



Board of Trustees Regular Meeting
Thursday, February 23, 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 January 26, 2017
4. Communications
5. Presentation: Draft Technology Plan
6. Public comments
7. Financial report: January 2017
8. Approval of vouchers: January 2017
9. Unfinished business
 - U.I. Approval of Resolution 17-02-03: Granting sidewalk easement and temporary construction permit to the City of Forks
10. New business
 - N.I. Approval of revisions and updates to HR Policy Manual

12. Reports

- R.1. Monthly statistics: January 2017
- R.2. Monthly activity report: January 2017
- R.3. Customer Comments: None
- R.4. 2016 Annual Report
- R.5. 2017 Budget Glance

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 agendize a matter of business on a future agenda.

15. Next meeting: 5:30pm, Thursday, March 23, 2017 at the Sequim Branch Library

16. Agenda items for next meeting

19. Adjournment

Upcoming Board meetings

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

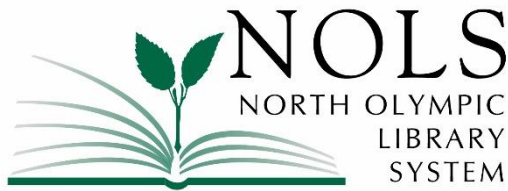
Learn. Create. Connect.

- 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 Thursday 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, January 25, 2017, 5:30pm
Port Angeles Main Library
Port Angeles, WA

MINUTES

1. Call to order, roll call and introductions

Vice Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Robert Streett, Betty Gordon, and Catharine Copass. Chair Jennifer Pelikan attended by telephone. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Administrative Operations Assistants Shaina Rajala and Shannon Curry. Visitors present: Tom O'Donnell, Port Angeles Friends of the Library president.

2. Approval of agenda

*Two additions to the agenda were noted (N.7 and R.7). Motion by Ms. Copass to approve agenda as amended. Motion seconded by Mr. Streett.
Motion carried.*

3. Approval of minutes for regular meeting of November 22, 2016

*Motion by Mr. Streett to approve the minutes from the November 22, 2016 meeting.
Motion seconded by Ms. Gordon.
Motion carried.*

4. Communications

Ms. Jakubcin shared a thank you letter received from the Lions Club, and noted that the 2017 levy certification figures had just been received from the Clallam County Assessor.

5. Presentation: Overview of Administrative Operations Department (Administrative Staff)

6. Public comments

Mr. O'Donnell introduced himself and commented that (1) the first quarterly donation from PAFOL to NOLS had just been made, (2) that PAFOL's grant funded Books for Teachers program is going strong and made over 7000 books available to local teachers last year, and (3) PAFOL has changed their regular meeting date to second Thursdays (at 10am).

7. Financial report: November and December 2016

The financial reports for November and December were accepted as presented.

8. Approval of vouchers: November and December 2016
Motion by Ms. Gordon to approve the November 2016 vouchers. Motion seconded by Ms. Copass. Motion carried.
Motion by Ms. Copass to approve the December 2016 vouchers. Motion seconded by Mr. Streett. Motion carried.
9. Unfinished business
None.
10. New business
 - N.1. Approval of the 2017 Capital Budget
Motion by Ms. Gordon to adopt the 2017 Capital Budget as presented. Motion seconded by Ms. Copass. Motion carried.
 - N.2. End-of-year/Start of year fiscal reconciliation
Ms. Jakubcin commented on the end of year fiscal reconciliation calculations.
 - N.3. Approval of Resolution 17-01-01: Authorizing staff to transfer funds
Motion by Mr. Streett to approve Resolution 17-01-01. Motion seconded by Ms. Gordon. Motion carried.
 - N.4. Approval of Resolution 17-01-02: Authorizing Disposal of Surplus Equipment and Furnishings
Motion by Mr. Streett to approve Resolution 17-01-02. Motion seconded by Ms. Copass. Motion carried.
 - N.5. Approval to close Libraries for 2017 All Staff Training Days
Motion by Ms. Gordon to approve closure of all NOLS libraries on April 28, 2017 and October 19, 2017 for All Staff Training Days. Motion seconded by Mr. Streett. Motion carried.
 - N.6. Tentative: Granting sidewalk and temporary construction easement to the City of Forks
Item N.6. was carried forward for action at the February meeting.
 - N.7. Approval to temporarily adjust Forks Branch open hours in response to emergency staffing shortage.
Ms. Jakubcin provided a verbal report on the situation. Following discussion, there was a motion by Ms. Copass to temporarily eliminate Forks hours of operation from 6pm to 7pm on Monday, Tuesday, Wednesday and Thursday, effective February 1, 2017 in response to the emergency staffing shortage, such hours adjustment to be ended as soon as reasonably possible. Motion seconded by Mr. Streett. Motion carried.
12. Reports
 - R.1. Monthly statistics: November and December, 2016
Accepted as presented.
 - R.2. Annual Statistics 2016
Accepted as presented.
 - R.3. Monthly activity reports: November and December, 2016

Accepted as presented.

R.4. Customer Comments: November and December, 2016

No action required and none taken.

R.5. Preview of Changes to Financial Report Form in 2017

No action required and none taken.

R.6. Preview of Changes to 2017 Statistical Report format (verbal report)

Ms. Gordon requested that the colors used for the bar charts be more distinctive from each other.

No action required and none taken.

R.7. Director briefing on trending topics in public libraries.

No action required and none taken.

I3. Public Comments. None.

I4. 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.

Ms. Pelikan congratulated Ms. Gordon on her recent re-appointment for a second term on the NOLS Board.

Mr. Urnes gave a brief report on a recent NOLF meeting.

Ms. Gordon expressed appreciation for NOLS' intent to address information literacy needs of the community.

I5. Next meeting: 5:30pm, Thursday, February 23, 2017 at the Port Angeles Main Library

I6. Agenda items for next meeting

Mr. Urnes noted that the agenda will include the following Items: Presentation of draft Technology Plan, approval of Forks sidewalk easement, approval of updated HR policies. Also presentation of 2016 annual report and 2017 budget document.

I7. Executive session to discuss the Library Director's performance evaluation.

At 6:55pm Mr. Urnes announced that the Board would move to executive session for the purpose of discussing the Library Director's annual performance evaluation. He stated that the session was expected to last approximately 45 minutes and conclude by 7:40pm.

At 7:30pm Mr. Urnes returned the Board to open session, stating that no action had been taken during the executive session.

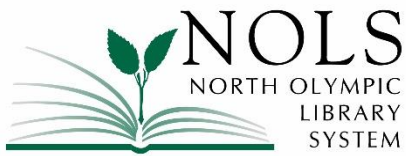
18. Adjournment.

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

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Date: February 16, 2017
Subject: Comments on Financial Reports for January 2017

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: NOLS earns interest monthly on funds in Clallam County's Investment Pool. Investment Pool Interest earned in January will be posted in February. Private Grants and Donations of \$37,471 includes donations of \$12,400 from Port Angeles Friends of the Library and \$25,000 from Friends of Sequim Library. Timber Revenue of \$12,205 was received in January and posted to NOLS Capital Reserve.

Transfers In of \$207,428 is the amount needed to balance revenues and expenditures for the 2017 Budget. The movement of funds from Operating Reserve was authorized by Board Resolution 17-01-01. Additional descriptions of transfers between accounts are included in the comments in the Account Balances section.

Operating Expenditures: All expenditures are within the norm for this time of year. Professional Services includes a \$13,500 semi-annual payment to OCLC for cataloging and metadata services.

Account Balances: The Operating Reserve account shows transfers in of \$106,024. This is made up of three amounts:

- The first amount of \$323,102 was transferred **from** the Undesignated Cash account. This is the amount in excess of the four-month float amount needed to operate until NOLS begins receiving property tax revenues at the end of April.
- The second amount of \$207,428 was transferred **to** the Undesignated Cash account to balance revenues and expenditures for the 2017 Budget.
- The third amount of \$9,650 was transferred **to** the Fiscal Emergency Reserve as authorized by Board Resolution 16-11-16.
- $\$323,102 - \$207,428 - \$9,650 = \$106,024$

This is the first month the Current Income and Current Expense columns of the Account Balances statement have been used. These columns are color coded green and red respectively where amounts are being presented separately. The Transfers In/(Out) column shows amounts transferred between accounts.



Revenue Report

January 31, 2017

Operating Revenue				I/12ths is	8.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	3,693,200	11,769	11,769	3,681,431	0.3
Intergovernmental Revenues	-	4,492	4,492	(4,492)	-
Goods and Services	23,100	1,403	1,403	21,697	6.1
Library Fines and Fees	34,700	3,349	3,349	31,351	9.7
Miscellaneous Revenues					
Investment Interest (net of fees)	25,200	-	-	25,200	-
Media Equipment Rentals	100	-	-	100	-
Facilities Leases (Short Term)	1,200	365	365	835	30.4
Private Grants and Donations	84,625	37,471	37,471	47,154	44.3
Other Miscellaneous Revenue	52,400	20	20	52,380	0.0
Total Miscellaneous Revenues	163,525	37,856	37,856	125,669	23.1
Nonrevenues (excise taxes)	1,800	129	129	1,671	7.2
Transfers In	207,428	207,428	207,428	-	100.00
Total Operating Revenue	4,123,753	266,426	266,426	3,857,327	6.5

Capital Revenue					
Timber Revenues (received in 2017)	-	12,205	12,205	-	-
Total Capital Revenue	-	12,205	12,205	-	-

Grand Total Revenues	278,631	278,631			
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Expenditure Report

January 31, 2017

				I/12ths is	8.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,102,537	166,555	166,555	1,935,982	7.9
Benefits	872,852	68,445	68,445	804,407	7.8
<i>Total Personnel</i>	<i>2,975,389</i>	<i>235,000</i>	<i>235,000</i>	<i>2,740,389</i>	<i>7.9</i>
<i>Supplies</i>					
Supplies, Office and Operating	102,465	3,018	3,018	99,447	2.9
Fuel	4,000	111	111	3,889	2.8
Merchandise for resale	3,200	-	-	3,200	0.0
Collection Materials	467,300	41,972	41,972	425,328	9.0
Small Tools/Equip (<\$200)	1,900	80	80	1,820	4.2
<i>Total Supplies</i>	<i>578,865</i>	<i>45,181</i>	<i>45,181</i>	<i>533,684</i>	<i>7.8</i>
<i>Services</i>					
Professional Services	159,204	18,825	18,825	140,379	11.8
Communication	140,350	10,376	10,376	129,974	7.4
Travel	29,435	57	57	29,378	0.2
Taxes and Operating Assessments	1,860	-	-	1,860	0.0
Operating Rentals and Leases	575	-	-	575	0.0
Insurance	37,180	-	-	37,180	0.0
Public Utilities	89,720	6,802	6,802	82,918	7.6
Repair and Maintenance	98,565	3,344	3,344	95,221	3.4
Miscellaneous Services	10,410	156	156	10,254	1.5
<i>Total Services</i>	<i>567,299</i>	<i>39,560</i>	<i>39,560</i>	<i>527,739</i>	<i>7.0</i>
<i>Intergovernmental Services</i>	<i>400</i>	<i>-</i>	<i>-</i>	<i>400</i>	<i>-</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,800</i>	<i>128</i>	<i>128</i>	<i>1,672</i>	<i>7.1</i>
Total Operating Expenditures	4,123,753	319,869	319,869	3,803,884	7.8

(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	83,850	63	63	83,787	0.1
Other Improvements	9,100	-	-	9,100	0.0
Machinery & Equipment	223,100	2,489	2,489	220,611	1.1
Construction of Capital Assets	-	-	-	-	0.0
Total Capital Outlays	316,050	2,552	2,552	313,498	0.8
Grand Total All Expenditures	4,439,803	322,422	322,422	4,117,381	7.3

Account Balances

January 31, 2017

	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	9,650	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	2,048,009	(266,050)	12,205	-	1,794,164
Operating Reserve ⁽³⁾	1,025,320	106,024	-	-	1,131,344
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⁾	64	-	-	-	64
Capital Budget - 2017 ⁽⁵⁾	-	266,050	-	2,344	263,706
Total Board Designated Accounts	4,645,982	115,674	12,205	2,344	4,771,516
<i>Grants and Donations</i>					
NOLS Donations Fund	50,965	-	10	-	50,975
NOLS Materials Fund	13,859	-	-	48	13,811
Francis Bode Materials Fund	895	-	-	-	895
Margaret Bode Materials Fund	3,545	-	-	-	3,545
Port Angeles Donations Fund	880	-	2	-	882
Port Angeles Friends Donations	3,424	-	12,400	1,241	14,583
Sequim Donations Fund	44,447	-	2	-	44,449
Sequim Friends Donations	5,003	-	25,000	1,058	28,945
Forks Donations Fund	2,698	-	5	-	2,704
Forks Friends Donations	4,239	-	-	-	4,239
Clallam Bay Donations Fund	7,177	-	51	-	7,228
Clallam Bay Friends Donations	3,922	-	-	-	3,922
Seattle Foundation - Phillips Fund	18,000	-	-	-	18,000
Williams Bequest	165,509	-	-	-	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	-
Total Grants and Donations	338,483	-	37,471	6,839	369,115
<i>Unclaimed Property Account</i>	<i>2,139</i>	<i>-</i>			<i>2,139</i>
Total Designated Cash	4,986,604	115,674	49,676	9,183	5,142,770
<i>Undesignated Cash Operating Funds</i>	<i>1,354,040</i>	<i>(407,385)</i>			<i>946,655</i>
Total WA State Local Investment Pool	6,340,644	(291,711)	49,676	9,183	6,089,425

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

January 31, 2017

	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	7,856,367	(291,711)	49,676	9,183	7,605,148
Cash					
Cash Operating Funds					
Cash held by County Treasurer	3,524	-			3,524
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	730	-	730	6,000
Payroll Account (US Bank 1301)	200	186,325	-	186,325	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(602)	715	113	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	186,453	715	187,168	6,765
Total Cash	10,289	186,453	715	187,168	10,289
Total Cash and Investments	7,866,656	(105,258)	50,391	196,352	7,615,437

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 January 2017

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 #1 through #114 are approved in the amount of \$323,035.44 this 23rd day of February 2017.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
1	ADP Tax/Financial Services	Net Payroll (PPE 12-31-16) - EFT 438	116,177.35
2	ADP Tax/Financial Services	Payroll Tax (PPE 12-31-16) - EFT 439	39,379.52
3	ADP, LLC	Payroll Processing (PPE 12-31-16) Document Cloud (PPE 12-31-16)	670.08
4	Amazon.com	Collection Materials	417.01
5	Angeles Communications	Communications - VOIP	1,000.75
6	Angeles Millwork & Lumber Company	PO 06, 14 Maintenance Supplies - FAC	11.81
7	Arctic Film Camp LLC	PO 35 Programming - Film Screening Fee (FOSL)	200.00
8	Baker & Taylor Entertainment	Collection Materials	1,154.92
9	Baker & Taylor Entertainment	Collection Materials	961.68
10	Baker & Taylor Entertainment	Collection Materials	599.61
11	Baker & Taylor Information	Collection Materials	391.08
12	Baker & Taylor Information	Collection Materials	1,302.62
13	Baker & Taylor Information	Collection Materials	3,227.85
14	Baker & Taylor Information	Collection Materials	3,137.32
15	Blackstone Audio, Inc.	Collection Materials	464.99
16	Blackstone Audio, Inc.	Collection Materials	45.00
17	Carruthers, John D	PO 69 Maintenance Supplies - Wheelbarrow Tire - FAC	14.31
18	CENGAGE Learning	Collection Materials	195.05
19	CENGAGE Learning	Collection Materials	25.15
20	CENGAGE Learning	Collection Materials	221.06
21	CENGAGE Learning	Collection Materials	130.83
22	CenturyLink 300511187 FO	Communications - Voice - FO	77.96
23	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	432.26
24	CenturyLink 300561130 CB	Communications - Voice - CB	72.84
25	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.85
26	CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23

