

Board of Trustees Regular Meeting  
Thursday, May 23, 2019 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](mailto:LibraryBoard@nols.org).*

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of April 25, 2019
4. Communications
5. Presentation: Virtual Reality in the Library, with Cheryl Martin and Danielle Lepping.  
(Trustees wanting to personally try out the VR equipment may do so at 5pm).
6. Public comments
7. Financial report: April 2019
8. Approval of vouchers: April 2019
9. Unfinished business. (None).
10. New business
  - N.1. Approval of Resolution 19-05-06: Designation of Signature Authority
  - N.2. Informational reminder regarding June election of officers  
and designation of committee assignments
11. Reports
  - R.1. Monthly statistics: April 2019
  - R.2. Monthly activity reports: April 2019
  - R.3. Highlight log: April 2019

## 12. Public Comments

## 13. Trustee comments

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

## 14. Next meeting: 5:30pm, Thursday, June 27, 2019 at the **Clallam Bay Branch Library**

## 15. Agenda items for next meeting: Election of Officers/Committee assignments

## 16. Adjournment

“Nurturing imagination, connection, and understanding,  
to improve lives and strengthen community.”

NOLS Mission Statement  
Adopted 11/22/16

### Upcoming Board meetings

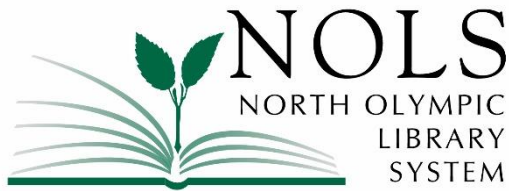
<b>Date</b>	<b>Time</b>		<b>Location</b>
Thursday, June 27, 2019	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, July 25, 2019	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, August 22, 2019	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, September 26, 2019	5:30pm	Regular meeting	Sequim Branch Library
Thursday, October 24, 2019	5:30pm	Regular meeting	Port Angeles Main Library
<b>Tuesday, November 26, 2019</b>	5:30pm	Regular meeting	Port Angeles Main Library

**North Olympic Library Foundation meetings** occur on the same dates as NOLS Board meetings, at 3pm in the Administrative conference room of the Port Angeles Main Library.

### Friends of the Library meetings

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

Clallam Bay Friends of the Library	Second Tuesday of March, June, September, and December at 4pm at Clallam Bay Branch Library
Friends of the Forks Library	Varies. Check with the Forks Branch for the next date.
Port Angeles Friends of the Library	Second Tuesday of month at 10am at Port Angeles Main Library
Friends of Sequim Library	Third Tuesday in July, 9:30am at the Sequim Branch Library. Annual Meeting is held in January, date/location usually announced in December.



Board of Trustees Regular Meeting  
Thursday, April 25, 2019, 5:30pm  
Port Angeles Main Library  
Port Angeles, WA

## MINUTES

### 1. Call to order, roll call and introductions

Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco. Visitors present: None.

### 2. Approval of agenda

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

### 3. Approval of minutes for regular meeting of March 28, 2019

*Motion by Ms. Gordon to approve the minutes from the March 28, 2019 meeting. Motion seconded by Ms. Rome. Motion carried.*

### 4. Communications. **None.**

### 5. Presentation: Reading and Understanding NOLS' Financial Reports - John De Francisco, Financial Operations Manager

### 6. Public comments. **None.**

### 7. Financial report: March 2019

*The financial reports for March 2019 were accepted as presented.*

### 8. Approval of vouchers: March 2019

*Motion by Ms. Gordon to approve the March 2019 vouchers, numbered #256 through #389 in the amount of \$350,782.51. Motion seconded by Ms. Pelikan. Motion carried.*

### 9. Unfinished business

**None**

### 10. New business

N.I. Approval of Resolution 19-04-05: Authorizing Disposal of Surplus Equipment

*Motion by Ms. Pelikan to approve Resolution 19-04-05 as presented. Motion seconded by Ms. Ure. Motion carried.*

- I1. Reports
  - R.1. Monthly statistics: March 2019
  - R.2. Monthly activity reports: March 2019
  - R.3. Customer Comments: March-April 2019
  - R.4. Highlight log: March 2019

All Reports were accepted as presented.

- I2. Public Comments. None.

- I3. Trustee comments

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

- I4. Next meeting: 5:30pm, Thursday, May 23, 2019 at the Port Angeles Main Library

- I5. Agenda items for next meeting. None noted at this time.

- I6. Executive session to discuss performance of a public employee.

At 6:30pm the Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 20 minutes.

At 6:50pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

- I7. (Action on executive session, if any. NO ACTION TAKEN)

- I8. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:50pm.

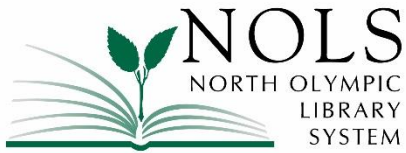
**CERTIFIED AS TRUE AND CORRECT**

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Chair

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Board Secretary



## Staff Report

Meeting Date: May 23, 2019  
To: Library Board of Trustees  
From: Financial Operations Manager, John DeFrancisco  
Subject: Comments on Financial Reports for April, 2019

**Topic/Issue.** Informational comments on monthly financial reports.

**Background.** This report provides narrative comments on areas of the monthly financial reports that are out of the ordinary, or may require explanation.

### **Discussion.**

**Revenues:** Private Grants and Donations includes \$12,750 from the Port Angeles Friends of the Library. Thank you Friends! The interest earned on Investment Pool funds was \$14,148. The current interest rate for the Investment Pool is 2.5229%.

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

Buildings and Structures of \$23,280 was spent on the budgeted staff area carpeting and construction of a partition wall. Of the total in Machinery and Equipment, \$17,222 was used for the budgeted purchase of furniture for the upgraded staff area.

**Account Balances:** The total Current Expense in the PA Capital Reserve and Capital Budget – 2019 equals the total Capital Outlays of \$44,479 on the Expenditure Report for the month of April.

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$202,493 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses for April are \$258,794.

Payroll Account (US Bank 1301) is also being used to electronically pay NOLS monthly Sales and Use Tax to the Department of Revenue (DOR). This tax is paid on NOLS retail sales and on purchases where Washington State Sales Tax is due but not collected by the vendor. Of the \$202,493 in electronic transfers, \$241 was paid to the DOR. See Voucher 458.

**Recommendation/Alternatives for Consideration.** No action is required. As always the Board may request clarification or additional information.





## Revenue Report

April 30, 2019

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,236,500	1,679,532	2,213,248	2,023,252	52.2
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	24,500	1,792	6,629	17,871	27.1
Library Fines and Fees	34,000	3,688	12,913	21,087	38.0
Miscellaneous Revenues					
Investment Interest (net of fees)	130,000	14,148	40,723	89,277	31.3
Media Equipment Rentals	-	-	-	-	-
Facilities Leases (Short Term)	3,300	388	2,090	1,210	63.3
Private Grants and Donations	91,500	13,766	56,732	34,768	62.0
Other Miscellaneous Revenue	40,700	785	1,804	38,896	4.4
Total Miscellaneous Revenues	265,500	29,086	101,349	164,151	38.2
Nonrevenues (excise taxes)	1,680	169	624	1,056	37.1
Transfers In	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>4,562,180</b>	<b>1,714,267</b>	<b>2,334,762</b>	<b>2,227,418</b>	<b>51.2</b>
<b>Capital Revenue</b>					
Timber Revenues (received in 2019)	-	10,935	30,666	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>10,935</b>	<b>30,666</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>1,725,202</b>	<b>2,365,428</b>		





## Expenditure Report

### April 30, 2019

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,335,562	177,764	730,325	1,605,237	31.3
Benefits	978,536	81,029	316,975	661,561	32.4
<b>Total Personnel</b>	<b>3,314,098</b>	<b>258,794</b>	<b>1,047,301</b>	<b>2,266,797</b>	<b>31.6</b>
<i>Supplies</i>					
Supplies, Office and Operating	113,820	9,703	33,864	79,956	29.8
Fuel	5,000	239	1,350	3,650	27.0
Merchandise for resale	3,200	-	-	3,200	0.0
Collection Materials	476,692	31,479	160,769	315,923	33.7
Small Tools/Equip (<\$200)	1,500	325	419	1,081	27.9
<b>Total Supplies</b>	<b>600,212</b>	<b>41,746</b>	<b>196,402</b>	<b>403,810</b>	<b>32.7</b>
<i>Services</i>					
Professional Services	185,589	10,574	55,280	130,309	29.8
Communication	136,900	11,761	46,423	90,477	33.9
Travel	19,900	117	5,760	14,140	28.9
Taxes and Operating Assessments	2,750	-	2,239	511	81.4
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	54,300	-	-	54,300	0.0
Public Utilities	100,037	7,574	32,467	67,570	32.5
Repair and Maintenance	105,165	2,917	19,953	85,212	19.0
Miscellaneous Services	16,830	1,091	2,227	14,603	13.2
<b>Total Services</b>	<b>622,236</b>	<b>34,034</b>	<b>164,349</b>	<b>457,887</b>	<b>26.4</b>
<i>Intergovernmental Services</i>	<i>700</i>	<i>25</i>	<i>35</i>	<i>665</i>	<i>5.0</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>1,680</i>	<i>167</i>	<i>607</i>	<i>1,073</i>	<i>36.1</i>
<i>Transfers <sup>(2)</sup></i>	<i>23,254</i>	<i>-</i>	<i>-</i>	<i>23,254</i>	<i>0.0</i>
<b>Total Operating Expenditures</b>	<b>4,562,180</b>	<b>334,765</b>	<b>1,408,694</b>	<b>3,153,486</b>	<b>30.9</b>

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	46,000	23,280	26,784	19,216	58.2
Other Improvements	22,300	-	-	22,300	0.0
Machinery & Equipment	222,550	21,199	30,278	192,272	13.6
<b>Total Capital Outlays</b>	<b>290,850</b>	<b>44,479</b>	<b>57,062</b>	<b>233,788</b>	<b>19.6</b>



## Expenditure Report

April 30, 2019

4/12ths is 33.3%

Other Expenditures <sup>(3)</sup>	Current		Year To Date		
<i>Intergovernmental Services</i>	-	-	11,016	-	
<b>Total Other Expenditures</b>	-	-	<b>11,016</b>		
<i>(3) Expenditures not included in the current year budget, paid from reserves and approved by Board Resolution.</i>					
<b>Grand Total All Expenditures</b>	<b>4,853,030</b>	<b>379,244</b>	<b>1,476,772</b>	<b>3,387,275</b>	<b>30.4</b>



## Account Balances

April 30, 2019

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	2,197,049	-	10,935	-	2,207,983
Operating Reserve <sup>(3)</sup>	1,497,469	-	-	-	1,497,469
Technology Reserve <sup>(4)</sup>	115,000	-	-	-	115,000
PA Capital Reserve <sup>(5)</sup>	98,656	-	-	23,280	75,376
Capital Budget - 2019 <sup>(5)</sup>	228,699	-	-	20,218	208,481
<i>Total Board Designated Accounts</i>	<i>5,443,892</i>	<i>-</i>	<i>10,935</i>	<i>43,497</i>	<i>5,411,329</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
NOLS Donations Fund	67,189	-	-	-	67,189
NOLS Materials Fund	14,304	-	1,000	222	15,082
Francis Bode Materials Fund	25,762	-	-	69	25,694
Margaret Bode Materials Fund	28,093	-	-	92	28,001
Port Angeles Donations Fund	5,122	-	6	-	5,127
Port Angeles Friends Donations	11,813	-	12,750	5,765	18,797
Sequim Donations Fund	46,706	-	2	-	46,708
Sequim Friends Donations	35,134	-	-	1,806	33,329
Forks Donations Fund	3,379	-	3	-	3,383
Forks Friends Donations	3,223	-	-	279	2,944
Clallam Bay Donations Fund	8,847	-	0	982	7,866
Clallam Bay Friends Donations	6,385	-	-	-	6,385
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,384	-	5	-	5,389
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	<i>427,276</i>	<i>-</i>	<i>13,766</i>	<i>9,215</i>	<i>431,827</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>5,873,830</i>	<i>-</i>	<i>24,700</i>	<i>52,712</i>	<i>5,845,818</i>
<i>Undesignated Cash Operating Funds</i>	<i>993,957</i>	<i>78,067</i>			<i>1,072,024</i>
<b>Total WA State Local Investment Pool</b>	<b>6,867,786</b>	<b>78,067</b>	<b>24,700</b>	<b>52,712</b>	<b>6,917,842</b>

**Notes:**

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



## Account Balances

April 30, 2019

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 11 (9/19 Sound Bank) <sup>(6)</sup>	577,207	-	-	-	577,207
PA Capital Acct CD 12 (3/20 East West) <sup>(6)</sup>	321,370	-	-	-	321,370
Francis Bode Fund CD 7 (11/19 First Fed) <sup>(7)</sup>	203,253	-	-	-	203,253
Margaret Bode Fund CD 7 (11/19 First Fed) <sup>(7)</sup>	219,108	-	-	-	219,108
<b>Total Certificates of Deposit</b>	<b>1,320,938</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,320,938</b>
<b>Total Investments</b>	<b>8,188,724</b>	<b>78,067</b>	<b>24,700</b>	<b>52,712</b>	<b>8,238,780</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	50,056	1,295,902			1,345,958
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	484	-	484	6,000
Payroll Account (US Bank 1301)	200	202,493	-	202,493	200
Merchant Account (FF 7401)	200	(617)	688	71	200
<b>Branch Change Funds</b>					
Port Angeles	145	-	-	-	145
Sequim	130	-	-	-	130
Forks	50	-	-	-	50
Clallam Bay	30	-	-	-	30
<b>Total Branch Change Funds</b>	<b>355</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>355</b>
<b>Total Imprest Accounts</b>	<b>6,755</b>	<b>202,360</b>	<b>688</b>	<b>203,048</b>	<b>6,755</b>
<b>Total Cash</b>	<b>56,811</b>	<b>1,498,262</b>	<b>688</b>	<b>203,048</b>	<b>1,352,713</b>
<b>Total Cash and Investments</b>	<b>8,245,535</b>	<b>1,576,330</b>	<b>25,388</b>	<b>255,760</b>	<b>9,591,493</b>

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.

