



Board of Trustees Regular Meeting
Thursday, June 22, 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 May 25, 2017
4. Communications
5. Presentation: Interlibrary Loan Program – Cheryl Martin, Customer Service Specialist 3
6. Public comments
7. Financial report: May 2017
8. Approval of vouchers: May 2017
9. Unfinished business
None.
10. New business
 - N.1. Election of Officers
 - N.2. Appointment of Committees
12. Reports
 - R.1. Monthly statistics: May 2017
 - R.2. Monthly activity reports: May 2017
 - R.3. Customer Comments: May/June 2017
13. Public Comments

14. Trustee comments

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

15. Next meeting: 5:30pm, Thursday, July 27, 2017 at the Clallam Bay Branch Library

16. Agenda items for next meeting: Presentation-West End Branches Annual Report

17. Executive session on mid-year review of progress on Director's workplan (no action expected).

18. Action on executive session, if any.

19. Adjournment

*"Nurturing imagination, connection, and understanding,
to improve lives and strengthen community."*

*NOLS Mission Statement
Adopted 11/22/16*

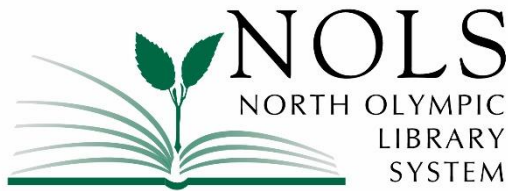
Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, 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

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 is held in January, date/location to be announced.



MINUTES

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Robert Streett, Jennifer Pelikan, and Betty Gordon, and Catharine Copass. Library staff present: Director Margaret Jakubcin, West End Manager Theresa Tetreau. Visitors present: Tom O'Donnel (PAFOL).

2. Approval of agenda

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

3. Approval of minutes for regular meeting of April 27, 2017

Motion by Mr. Streett to approve the minutes from the April 27, 2017 meeting. Motion seconded by Mr. Urnes. Motion carried.

4. Communications.

Ms. Jakubcin noted that email correspondence had been received from Jim McEntire, requesting an appointment with the Director and Board Chair to discuss DNR timber harvest policy/advocacy. In accordance with NOLS Board protocol the Public Communications Committee was informed, so that a timely response could be provided. The request to meet for this purpose was declined. Ms. Jakubcin indicated that if the Board wished to discuss this matter further it should be agendized. There was no Trustee request to place the matter on an agenda.

5. Presentation:

Theresa Tetreau, Volunteer Manager, provided an overview of the NOLS Volunteer Program.

6. Public comments

7. Financial report: April 2017

The financial reports for April 2017 were accepted as presented.

8. Approval of vouchers: April 2017

Motion by Ms. Copass to approve the April 2017 vouchers, numbered 407 through 540, in the amount of \$325,276.39. Motion seconded by Ms. Gordon.

Motion carried.

9. Unfinished business - **None.**

10. New business

N.1. Approval of Resolution 17-05-06: Authorizing Disposal of Surplus Equipment and Furniture
Motion by Ms. Gordon to approve Resolution 17-05-06. Motion seconded by Mr. Urnes. Motion carried.

N.2. Authorizing staff to issue an RFQ/RFP for schematic design for expanded Sequim Branch
Motion by Mr. Streett to authorize staff to issue an RFQ/RFP for schematic design for expanded Sequim Branch. Motion seconded by Ms. Copass. Motion carried.

N.3. Review of Board Committee Assignments in preparation for annual meeting in June
No action was taken.

12. Reports

R.1. Monthly statistics: April 2017 **Accepted as presented.**

R.2. Monthly activity reports: April 2017 **Accepted as presented.**

R.3. Customer Comments: **None**

R.4. Sequim Branch Expansion Project update **Accepted as presented.**

13. Public Comments

14. Trustee comments

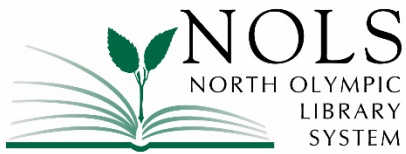
15. Adjournment

There being no further business, the meeting was adjourned by Ms. Pelikan at 6:22 pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Date: June 9, 2017
Subject: Comments on Financial Reports for May 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: Timber Revenue of \$25,472 was received in May and posted to NOLS Capital Reserve. Total Timber Revenue of \$98,911 has been received and added to the NOLS Capital Reserve during 2017 through May.

Private Grants and Donations of \$725 in May came from a variety of generous donors.

Other Miscellaneous Revenue of \$999 was received in May. This amount includes \$573 quarterly Credit Card Rebate, and a \$300 rebate from Humanities Washington.

Operating Expenditures: All expenditures are within the norm for this time of year.

Account Balances: May capital expenses of \$17,445 are shown in the Capital Budget – 2017 category.

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$188,825 for amounts paid by electronic transfers. Total payroll and benefit expenses for May are \$239,398.



Revenue Report

May 31, 2017

Operating Revenue				5/12ths is	41.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	3,693,200	392,772	2,235,039	1,458,161	60.5
<i>Intergovernmental Revenues</i>	-	-	4,492	(4,492)	-
<i>Goods and Services</i>	23,100	1,666	8,093	15,008	35.0
<i>Library Fines and Fees</i>	34,700	2,343	15,586	19,114	44.9
<i>Miscellaneous Revenues</i>					
Investment Interest (net of fees)	25,200	4,092	13,784	11,416	54.7
Media Equipment Rentals	100	-	-	100	-
Facilities Leases (Short Term)	1,200	433	1,420	(220)	118.3
Private Grants and Donations	84,625	725	57,589	27,036	68.1
Other Miscellaneous Revenue	52,400	999	19,999	32,401	38.2
<i>Total Miscellaneous Revenues</i>	163,525	6,249	92,792	70,733	56.7
<i>Nonrevenues (excise taxes)</i>	1,800	153	745	1,055	41.4
<i>Transfers In</i>	207,428	-	207,428	-	100.00
Total Operating Revenue	4,123,753	403,183	2,564,175	1,559,578	62.2
Capital Revenue					
<i>Timber Revenues (received in 2017)</i>	-	25,472	98,911	-	-
Total Capital Revenue	-	25,472	98,911	-	-
Grand Total Revenues		428,655	2,663,085		



Expenditure Report

May 31, 2017

				5/12ths is	41.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,102,537	169,879	844,946	1,257,591	40.2
Benefits	872,852	69,519	349,521	523,331	40.0
Total Personnel	2,975,389	239,398	1,194,467	1,780,922	40.1
<i>Supplies</i>					
Supplies, Office and Operating	102,465	14,310	40,399	62,066	39.4
Fuel	4,000	288	1,120	2,880	28.0
Merchandise for resale	3,200	-	(13)	3,213	-0.4
Collection Materials	467,300	32,762	184,329	282,971	39.4
Small Tools/Equip (<\$200)	1,900	-	127	1,774	6.7
Total Supplies	578,865	47,361	225,962	352,903	39.0
<i>Services</i>					
Professional Services	159,204	6,297	42,553	116,651	26.7
Communication	140,350	12,103	52,768	87,582	37.6
Travel	29,435	3,877	8,718	20,717	29.6
Taxes and Operating Assessments	1,860	-	2,124	(264)	114.2
Operating Rentals and Leases	575	-	-	575	0.0
Insurance	37,180	-	-	37,180	0.0
Public Utilities	89,720	6,804	38,036	51,684	42.4
Repair and Maintenance	98,565	6,362	24,333	74,232	24.7
Miscellaneous Services	10,410	(102)	695	9,715	6.7
Total Services	567,299	35,340	169,227	398,072	29.8
<i>Intergovernmental Services</i>	<i>400</i>	<i>-</i>	<i>102</i>	<i>298</i>	<i>25.5</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,800</i>	<i>140</i>	<i>720</i>	<i>1,080</i>	<i>40.0</i>
Total Operating Expenditures	4,123,753	322,240	1,590,477	2,533,276	38.6

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	83,850	4,657	29,339	54,511	35.0
Other Improvements	9,100	986	1,772	7,328	19.5
Machinery & Equipment	223,100	11,802	40,653	182,447	18.2
Construction of Capital Assets	-	-	-	-	0.0
Total Capital Outlays	316,050	17,445	71,763	244,287	22.7
Grand Total All Expenditures	4,439,803	339,685	1,662,241	2,777,562	37.4



Account Balances

May 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⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,855,398	-	25,472	-	1,880,870
Operating Reserve ⁽³⁾	1,131,344	-	-	-	1,131,344
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	81,271	-	-	-	81,271
Sequim Capital Project Acct. ⁽⁵⁾	60,220	-	-	-	60,220
Capital Budget - 2017 ⁽⁵⁾	230,669	-	-	17,445	213,224
<i>Total Board Designated Accounts</i>	<i>4,780,921</i>	<i>-</i>	<i>25,472</i>	<i>17,445</i>	<i>4,788,948</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	51,707	-	14	-	51,721
NOLS Materials Fund	14,253	-	-	44	14,209
Francis Bode Materials Fund	895	-	-	-	895
Margaret Bode Materials Fund	3,545	-	-	-	3,545
Port Angeles Donations Fund	914	-	124	-	1,037
Port Angeles Friends Donations	17,388	-	-	3,564	13,824
Sequim Donations Fund	44,464	-	209	-	44,673
Sequim Friends Donations	25,210	-	-	2,548	22,662
Forks Donations Fund	2,733	-	377	-	3,109
Forks Friends Donations	4,153	-	-	-	4,153
Clallam Bay Donations Fund	7,627	-	2	-	7,630
Clallam Bay Friends Donations	4,691	-	-	-	4,691
Roberts Grant 2017 (NOLF)	3,227	-	-	3,227	-
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
<i>Total Grants and Donations</i>	<i>373,743</i>	<i>-</i>	<i>725</i>	<i>9,384</i>	<i>365,085</i>
<i>Unclaimed Property Account</i>	<i>2,139</i>	<i>-</i>			<i>2,139</i>
<i>Total Designated Cash</i>	<i>5,156,804</i>	<i>-</i>	<i>26,197</i>	<i>26,829</i>	<i>5,156,172</i>
<i>Undesignated Cash Operating Funds</i>	<i>834,734</i>	<i>1,054,184</i>			<i>1,888,918</i>
Total WA State Local Investment Pool	5,991,538	1,054,184	26,197	26,829	7,045,090

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

May 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	7,507,262	1,054,184	26,197	26,829	8,560,814
Cash					
Cash Operating Funds					
Cash held by County Treasurer	1,057,076	(964,582)			92,494
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	108	-	108	6,000
Payroll Account (US Bank 1301)	200	188,825	-	188,825	200
Payroll Account (FF 1004)	10	-	-	-	10
Merchant Account (FF 7401)	200	(819)	890	71	200
Branch Change Funds					
Port Angeles	145	-	-	-	145
Sequim	130	-	-	-	130
Forks	50	-	-	-	50
Clallam Bay	30	-	-	-	30
Total Branch Change Funds	355	-	-	-	355
Total Imprest Accounts	6,765	188,114	890	189,004	6,765
Total Cash	1,063,841	(776,468)	890	189,004	99,259
Total Cash and Investments	8,571,103	277,716	27,087	215,833	8,660,073

Notes:

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

(7) Requests designated for specific use by donor.