No.	Claimant	Purpose	Amount
27	CenturyLink 5161XLL8S3 CB Fiber	Communications - Fiber - CB	268.68
28	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	63.63
29	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	216.91
30	City of Forks	Public Utilities - FO	100.05
31	City of Port Angeles/Dump	PO 28 Solid Waste - Dump Fee - PA	8.84
32	City of Port Angeles/Dump	PO 51, 61, 62, 63 Solid Waste - Dump Fee - FAC	34.38
33	City of Port Angeles/Dump	PO 92 Public Utilities - Dump - FAC	11.79
34	City of Port Angeles/Orcas Avenue	Public Utilities - PA	192.13
35	City of Port Angeles/Peabody St.	Public Utilities - PA	5,155.26
36	City of Sequim	Public Utilities - SQ	118.72
37	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	49.00
38	Clallam County PUD	Public Utilities - CB	378.00
39	Clallam County PUD	Public Utilities - FO	623.00
40	Clallam County Treasurer	2016 Account Activity Charges - NOLS	256.11
41	Commercial Filter Sales & Service	PO 4 Maintenance Supplies - HVAC Filters - FAC	307.85
42	Co-Op Farm & Garden, The	PO 18 Maintenance Supplies - Ice Melt - FAC	39.09
43	Co-Op Farm & Garden, The	PO 38 Maintenance Supplies - Ice Melt - FAC	48.89
44	Dept. of Labor & Industries	Q4 2016 Labor & Industries	6,044.13
45	Dept. of Retirement Systems	DCP Retirement 01-2017 (PPE 12-31-16) - EFT 441	2,770.00
46	Dept. of Retirement Systems	Retirement Contributions (PPE 12-31-16) - EFT 440	27,897.86
47	Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	3,494.36
48	DM Disposal Company, Inc.	Public Utilities - PA - SQ	377.58
49	Doherty, Jennifer	Mileage Reimbursement - NOLS Business - FO	16.20
50	Fevinger, Garrett	H/W Reimbursement - ADM	43.27
51	Forks Chamber of Commerce, Inc.	Membership Dues - 2017	100.00
52	Forks True Value Hardware	PO 42 Maintenance Supplies - FAC	47.20
53	Forks True Value Hardware	PO 68 Maintenance Supplies - FAC	1.51
54	Gayman, Danielle	HW Reimbursement - PA	154.20
55	Gayman, Danielle	HW Reimbursement - PA	44.50
56	Goudzwaard, Rick	C9 Programming - Friday Art Walk (FOSL)	200.00
57	Grass Roots Press	Collection Materials	139.85
58	Great Courses, The	Collection Materials	75.83
59	Hartford Retirement Plan Solutions	MMDCP 01-2017 (PPE 12-31-16) - EFT 442	100.00
60	Health Care Authority	HCA 01-2017 (PPE 12-31-16)	32,586.27
61	Impact Product Development and Mktg.	C3 Programming - Saturday Science (FOSL)	250.00
62	Ingram Library Services	Collection Materials	29.15
63	Ingram Library Services	Collection Materials	81.60
64	Jerry's Small Engines	PO 56 Repair & Maintenance - Snow Removal - FAC	344.17
65	KCDA Purchasing Cooperative	PO 3 Maintenance Supplies - Cleaning Supplies - FAC	482.75
66	KCDA Purchasing Cooperative	PO 43 Office Supplies - TS PO 73 Cleaning Supplies - FAC	528.93
67	Koenig Chevrolet	PO 13 Repair and Maintenance - Nolsy - FAC PO 20 Repair and Maintenance - Van - FAC	211.19
68	Koenig Chevrolet	PO 67 Repair and Maintenance - Van Door - FAC	86.13

No.	Claimant	Purpose	Amount
69	LinkedIn	Professional Services - Web Team Training	1,897.00
70	Martin, Cheryl	HW Reimbursement - PA	454.84
71	Midwest Tape	Collection Materials	321.13
72	Midwest Tape	Collection Materials	34.67
73	Midwest Tape	Collection Materials	1,554.78
74	Midwest Tape	Collection Materials	319.61
75	North Olympic Library System	Jan. Revolving Fund Reimbursement #1 (* Detail Below)	669.95
76	North Olympic Library System	Jan. Revolving Fund Reimbursement #2 (* Detail Below)	60.33
77	OCLC, Inc.	PO 33 Technology Svcs. - OCLC	13,500.00
78	Olympic Delivery Service, Inc.	PO 12 Communication - Freight - TS	2,478.00
79	Olympic Delivery Service, Inc.	PO 66 Communication - Freight - TS	1,593.00
80	Olympic Laundry & Dry Cleaners, Inc.	PO 39 Professional Services - Laundry - FAC	100.40
81	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	290.98
82	Pen West Contractors	PO 31 Repair and Maintenance - Sweeping - FAC PO 32 Repair and Maintenance - Snow Removal - FAC	867.20
83	Pen West Contractors	PO 65 Groundskeeping - De-icing - FAC	1,544.70
84	Peninsula Daily News	Collection Materials	37.05
85	Price, Susan	HW Reimbursement - TS	735.90
86	Quill Corporation	PO 29 Office Supplies - SQ	111.81
87	Quill Corporation	PO 50 Office Supplies - ADM	88.18
88	Radigan, Katelyn	HW Reimbursement - SQ	263.43
89	Raivo, Jessica	Reimburse Over-Deducted Union Dues (PPE 12-31-16)	16.08
90	Random House, Inc.	Collection Materials	65.04
91	Rodlend, Carrie	C-I Programming Kids Create (FOSL)	200.00
92	Scholastic Library Publishing	PO 21 Program Supplies - BOB Books (PAFOL)	215.18
93	Secretary of State	Collection Materials - Digital	26,475.05
94	Shield, Erin	PO 82 & 83 - General Office Supplies	27.59
95	Swains General Store, Inc.	PO 8, 24 Small Tools - FAC PO 23 Maintenance Supplies - Ice Melt - FAC	109.58
96	Swains General Store, Inc.	PO 49 Maintenance Supplies - Ice Melt - FAC	55.19
97	Taft, Ambur	Mileage Reimbursement - Business - SQ	19.26
98	The Leader	Collection Materials	124.00
99	Townsley, Victoria	HW Reimbursement - PA	225.90
100	Turner, Cynthia	HW Reimbursement - TS	106.40
101	Unique Management Services, Inc.	Professional Services - Debt Collection	349.65
102	United Way of Clallam County	United Way Donations (PPE 12-31-16)	34.16
103	US Bank	Credit Card Svcs. - Dec. 2016 Charges (* Detail Below)	1,184.02
104	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (* Detail Below)	110.71
105	Washington State Patrol	Background Check	12.00
106	WCIF	Vision/Life/EAP Premiums 01-2017 (PPE 12-31-16)	1,247.44
107	WDH - Wave Business	Communication - Internet - IT	2,475.69
108	Weiss, Alisa	Travel Reimbursement - SQ	19.26
109	West Waste & Recycling	Public Utilities - FO - CB	52.30
110	Winter, Kendl	C8 Programming - Art Blast (PAFOL)	1,000.00

No.	Claimant	Purpose	Amount
111	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-16) - February Coverage	4,764.48
112	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 01-2017 (PPE 12-31-16)	1,954.66
113	WT COX	Collection Materials	31.22
114	WT COX	Collection Materials	19.48
			323,035.44

*** Detail - NOLS Revolving Fund Account -- Voucher #75**

1967	Jurgensen, Jennifer	Patron Refund	17.95
1968	NatureBridge	PO 36 Training Supplies - Rental Deposit - ASTD - NOLS	567.00
1969	Liberace Studio	Collection Materials	85.00
			669.95

*** Detail - NOLS Revolving Fund Account -- Voucher #76**

1970	Ware, Eloise	Patron Refund	27.95
1971	Johnson, Julius	Patron Refund	14.98
1972	Foulger, Alexander G.	Patron Refund	17.40
			60.33

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #103**

1	Amazon.com	PO 26 Maintenance Supplies - Sharps Container - FAC	84.30
2	Amazon.com	PO 41 Maintenance Supplies - Sharps Cabinet - FAC	69.00
3	Amazon.com	PO 27 Maintenance Supplies - Water Filter - FAC	77.39
4	Amazon.com	PO 25 Office Supplies - Storytime Kit Totes - TS	50.99
5	JoAnn Fabrics	PO 1375 Program Supplies - Circuit Machine (PAFOL)	23.97
6	Pay Pal	PayPal Gateway Fees December 2016 - NOLS	59.95
7	Quill Corporation	PO 19 Office Supplies - Calendar - FO	25.56
8	Safeway	PO 5 Office Supplies - Disk Repair - TS	8.53
9	Stamps.com	PO 15 Technology Services - TS	15.99
10	UPS	PO 1316 Communication - Freight - TS	10.79
11	UPS	PO 10 Communication - Freight - TS	7.55
12	USPS	PO 2 Postage - TS	250.00
13	USPS	PO 7 Postage - TS	250.00
14	USPS	PO 17 Postage - TS	250.00
			1,184.02

No.	Claimant	Purpose	Amount
* Detail - NOLS Voyager Credit Card Purchases -- Voucher #104			
15	Evergreen 76	PO 1365 Business Fuel - Ford Van - FAC	20.00
16	Evergreen 77	PO 1377 Business Fuel - CB Van - FAC	70.00
17	Shell	PO 1388 Business Fuel - Nolsy - FAC	28.91
18	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(8.20)
			110.71

* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 438	ADP Tax/Financial Services	Net Payroll (PPE 12-31-16)	116,177.35
EFT 439	ADP Tax/Financial Services	Payroll Tax (PPE 12-31-16)	39,379.52
EFT 440	Dept. of Retirement Systems	Retirement Contributions (PPE 12-31-16)	27,897.86
EFT 441	Dept. of Retirement Systems	DCP Retirement (PPE 12-31-16)	2,770.00
EFT 442	Hartford Retirement Plan Solutions	MMDCP (PPE 12-31-16)	100.00
			186,324.73

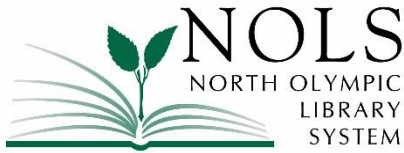
VOUCHERS BY CATEGORY FOR JANUARY 2017

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
1	ADP Tax/Financial Services	Net Payroll (PPE 12-31-16) - EFT 438	116,177.35	
2	ADP Tax/Financial Services	Payroll Tax (PPE 12-31-16) - EFT 439	39,379.52	
44	Dept. of Labor & Industries	Q4 2016 Labor & Industries	6,044.13	
45	Dept. of Retirement Systems	DCP Retirement 01-2017 (PPE 12-31-16) - EFT 441	2,770.00	
46	Dept. of Retirement Systems	Retirement Contributions (PPE 12-31-16) - EFT 440	27,897.86	
50	Fevinger, Garrett	H/W Reimbursement - ADM	43.27	
54	Gayman, Danielle	HW Reimbursement - PA	154.20	
55	Gayman, Danielle	HW Reimbursement - PA	44.50	
59	Hartford Retirement Plan Solutions	MMDCP 01-2017 (PPE 12-31-16) - EFT 442	100.00	
60	Health Care Authority	HCA 01-2017 (PPE 12-31-16)	32,586.27	
70	Martin, Cheryl	HW Reimbursement - PA	454.84	
85	Price, Susan	HW Reimbursement - TS	735.90	
88	Radigan, Katelyn	HW Reimbursement - SQ	263.43	
89	Raivo, Jessica	Reimburse Over-deducted Union Dues (PPE 12-31-2016)	16.08	
99	Townsley, Victoria	HW Reimbursement - PA	225.90	
100	Turner, Cynthia	HW Reimbursement - TS	106.40	
102	United Way of Clallam County	United Way Donations (PPE 12-31-16)	34.16	
106	WCIF	Vision/Life/EAP Premiums 01-2017 (PPE 12-31-16)	1,247.44	
111	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-16) - February Coverage	4,764.48	
112	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 01-2017 (PPE 12-31-16)	1,954.66	235,000.39
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
6	Angeles Millwork & Lumber Company	PO 06, 14 Maintenance Supplies - FAC	11.81	
17	Carruthers, John D	PO 69 Maintenance Supplies - wheelbarrow tire - FAC	14.31	
41	Commercial Filter Sales & Service	PO 4 Maintenance Supplies - HVAC Filters - FAC	307.85	
42	Co-Op Farm & Garden, The	PO 18 Maintenance Supplies - Ice Melt - FAC	39.09	
43	Co-Op Farm & Garden, The	PO 38 Maintenance Supplies - Ice Melt - FAC	48.89	
47	Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	450.13	
52	Forks True Value Hardware	PO 42 Maintenance Supplies - FAC	47.20	
53	Forks True Value Hardware	PO 68 Maintenance Supplies - FAC	1.51	
65	KCDA Purchasing Cooperative	PO 3 Maintenance Supplies - Cleaning Supplies - FAC	482.75	
66	KCDA Purchasing Cooperative	PO 43 Office Supplies - TS PO 73 Cleaning Supplies - FAC	528.93	
86	Quill Corporation	PO 29 Office Supplies - SQ	111.81	
87	Quill Corporation	PO 50 Office Supplies - ADM	88.18	
94	Shield, Erin	PO 82 & 83 - General Office Supplies	27.59	
95	Swains General Store, Inc.	PO 8, 24 Small Tools - FAC PO 23 Maintenance Supplies - Ice Melt - FAC	29.65	
96	Swains General Store, Inc.	PO 49 Maintenance Supplies - Ice Melt - FAC	55.19	
CC 1	Amazon.com	PO 26 Maintenance Supplies - Sharps Container - FAC	84.30	
CC 2	Amazon.com	PO 41 Maintenance Supplies - Sharps Cabinet - FAC	69.00	
CC 3	Amazon.com	PO 27 Maintenance Supplies - Water Filter - FAC	77.39	
CC 4	Amazon.com	PO 25 Office Supplies - Storytime Kit Totes - TS	50.99	

Category	Claimant	Purpose	Amount	Subtotal
	CC 7 Quill Corporation	PO 19 Office Supplies - Calendar - FO	25.56	
	CC 8 Safeway	PO 5 Office Supplies - Disk Repair - TS	8.53	
	CK 1968 NatureBridge	PO 36 Training Supplies - Rental Deposit - NOLS	567.00	3,127.66
<u>PROGRAM SUPPLIES</u>				
	47 Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	1.60	
	92 Scholastic Library Publishing	PO 21 Program Supplies - BOB Books (PAFOL)	215.18	
	CC 5 JoAnn Fabrics	PO 1375 Program Supplies - Circuit Machine (PAFOL)	23.97	240.75
<u>FUEL</u>				
	CC 15 Evergreen 76	PO 1365 Business Fuel - Ford Van - FAC	20.00	
	CC 16 Evergreen 77	PO 1377 Business Fuel - CB Van - FAC	70.00	
	CC 17 Shell	PO 1388 Business Fuel - Nolsy - FAC	28.91	
	CC 18 Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(8.20)	110.71
<u>COLLECTION MATERIALS</u>				
	4 Amazon.com	Collection Materials	417.01	
	8 Baker & Taylor Entertainment	Collection Materials	1,154.92	
	9 Baker & Taylor Entertainment	Collection Materials	961.68	
	10 Baker & Taylor Entertainment	Collection Materials	599.61	
	11 Baker & Taylor Information	Collection Materials	391.08	
	12 Baker & Taylor Information	Collection Materials	1,302.62	
	13 Baker & Taylor Information	Collection Materials	3,227.85	
	14 Baker & Taylor Information	Collection Materials	3,137.32	
	15 Blackstone Audio, Inc.	Collection Materials	464.99	
	16 Blackstone Audio, Inc.	Collection Materials	45.00	
	18 CENGAGE Learning	Collection Materials	195.05	
	19 CENGAGE Learning	Collection Materials	25.15	
	20 CENGAGE Learning	Collection Materials	221.06	
	21 CENGAGE Learning	Collection Materials	130.83	
	47 Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	304.28	
	57 Grass Roots Press	Collection Materials	139.85	
	58 Great Courses, The	Collection Materials	75.83	
	62 Ingram Library Services	Collection Materials	29.15	
	63 Ingram Library Services	Collection Materials	81.60	
	71 Midwest Tape	Collection Materials	321.13	
	72 Midwest Tape	Collection Materials	34.67	
	73 Midwest Tape	Collection Materials	1,554.78	
	74 Midwest Tape	Collection Materials	319.61	
	84 Peninsula Daily News	Collection Materials	37.05	
	90 Random House, Inc.	Collection Materials	65.04	
	93 Secretary of State	Collection Materials - Digital	26,475.05	
	98 The Leader	Collection Materials	124.00	
	113 WT COX	Collection Materials	31.22	
	114 WT COX	Collection Materials	19.48	
	CK 1969 Liberace Studio	Collection Materials	85.00	41,971.91