## VOUCHERS BY CATEGORY FOR APRIL 2019

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
391	NOLS Employee	HRA Reimbursement	269.31	
392	ADP Tax/Financial Services	Net Payroll (PPE 03-31-19) - EFT 641	121,030.49	
393	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-19) - EFT 642	40,816.39	
421	NOLS Employee	HRA Reimbursement	405.90	
423	NOLS Employee	HRA Reimbursement	237.27	
424	NOLS Employee	HRA Reimbursement	375.92	
450	NOLS Employee	HRA Reimbursement	403.85	
452	NOLS Employee	HRA Reimbursement	119.18	
453	NOLS Employee	HRA Reimbursement	299.16	
454	Dept. of Labor & Industries	QI 2019 L&I NOLS	5,886.95	
455	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-19) - EFT 643	34,490.76	
456	Dept. of Retirement Systems	DCP Retirement 04-2019 (PPE 03-31-19) - EFT 644	5,715.00	
461	NOLS Employee	HRA Reimbursement	114.77	
464	NOLS Employee	HRA Reimbursement	504.81	
466	NOLS Employee	HRA Reimbursement	179.54	
468	Hartford Retirement Plan Solutions	MMDCP 04-2019 (PPE 03-31-19) - EFT 645	200.00	
470	Health Care Authority	HCA 04-2019 (PPE 03-31-19)	34,828.91	
474	NOLS Employee	HRA Reimbursement	725.54	
477	NOLS Employee	HRA Reimbursement	114.77	
482	NOLS Employee	HRA Reimbursement	171.10	
483	NOLS Employee	HRA Reimbursement	359.08	
511	NOLS Employee	HRA Reimbursement	399.34	
512	NOLS Employee	HRA Reimbursement	1,073.61	
518	NOLS Employee	HRA Reimbursement	750.00	
525	NOLS Employee	HRA Reimbursement	291.81	
526	NOLS Employee	HRA Reimbursement	35.12	
530	NOLS Employee	HRA Reimbursement	386.87	
532	United Way of Clallam County	United Way Donations (PPE 03-31-19)	45.00	
538	WCIF	Vision/Life/EAP Premiums 04-2019 (PPE 03-31-19)	1,176.64	
541	NOLS Employee	HRA Reimbursement	608.72	
542	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-19) - May Coverage	4,409.66	
543	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2019 (PPE 03-31-19)	1,981.10	
CK 2091	NOLS Employee	HRA Reimbursement	287.00	
CK 2092	NOLS Employee	HRA Reimbursement	100.00	258,793.57
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
399	AmSan - SupplyWorks	PO 418 Maintenance Supplies - Soap, Paper Towels, Cleaners - FAC	695.22	
405	Angeles Millwork & Lumber Company	PO 489 Maint3 Supplies - Plywood for FOSL Ramp Repair, Materials For SQ Recycle Bin - FAC	201.35	
449	Commercial Filter Sales & Service	PO 312 Maintenance Supplies - HVAC Filters - FAC	753.38	
458	Dept. of Revenue - Use/Sales Tax	March 2019 Sales and Use Tax - EFT 647	1.91	

Category	Claimant	Purpose	Amount	Subtotal
471	Heartline, Inc.	PO 386 Maintenance Supplies - Hardwood Chips - FAC	195.66	
485	Master Locksmith, LLC	PO 367 Maintenance Supplies - SQ Trash Container Key Spares - FAC	11.80	
509	Quill Corporation	PO 350 Office Supplies - Coffee (Coffee Fund) - ADM	61.96	
510	Quill Corporation	PO 420, 421 Office Supplies - Markers, Magnifier, Coffee (Coffee Fund) - ADM	35.73	
523	Swains General Store, Inc.	PO 425 Maintenance Supplies - PA Electrical Outlet Covers - FAC	24.42	
524	Swains General Store, Inc.	PO 468, 478 Maint. Supplies - Bunge cords, Tie Downs - PA Restroom Faucet Valve Parts - FAC	66.04	
527	True Value	PO 386 Maintenance Supplies - Gas Can for CB Mower - FAC	19.52	
535	Viking Sew & Vac	PO 464 Maintenance Supplies - Vacuum Bags, Filters and Parts - FAC	216.31	
CC 1	Amazon.com	PO 330 Office Supplies - SQ	31.84	
CC 2	Amazon.com	PO 331 Office Supplies - Knee Pads - SQ	43.76	
CC 3	Amazon.com	PO 380 Office Supplies - SQ	11.53	
CC 7	Amazon.com	PO 411 Office Supplies - Circuit Blade - FO	17.35	
CC 8	Amazon.com	PO 414 Office Supplies - Circuit Mats - FO	16.24	
CC 9	Amazon.com	PO 313 Office Supplies - Filters, Ink, Cleaning Wipes - ADM	57.04	
CC 10	Amazon.com	PO 285 Technology Supplies - Fans, Mounts, Cables - IT	232.61	
CC 11	Amazon.com	PO 251 Technology Supplies - Video Cables - IT	32.58	
CC 13	Amazon.com	PO 298 Maintenance Supplies - Traffic Cones - FAC	103.25	
CC 14	Amazon.com	PO 311 Maintenance Supplies - Crossing Flags - FAC	29.34	
CC 15	Amazon.com	PO 387 Maintenance Supplies - Weed Killer - FAC	97.82	
CC 17	Captain T's	PO 422 Office Supplies - Tote Bags - OR	237.78	
CC 19	Dell Marketing	PO 301 Toner - PA	572.81	
CC 20	Dell Marketing	PO 344 Toner - IT	54.34	
CC 21	Demco, Inc.	PO 206 Office Supplies - Return Plastic Dividers - PA	(396.71)	
CC 23	DM Supply	PO 403 Maintenance Supplies - PA Water Heater Controller - FAC	33.14	
CC 29	KCDA Purchasing Cooperative	PO 412 Office Supplies - FO	157.41	
CC 30	KCDA Purchasing Cooperative	PO 412 Paper Supplies - FO	330.03	
CC 33	Moody's	PO 407 Maintenance Supplies - Bedding Plants (FOFOL)	54.68	
CC 34	Mr. Lock	PO 402 Maintenance Supplies - PA Cabinet Keys - FAC	17.35	
CC 35	Namifiers	PO 363 Office Supplies - Nametags - NOLS	69.60	
CC 36	Namifiers	PO 396 Office Supplies - Nametags - VOL	100.00	
CC 37	Namifiers	PO 396 Office Supplies - Nametags - NOLS	58.19	
CC 39	Office Depot	PO 382 Paper Supplies - SQ	117.03	
CC 40	Olympic Stationers	PO 433 Office Supplies - Dividers - PA	16.26	
CC 46	Quill Corporation	PO 408 Toner - FO	362.35	
CC 56	Siegel Display	PO 438 Office Supplies - Sign - PA	87.94	
CC 67	Swains General Store, Inc.	PO 432 Office Supplies - Bands and Ties - PA	12.40	
CC 68	Swains General Store, Inc.	PO 437 Office Supplies - Gear Ties - PA	10.80	
CC 75	Walmart	PO 324 Training Supplies - All Staff Training Day - NOLS	30.25	
CC 77	Walmart	PO 329 Office Supplies - SQ	11.11	4,893.42

Category	Claimant	Purpose	Amount	Subtotal
<b><u>PROGRAM SUPPLIES</u></b>				
		PO 361 Program Supplies		
515	Scholastic Library Publishing	- Books for Summer Reading Program (PAFOL)	2,985.60	
CC 4	Amazon.com	PO 352 Program Supplies - Teen SRP Books (PAFOL)	62.45	
CC 5	Amazon.com	PO 351 Program Supplies - Teen SRP Books (PAFOL)	1,041.60	
CC 6	Amazon.com	PO 291 Program Supplies - Section Supplies (PAFOL)	201.01	
		PO 328 Program Supplies		
CC 18	Costco	- Chamber of Commerce Program (FOSL)	105.28	
CC 22	Demco, Inc.	PO 124 Program Supplies - SRP Banner (FOSL)	71.21	
CC 26	Forks Outfitters	PO 413 Program Supplies - Books and Cookies - FO	4.89	
CC 27	Goodwill	PO 431 Program Supplies - Creativitea (PAFOL)	5.43	
CC 28	JoAnn Fabrics	PO 377 Program Supplies - Neah Bay Craft - CB	5.42	
		PO 442 Program Supplies		
CC 45	Print Runner	- Poetry Walks Bookmarks (PAFOL)	139.82	
CC 48	Saars Grocery	PO 372 Program Supplies - Teen Lounge Snacks (PAFOL)	8.77	
CC 49	Saars Grocery	PO 371 Program Supplies - Teen Lounge Snacks (PAFOL)	38.16	
CC 51	Safeway	PO 376 Program Supplies - PAHS Book Club (PAFOL)	10.96	
CC 52	Safeway	PO 378 Program Supplies - Teen Lounge Snacks (PAFOL)	6.99	
CC 53	Safeway	PO 429 Program Supplies - Chamber Reception (FOSL)	22.00	
		PO 415 Program Supplies		
CC 54	Safeway	- Spring Break Movie Snacks (FOSL)	41.47	
		PO 327 Program Supplies		
CC 76	Walmart	- Chamber of Commerce Program (FOSL)	21.00	
		PO 358 Program Supplies		
CC 79	Westside Pizza	- BOB Volunteer Snacks (PAFOL)	39.64	
CK 2088	Sequim Irrigation Festival	PO 369 Program Supplies - Family fun Day Booth (FOSL)	50.00	
		PO 369 Program Supplies		
CK 2089	Sequim Irrigation Festival	- Family fun Day Booth Refundable Deposit - SQ	25.00	4,886.70
<b><u>FUEL</u></b>				
CC 24	Exxon Mobil	PO 409 Business Fuel - Westy - FAC	27.89	
CC 31	Lower Elwha Food & Fuel	PO 375 Business Fuel - NOLSY Red - FAC	20.64	
CC 32	Lower Elwha Food & Fuel	PO 410 Business Fuel - Westy - FAC	28.81	
CC 55	Shadow Mountain RV Park	PO 440 Business Fuel - NOLSY Red - FAC	15.00	
CC 80	Exxon Mobil	PO 835 Business Fuel - Lawnmower Fuel - FAC	6.14	
CC 81	Lower Elwha Food & Fuel	PO 349 Business Fuel - Chevy Van - FAC	50.00	
CC 82	PA Chevron	PO 365 Business Fuel - Chevy Van - FAC	99.05	
CC 83	Voyager Credits	Federal Gas Tax Credits - April - FAC	(8.95)	238.58
<b><u>COLLECTION MATERIALS</u></b>				
397	Amazon.com	Collection Materials	1,062.77	
406	Baker & Taylor Entertainment	Collection Materials	685.18	
407	Baker & Taylor Entertainment	Collection Materials	586.51	
408	Baker & Taylor Entertainment	Collection Materials	72.24	
409	Baker & Taylor Entertainment	Collection Materials	555.94	
410	Baker & Taylor Entertainment	Collection Materials	352.32	
411	Baker & Taylor Entertainment	Collection Materials	176.24	
412	Baker & Taylor Information	Collection Materials	7,148.09	
413	Baker & Taylor Information	Collection Materials	2,969.31	
414	Baker & Taylor Information	Collection Materials	776.76	

