	8.10	
	I 581 Force, Pam	Mileage Reimbursement - Business - FO	82.08	
	I 599 Jakubcin, Margaret	Mileage Reimbursement - Business - NOLS	70.74	
	I 631 Radigan, Katelyn	Mileage Reimbursement - Business - SQ	19.44	
	I 634 Rajala, Shaina E	Mileage Reimbursement - Business - ADM	7.56	
	I 643 Sno-Isle Libraries	PO I 370 Library Directors Meeting - Travel - Training	22.00	
	I 664 Weiss, Alisa	Travel Reimbursement - SQ	27.00	
	CC 14 Anacortes Ferry Parking	PO I 342 Travel Training - NWC Directors Mtg - ADM	5.00	
	CC 29 Grand Governor Hotel	PO I 345 Travel Training - Yoga Certification - NOLS	210.08	
	CC 52 Peppers Mexican Restaurant	PO I 345 Travel Training - Yoga Certification - NOLS	18.85	
	CC 62 Safeway	PO I 345 Travel Training - Yoga Certification - NOLS	11.84	
	CC 74 Trader Joe's	PO I 345 Travel Training - Yoga Certification - NOLS	28.91	
	CC 75 Traditions Cafe	PO I 345 Travel Training - Yoga Certification - NOLS	32.01	
	CC 76 Traditions Cafe	PO I 345 Travel Training - Yoga Certification - NOLS	16.23	
	CC 88 WA ST. Ferries	PO I 341 Travel Training - NWC Directors Mtg - ADM	25.45	585.29
<u>UTILITIES</u>				
	I 558 City of Forks	Public Utilities - FO	110.19	
	I 559 City of Port Angeles/Orcas Avenue	Public Utilities - PA	180.38	

Category	Claimant	Purpose	Amount	Subtotal
I560	City of Port Angeles/Peabody St.	Public Utilities - PA	5,010.12	
I561	City of Sequim	Public Utilities - SQ	122.59	
I562	Clallam County Public Works Dept. (Sewer)	Public Utilities - Sewer - CB	49.00	
I563	Clallam County PUD	Public Utilities - CB	378.00	
I564	Clallam County PUD	Public Utilities - FO	623.00	
I565	Clallam County PUD	Public Utilities - SQ	649.00	
I575	DM Disposal Company, Inc.	Public Utilities - PA - SQ	379.42	
I665	West Waste & Recycling	Public Utilities - FO - CB	52.30	7,554.00
<u>REPAIR AND MAINTENANCE</u>				
I525	Angeles Plumbing, Inc.	PO I364 Repair and Maintenance - PA Urinal - FAC	212.35	
I571	Dept. of L&I-Boiler Inspection	PO I380 Repair and Maintenance Annual Boiler Certification Fee - FAC	22.40	
I574	Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax Technology Maintenance	56.04	
I617	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	390.16	
I618	Pen West Contractors	PO I368 Repair and Maintenance - Snow Removal - FAC	1,761.50	
I619	Pen West Contractors	PO I381 Repair and Maintenance - Snow Removal - FAC	487.80	2,930.25
<u>MISCELLANEOUS SERVICES</u>				
I574	Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax - Printing and Binding	24.41	
I622	Port Angeles Chamber of Commerce	2017 Membership Dues	207.00	
CC 42	Netbrands Media	PO I354 Printing - BookMatch Buttons - NOLS	70.59	
CC 54	PsPrint	PO I379 Printing - Disruptive Event Guide - NOLS	131.52	
CC 79	U-Printing	PO I314 Printing - 1000 Books Material - NOLS	476.61	
CC 80	U-Printing	PO I358 Printing - BookMatch Bookmarks - NOLS	123.40	1,033.53
<u>BUILDINGS AND STRUCTURES</u>				
CC 68	Smart Furniture	PO I339 Buildings and Structures - Desk - ADM	359.00	
CC 69	Smart Furniture	PO I337 Buildings and Structures - Table - ADM	389.00	748.00
<u>MACHINERY AND EQUIPMENT</u>				
I545	CDW-G	PO I273 Machinery and Equipment - Firewall - IT	1,817.32	
I546	CDW-G	PO I312 Machinery and Equipment - Transceivers - IT	205.01	
I574	Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax Machinery and Equipment	631.77	
I614	Opto International	PO I382 Machinery and Equipment Cart and Shelving (FOSL, SQ Donations)	5,402.55	
I625	Provantage Corporation	PO I278 Machinery and Equipment - Server Parts - IT	7,983.48	
I626	Provantage Corporation	PO I298 Machinery and Equipment - Firewall - IT	529.64	
CC 04	Amazon.com	PO I315 Machinery and Equipment - Server NICs - IT	1,469.95	
CC 08	Amazon.com	PO I229 Machinery and Equipment - UPS Batteries - IT	1,984.08	
CC 09	Amazon.com	PO I259 Machinery and Equip. - Battery Extensions - IT	1,303.98	
CC 10	Amazon.com	PO I302, I304 Machinery and Equip. - Transceivers - IT	1,141.92	
CC 16	Cables and Kits	PO I305 Machinery and Equipment - Fiber Cables - IT	196.41	
CC 25	Encore Data	PO I359 Machinery & Equip. - Laptop Lab Earbuds - NOLS	139.00	
CC 43	NewEgg.com	PO I248 Machinery and Equipment - Server Rack - IT	1,207.98	
CC 44	NewEgg.com	PO I261 Machinery and Equipment - Barcode Scanner - IT	839.92	
CC 45	NewEgg.com	PO I297 Machinery and Equipment - Network Switch - IT	1,952.78	
CC 49	Opto International	PO I255 Machinery and Equip. - Cart & Shelves (FOSL)	2,392.00	
CC 50	Opto International	PO I255 Machinery and Equipment - Cart & Shelves -SQ	2,737.55	

Category	Claimant	Purpose	Amount	Subtotal
CC 72	The Library Store	PO 1288 Machinery and Equipment Book Truck (FO Capital Acct)	397.79	
CC 77	Uplift Desk	PO 1363 Machinery and Equipment - Desk - PA	1,181.01	
CC 78	Uplift Desk	PO 1371 Machinery and Equipment - Uplift Desk - ADM	781.01	34,295.15
<u>SALES TAX</u>				
I 574	Dept. of Revenue - Use/Sales Tax	November 2016 Sales and Use Tax - Sales and Use Tax	162.90	162.90
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 1963	Jacobs, Mary	Patron Refund	18.99	
CK 1964	Tucker, Brandan	Patron Refund	27.98	
CK 1965	Haire, Alexis	Patron Refund	7.10	
CK 1966	Kitsap Regional Library	Patron Refund (ILL)	6.00	60.07
			379,865.09	379,865.09



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 18, 2017
Subject: Approving the Capital Budget for FY 2017

Recommendation. That the Library Board approve capital improvement expenditures in the amount of \$316,050 for FY 2017. The Finance Committee has reviewed and approved the proposed 2017 Capital Budget.

Policy implications. NOLS' Policy 5.15: Fiscal Management establishes the policy of adopting a Capital Budget in January of each fiscal year to provide for the routine annual capital improvement and maintenance of the Library's infrastructure.

Revenues for the Capital Budget customarily derive from timber revenues. Timber revenues can be extremely volatile and the amount received can fluctuate dramatically from year to year. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted to reflect the known revenues from previous years. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the operating budget on the unpredictable timber revenue stream. As a matter of general practice, expenditures in the Capital Budget do not exceed the known timber revenues from the preceding year.

The NOLS Capital Reserve Account (NCR) serves as the repository for all timber revenues. Timber receipts which are budgeted for Capital Budget purposes are transferred to the Capital Budget account for expenditure.

With the December 31, 2015 retirement of the bonds that funded the 1998 construction of the Port Angeles Main Library, the Port Angeles Capital Reserve ("sinking") funds became available for use. The 2017 Capital Budget includes items proposed to be funded through use of PA Capital Reserve funds. The PA projects include: re-carpeting, parking lot repair, and HVAC system repair. These are all significant, large scale, PA infrastructure concerns. Use of PA Capital Reserve funds for these projects is consistent with the purpose of this reserve fund. Routine PA maintenance projects are funded through Capital Budget, just as they are for other branches and facilities.

Fiscal implications. The following tables summarize account and budget information pertinent to the 2017 Capital Budget.

Timber Revenues Summary

Timber revenues 2016	\$523,156
Proposed 2017 Capital Budget expenditures	\$316,050
Difference (2016 Timber Revenues – 2017 Capital Budget Expenses)	\$207,106

NOLS Capital Reserve Summary

NOLS Capital Reserve balance as of 12/31/16	\$2,313,464
Proposed transfer of NCR funds to 2017 Capital Budget Account	\$266,050
NOLS Capital Reserve balance after transfer of funds to CBA (does not include any projected timber receipts for 2018)	\$2,047,414

PA Capital Reserve Summary

PA Capital Reserve balance as of 12/31/16	*\$1,153,036
Proposed expenditure of PACR funds to support 2017 PA Capital Budget projects	\$50,000
PA Capital Reserve balance after expenditure of designated \$50,000	\$1,103,036

**includes funds held in Undesignated Cash and Certificates of Deposit. Does not include interest projections.*

It should be noted that it is unlikely that the full amount budgeted for capital projects in 2017 will be expended. This is a common occurrence that happens for several reasons:

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

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

Year	Capital Projects Budgeted	Capital Projects Expended	Unspent Difference
2016	\$334,400	\$265,452	\$68,945
2015	\$389,197	\$223,500	\$165,697
2014	\$317,412	\$297,026	\$20,386

**does not include capital projects funded through grant/donation.*

Discussion.

Buildings and structures: The budgeted total in this category is \$83,850. \$50,000 of this total is projected for funding through the PA Capital Reserve.

For the most part, 2017 expenditures in *Buildings and Structures* reflect numerous smaller repairs and enhancements to improve safety, security, comfort, and operational efficiency.

As usual, very careful thought has gone into choosing the Sequim Branch capital projects included in this budget, balancing the need to maintain the existing infrastructure in a safe, functional, and attractive manner against the possibility of significant overhaul and expansion of the branch infrastructure in coming years. Total costs of Buildings and Structures outlays for the Sequim facility are \$5000.

Projects of note include:

- Re-pavement of the Clallam Bay parking lot (\$10,000). A significant drain issue was repaired on an emergency basis in 2016; this project will complete those repairs.
- Repairs to the PA parking lot, and replacement of another large area of carpet, to address infrastructure maintenance and reduce trip hazard issues (Total \$30,000). These projects are proposed to be funded through the PA Capital Reserve.
- Replacement of the HVAC controller system at PA (\$20,000). Failure of the controller device for the system has been anticipated as a likely emergency expenditure for several years. Recent changes to parts and servicing options for the controller system make it advisable to address the issue proactively at this time. This project is also proposed to be funded through the PA Capital Reserve.

Other improvements: The budgeted total in this category is \$9,100.

Projects include:

- Purchase of a utility shed to house facilities and landscaping equipment at the Forks Branch.
- Installation of barriers to prevent vehicle damage to the Clallam Bay and Forks buildings.

Machinery and equipment: The budgeted total in this category is \$223,100.

- As is usual, many machinery and equipment expenditures are directed toward maintaining, upgrading, improving and licensing NOLS' information technology network, hardware, software, systems, and peripheral devices. Projects of note in this area include: periodic upgrade of public computers and integrated privacy-screened monitors at all branches; upgrade of network equipment; purchase and upgrade of equipment related to offsite backup server solutions.
- This category also provides funding for purchase/replacement of a number of other library furnishing and equipment items for all branches and departments.
- As noted above, very careful thought has gone into choosing the Sequim Branch capital projects included in this category as well. Enhancements to Sequim furnishings have been

selected to address space issues, improve operational work flow, and enhance customer service and comfort in this cramped and busy branch. For the most part these expenditures are for items which have portability potential. Total costs of Buildings and Structures outlays for the Sequim facility (excluding IT related costs) are \$13,250.

- \$40,000 has been budgeted toward library vehicle acquisition in 2017. Given the geographic expanse of the NOLS' service area, the remoteness of the Olympic Peninsula from other regional training/meeting venues, and NOLS' strategic focus on providing when-and-where-needed library outreach service, development of a cost efficient library "fleet" is high priority. The 2016 Capital Budget included \$30,000 for purchase of a vehicle for use on the West End. The 2016 funds were not expended. Instead, NOLS sought, and was awarded, a Benjamin Phillips grant in the sum of \$18,000 for the purchase of a West End vehicle. This vehicle will be purchased early in 2017, requiring matching funds from NOLS of approximately \$10,000. The \$30,000 budgeted in this fund line for 2017 is a placeholder toward purchase of an East End vehicle. A grant opportunity for acquisition of the East End vehicle is currently being explored.
- The "Instant Library" project (\$3000) is intended to facilitate delivery of when-and-where-needed library services. The pilot rollout of this mobile modular system, designed to be easily transported and utilized at various outreach venues, is earmarked for use with the West End vehicle.
- Lastly in this category, are two contingency fund lines budgeting a total of \$20,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

Construction of capital assets: There are no anticipated expenditures in this area for 2017.

Alternatives considered. The Board may request more information before acting, or request that staff make changes to the proposed Capital Budget. In light of the higher than usual timber receipts in 2016, the Board may wish to consider or to recommend funding the proposed 2017 PA Capital Projects with Capital Budget funds, and continuing to reserve PA Capital Reserve funds against significant future capital needs, such as replacement of the roof or complete replacement of the HVAC system. The Finance Committee has recommended use of the PA Capital Reserve funds for the PA projects.