Category	Claimant	Purpose	Amount	Subtotal
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
	95 Swains General Store, Inc.	PO 8, 24 Small Tools - Pruning Tools - FAC	79.93	79.93
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	3 ADP, LLC	Payroll Processing (PPE 12-31-16) Document Cloud (PPE 12-31-16)	670.08	
	7 Arctic Film Camp LLC	PO 35 Programming - Film Screening Fee (FOSL)	200.00	
	40 Clallam County Treasurer	2016 Account Activity Charges - NOLS	256.11	
	56 Goudzwaard, Rick	C9 Programming - Friday Art Walk (FOSL)	200.00	
	61 Impact Product Development and Mktg.	C3 Programming - Saturday Science (FOSL)	250.00	
	69 LinkedIn	Professional Services - Web Team Training	1,897.00	
	77 OCLC, Inc.	PO 33 Technology Svcs. - OCLC	13,500.00	
	80 Olympic Laundry & Dry Cleaners, Inc.	PO 39 Professional Services - Laundry - FAC	100.40	
	91 Rodlend, Carrie	C-1 Programming Kids Create (FOSL)	200.00	
	101 Unique Management Services, Inc.	Professional Services - Debt Collection	349.65	
	105 Washington State Patrol	Background Checks	12.00	
	110 Winter, Kendi	C8 Programming - Art Blast (PAFOL)	1,000.00	
	CC 6 Pay Pal	PayPal Gateway Fees December 2016 - NOLS	59.95	
	CC 9 Stamps.com	PO 15 Technology Services - TS	15.99	18,711.18
<u>COMMUNICATIONS</u>				
	5 Angeles Communications	Communications - VOIP	1,000.75	
	22 CenturyLink 300511187 FO	Communications - Voice - FO	77.96	
	23 CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	432.26	
	24 CenturyLink 300561130 CB	Communications - Voice - CB	72.84	
	25 CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.85	
	26 CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23	
	27 CenturyLink 5161XLL853 CB Fiber	Communications - Fiber - CB	268.68	
	28 CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	63.63	
	29 CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	216.91	
	78 Olympic Delivery Service, Inc.	PO 12 Communication - Freight - TS	2,478.00	
	79 Olympic Delivery Service, Inc.	PO 66 Communication - Freight - TS	1,593.00	
	107 WDH - Wave Business	Communication - Internet - IT	2,475.69	
	CC 10 UPS	PO 1316 Communication - Freight - TS	10.79	
	CC 11 UPS	PO 10 Communication - Freight - TS	7.55	
	CC 12 USPS	PO 2 Postage - TS	250.00	
	CC 13 USPS	PO 7 Postage - TS	250.00	
	CC 14 USPS	PO 17 Postage - TS	250.00	10,376.14
<u>TRAVEL</u>				
	47 Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	1.85	
	49 Doherty, Jennifer	Mileage Reimbursement - NOLS Business - FO	16.20	
	97 Taft, Ambur	Mileage Reimbursement - Business - SQ	19.26	
	108 Weiss, Alisa	Travel Reimbursement - SQ	19.26	56.57
<u>UTILITIES</u>				
	30 City of Forks	Public Utilities - FO	100.05	
	31 City of Port Angeles/Dump	PO 28 Solid Waste - Dump Fee - PA	8.84	
	32 City of Port Angeles/Dump	PO 51, 61, 62, 63 Solid Waste - Dump Fee - FAC	34.38	
	33 City of Port Angeles/Dump	PO 92 Public Utilities - Dump - FAC	11.79	

Category	Claimant	Purpose	Amount	Subtotal
34	City of Port Angeles/Orcas Avenue	Public Utilities - PA	192.13	
35	City of Port Angeles/Peabody St.	Public Utilities - PA	5,155.26	
36	City of Sequim	Public Utilities - SQ	118.72	
37	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	49.00	
38	Clallam County PUD	Public Utilities - CB	378.00	
39	Clallam County PUD	Public Utilities - FO	623.00	
48	DM Disposal Company, Inc.	Public Utilities - PA - SQ	377.58	
109	West Waste & Recycling	Public Utilities - FO - CB	52.30	7,101.05
<u>REPAIR AND MAINTENANCE</u>				
64	Jerry's Small Engines	PO 56 Repair & Maintenance - Snow Removal - FAC	344.17	
67	Koenig Chevrolet	PO 13 Repair and Maintenance - Nolsy - FAC PO 20 Repair and Maintenance - Van - FAC	211.19	
68	Koenig Chevrolet	PO 67 Repair and Maintenance - van door - FAC	86.13	
81	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	290.98	
82	Pen West Contractors	PO 31 Repair & Maintenance - Sweeping - FAC PO 32 Repair & Maintenance - Snow Removal - FAC	867.20	
83	Pen West Contractors	PO 65 Groundskeeping - De-icing - FAC	1,544.70	3,344.37
<u>MISCELLANEOUS SERVICES</u>				
47	Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	56.34	
51	Forks Chamber of Commerce, Inc.	Membership Dues-2017	100.00	156.34
<u>BUILDINGS AND STRUCTURES</u>				
47	Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	62.84	62.84
<u>MACHINERY AND EQUIPMENT</u>				
47	Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	2,489.36	2,489.36
<u>SALES TAX</u>				
47	Dept. of Revenue - Use/Sales Tax	December 2016 Sales & Use Tax	127.96	127.96
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 1967	Jurgensen, Jennifer	Patron Refund	17.95	
CK 1970	Ware, Eloise	Patron Refund	27.95	
CK 1971	Johnson, Julius	Patron Refund	14.98	
CK 1972	Foulger, Alexander G.	Patron Refund	17.40	78.28
			323,035.44	323,035.44



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: February 14, 2017
Subject: Forks Easement

Recommendation. That the Library Board of Trustees approve Resolution 17-02-03 granting a sidewalk easement and temporary construction permit to the City of Forks.

Policy considerations. The Board has legal authority to grant such an easement, and the conveyance documents have received legal review.

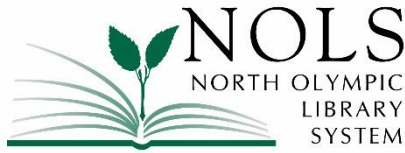
Fiscal considerations. None. Costs of sidewalk construction and future maintenance, repair, and replacement of the sidewalk will be borne by the City of Forks.

Discussion. The City of Forks desires to improve access along B Street from Forks Avenue to Spartan Avenue by constructing a sidewalk. This construction requires that the Library grant an easement for the space between the street and the south the wall of the library building. This space is currently broken asphalt. Construction of a sidewalk in this area poses no facilities or other issues for NOLS, and the presence of a sidewalk will be a benefit to pedestrians.

Approval of a temporary construction permit is also required.

Alternatives considered.

Attachment: Resolution 17-02-03



Resolution 17-02-03
Library Board of Trustees
North Olympic Library System

**Granting a sidewalk easement and temporary construction permit
to the City of Forks**

Whereas, the City of Forks has requested that the North Olympic Library System grant a sidewalk easement and temporary construction permit for the purpose of constructing a new sidewalk on property owned by NOLS at the Forks Branch Library, and

Whereas, the documents describing such transactions are attached hereto, and have been approved by legal counsel and reviewed by the Board of Trustees; and

Whereas, the NOLS Board of Trustees has the legal authority to grant said easement and to authorize the Library Director to execute the necessary documents on behalf of the Board; and

Whereas, NOLS is willing to grant such easement;

Now therefore be it resolved, that the Board of Trustees of the North Olympic Library grants to the City of Forks the Sidewalk Easement as described in Exhibit A, attached hereto; and

Be it further resolved that the Board grants and conveys to the City of Forks a Temporary Construction Permit as described in Exhibit B, attached hereto; and

Be it further resolved that the Board authorizes the Library Director to execute the documents necessary to make the above described grants and conveyances.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 23rd day of February 2017.

Chair

Trustee

Trustee

Trustee

Trustee

Attested by:

Secretary to the Board

Return to:
City of Forks
500 East Division Street
Forks, WA 98331

Sidewalk Easement

Grantor(s):

Grantee: City of Forks

Assessor's Property Parcel Number:

Legal Description:

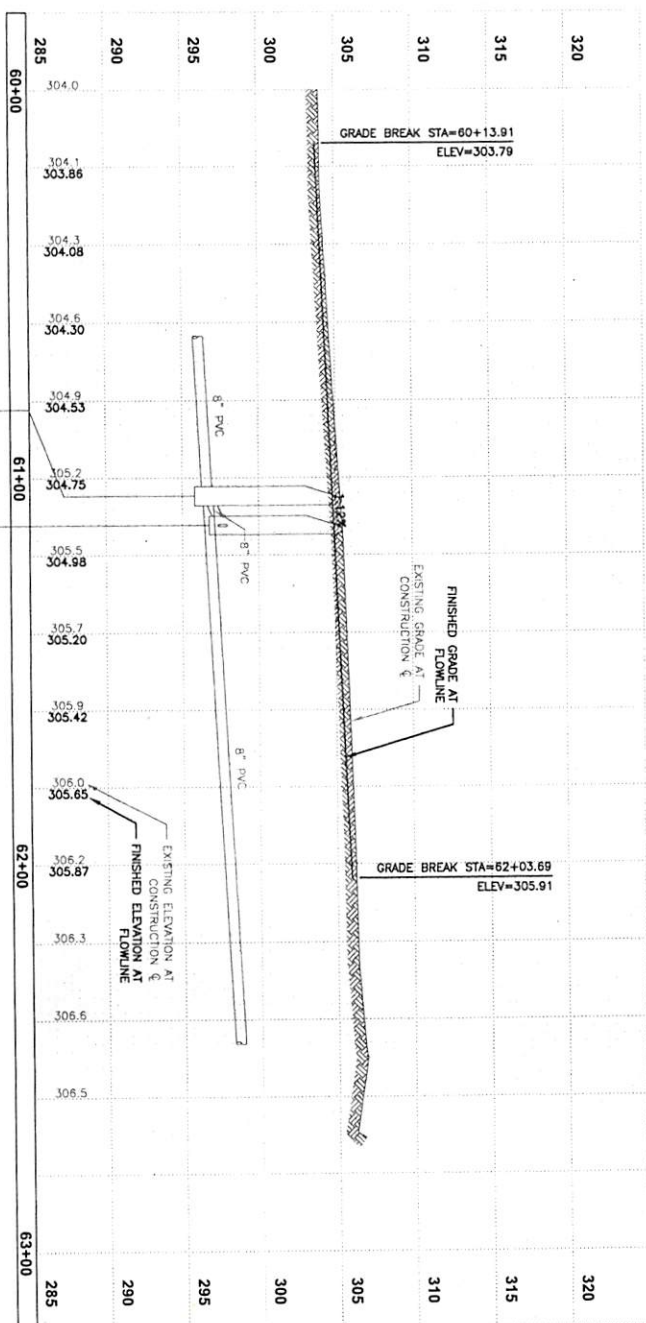
SIDEWALK EASEMENT

THIS AGREEMENT, made this _____ day of _____, 20____ between _____, hereinafter the Grantor, and the CITY OF FORKS, a municipal corporation, in the County of Clallam, State of Washington, hereinafter the Grantee.

WITNESSETH:

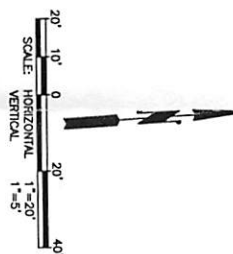
1. For and in consideration of the performance of the covenants and terms set forth below, and other good and valuable considerations, receipt of which is hereby acknowledged, Grantor hereby grants and conveys unto Grantee a permanent sidewalk easement over and across the land hereinafter specifically described, for the purpose of constructing, using, replacing, and maintaining a public sidewalk and appurtenant work in any part of the easement, including the right to repair, maintain and replace the sidewalk, and for any reconstruction and future expansion of such facility within the area of the easement.
2. The land over and across which said sidewalk easement is granted is a strip of land specifically described in attached Exhibit "A" and shown in attached Exhibit "B", both incorporated herein by reference to.
3. Grantee is to have and to hold the above-described land for the uses and purposes hereinabove set forth forever.
4. The rights granted herein shall not be construed to interfere with or restrict the Grantor and his/her/its assigns from the use of the premises with respect to the construction and maintenance of improvements adjacent to the premises herein described so long as the same are so constructed as not to impair the strength or interfere with the use and maintenance of the sidewalk.

This easement shall run with the land and apply to all interests now owned or hereafter acquired to the above-described property. It shall be filed of record with the Auditor's office, Clallam County, Washington.



CONSTRUCTION NOTES

- ① CAUTION: CONTRACTOR SHALL LOCATE EXISTING UTILITIES A MINIMUM OF 100 LF AHEAD OF CONSTRUCTION SO HORIZONTAL AND/OR VERTICAL ALIGNMENT OF UTILITIES CAN BE ADJUSTED PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING EXISTING UTILITY LOCATION AND DEPTH OF EXISTING UTILITIES AT ALL CROSSINGS AND CONFLICTS.
- ② CAUTION: POTENTIAL CONFLICT WITH EXISTING UTILITY POLE AND/OR PIPE. CONTRACTOR SHALL COORDINATE WITH THE PUD TO HAVE THE POLE MOVED DURING UTILITY CONSTRUCTION.
- ③ CONTRACTOR SHALL PROTECT EXISTING UTILITY STRUCTURES, TREE, OR EDGE DURING CONSTRUCTION.
- ④ CONTRACTOR SHALL REMOVE AND WASTEWATER EXISTING SIDEWALK, CONCRETE, ASPHALT PAVEMENT, AND/OR CURB SURFACE. SEE BUTT JOINT DETAIL SHEET **#**.
- ⑤ CONTRACTOR SHALL SAWCUT EXISTING PAVEMENT SURFACE. SEE BUTT JOINT DETAIL SHEET **#**.
- ⑥ CONTRACTOR SHALL SAWCUT OR EXCAVATE EXISTING SIDEWALK AT NEAREST JOINT (AS DIRECTED IN THE FIELD BY THE OWNER), PROVIDE A CLEAN EDGE.
- ⑦ CONTRACTOR SHALL FURNISH AND INSTALL CEMENT CONCRETE DRAINWAY ENTRANCE. SEE DETAIL AND DRAINWAY SCHEDULE ON SHEET **#**.
- ⑧ CONTRACTOR SHALL FURNISH AND INSTALL HMA DRAINWAY REPAIR. SEE DETAIL SHEET **#**.
- ⑨ CONTRACTOR SHALL FURNISH AND INSTALL CONCRETE DRAINWAY REPAIR. SEE DETAIL SHEET **#**.
- ⑩ CONTRACTOR SHALL FURNISH AND INSTALL CONCRETE CURB END SECTION. SEE DETAIL SHEET **#**.
- ⑪ CONTRACTOR SHALL FURNISH AND INSTALL PARALLEL CURB RAMP, TYPE A. SEE DETAIL SHEETS **#**.
- ⑫ CONTRACTOR SHALL FURNISH AND INSTALL PARALLEL CURB RAMP, TYPE B. SEE DETAILS ON SHEET **#**.
- ⑬ CONTRACTOR SHALL FURNISH AND INSTALL PERPENDICULAR CURB RAMP, TYPE A. SEE DETAILS ON SHEET **#**.
- ⑭ CONTRACTOR SHALL REMOVE AND WASTEWATER EXISTING STORM PIPE AND/OR CATCH BASIN. COST TO BE INCLUDED IN THE LUMP SUM PRICE FOR REMOVAL OF STRUCTURES AND OBSTRUCTIONS.
- ⑮ CONTRACTOR SHALL CONNECT EXISTING STORM PIPE TO NEW CATCH BASIN/INLET.
- ⑯ CONTRACTOR SHALL CONNECT EXISTING ROOF DOWNSPOUT TO NEW STORM PIPE. SEE DETAIL SHEET **#**.



Gray & Osborne, Inc.
CONSULTING ENGINEERS
3710 168TH STREET NE, BLDG. B, SUITE 210
ARLINGTON, WA 98223 • (360) 454-5490

DATE: JAN 2017
SCALE: NOTED
DRAWN: A.A.J.
CHECKED: K.W.B.
APPROVED: K.W.B.