Voucher Approval for May 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 #541 through #692 are approved in the amount of \$339,864.31 this 22nd day of June 2017.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
541	ADP Tax/Financial Services	Net Payroll (PPE 04-30-17) - EFT 466	116,545.61
542	ADP Tax/Financial Services	Payroll Tax (PPE 04-30-17) - EFT 467	41,393.13
543	ADP, LLC	Payroll Services - (PPE 04-30-17) - NOLS	636.99
544	ADP, LLC	Payroll Services - Document Cloud - NOLS	40.20
545	Airport Garden Center	PO 554 Maintenance Supplies - Weed Barrier - FAC	48.77
546	Amazon.com	Collection Materials	201.44
547	AmSan - SupplyWorks	PO 423 Maintenance Supplies - Cleaning Supplies - FAC	773.88
548	Anderson Electric	PO 575 Repair and Maintenance - Lights - FAC	242.71
549	Angeles Communications	Communications - VOIP	1,000.75
550	Angeles Electric Inc.	PO 554 Repair and Maintenance - Circuit Repair - FAC	121.34
551	Anjo Soils	PO 446 Maintenance Supplies - Woodchips - FAC	204.88
552	Baker & Taylor Entertainment	Collection Materials	379.04
553	Baker & Taylor Entertainment	Collection Materials	742.15
554	Baker & Taylor Entertainment	Collection Materials	286.74
555	Baker & Taylor Entertainment	Collection Materials	122.09
556	Baker & Taylor Entertainment	Collection Materials	378.45
557	Baker & Taylor Information	Collection Materials	8,389.76
558	Baker & Taylor Information	Collection Materials	3,088.73
559	Baker & Taylor Information	Collection Materials	3,642.63
560	Baker & Taylor Information	Collection Materials	579.75
561	Baker & Taylor Information	Collection Materials	3,438.37
562	Ballew, Christopher W.	CII Programming - Caspar Baby pants - CB (PAFOL, FOSL)	1,500.00
563	Briggance, Leslie D	Mileage Reimbursement - Business - SQ	19.26
564	Brodart Company	Collection Materials	131.70
565	Brooker, Ann	HW Reimbursement - SQ	506.51
566	Carruthers, John D	PO 525 Program Supplies - Irrigation Festival (FOSL)	20.32

No.	Claimant	Purpose	Amount
567	CED Consolidated Electrical Distributors	PO 485 Maintenance Supplies - Outlet Covers - FAC	845.52
568	CED Consolidated Electrical Distributors	PO 529 Maintenance Supplies - Light Bulbs - FAC	9.08
569	CENGAGE Learning	Collection Materials	505.47
570	Center Point Large Print	Collection Materials	264.24
571	CenturyLink 300511187 FO	Communications - Voice - FO	78.14
572	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	434.74
573	CenturyLink 300561130 CB	Communications - Voice - CB	73.02
574	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.90
575	CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23
576	CenturyLink 5161XLL853 CB Fiber	Communications - Fiber - CB	283.58
577	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	62.75
578	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	217.21
579	City of Forks	Public Utilities - FO	99.11
580	City of Port Angeles	Public Utilities - PA	4,355.26
581	City of Port Angeles/Dump	PO 560 Public Utilities - Dump Fee - FAC	12.28
582	City of Port Angeles/Orcas Avenue	Public Utilities - PA	167.59
583	City of Sequim	Public Utilities - SQ	110.62
584	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	53.00
585	Clallam County PUD	Public Utilities - SQ	114.24
586	Clallam County PUD	Public Utilities - CB	378.00
587	Clallam County PUD	Public Utilities - FO	623.00
588	Clallam County PUD	Public Utilities - SQ	649.00
589	Clark, Jeff	HW Reimbursement - FAC	1,500.00
590	Collective Eye, Inc.	Collection Materials	46.00
591	Collective Eye, Inc.	Collection Materials	82.00
592	Conkle Aimee	HW Reimbursement - PA	9.89
593	Co-Op Farm & Garden, The	PO 552 Maintenance Supplies - Wall Plate - FAC	5.36
594	Cote, Mary	HW Reimbursement - SQ	1,125.00
595	Demco, Inc.	PO 220 Program Supplies - T-shirts, Bookmarks - SRP Supplies (PAFOL)	757.32
596	Dept. of Retirement Systems	Retirement Contributions (PPE 04-30-17) - EFT 468	28,166.61
597	Dept. of Retirement Systems	DCP Retirement 05-2017 (PPE 04-30-17) - EFT 469	2,620.00
598	Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	1,360.51
599	DM Disposal Company, Inc.	Public Utilities - PA - SQ	345.02
600	Employment Security Dept	Q1/2017 Unemployment Benefit Charges	1,066.35
601	Fairchild Floors	PO 563 Buildings and Structures - ADM Blinds - FAC	3,345.00
602	Felton, Jina	HW Reimbursement - PA	772.78
603	Film Ideas, Inc.	Collection Materials	142.84
604	Findaway World, LLC	Collection Materials	398.33
605	Findaway World, LLC	Collection Materials	579.75
606	Force, Pam	HW Reimbursement - FO PO 454 Program Supplies - DIA Snacks - FO	773.10
607	Forks Forum	Collection Materials	33.00
608	Gaetan, Jennifer	HW Reimbursement - PA	532.00

No.	Claimant	Purpose	Amount
609	Great Courses, The	Collection Materials	86.67
610	Grey House Publishing, Inc.	Collection Materials	459.00
611	Hartford Retirement Plan Solutions	MMDCP 05-2017 (PPE 04-30-17) - EFT 470	100.00
612	Health Care Authority	HCA 05-2017 (PPE 04-30-17)	35,262.66
613	Heartline, Inc.	PO 555 Maintenance Supplies - Wood Chips - FAC	325.20
614	Heritage Archives	Collection Materials	842.85
615	Ingram Library Services	Collection Materials	92.83
616	Ingram Library Services	Collection Materials	176.74
617	Ingram Library Services	Collection Materials	56.22
618	Jakubcin, Margaret	Mileage Reimbursement - Business - ADM	38.52
619	Kaufman, Gerry & Kathleen	PO 452 Repair and Maintenance - Mowing - FAC	682.92
620	Kavmark, Kamilla	HW Reimbursement - PA	110.00
621	KCDA Purchasing Cooperative	PO 422 Maintenance Supplies - Cleaning Supplies - FAC	339.17
622	Kozun, Eva M.	C2 Programming - Kids Create Art (FOSL)	200.00
623	Kramer, Russell	C6 Programming - Sitka Spruce Ecosystem (PAFOL)	181.96
624	L. D. Rentas, Inc.	PO 416 Buildings and Structures - Wainscoting - FAC	1,312.23
625	Lee, Christopher M.	C33 Programming - Music After Hours - CB	400.00
626	Les Schwab Tires	PO 467 Repair and Maintenance - Van Tires - FAC	506.83
627	Lu'Becke, Jennifer	HW Reimbursement - PA	393.25
628	Mathews Glass Co., Inc.	PO 479 Machinery and Equipment - Door Operator - FAC	2,952.81
629	Midwest Tape	Collection Materials	1,929.39
630	Midwest Tape	Collection Materials	633.60
631	Midwest Tape	Collection Materials	642.07
632	Midwest Tape	Collection Materials	904.99
633	Midwest Tape	Collection Materials	486.95
634	Morrison Sarah	Mileage Reimbursement - Training - DPLA fest - PA	139.64
635	Museum of Flight	C36 Programming - Rocket Science (FOSL)	258.44
636	North Olympic Library System	May 2017 Revolving Fund Reimbursement (*Detail Below)	108.42
637	Oak, Wendy	HW Reimbursement - TS	532.00
638	Olympic Delivery Service, Inc.	PO 463 Communication - Freight - TS	1,593.00
639	Olympic Delivery Service, Inc.	PO 530 Communication - Freight - TS	1,770.00
640	Olympic Laundry & Dry Cleaners, Inc.	PO 480 Professional Services - Laundry - FAC	102.30
641	OverDrive, Inc.	Collection Materials	368.49
642	OverDrive, Inc.	Collection Materials	642.47
643	OverDrive, Inc.	Collection Materials	1,489.85
644	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	388.80
645	Penguin Random House	C14 Programming - Author Afternoon (PAFOL)	500.00
		PO 551 Repair and Maintenance - SQ HVAC Repair - FAC	
		PO 562 Repair and Maintenance	
646	Peninsula Heat, Inc.	- PA Fan Motor Replacement - FAC	1,886.60
647	Peninsula Heat, Inc.	PO 576 Repair and Maintenance - Heat Pump - FO	1,364.76
648	Port Angeles Farmers Market	PO 505 Program Supplies - 2017 Membership (PAFOL)	20.00
		PO 528 Machinery and Equipment - Server Upgrade	
649	Provantage Corporation	- Memory - Hard Drives - IT	4,553.85

No.	Claimant	Purpose	Amount
650	Quill Corporation	PO 443 Office Supplies (Coffee Fund) ADM	96.91
651	Quill Corporation	PO 443 Office Supplies - ADM	32.50
652	Quill Corporation	PO 458, 498 Office Supplies - SQ	65.24
653	Quill Corporation	PO 458 Office Supplies - SQ PO 521 Office Supplies - PA	179.38
654	Random House, Inc.	Collection Materials	35.52
655	Random House, Inc.	Collection Materials	27.10
656	Random House, Inc.	Collection Materials	28.46
657	Ratzman, Dean	C40 Programming - June Art Walk (FOSL)	250.00
658	Recorded Books, LLC	Collection Materials	15.06
659	Riley, Kate	C37 Programming - End of Life Tale (FOSL)	100.00
660	Robinson, Stuart	Mileage Reimbursement - Business - FAC	128.40
661	Romano, Craig	C10 Programming - Family Hiking (PAFOL)	500.00
662	Scholastic Library Publishing	PO 507 Program Supplies - Head Start Books (Roberts Grant)	2,637.79
663	Sound Energy Systems	PO 447 Repair and Maintenance - PA HVAC Controller Maintenance - FAC	788.62
664	Sound Publishing Inc.	PO 519 Advertising - AOA I - NOLS	47.65
665	Swains General Store, Inc.	PO 450 Maintenance Supplies - FAC	35.71
666	Swains General Store, Inc.	PO 556, 557 Maintenance Supplies - FAC	126.39
667	Swains General Store, Inc.	PO 566 Maintenance Supplies - FAC	52.76
668	Swingle, Patti	PO 506 Program Supplies - Family Fun Day (FOSL)	7.50
669	Thumm, Dexter	HW Reimbursement - IT	128.40
670	Turner, Cynthia	HW Reimbursement - TS	106.40
671	Unique Management Services, Inc.	Professional Services - Debt Collection	198.45
672	United Way of Clallam County	United Way Donations (PPE 04-30-17)	34.16
673	US Bank	Credit Card Svcs. - April 2017 Charges (*Detail Below)	16,371.41
674	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02
675	Verizon Wireless - HotSpot - 942071552	Communication - Internet - Hotspots	80.02
676	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01
677	Verizon Wireless - Tablet - 772464315	Communications - Internet - Tablet - OR	40.01
678	Viking Sew & Vac	PO 476 Repair and Maintenance - Vacuum Repair - FAC PO 477 Maintenance Supplies - Vacuum Housing - FAC	307.58
679	Viking Sew & Vac	PO 561 Maintenance Supplies - Vacuum Bags, Filters - FAC	103.96
680	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (*Detail Below)	221.36
681	Wagner, Pat	C20 Training - ASD Speaker Travel Expenses - NOLS	547.14
682	Washington Roll Call	Collection Materials	157.90
683	Washington State Patrol	Background Checks	72.00
684	WCIF	Vision/Life/EAP Premiums 05-2017 (PPE 04-30-17)	1,255.64
685	WDH - Wave Business	Communication - Internet - IT	2,326.03
686	WDH - Wave Business	Communication - Internet - IT	2,326.03
687	Weiss, Alisa	HW Reimbursement - SQ	115.00
688	Weiss, Alisa	Mileage Reimbursement - Business - SQ	30.50
689	West Waste & Recycling	Public Utilities - FO - CB	52.30