Attachment(s): 2017 Capital Budget

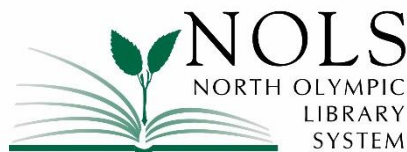
2017 Capital Budget

			Branches				Departments						NOLS		Checksum
		2016 Budget	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2017 Budget	
	Revenue														
	From Capital Budget Account	334,554											266,050	266,050	
	From Port Angeles Capital Reserve	-			50,000									50,000	
	Total Revenues	334,554	-	-	50,000	-	-	-	-	-	-	-	266,050	316,050	316,050
594.72.60	Capital Outlays														
	62.0110 · Buildings and structures														
	CB repave parking lot		10,000											10,000	
	CB new drinking fountain		1,000											1,000	
	CB cupboards for office		2,500											2,500	
	FO upgrade restroom fans			600										600	
	FO exterior hose bib on east side of building			250										250	
	FO fireplace			800										800	
	PA intercom				3,000									3,000	
	PA wainscoting for circ workroom and delivery hall				2,000									2,000	
	PA new restroom emergency lights				2,000									2,000	
	PA admin office blinds				2,000									2,000	
	SQ replace FOSL ramp					500								500	
	SQ replace water heater					1,200								1,200	
	SQ staff workspace reconfiguration/consultation					2,500								2,500	
	Shades for workroom and meeting room windows					800								800	
	exterior lighting improvements			200	1,000									1,200	
	trip hazard sidewalk grinding							500						500	
	Door opener/closer replacement	2,500						3,000						3,000	
	PA parking lot repairs				3,000									3,000	
	PA HVAC control system				20,000									20,000	
	PA west public area re-carpeting				27,000									27,000	
	Subtotal - Buildings and structures	115,500	13,500	1,850	60,000	5,000	-	3,500	-	-	-	-	-	83,850	83,850
	63.0100 · Other improvements														
	Utility shed			1,100										1,100	
	parking lot bollards to protect side of building		3,500	4,500										8,000	
	Subtotal - Other improvements	4,500	3,500	5,600	-	-	-	-	-	-	-	-	-	9,100	9,100
	64.0010 · Machinery & equipment														
	Systems software	7,500							7,500					7,500	
	Servers	21,000	2,000	1,000		1,000			21,000					25,000	
	Internetwork equipment	20,100	1,500						15,000					16,500	
	Mobile Device Management Software	3,000											3,000	3,000	
	Staff Tablets w/ Polaris	6,300							1,500				4,500	6,000	
	Universal Power Supply Units	3,000	300	300		300			4,500					5,400	
	Computer workstations	19,600	850	2,700	6,000	4,500			3,500	400	800			18,750	
	Networking Rack			400		400								800	
	Monitors	26,350	550	1,900	2,500	1,500	600	400	2,000					9,450	
	LCD Projector				4,500	1,200	1,200							6,900	
	Printers -	3,200	300	300	300	300	400				400		2,500	4,500	
	Receipt printers	2,150				1,050			700					1,750	
	Dymo Label Printer	920							250		250			500	
	Computer Mounts	600		200	200				200					600	
	Monitor Arms	1,000				200	400	200	200					1,000	

2017 Capital Budget

			Branches				Departments						NOLS		Checksum
		2016 Budget	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2017 Budget	
	Barcode scanners	2,200	700	700	1,750	1,050			1,050		350			5,600	
	Document Scanner	1,850							450					450	
	Laptop	1,500								1,500				1,500	
	Jabra Speaker/MIC	300							300					300	
	Misc Tech Items (keyboards, webcams, etc)	6,900	350	550	750	850	300		1,200		450			4,450	
	Cameras, Video Cameras, and Microphone		150	150	150	150	1,400		150				1,300	3,450	
	VariDesk	2,500							500					500	
	Dolly for chairs		400											400	
	Meeting room chairs		5,000											5,000	
	File cabinets			800										800	
	computer table for public PCs			1,000										1,000	
	Copy Center Reorganization				600									600	
	Ergonomic chairs for staff	3,725				500								500	
	Magazine shelves					500								500	
	Dog waste station					250								250	
	Outdoor trash and recycle bin					1,200								1,200	
	Outdoor cigarette butt receptacle					100								100	
	worktable (public copier area)					500								500	
	sound system for living room w/ wireless mics					1,500								1,500	
	Chairs with built-in table desks					2,750								2,750	
	Booktrucks					950								950	
	replace flags and stanchions		200		200	200								600	
	Display Shelving	2,000		2,000	4,000									6,000	
	Stools and benches			1,000	1,500									2,500	
	Divider Shelving for Children's Area				5,500	3,000								8,500	
	Vehicle (1 new and balance of WE grant \$)	30,000		10,000									30,000	40,000	
	Instant Library Module Components												3,000	3,000	
	Replacement vacuum	800						800						800	
	Air compressor and hose							600						600	
	Small drill press							500						500	
	Bench grinder							250						250	
	Parking lot striping stencils							400						400	
	Undesignated Contingency Repair/Replacement	10,000											10,000	10,000	
	Undesignated Contingency Tech Repair/Replacement	10,000											10,000	10,000	
	Subtotal - Machinery & equipment	214,400	12,300	23,000	27,950	23,950	4,300	3,150	60,000	1,900	2,250	-	64,300	223,100	223,100
	65.0100 -Construction of capital assets														
		-												-	
	Subtotal - Construction of capital assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Capital Outlays	334,400	29,300	30,450	87,950	28,950	4,300	6,650	60,000	1,900	2,250	-	64,300	316,050	316,050

	Revenues	316,050
2016 Expenditure subtotals/totals reflect 2016 expenditures as budgeted, not subtotals/totals of the figures in the 2016 column (2016 expenditures eliminated in the 2017 budget have been removed)	Expenditures	316,050
	Difference	-



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: January 20, 2017
Subject: Approval of Resolution 17-01-01: Authorizing transfer of funds

Recommendation. That the Library Board of Trustees approve Resolution 17-01-01, authorizing transfer of funds as follows:

Amount of Transfer	Transfer From	Transfer To
\$207,428	Operating Reserve	Undesignated Cash Operating
\$266,050	NOLS Capital Reserve	Capital Budget
\$323,102	Undesignated Cash Operating	Operating Reserve

Policy considerations. Proposed transfers are in keeping with provisions of Policy 5.15: Fiscal Management.

Transfer of funds between accounts as part of financial reconciliation is a routine accounting task. For purposes of clarity, transparency, and established best practice, the NOLS Board formalizes approval of funds transfers by written resolution.

Fiscal considerations. In any given year account adjustments may be required to address fiscal management needs in any or all of the following areas:

1. Transfers-in from reserves as approved in the Operating Budget.
2. Transfers-in from reserves to fund approved Capital Budget expenditures.
3. Transfers-in to Undesignated Cash Operating funds to fund the 4-month “float,” which ensures operating funds are available during the early months of the year when tax revenues are not yet available.
4. Transfers-out of unspent revenues from Undesignated Cash Operating funds to any designated reserves account.
5. Transfers in or out of any account to meet a variety of fiscal management/reserve strategies. End-of-year financial reports provide precise information about the status of final revenues,

expenditures, and account balances for the year. This information may suggest or require transfer of funds from, to, or between NOLS accounts.

Discussion. Transfer of funds as a part of end-of-year financial reconciliation and start-of-year fiscal management is a routine accounting task.

The 2017 transfers are explained in detail below.

Transfer from Operating Reserve to Undesignated Cash Operating (UCO) funds: The 2017 Operating budget called for a transfer-in of \$207,428 to balance. In past years when a transfer-in to UCO was budgeted, this adjustment has been made as part of the end-of-year reconciliation. This approach made sense because cost savings efforts effected during the year frequently impact the amount of transfer-in ultimately required. In 2017, staff propose to make this transfer at the start-of-year as a matter of fiscal prudence. The reasoning for this procedural change is as follows:

- NOLS is now entering a phase in fiscal management planning where the operating transfer-in requirements are larger than in the past, leaving a gap between tax revenue and budgeted expenditures that is less likely to be significantly closed through cost saving measures;
- Pro-active transfer of designated operating funds helps ensure that funds will be available when needed without the need for periodic transfers;
- Pro-active transfer of reserve funds that have already been “encumbered” (through Board decision to dedicate them for use in the operating budget) will support more realistic understanding of Operating Reserve fund balances during discussions about fiscal planning and management.
- Actual 2017 operating expenditures will be calculated as part of the 2017 end-of-year fiscal reconciliation. If the actual-transfer in of funds required to meet the obligations in the 2017 Operating budget is less than the amount proactively transferred-in at the start of the fiscal year the Board will have the opportunity to make decisions about readjusting account balances at that time.

Transfer from NOLS Capital Reserve to Capital Budget Account and

Expenditure from PA Capital Reserve: \$266,050 will be transferred from NOLS Capital Reserve to the Capital Budget Account. This will fund the Capital Budget expenses for 2017 with the exception of \$50,000 which will be taken from the PA Capital Reserve as these projects are paid for. In past years Capital Budget expenditures were paid directly from the NOLS Capital Reserve (formerly the “Capital Replacement Account”). Transferring earmarked capital budget revenues to the Capital Budget account at the start of the fiscal year facilitates purchasing and accounting processes, and supports realistic understanding of the NOLS Capital Reserve balance.

End-of-year reconciliation of Undesignated Cash Operating funds and Funding of the 2017 “float”: Calculation of the transfer amount required to fund “the float” is as follows:

The 2016 ending balance of the Undesignated Cash Operating Funds ending balance is \$1,354,040. The expenditure float necessary to start 2017 is \$1,030,938 (2017 Budget of \$4,123,783 / 3 = 4 months).

Subtracting the float amount from the current Undesignated Cash Operating fund balance leaves a surplus of \$323,102 eligible to be transferred into reserves.

After accounting for the budgeted transfer-in to Undesignated Cash to cover 2017 operating expenses, therefore, the net transfer between Undesignated Cash Operating funds and Budget Reserves, results in a transfer of \$115,673 of unspent funds to Operating Reserve.

Alternatives considered. The Board could designate that transfers in from reserves be drawn from different reserve accounts. The suggested revenue sources are in keeping with the Fiscal Management Policy, and have been approved by the Finance Committee.

Additional Information.

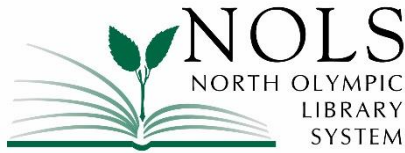
Transfer to Fiscal Emergency Reserve: The Board previously authorized a transfer of \$9,650 from the Operating Reserve into the Fiscal Emergency Reserve with Board Resolution 16-11-16. This entry will be made with the other year-end transfers.

Calculation of Undesignated Cash 2017 Beginning Balance: The 2017 beginning balance for Undesignated Cash is \$1,238,366, which is the sum of the float of \$1,030,938, plus 2017 Budget Transfer-in of \$207,428.

Flow Chart: A simple flow chart depicting the relationships between and movement through NOLS' various accounts has been provided for visual understanding of NOLS accounting. Staff will be happy to answer questions about this process and/or diagram.

Attachments:

Resolution 17-01-01: Authorizing Transfer of Funds
NOLS Flow Chart depicting Account Management



Resolution 17-01-01:
Library Board of Trustees
North Olympic Library System

Authorizing Transfer of Funds between NOLS accounts

Whereas, transfer of funds between accounts for purposes of financial reconciliation and fiscal management is a routine accounting task; and

Whereas, for purposes of clarity, transparency, and established best practice, the NOLS Board formalizes approval of funds transfers by written resolution; and

Whereas, transfers are required to fund planned expenditures in the 2017 Operating Budget and 2017 Capital Budget; and

Whereas, transfers are also required to reconcile end-of-2016 account balances and fund the operating “float” for 2017;

Now therefore be it resolved: that the Board authorizes staff to transfer funds between accounts as indicated below:

Amount of Transfer	Transfer From	Transfer To
\$207,428	Operating Reserve	Undesignated Cash Operating
\$266,050	NOLS Capital Reserve	Capital Budget
\$323,102	Undesignated Cash Operating	Operating Reserve

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 26th day of January, 2017.

Chair

Trustee

Trustee

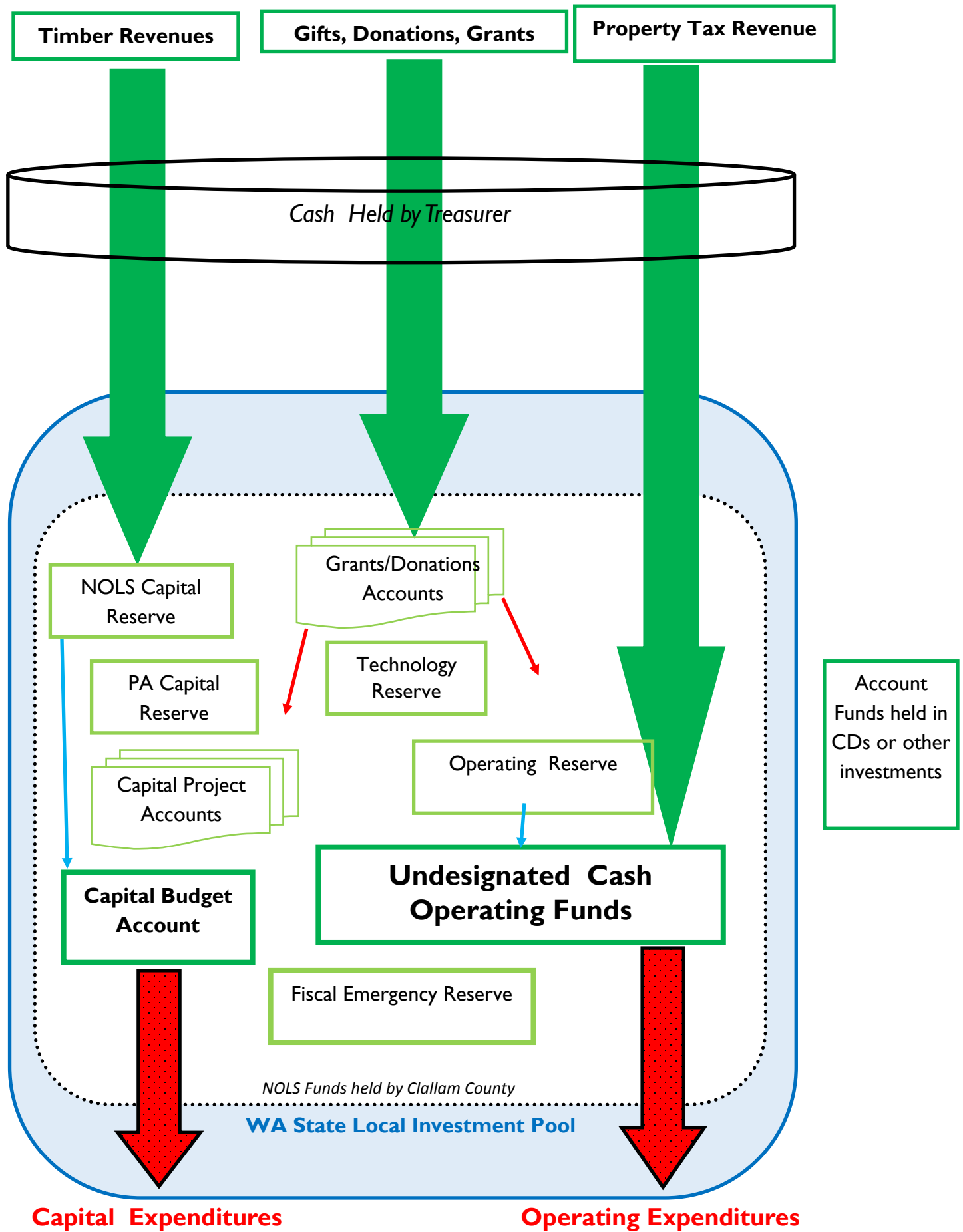
Trustee

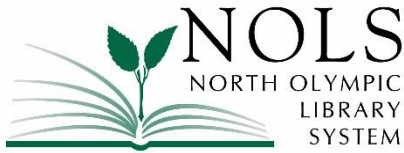
Trustee

Attested by:

Secretary to the Board

Flow Chart depicting NOLS Account Management





Staff Report

To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Date: January 20, 2017
Subject: Approval of Resolution 17-01-02 Authorizing Disposal of Surplus Equipment and Furniture

Recommendation. That the Library Board of Trustees declare surplus and approve disposal of the following items: two (2) glass display cases; two (2) red three drawer file cabinets; one (1) section of old-style library shelving; two (2) desks; one (1) gray four drawer file cabinet; sixteen (16) quarts of paint samples; and one (1) paper shredder.