**PRELIMINARY
NOT FOR
CONSTRUCTION**

No.	REVISION	DATE	APPROVED
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CITY OF FORKS
COUNTY WASHINGTON
A, B, AND C STREETS AND SPARTAN
AVENUE SIDEWALK PROJECT
PLAN AND PROFILE

811

**Know what's below.
Call before you dig.**

TWO INCHES AT FULL SCALE
IF NOT, SCALE ACCORDINGLY.



SHEET: 6
OF: 23

02 23 17 Board Packet - Page 31

374-5412 ext. 241
Public Works Director Paul Hampton

**CITY OF FORKS, CLALLAM COUNTY, STATE OF WASHINGTON
A, B, AND C STREETS AND SPARTAN AVENUE SIDEWALK PROJECT**

TEMPORARY CONSTRUCTION PERMIT

Property Address:

Parcel Number:

Property Owner:

The undersigned, _____, and _____, their heirs, successors and assigns hereinafter together referred to as "GRANTOR(s)", for and in consideration of improvements that will be constructed under the A, B, and C Streets and Spartan Avenue Sidewalk Project, do (does) hereby convey and grant to the City, a temporary construction easement in, along and across the Grantor's property, for the purpose of constructing certain sidewalk and driveway improvements per the approved City Plans, and do further grant the use of 10 feet of property, immediately adjacent to the City's right-of-way for the purpose of performing this work, including excavating, compacting, shaping and grading for sidewalk and/or driveway sections, blending new improvements into adjacent private property by shaping, grading, and restoring the surface, to include related and miscellaneous construction items, as necessary, all costs of which shall be borne by the City.

The GRANTOR hereby and the City, by accepting and signing this document, mutually covenant and agree as follows:

- (1) City shall upon completion of the work, remove all debris and restore any disturbed surface of the above described property as was caused by City's licensed, bonded, and insured Contractor, to a condition as nearly as practical that is equal to or better than that which existed at the date of this agreement.
- (2) Access to GRANTOR'S property shall be maintained at all times during the City's Project, except for temporary driveway closures needed to reconstruct driveway aprons
- (3) This Temporary Construction Permit shall terminate upon the City's formal acceptance of the completion of this Project, or by December 31, 2017, whichever shall first occur.

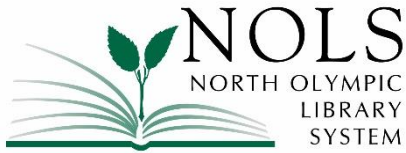
DATED THIS _____ DAY OF _____, 20____.

LEGAL OWNER

On this day personally appeared before me _____ to me known to be the individual(s) described in and who executed the within and foregoing instrument and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed for the uses and purposes herein mentioned.

Given under my hand and official seal this _____ day of _____, 20____.

Notary Public in and for the State of Washington, Residing at _____



Staff report

To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Date: February 16, 2017
Subject: Approval of Revisions to Human Resources Policies

Recommendation. That the Library Board of Trustees approve revisions to HR Policies as described below and detailed in the attached table.

Policy considerations: NOLS periodically reviews all policies to ensure they remain current and pertinent. This set of policy updates results from a scheduled periodic review of the HR Policy manual. Each of the HR policies was reviewed over the course of the last few months, and where necessary, revised.

When the HR policy manual was originally adopted in 2013, an employment law firm was retained to review the manual for legal compliance. Only one of the currently recommended revisions is of a nature that would require legal review, and for that policy revision legal opinion was obtained.

As is customary, the proposed revisions have been shared with the Management Team and staff as a whole, and they have had an opportunity to comment or provide input. The employee unions have also received courtesy notice regarding review and update of the HR policy manual. The Board Policy Committee has reviewed and approved these revisions.

In keeping with NOLS' transparency practices, all of the Library's policies, including HR policies, are posted on staff's shared network drive, and publically on the library website. Once revisions are approved, the digital copies in these locations will be updated.

Fiscal considerations. None.

Discussion. Review of the HR Policy Manual identified five categories of policies requiring different actions:

1. A group of policies which required no updating or changes. These will not be presented to the Board, but the policy review tracking sheet will note that they have been reviewed as of January 2017, and the next periodic review date will be scheduled accordingly.
2. A group of policies which required minor updates to the language describing administrative management of the policy. Most commonly these revisions replace out-of-date job titles with the current titles, or update descriptions of Administrative work-

flow to reflect changes that have occurred since original adoption of the policies. A few minor typos were also located and corrected. None of these revisions result in any substantive policy change. Policy numbers of this group are indicated in the attached table, but the revised policies themselves have not been provided in the Board Packet in order to reduce unnecessary paper waste.

3. A group of policies requiring minor editing or updating that has some substantive impact on the policy. In most cases this impact is quite minor. The policies in this category are detailed in the attached table with a brief explanation of the proposed change, and copies of the draft revisions of these policies are attached to this report.
4. Two new policies needed to reflect benefit changes that were negotiated with the Management Union in 2014, for which policies were never drafted.
5. A small group of policies that require additional study and consideration prior to possible revision or drafting of new, related policies. These will be presented to the Board at a future date.

It should also be noted that as a part of this review process the general presentation format of the HR Policy “Manual” has also been updated. Originally the manual was created as a single lengthy (115 page) document. While this format was undoubtedly a convenience when creating and approving the original 90 policies as a cohesive whole, it has been a practical impediment to efficient updating. As part of this review process the HR Policy Manual document was, therefore, separated into individual policies, grouped by section, similar to the format used for NOLS’ Operational Policy Manual. This arrangement will more readily support revision or creation of individual policies whenever such updating is required in the future.

Alternatives considered. The Board may request additional information, or recommend other revisions, prior to adopting these policies and revised policies.

Suggested Language for Motion:

Attachments: Table of HR Policy Revisions
Selected HR Policies (7.1, 7.5, 8.5, 10.3, 11.4, 12.8, 12.11, 12.15, 12.16, 13.9, 14.4,)

Table of Proposed HR Policy Revisions – presented to Board 02/23/2017

I. The following policies require minor, non-substantive updating of language describing policy administration. (not attached)

Section 1	Introduction
1.1	Welcome Statement
1.3	Scope of Policy Manual and Authority Revisions
1.4	Glossary of Terms
Section 2	Employee Selection
2.2	Equal Employment Opportunity
Section 3	General Employment Practices
3.3	Employee Use of Bulletin Boards
3.4	Layoff and Reinstatement
3.5	Leaving the Library
3.9	Employment Verification
Section 4	Discrimination and Harassment
4.2	Disability, Serious Illness, Accommodation
Section 6	Classification
6.1	Classification of Employees
6.2	Working out of Class
6.3	Voluntary Classification Reduction
Section 7	Compensation
7.4	Payroll Records
7.6	Reimbursement for Local Travel
Section 10	Hours and Attendance
10.1	Attendance and Punctuality
Section 11	Training and Professional Development
11.1	Membership in Prof Orgs, Conference Attendance
Section 12	Employee Absences and Leaves
12.3	Court-related Leave
12.4	Domestic Violence Leave

12.5	Donated Sick Leave
12.6	FMLA, FLA, FCA
12.9	Leave of Absence w/out pay
12.13	Return to Work
Section 13	Employee Benefits
13.3	Disability Benefits and Workers Comp
13.5	Employee Assistance Program
13.8	Retirement Benefits
Section 14	Safety and Health
14.1	Accident Prevention and Safety
14.5	Use of Prescribed Drugs

2. The following policies require revisions as indicated. (Attached).

7.10	Compensation Plan	removes misleading reference to "annual" COLA
7.5	Compensation for Work Related Travel Expenses	Increases per diem from 75% to 100% (using state rates)
8.5	Limits to Personal Business on Duty	clarifies language regarding computers to include other digital devices and resources
10.3	Flex time	clarifies standing practice of allowing use of flex within same pay period (rather than week)
11.4	All-Staff Training Day	Updates Title and references OAT
12.8	Holidays and Holiday Compensation	Updates religious holiday language to reflect recent changes to state law - no substantive effect on NOLS staff as NOLS already provided holiday leave for reason of faith or conscience
12.11	Personal Days	updates to reflect 2015 negotiated increases and language change from "Personal Days" to "Personal Leave"
12.15	Vacation Leave	allows LD to authorize partial payout of VL under specific circumstances
14.4	Drug and Alcohol Use	updates to accurately define legal status of marijuana (ie no longer a "Controlled substance" but use still prohibited OTJ)

3. The following policies are new. (Attached)

12.16	Management Leave	<i>new policy to reflect 2014 negotiations</i>
13.9	Cell Phone Reimbursement Allowance	<i>new policy to reflect 2014 negotiations</i>



Policy HR 7.1 Compensation Plan

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/2017

NOLS is public tax-supported institution. The Library's ability to pay salaries depends upon annual revenue and budgeted expenditures established by financial conditions within Clallam County.

It is the policy of the Library to maintain a Compensation Plan designed to pay salaries that are equitable internally; that is, salaries which are in a proper relationship of worth to all other positions within the Library. It is also the policy of the Library to pay salaries which compare reasonably with other similar libraries and local public employers for comparable positions, within budget limitations, and with full consideration for the public the Library serves.

The necessity of changing a staff member's assigned position classification, modifying the content of a position description, or updating salary ranges or other elements of the salary plan may arise due to the assumption of new library services, the elimination of existing services, the expansion or contraction of existing services, and changes in the Library's organization or operating methods.

The Compensation Plan will be reviewed on a regular basis to verify the adequacy of position descriptions, the proper allocation of the positions to salary ranges, and to assure that staff members are properly compensated.

The Compensation Plan includes the salary schedule designated in the most recent Collective Bargaining Agreement(s) (CBA(s)). The salary schedule covers exempt, nonexempt, represented and at-will employees.

Coverage under the Compensation Plan includes all positions as defined in the Classification Plan and as outlined in the Classification of Employees Section (Section 6) of the *HR Policy Manual*.

I. Starting salary and proficiency increases

New staff members will normally be hired at Step A on the salary schedule. However, with prior approval of the Library Director, a new staff member may be hired at a salary level above Step A when experience, training or proven capabilities warrant, or when employee market conditions require a higher starting salary.

Progression to the next step normally occurs annually, upon a satisfactory performance evaluation, with the new rate of pay effective beginning on the anniversary date. A move to the next step may sometimes occur after the successful completion of the probationary period, generally when that arrangement was negotiated as part of hire, or when extraordinary performance warrants a step increase at that time. In that case the new rate of pay will be effective upon completion of the probationary period.

Standard or negotiated step increases require approval of the Library Director or designee.

In the event that a staff member is on “Need for Performance Improvement” status the date he or she is scheduled to receive a step increase, such increase shall not be implemented until the date the staff member is removed from such status. No salary increase shall be payable for any period of time a staff member is on “Need for Performance Improvement” status.

Upon promotion to a position in a higher salary range, the employee’s anniversary date will change to correspond to his/her appointment to the new position. The next step increase, if the employee is not already at Step E, shall occur effective with the new anniversary date, providing the employee has received a satisfactory performance evaluation.

Employees who are Y-rated are not eligible for step increases until the range has increased to the staff member’s actual salary via ~~annual~~ COLA increases or salary schedule restructuring.

Special step increases may be recommended by a supervisor in the event an employee has maintained an exceptionally sustained high level of overall job performance that should be formally acknowledged. Special step increases require approval of the Library Director.

I. Administration

Supervisors, with the approval of the Library Director, have the authority to recommend the actual salary to be paid to an employee within the procedures, guidelines and plans set forth in this policy. Supervisors will continually monitor work flow and working conditions.

Recommendations concerning individual staff members will be based on performance, capability, experience, training, and other relevant qualifications.

The Library Director shall be responsible for the administration of this policy.



Policy HR 7.5 Compensation for Work Related Travel Expenses

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/2017

The intent of this policy is to provide guidelines to employees, volunteers, and the Board of Trustees [hereafter referred to as NOLS representatives] when required to travel on official library business. All work related travel is to be done in the most economical and efficient manner.

When appropriate, NOLS representatives are to consider as an alternative to travel such options as: teleconferencing, video conferencing, video recordings, carpooling, using public transportation if available, and coordinating travel with nearby agencies that may be traveling to the same conference, workshop, training, or meeting.

1. Compliance with Americans with Disabilities Act

When a NOLS representative is required to travel on the behalf of the Library and has a disability, NOLS will make every effort to accommodate the needs of the individual even when such travel may result in slightly more expensive travel costs. All disability related accommodation requests for travel will be done on a case-by-case basis. Examples of such accommodations may include the need for additional fees to accommodate a wheelchair on an airplane, or the need to provide auxiliary aids so an employee that has a vision or hearing impairment may travel.

2. Authorization for travel related to work related training events

Any individual that must travel on the behalf of NOLS to attend continuing education events, seminars, workshops, conferences, or conventions must receive prior authorization for such travel from their supervisor, their branch manager, or the Library ~~Director when such travel is related to attending continuing education events, seminars, workshops, conferences, or conventions~~. The individual requesting permission to travel must submit a Travel Authorization Form or, when permitted, a written request for travel, to the supervisor. Requests must also be approved by the NOLS management team.

3. Covered travel expenses and reimbursement

NOLS representatives traveling on behalf of NOLS will be reimbursed for travel expenses to include: lodging, meals, transportation, and miscellaneous travel expenses such as parking. For lodging, meals and incidentals, the per diem rates shall be based on 100~~75~~% of the per diem rates as determined by the Washington Office of Financial Management Travel Regulations.

No expenses will be reimbursed without submittal of a Travel Voucher and an original, itemized receipt or other proper travel documentation.

Whenever possible a NOLS employee should use a NOLS vehicle for work-related travel. Authorized use of a personal vehicle when a library vehicle is not available will be reimbursed at the then-current IRS mileage rate. Authorized use of a personal vehicle when a library vehicle is available will be reimbursed at 70% of the current IRS rate for mileage reimbursement.

4. Travel expenses not covered

The following types of travel related costs shall not be reimbursed: alcoholic beverages, the cost of daily commute between the employee's official work station and official residence, personal expenses, entertainment expenses, transportation for non-library business, personal telephone calls, tips in excess of 15%, and any other costs associated with personal business.

5. Work Day Compensation while attending work related training

Any NOLS representative attending a Library related meeting, conference, or workshop will be paid up to 7.5 hours per day for each day. Employees are to attend a full schedule of workshops or training activities for each day they are in attendance at work related training events. If the actual hours in attendance are less than 7.5, employee will be compensated for actual hours worked.

Travel time to and from work related training events will be compensated at employee's normal rate for actual time spent in travel.

6. Conference participation

While in attendance at any training, conference or work related meeting, the NOLS representative is responsible for representing the Library with professionalism and conduct that does not discredit NOLS.

7. Administration

~~Branch m~~Managers and the Library Director are responsible for overseeing this policy.



Policy HR 8.5 Limits to Personal Business Conducted on Duty

Adopted by the Library Board of Trustees: 09/24/2009

Revised: 01/24/2013; **xx/xx/2017**

As a matter of public ethics, NOLS employees are prohibited from furthering personal interests or realizing financial benefits as a result of employment with the North Olympic Library Systems.

Except as specifically provided below, NOLS employees are expected to refrain from conducting personal business during working hours. Employees may not make personal use of the Library facilities, equipment, materials, services, privileges or other resources, except as specifically provided in this policy. Inappropriate or excessive personal use of NOLS resources may result in disciplinary action, up to and including termination.

1. Library employees as Library patrons

This policy is not intended to restrict the right of NOLS employees to use Library services, resources and facilities to the same extent as such services and facilities are available to the public. Library employees are subject to the same borrowing privileges and responsibilities as other Library patrons.

Library employees must refrain from handling their own patron account transactions (payments, charges, waivers). Check-in of materials borrowed by Library employees should be conducted according to standard practices in the branch (i.e. the materials should be placed in the designated "book return" location for that branch/library and routinely processed by assigned staff).

Personal use of Library services and facilities (such as use of public internet stations, copiers, printers, fax machines, rental of library meeting rooms, etc.) by employees is subject to the same conditions as applied to other members of the public.

2. Personal telephone calls

Library telephones are intended for official library business only. However, infrequent personal use of telephones is authorized to conduct personal matters that necessarily must be handled during the business day, for example, arranging for automobile repair, critical communications with family members, etc.

