



Board of Trustees Regular Meeting
Thursday, February 27, 2025 5:30pm
Port Angeles Main Library

REMOTE ACCESS

If unable to join in person, members of the public may participate in the meeting via internet or phone using the instructions available prior to the meeting at www.nols.org/board-administration.

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 discuss or 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.

LAND ACKNOWLEDGEMENT

The North Olympic Library System acknowledges that the lands on which we live and gather are the appropriated homelands of Indigenous Peoples. We want to express our deepest respect to those peoples past and present, including the [Hoh Tribe](#), [Jamestown S'Klallam Tribe](#), [Lower Elwha Klallam Tribe](#), [Makah Indian Tribe](#), [Quileute Tribe](#), [Quinault Indian Nation](#), [Port Gamble S'Klallam Tribe](#) and the [Skokomish Tribe](#), for their care of these lands throughout the generations. Let us learn more about the histories, cultures, and traditions of Indigenous Peoples. Let us strengthen relationships with sovereign tribal nations to provide an inclusive space fostering innovation and collaboration at the Library.

AGENDA

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for the regular meeting of January 23, 2025
4. Communications
5. Public Comments
6. Presentation: None
7. Financial Reports: January 2025
8. Approval of Vouchers: January 2025

9. Unfinished Business
 - None
10. New Business
 - N.1. 2024 Annual Report
 - N.2. Approval of Resolution 25-02-03: Authorizing Disposal of Surplus Equipment and Furniture
 - N.3. Verbal update regarding NOLS partnership with Clallam County Law Library
 - N.3. Verbal update regarding the City of Sequim's intent to seek Tax Increment Financing
11. Reports
 - R.1. Monthly Statistics Reports: January 2025
 - R.2. Monthly Activity Reports: January 2025
 - R.3. Customer Comments: January 2025
 - R.4. Highlight Log: January 2025
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 their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, March 27, 2025
15. Agenda items for next meeting
16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

Date	Time		Location
Thursday, January 23, 2025	5:30pm	Regular Meeting	Port Angeles
Thursday, February 27, 2025	5:30pm	Regular Meeting	Port Angeles
Thursday, March 27, 2025	5:30pm	Regular Meeting	Port Angeles
Tuesday, April 29, 2025	5:30pm	Regular Meeting	Port Angeles
Thursday, May 22, 2025	5:30pm	Regular Meeting	Clallam Bay
Thursday, June 26, 2025	5:30pm	Regular Meeting	Port Angeles
Thursday, August 28, 2025	5:30pm	Regular meeting	Sequim
Thursday, September 25, 2025	5:30pm	Regular meeting	Port Angeles
Thursday, October 23, 2025	5:30pm	Regular meeting	Port Angeles
Monday, November 17, 2025	5:30pm	Regular meeting	Port Angeles

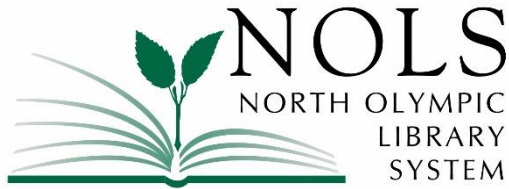
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

Clallam Bay Friends of the Library	Second Tuesday of March, June, September, and December at 1:30pm 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.

Note: Foundation and Friends meeting schedules can vary; please check with Library to confirm before attending.



Board of Trustees Regular Meeting
Thursday, January 23, 2025 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Jennifer Pelikan, Ian Miller, Bert Caldwell, and Cyndi Ross. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR and Business Manager Shaina Lent, Port Angeles Library Manager Lynn Johnson, Outreach Library Manager Victoria Harmon. Guests present: Superintendent of Sequim School District Regan Nickels.
2. Approval of agenda
Motion by Mr. Miller to approve the agenda as presented. Motion seconded by Mrs. Ross. Motion carried.
3. Approval of minutes for special meeting of December 11, 2024
Motion by Ms. Ross to approve the minutes from the December 11, 2024 special meeting. Motion seconded by Mr. Miller. Motion carried.
4. Communications
None
5. Public Comments
None
6. Presentation: Information about the February 11 Special Election Construction Bond and EP&O Levy, presented by Sequim School District Superintendent Regan Nickels
7. Financial Reports: November 2024; December 2024
The financial reports for November and December 2024 were accepted as presented.
8. Approval of Vouchers: November 2024; December 2024
Motion by Mr. Caldwell to approve the November 2024 vouchers, numbered #1245 through #1392, in the amount of \$1,058,968.37. Motion seconded by Mr. Miller. Motion carried.

Motion by Mr. Miller to approve the December 2024 vouchers, numbered #1393 through #1517, in the amount of \$1,460,007.95. Motion seconded by Ms. Ross. Motion carried.
9. Unfinished Business
None
10. New Business
N.I. Approval of the 2025 Capital Budget
Motion by Mr. Miller to approve the 2025 Capital Budget as presented. Motion seconded by Mr. Caldwell. Motion carried.

N.2. Approval of Resolution 25-01-01: Authorizing Staff to Transfer Funds

*Motion by Mr. Miller to approve Resolution 25-01-01 as presented. Motion seconded by Mr. Caldwell.
Motion carried.*

N.3. Approval of Resolution 25-01-02: Authorizing Disposal of Surplus Equipment and Furniture

*Motion by Mr. Caldwell to approve Resolution 25-01-02 as presented. Motion seconded by Ms. Ross.
Motion carried.*

N.4. 2025 Board of Trustees Meeting Locations

*The Board agreed to a tentative plan to meet in Forks in February, Clallam Bay in May, Sequim in August
and Port Angeles all other months. Locations may be adjusted depending on presentations or other needs.*

I 1. Reports

R.1. Monthly Statistics Reports: November 2024; December 2024

R.2. 2024 Annual Statistics Report

R.3. Monthly Activity Reports: November 2024; December 2024

R.4. Customer Comments: November 2024 and December 2024

R.5. Highlight Log: November and December 2024

All reports were accepted as presented.

I 2. Public Comments

I 3. Trustee Comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on their 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.

I 4. Next meeting: 5:30pm, Thursday, February 27, 2025

I 5. Agenda items for next meeting

I 6. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:47pm.