Category	Claimant	Purpose	Amount	Subtotal
	415 Baker & Taylor Information	Collection Materials	3,247.82	
	416 Baker & Taylor Information	Collection Materials	3,000.17	
	417 Baker & Taylor Information	Collection Materials	2,638.06	
	420 Blackstone Audio, Inc.	Collection Materials	39.15	
	422 Brodart Company	Collection Materials	136.95	
	425 CENGAGE Learning	Collection Materials	309.10	
	426 CENGAGE Learning	Collection Materials	109.00	
	427 CENGAGE Learning	Collection Materials	212.31	
	428 CENGAGE Learning	Collection Materials	30.10	
	429 CENGAGE Learning	Collection Materials	129.33	
	458 Dept. of Revenue - Use/Sales Tax	March 2019 Sales and Use Tax - EFT 647	19.55	
	462 Findaway World, LLC	Collection Materials	3.25	
	463 Findaway World, LLC	Collection Materials	162.87	
	465 Forks Forum	Collection Materials	33.00	
	467 Grey House Publishing, Inc.	Collection Materials - Salem Press Product Line - NOLS	245.44	
	475 Ingram Library Services	Collection Materials	294.29	
	476 Ingram Library Services	Collection Materials	232.85	
	488 Midwest Tape	Collection Materials	1,086.56	
	489 Midwest Tape	Collection Materials	688.84	
	490 Midwest Tape	Collection Materials	455.52	
	491 Midwest Tape	Collection Materials	817.39	
	492 Midwest Tape	Collection Materials	739.50	
	500 OverDrive, Inc.	Collection Materials	821.72	
	501 OverDrive, Inc.	Collection Materials	578.45	
	502 OverDrive, Inc.	Collection Materials	11.99	
	503 OverDrive, Inc.	Collection Materials	736.97	
	504 OverDrive, Inc.	Collection Materials	122.99	
	513 Recorded Books, LLC	Collection Materials	22.68	
	514 Recorded Books, LLC	Collection Materials	142.35	
	CC 38 Nutritious Movement	PO 320 Collection Materials - DVD	18.11	
	CC 50 Safeway	PO 300 Collection Materials - Sequim Gazette	7.50	31,479.17
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
		PO 364 Small Tools		
	398 AmSan - SupplyWorks	- Extension Pole and Tool for Window Washing - FAC	92.61	
	404 Angeles Millwork & Lumber Company	PO 406 Small Tools - Drywall Tools - FAC	29.33	
		PO 450 Small Tools		
	451 Co-Op Farm & Garden, The	- SQ Sprayer For Vinegar (Weed Control) - FAC	32.29	
	522 Swains General Store, Inc.	PO 405 Small Tools - Paint Tools - FAC	33.62	
		PO 449 Small Tools		
	528 True Value	- FO Weeding Tools, Gas Can, Paint Brushes - FAC	99.23	
		PO 487 Small Tools		
	529 True Value	- FO Drill Bit Set and Miscellaneous Hardware - FAC	37.74	324.82

Category	Claimant	Purpose	Amount	Subtotal
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
390	Adams, Judith	C35 Programming - Humanities WA - The Poetic Apothecary (FOSL, FOFOL)	449.21	
394	ADP, LLC	Payroll Services - Payroll Processing (PPE 03-31-2019) - NOLS	655.84	
395	ADP, LLC	Payroll Services - Processing for WLI (03-31-2019) - Document Cloud (04-15-2019) - NOLS	53.17	
418	Ballew, Christopher W.	C11 Programming - Caspar Babypants - FO (PAFOL, FOSL)	1,800.00	
419	Bernardo Ruiz Consulting	C32 Programming - All Staff Training Day - NOLS	3,000.00	
438	Cisneros, Raul	C29 Programming - Dia del Niño (PAFOL)	100.00	
469	Hartman, Mary	C37 Programming - Trillium-239 - (PAFOL)	450.00	
481	Kozun, Eva M.	C 03 Programming - Kids Create Art - (FOSL)	200.00	
487	McLaughlin Bruce, Lin	C34 Programming - Yes, You Can! (FOSL)	75.00	
494	OCLC, Inc.	PO 400 Professional Services - EZ Proxy Authentication Software - IT	597.85	
497	Olympic Laundry & Dry Cleaners, Inc.	PO 401 Professional Services - Laundry - FAC	131.44	
506	Pacific Science Center	C20 Programming - Second Saturday Science - Bone Zone (FOSL)	320.00	
516	Seckman, David	C30 Programming - Gratitude and Kindness Training at All Staff Day - NOLS	1,000.00	
517	Senft, Herbert	C38 Programming - The Buzz About Bees - CB	50.00	
520	Sound Publishing Inc	PO 219 Advertising - Various Recruitments - NOLS	62.25	
521	Summit Law Group	PO 482 Professional Fees - Legal Services - ADM	378.00	
531	Unique Management Services, Inc.	Professional Services - Debt Collection	283.50	
537	Washington State Patrol	Professional Services - Background Checks - NOLS	156.00	
CC 16	Association of Washington Cities	PO 395 Conference Registration - LRI - ADM	75.00	
CC 25	Facebook	PO 441 Advertising - Sponsored Posts - NOLS	55.00	
CC 44	Pay Pal	PayPal Gateway Service Fees - NOLS	59.95	
CC 63	Stamps.com	PO 356 Technology Services - Monthly Service Charge - TS	15.99	
CC 78	Washington Library Association	PO 435 Conference Fee - OLA-WLA - NOLS	485.00	10,453.20
<b><u>COMMUNICATIONS</u></b>				
400	Angeles Communications	Communications - VOIP	902.21	
430	CenturyLink 300511187 FO	Communications - Voice - FO	81.43	
431	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	419.68	
432	CenturyLink 300561130 CB	Communications - Voice - CB	74.50	
433	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	53.86	
434	CenturyLink 407627350 CB-Data	Communications - Data - CB	2,372.50	
435	CenturyLink 5161XLL8S3 CB Fiber	Communications - Fiber - CB	273.77	
436	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.43	
437	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	225.57	
495	Olympic Delivery Service, Inc.	PO 370 Communication - Freight - TS	1,770.00	
496	Olympic Delivery Service, Inc.	PO 430 Communication - Freight - TS	1,770.00	
534	Verizon Wireless - HotSpot - 942071551	Communications - Internet - Hotspots	120.03	
510	Quill Corporation	PO 421 Office Supplies - Shipping - ADM	9.99	
539	WDH - Wave Business	Communication - Internet - IT	2,327.58	
CC 60	Stamps.com	PO 254 Postage - TS	250.00	
CC 61	Stamps.com	PO 321 Postage - TS	250.00	
CC 62	Stamps.com	PO 340 Postage - TS	250.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 64	Stamps.com	PO 362 Postage - TS	250.00	
CC 65	Stamps.com	PO 366 Postage - TS	250.00	
CC 71	UPS	PO 246 Communication - Freight - TS	9.80	
CC 72	UPS	PO 332, 336, 342 Communication - Freight - TS	32.52	11,760.87
<b><u>TRAVEL</u></b>				
396	Allen, Robert	Travel - Business - Mileage Reimbursement - IT	20.88	
460	Doherty, Jennifer	Travel - Training - Meal at Conference - CB	30.00	
478	Knight, Jennifer	Travel - Business - Mileage Reimbursement - PA	18.39	
484	Lu'Becke, Jennifer	Travel - Business - Mileage Reimbursement - FO	17.40	
CC 73	WA ST. Ferries	PO 373 Travel - Training - Sound Selector's Meeting - NOLS	15.35	
CC 74	WA ST. Ferries	PO 374 Travel - Training - Sound Selector's Meeting - NOLS	15.35	117.37
<b><u>UTILITIES</u></b>				
439	City of Forks	Public Utilities - FO	105.46	
440	City of Port Angeles/Dump	PO 379 Utilities - Recycling - Old Cubicle Parts - FAC	56.41	
441	City of Port Angeles/Dump	PO 466 Solid Waste - Utilities - SQ Yard Debris - FAC	57.77	
442	City of Port Angeles/Orcas Avenue	Public Utilities - PA	177.26	
443	City of Port Angeles/Peabody St.	Public Utilities - PA	4,995.07	
444	City of Sequim	Public Utilities - SQ	137.77	
445	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	76.52	
446	Clallam County PUD	Public Utilities - CB	374.00	
447	Clallam County PUD	Public Utilities - FO	506.00	
448	Clallam County PUD	Public Utilities - SQ	688.00	
459	DM Disposal Company, Inc.	Public Utilities - PA - SQ	515.57	
540	West Waste & Recycling	Public Utilities - FO - CB	54.64	7,744.47
<b><u>REPAIR AND MAINTENANCE</u></b>				
402	Angeles Electric Inc.	PO 360 Repair and Maintenance - PA Parking Lot LED Installation - FAC	350.07	
472	Hi-Tech Security, Inc.	PO 384 Repair and Maintenance - PA Fire Alarm Pull Covers - FAC	358.71	
473	Hi-Tech Security, Inc.	PO 443, 444 Repair and Maintenance - SQ and FO Security Updates - FAC	347.47	
479	Koenig Chevrolet	PO 426, 463 Vehicle Maintenance - Nolsy Red, Chevy Van - Periodic Vehicle Maintenance - FAC	136.36	
480	Koenig Chevrolet	PO 479 Vehicle Maintenance - Lube/Oil, Multipoint Inspection - Nolsy White - FAC	73.89	
505	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	370.08	
507	Pen West Contractors	PO 416 Repair and Maintenance - Groundskeeping - PA Parking Lot Sweeping - FAC	489.15	
519	Sound Energy Systems	PO 491 Repair and Maint. - PA HVAC Support Agreement - 04/2019 to 06/2019 - FAC	790.80	2,916.53

Category	Claimant	Purpose	Amount	Subtotal
<b><u>MISCELLANEOUS SERVICES</u></b>				
	498 Olympic Printers, Inc.	PO 381 Printing - Annual Reports and Budget at a Glance - NOLS	671.00	
	499 Olympic Printers, Inc.	PO 419 Printing and Binding - Outreach Newsletter - NOLS	208.70	
	CC 70 U-Printing	PO 404 Printing - Outreach Brochures - NOLS	211.26	1,090.96
<b><u>INTERGOVERNMENTAL SERVICES</u></b>				
	457 Dept. of Retirement Systems	DRS OASI for 2018 Tax Year	25.00	25.00
<b><u>BUILDINGS AND STRUCTURES</u></b>				
	401 Angeles Communications	PO 434 Buildings and Structures - PA Wall Network Cabling - FAC (PA CR)	2,396.58	
	403 Angeles Electric Inc.	PO 467 Buildings and Structures - PA Lobby Lights Conversion to LEDs - FAC (PA CR)	1,923.60	
	486 McCrorie Carpet One	PO 469 Buildings and Structures - PA Staff Area Carpeting - FAC (PA CR)	18,959.45	23,279.63
<b><u>MACHINERY AND EQUIPMENT</u></b>				
	458 Dept. of Revenue - Use/Sales Tax	March 2019 Sales and Use Tax - EFT 647	52.20	
	508 Provantage Corporation	PO 345 Machinery and Equipment - Microsoft Tablet for Catalog - IT	422.41	
	CC 12 Amazon.com	PO 341 Machinery and Equipment - Monitor Arm - IT	108.69	
	CC 41 OpenSquare	PO 436 Machinery and Equipment - Cabinets, Monitor Arms - PA	5,421.30	
	CC 42 Opto International	PO 343 Machinery and Equipment - Display Carts (CB Donations)	981.50	
	CC 43 Opto International	PO 343 Machinery and Equipment - Display Carts - PA	1,208.50	
	CC 47 Quill Corporation	PO 244 Machinery and Equipment - Office Chair - CB	183.35	
	CC 57 Smart Furniture	PO 439 Machinery and Equipment - Desks, Cabinets, Table, Chair - PA	4,962.85	
	CC 58 Smart Furniture	PO 439 Machinery and Equipment - Desks, Cabinets, Table, Chair - PA	1,197.87	
	CC 59 Smart Furniture	PO 439 Machinery and Equipment - Desks, Cabinets, Table, Chair - PA	1,642.46	
	CC 66 Stratus Info Systems	PO 326 Machinery and Equipment - Mobile Device Manager - IT	1,020.00	
	CC 69 Uplift Desk	PO 258 Machinery and Equipment - PA Workroom Desks - PA	3,997.99	21,199.12
<b><u>SALES TAX</u></b>				
	458 Dept. of Revenue - Use/Sales Tax	March 2019 Sales and Use Tax - EFT 647	167.05	167.05
<b><u>FINES AND FEES, PATRON REFUNDS</u></b>				
	CK 2090 NOLS Patron	Patron Refund	21.99	21.99
			<b>379,392.45</b>	<b>379,392.45</b>





## Voucher Approval for April 2019

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 #390 through #543 are approved in the amount of \$379,392.45 this 23rd day of May 2019.