No.	Claimant	Purpose	Amount
690	WSCCCE - WPAS, Inc.	Dental Premiums (PPE 04-30-17) - June Coverage	4,424.16
691	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 05-2017 (PPE 04-30-17)	1,965.32
692	Zenovic & Associates	PO 451 Design Consultation - CB Asphalt Project - FAC	530.00
			339,864.31

*** Detail - NOLS Revolving Fund Account -- Voucher #636**

1992	Childs, Sheri Colleen	Patron Refund	12.18
1993	Soward, Diana	Patron Refund	76.98
1994	Thumm, Dexter	Mileage Reimbursement - Business - IT	19.26
			108.42

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #673**

1	AccuCut	PO 539 Program Supplies - Accucut Parts (FOSL)	142.50
2	Airport Garden Center	PO 495 Maintenance Supplies - SQ Plants and Weed Barrier - FAC	190.43
3	Airport Garden Center	PO 496 Maintenance Supplies - SQ Plants - FAC	20.55
4	Amazon.com	PO 425 Program Supplies - HeadStart Books (Roberts Grant)	342.68
5	Amazon.com	PO 518 Program Supplies - HeadStart Books (PAFOL)	32.80
6	Amazon.com	PO 516 Program Supplies - Endangered Species Day and Storytime (PAFOL)	97.43
7	Amazon.com	PO 469 Program Supplies - DIA Piñata (FOSL)	31.41
8	Amazon.com	PO 472 Program Supplies - Family Fun Day (FOSL)	12.30
9	Amazon.com	PO 425 Program Supplies - HeadStart Books (PAFOL)	174.40
10	Barnes & Noble, Inc.	PO 438 Travel - Training - DPLA Fest - NOLS	7.42
11	Bay Variety	PO 489 Program Supplies - Poetry Slam (PAFOL)	4.87
12	Branders	PO 368 Program Supplies - HeadStart Books (Roberts Grant)	181.28
13	Chevron	PO 429 Fuel - Training - WCIF Conference - FAC	34.23
14	Corner Bakery	PO 438 Travel - Training - DPLA Fest - NOLS	8.23
15	Costco	PO 448 Program Supplies - Spring Art Blast (PAFOL)	87.81
16	Costco	PO 536 Program Supplies - Chamber of Commerce Event (FOSL)	24.86
17	Costco	PO 459 Training Supplies - ASD Snacks - NOLS	196.54
18	Dell Marketing	PO 364 Office Supplies - Toner and Ink - PA	1,681.73
19	Dell Marketing	PO 462 Office Supplies - Printer Parts - SQ	564.92
20	Dell Marketing	PO 462 Office Supplies - Toner and Ink - SQ	1,040.99
21	Demco, Inc.	PO 272 Program Supplies - SRP Supplies - FO	108.72
22	Demco, Inc.	PO 350 Program Supplies - SRP Supplies - FO	70.95
23	Demco, Inc.	PO 471 Program Supplies - SRP Supplies (FOSL)	435.81
24	Demco, Inc.	PO 504 Program Supplies - SRP Supplies (FOSL)	119.49
25	Demco, Inc.	PO 386 Processing Supplies - TS	55.22

No.	Claimant	Purpose	Amount
26	Einstein Bagel	PO 390 Travel - Training - IUG - NOLS	9.64
27	Everyday ASL	PO 484 Collection Materials	50.00
28	Facebook	PO 508 Advertising - Recruitment - NOLS	15.00
29	Facebook	PO 509 Advertising - The Pine and Cherry Program - NOLS	20.00
30	Forks True Value Hardware	PO 424 Program Supplies - SRP Boxes - FO	15.17
31	Gaylord National	PO 403 Travel - Training - IUG Lodging- NOLS	270.26
32	Gaylord National	PO 90 Travel - Training - IUG Hotel - NOLS	1,109.24
33	Gaylord National	PO 85 Travel - Training - IUG Hotel - NOLS	1,109.24
34	Gyro Express	PO 514 Travel - Training - PSCD Meeting - PA	11.95
35	Home Depot	PO 546 Program Supplies - Irrigation Parade (FOSL)	2.60
36	Home Depot	PO 411 Office Supplies - Dusting Kit - SQ	34.26
37	Home Depot	PO 460 Program Supplies - Irrigation Parade (FOSL)	74.22
38	IAH Bagel	PO 377 Travel - Training - IUG - NOLS	6.81
39	Jimmy John's	PO 438 Travel - Training - DPLA Fest - NOLS	7.78
40	JoAnn Fabrics	PO 455 Program Supplies - Storytime - FO	11.24
41	JoAnn Fabrics	PO 488 Program Supplies - Celebration of Book (PAFOL)	36.46
42	Joshua's Restaurant	PO 385 Travel - Training - Senior Care Provider Meeting - OR	10.30
43	KCDA Purchasing Cooperative	PO 511 Office Supplies - General - PA	110.27
44	KCDA Purchasing Cooperative	PO 511 Office Supplies - Paper - PA	124.22
45	KCDA Purchasing Cooperative	PO 312 Office Supplies - Processing Supplies - TS	26.31
46	Koto Teriyaki	PO 538 Program Supplies - Chamber of Commerce Event (FOSL)	45.65
47	Martin Public LLC	PO 348 Machinery and Equipment - Chairs - CB	3,435.10
48	Montamara Kitchen	PO 493 Program Supplies - Prime Time Presenter Meal (PAFOL)	6.88
49	MSM Deli	PO 431 Travel - Training - WCIF Conference - ADM	7.04
50	Namifiers	PO 481 Office Supplies - Volunteer Nametags - NOLS	96.17
51	Olympic Party Store	PO 544 Program Supplies - Irrigation Parade (FOSL)	16.17
52	Olympic Stationers	PO 399 Processing Supplies - Archival Paper - TS	19.46
53	Pay Pal	PayPal Gateway Fees April 2017 - NOLS	59.95
54	Port Book and News	PO 491 Program Supplies - Poetry Slam Prizes (PAFOL)	145.00
55	Potbelly	PO 377 Travel - Training - IUG - NOLS	9.70
56	PsPrint	PO 475 Program Supplies - Program Magnets (PAFOL)	86.84
57	Quill Corporation	PO 409 Office Supplies - Toner and Ink - FO	162.51
58	Real Foods	PO 406 Travel - Training - IUG Conference - NOLS	19.37
59	Reliance Foundry	PO 497 Capital - Other Improvements - WE Traffic Barriers - FO	986.00
60	Robotshop.com	PO 517 Program Supplies - Snap Circuits Parts - FO	47.00
61	Roslyn Mexican Grill	PO 431 Travel - Training - WCIF Conference - ADM	14.88
62	Safeway	PO 448 Program Supplies - Spring Art Blast (PAFOL)	4.27
63	Safeway	PO 486 Fuel - Training - Prime Time Training - FAC	32.89
64	Safeway	PO 535 Program Supplies - Chamber of Commerce Event (FOSL)	43.03

No.	Claimant	Purpose	Amount
65	Safeway	PO 470 Program Supplies - Storytime and Family Fun Day (FOSL)	53.76
66	Safeway	PO 471 Program Supplies - Family Fun Day (FOSL)	12.12
67	Safeway	PO 503 Program Supplies - Family Fun Day (FOSL)	25.89
68	Safeway	PO 468 Office Supplies - Processing Supplies - TS	12.90
69	Safeway	PO 487 Program Supplies - Celebration of Book (PAFOL)	34.77
70	Sea-Tac Airport Parking	PO 434 Travel - Training - DPLA Fest - NOLS	90.00
71	Silversmith Hotel	PO 502 Travel - Training - DPLA Fest - NOLS	521.26
72	Stamps.com	PO 444 Technology Services - TS	15.99
73	Starbucks Coffee Company	PO 377 Travel - Training - IUG - NOLS	8.11
74	Suncadia Resort	PO 431 Travel - Training - WCIF Conference - ADM	7.97
75	Suncadia Resort	PO 428 Travel - Training - WCIF Conference - ADM	195.22
76	Torch Invest Parking	PO 513 Travel - Training - PSCD Meeting - PA	10.00
77	Uline	PO 449 Program Supplies - Seed Library (PAFOL)	208.94
78	United Airlines	PO 405 Travel - Training - IUG Conference - NOLS	25.00
79	UPS	PO 319 Communication - Freight - TS	10.20
80	UPS	PO 440 Program Supplies - Japanese Exhibit Shipping Cost (PAFOL)	135.09
81	UPS	PO 347 Communication - Freight - TS	8.87
82	USPS	PO 383 Postage - TS	250.00
83	USPS	PO 426 Postage - TS	250.00
84	USPS	PO 453 Postage - TS	250.00
85	Ventra Vending	PO 436 Travel - Training - DPLA Fest - NOLS	5.00
86	Ventra Vending	PO 436 Travel - Training - DPLA Fest - NOLS	3.00
87	WA ST. Ferries	PO 515 Travel - Training - PSCD Meeting - PA	16.40
88	Walgreens	PO 420 Collection Materials - Photo Prints - NOLS	1.59
89	Walmart	PO 490 Program Supplies - Poetry Slam (PAFOL)	31.37
90	Walmart	PO 537 Program Supplies - Chamber of Commerce Event (FOSL)	22.34
91	Walmart	PO 542 Program Supplies - Irrigation Parade (FOSL)	12.25
92	Walmart	PO 543 Program Supplies - Irrigation Parade (FOSL)	28.34
93	Walmart	PO 545 Program Supplies - Irrigation Parade (FOSL)	25.83
94	Walmart	PO 461 Program Supplies - Chamber of Commerce Event (FOSL)	32.71
95	Whitehead's Auto Parts	PO 500 Repair and Maintenance - Ford Van Battery - FAC	157.46
96	WSDOT Good to Go	PO 492 Travel - Training - Prime Time Training - PA	6.00
97	WSDOT Good to Go	PO 435 Travel - Training - DPLA Fest - NOLS	6.00
98	WSDOT Good to Go	PO 430 Travel - Training - WCIF Conference - ADM	6.00
99	Yellow Pages	PO 482 Collection Materials	37.90
100	Amazon.com	Refund of Prime Membership - Purchased in Error	(107.32)
			16,371.41