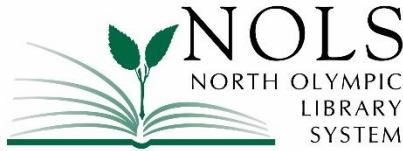
*“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”*

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: February 27, 2025
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for January 2025

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 totaled \$32,097 for the month, including \$28,364 for the Sequim Library Expansion and Renovation Project. Friends of Forks Library donated \$2,000. We are grateful for their wonderful generosity. NOLS also received \$13,184 in E-rate reimbursements. Other revenue is within the expected range for this time of year.

Expenditures: Capital construction costs for the Sequim Library Project this month are \$336,532, including a payment of \$287,267 to Hoch Construction and \$44,972 to SHKS Architects. Other expenses are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$284,245 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in January are \$350,703.

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



Revenue Report^{*}

January 31, 2025

Operating Revenue				I/12ths is	8.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	20,224	20,224	4,779,426	0.4
Grants, Entitlements, Other Payments	33,000	1,265	1,265	31,735	3.8
Goods and Services	18,010	1,348	1,348	16,662	7.5
Library Fees	15,000	1,254	1,254	13,746	8.4
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	8,022	8,022	171,978	4.5
Facilities Leases (Short Term)	1,200	160	160	1,040	13.3
Contributions and donations ⁽¹⁾	128,862	32,115	32,115	96,747	24.9
Other Miscellaneous Revenue	127,393	13,294	13,294	114,099	10.4
Total Miscellaneous Revenues	437,455	53,591	53,591	383,864	12.3
Nonrevenues (excise taxes) ⁽²⁾	1,100	131	131	969	11.9
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	5,304,215	77,811	77,811	5,226,404	1.5

(1) Includes anticipated grants from Friends of the Library groups and other donors.

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

Capital Revenue

LOCAL Program Debt Proceeds	-	-	-	-	-
Timber Revenues (received in 2025)	-	19,723	19,723	-	-
Total Capital Revenue	-	19,723	19,723	-	-

* All amounts are rounded to the nearest dollar.



Expenditure Report^{*}

January 31, 2025

				I/12ths is	8.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	247,648	247,648	3,357,150	6.9
Benefits	1,527,234	103,055	103,055	1,424,179	6.7
Total Personnel	5,132,032	350,703	350,703	4,781,329	6.8
<i>Supplies</i>					
Supplies, Office and Operating	106,231	5,615	5,615	100,616	5.3
Fuel	19,300	423	423	18,877	2.2
Collection Materials	504,000	29,217	29,217	474,783	5.8
Merchandise purchased for resale	2,625	722	722	1,903	27.5
Small Tools/Equip (<\$200)	4,000	119	119	3,881	3.0
Total Supplies	636,156	36,095	36,095	600,061	5.7
<i>Services</i>					
Professional Services	469,331	13,229	13,229	456,102	2.8
Communication	220,214	24,605	24,605	195,609	11.2
Travel	33,760	1,012	1,012	32,748	3.0
Taxes and Operating Assessments	6,000	-	-	6,000	0.0
Operating Rentals and Leases	3,740	1,063	1,063	2,677	28.4
Insurance	133,000	-	-	133,000	0.0
Public Utilities	113,247	9,131	9,131	104,116	8.1
Repair and Maintenance	117,589	10,539	10,539	107,050	9.0
Miscellaneous Services	11,000	595	595	10,405	5.4
Dues	5,730	1,298	1,298	4,432	22.7
Total Services	1,113,611	61,473	61,473	1,052,138	5.5
<i>Intergovernmental Services</i>	12,700	6,929	6,929	5,771	54.6
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	1,100	122	122	978	11.1
<i>Debt Repayment</i>	231,175	31,565	31,565	199,610	13.7
<i>Interest & Other Debt Service Costs</i>	200,250	-	-	200,250	0.0
<i>Transfer out to Branch petty cash</i>	-	70	70	(70)	0.0
Total Operating Expenditures	7,327,024	486,957	486,957	6,440,207	6.6

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

*All amounts are rounded to the nearest dollar.



Fiscal Year 2025

Expenditure Report^{*}

January 31, 2025

				1/12ths is	8.3%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	287,267	287,267	(259,267)	1,026.0
Other Improvements	676,500	7,791	7,791	668,709	1.2
Machinery & Equipment	395,750	2,608	2,608	393,142	0.7
Construction of Capital Assets	5,000,000	49,265	49,265	4,950,736	1.0
Total Capital Outlays	6,100,250	346,931	346,931	5,753,319	5.7
Grand Total All Expenditures	13,427,274	833,888	833,888	12,193,526	6.2

*All amounts are rounded to the nearest dollar.



Account Balances

January 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,176,128	(398,754)	19,723	-	797,097
Operating Reserve ⁽³⁾	1,382,498	(705,299)	-	-	677,199
PA Capital Reserve ⁽³⁾	397,005	(2,196)	-	-	394,809
Sequim Capital Reserve ⁽³⁾	99,725	(40,045)	-	-	59,680
NOLS Capital Fund ⁽⁴⁾	18,496	398,754	-	2,174	415,076
PA Capital Fund ⁽⁴⁾	337,804	2,196	-	8,226	331,774
Sequim Capital Fund ⁽⁴⁾	814,756	40,045	11,171	350,487	515,484
<i>Total Board Designated Accounts</i>	<i>5,533,431</i>	<i>(705,299)</i>	<i>30,894</i>	<i>360,887</i>	<i>4,498,139</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,928	-	0	-	6,929
Clallam Bay Friends Donations	4,253	-	-	-	4,253
Forks Donations Fund	2,269	-	2	-	2,271
Forks Friends Donations	295	-	2,000	152	2,143
NOLS Materials Fund	524,631	-	2,610	29,217	498,024
NOLS Donations Fund	81,313	-	1,503	-	82,816
Port Angeles Donations Fund	11,245	-	189	-	11,433
Port Angeles Friends Donations	15,041	-	-	734	14,306
Sequim Donations Fund	22,379	-	9	310	22,078
Sequim Friends Donations	21,948	-	-	1,093	20,855
Outreach Donations Fund	6,875	-	-	14	6,861
<i>Total Grants and Donations</i>	<i>697,178</i>	<i>-</i>	<i>6,313</i>	<i>31,520</i>	<i>671,970</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>6,233,935</i>	<i>(705,299)</i>	<i>37,206</i>	<i>392,407</i>	<i>5,173,435</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,712,619</i>	<i>316,123</i>			<i>2,028,743</i>
Total WA State Local Investment Pool	7,946,554	(389,176)	37,206	392,407	7,202,178

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) Fund management account for designated capital projects.