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

No.	Claimant	Purpose	Amount
390	Adams, Judith	C35 Programming - Humanities WA - The Poetic Apothecary (FOSL, FOFOL)	449.21
391	NOLS Employee	HRA Reimbursement	269.31
392	ADP Tax/Financial Services	Net Payroll (PPE 03-31-19) - EFT 641	121,030.49
393	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-19) - EFT 642	40,816.39
394	ADP, LLC	Payroll Services - Payroll Processing (PPE 03-31-2019) - NOLS	655.84
395	ADP, LLC	Payroll Services - Processing for WLI (03-31-2019) - Document Cloud (04-15-2019) - NOLS	53.17
396	Allen, Robert	Travel - Business - Mileage Reimbursement - IT	20.88
397	Amazon.com	Collection Materials	1,062.77
398	AmSan - SupplyWorks	PO 364 Small Tools - Extension Pole and Tool for Window Washing - FAC	92.61
399	AmSan - SupplyWorks	PO 418 Maintenance Supplies - Soap, Paper Towels, Cleaners - FAC	695.22
400	Angeles Communications	Communications - VOIP	902.21
401	Angeles Communications	PO 434 Buildings and Structures - PA Wall Network Cabling - FAC (PA CR)	2,396.58
402	Angeles Electric Inc.	PO 360 Repair and Maintenance - PA Parking Lot LED Installation - FAC	350.07
403	Angeles Electric Inc.	PO 467 Buildings and Structures - PA Lobby Lights Conversion to LEDs - FAC (PA CR)	1,923.60
404	Angeles Millwork & Lumber Company	PO 406 Small Tools - Drywall Tools - FAC	29.33
405	Angeles Millwork & Lumber Company	PO 489 Maint. Supplies - Plywood for FOSL Ramp Repair, Materials For SQ Recycle Bin - FAC	201.35
406	Baker & Taylor Entertainment	Collection Materials	685.18
407	Baker & Taylor Entertainment	Collection Materials	586.51
408	Baker & Taylor Entertainment	Collection Materials	72.24

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
409	Baker & Taylor Entertainment	Collection Materials	555.94
410	Baker & Taylor Entertainment	Collection Materials	352.32
411	Baker & Taylor Entertainment	Collection Materials	176.24
412	Baker & Taylor Information	Collection Materials	7,148.09
413	Baker & Taylor Information	Collection Materials	2,969.31
414	Baker & Taylor Information	Collection Materials	776.76
415	Baker & Taylor Information	Collection Materials	3,247.82
416	Baker & Taylor Information	Collection Materials	3,000.17
417	Baker & Taylor Information	Collection Materials	2,638.06
418	Ballew, Christopher W.	CII Programming - Caspar Babypants - FO (PAFOL, FOSL)	1,800.00
419	Bernardo Ruiz Consulting	C32 Programming - All Staff Training Day - NOLS	3,000.00
420	Blackstone Audio, Inc.	Collection Materials	39.15
421	NOLS Employee	HRA Reimbursement	405.90
422	Brodart Company	Collection Materials	136.95
423	NOLS Employee	HRA Reimbursement	237.27
424	NOLS Employee	HRA Reimbursement	375.92
425	CENGAGE Learning	Collection Materials	309.10
426	CENGAGE Learning	Collection Materials	109.00
427	CENGAGE Learning	Collection Materials	212.31
428	CENGAGE Learning	Collection Materials	30.10
429	CENGAGE Learning	Collection Materials	129.33
430	CenturyLink 300511187 FO	Communications - Voice - FO	81.43
431	CenturyLink 206-T01-0277-974B	Communications - HS DATA - CB	419.68
432	CenturyLink 300561130 CB	Communications - Voice - CB	74.50
433	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	53.86
434	CenturyLink 407627350 CB-Data	Communications - Data - CB	2,372.50
435	CenturyLink 5161XLL853 CB Fiber	Communications - Fiber - CB	273.77
436	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.43
437	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	225.57
438	Cisneros, Raul	C29 Programming - Dia del Niño (PAFOL)	100.00
439	City of Forks	Public Utilities - FO	105.46
440	City of Port Angeles/Dump	PO 379 Utilities - Recycling - Old Cubicle Parts - FAC	56.41
441	City of Port Angeles/Dump	PO 466 Solid Waste - Utilities - SQ Yard Debris - FAC	57.77
442	City of Port Angeles/Orcas Avenue	Public Utilities - PA	177.26
443	City of Port Angeles/Peabody St.	Public Utilities - PA	4,995.07
444	City of Sequim	Public Utilities - SQ	137.77
445	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	76.52
446	Clallam County PUD	Public Utilities - CB	374.00
447	Clallam County PUD	Public Utilities - FO	506.00
448	Clallam County PUD	Public Utilities - SQ	688.00
449	Commercial Filter Sales & Service	PO 312 Maintenance Supplies - HVAC Filters - FAC	753.38
450	NOLS Employee	HRA Reimbursement	403.85

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
451	Co-Op Farm & Garden, The	PO 450 Small Tools - SQ Sprayer For Vinegar (Weed Control) - FAC	32.29
452	NOLS Employee	HRA Reimbursement	119.18
453	NOLS Employee	HRA Reimbursement	299.16
454	Dept. of Labor & Industries	Q1 2019 L&I NOLS	5,886.95
455	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-19) - EFT 643	34,490.76
456	Dept. of Retirement Systems	DCP Retirement 04-2019 (PPE 03-31-19) - EFT 644	5,715.00
457	Dept. of Retirement Systems	DRS OASI for 2018 Tax Year	25.00
458	Dept. of Revenue - Use/Sales Tax	March 2019 Sales and Use Tax - EFT 647	240.71
459	DM Disposal Company, Inc.	Public Utilities - PA - SQ	515.57
460	Doherty, Jennifer	Travel - Training - Meal at Conference - CB	30.00
461	NOLS Employee	HRA Reimbursement	114.77
462	Findaway World, LLC	Collection Materials	3.25
463	Findaway World, LLC	Collection Materials	162.87
464	NOLS Employee	HRA Reimbursement	504.81
465	Forks Forum	Collection Materials	33.00
466	NOLS Employee	HRA Reimbursement	179.54
467	Grey House Publishing, Inc.	Collection Materials - Salem Press Product Line - NOLS	245.44
468	Hartford Retirement Plan Solutions	MMDCP 04-2019 (PPE 03-31-19) - EFT 645	200.00
469	Hartman, Mary	C37 Programming - Trillium-239 - (PAFOL)	450.00
470	Health Care Authority	HCA 04-2019 (PPE 03-31-19)	34,828.91
471	Heartline, Inc.	PO 386 Maintenance Supplies - Hardwood Chips - FAC	195.66
472	Hi-Tech Security, Inc.	PO 384 Repair and Maintenance - PA Fire Alarm Pull Covers - FAC	358.71
473	Hi-Tech Security, Inc.	PO 443, 444 Repair and Maintenance - SQ and FO Security Updates - FAC	347.47
474	NOLS Employee	HRA Reimbursement	725.54
475	Ingram Library Services	Collection Materials	294.29
476	Ingram Library Services	Collection Materials	232.85
477	NOLS Employee	HRA Reimbursement	114.77
478	Knight, Jennifer	Travel - Business - Mileage Reimbursement - PA	18.39
479	Koenig Chevrolet	PO 426, 463 Vehicle Maintenance - Nolsy Red, Chevy Van - Periodic Vehicle Maintenance - FAC	136.36
480	Koenig Chevrolet	PO 479 Vehicle Maintenance - Lube/Oil, Multipoint Inspection - Nolsy White - FAC	73.89
481	Kozun, Eva M.	C 03 Programming - Kids Create Art - (FOSL)	200.00
482	NOLS Employee	HRA Reimbursement	171.10
483	NOLS Employee	HRA Reimbursement	359.08
484	Lu'Becke, Jennifer	Mileage Reimbursement - Business Travel - FO	17.40
485	Master Locksmith, LLC	PO 367 Maintenance Supplies - SQ Trash Container Key Spares - FAC	11.80
486	McCrorie Carpet One	PO 469 Buildings and Structures - PA Staff Area Carpeting - FAC (PA CR)	18,959.45
487	McLaughlin Bruce, Lin	C34 Programming - Yes, You Can! (FOSL)	75.00
488	Midwest Tape	Collection Materials	1,086.56

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
489	Midwest Tape	Collection Materials	688.84
490	Midwest Tape	Collection Materials	455.52
491	Midwest Tape	Collection Materials	817.39
492	Midwest Tape	Collection Materials	739.50
493	North Olympic Library System	Apr. 2019 Revolving Fund Reimbursement (* Detail Below)	483.99
494	OCLC, Inc.	PO 400 Professional Services - EZ Proxy Authentication Software - IT	597.85
495	Olympic Delivery Service, Inc.	PO 370 Communication - Freight - TS	1,770.00
496	Olympic Delivery Service, Inc.	PO 430 Communication - Freight - TS	1,770.00
497	Olympic Laundry & Dry Cleaners, Inc.	PO 401 Professional Services - Laundry - FAC	131.44
498	Olympic Printers, Inc.	PO 381 Printing - Annual Reports and Budget at a Glance - NOLS	671.00
499	Olympic Printers, Inc.	PO 419 Printing - Outreach Newsletter - NOLS	208.70
500	OverDrive, Inc.	Collection Materials	821.72
501	OverDrive, Inc.	Collection Materials	578.45
502	OverDrive, Inc.	Collection Materials	11.99
503	OverDrive, Inc.	Collection Materials	736.97
504	OverDrive, Inc.	Collection Materials	122.99
505	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	370.08
506	Pacific Science Center	C20 Programming - Second Saturday Science - Bone Zone (FOSL)	320.00
507	Pen West Contractors	PO 416 Repair and Maintenance - Groundskeeping - PA Parking Lot Sweeping - FAC	489.15
508	Provantage Corporation	PO 345 Machinery and Equipment - Microsoft Tablet for Catalog - IT	422.41
509	Quill Corporation	PO 350 Office Supplies - Coffee (Coffee Fund) - ADM	61.96
510	Quill Corporation	PO 420, 421 Office Supplies - Markers, Magnifier, Coffee (Coffee Fund) - ADM	45.72
511	NOLS Employee	HRA Reimbursement	399.34
512	NOLS Employee	HRA Reimbursement	1,073.61
513	Recorded Books, LLC	Collection Materials	22.68
514	Recorded Books, LLC	Collection Materials	142.35
515	Scholastic Library Publishing	PO 361 Program Supplies - Books for Summer Reading Program (PAFOL)	2,985.60
516	Seckman, David	C30 Programming - Gratitude and Kindness Training at All Staff Day - NOLS	1,000.00
517	Senft, Herbert	C38 Programming - The Buzz About Bees - CB	50.00
518	NOLS Employee	HRA Reimbursement	750.00
519	Sound Energy Systems	PO 491 Repair and Maintenance - PA HVAC Support Agreement 04/2019 to 06/2019 - FAC	790.80
520	Sound Publishing Inc	PO 219 Advertising - Various Recruitments - NOLS	62.25
521	Summit Law Group	PO 482 Professional Fees - Legal Services - ADM	378.00
522	Swains General Store, Inc.	PO 405 Small Tools - Paint Tools - FAC	33.62
523	Swains General Store, Inc.	PO 425 Maintenance Supplies - PA Electrical Outlet Covers - FAC	24.42