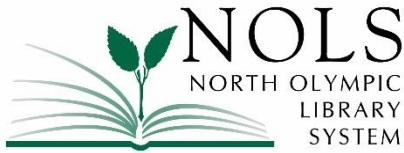
Policy considerations. Washington State law requires public agencies to dispose of public property at fair market value through auction, private sale, a broker, or agent, or through donation to defined agencies or organizations. This action is consistent with NOLS Policy 5.9 governing the library's disposal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

Financial implications. None.

Discussion. The display cases were removed from the Port Angeles Main Library where they were replaced with new taller cases with lighting. The file cabinets and desks were removed from Admin offices where they are no longer needed. The old library shelving in the IT work room was replaced with more functional shelving. The paint samples were collected over the past several years for various projects and are no longer of use to NOLS. The paper shredder stopped working and was replaced.

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

Attachment: Resolution 17-01-02



Resolution 17-01-02
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:

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 day of January 26, 2017.

Chair

Trustee

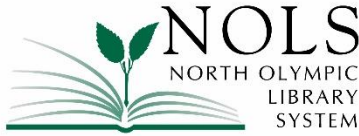
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff Report

To: Library Board of Trustees
From: Noah Glaude, Assistant Library Director
Date: January 13, 2017
Subject: Approving Library Closure for 2017 Staff Development Days

Recommendation. That the Library Board of Trustees approve closing all NOLS libraries on Friday, April 28, 2017 and Thursday, October 19, 2017 for the annual in-service training days.

Fiscal implications. Training day costs were included in the 2017 budget. A majority of the costs will be for presenter and facility fees at the April training day. Costs for the October training day are expected to be minimal.

Policy implications. The staff development days are an annual endeavor at NOLS, and are codified in the *NOLS HR Policy Manual*. During recent years, staff development has increasingly included cross training in a wide variety of skills and abilities, delivered in the form of staff led and presented workshops.

Discussion. The all-staff training days are mandatory events for all full time and part time staff. A staff committee is responsible for planning the April training day, including the agenda, speakers, refreshments, team-building activities, etc. The committee strives to respond to training needs at the time, and is responsive to suggestions from evaluations of the previous year's workshop. Professional speakers are being sought for presentations that will focus on customer service in the library and improving communication skills. The venue for the April training will be the conference center at NatureBridge.

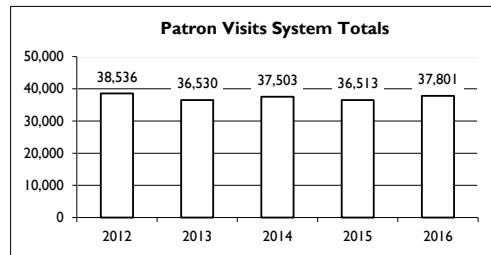
In 2016, the October all-staff training day was offered for the first time as something of an experiment. The experiment proved to be successful and the training received positive feedback from staff. Unlike the April training, the October training day is entirely staff-led, with the intent of providing an efficient delivery mechanism for a wide array of in-house training modules, and simultaneously promoting and encouraging staff familiarity, system-wide networking, and team building. The 2017 October training day will be held at the Port Angeles Main Library. It was determined that holding the October training day on a Thursday instead of a Monday, as it was in 2016, would be less disruptive operationally.

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

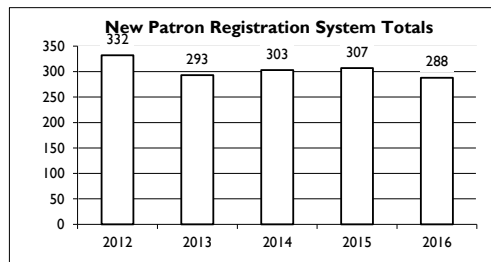
Alternatives considered. None.

November Statistics 2016

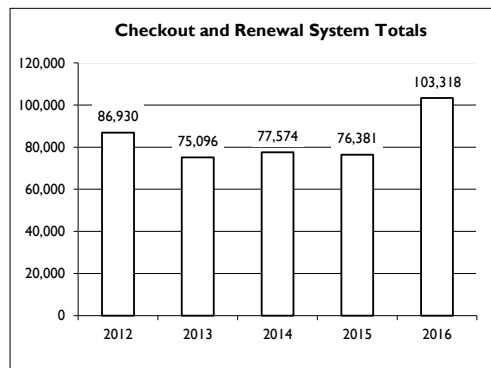
Patron Visits		
		% of System
PA	16,004	42.3%
SQ	12,334	32.6%
FO	8,162	21.6%
CB	1,301	3.4%
Total:	37,801	100.0%



New Patron Registration		
		% of System
PA	134	46.5%
SQ	124	43.1%
FO	24	8.3%
CB	6	2.1%
Total:	288	100.0%



Checkouts & Renewals		
		% of System
PA	44,901	43.5%
Self	43%	
SQ	37,677	36.5%
Self	45%	
FO	9,277	9.0%
Self	15%	
CB	2,514	2.4%
OR	1,235	1.2%
E Circ	7,714	7.5%
Total:	103,318	100.0%



November Statistics 2016

Library Programs/Attendees		
		% of System
PA	57/1179	59%/60%
SQ	28/638	29%/32%
FO	8/102	8%/5%
CB	4/50	4%/3%
Total:	97/1969	100%/100%

Public Meetings/Attendees		
		% of System
PA	29/392	32%/42%
SQ	33/386	37%/41%
FO	27/152	30%/16%
CB	1/5	1%/1%
Total:	90/935	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	5,086	44.0%
SQ	4,382	37.9%
FO	1,578	13.7%
CB	509	4.4%
Total:	11555	100.0%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	4,552	64.1%
SQ	2,099	72.7%
FO	1,173	46.8%
CB	177	16.2%
Total:	8,001	58.9%

Wi-Fi Access	
System-wide Total	1,119

Website Visits	
From outside the Library	14,979
From inside the Library	14,525
Avg. # of pages visited	2

Volunteers		
	Volunteer Hours	# of Volunteers
PA	126.5	16
SQ	16.25	4
FO	0	0
CB	6	1
OR	40.25	8
NOLS	22.5	1
Total:	212	30

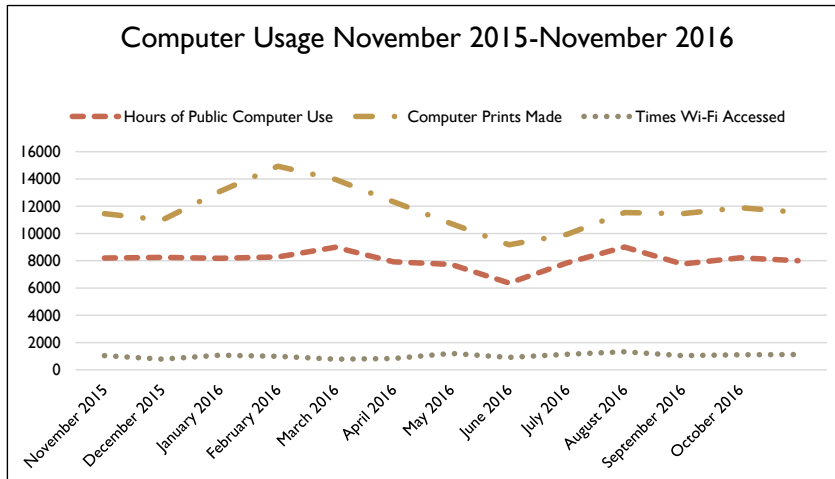
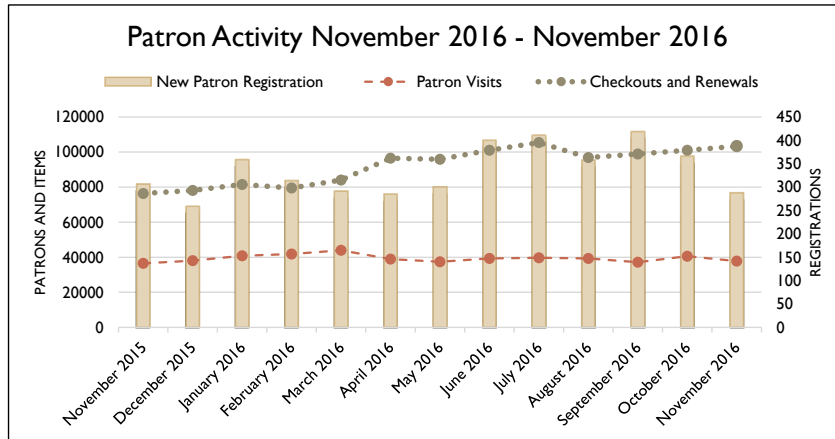
Outreach Services	
Deliveries to the Homebound	197
New Patrons w/ Delivery Services	5

Interlibrary Loan Services	
Items borrowed from other libraries	101
Items loaned to other libraries	108

Community Engagement	
Organizations Contacted*	4
Partnership Activities**	2

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

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

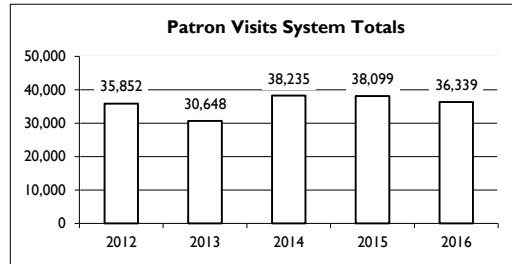


Significant Events During the Past 13 Months:

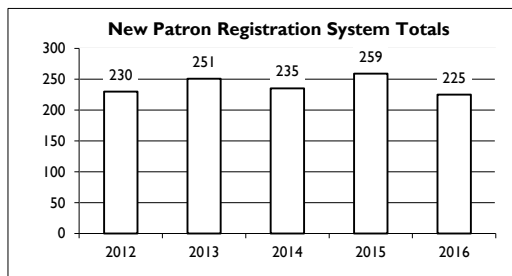
- November 2015 - Clallam Bay begins new operating hours on November 12th. No longer open on Saturdays
- November 2015 - Wi-Fi software changed mid-month, resulting in easier access for patrons but different usage statistics
- December 2015 - Vehicle crash at Forks Branch Library - four public computers taken down
- February-April 2016 - Tax Season
- April 2016 - All branches closed one day for All Staff Training Day
- April 2016 - Automatic renewals enabled
- May 2016 - Port Angeles public computer area renovation starts. Limited computer access.
- June 2016 - Port Angeles public computers unavailable for 2 weeks during renovation project.
- June 2016 - Summer Reading Program begins
- August 2016 - Four public computers returned to Forks Branch Library that were removed in December 2015 after the vehicle crash
- August-September 2016 - The Port Angeles Library's patron visit counter malfunctioned, resulting in an inaccurate (most likely lower) count.
- October 2016 - Clallam Bay and Forks Branches closed for several hours one day because of inclement weather
- October 2016 - All NOLS locations closed one day for staff training
- November 2016 - Port Angeles Library without power for several hours because of storms.