Personal telephone calls while on duty should be limited to only those which are absolutely essential. All calls should be kept as brief as possible. This applies to both incoming and outgoing calls regardless of whether made on Library phones or personal cell phones.

When at all possible, outgoing personal calls should be made during rest or lunch breaks, from a telephone which is not located in a public area of the Library.

Personal long distance calls must be made using a personal cell phone, or charged to an employee's home number, calling card or credit card.

3. Personal email

The NOLS e-mail system is intended for official library business only. Infrequent personal use of NOLS e-mail is authorized only for brief communications such as receipt of messages and response to correspondents who may not be aware that the NOLS e-mail address is not a personal e-mail address. Employees are expected to redirect such communications to a personal e-mail account, and may respond briefly in order to do so.

All e-mail distributed within the Library (to NOLS employees or distribution groups) must be related to Library business or specifically authorized by the Library Director.

Passing discriminatory jokes or statements is prohibited. Under no circumstances should e-mail be used to criticize another employee or member of the public.

NOLS e-mail communications, as with any other written communication created on the job, are considered public documents. All e-mail communications are classified as official business and are the property of NOLS. Employees and volunteers have no privacy interests in such communications. As such they are subject to monitoring by NOLS and possible disclosure under state and federal law.

4. Personal use of Library computers, devices, and digital resources

The ability of NOLS employees to effectively access the information and resources available on the Internet and to use and instruct customers in the use of electronic devices and digital library resources contributes to the efficiency of NOLS and furthers the Library mission and strategic goals; therefore moderate personal use of Library computers, devices, and digital resources is authorized under the following provisions:

- a. Personal use of the Internet, digital devices and electronic resources must not interfere with the performance of normal work duties.
- b. Personal usage should be of reasonable duration and whenever possible should be done during the employee's personal time such as lunch or rest breaks.
- c. Inappropriate uses of the Internet include, but are not limited to: display of photographs, screen savers or text that could be offensive to members of the public or other staff; non-business chat rooms and discussion forums; private commercial activities such as e-commerce, shopping or operating a private business; and other uses incompatible with public service.
- d. Using NOLS systems to access the Internet constitutes consent to monitoring. Any information collected in the monitoring process may be legitimately reviewed by NOLS, and is a public record that may be released for public scrutiny. Users have no privacy expectation concerning the records of their on-line activity.

- e. Access to some websites may be blocked, or blocking of certain types of files may be necessary to maintain network performance and prevent virus attacks. Downloading applications for other than NOLS business is not permitted.

5. Personal printing, copying, mailing, and faxing

Employees may make limited personal use of non-public photocopiers and computer printers and may send personal faxes; however, such copies/prints/faxes must be paid for at the same rates that apply to other members of the public.

Payments for personal printing/copying/faxing must be made to and recorded by a staff member other than the employee him/herself, who is authorized to accept such payments in that branch.

Employees may put outgoing personal mail in the Library's outgoing mailbox as long as the Library is not charged for the postage. Employees may receive mail, express mail, or parcels at the Library when such receipt is approved in advance by the Employee's supervisor, and providing such receipt does not adversely affect other employee's work or incur costs for the Library.

In all of the above cases, personal business should be of reasonable amount and duration and whenever possible should be done during the Employee's personal time such as lunch or rest breaks.

6. Administration

The Director, and all managers and supervisors are responsible for managing this policy.



Policy HR 10.3 Flex Time

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/2017

When it is advantageous to NOLS and to the employee, non-exempt full-time employees may work more than thirty seven and one half (37.5) but not more than forty (40) hours per week without requiring overtime or compensatory time. This time worked in excess of thirty seven and one half (37.5) hours per week but not more than forty (40) hours per week ~~are~~is called flex time. Flex time worked during any week must be offset by the same number of hours not worked elsewhere during the same weekpay period. Flex time must be approved in advance by the employee's supervisor. An employee's abuse of flex time will result in the cancellation of an employee's ability to work a flex schedule.

Employees who are exempt from FLSA are not eligible to accrue or use flex time.

I. Administration

All supervisors and managers are responsible for managing this policy.



Policy HR 11.4

All Staff Training Days

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/2017

At least oOnce each year, North Olympic Library System holds ~~an~~-all-staff training day~~events~~. The Library is closed to the public and employees attend a ~~one-day~~day-long session that may consist of meetings, training, workshops and discussion groups. Attendance at all-staff training events~~day~~ is mandatory for all employees. Excused absences must be approved by the Library Director. All-staff training days ~~is~~are straight seven and one half (7.5) hour work days. Travel time and mileage will not be paid for all-staff training days.

I. Administration

The Library Director is responsible for the administration of this policy.



Policy HR 12.8 Holidays and Holiday Compensation

Adopted by the Library Board of Trustees: 01/24/2013

Revised:

The following holidays have been designated by the Board of Trustees and will be observed annually by NOLS:

- a. New Year's Day
- b. Martin Luther King Jr.'s Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veterans' Day
- h. Thanksgiving Day
- i. Christmas Eve Day
- j. Christmas Day

1. Calculating paid holiday time

Full-time employees will be paid for 7.5 hours of time at their regular current rate of pay for each paid holiday. Part-time employees will be paid for a pro-rated portion of a 7.5 hour day for each paid holiday, depending on their budgeted hours per week. For example, a 28 hrs/wk employee will be paid for 5.75 hours of time at their regular current rate of pay. If a part-time employee's normal work day is more than 5.75 hours, they may elect to take accrued vacation to make up the difference, or with supervisor's approval, they may make up the additional hours elsewhere during the work week in which the holiday falls.

2. Holiday pay

Non-exempt represented employees who are scheduled to work on a library-designated holiday shall receive double (2x) their regular straight-time rate of pay for each hour worked. Non-exempt full-time employees may choose to receive double (2x) compensatory time instead of pay.

3. Holidays that fall on Sunday

In the event the official date of a library-designated holiday falls on a Sunday, the following Monday shall be observed as the Library holiday.

4. Holidays that fall on an employee's regular day off

~~5.~~—In the event a holiday falls on an employee's regularly scheduled day off, an accrued holiday will be credited to the employee. Accrued holidays must be taken with the advance approval of the supervisor and must be used within (30) days of the day the holiday was accrued.

~~6. Religious holidays~~

~~NOLS recognizes the rights of employees to observe religious holidays. An employee may make advance arrangements with his/her supervisor to take a day off for a religious holiday. The employee may use accrued vacation time, a personal day, leave without pay, or when operationally feasible for NOLS, to make up the time provided the time is made up during the work week in which the holiday occurs. Employees are encouraged to notify their supervisors well in advance of religious holiday needs.~~

5. Unpaid holidays for reason of faith or conscience

Employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee is encouraged to select the days on which he or she desires to take the two (2) holidays in consultation with his or her supervisor. The employee will be allowed to take the holidays on the days he or she has selected unless the absence would unduly disrupt operations or impose an undue hardship. The term "undue hardship" is defined by the Office of Financial Management as an excessively costly, extensive, substantial or disruptive modification, or one that would fundamentally alter the nature or operation of NOLS.

The employee should submit a written request for an unpaid holiday to the employee's supervisor a minimum of fourteen (14) days prior to the requested unpaid holiday. Emailed requests are acceptable. The unpaid holiday shall not be approved without written authorization by the employee's supervisor. Emailed authorization is acceptable. Requests will be evaluated in light of the desires of the employee, scheduled work, anticipated workloads and demands, availability of other staff, and consideration of "undue hardship" as defined above.

If the employee wishes to use accrued leave instead of taking an unpaid holiday, then the terms for taking that particular type of paid leave (12.11: Personal Days or 12.15: Vacation Leave) will apply. If the employee wishes to make up the time, all arrangements must be approved in advance by the employee's supervisor and the terms governing flex time (10.3: Flex time) will apply.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all. They do not carry over from one year to the next.

7.6. Administration

All supervisors and employees are responsible for managing this policy.



Policy HR 12.11

Personal ~~Leave~~Days

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/2017

Revised:

In addition to vacation ~~time~~leave, NOLS provides ~~four (4)~~37.5 hours of personal ~~leave~~days per calendar year to each regular full time employee. Regular part time employees are granted personal ~~days-leave~~ on a pro-rated basis. For example, a 28 hrs/week employee is given ~~three~~ 28 hours of personal ~~days-leave~~ per calendar year. Personal ~~days-leave balances~~ may not be carried over from one calendar year to the next, and are lost if not used within the calendar year in which they are given.

An employee wishing to use ~~a personal day~~personal leave must get prior approval from his/her supervisor. The approval process for personal ~~days-leave~~ is the same as that for vacation~~-time~~ leave.

During an employee's first year of employment, personal ~~days-are~~leave is given on a pro-rated basis, determined by the number of weeks remaining between the date of hire and the end of the year. For example, a full time employee who starts work on July 1 will receive ~~two~~ personal days 15 hours of personal leave which can be used after the employee has been on the payroll for at least thirty (30) days and before December 31 of that year.

I. Administration

All supervisors and employees are responsible for administering this policy.



Policy HR 12.15 Vacation Leave

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/xxxx

New employees who are represented by a Collective Bargaining Agreement (CBA) must satisfactorily complete a probationary period to be entitled to the use of accrued vacation leave. No vacations may be taken during the first six (6) months of employment without prior approval of the Library Director. Vacation leave accrues at the end of each pay period and may not be used before it accrues.

Regular part-time employees will receive vacation on a pro-rata basis, according to hours the employee is budgeted. Temporary, on-call employees and non-benefitted employees are not eligible for vacation leave. Employees do not accrue vacation or sick leave benefits during a leave of absence without pay.

Each Branch Manager and Department Head-Manager is responsible for scheduling his/her employees' vacations without undue disruption of branch or department operations. Leave requests should normally be submitted a minimum of two weeks prior to taking vacation leave. A supervisor may deny a request for vacation usage because of work demands or may cancel a vacation leave in case of an emergency. Any disputes in vacation usage may be informally taken to the Branch Manager or Department Head and his/her determination shall be final.

1. Accrual of vacation leave

Regular full-time employees accrue vacation leave according to the following schedule of continuous service with the Library.

Years of Continuous Service	Hours Accrued per Year	Days Accrued per Year
1-9	112.50	15
10-15	165.00	22
16 or more	187.50	25

Part-Time employees accrue vacation leave according to the same schedule of continuous service as a full-time employee, except that the accrual rate shall be pro-rated based on the number of hours budgeted per week for that employee.

The Library Director may authorize vacation leave accrual for a new employee above entry-level rates.

2. Vacation accrual cap

Since paid vacation time is only of benefit to the employee if taken, any accrued vacation time in excess of 225 hours for full-time employees, 135 hours for 22.5 hours per week part-time

employees, and 169 hours for 28 hours per week part-time employees that is not taken by the end of any calendar year shall be lost unless the Library Director or designee determines that it has been necessary to delay the employee's vacation due to work requirements.

Any employee who desires to carry over more than two hundred twenty five (225) hours of unused vacation time for full-time employees, one hundred thirty five (135) hours of unused vacation time for 22.5 hours per week part-time employees, or one hundred sixty-nine (169) hours of unused vacation time for 28 hours per week part-time employees, from one calendar year to the next must receive the prior approval from the Library Director. Failure to request the carry-over of vacation time will result in the automatic loss of that time. The Director or designee will consider requests to carry-over vacation time on a case-by-case basis. In certain circumstances the Director may choose to authorize payout or partial payout of excess vacation leave instead of carry-over. Criteria taken into account when considering whether a vacation time carry-over request should be approved and/or whether alternative payout should be authorized include the employee's history of vacation use and carry-over, ~~and~~ the work load demands of the employee over the past year, and anticipated work load demands for the coming year.

3. Vacation accrual during probationary period

Employees who are in probationary status shall accrue vacation time, but vacation cannot be taken until the employee has successfully completed the probation period.

4. Payment for unused vacation time upon separation from employment

An employee who has completed probation and who resigns with a minimum of two (2) week written notice or is terminated shall be paid his/her accrued but unused vacation time through the date of separation. Eligible employees whose employment is terminated by reduction in force, resignation, dismissal or retirement, and who have accrued vacation leave shall be paid for unused vacation leave as established in this Manual. In the event of an employee's death, payment shall be made in accordance with the provisions of RCW 49.48.120 pertaining to payment on employee's death.

5. Rate of pay

All vacation time paid shall be at the employee's current straight-time rate of pay.

6. Vacation scheduling

An employee may request vacation ~~time leave~~ but prior approval of the supervisor should be secured before concrete plans are made. If conflicts among ~~Whenever choices of~~ vacation ~~time conflict~~ leave requests arise within a work group, the supervisor will generally approve vacation requests on a first-come, first-served basis. Generally only one individual from a work group will be given vacation approval at any time.

An employee shall not be permitted to work and receive vacation compensation simultaneously.

7. Changing vacation time in event of illness

An employee, who, while on paid vacation ~~time~~leave, suffers a disability or illness which requires confinement to home and is under the care of a physician may apply in writing for sick leave to be substituted for vacation ~~time~~leave beginning on the first day of confinement. Vacation leave pay and sick leave pay shall not be payable for the same period of time.

8. PERS I cap

A PERS I employee's accrued and unused vacation and sick benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours. (RCW 41.50.150)

9. Administration

The Library Director is responsible for administering this policy.



Policy HR 12.16 Management Leave

Adopted by the Library Board of Trustees: xx/xx/2017

Each regular Management employee shall be entitled to 37.5 hours of management leave per year. Management leave shall be credited to the employee on January 1 of each year.

During an employee's first year of employment as a manager, management leave is on a pro-rated basis determined by the number of weeks remaining between the date of hire, or promotion to a management position, and the end of the year. Management employees who are in probationary status may take management leave during the probation period.

Employees may schedule their use of management leave with prior approval of the Library Director or Assistant Director.

1. Management Leave Accrual Cap.

Accrued management leave in excess of 75 hours for full-time employees and 60 hours for part-time employees that is not taken by the end of any calendar year shall be lost unless it has been necessary to delay the employee's use of such leave due to the work requirements of the Employer. Any employee who desires to carry over more than the cap from one calendar year to the next must receive the prior approval of the Library Director.

2. Payment for Unused Management Leave upon Separation.

An employee who has completed probation and who resigns with a minimum of two (2) weeks written notice or is terminated shall be paid for his/her accrued but unused management leave. Payment for unused management leave at time of separation shall be at the employee's current rate of pay.

3. Administration

The Library Director or designee is responsible for administering this policy.



Policy HR 13.9 Cell Phone Usage Allowance

Adopted by the Library Board of Trustees: xx/xx/2017

NOLS will provide a cell phone allowance in the amount of twenty dollars (\$20) per month to each Manager, whose job requires him/her to be accessible by cell phone during working hours and/or outside of scheduled or normal working hours. NOLS will provide one cell phone allowance per employee.

Requests to receive the cell phone allowance must follow established administrative procedures and be supported by submission of sample cell phone bills or other documentation indicating the Employee's use of his/her personal cell phone for business purposes.

The employee is responsible for paying any and all taxes associated with this allowance.



Policy HR 14.4 Drug and Alcohol Use

Adopted by the Library Board of Trustees: 01/24/2013

Revised: xx/xx/2017

NOLS recognizes alcoholism and drug abuse have an adverse effect on job performance and public safety. The Library's policy on substance abuse reflects its concern for the well-being of the employee and the safety of other employees and members of the public.

The North Olympic Library System strictly prohibits the possession, consumption, sale, distribution, or being under the influence of, alcohol, marijuana, or controlled substances in the workplace or during work time. When employees are on the job, they are expected to be free from any impairment or substance which would contribute to an injury, accident, property damage, or interfere with productivity. They are to be free of illegal drugs or potentially impairing levels of legal substances. In short, all employees are expected to be "drug- and alcohol-free" and "fit for work."

The possession and use of medically prescribed and over-the-counter drugs during work hours is permissible, provided the prescription drugs are specifically prescribed by an authorized health care provider for the use of that employee and use of prescription or over-the-counter drugs complies with the recommended dosage and usage. An employee who needs to use or be under the influence of prescription or over the counter drugs while at work, must inform his or her supervisor of such usage if the employee knows, or the prescribed or over-the-counter drug contains a warning notice, that use could impair the employee's ability to perform his or her job safely and effectively or could endanger others. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working while using the medication.