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
524	Swains General Store, Inc.	PO 468, 478 Maint. Supplies - Bungie cords, Tie Downs - PA Restroom Faucet Valve Parts - FAC	66.04
525	NOLS Employee	HRA Reimbursement	291.81
526	NOLS Employee	HRA Reimbursement	35.12
527	True Value	PO 386 Maintenance Supplies - Gas Can for CB Mower - FAC	19.52
528	True Value	PO 449 Small Tools - FO Weeding Tools, Gas Can, Paint Brushes - FAC	99.23
529	True Value	PO 487 Small Tools - FO Drill Bit Set and Miscellaneous Hardware - FAC	37.74
530	NOLS Employee	HRA Reimbursement	386.87
531	Unique Management Services, Inc.	Professional Services - Debt Collection	283.50
532	United Way of Clallam County	United Way Donations (PPE 03-31-19)	45.00
533	US Bank	Credit Card Svcs. - Mar. 2019 Charges (* Detail Below)	27,503.90
534	Verizon Wireless - HotSpot - 942071551	Communications - Internet - Hotspots	120.03
535	Viking Sew & Vac	PO 464 Maintenance Supplies - Vacuum Bags, Filters and Parts - FAC	216.31
536	Voyager Fleet Systems, Inc.	Fuel - Business - Voyager Fleet Card (* Detail Below)	146.24
537	Washington State Patrol	Professional Services - Background Checks - NOLS	156.00
538	WCIF	Vision/Life/EAP Premiums 04-2019 (PPE 03-31-19)	1,176.64
539	WDH - Wave Business	Communication - Internet - IT	2,327.58
540	West Waste & Recycling	Public Utilities - FO - CB	54.64
541	NOLS Employee	HRA Reimbursement	608.72
542	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-19) - May Coverage	4,409.66
543	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2019 (PPE 03-31-19)	1,981.10
			<b>379,392.45</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #493**

2088	Sequim Irrigation Festival	PO 369 Program Supplies - Family fun Day Booth (FOSL)	50.00
2089	Sequim Irrigation Festival	PO 369 Program Supplies - Family fun Day Booth Refundable Deposit - SQ	25.00
2090	NOLS Patron	Patron Refund	21.99
2091	NOLS Employee	HRA Reimbursement	287.00
2092	NOLS Employee	HRA Reimbursement	100.00
			<b>483.99</b>

No.	Claimant	Purpose	Amount
<b>* Detail - NOLS US Bank Credit Card Purchases -- Voucher #533</b>			
1	Amazon.com	PO 330 Office Supplies - SQ	31.84
2	Amazon.com	PO 331 Office Supplies - Knee Pads - SQ	43.76
3	Amazon.com	PO 380 Office Supplies - SQ	11.53
4	Amazon.com	PO 352 Program Supplies - Teen SRP Books (PAFOL)	62.45
5	Amazon.com	PO 351 Program Supplies - Teen SRP Books (PAFOL)	1,041.60
6	Amazon.com	PO 291 Program Supplies - Section Supplies (PAFOL)	201.01
7	Amazon.com	PO 411 Office Supplies - Circuit Blade - FO	17.35
8	Amazon.com	PO 414 Office Supplies - Circuit Mats - FO	16.24
9	Amazon.com	PO 313 Office Supplies - Filters, Ink, Cleaning Wipes - ADM	57.04
10	Amazon.com	PO 285 Technology Supplies - Fans, Mounts, Cables - IT	232.61
11	Amazon.com	PO 251 Technology Supplies - Video Cables - IT	32.58
12	Amazon.com	PO 341 Machinery and Equipment - Monitor Arm - IT	108.69
13	Amazon.com	PO 298 Maintenance Supplies - Traffic Cones - FAC	103.25
14	Amazon.com	PO 311 Maintenance Supplies - Crossing Flags - FAC	29.34
15	Amazon.com	PO 387 Maintenance Supplies - Weed Killer - FAC	97.82
16	Association of Washington Cities	PO 395 Conference Registration - LRI - ADM	75.00
17	Captain T's	PO 422 Office Supplies - Tote Bags - OR	237.78
18	Costco	PO 328 Program Supplies - Chamber of Commerce Program (FOSL)	105.28
19	Dell Marketing	PO 301 Toner - PA	572.81
20	Dell Marketing	PO 344 Toner - IT	54.34
21	Demco, Inc.	PO 206 Office Supplies - Return Plastic Dividers - PA	(396.71)
22	Demco, Inc.	PO 124 Program Supplies - SRP Banner (FOSL)	71.21
23	DM Supply	PO 403 Maintenance Supplies - PA Water Heater Controller - FAC	33.14
24	Exxon Mobil	PO 409 Business Fuel - Westy - FAC	27.89
25	Facebook	PO 441 Advertising - Sponsored Posts - NOLS	55.00
26	Forks Outfitters	PO 413 Program Supplies - Books and Cookies - FO	4.89
27	Goodwill	PO 431 Program Supplies - Creativitea (PAFOL)	5.43
28	JoAnn Fabrics	PO 377 Program Supplies - Neah Bay Craft - CB	5.42
29	KCDA Purchasing Cooperative	PO 412 Office Supplies - FO	157.41
30	KCDA Purchasing Cooperative	PO 412 Paper Supplies - FO	330.03
31	Lower Elwha Food & Fuel	PO 375 Business Fuel - NOLSY Red - FAC	20.64
32	Lower Elwha Food & Fuel	PO 410 Business Fuel - Westy - FAC	28.81
33	Moody's	PO 407 Maintenance Supplies - Bedding Plants (FOFOL)	54.68
34	Mr. Lock	PO 402 Maintenance Supplies - PA Cabinet Keys - FAC	17.35
35	Namifiers	PO 363 Office Supplies - Nametags - NOLS	69.60
36	Namifiers	PO 396 Office Supplies - Nametags - VOL	100.00
37	Namifiers	PO 396 Office Supplies - Nametags - NOLS	58.19
38	Nutritious Movement	PO 320 Collection Materials - DVD	18.11
39	Office Depot	PO 382 Paper Supplies - SQ	117.03
40	Olympic Stationers	PO 433 Office Supplies - Dividers - PA	16.26

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
41	OpenSquare	PO 436 Machinery and Equipment - Cabinets, Monitor Arms - PA	5,421.30
42	Opto International	PO 343 Machinery and Equipment - Display Carts (CB Donations)	981.50
43	Opto International	PO 343 Machinery and Equipment - Display Carts - PA	1,208.50
44	Pay Pal	PayPal Gateway Service Fees - NOLS	59.95
45	Print Runner	PO 442 Program Supplies - Poetry Walks Bookmarks (PAFOL)	139.82
46	Quill Corporation	PO 408 Toner - FO	362.35
47	Quill Corporation	PO 244 Machinery and Equipment - Office Chair - CB	183.35
48	Saars Grocery	PO 372 Program Supplies - Teen Lounge Snacks (PAFOL)	8.77
49	Saars Grocery	PO 371 Program Supplies - Teen Lounge Snacks (PAFOL)	38.16
50	Safeway	PO 300 Collection Materials - Sequim Gazette	7.50
51	Safeway	PO 376 Program Supplies - PAHS Book Club (PAFOL)	10.96
52	Safeway	PO 378 Program Supplies - Teen Lounge Snacks (PAFOL)	6.99
53	Safeway	PO 429 Program Supplies - Chamber Reception (FOSL)	22.00
54	Safeway	PO 415 Program Supplies - Spring Break Movie Snacks (FOSL)	41.47
55	Shadow Mountain RV Park	PO 440 Business Fuel - NOLSY Red - FAC	15.00
56	Siegel Display	PO 438 Office Supplies - Sign - PA	87.94
57	Smart Furniture	PO 439 Machinery and Equipment - Desks, Cabinets, Table, Chair - PA	4,962.85
58	Smart Furniture	PO 439 Machinery and Equipment - Desks, Cabinets, Table, Chair - PA	1,197.87
59	Smart Furniture	PO 439 Machinery and Equipment - Desks, Cabinets, Table, Chair - PA	1,642.46
60	Stamps.com	PO 254 Postage - TS	250.00
61	Stamps.com	PO 321 Postage - TS	250.00
62	Stamps.com	PO 340 Postage - TS	250.00
63	Stamps.com	PO 356 Technology Services - Monthly Service Charge - TS	15.99
64	Stamps.com	PO 362 Postage - TS	250.00
65	Stamps.com	PO 366 Postage - TS	250.00
66	Stratus Info Systems	PO 326 Machinery and Equipment - Mobile Device Manager - IT	1,020.00
67	Swains General Store, Inc.	PO 432 Office Supplies - Bands and Ties - PA	12.40
68	Swains General Store, Inc.	PO 437 Office Supplies - Gear Ties - PA	10.80
69	Uplift Desk	PO 258 Machinery and Equipment - PA Workroom Desks - PA	3,997.99
70	U-Printing	PO 404 Printing - Outreach Brochures - NOLS	211.26
71	UPS	PO 246 Communication - Freight - TS	9.80
72	UPS	PO 332, 336, 342 Communication - Freight - TS	32.52
73	WA ST. Ferries	PO 373 Travel Training - Sound Selector's Meeting - NOLS	15.35
74	WA ST. Ferries	PO 374 Travel Training - Sound Selector's Meeting - NOLS	15.35
75	Walmart	PO 324 Training Supplies - All Staff Training Day - NOLS	30.25

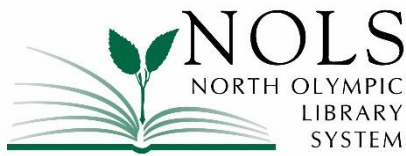
No.	Claimant	Purpose	Amount
76	Walmart	PO 327 Program Supplies - Chamber of Commerce Program (FOSL)	21.00
77	Walmart	PO 329 Office Supplies - SQ	11.11
78	Washington Library Association	PO 435 Conference Fee - OLA-WLA - NOLS	485.00
79	Westside Pizza	PO 358 Program Supplies - BOB Volunteer Snacks (PAFOL)	39.64
			<b>27,503.90</b>

**\* Detail - NOLS Voyager Credit Card Purchases -- Voucher #536**

80	Exxon Mobil	PO 835 Business Fuel - Lawnmower Fuel - FAC	6.14
81	Lower Elwha Food & Fuel	PO 349 Business Fuel - Chevy Van - FAC	50.00
82	PA Chevron	PO 365 Business Fuel - Chevy Van - FAC	99.05
83	Voyager Credits	Federal Gas Tax Credits - April - FAC	(8.95)
			<b>146.24</b>

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

EFT 641	ADP Tax/Financial Services	Net Payroll (PPE 03-31-19)	121,030.49
EFT 642	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-19)	40,816.39
EFT 643	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-19)	34,490.76
EFT 644	Dept. of Retirement Systems	DCP Retirement (PPE 03-31-19)	5,715.00
EFT 645	Hartford Retirement Plan Solutions	MMDCP (PPE 03-31-19)	200.00
			<b>202,252.64</b>



## Staff Report

Meeting Date: May 23, 2019  
To: Library Board of Trustees  
From: Library Director, Margaret Jakubcin  
Subject: Designation of Signature Authority Resolution 19-05-06

**Topic/Issue:** Routine update of NOLS signature authority designations.

**Policy considerations.** . The Board customarily designates signature authority by resolution, which is consistent with state law and Library policy. The resolution form used for this authorization process designates certain signature authorities by position title, and certain other authorities by position title and individual name.

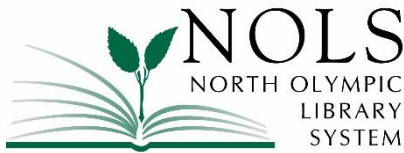
**Fiscal considerations.** This resolution documents staff assignments that require purchasing and/or contracting authority; other policies and agreements define the parameters under which such authorized fiscal assignments must be carried out.

**Discussion.** Signature authorities must be updated periodically to reflect new or changing work assignments, and/or job titles. This resolution 19-05-06, updates and voids the previous Signature Authority Resolution, 18-02-02, to reflect recent hires and changes in work assignments.

**Recommendation/Alternatives for Consideration.** That the Library Board of Trustees approve Resolution 19-05-06, which designates staff authority to make purchases, contract for goods and services, and transact Library business of specified types.