December Statistics 2016

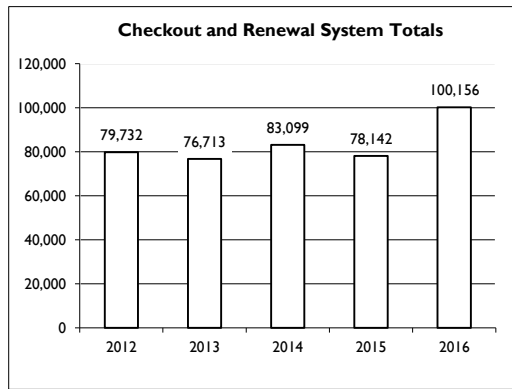
Patron Visits		
		% of System
PA	15,176	41.8%
SQ	11,291	31.1%
FO	8,561	23.6%
CB	1,311	3.6%
Total:	36,339	100.0%



New Patron Registration		
		% of System
PA	104	46.2%
SQ	93	41.3%
FO	27	12.0%
CB	1	0.4%
Total:	225	100.0%



Checkouts & Renewals		
		% of System
PA	42,400	42.3%
Self	44%	
SQ	36,783	36.7%
Self	47%	
FO	9,520	9.5%
Self	18%	
CB	2,437	2.4%
OR	992	1.0%
E Circ	8,024	8.0%
Total:	100,156	100.0%



December Statistics 2016

Library Programs/Attendees		
		% of System
PA	31/803	47%/57%
SQ	16/283	24%/20%
FO	17/312	26%/22%
CB	2/23	3%/2%
Total:	66/1421	100%/100%

Public Meetings/Attendees		
		% of System
PA	9/75	15%/15%
SQ	29/326	48%/66%
FO	21/88	35%/18%
CB	1/3	2%/1%
Total:	60/492	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	4,305	46.2%
SQ	3,575	38.4%
FO	984	10.6%
CB	458	4.9%
Total:	9322	100.0%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	4,014	55.0%
SQ	1,820	61.4%
FO	1,111	42.9%
CB	157	14.1%
Total:	7102	50.8%

Wi-Fi Access	
System-wide Total	1,104

Website Visits	
From outside the Library	13,877
From inside the Library	13,510
Avg. # of pages visited	2

Volunteers		
	Volunteer Hours	# of Volunteers
PA	129.25	20
SQ	15.75	4
FO	0	0
CB	2	1
OR	29.5	4
NOLS	17.25	2
Total:	194	31

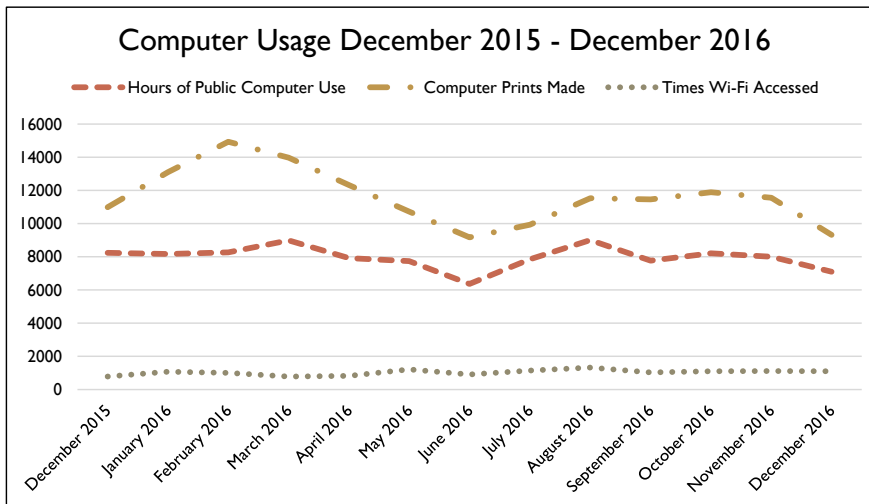
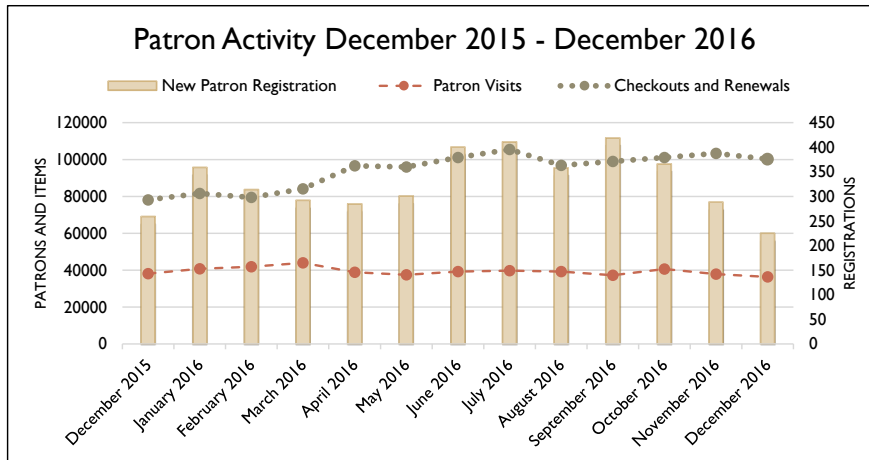
Outreach Services	
Deliveries to the Homebound	206
New Patrons w/ Delivery Services	3

Interlibrary Loan Services	
Items borrowed from other libraries	141
Items loaned to other libraries	115

Community Engagement	
Organizations Contacted*	7
Partnership Activities**	2

*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:

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

May 2016 - Port Angeles public computer area renovation starts. Limited computer access.

June 2016 - Port Angeles public computers unavailable for 2 weeks during renovation project.

June 2016 - Summer Reading Program begins

August 2016 - Four public computers returned to Forks Branch Library that were removed in December 2015 after the vehicle crash

August-September 2016 - The Port Angeles Library's patron visit counter malfunctioned, in an inaccurate (most likely lower) count.

October 2016 - Clallam Bay and Forks Branches closed for several hours one day because of inclement weather

October 2016 - All NOLS locations closed one day for staff training

November 2016 - Port Angeles Library without power for several hours because of storms.

December 2016 - The Clallam Bay, Forks and Port Angeles Libraries all experienced early closures because of inclement weather.

Summary of Quarterly Activity:

During the 4th quarter of 2016, patron visits and circulation remained fairly steady and similar to 2015 levels (when you consider the addition of the automatic renewals). There was a rise in new patron registrations when school began in September, but registrations fell through the rest of the year.

Public computer and printer use dropped during the months of November and December, but those drops are most likely seasonal, related to the holiday closures, inclement weather closures at several branches and the periodic power outages that the system experienced during that time period.

NOLS' emphasis on offering unique programming can be seen in the number of programs offered and attendees during the 4th quarter. In 2015, 4,956 people attended 231 Library programs October through December. In 2016, 6,408 people attended 268 library programs during the same time period.

Staff/patron interaction statistics continue to illustrate the value of NOLS commitment to excellent customer service. Library users clearly turn to staff for help answering basic reference questions and for assistance in answering questions about their library accounts and using public computers.

Patron Survey Responses Collected at Four Branches and Online:

Surveys collected 10/10/16 to 10/23/16

62	Total number of surveys completed.
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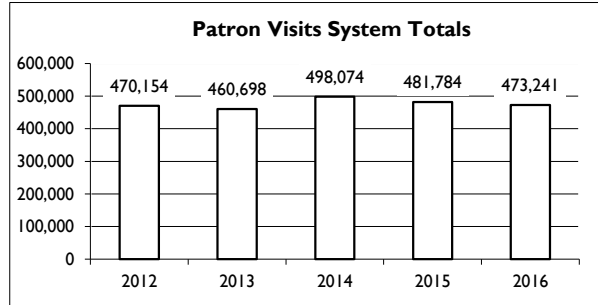
51	I checked something out from the library.	
26	I requested or renewed an item.	
2	I attended a library program or event.	
0	I attended a non-library meeting or event.	
23	I used a library computer.	
9	I studied or worked on a project.	
14	I spent time with a friend(s).	
16	I made prints, copies, scans or faxes.	
3	My kid(s) played with the toys and/or looked at books.	
18	I read a book, magazine or newspaper.	
15	I asked staff for help finding an answer to a question.	
15	I used library resources to answer a question or do research.	
4	Other	

Data collected 10/10/16 to 10/23/16

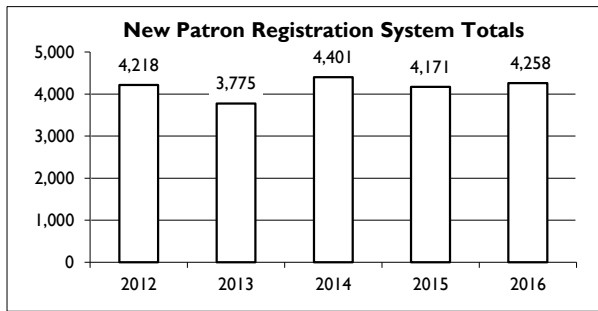
175	Directions and Orientation	
273	Assistance with Library Accounts and Public Computers	
88	Technology Help	
327	Basic Reference Questions (less than 5 minutes)	
80	Complex Reference Questions (more than 5 minutes)	
943	Total	

2016 Annual System Statistics

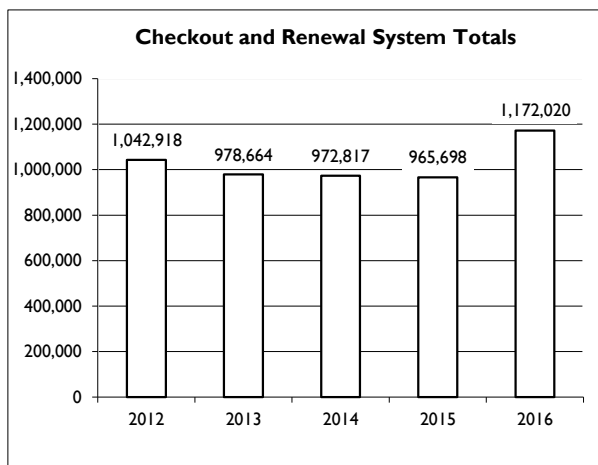
Patron Visits		
		% of System
PA	217,797	46.0%
SQ	141,387	29.9%
FO	98,417	20.8%
CB	15,640	3.3%
Total:	473,241	100.0%



New Patron Registration		
		% of System
PA	2031	47.7%
SQ	1554	36.5%
FO	592	13.9%
CB	81	1.9%
Total:	4,258	100.0%



Checkouts & Renewals		
		% of System
PA	489,050	41.7%
Self	49%	
SQ	450,076	38.4%
Self	49%	
FO	102,765	8.8%
Self	20%	
CB	26,506	2.3%
OR	14,273	1.2%
E Circ	89,350	7.6%
Total:	1,172,020	100.0%



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

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

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

*NOLS implemented automatic renewals in April 2016.

*Port Angeles Main Library's public computers and media collections unavailable for three weeks in 2016.

2016 Annual System Statistics

Library Programs/Attendees		
		% of System
PA	537/19735	53%/55%
SQ	310/11980	31%/33%
FO	117/3170	12%/9%
CB	40/1014	4%/3%
Total:	1004/35899	100%/100%

Public Meetings/Attendees		
		% of System
PA	390/6247	28%/43%
SQ	471/5513	34%/38%
FO	381/2004	28%/14%
CB	138/856	10%/6%
Total:	1380/14620	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	67,826	71.3%
SQ	49,167	51.7%
FO	16,613	17.5%
CB	6,327	6.7%
Total:	95,095	147.2%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	45,847	48.8%
SQ	29,985	78.6%
FO	15,583	46.2%
CB	3680	25.2%
Total:	95095	52.8%

Wi-Fi Access	
System-wide Total	12,622

Website Visits	
From outside the Library	170,558
From inside the Library	186,792
Avg. # of pages visited per visit	1.55

Volunteers		
	Volunteer Hours	# of Volunteers
PA	2,327	323
SQ	871.75	125
FO	137.75	23
CB	47.5	5
OR	432.25	79
NOLS	273	24
Total:	4,089	579

Outreach Services	
Deliveries to the Homebound	2,447
New Patrons w/ Delivery Services	56

Interlibrary Loan Services	
Items borrowed from other libraries	1,678
Items loaned to other libraries	1,305

Community Engagement	
Organizations Contacted*	57
Partnership Activities**	26

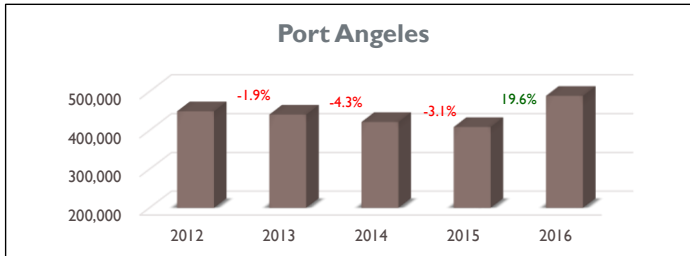
*Contact defined as direct person to person contact with somebody in another community group/agency/entity.

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

2016 Annual System Statistics - Charts

Checkouts and Renewals 2012-2016

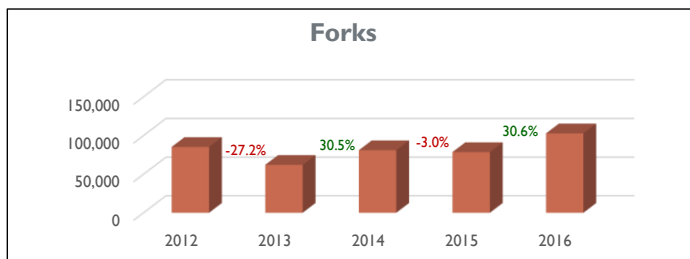
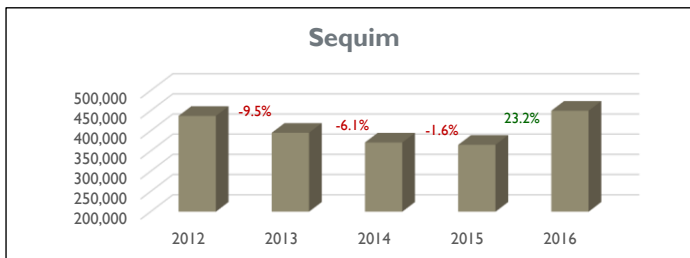
*NOLS implemented automatic renewals in April 2016.



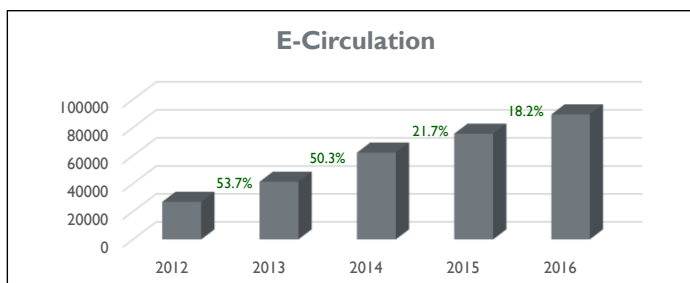
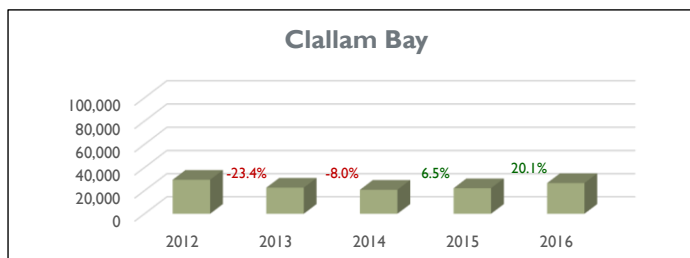
The Port Angeles Main Library was closed for renovation for 2 weeks in 2012.

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

The Port Angeles Main Library's public computers and media collections were unavailable during a renovation for 3 weeks in 2016.

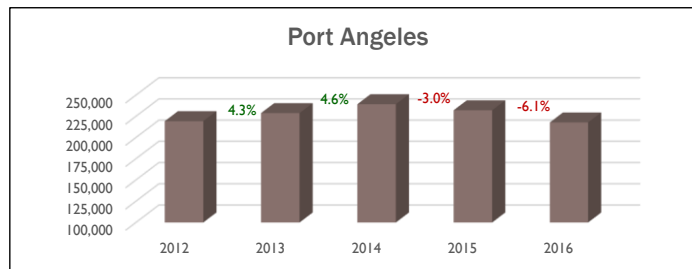


The Forks Library was closed or in a "pocket location" for 6 months in 2013.