I. Availability of rehabilitation or treatment

As part of the Library's Employee Assistance Program (EAP), employees who are concerned about alcohol or drug use are encouraged to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Library is committed to assisting employees who voluntarily come forward to overcome substance abuse problems, on the condition the employee utilizes the EAP before the performance problems occur. In recognition of the sensitive nature of these matters, all discussions between the employee and the EAP provider will be kept confidential. Employees who seek advice or treatment prior to a performance problem will not be subject to retaliation or discrimination. Continued poor performance or failure to successfully complete an assigned rehabilitation program, however, may be grounds for discipline, up to and including termination. Also, if a disciplinary course of action has already begun before an employee requests assistance through EAP, NOLS may continue on that disciplinary course, and if termination occurs, access to the EAP services may terminate.

2. When job performance is affected

Although the Library is concerned with rehabilitation, disciplinary action may be taken when an employee's job performance is impaired because the employee is under the influence of, or affected by the use of, drugs or alcohol. The Library may discipline or terminate an employee who possesses, consumes, sells, purchases, distributes or uses alcohol, marijuana, or controlled substances (other than those legally prescribed) during work hours. The Library may also discipline or terminate an employee who reports for duty or who works under the influence of, or is affected by, alcohol, marijuana, or controlled substances. An employee may be required to submit to alcohol, marijuana, or controlled substance testing when the Library has reasonable suspicion the employee is under the influence of alcohol, marijuana, or controlled substances. Employees involved in accidents which require medical attention or result in a non-trivial amount of property damage may be subject to a drug and/or alcohol screen. Refusal to submit to Library-requested testing may result in immediate disciplinary action, up to and including termination.

3. Prohibitions

- a. The unauthorized use, sale, distribution, purchase or possession of alcohol, marijuana, or controlled substances at the work site or during work hours is prohibited and shall be grounds for discipline up to and including dismissal.
- b. The use of Library property or the employee's position within the Library to make or traffic intoxicants, illegal drugs or controlled substances may be grounds for discipline, up to and including termination.
- c. Any other use, possession or trafficking of intoxicants, illegal drugs or controlled substances in a manner which is detrimental to the interest of the Library may be grounds for discipline up to and including discharge.
- d. Reporting to work (including overtime call-outs) under the influence of alcohol, marijuana, or drugs, or any substance which impairs an employee's mental or physical capacity, will not be tolerated. Under no circumstances will an employee be allowed to operate equipment or drive a motor vehicle when it reasonably appears an employee's ability to do so is impaired. Any employee using medication or prescribed drugs which may impair job performance shall report this fact in writing to his/her supervisor.

4. Supervisor responsibilities

If a supervisor has reasonable grounds to believe an employee is under the influence of alcohol or drugs when reporting for work or during the work shift, the supervisor has an obligation to verify the employee's condition and relieve the employee of his/her duties. The supervisor should seek the opinion of at least one additional supervisor, manager or department head, whenever practical.

The possibility of NOLS or supervisor liability exists if an employee who is under the influence of alcohol, marijuana, or drugs is allowed to remain working, operate or drive vehicles or equipment on the job or drive a private vehicle from the work site. An employee who is

believed to be under the influence of alcohol or drugs should not be allowed to operate equipment or drive a vehicle, including a private vehicle, until it is determined the employee possesses the ability to safely operate the equipment or drive a vehicle. If an employee is impaired, a supervisor should transport or arrange transportation of the employee to a medical facility or the employee's home, as appropriate.

A supervisor or manager who observes a continuing decline in an employee's job performance or attendance is encouraged to refer the employee to the EAP when usual supervisory actions have failed to yield improvement. In cases where other management methods have failed to improve an employee's job performance, the supervisor has the option to mandate an employee's participation in a structured screening and treatment program as an alternative to dismissal for unacceptable job performance. The employee's compliance with recommendations by the EAP is voluntary. Use of the program is confidential and does not replace normal disciplinary procedures for unsatisfactory job performance.

5. Notification requirement

Employees must notify the Library Director or his/her designee of any criminal drug conviction for a violation occurring in the workplace or during work hours within five (5) days after the conviction. Appropriate disciplinary action shall be taken against the employee with respect to the conviction, up to and including termination. If the employee is not terminated, participation in an approved drug abuse assistance or rehabilitation program may be required. The supervisor is required to document the referral and other actions taken.

6. Drug and alcohol testing

The Library may require an employee to submit to appropriate tests, including urinalysis, to confirm the existence of alcohol, marijuana, or prohibited drug or substance in his or her system when:

- a. The Library has a "reasonable suspicion" the employee may be under the influence of, or affected by, drugs or alcohol while on duty; and/or
- b. The employee, is involved in a workplace or work-time accident which results in a fatality or injury, or results in a non-trivial amount of property damage, or in which the employee is cited under state or local law for a moving traffic violation.

"Reasonable suspicion" may include, but is not limited to credible information that an employee may be affected by drugs or alcohol, bizarre behavior in the workplace, a change in productivity, repeated tardiness or patterned absences, contemporaneous observations by a supervisor or another person or upon an employee's admission to having consumed or used drugs or alcohol.

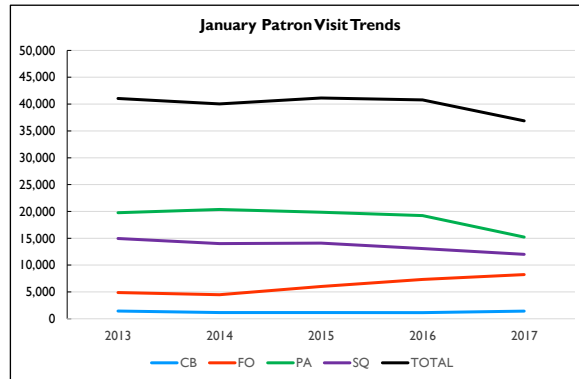
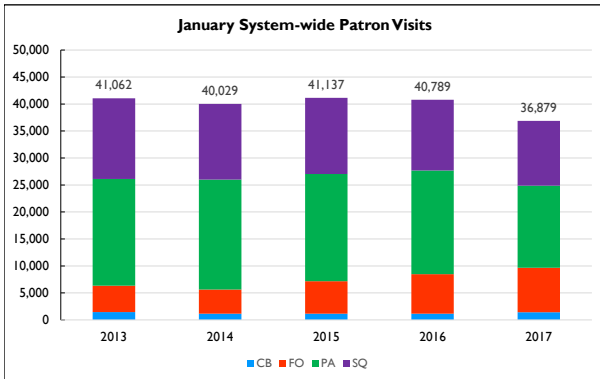
An employee's refusal or failure to permit such tests upon the Library's request is cause for disciplinary action, up to and including termination.

7. Administration

All managers and supervisors are responsible for administering this policy.

Patron Visits

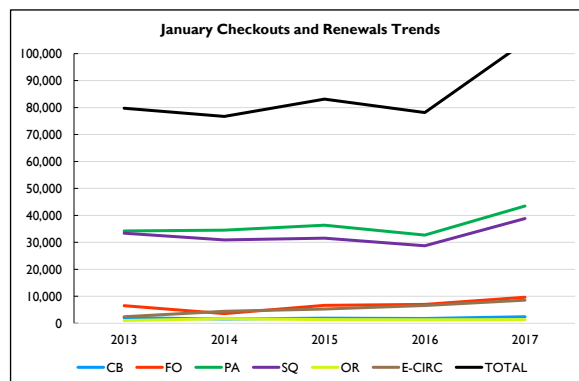
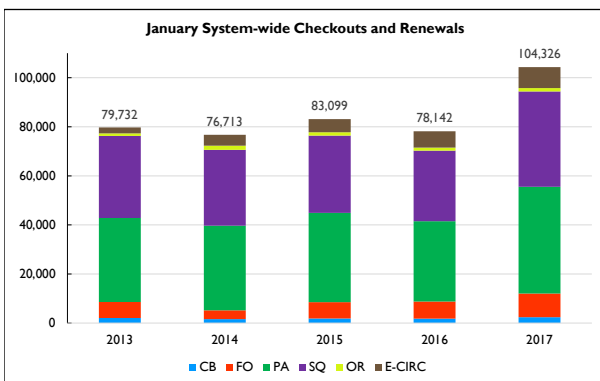
	2016	% of System
PA	15,220	41.3%
SQ	12,006	32.6%
FO	8,233	22.3%
CB	1,420	3.9%
Total	36,879	100.0%



* Inclement weather during the first two weeks of January likely contributed to a decrease in patron visits to the Port Angeles Main Library in January 2017.

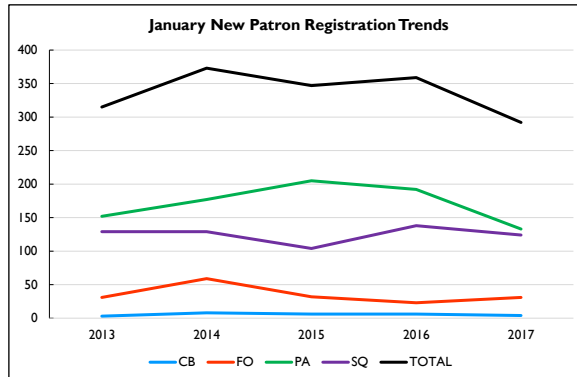
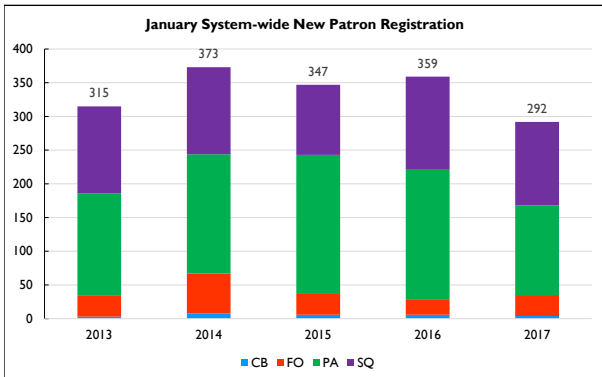
Checkouts & Renewals

	2016	% of System
PA	43,489	41.7%
Self	45%	
SQ	38,844	37.2%
Self	48%	
FO	9,649	9.2%
Self	18%	
CB	2,422	2.3%
OR	1,353	1.3%
E Circ	8,569	8.2%
Total	104,326	100.0%



New Patron Registration

	2016	% of System
PA	133	45.5%
SQ	124	42.5%
FO	31	10.6%
CB	4	1.4%
Total	292	100.0%



Library Programs

	Programs/Attendees	% of System
PA	43/1178	56%/65%
SQ	20/447	26%/25%
FO	13/157	17%/9%
CB	1/22	1%/1%
Total	77/1804	100%/100%

Public Meetings

	Meetings/Attendees	% of System
PA	46/671	40%/53%
SQ	42/448	36%/36%
FO	27/132	23%/11%
CB	1/4	1%/0%
Total	116/1255	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	5,764	52.5%
SQ	3,719	33.9%
FO	1,098	10.0%
CB	391	3.6%
Total	10972	100.0%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	4,317	61.3%
SQ	1,817	63.5%
FO	1,156	46.3%
CB	132	14.5%
Total	7422	55.8%

Wi-Fi Access

System-wide Total	2,504
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Website Visits

From outside the Library	15,013
From inside the Library	14,896
Avg. # of pages visited	2

Volunteers

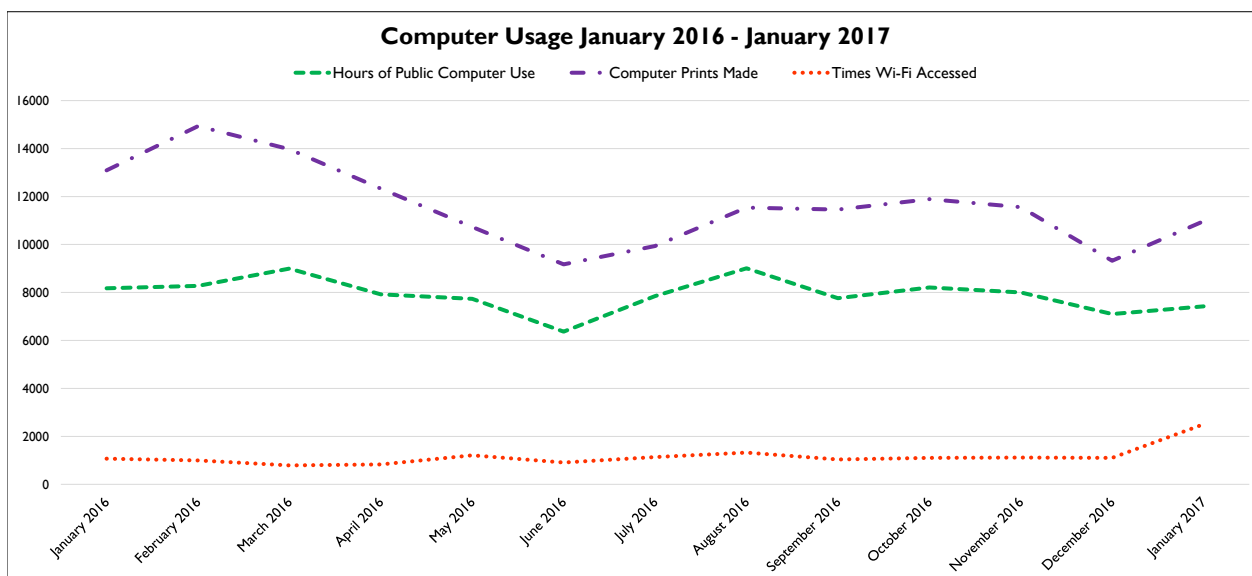
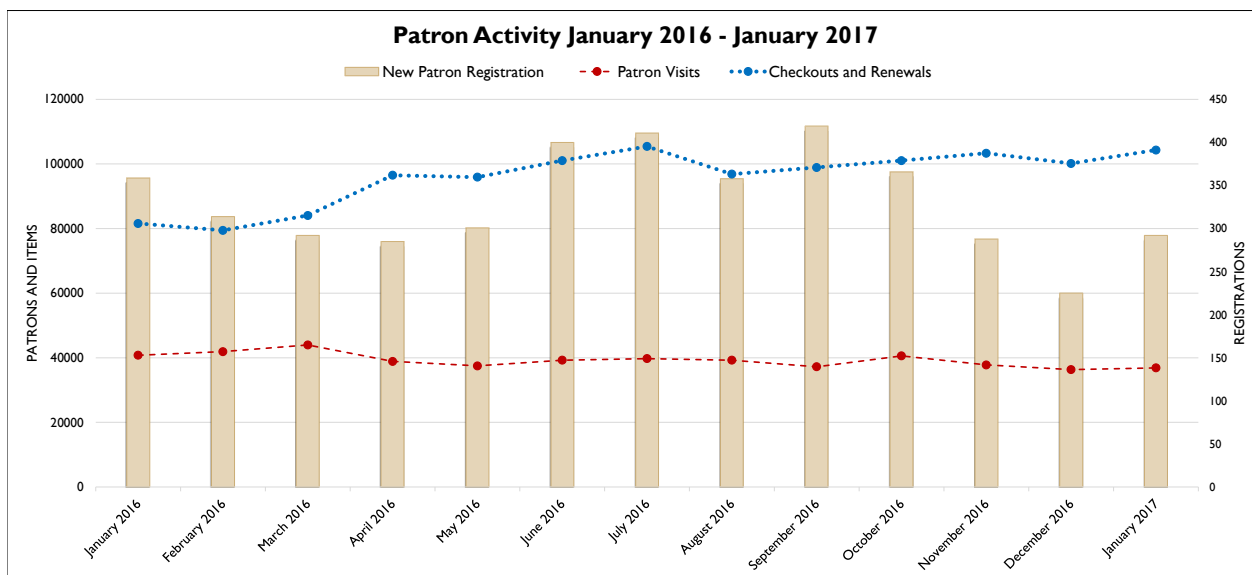
	Volunteer Hours	# of Volunteers
PA	134.25	25
SQ	20.75	5
FO	0	0
CB	6.25	2
OR	23.75	9
NOLS	28	3
Total	213	44

Outreach Services

Deliveries to the Homebound	213
New Patrons w/ Delivery Services	16

Interlibrary Loan Services

Items borrowed from other libraries	146
Items loaned to other libraries	123



Significant Events During the Past 13 Months:

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

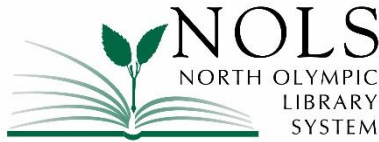
October 2016 - Clallam Bay and Forks Branches closed for several hours one day because of inclement weather

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

January 2017 - Inclement weather during the first two weeks of January likely contributed to a decrease in patron visits at the Port Angeles Main Library



Monthly Activity Report

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

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

January saw the launch of a new program titled BookMatch which allows patrons to fill out a form about their literary interests. Librarians Sarah Morrison, Danielle Gayman, and Youth Services Librarian Jennifer Knight then come up with a short list of personalized recommendations. During January, 24 BookMatch requests were processed.