No.	Claimant	Purpose	Amount
* Detail - NOLS Voyager Credit Card Purchases -- Voucher #680			
101	Chevron	PO 363 Fuel - Business - NOLSY - FAC	40.68
102	Chevron	PO 427 Fuel - Business - NOLSY - FAC	31.04
103	Chevron	PO 380 Fuel - Business - Chevy Van - FAC	30.09
104	Evergreen 76	PO 329 Fuel - Business - Ford Van - FAC	78.03
105	Evergreen 76	PO 415 Fuel - Business - Ford Van - FAC	26.00
106	Evergreen 76	PO 433 Fuel - Business - Ford Van - FAC	30.00
107	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(14.48)
			221.36

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

EFT 466	ADP Tax/Financial Services	Net Payroll (PPE 04-30-17)	116,545.61
EFT 467	ADP Tax/Financial Services	Payroll Tax (PPE 04-30-17)	41,393.13
EFT 468	Dept. of Retirement Systems	Retirement Contributions (PPE 04-30-17)	28,166.61
EFT 469	Dept. of Retirement Systems	DCP Retirement (PPE 04-30-17)	2,620.00
EFT 470	Hartford Retirement Plan Solutions	MMDCP (PPE 04-30-17)	100.00
			188,825.35



VOUCHERS BY CATEGORY FOR MAY 2017

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
541	ADP Tax/Financial Services	Net Payroll (PPE 04-30-17) - EFT 466	116,545.61	
542	ADP Tax/Financial Services	Payroll Tax (PPE 04-30-17) - EFT 467	41,393.13	
565	Brooker, Ann	HW Reimbursement - SQ	506.51	
589	Clark, Jeff	HW Reimbursement - FAC	1,500.00	
592	Conkle Aimee	HW Reimbursement - PA	9.89	
594	Cote, Mary	HW Reimbursement - SQ	1,125.00	
596	Dept. of Retirement Systems	Retirement Contributions (PPE 04-30-17) - EFT 468	28,166.61	
597	Dept. of Retirement Systems	DCP Retirement 05-2017 (PPE 04-30-17) - EFT 469	2,620.00	
600	Employment Security Dept	Q1/2017 Unemployment Benefit Charges	1,066.35	
602	Felton, Jina	HW Reimbursement - PA	772.78	
606	Force, Pam	HW Reimbursement - FO	733.32	
608	Gaetan, Jennifer	HW Reimbursement - PA	532.00	
611	Hartford Retirement Plan Solutions	MMDCP 05-2017 (PPE 04-30-17) - EFT 470	100.00	
612	Health Care Authority	HCA 05-2017 (PPE 04-30-17)	35,262.66	
620	Kavmark, Kamilla	HW Reimbursement - PA	110.00	
627	Lu'Becke, Jennifer	HW Reimbursement - PA	393.25	
637	Oak, Wendy	HW Reimbursement - TS	532.00	
669	Thumm, Dexter	HW Reimbursement - IT	128.40	
670	Turner, Cynthia	HW Reimbursement - TS	106.40	
672	United Way of Clallam County	United Way Donations (PPE 04-30-17)	34.16	
684	WCIF	Vision/Life/EAP Premiums 05-2017 (PPE 04-30-17)	1,255.64	
687	Weiss, Alisa	HW Reimbursement - SQ	115.00	
690	WSCCCE - WPAS, Inc.	Dental Premiums (PPE 04-30-17) - June Coverage	4,424.16	
691	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 05-2017 (PPE 04-30-17)	1,965.32	239,398.19
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
545	Airport Garden Center	PO 554 Maintenance Supplies - Weed Barrier - FAC	48.77	
547	AmSan - SupplyWorks	PO 423 Maintenance Supplies - Cleaning Supplies - FAC	773.88	
551	Anjo Soils	PO 446 Maintenance Supplies - Woodchips - FAC	204.88	
567	CED Consolidated Electrical Distributors	PO 485 Maintenance Supplies - Outlet Covers - FAC	845.52	
568	CED Consolidated Electrical Distributors	PO 529 Maintenance Supplies - Light Bulbs - FAC	9.08	
593	Co-Op Farm & Garden, The	PO 552 Maintenance Supplies - Wall Plate - FAC	5.36	
598	Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	57.50	
613	Heartline, Inc.	PO 555 Maintenance Supplies - Wood Chips - FAC	325.20	
621	KCDA Purchasing Cooperative	PO 422 Maintenance Supplies - Cleaning Supplies - FAC	339.17	
650	Quill Corporation	PO 443 Office Supplies (Coffee Fund) ADM	96.91	
651	Quill Corporation	PO 443 Office Supplies - ADM	32.50	
652	Quill Corporation	PO 458, 498 Office Supplies - SQ	65.24	
653	Quill Corporation	PO 458 Office Supplies - SQPO 521 Office Supplies - PA	179.38	
665	Swains General Store, Inc.	PO 450 Maintenance Supplies - FAC	35.71	
666	Swains General Store, Inc.	PO 556, 557 Maintenance Supplies - FAC	126.39	
667	Swains General Store, Inc.	PO 566 Maintenance Supplies - FAC	52.76	

Category	Claimant	Purpose	Amount	Subtotal
678	Viking Sew & Vac	PO 477 Maintenance Supplies - Vacuum Housing - FAC	85.64	
679	Viking Sew & Vac	PO 561 Maintenance Supplies - Vacuum Bags, Filters - FAC	103.96	
CC 2	Airport Garden Center	PO 495 Maintenance Supplies - SQ Plants and Weed Barrier - FAC	190.43	
CC 3	Airport Garden Center	PO 496 Maintenance Supplies - SQ Plants - FAC	20.55	
CC 17	Costco	PO 459 Training Supplies - ASD Snacks - NOLS	196.54	
CC 18	Dell Marketing	PO 364 Office Supplies - Toner and Ink - PA	1,681.73	
CC 19	Dell Marketing	PO 462 Office Supplies - Printer Parts - SQ	564.92	
CC 20	Dell Marketing	PO 462 Office Supplies - Toner and Ink - SQ	1,040.99	
CC 25	Demco, Inc.	PO 386 Processing Supplies - TS	55.22	
CC 36	Home Depot	PO 411 Office Supplies - Dusting Kit - SQ	34.26	
CC 43	KCDA Purchasing Cooperative	PO 511 Office Supplies - General - PA	110.27	
CC 44	KCDA Purchasing Cooperative	PO 511 Office Supplies - Paper - PA	124.22	
CC 45	KCDA Purchasing Cooperative	PO 312 Office Supplies - Processing Supplies - TS	26.31	
CC 50	Namifiers	PO 481 Office Supplies - Volunteer Nametags - NOLS	96.17	
CC 52	Olympic Stationers	PO 399 Processing Supplies - Archival Paper - TS	19.46	
CC 57	Quill Corporation	PO 409 Office Supplies - Toner and Ink - FO	162.51	
CC 68	Safeway	PO 468 Office Supplies - Processing Supplies - TS	12.90	7,724.33
<u>PROGRAM SUPPLIES</u>				
566	Carruthers, John D	PO 525 Program Supplies - Irrigation Festival (FOSL)	20.32	
595	Demco, Inc.	PO 220 Program Supplies - T-shirts, Bookmarks - SRP Supplies (PAFOL)	757.32	
598	Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	132.78	
606	Force, Pam	PO 454 Program Supplies - DIA Snacks - FO	39.78	
648	Port Angeles Farmers Market	PO 505 Program Supplies - 2017 Membership (PAFOL)	20.00	
662	Scholastic Library Publishing	PO 507 Program Supplies - Head Start Books (Roberts Grant)	2,637.79	
668	Swingle, Patti	PO 506 Program Supplies - Family Fun Day (FOSL)	7.50	
CC 1	AccuCut	PO 539 Program Supplies - Accucut Parts (FOSL)	142.50	
CC 4	Amazon.com	PO 425 Program Supplies - HeadStart Books (Roberts Grant)	342.68	
CC 5	Amazon.com	PO 518 Program Supplies - HeadStart Books (PAFOL)	32.80	
CC 6	Amazon.com	PO 516 Program Supplies - Endangered Species Day and Storytime (PAFOL)	97.43	
CC 7	Amazon.com	PO 469 Program Supplies - DIA Piñata (FOSL)	31.41	
CC 8	Amazon.com	PO 472 Program Supplies - Family Fun Day (FOSL)	12.30	
CC 9	Amazon.com	PO 425 Program Supplies - HeadStart Books (PAFOL)	174.40	
CC 11	Bay Variety	PO 489 Program Supplies - Poetry Slam (PAFOL)	4.87	
CC 12	Branders	PO 368 Program Supplies - HeadStart Books (Roberts Grant)	181.28	
CC 15	Costco	PO 448 Program Supplies - Spring Art Blast (PAFOL)	87.81	
CC 16	Costco	PO 536 Program Supplies - Chamber of Commerce Event (FOSL)	24.86	
CC 21	Demco, Inc.	PO 272 Program Supplies - SRP Supplies - FO	108.72	
CC 22	Demco, Inc.	PO 350 Program Supplies - SRP Supplies - FO	70.95	
CC 23	Demco, Inc.	PO 471 Program Supplies - SRP Supplies (FOSL)	435.81	
CC 24	Demco, Inc.	PO 504 Program Supplies - SRP Supplies (FOSL)	119.49	
CC 30	Forks True Value Hardware	PO 424 Program Supplies - SRP Boxes - FO	15.17	
CC 35	Home Depot	PO 546 Program Supplies - Irrigation Parade (FOSL)	2.60	