Account Balances

January 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	7,946,554	(389,176)	37,206	392,407	7,202,178
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-				-
LOCAL Program Proceeds					
Cash held by Office of the State Treasurer	2,122,199	-	8,022	-	2,130,221
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	933	-	933	6,000
Payroll Account (US Bank 1301)	200	284,245	-	284,245	200
Merchant Account (FF 7401)	1,000	(21,381)	21,625	244	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	10	-	-	180
Forks	50	30	-	-	80
Clallam Bay	50	30	-	-	80
<i>Total Branch Change Funds</i>	450	70	-	-	520
Total Imprest Accounts	7,650	263,867	21,625	285,422	7,720
Total Cash	7,650	263,867	21,625	285,422	2,137,941
Total Cash and Investments	7,954,204	(125,308)	58,831	677,829	9,340,119



Voucher Approval for January 2025

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #1 through #120 are approved in the amount of \$833,880.68 this 27th day of February 2025.

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

No.	Claimant	Purpose	Amount
1	Acila Consulting LLC	PO 161 Capital Construction - SQ Project Management - SQ CPA	2,625.00
2	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 12-31-2024) - NOLS	305.55
3	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 12-31-2024) - EFT 1129	237,745.29
4	AHBL Inc	PO 152 Capital Improvements - PA Accessible Pathways Project - PACR	7,791.00
5	Amazon.com	Collection Materials	339.06
6	Amazon.com	Collection Materials	156.55
7	Amazon.com	Collection Materials	282.51
8	Amazon.com	Collection Materials	151.60
9	Amazon.com	Collection Materials	267.14
10	Apgar Keeth	C01 Programming - Snowing Ice Cream with Harmonica Pocket (FOSL)	550.00
11	Baker & Taylor	Collection Materials	1,202.97
12	Baker & Taylor	Collection Materials	1,525.75
13	Baker & Taylor	Collection Materials	2,492.32
14	Baker & Taylor	Collection Materials	1,947.44
15	Baker & Taylor	Collection Materials	2,263.12
16	Barnhouse Studios	PO 45 Professional Services - Library Card Design - NOLS	544.50
17	Bizy Boys LLC	PO 62 Groundskeeping - PA Lawn Care - FAC	869.49
18	Brodart Company	Collection Materials	180.12
19	Brodart Company	Collection Materials	173.36
20	ByWater Solutions LLC	PO 42 Leases & SBITAs - Aspen Support and Hosting (1-24-25 - 1-23-26)	9,540.00
21	Canon Financial Services Inc	Leases - January Printer & Copier Contract - NOLS	940.03
22	Caverly Sabrina	C04 Programming - New Year, New You (FOSL)	150.00
23	CENGAGE Learning	Collection Materials	5,051.48
24	CENGAGE Learning	Collection Materials	274.84
25	CENGAGE Learning	Collection Materials	257.53
26	CENGAGE Learning	Collection Materials	80.82
27	Center Point Large Print	Collection Materials	197.76
28	CenturyLink 300511187 FO	Communications - Voice - FO	93.58

No.	Claimant	Purpose	Amount
29	CenturyLink 300561130 CB	Communications - Voice - CB	87.02
30	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	154.06
31	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	87.17
32	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	317.56
33	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	317.88
34	Cerium Networks Inc	PO 102 Technology Services - Managed Services - IT	1,938.40
35	Cherbib Mirame	PO 32 Professional Services - Leadership Coaching - NOLS	230.00
36	City of Forks	Public Utilities - FO	128.56
37	City of Port Angeles/Dump	PO 154 Utilities - Trash Disposal, Scrap Metal Recycle - FAC	46.37
38	City of Port Angeles/Orcas Avenue	Public Utilities - PA	298.60
39	City of Port Angeles/Peabody St.	Public Utilities - PA	5,061.09
40	City of Sequim	Public Utilities - SQ	115.51
41	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	78.48
42	Clallam County PUD	Public Utilities - SQ2	997.13
43	Clallam County PUD	Public Utilities - CB	647.74
44	Clallam County PUD	Public Utilities - FO	578.56
45	Clallam County PUD	Public Utilities - SQ2	1,122.70
46	Clallam County Treasurer	Bank Charges - Annual Treasurer's Activity Charges 2024 - NOLS	415.82
47	Communico LLC	PO 5 Leases & SBITAs - Meeting Rm Program & Digital Signage Software - NOI	10,125.00
48	Decker City Hardware	PO 112 Maintenance Supplies - Cleaners, Scrub Pads - FAC	15.50
49	Dept. of Labor & Industries	Q4 2024 L&I - NOLS	7,723.43
50	Dept. of Retirement Systems	PERS and DCP (PPE 12-31-2024) - EFT 1130	46,298.36
51	Dept. of Revenue - Use/Sales Tax	December 2024 Sales & Use Tax - EFT 1131	201.82
52	Ebsco Information Services	Collection Materials	5,772.00
53	Ellie Peterson Books	C05 Programming - Monster Evolution Artist Workshop (PAFOL)	500.00
54	Employment Security Dept	Q4 Unemployment Insurance	474.08
55	Employment Security Dept	Q4 Unemployment Insurance	3,304.00
56	E-Rate Expertise	PO 133 Professional Services - E-Rate Consulting - NOLS	3,800.50
57	Faronics Technologies USA	PO 145 Technology - Patron Privacy Software - IT	5,031.18
58	Fatbeam LLC	Communications - Internet Services Jan - NOLS	11,755.65
59	Felton Electric	PO 33 Repair & Maintenance - Annex Exterior Light Repair - FAC	206.91
60	Felton Electric	PO 139 Repair & Maintenance - PA Restroom Electrical Outlet - FAC	147.02
61	Forks Chamber of Commerce Inc.	PO 49 Dues/Memberships - Annual Dues - FO	100.00
62	HD Supply	PO 46 Maintenance Supplies - Hand Soap - FAC	675.34
63	Health Care Authority	Medical (PPE 12-31-2024)	45,251.82
64	Hoch Construction Inc	PO 119 Capital Construction - Sequim Library Construction - SQ CPA	287,267.02
65	HR Answers Inc.	PO 57 Professional Services - HR Policy Manual Consultant - ADM	1,050.00
66	Ingram Library Services	Collection Materials	389.44
67	Ingram Library Services	Collection Materials	617.85
68	Ingram Library Services	Collection Materials	1,851.90
69	Ingram Library Services	Collection Materials	375.00
70	KCDA Purchasing Cooperative	PO 25 Office Supplies - Copy/Printer Paper - NOLS	1,962.02
71	Les Schwab Tires	PO 34 Vehicle Maintenance - Prius Winter Tire Switch - FAC	99.87
72	Lumen	Communications - VOIP - NOLS	498.30
73	Materials Testing & Consulting Inc	PO 89 Capital Construction - SQ Project Special Inspection - SQ CPA	1,667.50