**Action/Motion.** That the Board approve Resolution 19-05-16 as presented.





**Resolution 19-05-06**  
Library Board of Trustees  
North Olympic Library System

**Designation of Signature Authority**

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

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

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

**AUTHORIZATION BY POSITION TITLE**

	Certifying budgets and levy	Certifying payroll	Contracting with service and labor providers and vendors	Purchasing library collection materials	Purchasing library supplies
Library Director	X	X	X	X	X
Assistant Library Director	X	X	X	X	X
Information Technology Manager			X		X
Technical Services Manager			X	X	X
Facilities Manager		X	X		X
Financial Operations Manager			X		X
Library Manager			X		X
Library Operations Manager			X		X
Technical Service Assistant II & III				X	X
Administrative Operations Assistant I, II & III					X
Librarian I & II					X
Library Services Specialist I & II					X
Customer Service Specialist III & IV					X
Facilities Tech I, II & III					X
IT Specialist II and III					X
Public Communications Coordinator					X

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

**AUTHORIZATION BY EMPLOYEE NAME**

	<b>Signing ALL Imprest checking account checks</b>	<b>Signing Imprest checking account checks EXCEPT payroll</b>	<b>Purchasing library supplies</b>
<b>Margaret Jakubcin, Library Director</b>	<b>X</b>		
<b>Noah Glaude, Assistant Library Director</b>	<b>X</b>		
<b>John DeFrancisco, Financial Operations Manager</b>		<b>X</b>	
<b>Shaina Rajala, Administrative Operations Assistant III</b>		<b>X</b>	
<b>Shannon Cosgrove, Administrative Operations Asst. I</b>		<b>X</b>	
<b>Jan Stark, Customer Services Specialist II</b>			<b>X</b>

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

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

**And be it further resolved**, that Resolution 18-02-02, dated February 22, 2018, is now void.

**Passed by the Board of Trustees of the North Olympic Library System** at their regular meeting held this 23rd day of May, 2019.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

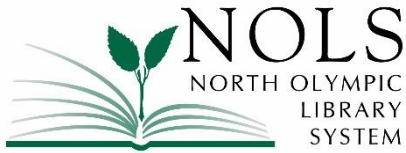
\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Attested by:

\_\_\_\_\_  
Secretary to the Board



## Staff report

Meeting Date: May 23, 2019  
To: Library Board of Trustees  
From: Margaret Jakubcin, Library Director  
Subject: Officers and Committees

**Topic/Issue.** This information is provided as background in relation to the annual election of officers and confirmation of committee assignments, which occur at the June meeting. The Board has found it helpful to receive a list of current assignments and committee descriptions in advance of the June meeting.

**Policy considerations:** The established practice of the NOLS Board for electing Officers has been to nominate from the floor and elect by motion. The established practice for determining committee assignments has been through discussion and consensus.

**Fiscal considerations:** None.

**Discussion:** The chart below reflects Board members' terms, current offices, and committee assignments. Descriptions of committees follow.

<i>Trustee</i>	<i>Current Term Ends</i>	<i>Current Committee Assignments</i>
Mark Urnes	12/31/2019	CHAIR Personnel Committee Finance Committee
Suzi Ure	12/31/2020	Personnel Committee (SQ project liaison)
Betty Gordon	12/31/2021 (second term)	VICE CHAIR Finance Committee (SQ project liaison)
Clea Rome	12/31/2022	Policy Committee Community Relations (NOLF)
Jennifer Pelikan	12/31/2023 (second term)	Policy Committee Community Relations (West End)

## ***Descriptions of Standing and Ad Hoc Committees:***

### *Finance Committee:*

The *Finance Committee* tracks NOLS' revenue projections and reviews and approves draft budgets. The Finance Committee is also consulted regarding fiscal planning, financial reporting, Board-designated accounts, etc. in order to provide recommendations to the full Board.

### *Personnel Committee:*

The *Personnel Committee* conducts the annual evaluation of the Library Director's job performance and may also consult with the Director regarding serious personnel issues.

### *Policy Committee:*

The *Policy Committee* recommends policies and policy revisions and reviews and revises draft policies and revisions prior to the policies going to the full Board for adoption.

### *Community Relations Committee:*

The *Community Relations Committee* provides for Board representation in a variety of community relations settings.

The Committee nurtures an ongoing connection between the NOLS Board and each of the Friends of the Library groups by insuring Board member attendance at occasional FOL meetings.

A designated member of the Community Relations Committee serves on as a voting member of the Board of the North Olympic Library Foundation (in accordance with NOLF bylaws). The Library Director is an *ex officio* non-voting member of the NOLF Board.

### *Public Communications Committee (Ad hoc):*

This ad hoc committee facilitates prompt response to correspondence received by the Board. Actions may include conducting research, drafting and/or issuing replies, and/or agendaizing topics for full Board discussion, as appropriate to the communication. The CHAIR serves as one member of the *Public Communications Committee* and appoints a second member, as appropriate to the specific subject or content of each communication.

### *Sequim Branch Future Library Committee (Ad hoc):*

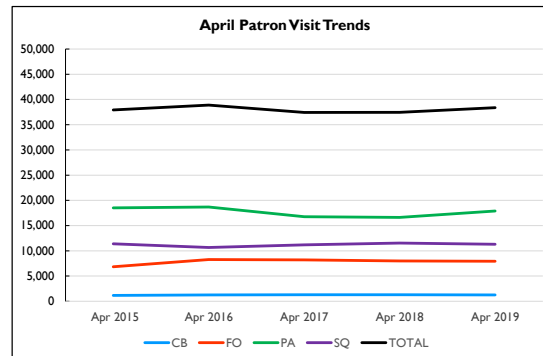
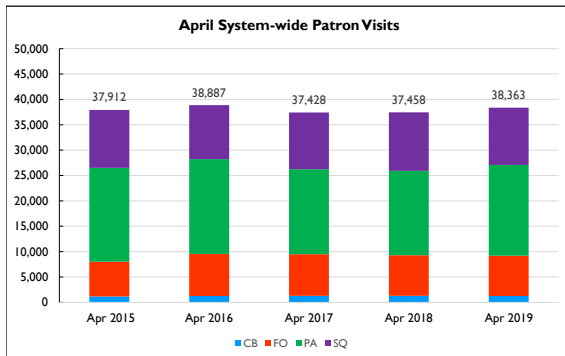
This ad hoc committee and provides advisory input to staff, facilitates community engagement, and participates in other activities related to planning a Future Sequim Branch Library.

Please note that the description of the ad hoc Sequim library committee has been updated to more accurately reflect the current status of this project. The Board may choose to provide additional edits.

**Recommendation/Alternatives for Consideration.** No action required at the May meeting.

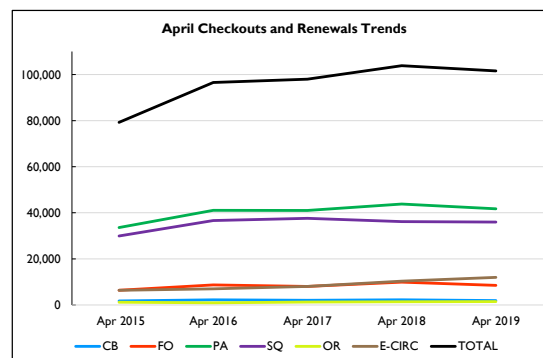
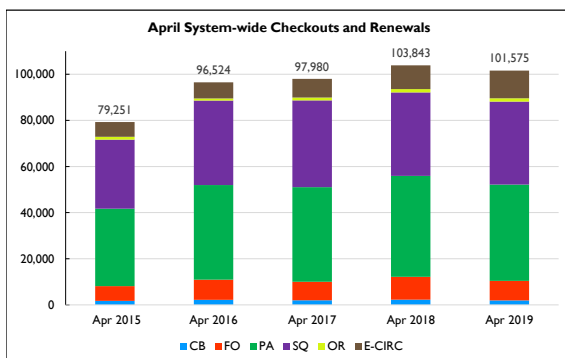
### Patron Visits

	2019	% of System
PA	17,878	46.6%
SQ	11,298	29.5%
FO	7,925	20.7%
CB	1,262	3.3%
Total	38,363	100.0%



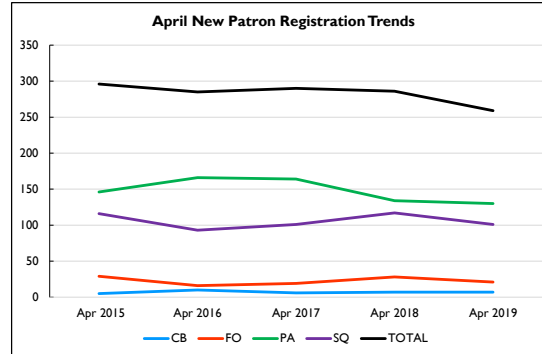
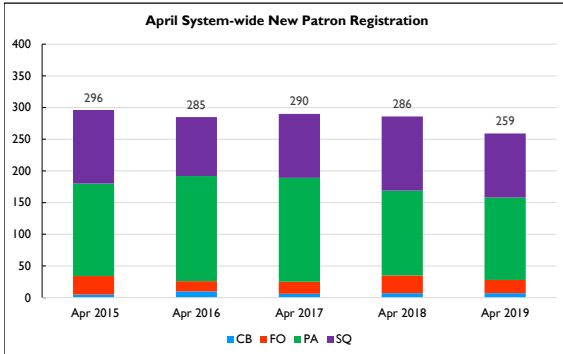
### Checkouts & Renewals

	2019	% of System
PA	41,706	41.1%
Self	45%	
SQ	36,008	35.4%
Self	48%	
FO	8,523	8.4%
Self	16%	
CB	1,909	1.9%
OR	1,458	1.4%
E Circ	11,971	11.8%
Total	101,575	100.0%



## New Patron Registration

	2019	% of System
PA	130	50.2%
SQ	101	39.0%
FO	21	8.1%
CB	7	2.7%
Total	259	100.0%



## Library Programs

	Programs/Attendees	% of System
PA	38/932	44%/52%
SQ	20/366	23%/21%
FO	20/347	23%/20%
CB	9/134	10%/8%
Total	87/1779	100%/100%

## Computer Prints Made

	# of Prints	% of System
PA	7,636	55.2%
SQ	4,616	33.4%
FO	1,131	8.2%
CB	449	3.2%
Total	13,832	100.0%

## Wi-Fi Access

System-wide Total	5,882
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	113.25	13
SQ	10.25	4
FO	1.75	1
CB	0	0
OR	42	9
NOLS	46	4
Total	213	31

## Public Meetings

	Meetings/Attendees	% of System
PA	41/681	28%/44%
SQ	59/633	41%/41%
FO	41/230	28%/15%
CB	3/8	2%/1%
Total	144/1552	100%/100%

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	3,379	45.9%
SQ	1,577	52.7%
FO	1,154	44.3%
CB	70	7.3%
Total	6,180	44.4%