The first quarterly ArtBlast of 2017 occurred on Friday, January 20. Olympia bluegrass duo The Lowest Pair entertained a crowd of 140 who turned out to view artwork by artist and illustrator Derek Gundy, as well as baskets made by Greg and Marilyn Gundy of Sea Basket Farm. The artwork will be on display through April 18.



Youth Services Staff (with assistance from Technical Services Manager Erin Shield) headed to the Stevens Middle School cafeteria on January 24 for the 2017 semi-final Book War battle. Over the course of the year, teens read 10 titles selected by Youth Services Staff with help from Stevens Middle School Language Arts teachers which covered a wide range of topics and genres. After reading all 10 titles, 100 students went on to compete in the semi-final which consisted of three rounds of trivia hosted by library staff. Eight teams of four will be continuing on to the final battle at the Port Angeles Main Library on February 10th. PAFOL support for this program consisted of three copies of each title given to the Language Arts teachers, as well as prizes. This year saw an increase of 40 student participants.

Other programs in January included:

- 7 Youth Services Staff led Battle of the Books discussion groups for over 100 4th graders
- 11 in-branch storytimes for toddlers, babies, and preschoolers
- Storytimes at Mount Angeles and Evergreen Head Start Programs
- Lego Program for over 120 attendees with assistance provided by PAHS ROTC

- PAWS to Read with over 30 attendees
- Coloring Outside the Library at Barhop Brewery with 40 attendees
- 2nd Tuesday Book Group with 5 attendees
- PALS Book Group with 5 attendees
- Page2Screen Book Group with 8 attendees



Outside of programming, staff stayed busy in a number of ways. Library Operations Manager Jina Felton and Librarian Danielle Gayman watched a webinar titled Service Excellence in Challenging Times and came away with a number of helpful pointers to share with other branch staff.

Youth Services Librarian Jennifer Knight attended the American Library Association's Midwinter Conference, where she served on the Carnegie/Notable Children's DVD Committee. This year's Carnegie Award winner was Dreamscape Media, which was chosen for its adaptation of *Drum Dream Girl* written by Margarita Engle and illustrated by Rafael Lopez.

Sequim Branch Library

Emily Sly, Library Manager

New Optocart book display units were installed in early January with the help of Facilities staff and Sequim Branch staff. The new shelves added more shelf-space in the audiobooks, DVDs and children's media (DVDs, audiobooks, Playaways and Playaway Views) sections. The new style of shelves for music CDs allow for easier browsing, letting patrons see the cover of the CD case, instead of just the spine of the case. There has been a noticeable increase in the number of checkouts of music CDs since the installation of the new shelves, and both patrons and staff are happy with the improved shelving. Benefits include easier browsing, more shelf capacity and improved ease in shelving for staff.

A new *Documentary Nights* series began in January and featured the film: *Happy*. The film series continues through June.

The new book discussion group Novel Conversations met, with 16 attending the second meeting to discuss *The Whistling Season* by Ivan Doig.

Kids programs included PAWS to Read and Preschool, Toddler and Baby Storytimes. Saturdays were busy with First Saturday Family Flicks, Second Saturday Science and Third Saturday Kids Create Art programs. The Second Saturday Book Discussion discussed *Tracks* by Robyn Davidson.

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 a Craft Stick Creations program with Brad Griffith where participants built a Flintstones-inspired car. Kids Create Art featured artist Carrie Rodlend and mono-printed penguins. *Ratatouille* was the Family Flicks January movie.



Other Youth Services activities included an outreach visit to a Head Start classroom where everyone had fun discussing rhyming words, sharing the book *Rhyming Dust Bunnies*, and meeting Miss Patti's personal dust bunny.

The Sequim School District teacher-librarians once again provided a wonderful assortment of reading-related activities at Family Reading Night at the Sequim Middle School on January 25. While attendance numbers at the event were reported at 357, which is lower than previous years, CSSI Jarrod Jackson and YS Librarian Patti Swingle kept busy at the NOLS table demonstrating the "stuff to circulate" collection items: walkie talkies, a rhythm bucket, and a birding kit, sharing flyers for upcoming programs and registering people for library cards.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

The new year got off to a busy start on the West End.

In Forks, 8233 patron visits were recorded in January. That's 2000 more than the same month in 2015 and 3700 more than 2014. Meanwhile checkouts and renewals were a record breaking 9,649. Some of those were due to auto-renewals. Nonetheless, to say business was brisk would be an understatement. With one full-time CSS II out on extended medical leave and a vacant CSS I position, some days were a bit overwhelming.

To ensure excellent customer service during this staffing shortage, the decision was made to temporarily reduce open hours at the branch by four hours per week. The plan was rolled out just in the nick of time as the flu bug took an additional toll on staffing and customer service staff from the Port Angeles Main Library worked three shifts on the West End to help out.

The Clallam Bay Branch posted solid numbers in January as well with 1420 visits and 2422 checkouts recorded.

Youth Services Librarian Pam was especially busy in January too. School visits for Battle of the Book preparations, fifth grade book club, weekly Lego Club and weekly storytime events reached 157 Forks area kids and their grownups. In Clallam Bay, 22 students and one teacher attended kindergarten storytime.

Clallam Bay staff also stayed busy in January preparing for upcoming Valentine events at the library. With decorations to craft, donations to process, entertainment to organize and publicity to create, work days were brimming with activity.

Facilities Department

Brian Phillips, Facilities Manager

Though hampered by winter weather, 2017 got off to a good start. Several shelving and workspace reconfiguration projects were done and plans were laid for several more projects slated for February, March and beyond. Special attention was placed in January on pruning many overgrown trees on the Port Angeles Library grounds. There is much yet to be done to rehabilitate these trees; in order to not to shock them by heavy pruning, a multiyear pruning approach is planned. This and some other small landscape projects on the radar this year provide staff an opportunity to brush up on, or learn anew, landscape maintenance knowledge and skills. Though landscape maintenance sometimes takes a back seat to more pressing building maintenance concerns, it is hoped that a few overgrown nooks will receive some much needed attention this year!

Port Angeles Main Library: HVAC maintenance and server room air conditioner repair; emergency light check; repaired roof leak above Outreach office; reconfigured Outreach office and installed new work table there; replaced overhead lights in lobby; cleaned west side gutters; pruned landscape trees; flushed water heater; fixed sticking restroom door; replaced soffit light bulbs; repaired electrical outlet in lobby; swapped shelving types in Children's area; replaced Carver Room flag stand; washed window exteriors; hung dry erase board in Facilities office; plowed snow and deiced parking lot and walkways; and raked leaves.

Sequim Library: Installed new Optocart shelving and removed unneeded shelving units; installed sharps containers in restrooms; changed HVAC filters; checked emergency lights; trimmed hedge; repaired wheelbarrow; removed ice and snow; cut back rhodies and raked leaves.

Forks Library: Replaced broken exterior electrical outlet; replaced missing gas tank regulator cap; changed HVAC filters; installed new shelving in Children's area; replaced water fountain filter; cleaned out rooftop drain strainers; installed new sharps containers in restrooms; and removed snow and ice from parking lot.

Clallam Bay Library: Changed HVAC filters; plowed snow; installed sharps containers; reorganized mechanical room.

Other: Jeff and Jonathan attended a pruning seminar at the Clallam County Courthouse provided by the WSU Extension program; hauled several loads of yard debris; Chevy van maintenance and snow tires installation; All Staff meeting.

Outreach to Homebound Program

Emily Sly, Outreach Program Manager

Sixteen patrons registered for delivery services in January and one resumed services; three terminated service and three suspended service. There were 213 deliveries made to 119 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, along with full-time CSS3 Debbie Pridgen. One presentation was made at Avamere Olympic Rehabilitation in Sequim.

A new adjustable-height worktable was installed in January, thanks to Facilities staff. The new table is very useful for packing Outreach shipments and volunteer delivery bags. IT staff was also involved in the project, moving related IT equipment.

Information Technology (IT) Department

Gabe Kitts, IT Manager

The IT department was busy in January preparing for staff workstation upgrades, network changes, server upgrades, and the new E-Rate funding year. IT staff performed routine maintenance on public and staff computers as well as updates to the NOLS website.

The IT department prepared a basic configuration of Microsoft Windows 10 and office 2016 for staff use. This included having several staff members doing testing. IT department also had to address several security concerns that required attention to ensure staff will have the same protection and ease of use that they currently experience with Windows 7.

IT Specialist Justin Peavey worked with our provider to update the software and hardware used to host our website. He also gave a tutorial to some of the members of the web team on using new software called Dreamweaver for web design. IT Specialist Tim Gort started revising Cascading Style Sheets, which control formatting for individual webpages, part of the website redesign.

IT Manager Gabe Kitts continued the configuration of the new network equipment that will increase the speed of the internal network resources for staff. Gabe also worked on the IT work plan for the upcoming year. IT Specialist Dexter Thumm and Manager Gabe Kitts worked together on the Microsoft Windows 10 configuration to find conflicts with our current network configuration.

The IT department also performed regular maintenance on servers and workstations to ensure services were kept running smoothly for staff. This included installing update patches for workstation software and operating systems as well as troubleshooting software conflicts.

Technical Services Department

Erin Shield, Technical Services Manager

January rang in the New Year with lots of ordering, cataloging, and processing. Collection selectors began their 2017 ordering at the very end of December, so in January Tech Services had 64 shopping carts submitted by selectors and ready to be placed.

1063 physical items were processed and available for customers in the month of January. In addition to the physical items, 1849 downloadable titles were added. 334 print items were repaired including 224 items that were recataloged mostly from the Archive collection. These materials were sent to a professional bindery to help preserve their lives for this important collection. 211 media items were resurfaced or repaired to extend their lives – thanks to two new volunteers to Tech Services. Connee and Peter both help resurface discs. Additionally, Connee is blazing through the backlog of print materials that need mending. 129 items were donated and added to the collection.

Carol spent 1 hour on the party committee. Wendy worked 8 hours in Outreach during the month of January. Cindy spent 15 hours on Web Team responsibilities. Susan attended a Managing Outlook online training and a Collection Management meeting. Erin attended a Collection Management meeting and helped Youth Services staff with a Book Wars program at Stevens Middle School. Technical Services cataloging staff contributed 28 hours in January to help with the Washington State Rural Heritage metadata enhancement grant for the Kellogg collection.

Volunteer Program

Theresa Tetreau, Volunteer Program Manager

We had 25 volunteers in Port Angeles, 5 in Sequim, 2 in Clallam Bay, 9 in Outreach, and 3 in Technical Services for a total of 213 system-wide volunteer hours. There were 4 new volunteers added in January; welcome to Dana, Christine, Eric, and Raven. A special thanks also goes to the students from the Port Angeles High School ROTC who helped with set-up for the January Art Blast and the January Lego event at the Main Library.

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Digital Resources Coordinator – IT

- Public Communications Coordinator – ADM
- Customer Service Specialist I – FO

New Hires:

- None

Separations:

- Garrett Fevinger – Public Communications Coordinator – ADM
- Ivy Stubblefield – Customer Service Specialist I – FO

Shaina spent considerable time during January assembling the information necessary to comply with ACA filing requirements. Forty-eight staff forms were distributed in January, and federal filing will be completed in February.

Financial Operations

John DeFrancisco, Financial Operations Manager

January was a busy month for Payroll. New wage and salary rates including COLA, 2017 beginning benefit balances and new Medical and Dental deductions were calculated and entered into ADP. Forms W-2 were generated and distributed for all employees.

Forms 1099 Misc. were also generated and mailed out to all vendors requiring them for 2016.

Accounting Statistics for January:

- 114 Vouchers
- 18 CC Transactions
- 6 Revolving Fund Checks
- 5 Payroll EFT
- 64 Payroll Pays

Public Communications

There were 16 news releases in January. Following Garrett's departure on Friday the 13th, Noah and Margaret did their best to stay on top of the review and release process, and to complete various in-process PubComs (such as the 2016 Annual Report). They also conducted PCC recruitment activities, updated PubCom guidelines and procedures, and generally prepared to welcome and orient the incoming PCC.

Assistant Director's Report

Noah Glaude, Assistant Director

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

- Met with the All Staff Day Planning Team twice to select presenters and begin to form an agenda for the day.
- Participated in the Collection Management Team meeting.

- Worked with the Readers' Advisory Team and IT staff to finalize the new BookMatch form.
- Designed a new Mission & Values webpage to feature NOLS' Mission, Strategic Roadmap and a statement from the Director.
- Interviewed candidates for the PCC position.
- While the PCC position was vacant, reviewed public communication packages to be approved and oversaw the Social Media Team
- Assisted with customer service needs in Port Angeles during a few staff shortages and at the January Art Blast event.

Director's Report

Margaret Jakubcin, Library Director

Margaret prepared for, participated in or led, and followed up the following meetings/events during January:

01/04	All Staff Meeting
01-12	ADM Team meeting
01/17	FOSL Annual meeting
01/18-20	Public Library Director's meeting

Significant projects this month included:

- HR policy revision
- EOY Fiscal reconciliation
- PCC recruitment
- Response to a Public Records Request
- Core Library Values Staff Training
- Development of Mission & Values statement
- Forks Staffing issues
- SQ Expansion Project planning

2016

ANNUAL REPORT

OF THE NORTH OLYMPIC LIBRARY SYSTEM



ABOUT YOUR LIBRARY

The North Olympic Library System (NOLS) is a junior taxing district serving all of Clallam County, Washington. NOLS is primarily funded through property taxes, with a 2016 levy rate of 50¢ per \$1,000 of assessed property valuation. The Library also receives funding from fines, fees and miscellaneous charges. It is governed by a five-member administrative Board of Trustees. Trustees are appointed at large by the Clallam County Commissioners for five-year terms.

The System consists of the main library in Port Angeles and branches in Clallam Bay, Forks and Sequim, as well as outreach services for patrons who cannot travel to the Library, and an array of web-based services. Currently, NOLS offers a collection of more than 260,000 books, e-books, DVDs, digital audio books, and other materials. The Library also offers WiFi access, public computers, a rich calendar of programs and events for children, teens, adults and families, and more.

BOARD OF TRUSTEES

Catharine Copass
Betty Gordon
Jennifer Pelikan
Robert Streett
Mark Urnes

MANAGEMENT TEAM

Margaret Jakubcin, Library Director
Noah Glaude, Assistant Library Director
John DeFrancisco, Financial Operations Manager
Jina Felton, Main Library Manager
Gabe Kitts, Information Technology Manager
Brian Phillips, Facilities Manager
Erin Shield, Technical Services Manager
Emily Sly, Sequim Library Manager, Outreach Services
Theresa Tetreau, West End Manager

STRATEGIC INITIATIVES

- 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.



CREATE



CONNECT

FINANCIAL SUMMARY

(2016 ACTUAL)

OPERATING REVENUES

Property taxes and other government revenue	\$3,641,611
Fines, fees, goods and services	\$64,679
Grants and donations	\$276,864
Miscellaneous	\$88,428

TOTAL REVENUES **\$4,071,582**

OPERATING EXPENDITURES

Salaries and benefits	\$2,755,014
Books and other library materials	\$456,222
Supplies, services, utilities, miscellaneous	\$600,115

TOTAL OPERATING EXPENDITURES **\$3,811,351**

Fund reallocations, and transfers to reserves \$260,231

TOTAL **\$4,071,582**

CAPITAL RESERVES / CAPITAL BUDGET

2016 Timber revenues \$523,156

Allocated to Capital Reserves for 2017 Capital Budget Expenditures

2016 Capital budget expenditures \$265,455

FRIENDS OF THE LIBRARY DONATIONS

(included in grants and donations, above)

The generous support of the Friends of the Library helps make NOLS services and programs great; thank you, Friends!