No.	Claimant	Purpose	Amount
74	McNish Family II LLC	SQ Temp Bldg Lease - Jan 2025 - SQ CPA	6,977.89
75	McNish Family II LLC	SQ Temp Bldg Lease - Feb 2025 - SQ CPA	6,977.89
76	Mid-America Nazarene University	PO 137 Interlibrary Loan Fees - Replacement Charge - TS	23.00
77	Midwest Tape	Collection Materials	664.25
78	Midwest Tape	Collection Materials	238.36
79	Midwest Tape	Collection Materials - Original check #9932504 was lost/voided	217.98
80	Midwest Tape	Collection Materials	363.26
81	Midwest Tape	Collection Materials	432.93
82	North Olympic Library System	December Revolving Fund Reimbursement	933.00
83	Olympic Laundry & Dry Cleaners Inc.	PO 44 Professional Services - Laundry - FAC	174.24
84	Olympic Printers Inc	PO 166 Office Supplies - #10 Window Envelopes - ADM	211.27
85	Olympic Springs Inc	PO 51 Operating Rentals - SQ Temp Water Service - FAC	107.21
86	OverDrive Inc	Collection Materials	124.18
87	OverDrive Inc	Collection Materials	110.00
88	OverDrive Inc	Collection Materials	155.00
89	OverDrive Inc	Collection Materials	324.00
90	Peterson Alex	Travel - Business - Mileage Reimbursement - FO	51.59
91	Peterson Alex	Travel - Business - Mileage Reimbursement - FO	21.00
92	Playaway Products LLC	Collection Materials	449.13
93	Playaway Products LLC	Collection Materials	151.07
94	Public Libraries of Washington	PO 143 Dues/Memberships - 2025 Membership - Public Libraries of WA	1,198.31
95	Rainbow Sweepers Inc.	PO 50 Groundskeeping - PA Parking Lot 12-08-24 - FAC	245.03
96	Secretary of State	PO 75 Communications - Internet - K20 Bandwidth - July 2024 - June 2025	8,950.00
97	Sequim Gazette	Collection Materials	140.00
98	SHKS Architects	PO 103 Capital Construction - SQ Library Expansion Project - SQ CPA	44,972.00
99	Sound Energy Systems	PO 170 Repair & Maintenance - PA HVAC Control Maint - FAC	963.77
100	State Auditor's Office	Professional Services - State Examiner's Fee - ADM	3,894.80
101	State Auditor's Office	Professional Services - State Examiner's Fee - ADM	2,921.10
102	Swains General Store Inc.	PO 90 Maintenance Supplies - Air Freshener, Soap, Repellent - FAC	92.23
103	Swains General Store Inc.	PO 153 Small Tools & Equipment - Tire Guage & Inflation Attachment	50.03
104	Tacoma Rubber Stamp	PO 136 Office Supplies - Magnetic Nametags - NOLS	36.91
105	Technology Unlimited	PO 126 Technology - Svc Agreement Digital Microfilm - IT	898.43
106	The Leader	Collection Materials	92.00
107	The Leader	Collection Materials	99.00
108	Unique Management Services Inc.	Professional Services - Debt Collection	137.90
109	United Way of Clallam County	United Way Contributions (PPE 12-31-2024)	150.00
110	US Bank	Credit Card Services - January 2025	9,561.58
111	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
112	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
113	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	543.70
114	Viking Sew & Vac	PO 140, 141, 157 Machinery & Equip, Repair - PA, CB Vacuums- FAC	2,206.46
115	Volkmer Jeremiah	Travel - Business - Mileage Reimbursement - IT	94.50
116	WCIF	Vi/Li/EAP (PPE 12-31-2024)	1,215.92
117	West Waste & Recycling	Public Utilities - FO & CB	56.43
118	Western Washington University	PO 167 Interlibrary Loal Fees - Replacement Charge - TS	90.00

No.	Claimant	Purpose	Amount
119	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-2024) - FEB Coverage	6,386.18
120	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 12-31-2024)	2,154.12
			833,880.68

*** Detail - NOLS Revolving Fund Account -- Voucher #82**

2418	NOLS Employment Candidate	Business Travel Reimbursement	845.01
2419	NOLS Patron	Patron Refund	17.99
2423	Cash	Increase to Branch Petty Cash	70.00
			933.00

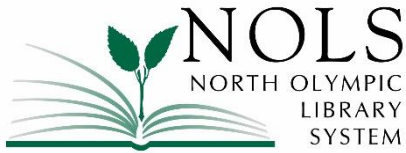
*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #110**