Unlike other branch circulation data, E-Circulation does not include renewals.

Patron Visits 2012-2016

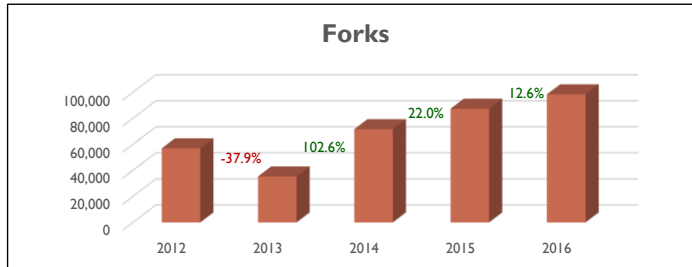
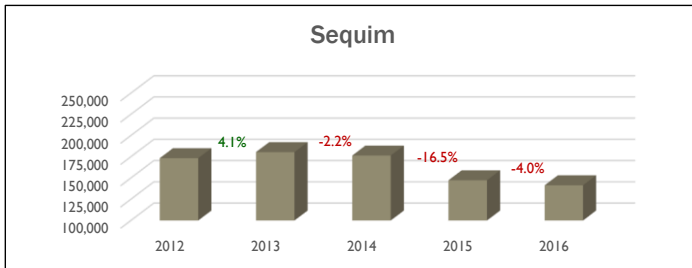


The Port Angeles Main Library was closed for renovation for 2 weeks in 2012.

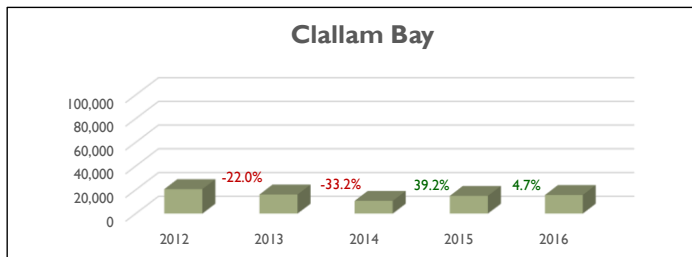
The Port Angeles Main Library's children's area was closed for renovation for 4 weeks in 2015.

The Port Angeles Main Library's public computers and media collections were unavailable during a renovation for 3 weeks in 2016.

The Port Angeles Main Library's patron visit counter malfunctioned in September 2016, resulting in an inaccurate (most likely lower) count.



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



The Clallam Bay Library Branch patron visit counter malfunctioned in March 2014, resulting in an inaccurate (most likely lower) count.

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

Port Angeles Library

Jina Felton, Port Angeles Operations Manager

November started out with the program *Theodore Roosevelt: Wilderness Warrior*, in partnership with Humanities Washington. Speaker Scott Woodward led an engaging conversation about the president's lasting legacy in the State of Washington. An audience of more than twenty people enjoyed learning about Roosevelt's 17-city whistle stop tour of Washington State in 1903, and how he inspired thousands of residents on both sides of the Cascades.

Other programs during the month of November included local photographer Ross Hamilton's talk about nature photography, followed by the *Capture Nature in Action!* photography contest. The three lucky winners shared the following:

'Madrone Twig Garden' by Dan Hudgings: "I was carrying my camera and tripod, looking for an image of madrone trees when I saw more potential in the details. Inspiration or serendipity?"

'Anna's Flash' by Mary Campbell: "We have a few Anna's Hummingbirds that frequently come to our feeders. This one was posing for quite a while and flashing its brilliant colors. It is so much fun to watch and photograph wildlife in action."

'Clouds on the Ridge' by John Binando: "A recent presentation by Ross Hamilton at the library inspired us to revisit Hurricane Ridge at sunrise for the photo contest. I enjoyed seeing all the photos submitted. We are fortunate to have a great library and beautiful surroundings."



The winning images of November's "Nature in Action" photography contest and exhibition.

Seattle-based children's musician, Johnny Bregar, got a crowd of 95 people of all ages up and dancing to swinging children's tunes in the Carver Room at the Port Angeles Main Library. This interactive program included shaker eggs, ukuleles, and tambourines for the crowd to pass around and share, while Johnny kept the grooves twanging away, enchanting children and adults alike. Other November activities in the Youth Services department included:

- 9 storytimes for babies, toddlers, and preschoolers
- Lower Elwha, Evergreen, and Mt. Angeles View Head Start Program visits
- 6 school visits to offer Battle of the Books discussion groups and 1 homeschool group discussion
- Felt Board program for parents and caregivers
- Lego Animation Program led by Lukas Allenbaugh of CanCanCan Entertainment with 26 kids in attendance (videos can be viewed at <https://www.cancancan.com/vimeo/191351892#>)

In addition to programming, Youth Services Customer Service Specialists Jennifer Lu'Becke and Jennifer Gaetan took an updated version of the *STEP into Storytime* webinar and came away with some new ideas to incorporate into Storytime routines. Customer Service Specialist Leslie Briggance participated in a webinar titled "Serving Older Adults in a Changing World" done by Wendy Pender from KCLS. Another training opportunity came from the multiple power outages that occurred during the month. Staff brushed up on their knowledge of unplanned power outage procedures, which consisted mostly of customer service the old-fashioned way, and shelving - by flashlight.

Other highlights in November included a 3-page article on the Kellogg Collection and the Washington Rural Heritage Collection in *Alki*, the Washington Library Association's semi-annual journal. Staff were also happy to welcome volunteer Debbie Inouye to the team. She will be stocking the Port Angeles Tiny Olympic Library located downtown near the City Pier.

Sequim Branch Library

Emily Sly, Library Manager

In early November, Humanities Washington speaker Scott Woodward gave an informative and well-attended presentation on *Theodore Roosevelt: Wilderness Warrior in Washington State*. Local living historian Vern Frykholm (portraying George Washington) gave a presentation about the Electoral College, a timely presentation held the week before Election Day. Attendees had many questions and enjoyed the talk.

Kids' programs included Preschool and Toddler Storytime on Wednesday mornings and Baby Storytime on Friday afternoons. Saturdays were busy with *First Saturday Family Flicks*, *Second Saturday Science* and *Third Saturday Kids Create Art* programs. The Second Saturday Book Discussion discussed *The Hunger Games* by Suzanne Collins.



Youth Librarian Patti Swingle led *Battle of the Book* discussions at Greywolf Elementary, Helen Haller Elementary and Olympic Peninsula Academy. She also led tours of the library for all three Second Grade classes at Helen Haller Elementary School. The *Second Saturday Science* program featured a brick animation (Legos) program with instruction by the Clay Animation Network. *Kids Create Art* featured artist Dani LaBlond sharing clay techniques. *The Good Dinosaur* was the Family Flicks November movie.

A special concert for kids and families was held in early November; Johnny Bregar offered a fun, interactive concert. The meeting room was full with the 79 attendees moving and grooving and singing along to his lively tunes.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

November was a month of transitions on the West End. Part time CSS II Laura Kesey-Farrell retired on November 30. The position she vacated was evaluated and Margaret and Theresa determined it would better meet operational needs to recruit for two CSS Is instead of a single CSS II. Theresa and Technical Services Manager Erin Shield interviewed 5 people from a strong pool of applicants. Ivy Stubblefield and Violette McLaughlin were selected and are currently in-training for their new roles as part time CSS Is in Forks. Meanwhile in Clallam Bay, former on-call employee David McDonald has joined the NOLS team as a permanent CSS II. Welcome to Ivy, Violette and David; and best wishes to Laura.

Adult programs included Humanities Washington Speaker Scott Woodward at the Forks branch. Scott's presentation *Theodore Roosevelt: Wilderness Warrior in Washington State* was enjoyed by 12 attendees who learned about a 17-city whistle stop tour Roosevelt made across Washington in 1903 and its lasting legacy. Clallam Bay patrons enjoyed two *Food for Thought* workshops about cheese making and candy confectionary, and went home with tasty treats.

Youth Services Librarian Pam presented storytimes in Forks and Clallam Bay. She also delivered a monthly storytime at the Neah Bay Head Start with 15 children and adults in attendance. She made two school visits in Forks, reaching 40 students in preparation for Battle-of-the-Books. Weekly Lego Club had modest attendance.

Facilities Department

Brian Phillips, Facilities Manager

November was a relatively low-key month this year for Facilities. Though several lingering projects were finished, lots of time was spent just keeping up with seasonal havoc wreaked by Mother Nature. Thankfully, our routine emergency light and flashlight checks paid off when

two power outages hit the Port Angeles Library. With more of the same weather, and possibly worse weather, expected for December, staff redoubled preparations for power outages and other winter time challenges. All the while, staff continue to whittle away at the work load, ticking things off the Facilities 2016 work plan.

Port Angeles Main Library: Fire alarm test; emergency light test; completed HVAC control system maintenance; cleaned carpets; installed new alarm system program; installed new furniture in Admin office; rebuilt public restroom urinal; installed acoustical panels in Admin conference room; hung white board in Tech Services; repaired YA desk; replaced hot water dispenser valve and handle; raked leaves, blew off parking lot and mowed lawn; and replaced sharps container inserts.

Sequim Library: Repaired cupboard latches; made and installed handle for outdoor gated storage area; repaired FOSL building gutters; serviced fire extinguishers; removed carpet stains; lubricated locks; trimmed hedges; pulled weeds and mowed lawn.

Forks Library: Patched hole in meeting room wall; installed sharps container in maintenance room; installed dry erase board in office; removed graffiti from restroom wall; cut back ivy; and limbed-up trees and shrubs.

Clallam Bay Library: Cut back overgrown hydrangea; cleaned and oiled meeting room cabinets.

Other: Changed oil and repaired windshield wiper in Ford van; replaced automated defibrillator batteries at all library locations.

Outreach to Homebound Program

Emily Sly, Outreach Program Manager

Five patrons registered for delivery services in November; seven terminated service. There were 197 deliveries made to 110 Outreach patrons, and an additional five patrons picked up their pre-selected library materials at the library. PA staff Paige Belfry and Wendy Oak assist in Outreach every week. Debbie Pridgen tabled at the Caregivers Conference at the Port Angeles Senior Center in mid-November.

Information Technology (IT) Department

Gabe Kitts, IT Manager

November started off with one big push to complete software upgrades to Polaris, NOLS's integrated library system software. The IT team worked into the night to ensure that the upgrades were done ahead of schedule. These upgrades along with the upgrades to our public computer software enabled patrons to use linked usernames instead of only library card numbers for easier access to NOLS resources.

The IT department performed regularly scheduled maintenance of both hardware and software and significant progress was made on several new and ongoing IT projects. IT worked with

Angeles Communications, to apply customizations to Sequim's phone system. An iPad listening station was configured with a veteran's theme and deployed in Port Angeles. The network backbone upgrade project made some headway. Also, new switching equipment was mounted to the rack including a wireless network management server built upon repurposed hardware.

This month presented some unexpected challenges as the Port Angeles branch was subjected to two power outages. The team responded calmly and worked to keep critical systems afloat and to bring down systems gracefully when our energy reserves were depleted. After power was restored, IT restored availability of NOLS systems with minimal downtime. In our postmortem, we determined that additional battery backup systems and replacement battery packs would increase availability of critical systems like phones and internet access for other branches in times of power failure. Two workstations were damaged during the power failures and were subsequently rebuilt and placed back into service.

In addition to the battery backups, new handheld barcode scanners were procured to replace failing hardware for staff at each branch. A third server rack was also ordered to accommodate the remainder of our standing servers allowing for a more centralized and uniform operation here in Port Angeles. Additionally, parts were ordered for a new server as our current fleet is starting to reach its capacity.

Technical Services Department

Erin Shield, Technical Services Manager

November started with a brand new Processor. Welcome, Mark Johnson! Mark has a varied background in all kinds of office work as well as being a crafter. This experience has been helpful in his new position. Lots of fine motor skills and the ability to cut straight lines are key features to Processor work.

1894 physical items were processed and available for customers in the month of November. In addition to the physical items. 101 print items were repaired, 32 items recataloged and 134 media items were resurfaced or repaired to extend their lives. 159 items were donated and added to the collection.

Carol spent 1.5 hours on Health and Safety duties. Wendy worked 7 hours in Outreach during the month of November. Cindy spent 17 hours on Web Team responsibilities. Erin attended a Management Team meeting and helped West End Manager, Theresa Tetreau, with interviews for open CSS I positions. Technical Services' cataloging staff contributed 26 hours in November to help with the Washington State Rural Heritage metadata enhancement grant for the Kellogg collection.

Volunteer Program

Theresa Tetreau, Volunteer Manager

We had 16 volunteers in PA, 4 in Sequim, 1 in Clallam Bay, 8 in Outreach, and 1 in Technical Services, for a total of 211.5 system-wide volunteer hours. There were 2 new volunteers

added in November. Suntaya S. has a new assignment with Port Angeles Circulation. Connee F. is wearing two hats: in addition to taking on an Outreach delivery route, she is also helping out in Technical Services. A big thank you to all the volunteers for their ongoing support!

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist I – FO
- Customer Service Specialist II – CB

New Hires:

- Mark Johnson – Processor – TS

Separations:

- Vincent Breunig – Customer Service Specialist II – CB
- Laura Kesey-Farrell – Customer Service Specialist II – FO

Financial Operations

John DeFrancisco, Financial Operations Manager

This month John participated in union negotiations on November 3 and 17. John also participated in the November 14 Finance Committee meeting.

Accounting Statistics for November:

- 152 Vouchers
- 91 CC Transactions
- 2 Revolving Fund Checks
- 5 Payroll EFT
- 62 Payroll Pays

Public Communications

Garrett Fevinger, Public Communications Coordinator

There were 13 news releases sent in November, in addition to one column for the *Sequim Gazette*. Garrett met with fellow members of the Social Media Team to welcome new additions (Aimee Conkle and Justin Peavey) and discuss future projects, and also coordinated a Facebook campaign to promote fall programs at the Library. Summer Reading Program planning was ongoing, as were several branding strategies for new programs and services like Novel Conversations, BookMatch, and 1,000 Books Before Kindergarten. Also, November marked Garrett's three-year anniversary at NOLS!