Clallam Bay Friends of the Library \$551

Special events for children, teens, adults and families; Summer Reading Program activities and supplies for young people, and more.

Friends of the Forks Library \$3,000

Summer Reading Program events for young people, storytime supplies, and more.

Port Angeles Friends of the Library \$52,500

Programs for children, teens, adults and families, including the Summer Reading Program, Art in the Library exhibits, author visits, Battle of the Books, Poetry Walks, traveling exhibits, and much more.

Friends of Sequim Library \$25,000

Programs for children, teens, adults and families, Summer Reading Program events and supplies, Art in the Library, teen volunteer program support, and more.

OTHER GRANTS AND DONATIONS

Jim and Jo Ann Roberts, in support of reading programs for young children \$4,000

James and Agnes Williams Bequest (Sequim) \$165,509

Forks ELKS Astronomy Grant \$1,500

Port Angeles Education Foundation \$678

Seattle Foundation – Benjamin Phillips Grant \$18,000

LIBRARY USE & STATISTICS

Check-outs and renewals

Clallam Bay	26,506
Forks	102,765
Port Angeles	489,050
Sequim	450,076
Outreach program	14,273
E-circulation	89,350

Total check-outs **1,172,020**

Customer visits

Clallam Bay	15,640
Forks	98,417
Port Angeles	217,797
Sequim	141,387

Total customer visits **473,241**

Library programs/attendees

Clallam Bay	40/1,014
Forks	117/3,170
Port Angeles	537/19,735
Sequim	310/11,980

Total programs/attendees **1,004/35,899**

Meeting room use/attendees

Clallam Bay	138/856
Forks	381/2,004
Port Angeles	390/6,247
Sequim	471/5,513

Total meetings/attendees **1,380/14,620**

Staff in FTEs (full-time equivalents) **53**

Volunteers

Individuals	579
FTE	2.1

Hours worked **4,089**

Card holders **42,043**

New cards issued **4,258**

Collections (books and other materials)

Clallam Bay	13,330
Forks	22,900
Port Angeles	113,238
Sequim	51,638
Online databases	22
eBooks/eAudiobooks/other media	72,634
Magazine subscriptions (print)	380

Total items in all collections **274,142**

Public computers

Clallam Bay	12
Forks	23
Port Angeles	56
Sequim	28

Total public computers **119**

Virtual library

Visits to www.nols.org and catalog	357,350
Hours of public computer use	95,095



HIGHLIGHTS OF 2016

The Port Angeles Main Library construction bond was officially retired.

NOLS celebrated the launch of a new oral history program, *Listen Up!*, which will preserve the story of Clallam County for generations to come.

Local gardener and author Ciscoe Morris drew a crowd of nearly 250 in Port Angeles for a special after-hours presentation.

NOLS partnered with the League of Women Voters for a series of voter forums.

A book group for the entire county—*Clallam County Reads*—introduced readers to the story of the *Boys in the Boat*, and featured an appearance by author Daniel James Brown.

The *Summertime Music! Outdoor Concert Series* in Sequim featured live performances from area bands like The Dirty Beat Duo, the Delta Rays, and the Bushwick Book Club.

There were more than 40,000 physical and downloadable items added to the collection, while more than 2,800 items were repaired and readied for circulation.

Almost 350 fifth-graders visited the Port Angeles Main Library for the annual *Celebrate Science* fair, which offers local students opportunities to learn about careers in the fields of science, technology, engineering, and math.

Nearly 300 people attended the annual *Battle of the Books* trivia event in Port Angeles, a culminating competition for Clallam County fourth-graders.

iPads for use inside the Library were introduced at all branches.

NOLS forged partnerships with 26 community organizations, collaborating on programs, implementing new services, and planning upcoming events.

A new fiscal management policy was developed, and improvements to accounts processing increased efficiency and accuracy!

Local photographer Ross Hamilton drew hundreds of listeners for his presentations in Port Angeles and Sequim, offering tips and sharing his favorite places to photograph on the Olympic Peninsula.

Facilities staff replaced 2,000 square-feet of carpet in Port Angeles, while the IT team upgraded 28 public computers.

Cliff Mass spoke to an audience of 175 on the topic of climate change and how it affects the region.

A grant from the Washington State Library allowed NOLS to purchase a mobile computer lab, offer coding classes, and become the only Microsoft Office Specialist (MOS) certification testing site on the Olympic Peninsula.

CreativiTea programs in Forks, Clallam Bay, and Port Angeles inspired patrons to create crafts and other take-home masterpieces.

Pedometers and telescopes were made available for borrowing at all four branches.

More than 250 kids, teens, and adults attended the annual Summer Reading kickoff event in Port Angeles, enjoying interactive activities provided by the Hands On Children's Museum of Olympia.

A bench and bike rack were installed in the entry courtyard at the Sequim Branch.

The *Kids Create Art* program series in Sequim invited local youths and artists into the library to create and collaborate on projects.

Staff and volunteers made 2,447 deliveries to homebound patrons.

Art in the Library programs in Port Angeles and Sequim drew local artists and musicians for vibrant and lively celebrations of creativity and community.

TEDx programs at the Port Angeles Main Library and Sequim Branch Library featured some of today's most innovative minds in the fields of art, literature, and entertainment.

NOLS welcomed Noah Glaude into the role of Assistant Library Director.

The *Food for Thought* series in Clallam Bay offered participants hands-on opportunities to learn the basics of bread, cheese, and candy-making.

A grant from the Forks Elks Lodge supported purchase of telescopes, astronomy books and space programming.

The Benjamin Phillips Foundation granted funding for purchase of a West End outreach vehicle.

579 Volunteers dedicated 4089 hours of time, talents and energy to make a difference at NOLS.

The State Auditor completed NOLS 2014-2015 biennial audit! Clean - as usual.





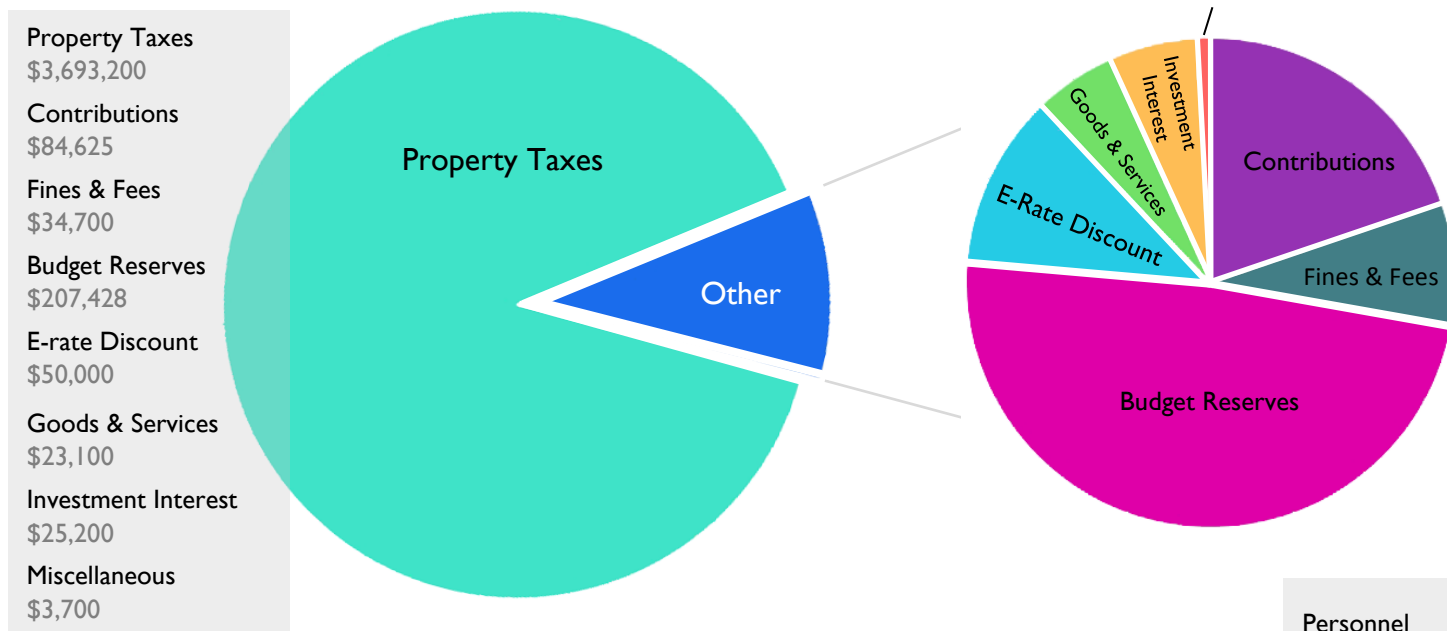
BUDGET *GLANCE*

2017 OPERATING BUDGET: \$4,121,953

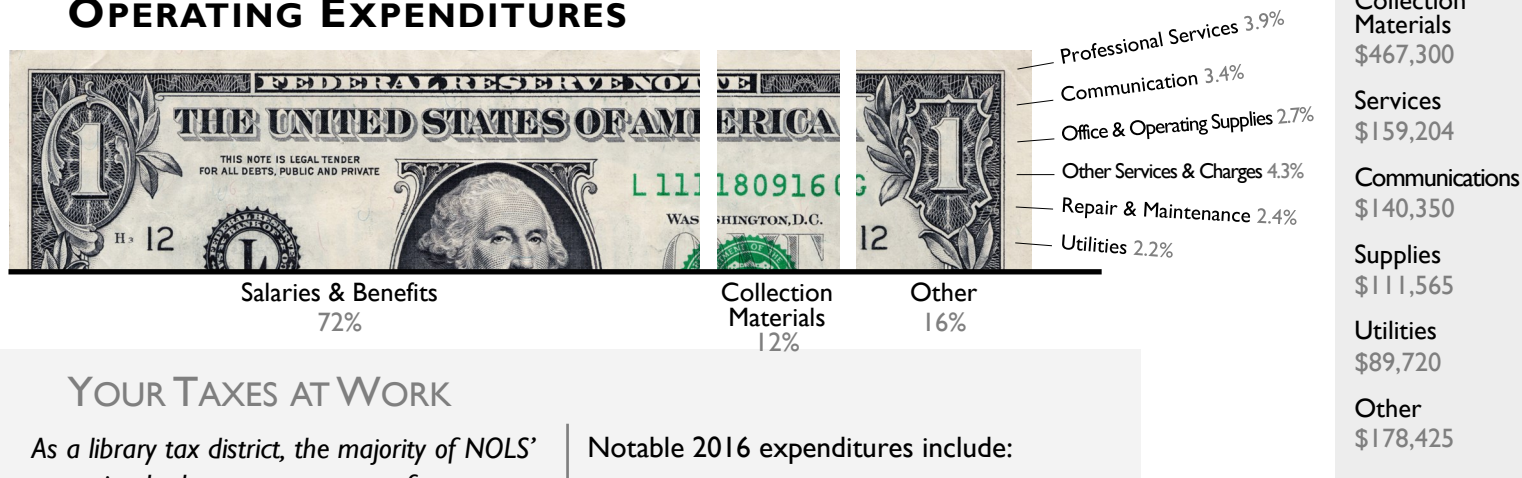
Adopted by the Board of Trustees on November 22, 2016

NOLS' Operating Budget funds expenditures such as: salaries and benefits; library collection materials; office, operating and maintenance supplies; professional services; utilities; technology, communication, financial, legal and other service fees; insurance premiums; repair and maintenance; staff training; and more. Most of NOLS' extensive programming activities are funded by Friends of the Library donations.

OPERATING REVENUES



OPERATING EXPENDITURES



YOUR TAXES AT WORK

As a library tax district, the majority of NOLS' operating budget revenues come from property taxes. The 2017 levy rate is 50¢ per \$1,000 of county assessed valuation. In 2017, operating revenues include a transfer-in from reserves, and significant donations from Friends of the Library groups and other benefactors.

Notable 2016 expenditures include:

- Two percent (2%) COLA and benefit increases for General and Management Union staff
- 1% increase in funds for Collection Materials.



BUDGET **GLANCE**

2017 CAPITAL BUDGET: \$316,050

Adopted by the Board of Trustees on January 26, 2017

The Capital Budget funds improvements and enhancements to NOLS facilities, purchases of capital machinery and equipment, and construction of capital assets.

CAPITAL RESERVES

The NOLS Capital Reserve (NCR) serves as the repository for all timber revenues and is the primary revenue source for the Capital Budget. As a matter of established practice, annual capital budget expenditures do not exceed prior year timber receipts.

The Port Angeles Capital Reserve (PACR) was established and funded in connection with the PA Library Construction Bond. It provides funding for significant, large scale, infrastructure maintenance and replacement projects at the Main Library.

2017 CAPITAL BUDGET: \$316,050

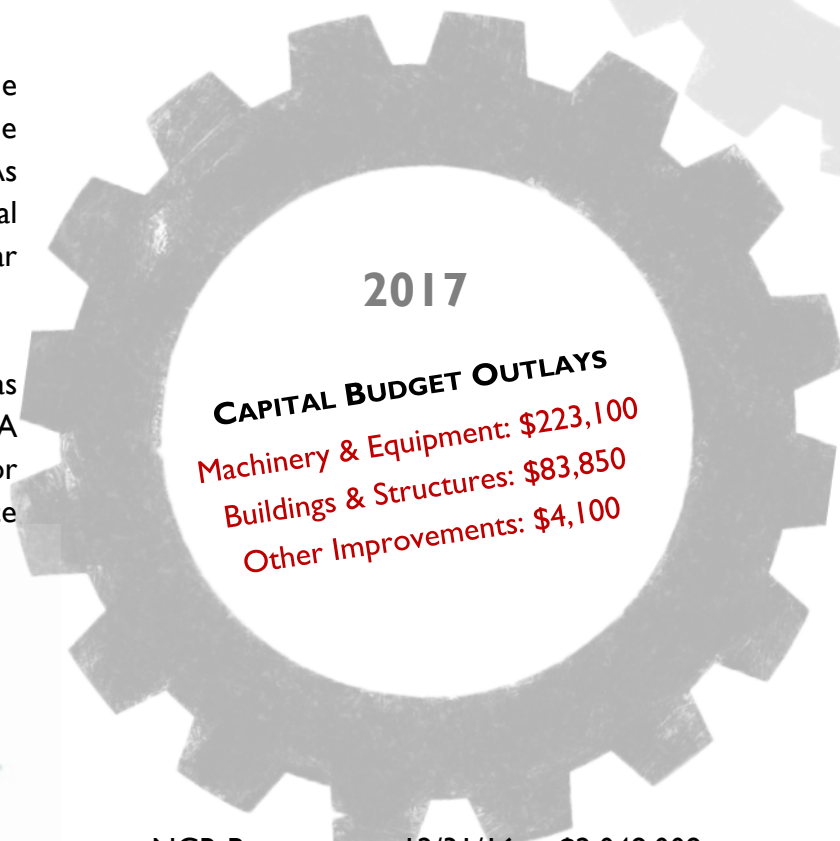
Capital Budget Revenues from NCR: \$266,050

Capital Budget Revenues from PACR: \$50,000

2016 TIMBER REVENUES: \$523,156

2017 CAPITAL PROJECT HIGHLIGHTS

- ♦ Improve security measures—*All branches*
- ♦ Maintain, upgrade, improve IT hardware, software, systems and peripherals—*All branches*
- ♦ Replace library equipment such as desks, seating, display shelving, and mobility scooter—*All branches*
- ♦ Additional NOLS vehicle—*Systemwide use*
- ♦ Develop “Instant Library” modules —*All branches*
- ♦ Purchase landscaping utility shed—*Clallam Bay*
- ♦ Replace HVAC controller system—*Port Angeles*
- ♦ Recarpeting—*Port Angeles*



NCR BALANCE ON 12/31/16: \$2,048,009

PACR BALANCE ON 12/31/16: \$1,153,036

QUESTIONS?

For more detailed information about the Library budget, mission, Strategic Roadmap, or the 2016 annual report, visit www.nols.org/about-nols.

To contact NOLS administration, call 360.417.8500, or send an email to Director@nols.org.