Category	Claimant	Purpose	Amount	Subtotal
CC 37	Home Depot	PO 460 Program Supplies - Irrigation Parade (FOSL)	74.22	
CC 40	JoAnn Fabrics	PO 455 Program Supplies - Storytime - FO	11.24	
CC 41	JoAnn Fabrics	PO 488 Program Supplies - Celebration of Book (PAFOL)	36.46	
CC 46	Koto Teriyaki	PO 538 Program Supplies - Chamber of Commerce Event (FOSL)	45.65	
CC 48	Montamara Kitchen	PO 493 Program Supplies - Prime Time Presenter Meal (PAFOL)	6.88	
CC 51	Olympic Party Store	PO 544 Program Supplies - Irrigation Parade (FOSL)	16.17	
CC 54	Port Book and News	PO 491 Program Supplies - Poetry Slam Prizes (PAFOL)	145.00	
CC 56	PsPrint	PO 475 Program Supplies - Program Magnets (PAFOL)	86.84	
CC 60	Robotshop.com	PO 517 Program Supplies - Snap Circuits Parts - FO	47.00	
CC 62	Safeway	PO 448 Program Supplies - Spring Art Blast (PAFOL)	4.27	
CC 64	Safeway	PO 535 Program Supplies - Chamber of Commerce Event (FOSL)	43.03	
CC 65	Safeway	PO 470 Program Supplies - Storytime and Family Fun Day (FOSL)	53.76	
CC 66	Safeway	PO 471 Program Supplies - Family Fun Day (FOSL)	12.12	
CC 67	Safeway	PO 503 Program Supplies - Family Fun Day (FOSL)	25.89	
CC 69	Safeway	PO 487 Program Supplies - Celebration of Book (PAFOL)	34.77	
CC 77	Uline	PO 449 Program Supplies - Seed Library (PAFOL)	208.94	
CC 80	UPS	PO 440 Program Supplies - Japanese Exhibit Shipping Cost (PAFOL)	135.09	
CC 89	Walmart	PO 490 Program Supplies - Poetry Slam (PAFOL)	31.37	
CC 90	Walmart	PO 537 Program Supplies - Chamber of Commerce Event (FOSL)	22.34	
CC 91	Walmart	PO 542 Program Supplies - Irrigation Parade (FOSL)	12.25	
CC 92	Walmart	PO 543 Program Supplies - Irrigation Parade (FOSL)	28.34	
CC 93	Walmart	PO 545 Program Supplies - Irrigation Parade (FOSL)	25.83	
CC 94	Walmart	PO 461 Program Supplies - Chamber of Commerce Event (FOSL)	32.71	6,640.74
<u>FUEL</u>				
CC 13	Chevron	PO 429 Fuel - Training - WCIF Conference - FAC	34.23	
CC 63	Safeway	PO 486 Fuel - Training - Prime Time Training - FAC	32.89	
CC 101	Chevron	PO 363 Fuel - Business - NOLSY - FAC	40.68	
CC 102	Chevron	PO 427 Fuel - Business - NOLSY - FAC	31.04	
CC 103	Chevron	PO 380 Fuel - Business - Chevy Van - FAC	30.09	
CC 104	Evergreen 76	PO 329 Fuel - Business - Ford Van - FAC	78.03	
CC 105	Evergreen 76	PO 415 Fuel - Business - Ford Van - FAC	26.00	
CC 106	Evergreen 76	PO 433 Fuel - Business - Ford Van - FAC	30.00	
CC 107	Voyager Fleet Systems, Inc.	Federal Gas Tax Credit	(14.48)	288.48
<u>COLLECTION MATERIALS</u>				
546	Amazon.com	Collection Materials	201.44	
552	Baker & Taylor Entertainment	Collection Materials	379.04	
553	Baker & Taylor Entertainment	Collection Materials	742.15	
554	Baker & Taylor Entertainment	Collection Materials	286.74	
555	Baker & Taylor Entertainment	Collection Materials	122.09	
556	Baker & Taylor Entertainment	Collection Materials	378.45	
557	Baker & Taylor Information	Collection Materials	8,389.76	

Category	Claimant	Purpose	Amount	Subtotal
	558 Baker & Taylor Information	Collection Materials	3,088.73	
	559 Baker & Taylor Information	Collection Materials	3,642.63	
	560 Baker & Taylor Information	Collection Materials	579.75	
	561 Baker & Taylor Information	Collection Materials	3,438.37	
	564 Brodart Company	Collection Materials	131.70	
	569 CENGAGE Learning	Collection Materials	505.47	
	570 Center Point Large Print	Collection Materials	264.24	
	590 Collective Eye, Inc.	Collection Materials	46.00	
	591 Collective Eye, Inc.	Collection Materials	82.00	
	598 Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	164.36	
	603 Film Ideas, Inc.	Collection Materials	142.84	
	604 Findaway World, LLC	Collection Materials	398.33	
	605 Findaway World, LLC	Collection Materials	579.75	
	607 Forks Forum	Collection Materials	33.00	
	609 Great Courses, The	Collection Materials	86.67	
	610 Grey House Publishing, Inc.	Collection Materials	459.00	
	614 Heritage Archives	Collection Materials	842.85	
	615 Ingram Library Services	Collection Materials	92.83	
	616 Ingram Library Services	Collection Materials	176.74	
	617 Ingram Library Services	Collection Materials	56.22	
	629 Midwest Tape	Collection Materials	1,929.39	
	630 Midwest Tape	Collection Materials	633.60	
	631 Midwest Tape	Collection Materials	642.07	
	632 Midwest Tape	Collection Materials	904.99	
	633 Midwest Tape	Collection Materials	486.95	
	641 OverDrive, Inc.	Collection Materials	368.49	
	642 OverDrive, Inc.	Collection Materials	642.47	
	643 OverDrive, Inc.	Collection Materials	1,489.85	
	654 Random House, Inc.	Collection Materials	35.52	
	655 Random House, Inc.	Collection Materials	27.10	
	656 Random House, Inc.	Collection Materials	28.46	
	658 Recorded Books, LLC	Collection Materials	15.06	
	682 Washington Roll Call	Collection Materials	157.90	
CC 27	Everyday ASL	PO 484 Collection Materials	50.00	
CC 88	Walgreens	PO 420 Collection Materials - Photo Prints - NOLS	1.59	
CC 99	Yellow Pages	PO 482 Collection Materials	37.90	32,762.49
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	543 ADP, LLC	Payroll Services - (PPE 04-30-17) - NOLS	636.99	
	544 ADP, LLC	Payroll Services - Document Cloud - NOLS	40.20	
	562 Ballew, Christopher W.	C11 Programming - Caspar Babypants - CB (PAFOL, FOSL)	1,500.00	
	622 Kozun, Eva M.	C2 Programming - Kids Create Art (FOSL)	200.00	
	623 Kramer, Russell	C6 Programming - Sitka Spruce Ecosystem (PAFOL)	181.96	
	625 Lee, Christopher M.	C33 Programming - Music After Hours - CB	400.00	
	635 Museum of Flight	C36 Programming - Rocket Science (FOSL)	258.44	
	640 Olympic Laundry & Dry Cleaners, Inc.	PO 480 Professional Services - Laundry - FAC	102.30	
	645 Penguin Random House	C14 Programming - Author Afternoon (PAFOL)	500.00	
	657 Ratzman, Dean	C40 Programming - June Art Walk (FOSL)	250.00	
	659 Riley, Kate	C37 Programming - End of Life Tale (FOSL)	100.00	

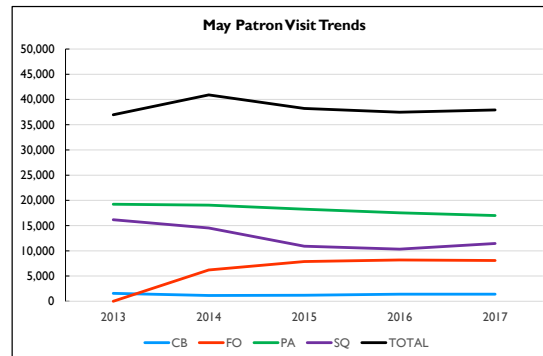
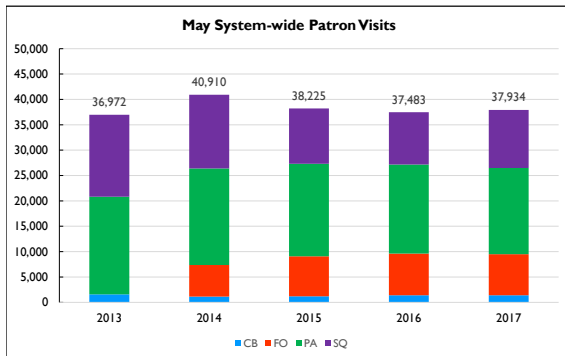
Category	Claimant	Purpose	Amount	Subtotal
661	Romano, Craig	C10 Programming - Family Hiking (PAFOL)	500.00	
664	Sound Publishing Inc.	PO 519 Advertising - AOA I - NOLS	47.65	
671	Unique Management Services, Inc.	Professional Services - Debt Collection	198.45	
681	Wagner, Pat	C20 Training - ASD Speaker Travel Expenses- NOLS	547.14	
683	Washington State Patrol	Background Checks	72.00	
692	Zenovic & Associates	PO 451 Design Consultation - CB Asphalt Project - FAC	530.00	
CC 28	Facebook	PO 508 Advertising - Recruitment - NOLS	15.00	
CC 29	Facebook	PO 509 Advertising - The Pine and Cherry Program - NOLS	20.00	
CC 53	Pay Pal	PayPal Gateway Fees April 2017 - NOLS	59.95	
CC 72	Stamps.com	PO 444 Technology Services - TS	15.99	6,176.07
<u>COMMUNICATIONS</u>				
549	Angeles Communications	Communications - VOIP	1,000.75	
571	CenturyLink 300511187 FO	Communications - Voice - FO	78.14	
572	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	434.74	
573	CenturyLink 300561130 CB	Communications - Voice - CB	73.02	
574	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	51.90	
575	CenturyLink 407627350 CB-Data	Communications - Data - CB	876.23	
576	CenturyLink 5161XLL8S3 CB Fiber	Communications - Fiber - CB	283.58	
577	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	62.75	
578	CenturyLink PA 360-457-3125 933B	Communication - Fax - PA	217.21	
638	Olympic Delivery Service, Inc.	PO 463 Communication - Freight - TS	1,593.00	
639	Olympic Delivery Service, Inc.	PO 530 Communication - Freight - TS	1,770.00	
674	Verizon Wireless - HotSpot - 942071551	Communication - Internet - Hotspots	80.02	
675	Verizon Wireless - HotSpot - 942071552	Communication - Internet - Hotspots	80.02	
676	Verizon Wireless - Tablet - 772464314	Communications - Internet - Tablet - OR	40.01	
677	Verizon Wireless - Tablet - 772464315	Communications - Internet - Tablet - OR	40.01	
685	WDH - Wave Business	Communication - Internet - IT	2,326.03	
686	WDH - Wave Business	Communication - Internet - IT	2,326.03	
CC 79	UPS	PO 319 Communication - Freight - TS	10.20	
CC 81	UPS	PO 347 Communication - Freight - TS	8.87	
CC 82	USPS	PO 383 Postage - TS	250.00	
CC 83	USPS	PO 426 Postage - TS	250.00	
CC 84	USPS	PO 453 Postage - TS	250.00	12,102.51
<u>TRAVEL</u>				
563	Briggance, Leslie D	Mileage Reimbursement - Business - SQ	19.26	
618	Jakubcin, Margaret	Mileage Reimbursement - Business - ADM	38.52	
634	Morrison Sarah	Mileage Reimbursement - Training - DPLA fest - PA	139.64	
660	Robinson, Stuart	Mileage Reimbursement - Business - FAC	128.40	
688	Weiss, Alisa	Mileage Reimbursement - Business - SQ	30.50	
CC 10	Barnes & Noble, Inc.	PO 438 Travel - Training - DPLA Fest - NOLS	7.42	
CC 14	Corner Bakery	PO 438 Travel - Training - DPLA Fest - NOLS	8.23	
CC 26	Einstein Bagel	PO 390 Travel - Training - IUG - NOLS	9.64	
CC 31	Gaylord National	PO 403 Travel - Training - IUG Lodging- NOLS	270.26	
CC 32	Gaylord National	PO 90 Travel - Training - IUG Hotel - NOLS	1,109.24	
CC 33	Gaylord National	PO 85 Travel - Training - IUG Hotel - NOLS	1,109.24	
CC 34	Gyro Express	PO 514 Travel - Training - PSCD Meeting - PA	11.95	
CC 38	IAH Bagel	PO 377 Travel - Training - IUG - NOLS	6.81	