Assistant Director's Report

Noah Glaude, Assistant Director

Noah actively worked on the following during the month of November:

- Began to develop the design and structure of a new Online Resources portal page
- Finished setup of the new grant-funded mobile laptop lab
- Received training from the Washington State Library for NOLS to become a Microsoft Office Specialist certification site
- Updated the Reserve a Room webpage and oversaw the implementation of an updated meeting room policy
- Collaborated with programming staff system-wide to develop a timeline for planning the 2017 Summer Reading Program and the publicity to support it.
- Revised the verbiage in several of the email notices Polaris automatically sends to patrons and began work with a Polaris representative on updating the structure of some of the notices.
- Participated in contract negotiations with the Union

Director's Report

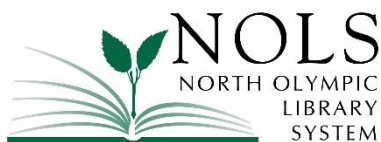
Margaret Jakubcin, Library Director

Margaret prepared for, participated in or led, and followed up after many meetings/events during November:

11/3 and 11/7	Collective Bargaining meetings
11/7	Sequim Youth Services Task Force (City)
11/14	Finance Committee
11/16	Management Team
11/30	Northwest Corner Library Director's Group

Significant projects this month included:

- West End Vehicle
- Instant Library
- Budget and Levy
- Labor Negotiations



Monthly Activity Report

To: Library Board of Trustees
From: Library Director and Management Staff
Date: January 1, 2017
Subject: Monthly activity report for December 2016

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Despite the inclement weather and an early closure due to snow, the month was a busy one starting with *Books and Libations* on Saturday, December 3. Forty participants enjoyed sampling different coffees from Blackbird Coffee and hearing about new books. This event took place after hours with stations throughout the Library.



Next up was *Hour of Code*, an all ages coding event attended by 9 patrons on the evening of December 7. This program made use of the library's new mobile computer lab and gave patrons a chance to learn about coding and work on a personalized project.

On December 14, a new series of community art programs started: *Coloring Outside the Library*. For each event, adult participants will meet to relax, socialize, and color at different venues around town. Over 20 people met at Station 51 for the first event with several participants inquiring about the next program in the series.

Adult programming wrapped up in December with the last two book group meetings of the year - 8 in attendance for the Second Tuesday Book Club and 3 in attendance for PALS (Port Angeles Literary Society). 2017 book selections have also been finalized for the Second

Tuesday, PALS, and Page2Screen book groups.

With school vacations and holidays looming, the Youth Services Team cut back on storytimes but stayed busy offering other programs such as the *Book Tasting* program for area 6th graders. The first *Book Tasting* was a hit with 120 students visiting to learn about new books. Unfortunately, the second day of visits was cancelled due to a school snow closure. Plans to reschedule are in the works.

Techapalooza on Saturday, December 10 was another big hit. 130 people - mostly kids but all ages were welcome - filled the Library's Living Room to celebrate Computer Science Education Week. Coding, programming tiny robots, and experimenting with circuitry were just a few of the activities offered. Computer Science Education Week is a nation-wide initiative dedicated to inspiring K-12 students to take an interest in computer science. Although the programming is typically geared towards young people,



Techapalooza and Hour of Code were open to adults as well as children, and held in conjunction with other Library efforts to encourage problem-solving, critical thinking skills, and help provide preparatory experiences for a 21st century workplace. The program series was presented in partnership with the Washington State Library, the Institute of Museum and Library Services, Clallam County 4-H, the Feiro Marine Life Center, Five Acre School, and supported by all four Friends of the Library groups.



The last event for the year for youth was a fun-filled day of Legos on Saturday, December 17. Around 40 people (children and families) came to the library creating everything from multi-purpose cars to jails and volcanos which were put on display in the Children's Area. Five ROTC volunteers from the Port Angeles High School helped facilitate the event, taking pictures, building, and engaging with children and their families.

Sequim Branch Library

Emily Sly, Library Manager

A new monthly NOLS book discussion group held its first meeting in December. *Novel Conversations* will be held on the 4th Wednesday afternoon of each month in Sequim and is led by a new volunteer. Eleven people attended the first meeting, where attendees shared books they had enjoyed reading during the past year. They also discussed the book selections for 2017.

Kids programs included *PAWS to Read*, and Preschool, Toddler and Baby Storytimes through mid-December. Saturdays were busy with First Saturday *Family Flicks*, *Second Saturday Science* and Third Saturday *Kids Create Art* programs. The Second Saturday Book Discussion discussed *The Skeleton Crew* by Deborah Halber.



Youth Librarian Patti Swingle led *Battle of the Book* discussions at Greywolf Elementary, Helen Haller Elementary and Olympic Peninsula Academy. The *Second Saturday Science* program featured Ozobot robots, made available to libraries throughout the state, from the Washington State Library circulating kits. *Kids Create Art* featured artist Dani LaBlond sharing clay techniques. *Norm of the North* was the Family Flicks December movie.

Ozobot Second Saturday Science program. Note tiny round Ozobot robot creating pathway on paper.

Alisa Weiss travelled to Clallam Bay and Patrick Driggers travelled to Forks to participate in the NOLS Librarians Without Borders program, an opportunity to work at another branch library.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

There were many new faces to welcome to the West End in December. Former on-call employee David McDonald joined the ranks as a permanent part time CSS II in Clallam Bay. At the Forks branch, veteran staff spent the month training new part time CSS I employees Violette McLaughlin and Ivy Stubblefield. It was also a pleasure to have Sequim staff Alisa Weiss and Patrick Driggers on hand for *Librarians Without Borders* visits. Their treks to the West End required an extra degree of intrepidity when their shifts in Clallam Bay and Forks happened to coincide with the first snowstorm of what turned out to be a very wintry month.

Kudos should also go to all NOLS and West End staff who regularly travel between branches as part of their work assignments. Stuart, Jennifer, Pam and Theresa were all reminded in December that mild winters are not always the norm in the Pacific Northwest.

The West End Libraries have also been tuned in to preparations for upcoming road construction projects along the Lake Crescent section of Highway 101 as well as the repair or replacement of the Elwha River bridge further east on 101. The projects will take multiple years to complete and will impact travel between communities on the West End and Port Angeles during construction seasons. The branches are expecting that beginning in March the daily delivery service between libraries may be delayed some days. Travel to attend meetings and training at the Main Library will likely also require additional time with expected potential delays of 30 minutes or more.

Inclement weather and travel conditions certainly did not dampen the enthusiasm of program attendance in December. Notably, nine class visits brought 171 students to the Forks branch for both STEM-based programs and class research projects. Two similar visits were recorded in Clallam Bay.

Seasonal celebrations also brought extra visitors to the libraries. In Forks, a holiday performance by the Forkestra prior to the community Twinkle Light parade was attended by 35 merrymakers. And in Clallam Bay, who couldn't help but smile at the seven entries in the annual gingerbread abode contest:



Facilities Department

Brian Phillips, Facilities Manager

Wind, rain, ice and snow! The elements kept us on our toes this month, bringing enough snow to require plowing NOLS parking lots for the first time since January 2012. Adding to the challenge this year were lingering cold snaps which kept the white stuff on the ground for extra days and made for slippery conditions. Thankfully, efforts to reduce ice on walkways and parking lots were successful and there have been no major problems so far this winter.

Between snow flurries and howling winds, Facilities staff wrapped-up the department work plan for 2016. With the exception of several small projects which were either reconsidered, and therefore put on hold, or were simply moved forward to 2017, Facilities work plan goals were accomplished. Many thanks, once again, to Facilities staff for all their hard work.

A short respite between the holidays for staff to relax and regroup, and we're ready for the New Year to begin. Of course, Facilities has another busy year lined up for 2017!

Port Angeles Main Library: Installed emergency lights in staff restrooms; replaced exhaust fan motor above copier; replaced exterior motion detecting light; installed locking outlet covers on

exterior outlets; removed snow and ice; roof leak repair; HVAC filter change; installed new table in Admin office; touched-up paint in work areas; hung bulletin board; replaced ceiling tiles; removed worn magazine rack covers; repaired book cart; helped set-up book display; pruned trees and raked-up leaves; cleaned Facilities work room; hung wreaths at entrances.

Sequim Library: Replaced FOSL building covered area roof; checked emergency light and fire extinguishers; repaired loose shelf in restroom; replaced Tiny Library door handle; removed bulletin board and patched wall; touched up paint; hung garlands at front entrance; cleaned air grilles; removed carpet stains; scrubbed wall base in restrooms.

Forks Library: Checked emergency lights and fire extinguishers; replaced lamp ballast; repaired hand dryer in restroom; installed dry erase board in work area; repainted wall section; reorganized meeting room storage; cut back ivy; removed snow and de-iced walkways.

Clallam Bay Library: snow and ice removal; repainted door trim; cleaned-out overhead light fixtures; cleaned and polished door and book shelves; repaired restroom faucet.

Other: Serviced Subaru wagon and Chevy van; put winter tires on all vehicles; surplus disposal; ordered supplies; inspected Annex catch basin and storm water detention tank.

Outreach to Homebound Program

Emily Sly, Outreach Program Manager

Three patrons registered for delivery services in December; three terminated service and two suspended service. There were 206 deliveries made to 117 Outreach patrons, and an additional six patrons picked up their pre-selected library materials at the library. PA staff Paige Belfry and Wendy Oak assist in Outreach every week, along with full-time CSS3 Debbie Pridgen.

Information Technology (IT) Department

Gabe Kitts, IT Manager

December is a busy month for IT. IT performs end of the year tasks to prepare for the upcoming year. IT also works with other departments such as Tech Services and Circulation with fiscal year-end rollovers for Polaris.

Other end-of-year tasks performed included finalization of budget costs, creation of new StaffNet pages and related backups and rollover tasks for critical systems. The IT department added a new server, new and better network equipment including faster fiber-optic connections as well as new power back-up systems, which promise to increase capacity, responsiveness, and reliability of library services for both staff and patrons.

IT staff continued to maintain network services and support for NOLS. IT staff worked on website, resolved issues in Polaris, and responded to requests for training and helpdesk questions. IT performed server system upgrades, databases updates and optimizations, along

with network system upgrades.

General computer software updates, equipment upgrades and repairs, were maintained throughout the system. IT Staff also continues to serve on system wide committees including Web Team, Social Media, E-Resources, and Polaris Team.

Technical Services Department

Erin Shield, Technical Services Manager

December is always a stop-and-go month for Technical Services. NOLS' fiscal year winds down and that means materials spending stops. There is a rush for the finish line mentality with many selectors choosing materials up to the bitter end so a lot of books, DVDs, and other media arrive. We also have a fiscal year process to complete on a tight timeline in Polaris so there are software lulls and rushes throughout the month. The end of the year process went smoothly and we were back in business for ordering on December 27. Our monthly stats reflect the high volume of materials received this month.

2385 physical items were processed and available for customers in the month of December (the highest number for a single month in 2016). In addition to the physical items, 52 print items were repaired, 58 items recataloged and 125 media items were resurfaced or repaired to extend their lives. 115 items were donated and added to the collection.

Carol spent 1.5 hours on Party Committee tasks. Wendy worked 5 hours in Outreach during the month of December. Cindy spent 6 hours on Web Team responsibilities. Erin attended an E-Resources meeting, an All Staff Training Day Team meeting, a Management Team meeting and met with a prospective volunteer for the department. Technical Services' cataloging staff contributed 25 hours in December to help with the Washington State Rural Heritage metadata enhancement grant for the Kellogg collection.

2016 wrapped up a busy year for Technical Services. Almost 21,000 physical items (including over 1,300 donations) and 20,000 downloadable titles were added to the collection. Over 5,800 items were repaired. We ushered in an ordering system through a software overhaul from our main vendor, Baker & Taylor, as well as finalized a new contract with them. The ordering system is working well but there was quite a learning curve for both selectors and the Acquisitions team. A couple hundred volumes of archival materials were sent to a bindery for professional repair. The books had a 6-week holiday and are back in the department. They are currently being integrated into the regular workflow channels to get spruced up records in Polaris so everyone can better access the materials. Serials records have been reviewed to assure accuracy and ease of use for patrons looking for specific magazine issues. Other general maintenance clean-up in the Polaris database was accomplished (and is ongoing.) Technical Services implemented a new scheduling system to rotate the troubleshooting of catalog problems to each TS staff member as they come up. And, we've changed some of our internal cataloging standards to ensure more uniform information so patrons and staff will have better streamlined results in the catalog. Recataloging individual items will be ongoing into 2017 but a

majority of the collections were completed by the end of 2016. Each senior Technical Services team member finished two professional development activities and served on a system-wide project or committee. Additional cross training in the areas of media repair and serials check in was also completed in 2016.

Volunteer Program

Theresa Tetreau, Volunteer Manager

In December, 20 volunteers helped out NOLS in PA, 4 in Sequim, 1 in Clallam Bay, 4 in Outreach, and 2 in Technical Services, for a total of 193.75 system-wide volunteer hours. There were 2 new volunteers added in December: Peter D is lending a hand in the Technical Services department and June B. is delivering Outreach materials in Clallam Bay. A group of five student volunteers from the Port Angeles High School ROTC program also assisted YS staff with a kids' Lego program.

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist II - CB

New Hires:

- Ivy Stubblefield – Customer Service Specialist I – FO
- Violette McLaughlin – Customer Service Specialist I - FO

Reclassifications:

- David McDonald – Promotion to PT Customer Service Specialist II - CB

Separations:

- None

Financial Operations

John DeFrancisco, Financial Operations Manager

Accounting Statistics for December:

- 153 Vouchers
- 102 CC Transactions
- 4 Revolving Fund Checks
- 5 Payroll EFT
- 64 Payroll Pays

Public Communications

Garrett Fevinger, Public Communications Coordinator

There were six news releases sent in December, in addition to one column for the *Sequim Gazette*. Garrett met with members of the E-Resources Team to discuss new ways to publicize various services and features of the revamped page, and provided written feedback to the “Capture Nature” photography contest winners. Deliverables for the BookMatch and 1,000 Books Before Kindergarten programs were finalized and purchased, including staff buttons, bookmarks, and booklets. Garrett also coordinated a Facebook campaign to draw attention to the Bert Kellogg Collection, and helped prepare web content for all 2017 book groups.