1	8th Street Car Wash	PO 1677 Vehicle Maintenance - Nissan Ariya Car Wash - FAC	5.00
2	Adobe	PO 107 Technology Services - 6 Creative Cloud Monthly Licenses	209.94
3	Adobe	Technology Services - Creative Cloud Subscription Merged - IT	(493.55)
4	Adobe	Technology Services Credit - IT	(167.96)
5	Amazon	PO 03 Program Supplies - Teen Lit Bags (FOSL)	18.49
6	Amazon	PO 03 Program Supplies - Teen Lit Bags (FOSL)	59.41
7	Amazon	PO 04 Program Supplies - Quiet Reading Party, Little Hands Art, Outreach	43.42
8	Amazon	PO 11 Program Supplies - PA Teen Lit Bags (PAFOL)	26.01
9	Amazon	PO 115 Maintenance Supplies - Dog Waste Bags - FAC	48.99
10	Amazon	PO 116 Maintenance Supplies - Paper Towel Dispenser - FAC	14.15
11	Amazon	PO 14 Office Supplies - Archival Adhesive - TS	53.34
12	Amazon	PO 15 Program Supplies - Sensory Kits (FOSL)	143.52
13	Amazon	PO 28 Merchandise for Resale - Flash Drives - NOLS	95.84
14	Amazon	PO 31 Maintenance Supplies - Key Cards - FAC	50.08
15	Amazon	PO 38 Maintenance Supplies - PA Scooter Battery Charger	58.80
16	Amazon	PO 66 Program Supplies - Friday Night Movie (FOSL)	3.25
17	Arco	PO 41 Business Fuel - Chevy Van - NOLS	63.17
18	Arco	PO 52 Business Fuel - Pacifica - OR	42.69
19	Carrot Top Industries Inc	PO 48 Maintenance Supplies - PA Outdoor US Flag Replacement	73.48
20	Chevron	PO 24 Business Fuel - Pacifica - OR	30.18
21	Circle K	PO 16 Business Fuel - Transit Van - NOLS	55.55
22	Costco	PO 19 Office Supplies - Hand & Feet Warmers - OR	28.29
23	Costco	PO 68 Program Supplies - Family Movie (PAFOL)	25.68
24	Costco	PO 71 Program Supplies - Youth Programs (PAFOL)	38.97
25	Demco Inc.	PO 95 Office Supplies - Record Check Cards, Stickers - FO	63.97
26	Dropbox	PO 106 Technology Services - Annual Subscription - ADM	204.37
27	E-Fax	PO 64 Technology Services - HR Confidential Fax Line - ADM	36.84
28	Encore Data	PO 43 Merchandise for Resale - Earbuds - NOLS	626.18
29	E-Replacement Parts	PO 97 Maintenance Supplies - Lawn Tractor Parts - FAC	197.97
30	E-Replacement Parts	PO 97 Maintenance Supplies - Lawn Tractor Parts - FAC	(94.43)
31	Escape Room Geeks	PO 35 Program Supplies - Escape from The Wizard's Workshop	29.00
32	Forks Outfitters	PO 59 Program Supplies - Smash Bros & Mario Kart (FOFOL)	9.49

No.	Claimant	Purpose	Amount
33	Grainger	PO 73 Maintenance Supplies - CB Toilet Valve Wrench - FAC	19.04
34	Home Slice Take & Bake	PO 60 Program Supplies - Smash Bros & Mario Kart (FOFOL)	53.17
35	HRDQStore.com	PO 63 Training Supplies - Communication Booklets - NOLS	927.44
36	Illinois Library Association	PO 72 Program Supplies - SRP Supplies (PAFOL)	59.83
37	Label City	PO 101 Office Supplies - Spine Labels - SQ	36.14
38	Label Value	PO 100 Office Supplies - Spine Labels - SQ	67.19
39	Lower Elwha Food & Fuel	PO 01 Power Equipment Fuel - Snow Blower - FAC	39.01
40	Lower Elwha Food & Fuel	PO 29 Business Fuel - Chevy Van - NOLS	50.00
41	Lower Elwha Food & Fuel	PO 85 Business Fuel - Bookmobile - OR	17.63
42	Lower Elwha Food & Fuel	PO 86 Business Fuel - Bookmobile - OR	50.00
43	Meta (Facebook)	PO 61 Professional Services - Sponsored Posts - NOLS	49.99
44	Microsoft	PO 104 Technology Services - A5 Licenses - IT	1,225.47
45	National Safety Council	PO 07 Training & Conferences - Online Defensive Driving Course	54.10
46	National Safety Council	PO 84 Training & Conferences - Online Defensive Driving Course	108.20
47	Otterbox	PO 23 Machinery & Equip - Case & Screen Protector - ADM	68.54
48	Pacific Pizza	PO 58 Program Supplies - Smash Bro & Mario Kart (FOFOL)	89.10
49	Parts Warehouse	PO 74 Maintenance Supplies - Lawn Tractor Parts - FAC	100.69
50	Quill Corporation	PO 47 Office Supplies - Book Tape, Rubber Bands, White Out	176.16
51	Safeway	PO 65 Program Supplies - Yarn Circle (FOSL)	35.64
52	Safeway Fuel	PO 88 Business Fuel - White Subaru - NOLS	38.12
53	Shell	PO 39 Business Fuel - Blue Prius - NOLS	36.30
54	Stamps.com	PO 06 Postage - TS	250.00
55	Stamps.com	PO 1680 Postage - TS	250.00
56	Stamps.com	PO 17 Postage - TS	250.00
57	Stamps.com	PO 20 Postage (SQDF)	45.54
58	Stamps.com	PO 27 Postage (SQDF)	60.03
59	Stamps.com	PO 30 Postage (SQDF)	204.24
60	Stamps.com	PO 36 Postage - TS	250.00
61	Stamps.com	PO 37 Technology Services - Monthly Fee - TS	21.77
62	Stamps.com	PO 40 Postage - TS	250.00
63	Synology	PO 109 Technology Services - Remote Backup Storage - IT	1,656.03
64	Uplift Desk	PO 105 Machinery & Equip - Catalog Table - PA	434.51
65	Uprinting	PO 22 Printing and Binding - 2025 Hours Bookmarks - NOLS	222.21
66	Uprinting	PO 26 Printing and Binding - Bookmarks, Comment Cards, Signs	372.35
67	Walmart	PO 67 Program Supplies - Teen Lit Bag (PAFOL)	2.48
68	Walmart	PO 69 Program Supplies - Noon Year's Eve (PAFOL)	9.77
69	Walmart	PO 70 Program Supplies - Noon Year's Eve (PAFOL)	25.43
70	Walmart	PO 87 Program Supplies - Bookmobile Giveaways (BMOR)	13.98
71	Westside Pizza	PO 13 Program Supplies - Teen Night (FOSL)	55.88
72	Westside Pizza	PO 56 Program Supplies - Story Quest (PAFOL)	46.00
73	Zoom	Licenses - NOLS	239.47
			9,561.58

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

No.	Claimant	Purpose	Amount
I 129	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 12-31-2024)	237,745.29
I 130	Dept. of Retirement Systems	PERS and DCP (PPE 12-31-2024)	46,298.36
			284,043.65



Staff Report

Meeting Date: February 27, 2025
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 25-02-03 Authorizing Disposal of Surplus Equipment and Furniture

Attachments: Resolution 25-02-03

Topic/Issue: Disposal of surplus items.