Category	Claimant	Purpose	Amount	Subtotal
CC 39	Jimmy John's	PO 438 Travel - Training - DPLA Fest - NOLS	7.78	
CC 42	Joshua's Restaurant	PO 385 Travel - Training - Senior Care Provider Meeting - OR	10.30	
CC 49	MSM Deli	PO 431 Travel - Training - WCIF Conference - ADM	7.04	
CC 55	Potbelly	PO 377 Travel - Training - IUG - NOLS	9.70	
CC 58	Real Foods	PO 406 Travel - Training - IUG Conference - NOLS	19.37	
CC 61	Roslyn Mexican Grill	PO 431 Travel - Training - WCIF Conference - ADM	14.88	
CC 70	Sea-Tac Airport Parking	PO 434 Travel - Training - DPLA Fest - NOLS	90.00	
CC 71	Silversmith Hotel	PO 502 Travel - Training - DPLA Fest - NOLS	521.26	
CC 73	Starbucks Coffee Company	PO 377 Travel - Training - IUG - NOLS	8.11	
CC 74	Suncadia Resort	PO 431 Travel - Training - WCIF Conference - ADM	7.97	
CC 75	Suncadia Resort	PO 428 Travel - Training - WCIF Conference - ADM	195.22	
CC 76	Torch Invest Parking	PO 513 Travel - Training - PSCD Meeting - PA	10.00	
CC 78	United Airlines	PO 405 Travel - Training - IUG Conference - NOLS	25.00	
CC 85	Ventra Vending	PO 436 Travel - Training - DPLA Fest - NOLS	5.00	
CC 86	Ventra Vending	PO 436 Travel - Training - DPLA Fest - NOLS	3.00	
CC 87	WA ST. Ferries	PO 515 Travel - Training - PSCD Meeting - PA	16.40	
CC 96	WSDOT Good to Go	PO 492 Travel - Training - Prime Time Training - PA	6.00	
CC 97	WSDOT Good to Go	PO 435 Travel - Training - DPLA Fest - NOLS	6.00	
CC 98	WSDOT Good to Go	PO 430 Travel - Training - WCIF Conference - ADM	6.00	
CK 1994	Thumm, Dexter	Mileage Reimbursement - Business - IT	19.26	3,877.40
<u>UTILITIES</u>				
579	City of Forks	Public Utilities - FO	99.11	
580	City of Port Angeles	Public Utilities - PA	4,355.26	
581	City of Port Angeles/Dump	PO 560 Public Utilities - Dump Fee - FAC	12.28	
582	City of Port Angeles/Orcas Avenue	Public Utilities - PA	167.59	
583	City of Sequim	Public Utilities - SQ	110.62	
584	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	53.00	
585	Clallam County PUD	Public Utilities - SQ	114.24	
586	Clallam County PUD	Public Utilities - CB	378.00	
587	Clallam County PUD	Public Utilities - FO	623.00	
588	Clallam County PUD	Public Utilities - SQ	649.00	
599	DM Disposal Company, Inc.	Public Utilities - PA - SQ	345.02	
689	West Waste & Recycling	Public Utilities - FO - CB	52.30	6,959.42
<u>REPAIR AND MAINTENANCE</u>				
548	Anderson Electric	PO 575 Repair and Maintenance - Lights - FAC	242.71	
550	Angeles Electric Inc.	PO 554 Repair and Maintenance - Circuit Repair - FAC	121.34	
619	Kaufman, Gerry & Kathleen	PO 452 Repair and Maintenance - Mowing - FAC	682.92	
626	Les Schwab Tires	PO 467 Repair and Maintenance - Van Tires - FAC	506.83	
644	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	388.80	
646	Peninsula Heat, Inc.	PO 551 Repair and Maintenance - SQ HVAC Repair - FAC PO 562 Repair and Maintenance - PA Fan Motor Replacement - FAC	1,886.60	
647	Peninsula Heat, Inc.	PO 576 Repair and Maintenance - Heat Pump - FO	1,364.76	
663	Sound Energy Systems	PO 447 Repair and Maintenance - PA HVAC Controller Maintenance - FAC	788.62	
678	Viking Sew & Vac	PO 476 Repair and Maintenance - Vacuum Repair - FAC	221.94	
CC 95	Whitehead's Auto Parts	PO 500 Repair and Maintenance - Ford Van Battery - FAC	157.46	6,361.98

Category	Claimant	Purpose	Amount	Subtotal
<u>MISCELLANEOUS SERVICES</u>				
	598 Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	5.41	
	CC 100 Amazon.com	Refund of Prime Membership - Purchased in Error	(107.32)	(101.91)
<u>BUILDINGS AND STRUCTURES</u>				
	601 Fairchild Floors	PO 563 Buildings and Structures - ADM Blinds - FAC	3,345.00	
	624 L. D. Rentas, Inc.	PO 416 Buildings and Structures - Wainscoting - FAC	1,312.23	4,657.23
<u>OTHER IMPROVEMENTS</u>				
	CC 59 Reliance Foundry	PO 497 Capital - Other Improvements - WE Traffic Barriers - FO	986.00	986.00
<u>MACHINERY AND EQUIPMENT</u>				
	598 Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	860.18	
	628 Mathews Glass Co., Inc.	PO 479 Machinery and Equipment - Door Operator - FAC	2,952.81	
	649 Provantage Corporation	PO 528 Machinery and Equipment - Server Upgrade - Memory - Hard Drives - IT	4,553.85	
	CC 47 Martin Public LLC	PO 348 Machinery and Equipment - Chairs - CB	3,435.10	11,801.94
<u>SALES TAX</u>				
	598 Dept. of Revenue - Use/Sales Tax	April 2017 Sales and Use Tax	140.28	140.28
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 1992 Childs, Sheri Colleen	Patron Refund	12.18	
	CK 1993 Soward, Diana	Patron Refund	76.98	89.16
			339,864.31	339,864.31

Patron Visits

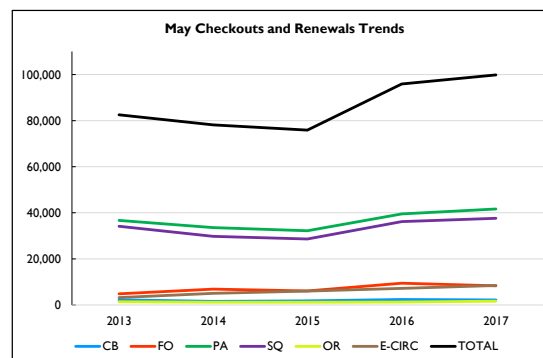
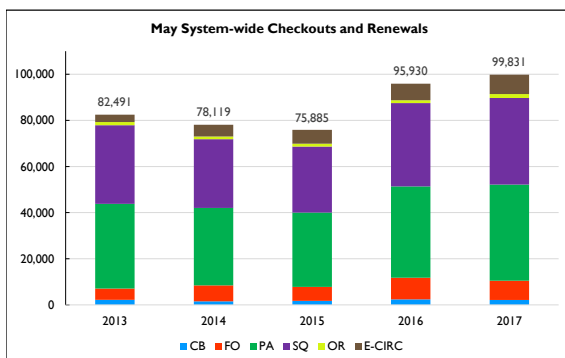
	2017	% of System
PA	16,992	44.8%
SQ	11,446	30.2%
FO	8,086	21.3%
CB	1,410	3.7%
Total	37,934	100.0%



* In May 2013, the Forks Branch Library was relocated to a "pocket library" during a remodel project - no patron visit statistics were collected.

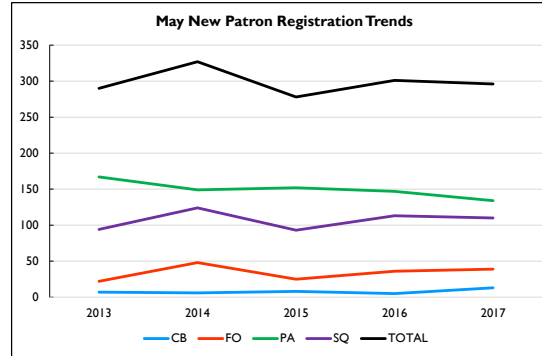
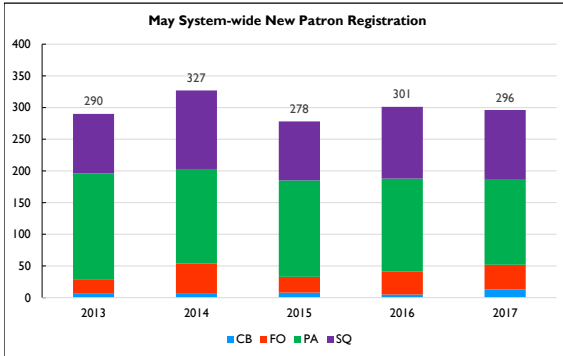
Checkouts & Renewals

	2017	% of System
PA	41,643	41.7%
Self	44%	
SQ	37,607	37.7%
Self	48%	
FO	8,331	8.3%
Self	16%	
CB	2,157	2.2%
OR	1,642	1.6%
E Circ	8,451	8.5%
Total	99,831	100.0%



New Patron Registration

	2017	% of System
PA	134	45.3%
SQ	110	37.2%
FO	39	13.2%
CB	13	4.4%
Total	296	100.0%



Library Programs

	Programs/Attendees	% of System
PA	37/1618	45%/47%
SQ	20/1305	24%/38%
FO	19/373	23%/11%
CB	7/138	8%/4%
Total	83/3434	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	5,180	48.0%
SQ	3,915	36.3%
FO	1,060	9.8%
CB	633	5.9%
Total	10,788	100.0%

Wi-Fi Access

System-wide Total	2,488
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Volunteers

	Volunteer Hours	# of Volunteers
PA	221.5	38
SQ	25	4
FO	9	3
CB	3	1
OR	33.75	5
NOLS	70	3
Total	362	54

Public Meetings

	Meetings/Attendees	% of System
PA	25/333	24%/37%
SQ	50/465	49%/51%
FO	26/103	25%/11%
CB	2/7	2%/1%
Total	103/908	100%/100%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	4,119	53.6%
SQ	1,663	53.3%
FO	1,013	37.4%
CB	200	19.8%
Total	6,995	48.2%

Website Visits

From outside the Library	14,090
From inside the Library	14,478
Avg. # of pages visited	2