Assistant Director’s Report

Noah Glaude, Assistant Director

Noah actively worked on the following during the month of December:

- Updated the Performer Contract template, Credit Card Reconciliation Form, and the Health and Wellness Form
- Assisted with numerous updates and revisions to the Responding to Disruptive Event procedures and guidelines
- Created a new checklist/planning document for programming staff
- Designed a webpage for the new reader’s advisory service, BookMatch
- In collaboration with the E-Resources Team, began a thorough review of free online resources to possibly list on an updated webpage
- Updated the Kellogg Collection webpage
- Met with the All Staff Day Team to begin planning the 2017 All Staff Day

Director’s Report

Margaret Jakubcin, Library Director

With many, staff, managers and community contacts out of the office for the holidays, the usual relentless pace often slows just a bit in December. Margaret prepared for, participated in or led, and followed up after only one (1)! meeting during December:

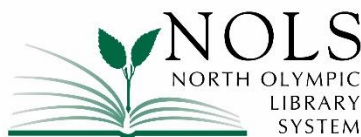
12/8 Management Team Meeting

The momentary lull provided the opportunity to catch up on many small tasks that had to be deferred during the autumn push to finalize the budget and levy requests, and even windup a few long standing projects. Significant activities in December included:

- Finalization of the package of *Responding to Disruptive Events* procedures and training materials
- Review and updating of the HR Policy Manual
- End-of-year fiscal wrap-up/Start-of-year fiscal kick-off
- Finalization of the Capital Budget

- Support to West End recruitment activities
- Support to meeting room policy implementation
- Drafting of various Mission and Core Values statements and related staff training
- Drafting of annual workplan progress assessment and proposed workplan

Sadly, the last day of the year brought the news of impending vacancy in the Public Communications Coordinator position, and the recruitment machine kicked into high gear to resolve this critical vacancy as quickly as possible.



Customer Comments

November/December, 2016

The following comments were received by the Library during the months of November and December, 2016. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

Port Angeles

Comment: Please make it possible to pay fines with a debit or credit card. I rarely have cash or carry checks and I think that is pretty common now.

Response: Thank you for taking the time to comment and share your suggestions on improving our library's services. In case you weren't aware, NOLS does offer online credit card payments for fines and fees through the library's [website](#). The site can be accessed from any library computer with internet access or from your personal computer at home. Unfortunately, the Library is not able, at this time, to offer credit card payment at staffed service desks or self-checkout stations. This feature may be offered in the future, but at present the costs and complexity of ensuring secure handling of on-premises credit card payments far exceeds the amount of income NOLS could expect to receive from offering this payment option.

Comment: Every time I have been to this Library I have always been happy to come here. I have always had a good experience and the workers here are great, sweet. I adore the staff. Keep up the great work.

Response: Thanks for your 'sweet' praise!

Comment: I would like more hand sanitizer stations throughout the Library. Think about it, I would have thought that being such a "hands on" place that there would be more germ prevention. I would be happy to volunteer to help sanitize the computer areas, desks tables – chairs – key boards. I'm totally not saying that our Library is not clean, the place always looks perfect, I'm talking about the invisible germs.

Response: Wall-mounted hand sanitizing stations are currently available for patron use in the library's lobby and children's area. An additional station that used to be located near the public computers became non-functional and was removed when that area was remodeled last summer – thanks for the reminder that it needs to be replaced. Staff clean and sanitize all areas of the library, including computer keyboards, on a regular basis. Thanks for your offer to assist with this. As it happens, the Port Angeles Library currently has a volunteer vacancy for cleaning public computer stations. More information about volunteer vacancies can be found at www.nols.org – pull down *About NOLS* and click on *Volunteer*.

Sequim

Comment: I don't often borrow DVDs, primarily because it seems at least 50% of the time they are defective (i.e. they don't play completely through). Of course this is always extremely frustrating, and more than once I've vowed to never check out another DVD. However, when

reminded of an old movie in the Library's system that I'd like to see – I give it another try. And again last night I experienced the same problem! I've seen people checking out "stacks" of DVDs (I understand the Library's policy is to allow TEN to be checked out at a time). It seems likely that a lot of people take a bunch of DVDs home for several days, and allow their kids to play with them. I recommend changing your policy for checking out DVDs as follows: 1. Only ONE DVD to be checked out at a time. 2. Maximum check-out duration THREE DAYS. 3. NO "grace period". No doubt some people will object to such a policy. However, please consider the rest of us who respect library property, and promptly return DVDs. Thank you, and Best Regards.

Response: NOLS' DVD collection is incredibly popular! Many of the library's DVDs are in almost constant use, and they do wear out over time. Certainly some library DVDs receive very hard use, but for the most part the wear-and-tear on NOLS' DVD collection is the result of the number of total circulations. Given the popularity of this collection, reducing the length of the checkout period would likely result in even higher circulation of each DVD, and even shorter life spans. The checkout period for DVDs has been designed to meet the viewing needs of the community – for the most part it seems to do this well. If you encounter a DVD that "hangs-up" be sure to notify staff when you return it so that we can repair, replace or discard as appropriate.

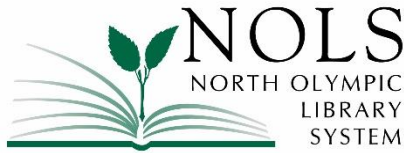
Comment: It goes without saying that more and more essential services are conducted on the internet and while people don't have privacy at PA, their computer arrangement is very superior to the congested set-up at Sequim, where the slightest glance from neighbors sets their eyes on all your data, to say nothing of the noise, smells from dirty people, and more, at Sequim. Some years ago there was a university study of public keyboards, which found them to be the picture of filth, including fecal matter. I can handle the turd bits, but it is well past due to put the PA arrangement at Sequim.

Response: We're glad you like the recent reconfiguration of the public computer desks at the Port Angeles Main Library. Unfortunately, given the undeniable space constraints at the busy Sequim Branch, the two sided desks now in use in PA would not be practical in Sequim. The current arrangement of the public computers at the Sequim Branch, maximizes use of the available space in order to provide as much computer access as possible - but we certainly agree that elbow room is very limited. Considering how many people use each computer in the library every day, your concern for the public's health is appreciated. Library staff clean the public computers on a regular basis. In order to fight germs and other sanitary concerns, hand sanitizer gel dispensers are located throughout the Library and can be used to clean your hands after or while using a computer.

Received by e-mail

Comment: Re-subscribe to reference USA or white pages or something allowing name, address, phone lookup online. NOLS used to have Reference USA, but cancelled it; since then, the internet market has matured and now there's no way to look that information up without having to pay for the data. It used to be you at least had lots of telephone books that could be used. Maybe NOLS could get Reference USA (or something like it) again & offer it to card holders. The irony, of course, is that hard-copy telephone books are also fading away, and soon there will be NO way to find people through the library.

Response: We understand how frustrating it can be when a library resource you're accustomed to is no longer available. Reference USA, while providing important information, is unfortunately, very costly to provide and minimally used by NOLS customers. The Library periodically reviews use statistics and analyzes cost sustainability of all the digital resources NOLS offers. The cost per use of Reference USA is not justifiable in the Library's current budget reality. If you need help finding phone numbers or other information, please contact staff at any NOLS branch. NOLS still carries some phone books, and if you need to make extensive use of a specific phone book we may be able to acquire it; you can make a request through NOLS' website using the Request It feature or talk to any Customer Service Specialist. Thank you for sharing your thoughts about NOLS' database collection.



Staff report

To: Library Board of Trustees
From: John DeFrancisco, Financial Operations Manager
Date: January 18, 2017
Subject: Changes to Account Balances Statement

Recommendation. No action required. Provided for informational purposes.

Policy Considerations. The proposed reporting format updates are in keeping with Policy 5.15: Fiscal Management.

Fiscal considerations. None.

Discussion. The following updates to these report forms have been proposed to improve comprehension and transparency:

Account names have been updated to reflect changes recently approved by Board Resolution 16-11-16.

Previously the Account Balances statement displayed only net changes for the month in the "Transfers In/(Out)" column, and did not detail the income/expense figures from which the net changes were calculated. In the proposed revision to the report from all three of the center columns are utilized; actual Income and Expense figures are provided, and the "Transfers In(Out) column is used to record only transactions that are truly related to account transfers (as opposed to reflecting a net change to the balance). Staff believe this provides more complete, comprehensible, and ultimately more useful information.

Additionally, the Current Income and Current Expense columns are now color coded for easy identification.

The attached sample shows the November and December 2016 Account Balances statements incorporating the new presentation format.

Alternatives Considered: The Board may request additional information or suggest additional improvements or revisions.

Attachment: Draft/Sample Revised Account Balances Statement Forms



Account Balances

November 30, 2016

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Fiscal Emergency Reserve ⁽¹⁾	1,297,369	-	-	-	1,297,369
NOLS Capital Reserve ⁽²⁾	2,152,237	-	3,403	-	2,155,640
Operating Reserve ⁽³⁾	1,025,320	-	-	-	1,025,320
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	100,000	-	-	-	100,000
Sequim Capital Project Acct. ⁽⁵⁾	60,220	-	-	-	60,220
Forks Capital Project Acct. ⁽⁵⁾	1,391	-	-	930	461
<i>Total Board Designated Accounts</i>	<i>4,751,538</i>	<i>-</i>	<i>3,403</i>	<i>930</i>	<i>4,754,010</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	50,305	-	-	-	50,305
NOLS Materials Fund	14,144	-	40	420	13,765
Francis Bode Materials Fund	895	-	-	-	895
Margaret Bode Materials Fund	3,545	-	-	-	3,545
Port Angeles Donations Fund	861	-	4	-	865
Port Angeles Friends Donations	8,920	-	-	4,052	4,868
Sequim Donations Fund	47,442	-	3	-	47,444
Sequim Friends Donations	12,046	-	-	1,399	10,647
Forks Donations Fund	2,687	-	5	-	2,692
Forks Friends Donations	2,239	-	-	-	2,239
Clallam Bay Donations Fund	7,073	-	103	-	7,176
Clallam Bay Friends Donations	3,955	-	-	34	3,922
NOLF LASER Grant 2015	12	-	-	-	12
Seattle Foundation - Phillips Fund	18,000	-	-	-	18,000
Williams Bequest	160,000	-	-	-	160,000
WA Rural Heritage Grant 2016-17	5,000	-	-	507	4,493
WA Rural Heritage Grant - Remediation	5,000	-	-	66	4,934
WA State Library Grant - Microsoft	4,492	-	-	-	4,492
<i>Total Grants and Donations</i>	<i>346,617</i>	<i>-</i>	<i>154</i>	<i>6,477</i>	<i>340,294</i>
<i>Unclaimed Property Account</i>	<i>2,139</i>	<i>-</i>			<i>2,139</i>
<i>Total Designated Cash</i>	<i>5,100,294</i>	<i>-</i>	<i>3,557</i>	<i>7,407</i>	<i>5,096,444</i>
<i>Undesignated Cash Operating Funds</i>	<i>576,491</i>	<i>849,790</i>			<i>1,426,280</i>
Total WA State Local Investment Pool	5,676,785	849,790	3,557	7,407	6,522,724

Notes:

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



Account Balances

November 30, 2016

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 8 (3/16 Sound Bank) ⁽⁶⁾	-	-	-	-	-
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	7,192,508	849,790	3,557	7,407	8,038,448
Cash					
Cash Operating Funds					
Cash held by County Treasurer	922,603	(919,079)			3,524
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	420	-	420	6,000
Payroll Account (US Bank 1301)	200	188,005	-	188,005	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(387)	469	82	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	188,038	469	188,506	6,765
Total Cash	929,368	(731,041)	469	188,506	10,289
Total Cash and Investments	8,121,876	118,749	4,026	195,914	8,048,737

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.



Account Balances

December 31, 2016

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Fiscal Emergency Reserve ⁽¹⁾	1,297,369	-	-	-	1,297,369
NOLS Capital Reserve ⁽²⁾	2,155,640	-	157,824	265,455	2,048,009
Operating Reserve ⁽³⁾	1,025,320	-	-	-	1,025,320
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	100,000	-	-	-	100,000
Sequim Capital Project Acct. ⁽⁵⁾	60,220	-	-	-	60,220
Forks Capital Project Acct. ⁽⁵⁾	461	-	-	398	64
<i>Total Board Designated Accounts</i>	<i>4,754,010</i>	<i>-</i>	<i>157,824</i>	<i>265,852</i>	<i>4,645,982</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	50,305	-	660	-	50,965
NOLS Materials Fund	13,765	-	241	146	13,859
Francis Bode Materials Fund	895	-	-	-	895
Margaret Bode Materials Fund	3,545	-	-	-	3,545
Port Angeles Donations Fund	865	-	15	-	880
Port Angeles Friends Donations	4,868	-	-	1,444	3,424
Sequim Donations Fund	47,444	-	5	3,003	44,447
Sequim Friends Donations	10,647	-	-	5,644	5,003
Forks Donations Fund	2,692	-	7	-	2,698
Forks Friends Donations	2,239	-	2,000	-	4,239
Clallam Bay Donations Fund	7,176	-	1	-	7,177
Clallam Bay Friends Donations	3,922	-	-	-	3,922
NOLF LASER Grant 2015	12	-	-	12	-
Seattle Foundation - Phillips Fund	18,000	-	-	-	18,000
Williams Bequest	160,000	-	5,509	-	165,509
WA Rural Heritage Grant 2016-17	4,493	-	-	-	4,493
WA Rural Heritage Grant - Remediation	4,934	-	-	-	4,934
WA State Library Grant - Microsoft	4,492	-	-	-	4,492
<i>Total Grants and Donations</i>	<i>340,294</i>	<i>-</i>	<i>8,437</i>	<i>10,248</i>	<i>338,483</i>
<i>Unclaimed Property Account</i>	<i>2,139</i>	<i>-</i>			<i>2,139</i>
<i>Total Designated Cash</i>	<i>5,096,444</i>	<i>-</i>	<i>166,261</i>	<i>276,101</i>	<i>4,986,604</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,426,280</i>	<i>(72,240)</i>			<i>1,354,040</i>
Total WA State Local Investment Pool	6,522,724	(72,240)	166,261	276,101	6,340,644

Notes:

(1) Reserve buffer against major economic catastrophe.

(2) Receives timber revenues designated to fund capital improvement projects.

(3) Reserves to balance deficit budgets.

(4) Reserves to fund significant or unplanned technology needs.

(5) Fund management account for designated capital projects.