## Website Visits

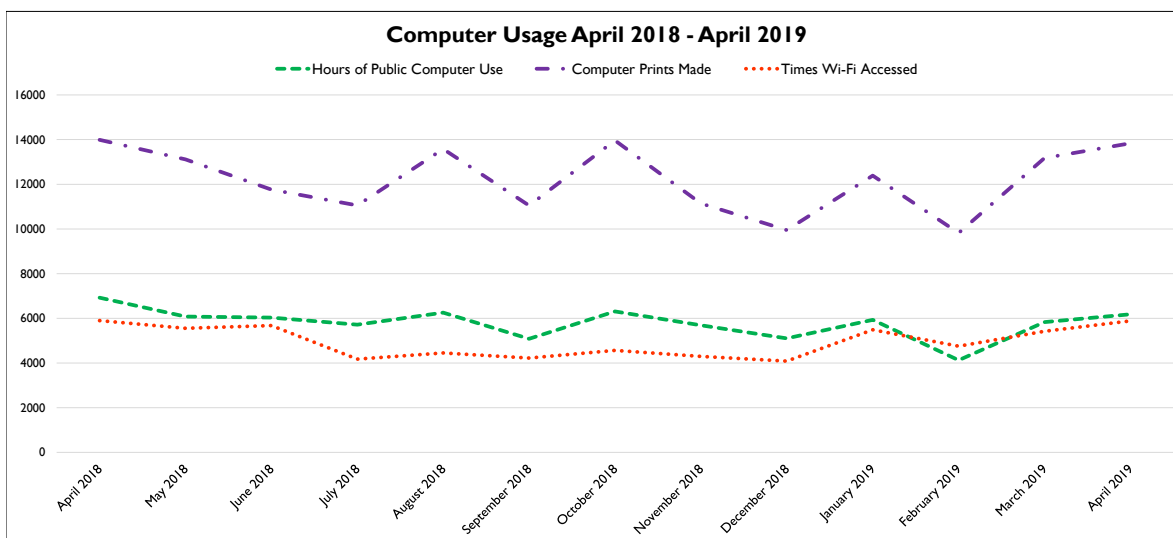
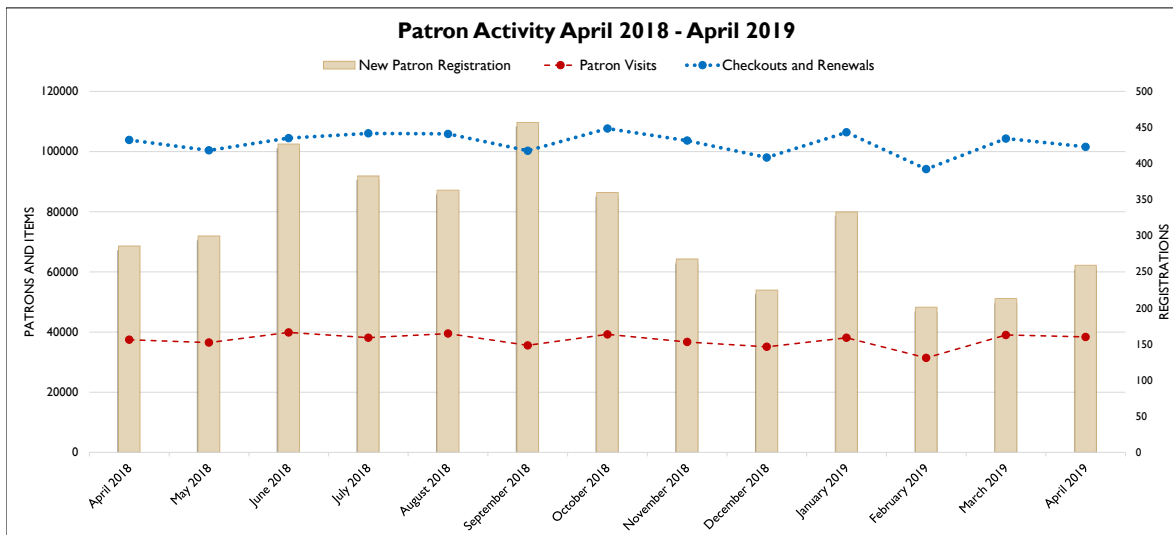
From outside the Library	13,712
From inside the Library	13,369
Avg. # of pages visited	2

## Outreach Services

Deliveries to the Homebound	232
New Patrons w/ Delivery Services	-

## Interlibrary Loan Services

Items borrowed from other libraries	136
Items loaned to other libraries	88



#### Significant Events During the Past 13 Months:

February-April 2018 - Tax Season

March 2018 - Large Print, Magazine and Reference collections unavailable at the Port Angeles Main Library during a two week renovation project.

June 2018 - Summer Reading Program begins

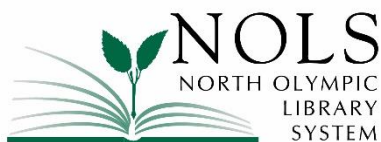
September 2018 - All NOLS locations closed one day for staff training (held in October the previous year)

December 2018 - A windstorm caused the Clallam Bay, Forks and Port Angeles libraries to close for a day.

February 2019 - Due to a snow storm, NOLS locations were closed for three days and several partial days in February.

February-April 2019 - Tax Season





## Monthly Activity Report

Meeting Date: May 23, 2019  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for April 2019

### **Port Angeles Main Library**

*Jina Felton, Port Angeles Operations Manager*

The Perspectives Winter Speaker Series wrapped up in April with two final presentations. On April 2, Kurt Jenkins, a Wildlife Biologist from the United States Geological Survey, explored evidence for a trophic cascade of ecological effects that may have affected the Olympic National Park's riverine ecosystems as a result of wolf eradication nearly a century ago. Rounding out the series, Hurricane Ridge Interpreter Janis Burger shared photos and experiences gleaned over a 37-year career as a seasonal biological technician and longtime Hurricane Ridge interpreter. The series was a huge success, with over one hundred people turning out for each program November through April.

The second quarterly Art Blast was celebrated in April. The current *Art in the Library* exhibit features abstract photography by Bob Schlecter and Ben Stanley, and fractal prints by Gary Allen Smith. The exhibit will be on display through July 23. Following the reception, acoustic trio and Humanities Washington Speakers Bureau presenters Trillium-239 discussed how songs can act as powerful tools for changing society. Throughout the performance, the trio highlighted notable social movements from the past 150 years that have been powered by song. Participants enjoyed hearing surprising stories behind some familiar songs, listened to a few rare old songs, and enjoyed the power of singing along.



Over 80 people participated in El Día de los Niños/El Día de los Libros (Children's Day/Book Day). The bilingual celebration featured music by DJ Raúl Cisneros, stories, games, Mexican snacks, and piñata making. Every child that attended also went home with a free book. A big shout-out to DJ Raúl Cisneros for providing the music, Angeles Bautista for organizing volunteers and the homemade Mexican snacks and piñata making supplies, and to teenager Kennedy, for assisting Youth Services Librarian Mary Givins by reading in her native Spanish.



Other events during the month of April included:

- *Game On!* Spring Break Lawn Game Event – 54 participants
- Teen Lounge (Virtual Reality, Adulting 101, crafts, games, and more) – 12 participants at 4 events
- PAWS to Read – 18 participants
- Virtual Reality in the Library – 26 participants at 2 events
- NOLS Grows Seed Library at the Port Angeles Farmer's Market – 50 participants
- Second Tuesday Book Group reading *Pachinko* by Min Jin Lee – 10 participants
- Wednesday Evening Book Group reading *Into the Magic Shop* by James R. Doty – 9 participants
- Port Angeles High School Book Group reading *Holding Up the Universe* by Jennifer Niven – 10 participants
- Mount Angeles, Port Angeles, and Lower Elwha Head Start Visits – 50 participants at 4 events
- Baby, Wiggly, and Preschool Storytimes – 190 participants at 12 events
- Class visits to library – 150 participants at 6 events

Youth Services Librarian Jennifer Knight spoke with the Pre-3 Infant Program about the importance of early literacy and ways the library can help families with these skills. Jennifer also spoke to 15 early childhood education students at Peninsula College about library resources for early childhood educators and tips and tricks of storytime. Later in the month, Jennifer participated in a two day focus group on media mentorship in Chicago at the Erikson Institute through the Association for Library Service to Children and an Institute of Museum and Library Services grant. Five librarians from across the country participated, along with children's museum professionals, and other early childhood practitioners.

Youth Services Librarian Mary Givins and Library Services Specialist Leslie Briggance attended the Oregon Library Association-Washington Library Association joint conference in Vancouver,

WA to learn about a wide range of topics, including how libraries can work collaboratively to reach patrons, how to promote databases from the inside out, and how to connect with more families through pediatric offices utilizing the Reach Out to Read program to promote early literacy.

Librarian Danielle Lepping arranged for the traveling Tiny Olympic Library to go back to the Department of Social and Health Services lobby in downtown Port Angeles. The Tiny Olympic Library lived there last summer and was extremely well received by staff and their customers. Librarian Sarah Morrison participated in a web meeting for the Washington Digital Library Consortium Executive Advisory Committee.

All NOLS employees gathered at Nature Bridge west of Port Angeles for a staff training on diversity and inclusivity and using kindness and gratitude in both personal and professional areas. And finally, NOLS welcomed six new people who will be based at the Port Angeles Main Library:

- Nate Anderson, Library Services Specialist 1
- Kayla Apolito, Customer Service Specialist 2
- Jay Averill, Customer Service Specialist 2
- Jan Stark, Part-time Customer Service Specialist 2
- Audra Downs, Customer Service Specialist 1
- Jahanna Stewart, Customer Service Specialist 1

### **Sequim Branch Library**

*Emily Sly, Library Manager*

Tax season is always a busy time at the library, with many tax-related questions from community members. Staff directed many people to free assistance from Tax-Aide volunteers offering services at the Shipley Center in Sequim, as well as, offering printing assistance for specific tax forms, and filling/refilling the printed tax forms and booklets provided by the IRS.

April programs included Virtual Reality drop-in sessions, *The Poetic Apothecary: Poems for Healing and Comfort* by Humanities Washington speaker Judith Adams, and *Yes, You Can! It's Never Too Late to Say 'Yes' To Bigger Things* by inspirational speaker Lin Bruce.

Children's programs included Preschool and Wiggly storytimes, Kids Create Art with artist Eva Kozun teaching a mixed media program about umbrellas, Second Saturday Science and Junior Science Explorers with Pacific Science Center teaching about the skeletal system. Spring Break drop-in programs included an afternoon of board games, Legos, and the movie Big Hero 6.



New Facilities Tech 2 Ken Hiltz started at the Sequim Branch, along with On-Call Circulation Assistant Rachel Hock.

Sequim staff joined other NOLS staff at the All Staff Training Day at NatureBridge. It was an informative, educational and connecting day for all.

### **West End Branches (Forks and Clallam Bay)**

*Theresa Tetreau, Library Manager*

It was a busy month for Youth Services at the West End branches in April. In Clallam Bay, six class visits brought elementary students to the library to check out and return materials. The teachers typically use a special library card for educators that allows for an extended loan period. Students choose materials from the library but the books stay in the classroom until the next visit. The proximity of the Clallam Bay School enhances this symbiotic relationship.

In Neah Bay, travel to the nearest public library can be a barrier for many students so Youth Services Librarian Mary Givins has been visiting the most distant Cape Flattery School District locations on a monthly basis. In April, she transported a selection of materials and requested items to 104 youth and adults in Neah Bay.

Youth Services Specialist Jennifer Lu'Becke, meanwhile, counted 154 children at the Head Start visits she made in April. She also presented a yoga storytime to groups of 18 at both Forks and La Push preschools. Weekly Friday morning storytimes in Forks averaged a similar number in April. Late in the month, Jennifer connected with 27 attendees at the Quileute Tribal School's Celebrate Science Fair. In between all those great events, she ordered and prepared books for Summer Reading Program.

Mary and Jennifer also teamed up for the bilingual Día de los Niños y Libros book fiesta at the Forks branch. The celebration, which was attended by 28, featured stories, games, snacks and laughter.



Customer Service Specialist Adele Kelly removed stickers from and reassigned more than 300 youth books in April. This important task supports library efforts to rotate youth materials amongst the branches. It gives readers an opportunity to see a fresh selection of books each month.

Customer Service Specialist Jennifer Doherty attended the Washington Library Association conference in Vancouver. This year it was a joint conference with colleagues from the Oregon Library Association in attendance as well. Jennifer returned with much enthusiasm about all the great programs and services happening at libraries in the Northwest.

On April 23, Margaret and Theresa were in attendance at a roundtable discussion at the Forks campus of Peninsula College. Washington State Senator Patty Murray and Federal Communications Commissioner Jessica Rosenworcel visited Forks to learn more about the impacts of limited broadband access in rural communities. Margaret spoke about some of the challenges facing library users. Senator Murray recently introduced the *Digital Equity Act*, a bill that would authorize Federal funds for a diverse array of digital equity programs across the nation. A similar companion bill was introduced in the House of Representatives as lawmakers look for solutions to this long-standing problem.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

NOLS' vehicle fleet has been growing over the past couple years, providing staff with greater means of travel for all manner of library business. As new vehicles are brought into service, older and less reliable vehicles are retired. Such was the case with the 1995 Ford Econoline van which was surplused in April. After many years of good use across the county (it lived at one time or another at each of NOLS locations), it finally became cost ineffective to repair its mechanical problems. Rather than sell the van, NOLS donated the surplus rig to Vehicles for Veterans, a non-profit organization "dedicated to providing funding that will help to build better lives for all of our nation's veterans and their families". Vehicles for Veterans accepts donation of vehicles in any condition. They pick-up the vehicles from the donors, auction them off, and provide the proceeds to disabled veterans for housing and medical costs. For more information about this helpful organization, please go to [vehiclesforveterans.org](http://vehiclesforveterans.org). Meanwhile, the search is on for a new vehicle to meet NOLS travel needs in place of the old van.

*Port Angeles Main Library:* Completed HVAC mechanical and controller maintenance, plus changed filters and replaced a broken restroom exhaust fan; repaired damaged restroom stall partition; replaced restroom faucet parts; permanently disconnected damaged exterior electrical outlet; installed additional DVD shelving; completed routine L&I water heater inspection (passed); installed alarm pull station covers; set-up event stage; chip-mulched over old bamboo garden; lubricated lobby doors; cleaned windows; cut back bushes; and mowed lawn several times.