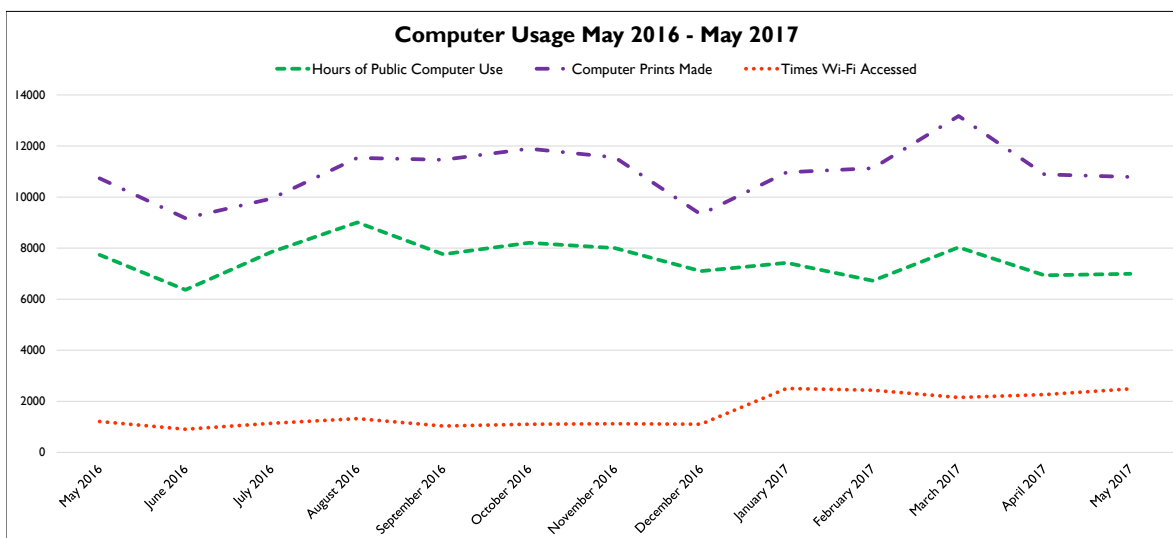
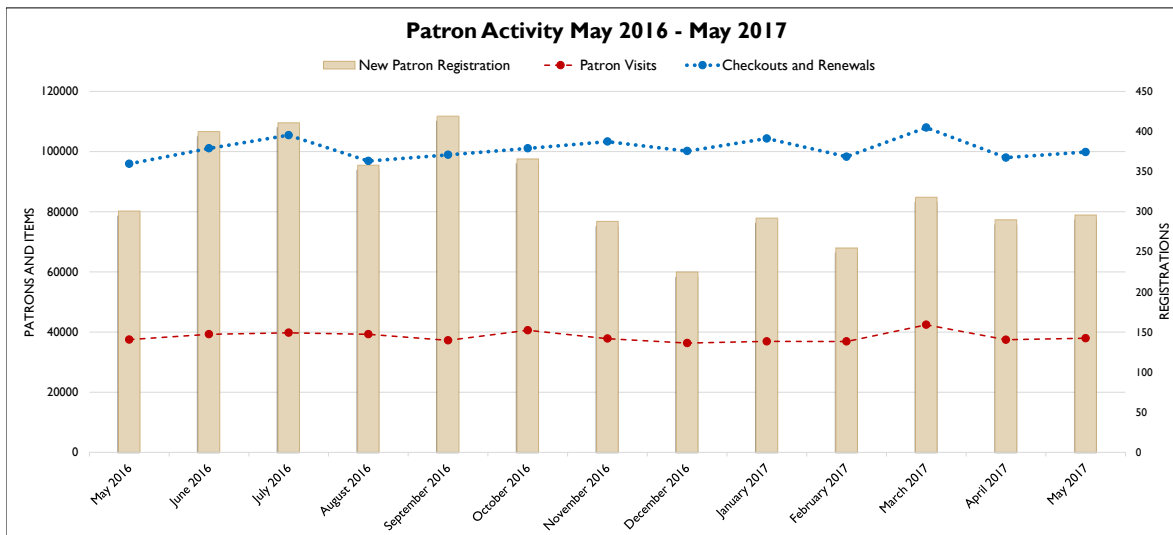
Outreach Services

Deliveries to the Homebound	196
New Patrons w/ Delivery Services	-

Interlibrary Loan Services

Items borrowed from other libraries	136
Items loaned to other libraries	111

* On May 3, 2017, 17 additional volunteers each contributed 2.5 hours (42.5 total) of assistance with the First Grade Celebration of the Book event in Port Angeles.



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-February 2017 - Inclement weather likely contributed to a decrease in patron visits and Library use

February-April 2017 - Tax Season

April 2017- All branches closed one day for All Staff Training Day

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

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

May was a very busy month of programs at the Port Angeles Main Library. The Youth Services department started the month off with a musical performance from Caspar Babypants on May 2 which drew over 300 attendees in the library's Living Room. This was immediately followed by 250 first-graders visiting the library with their classes on May 3 for Celebration of the Book. The celebration came together with help from community volunteer guest readers, performances by the Jefferson 6th grade band, the Port Angeles High School Cheerleading Squad, and *The Rhyming Dust Bunnies* (consisting of Youth Services Librarian Jennifer Knight, Customer Service Specialists Jennifer Lu'becke, Jennifer Gaetan, Leslie Briggance, and Facilities Technician Jonathan Schenefeld). Each student left with a free bag and book sponsored by the Port Angeles Friends of the Library.



The Cat in the Hat, aka Customer Service Specialist Tasha Fitzgerald, directs traffic

Other Youth programs during the month of May included:

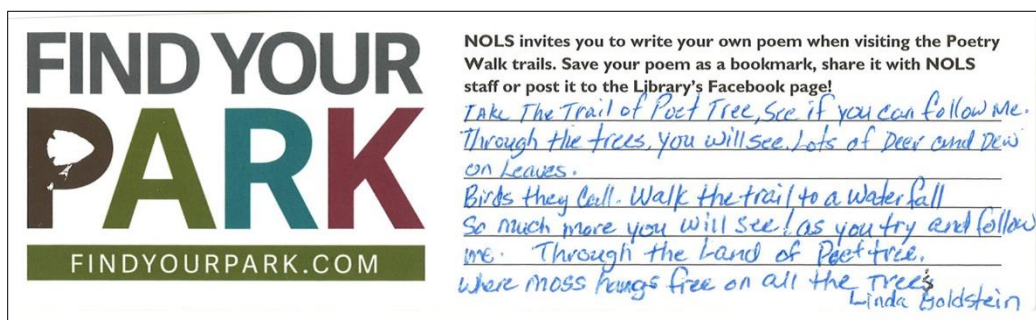
- Storytime and book signing with 6 year old author Hannah Lowe and her book *Jennifer, Jennifer, and Jennifer* inspired by her family's visits to the library - 60 attendees

- Endangered Species Day Storytime at the Olympic National Park Visitor Center - 55 attendees
- Four regularly occurring storytimes
- Visits from Children's Montessori and St. Matthew's Preschool to learn more about how a library operates, how to take care of books, and to check out books and materials
- Jefferson Elementary first graders visited the library and Youth Services staff visited Olympic Christian and Queen of Angels Schools to talk about the upcoming Summer Reading Program

All-ages and adult programming during the month of May included a Choose Privacy event and Media Literacy workshop. Both timely programs encouraged people to think critically about what they encounter online.

Additional programs during the month of May included:

- Battle Planes to Canopy Science: A brief history and modern discoveries of Sitka spruce ecosystems presented by Russell Kramer, University of Washington PhD student – 16 attendees
- Mystery of the Missing Supernova presented by Donna Young, NASA Outreach Coordinator- 46 attendees (Port Angeles School District partnership program)
- Gravitational Waves presented by Amber Henry, Education and Outreach Coordinator at LIGO Hanford – 40 attendees (Port Angeles School District partnership program)
- Afternoon with an Author featuring Jayne Ann Krentz – 25 attendees, several of which had never attended a library program
- Book club meetings for NOLS sponsored groups: 2nd Tuesday Book Club, Port Angeles Literary Society (PALS), and Page2Screen
- Poetry Walks wrapped up in May with two patrons sharing poems inspired by their encounter of poetry in nature and one patron sharing a photo taken of a herd of elk seen near one of the trails



Poetry Walk inspired poem by Linda Goldstein

The NOLS Grows Seed Library continues to be a big hit with many patrons expressing thanks and praise for the program in the Seed Library guest book and taking time to check out the community gardening resources also on display. More than 50 people signed out seeds during the month of May - some of which picked up seed packets from a small collection offered during NOLS' first appearance of the season at the Port Angeles Farmer's Market. While at the Farmer's Market, Library Operations Manager Jina Felton and Customer Service Specialist Paige Belfry talked-up library services with over 70 people, provided a traveling Tiny Olympic Library for perusing, and enjoyed watching small bands spontaneously form to make music with one of NOLS' Rhythm Buckets – one of the many unexpected items in the NOLS Gear Collection.



Impromptu jam session at the Farmer's Market

Aside from programming, staff were also busy with a number of training and housekeeping tasks such as:

- Librarian Sarah Morrison participated in a webinar from the iSchool at UW-Madison, "Find it fast! Local history at your fingertips."
- Youth Services Librarian Jennifer Knight attended a Prime Time training along with West End Manager Theresa Tetreau in preparation for an upcoming family reading program that will be offered this winter.
- Youth Services Librarian Jennifer Knight also gave a presentation about STEM Resources and accessing library materials for 12 kindergarten and first grade teachers at Peninsula College as part of a Resource Sharing Day.
- Librarians Sarah Morrison and Danielle Gayman offered NOLS University sessions to new staff from Port Angeles and the West End to round out their training in the areas of downloadables, online resources, and the reference interview.

- Librarians Sarah and Danielle also participated in weeding parties at all branches as part of their Collection Management Team duties in order to keep the collection looking nice and tidy.

Sequim Branch Library

Emily Sly, Library Manager

The Irrigation Festival offers great community outreach opportunities. This year, NOLS had a booth at the Family Fun Day festival, where youth services staff offered a popular hands-on activity of building catapults with marshmallows and skewers, and making rockets using straws. NOLS also marched in the parade, with staff family and library supporters joining in this year's entry, a representation of the Sequim Branch building.



May was busy with community engagement activities for the Sequim Expansion Project. A parade work party was held in early May to prep for the parade entry. Margaret gave presentations to the Sequim City Council work session, Clallam County Commissioners study session, Sequim Association of Realtors meeting, Sequim Noon Rotary Club, the Sequim staff meeting and public presentation held at the Sequim Branch.

The Sequim School District is holding a series of strategic planning meetings and has invited community members and organizations to join the conversation. Margaret and Emily have been attending the meetings. Selectors (staff who purchase materials for the library collection) came to the Sequim Branch to weed some of the collection areas (adult fiction, adult nonfiction, music CDs, and DVDs) in late May.

Caspar Babypants drew in a crowd of over 300 kids and caregivers rocking out to his music. The event was held at the Sequim Boys and Girls Club.



Documentary Nights featured the film *Driving with Selvi*, which tells the story of one of the first female taxi drivers in South India. Author and death midwife Kate Riley read from her book *Launching Vee's Chariot: an end-of-life tale* and facilitated a discussion with attendees.

Kids programs included PAWS to Read, and Preschool, Toddler and Baby Storytimes. Kids Create Art featured Eva Kozun sharing techniques of creating with air dry clay. Sequim Middle School National Junior Honor Society members assisted with offering a Lego Maker program.

Youth Services Librarian Patti Swingle welcomed a Helen Haller first grade class visit and tour of the library. She also offered library outreach visits at two Head Start “graduation” ceremonies with little ones and their families.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

The big news on the West End actually happened in early June but it just too exciting not to mention – the new car arrived and it is a beauty! The Benjamin N. Phillips Memorial Fund has been a generous source of funding for projects and programs that enrich West End communities and NOLS is very grateful for their support. Dubbed “Westy,” the little Prius wagon will soon be tattooed with NOLS decals. In the meantime, Library Manager Theresa is preparing publicity to both announce Westy’s arrival and publicly thank the Seattle Foundation/Benjamin N. Phillips Memorial Fund. It is said that good things come to those who wait, but had Westy arrived in May, here are some of the outreach journeys she might have taken:

- Head Start visits – Youth Services Librarian Pam Force presented storytimes to 60 children and caregivers in La Push and 61 attendees in Neah Bay.
- Roberts Family Bookbags – Thanks to the ongoing generosity of Jim and Joanne Roberts, Pam delivered early learning reading materials and bookbags to 50 children in La Push, 61 in Forks and 93 in Neah Bay.
- Caspar Babypants – kids’ performer Caspar Babypants delighted an offsite crowd of 52

children and adults in Neah Bay. Pam again trekked to the northwest corner for this popular performance.