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

Fiscal Considerations: The items to be disposed through surplus are no longer of value to NOLS.

Discussion: The items to be disposed through surplus include obsolete or broken groundskeeping equipment, bookends, vacuums, a spare safe, and carpet tiles that are no longer of use to NOLS or have been superseded by more usable items. Broken and obsolete computer equipment will be disposed of in accordance with WA State regulations governing the disposal of electronic equipment. The groundskeeping equipment includes a gas powered weed eater, two gas powered leaf blowers, and a lawn tractor. The weed eater is worn and no longer cost effective to repair. The leaf blowers are also worn and have been replaced with more efficient battery-powered equipment. The twenty-three year old lawn tractor has served well over the years but now needs mechanical repair parts that are no longer available. The vacuums have been broken and used for parts for several years. Surplussing these unusable vacuums is a formality needed to account for their removal from the Facilities equipment inventory. The safe is no longer of use to NOLS. Old Sequim Library carpet tiles are no longer in use and can be donated to a non-profit reseller of building supplies. Surplus items will be donated to a non-profit organization specializing in the reuse or sale of such items or recycled in accordance with applicable laws.

Motion: That the Library Board of Trustees approve Resolution 25-02-03, approving surplus and disposal of items no longer needed by NOLS.



Resolution 25-02-03

Library Board of Trustees
North Olympic Library System

AUTHORIZING DISPOSAL OF SURPLUS EQUIPMENT AND FURNITURE

Whereas, the North Olympic Library System has found that it no longer needs certain items of equipment and furniture; and

Whereas, Library Policy 5.9 details how Library property should be properly disposed of;

Whereas, the Library desires to dispose of the following items in an appropriate manner:

Item	Quantity
Lawn tractor	1
Weed eater	1
Leaf blower	2
Small safe	1
Vacuums	4
Carpet tiles from old Sequim Library building	50 (approx.)
Wire clip-on book ends	300 (approx.)

Now therefore be it resolved by the North Olympic Library System that the items listed above be declared surplus and disposed of in a manner consistent with Library policy and state law.

To avoid any conflict of interest, real or perceived, Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members are not permitted to purchase items that are removed from the Library's inventory.

Adopted by the Board of Trustees of the North Olympic Library System at the regular meeting held this 27th day of February 2025.

Chair

Trustee

Trustee

Trustee

Trustee

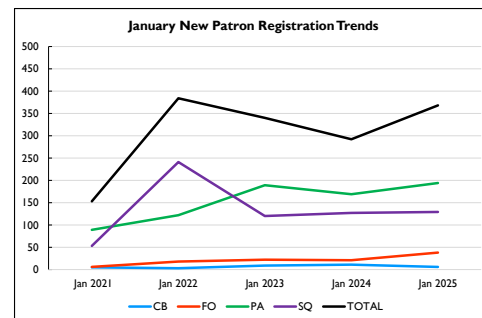
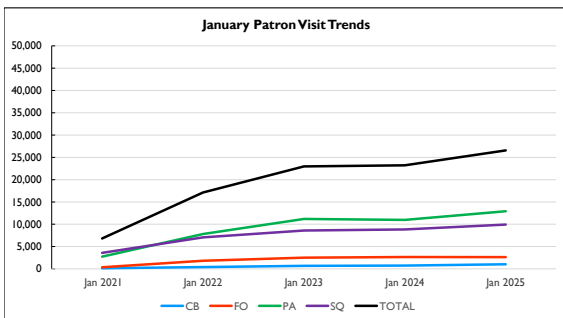
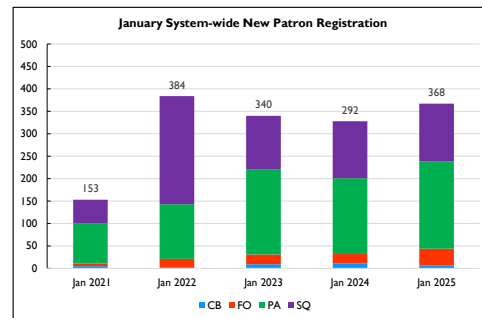
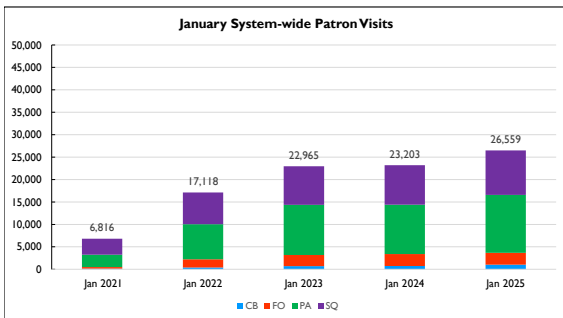
Attested by:

Secretary to the Board

Patron Visits		
	2025	% of System
Port Angeles	12,920	48.6%
Children	14%	
Sequim	9,928	37.4%
Children	4%	
Forks	2,628	9.9%
Children	6%	
Clallam Bay	1,029	3.9%
Children	17%	
Bookmobile	54	0.2%
Total	26,559	100.0%

*Door sensors count objects less than 4'7" as children.

New Patron Registration		
	2025	% of System
PA	194	52.7%
SQ	129	35.1%
FO	38	10.3%
CB	6	1.6%
BOS	1	0.3%
Total	368	100.0%



* Due to COVID-19, all NOLS locations were closed in January 2021, but curbside service was offered.

* Due to COVID-19, all NOLS facilities were only open for limited service in January 2022.

* In January 2022, Library hours were expanded in Forks, Port Angeles and Sequim.

* In January 2022, inclement weather caused reduced hours for one week.