Account Balances

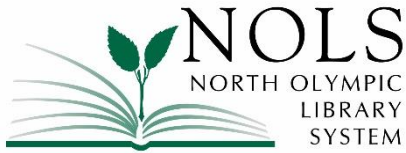
December 31, 2016

	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	8,038,448	(72,240)	166,261	276,101	7,856,367
Cash					
Cash Operating Funds					
Cash held by County Treasurer	3,524	-			3,524
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	60	-	60	6,000
Payroll Account (US Bank 1301)	200	197,138	-	197,138	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(297)	365	68	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	196,901	365	197,266	6,765
Total Cash	10,289	196,901	365	197,266	10,289
Total Cash and Investments	8,048,737	124,660	166,626	473,366	7,866,656

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.



Staff report

To: Library Board of Trustees
From: Noah Glaude, Assistant Director
Date: January 23, 2017
Subject: Revisions to Monthly Statistical Report Form

Recommendation. No action required. Provided for informational purposes.

Policy considerations. None.

Fiscal considerations. None.

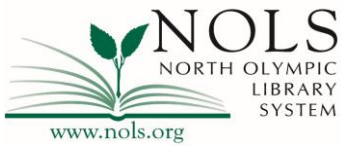
Discussion. The following updates to the monthly statistical report form have been proposed to improve comprehension and transparency:

- Stacked column charts will replace the regular column charts that were used to compare the data from the Patron Visits, Checkouts & Renewals, and New Patron Registration sections over a five-year period. The stacked columns show how each branch composes the system-wide totals presented.
- Line charts will be added to the Patron Visits, Checkouts & Renewals, and New Patron Registration sections. The line charts show trends at each branch over time.
- As discussed at the November 2016 Board meeting, the Community Engagement section of the report will be removed from the monthly statistical reports and included in the annual report in 2017. The quarterly patron survey will become an annual survey and will also be reported on in the annual report.
- Several relatively minor design and layout changes were made throughout the report to make better use of space and improve comprehension.

A sample draft of the reporting form, incorporating the proposed revisions, is attached.

Alternatives considered. The Board may provide input regarding the proposed improvements or revisions.

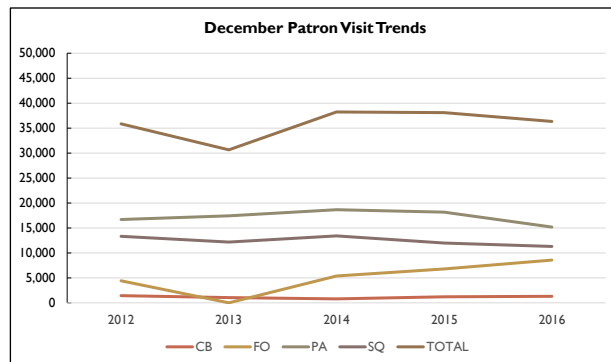
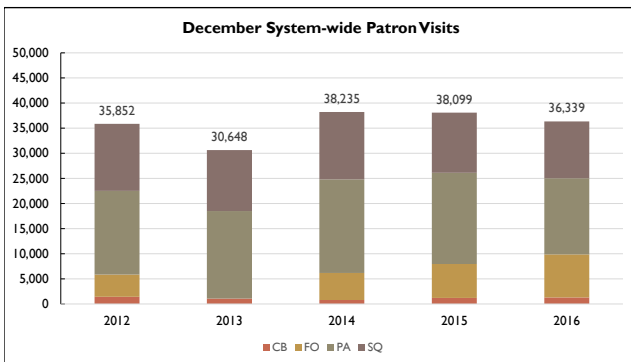
Attachment: Draft/Sample Revised Monthly Statistical Reporting Form



December 2016 Monthly Statistics Report

Patron Visits

	2016	% of System
PA	15,176	41.8%
SQ	11,291	31.1%
FO	8,561	23.6%
CB	1,311	3.6%
Total	36,339	100.0%

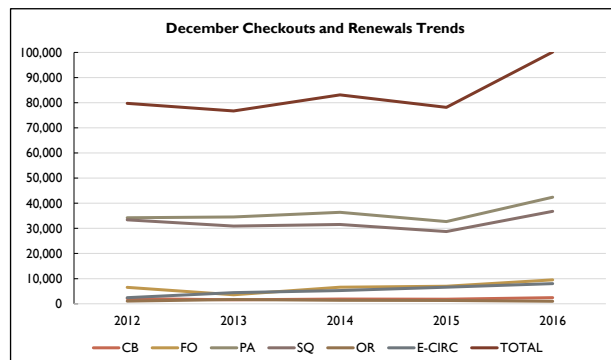
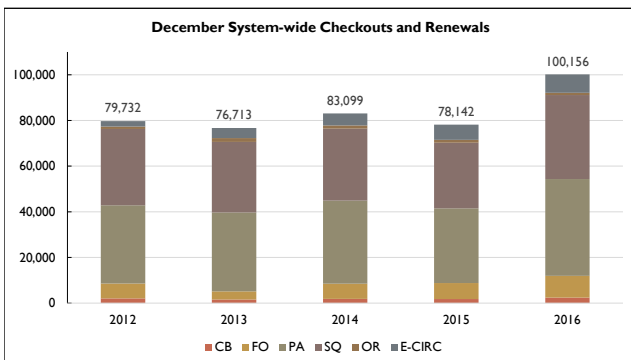


*The Forks Branch Library was closed in 2013 from November 9 to December 17 for a remodel. A new patron counter was not installed until January 1, 2014.

*The Clallam Bay, Forks and Port Angeles Libraries all experienced early closures because of inclement weather in December 2016.

Checkouts & Renewals

	2016	% of System
PA	42,400	42.3%
Self	44%	
SQ	36,783	36.7%
Self	47%	
FO	9,520	9.5%
Self	18%	
CB	2,437	2.4%
OR	992	1.0%
E Circ	8,024	8.0%
Total	100,156	100.0%



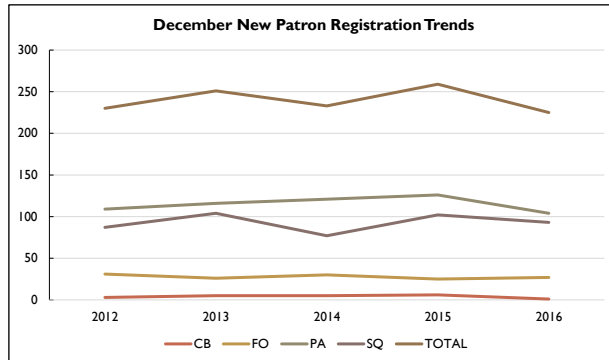
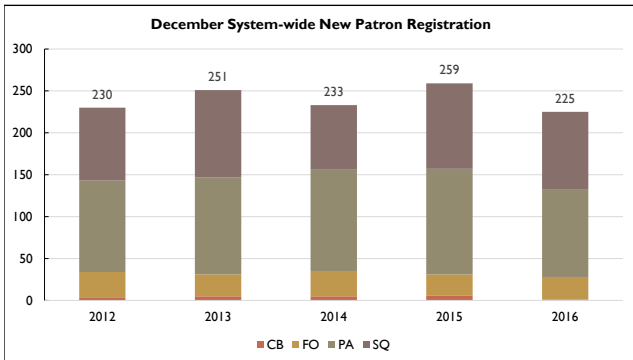
*The Forks Branch Library was closed in 2013 from November 9 to December 17 for a remodel.

*The Clallam Bay, Forks and Port Angeles Libraries all experienced early closures because of inclement weather in December 2016.

*Automatic renewals began in April 2016.

New Patron Registration

	2016	% of System
PA	104	46.2%
SQ	93	41.3%
FO	27	12.0%
CB	1	0.4%
Total	225	100.0%



*The Forks Branch Library was closed in 2013 from November 9 to December 17 for a remodel.

*The Clallam Bay, Forks and Port Angeles Libraries all experienced early closures because of inclement weather in December 2016.

Library Programs

	Programs/Attendees	% of System
PA	31/803	47%/57%
SQ	16/283	24%/20%
FO	17/312	26%/22%
CB	2/23	3%/2%
Total	66/1421	100%/100%

Public Meetings

	Meetings/Attendees	% of System
PA	9/75	15%/15%
SQ	29/326	48%/66%
FO	21/88	35%/18%
CB	1/3	2%/1%
Total	60/492	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	4,305	46.2%
SQ	3,575	38.4%
FO	984	10.6%
CB	458	4.9%
Total	9322	100.0%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	4,014	55.0%
SQ	1,820	61.4%
FO	1,111	42.9%
CB	157	14.1%
Total	7102	50.8%

Wi-Fi Access

System-wide Total	1,104
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Website Visits

From outside the Library	13,877
From inside the Library	13,510
Avg. # of pages visited	2

Volunteers

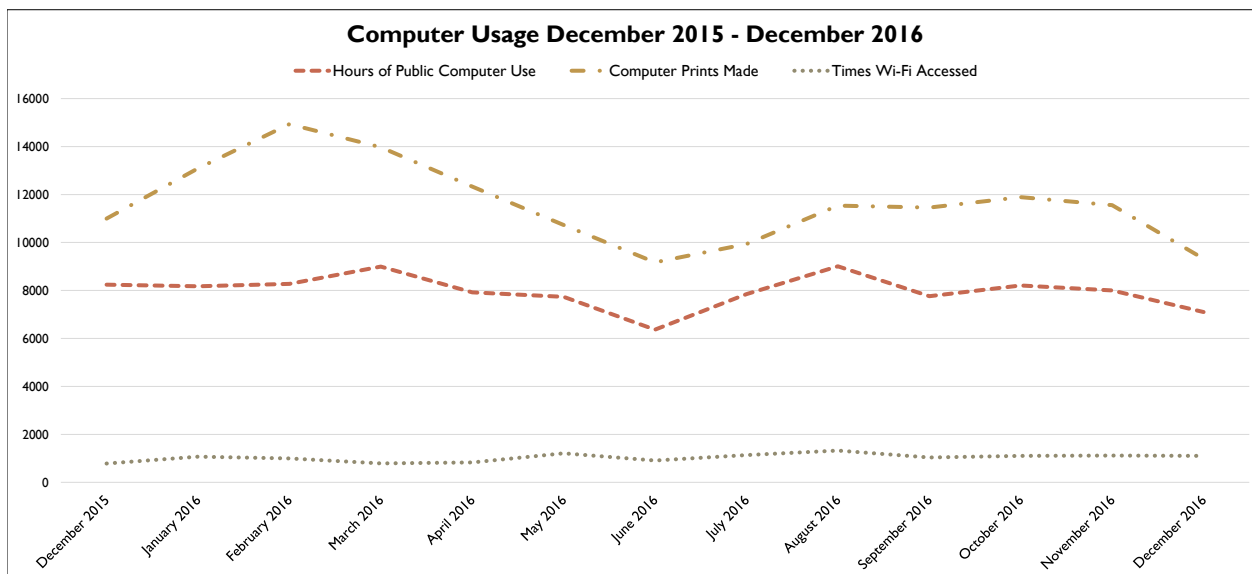
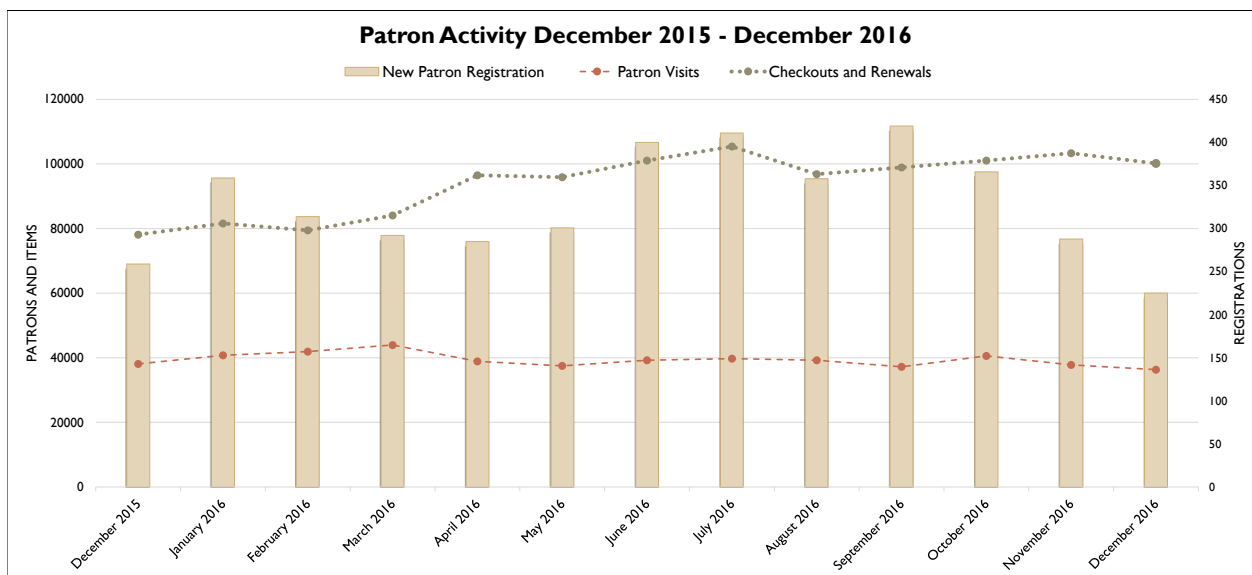
	Volunteer Hours	# of Volunteers
PA	129.25	20
SQ	15.75	4
FO	0	0
CB	2	1
OR	29.5	4
NOLS	17.25	2
Total	194	31

Outreach Services

Deliveries to the Homebound	206
New Patrons w/ Delivery Services	3

Interlibrary Loan Services

Items borrowed from other libraries	141
Items loaned to other libraries	115



Significant Events During the Past 13 Months:

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

May 2016 - Port Angeles public computer area renovation starts. Limited computer access

June 2016 - Port Angeles public computers unavailable for 2 weeks during renovation project

June 2016 - Summer Reading Program begins

August 2016 - Four public computers returned to Forks Branch Library that were removed in December 2015 after the vehicle crash

August-September 2016 - The Port Angeles Library's patron visit counter malfunctioned, in an inaccurate (most likely lower) count

October 2016 - Clallam Bay and Forks Branches closed for several hours one day because of inclement weather

October 2016 - All NOLS locations closed one day for staff training

November 2016 - Port Angeles Library without power for several hours because of storms

December 2016 - The Clallam Bay, Forks and Port Angeles Libraries all experienced early closures because of inclement weather