- NOLS U Training – CSS2s David and Violette along with CSSI Whitney attended the first of a two-part series of training sessions in Port Angeles. They learned about downloadable and online resources as well as tips for conducting effective reference interviews.
- Forks Family Fair – Whitney promoted library services to more than 40 attendees at the Forks Family Fair.
- Prime Time training – Theresa attended a training workshop in Tacoma along with Youth Services Librarian Jennifer Knight to learn more about Prime Time Family Reading Program. Prime Time is funded by Humanities Washington and partners elementary schools and libraries to support struggling readers and their families.
- Collection Management – Theresa traveled to Sequim for the first round of weeding nonfiction materials at the super busy Sequim Branch Library.

Other May highlights included a well-received Clallam Bay branch performance by Chris Lee and Colleen O'Brien the magnificent musical duo of Poetry Music. In Forks, other monthly highpoints included weekly visits from a 6th grade book group as well as the overwhelming popularity of the meeting and conference rooms.

Facilities Department

Brian Phillips, Facilities Manager

Every so often, we have an opportunity to step back and look at the big picture. Such an opportunity was taken in May when Facilities Manager Brian Phillips and Facilities Tech 2 Jonathan Schenefeld met with City of Port Angeles Commercial Energy Analyst Bob Kajfasz to discuss potential energy-saving lighting improvements at the Port Angeles Main Library. The effort to identify addressable improvements is part of an ongoing concern at NOLS to develop a long term sustainability plan. In this case, several improvements were identified involving the replacement of existing fluorescent lighting with more efficient LED lighting in several areas throughout the building. The result is a proposal to improve lighting, the cost of which will be recouped in energy savings over a five year period. Many thanks to Mr. Kajfasz and the City of Port Angeles for their assistance with this project.

Port Angeles Main Library: Lighting and energy audit; installed protective wall panels in delivery hall and near check-in station; HVAC maintenance, plus replaced heat pump motor and replaced air handler motor; installed new window shades in Admin; reinstalled handicap parking sign; replaced overhead light ballasts; checked fire extinguishers and emergency lights; swept roof; hung flower baskets; reinstalled snow guards on roof above doorways; removed travelling exhibit; cleaned carpet spots; cut sod away from landscape trees; spread more wood chips; edged and weeded beds; mowed lawn.

Sequim Library: Repaired heat pump valve and replaced fan motor belt; installed additional curb bumper in rear parking lot; trimmed hedge and weed-eated parking lot; repaired meeting room divider; replace broken outlet cover; relocated picnic table from PA; removed carpet spots; FOSL building siding repair.

Forks Library: Removed graffiti from furniture; waxed woodwork; cleaned-up mess of garbage bags left outside by a person unknown; replaced overhead light ballast; weeded beds; and repaired planter box.

Clallam Bay Library: Installed bollards against building to protect building from traffic in parking lot; added crushed rock to rear driveway; replaced light ballast; mowed lawn; and pulled weeds.

Other: disposed surplus chairs; purchased new air compressor and new bench grinder; updated equipment inventory; repaired several vacuums; Jonathan performed in a skit with Youth Services staff.

Outreach to Homebound Program

Emily Sly, Outreach Program Manager

Two patrons resumed Outreach services in May; one terminated service and four suspended service. There were 196 deliveries made to 118 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.

Information Technology (IT) Department

Gabe Kitts, IT Manager

The IT department continued to troubleshoot both hardware and software issues for staff and patrons, performed regular equipment maintenance, as well as provided technical assistance to all departments.

On the staff side, IT swapped and restaged the workspaces for Kate Radigan (Public Communications Coordinator) and the new Administrative Operations Assistant, Shannon Cosgrove.

For public computers, new Adobe PDF software was deployed to resolve some lingering printing difficulties. In addition, a new public computer profile is being developed that will support the installation of Google Chrome browser and Microsoft Office 2013 on the public computers.

A new wireless networking management system has been deployed for the Port Angeles branch. Final adjustments were made to a new firewall appliance and superior networking hardware is already in place to complete an upcoming upgrade that will improve security, access to the Internet, and Internet speed. Additionally, a new contract for cost reduced digital telephone services was renegotiated with our current telephone provider.

Assistance was provided to members of the Web Team to troubleshoot technical issues as well as to help perform some updates and maintenance. A significant development was performed for the design of this year's Summer Reading Program Portal, the Sequim Branch Expansion Project Portal and a redesign of the library system's website.

Significant support was provided to the Sequim branch in order to address a printer malfunction and to clean some of the staff and public computers. Digital Resource Coordinator, Bryan Johnson and IT Specialist Tim Gort attended a library staff meeting in Sequim, discussed future IT training ideas, and addressed some minor technical issues.

Technical Services Department

Erin Shield, Technical Services Manager

Bryan Johnson from the IT department was our Librarian without a Border (LWoB) in May. He's the first IT employee to visit Tech Services in the LWoB program. Bryan was interested to know what our department was all about. He got a quick tutorial in serials, cataloging, ordering, and processing. Now he has a better sense of Tech Services and the tasks we're working on.

2139 physical items were processed and available for customers in the month of May. That's more than a 30% increase over April due to a large influx of materials. In addition to the physical items, 995 downloadable titles were added. 881 print items were repaired including 620 items that were recataloged. Most of the recataloged items were due to the new genre headings for music CDs, but also included some archival materials that are being processed to match current cataloging standards. 339 media items were resurfaced or repaired to extend their lives. 195 items were donated and added to the collection.

Wendy Oak worked 8 hours in Outreach during the month of May. Cindy Turner spent 11 hours on Web Team responsibilities. Susan Price helped with Youth Services' "Celebration of the Book" program. She and Erin also joined Librarians Danielle and Sarah in weeding parties at all the branches. Erin attended an E-Resources meeting in May. Technical Services's cataloging staff contributed 26 hours in May to help with the Washington State Rural Heritage metadata enhancement grant for the Kellogg collection.

Volunteer Program

Theresa Tetreau, Volunteer Program Manager

We had 38 volunteers in PA, 4 in Sequim, 3 in Forks, 1 in Clallam Bay, 5 in Outreach and 3 in Technical Services, for a total of 362.25 system-wide volunteer hours. Among the many tasks performed by volunteers, helping process discarded library materials is an important job; and in May, volunteer Andre' had her hands full. Because of some significant "pruning" by the Collection Management Team, Andre' arrived for her shift one day to discover boxes upon boxes of material withdrawn from the collection ready to be sorted, stamped and prepared for delivery to the Port Angeles Friends of the Library store. Andre' tackled the mountainous pile

of books with good cheer and perseverance.

A gigantic thank you also goes to the volunteers who helped with the First Grade Celebration of the Book event held in Port Angeles. More than 17 volunteers from organizations and business across Port Angeles contributed to this special event by reading aloud to boys and girls, assisting with activities, wrangling kiddos and more!

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist II – PA

New Hires:

- Shannon Cosgrove – Administrative Operations Assistant I – ADM
- Whitney Crutchfield – Customer Service Specialist I – FO

Separations:

- None

Financial Operations

John DeFrancisco, Financial Operations Manager

We are very pleased to have Shannon Cosgrove as the newest member of our Admin Team. She is currently being trained in Accounts Payable and Cash Deposits for starters, with more exciting adventures to come!

Accounting Statistics for May:

- 152 Vouchers
- 107 CC Transactions
- 3 Revolving Fund Checks
- 5 Payroll EFT
- 65 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

In May, seventeen news releases were sent to local media outlets, as well as an *Off the Shelf* Column submission for the Sequim Gazette. Summer Reading Program preparation excitement continued with the arrival of the SRP inserts from Sound Publishing, and the ordering of the prize t-shirts, bookmark reading logs, and stickers to be placed on free books provided by the Friends of the Library groups.

Assistant Director's Report

Noah Glaude, Assistant Director

Noah was on paternity leave for the majority of the month of May, but managed to assist with the coordination of Summer Reading Program planning efforts and the creation of several public communication pieces in support of the SRP.

Director's Report

Margaret Jakubcin, Library Director

Margaret prepared for, participated in or led, and followed up after many meetings/events during May 2017:

- 5/3 Celebration of Books presentation
- 5/5 Sequim Youth Services Taskforce meeting
- 5/8 SEQP Presentation to Sequim City Council
- 5/9 Irrigation Festival Parade prep meeting
- 5/11 Sequim School District Strategic Planning Meeting
- 5/13 Sequim Irrigation Festival Parade
- 5/17 Medical Options Explorers group meeting
- 5/22 SEQP Presentation to Clallam County Commissioners
- 5/23 Sequim Staff Meeting
- 5/24 SEQP Presentation to Sequim Association of Realtors
- 5/25 Sequim School District Strategic Planning Meeting
- 5/25 SEQP Presentation to Sequim Noon Rotary
- 5/25 NOLF Board meeting
- 5/25 NOLS Board meeting

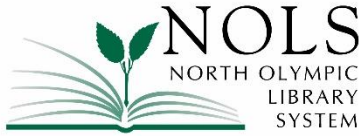
Significant projects this month included:

- Sequim Branch Expansion Project ("SEQP") and related community activities
- Conclusion of Medical Exploration project

Most gratifying moment of the month:

Gasp of awe from 240+ first graders when I held up a sparkly garden ornament and announced that it was my "Special Library Director Magic Orb" (which allows me to look backward into the past with understanding, forward into the future with vision, and to see clearly in the present).





Customer Comments

May/ June, 2017

The following comments were received by the Library during the month of May/June, 2017. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

Received by e-mail

Comment: I get frustrated when I get Overdrive email and with new e-books offerings only to find out NOLS does not have them. I hope that some day that can change. Thank you

Response: We're glad you're enjoying the downloadable titles that NOLS offers through Overdrive. NOLS makes this subscription resource available to NOLS patrons through a statewide contract, which includes a number of libraries, and of course Overdrive also offers titles to individuals as a paid service. This means that there are many Overdrive titles to which NOLS patrons do not have access. Like any vendor, Overdrive has a marketing interest in spreading the good word about titles they'd like to sell, and uses their email newsletter for that purpose. But within the context of the titles available through NOLS' subscription, we can see how receiving the Overdrive upcoming titles marketing emails might be frustrating! You may not be aware that you can opt out of this Overdrive "newsletter". To do that, please sign in to your Overdrive account. To get to the opt-out check box choose "Account" from the general menu, select "Manage Account" and then "Subscriptions." It's likely that the newsletter also includes instructions for unsubscribing or managing your subscription, but I don't have a ready way to test that at this moment. Those are usually located in small type at the end of the email. If you need assistance with any of this, please let any library staff member know.

Alternatively, if you find the newsletter interesting you might want to continue receiving it, and suggest that some of your favorite new titles be added to the NOLS Overdrive collection. You can submit collection suggestions via the online Request It form, which is available at www.nols.org (click "Make a Request" at the bottom of the homepage). NOLS' selectors will then assess the suggestions for possible addition to the collection

Please let me know if we can provide any additional information.