* In January 2022, a new system to count patron visits was installed at each branch.

* Registration remained available through the Library's website when the branches were closed.

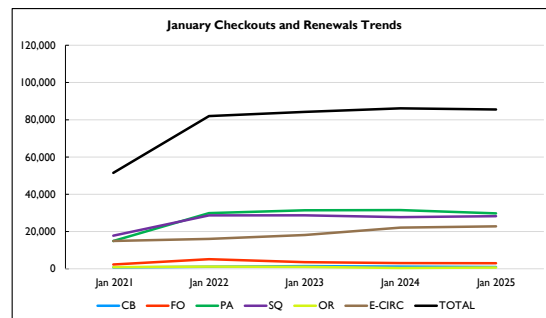
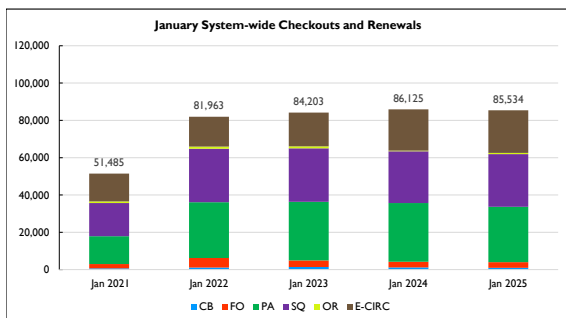
* In January 2024, inclement weather caused reduced hours for one week.

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	18,206	29.0%
% From Self-Check	78%	
% From Holds	29%	
Renewals	11,524	50.9%
Total	29,730	34.8%
Sequim		
Checkouts	17,998	28.6%
% From Self-Check	78%	
% From Holds	36%	
Renewals	10,219	45.1%
Total	28,217	33.0%
Forks		
Checkouts	2,581	4.1%
% From Self-Check	37%	
% From Holds	30%	
Renewals	405	1.8%
Total	2,986	3.5%
Clallam Bay		
Checkouts	567	0.9%
% From Self-Check	21%	
% From Holds	41%	
Renewals	405	1.8%
Total	972	1.1%
Outreach		
Checkouts	637	1.0%
% From Holds		
Renewals	54	0.2%
Total	691	0.8%
Bookmobile		
Checkouts	111	0.2%
% From Holds	22%	
Renewals	48	0.2%
Total	159	0.2%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	22,779	26.6%
Systemwide Totals		
Checkouts	62,879	
Renewals	22,655	
System Total	85,534	

Interlibrary Loan Services		
Items borrowed from other libraries		188
Items loaned to other libraries		138

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	5,254	18.34
SQ	6,519	25.55
FO	771	14.78
CB	234	15.62
OR	621	11.15
BOS	35	7.51
Total	13,434	21.23



* Due to COVID-19, all NOLS locations were closed in January 2021, but curbside service was offered.

* Due to COVID-19, all NOLS facilities were only open for limited service in January 2022.

* In January 2022, Library hours were expanded in Forks, Port Angeles and Sequim.

* In January 2022, inclement weather caused reduced hours for one week.

* In January 2022, eMagazines began being offered through the Washington Anytime Library.

* In January 2024, inclement weather caused reduced hours for one week.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	36/894	42%/60%
Sequim	16/251	19%/17%
Forks	19/99	22%/7%
Clallam Bay	6/68	7%/5%
NOLS	0/0	0%/0%
Virtual	9/185	10%/12%
Total	86/1497	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	38/440	67%/73%
Sequim	0/0	0%/0%
Forks	16/149	28%/25%
Clallam Bay	3/14	5%/2%
Total	57/603	100%/100%

Proctor Exams Administered		
Port Angeles	0	0.0%
Sequim	2	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	2	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	65	9
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	35.5	1
Total	101	10

Community Outreach Events		
	Events/Attendees	% of System
PA	0/0	0%/0%
SQ	3/51	75%/53%
FO	1/46	25%/47%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	4/97	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	249
Read & Ride (Clallam Transit Buses)	53
Dolly Parton Imagination Library	1377
Library Programs & Outreach	117
Clallam County Correctional Facility	79
Total	1875

Outreach Delivery Services	
Deliveries/Pickups	69
New Patrons w/ Delivery Services	5

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	11

Bookmobile	
Routine Stops	6
Special Stops	-
Library Pop-Ups (no bookmobile)	2
Appearance (e.g. parade)	-
Miles Traveled	699

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	2,132	2,023	35.9%
Sequim	6	948	724	55.6%
Forks	9	274	247	12.7%
Clallam Bay	6	219	305	32.2%
Total	47	3,573	3,299	33.5%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	5	318	62	5.7%
Sequim	2	253	63	14.5%
Forks	3	91	20	3.1%
Clallam Bay	1	14	7	4.3%
Total	11	676	152	6.5%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,881	50.0%
Sequim	7,545	38.2%
Forks	1,377	7.0%
Clallam Bay	957	4.8%
Total	19,760	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,261	58.2%
Sequim	1,427	19.5%
Forks	1,248	17.0%
Clallam Bay	385	5.3%
Total	7,321	100.0%

Facebook Activity	
Followers	5,690
Content Published	53
Reach (unique accounts)	20,923
Reactions/Likes/Comments, etc.	829

Instagram Activity	
Followers	1,650
Content Published	48
Reach (unique accounts)	2,135
Reactions/Likes/Comments, etc.	536

Advertising	
Ads Run	1
Reach (unique accounts)	1,199

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	0
Sequim	0
Forks	0
Clallam Bay	0
Total	0

*Laptop checkouts were paused in September 2024 so the service could be revamped.