*Port Angeles Library Workroom Project:* Replaced carpet and wall base; assembled new furniture in workroom and adjacent offices; reconfigured shelving and added shelving in Friends area; repaired wall dings and repainted office walls; installed network jacks.

*Sequim Library:* Replaced FOSL donation shed ramp; changed HVAC filters; repaired trash can lock; replaced overhead light bulbs.

*Forks Library:* Updated security system; washed windows; weed control.

*Clallam Bay Library:* Repaired overhead light fixture; washed windows; weed control.

*Other:* Serviced Nolsy Red, the Chevy van and Nolsy White; conducted staff orientation and training; updated the key inventory for new and departing employees; repaired PA TOL door and put new sticker on Sequim TOL; hauled yard debris; replenished supplies; staff attended All Staff Training Day; and new staff attended NOLS 101 training.

## **Outreach to Homebound Program**

*Jina Felton, Outreach Program Manager*

During the month of April, 232 deliveries were made to homebound patrons. There were no new patrons registered for outreach services.

## **Information Technology (IT) Department**

### *IT Staff*

During the month of April, the IT department continued to provide regular maintenance and support for all NOLS technical equipment. The team helped solve common questions and concerns that came up regarding staff workstations, computer hardware, and software, and also performed quarterly maintenance on all network/systems.

The web team was busy with a number of different projects in April. A new portal page was created for the annual poetry walks event and regular web maintenance and updates were performed on all NOLS events pages and online resources.

In April, the IT team helped collaborate with facilities and ADM to set up and install work stations in the staff area of the PA library. We installed four new computers in the circulation area and worked to update equipment and desks. New computers were imaged and prepared for the NOLS network, while new monitors, keyboards, and mice were distributed as needed. During the reconfiguration, many workstations were labeled or relabeled as needed in order to facilitate faster workstation identification by IT staff when responding to help desk calls. Work was completed to keep the NOLS device log inventory up-to-date and current with the changes. As the major remodel project was finished, work began on a project to better organize the IT storerooms and document the locations of individual assets.

During April, the IT team added many new staff to the domain and gave orientations for all new employees to get them acquainted with NOLS IT best practices. Training documentation was created to reiterate the process of bypassing public websites marked as “unrated,” while work was also completed to archive snapshots of the NOLS device log inventory on a quarterly basis. A designated folder was used to highlight yearly inventory tracking sheets and related documentation. This includes information on the IT process for checking in and categorizing newly purchased equipment.

The IT team worked to help create a checkout sheet for the NOLS laptops and updated the documentation on the checkout process in April. A staff wide email was drafted to help explain the process to everyone and will be sent out once all changes have been implemented. The NOLS laptops and tablets were also updated with the latest Windows updates which will help ensure that they run smoothly. All members of the IT team also made themselves available to help with the Virtual Reality events at the individual branches as needed.

On the server side, regular updates were completed on servers, while network connections were adjusted and fixed to help coordinate with the new network ports installed around the library. Service calls were made to CenturyLink and Wave to discuss recent changes to the NOLS network and troubleshooting was performed on any issues found in the system. Specifically, problems experienced with the runtime of the catalog, Outlook updates, Polaris, and OCLC were all addressed and fixed. Several third party services were renewed this month. This included Fortiweb, which is part of our firewall system, Adobe Creative Suite, and Cisco Umbrella, our web filtering system.

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

Spring has sprung in Technical Services! We are tidying up the PA shelves with new spine labels for all collections. So far, large print and audiobook collections are done. Take a look the next time you're passing by these shelves. Inventory was completed on the large print and juvenile nonfiction collections in April. It's been great to find "missing" items and put them back into circulation. Tech Services staff are also shelf reading as they go, so at least for a bit everything is in perfect order as we move through collections.

1948 physical items were processed and available for customers in the month of April. 865 downloadable titles were added. 1046 print materials were repaired, including 882 recatalogued spine labels. This is part of the project to replace a lot of aging, unreadable, or incorrect spine labels in the Port Angeles stacks, across all collections. 195 media items were resurfaced or repaired to extend their lives. 138 physical donations were added to the collection in April.

Wendy worked 10 hours in Outreach. Cindy spent 9 hours on Web Team responsibilities. Erin attended a Clallam County Reads meeting and met with a potential volunteer for a special project. All Tech Services staff attended the All Staff Training Day at NatureBridge.

## **Volunteer Program**

*Theresa Tetreau, Volunteer Program Manager*

NOLS had 13 volunteers in PA, 4 in Sequim, 1 in Forks, 9 in Outreach and 4 in Technical Services, for a total of 213. 25 system-wide volunteer hours. In April, many volunteers spent time preparing the NOLS Grows! Seed Library for spring planting in addition to the usual wide array of helpful contributions they make. At the Port Angeles Main Library, volunteers were great sports in working around all the remodeling disruptions. Happy Spring, volunteers!

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, Administrative Operations Assistant*

#### **Recruitments:**

- Library Services Specialist I – PA
- Youth Services Assistant (Temporary) - PA

#### **New Hires:**

- Ken Hiltz – Facilities Technician 2 – SQ
- Audra Downs – Customer Service Specialist I - PA
- Jahanna Stewart - Customer Service Specialist I - PA
- Jan Stark - Customer Service Specialist 2 - PA
- Rachel Hock – On-Call Circulation Assistant – SQ

- Jay Averill - Customer Service Specialist 2 – PA
- Kayla Apolito - Customer Service Specialist 2 – PA
- Nate Anderson – Library Services Specialist I - PA

**Separations:**

- Tasha Fitzgerald - Customer Service Specialist 2 – PA
- Christine Edmiston - Customer Service Specialist I - PA

**Financial Operations**

*John DeFrancisco, Financial Operations Manager*

John delivered a presentation to the Board of Trustees at their April meeting on *How to Read NOLS Financial Reports*. John also participated in Management Team Meeting and All Staff Training Day.

Accounting Statistics for April:

- 154 Vouchers
- 83 CC Transactions
- 5 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 63 Payroll Pays

**Public Communications**

*Kate Radigan, Public Communications Coordinator*

- 14 news releases were sent including an *Off the Shelf* article
- Took photos of new hires
- Attended a Web Team meeting
- Created, printed, and distributed the spring issue of the Outreach Newsletter
- Worked with artists to display new *Art in the Library* exhibit
- Took a Lynda.com course to brush up on design skills
- Began work on SRP items

**Assistant Director's Report**

*Noah Glaude, Assistant Director*

Significant projects Noah worked on during the month of April included:

- Recruitments
- Olympic National Park Perspectives Series
- Poetry Walks Installation
- April Art Blast
- All Staff Training Day Planning and Implementation

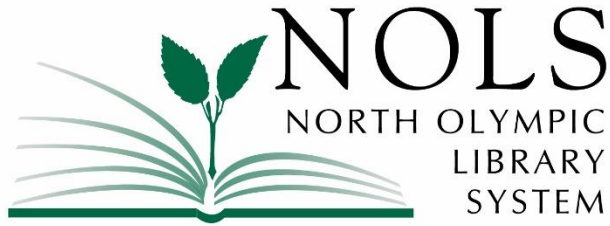
- Port Angeles Renovation Project Staff Area
- Oregon Library Association and Washington Library Association joint annual conference
- Other

### **Director's Report**

*Margaret Jakubcin, Library Director*

Significant meetings/events and projects this month:

- Recruitments
- NOLS 101
- MTeam, NOLF and Board meetings
- Panel Discussion with Senator Murray
- All Staff Training Day
- Other



## 2019 Highlight Log (April, 2019)

*The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It was created in 2016 to provide an emotional counter-balance to the DE Log, which is used to track and document disruptive events in that occur in the library. It provides an interesting glimpse into community perceptions about the Library. The following is a list of Highlights logged during the past month.*

### 04/01/19- Port Angeles

A patron elaborated profusely about the library today and said “it is a wonder your ears weren’t burning”, the other evening. 20 individuals met for dinner after a book group and were sharing stories of the past 18 years of service that NOLS had provided to each of them and their respective families. They are very grateful we exist.

### 04/03/19 - Port Angeles

A young lady of around 10 turned around while at self-checkout and loudly proclaimed, “I love this library! I ask my mom every day if we can please go to the library today”!

### 04/06/19 - Port Angeles

A patron came in after having her taxes completed and thanked us for having the space for AARP to bring this service to the community.

### 04/06/19 - Port Angeles

The Saturday crew in PA was super helpful and flexible during a day of busy carpet installation. Throughout the day the book drops were moved, workstations were relocated, and most everything else got shuffled around, but staff rolled with it beautifully.

### 04/10/19 - Port Angeles

Patron, 93, wanted to let us know how wonderful the services are at the library, and how grateful she is. She shared how caught up in TV she had been for a while, and then remembered she loved to read. “Besides, I can lie down when I read!”

### 04/11/19 - Clallam Bay

At the Neah Bay Youth Center one of the elementary school students asked me where I was from. When I told her that I live in PA, she said “Wow, you come all the way out here just for us?”

### 04/12/19 - NOLS

The following was posted to facebook for National Library Workers Day, and received about 60 likes/loves and some positive comments about all of you:

Over 300,000 people work in libraries of all kinds around the country. On April 9<sup>th</sup>, National Library Workers Day, we celebrate these hard working employees who are committed to serving their communities!

4/13/19 - Port Angeles

'Caught' a little boy reading to himself about firetrucks and diggers. 'Can't get it to rotate'!

04/15/19 - Sequim

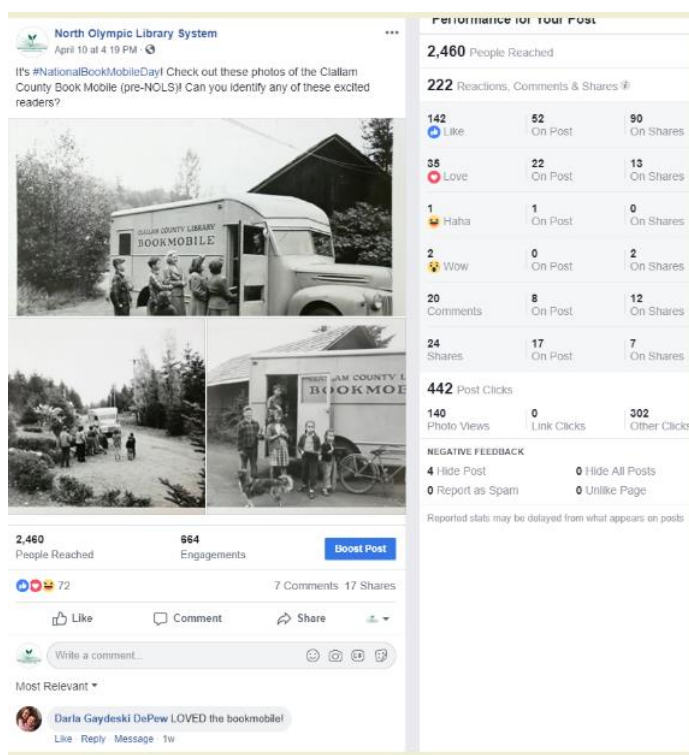
A patron was telling me that she really wanted to sign up for some college courses but her internet was too slow to take the tests. I told her she could use NOLS computers or wifi for the tests, and if she needed a proctor that we could help her with all of that - free of charge. She left in a rush to go and sign up for those classes and was just so darned excited!

04/16/19 - Port Angeles

In response to a BookMatch suggestion list: I loved all your suggestions and can't wait to search them out. Thank you so much for taking the time to respond, and your thoughtful choices. I feel so lucky to live in a community that has such a wonderful library!

04/22/19 - NOLS

April 10<sup>th</sup> was National Book Mobile Day. If you haven't seen these photos on NOLS facebook page, they are pretty neat! The public really seemed to enjoy them too as the post received more 'likes' and shares (24!) than I believe any other non-sponsored facebook post in the past!



04/25/19 - Port Angeles

Received this note, via email, regarding the poetry program we just had: Thank you so much for sponsoring the reading. Judith's selection of poems and presentation were superb! I was very moved. I would love to see a picture of the Poetic Apothecary triptych if you have one that can be sent via email.

04/30/19 - Sequim

I was explaining our printing process to a young man who didn't have any cash on him. Patrons at the computers overheard and pooled their change together to help him print out a dozen copies of his resume.