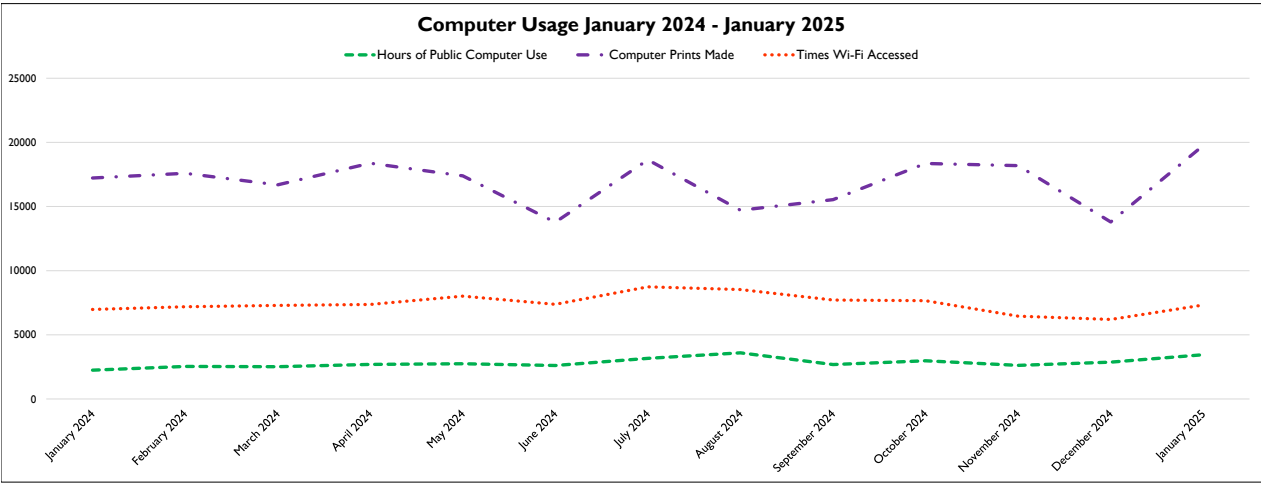
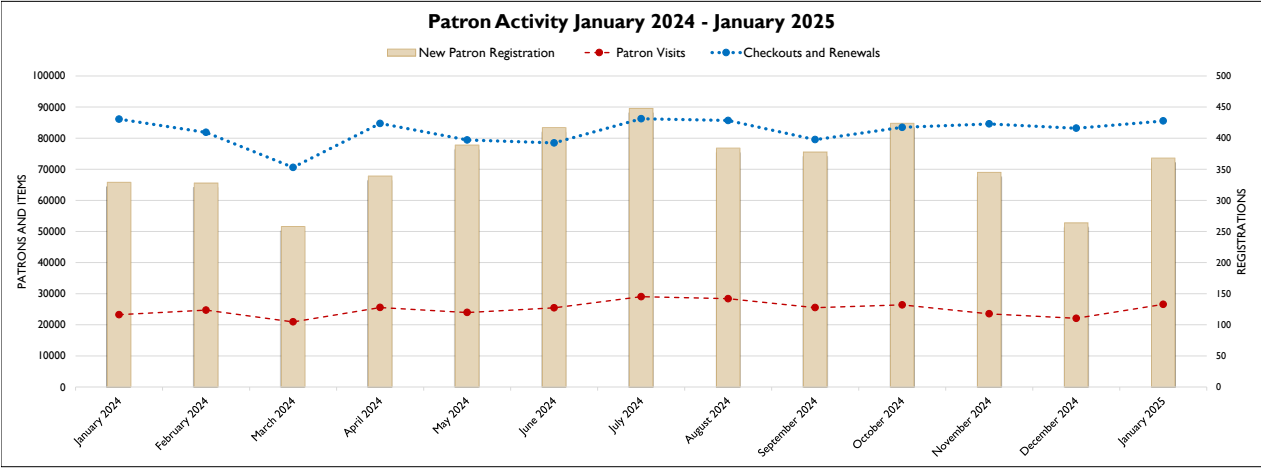
Website Visits	
Total Visits	32,978
Unique Visitors	10,111
Average Time on Site	1m 02s

Database Access	
Total Sessions on all Databases	860

YouTube Activity	
Subscribers	432
Videos Published	-
Program Recordings	2
Views (lifetime content)	925
Watch Time (hours)	34

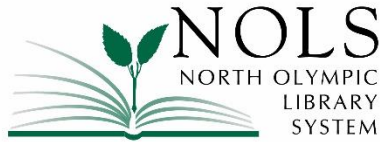
eNewsletter	
Number Sent	-
Read Rate	-
Click-Through Rate	-

Notices	
Number Sent	15,335
Read Rate	66%



Significant Events During the Past 13 Months:

- January 2024 - Hours were limited at all branches for one week of January, due to inclement weather.
- March 2024 - The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.
- April 2024 - The Sequim Branch Library began operating out of a temporary location during the expansion and renovation for the Sequim Branch Library.
- April 2024 - All branches closed one day for an All Staff Training Day.
- July - August 2024 - The Clallam Bay and Forks Branches reduced their hours during the entire month of June, due to staffing limitations.
- September - October 2024 - The Bookmobile was out of service for repairs. Some stopes were completed using an alternative vehicle.
- October 2024 - All branches closed one day for an All Staff Training Day.
- November - December 2024 - New public printers were installed and print station adjustments were made in each branch.
- January 2025 - Operating Hours are adjusted at all branches.



Monthly Activity Report

Meeting Date: February 27, 2025
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for January 2025

Port Angeles Main Library

Meghan Sullivan, Public Services Director

Programming during the month of January included:

- Baby, Toddler, and Preschool Storytimes – 371 participants at 15 events
- Kids Book Club – 9 participants
- Build It! with LEGO – 63 participants
- Monster Evolution Artist Workshop – 41 participants
- Tweens Magic Mondays – 17 participants at 3 events
- STEAM for Tweens – 8 participants
- Teen Lit Bags – 24 participants
- Teen Tuesdays:
 - Teen Games & Art – 10 participants
 - Teen Advisory Board – 8 participants
 - Teen Book Club – 10 participants
 - Teen Writing Club – 9 participants
- Wednesday Movie Matinee:
 - January 22: Never Let Me Go – 3 participants
 - January 29: Crazy Rich Asians – 3 participants
- Jigsaw Puzzle Contest – 17 participants
- Tabletop Role-Playing Game Night – 44 participants
- Second Wednesday Book Group reading *Turning to One Another* by Margaret Wheatley– 4 participants
- Fourth Wednesday Evening Book Group reading *Never Let Me Go* by Kazuo Ishiguro – 4 participants

- Olympic National Park Perspectives Speaker Series – 55 in-person participants; 48 virtual participants
- Unwanted Gift Swap – 30 participants
- Computer Class with Northstar Digital Literacy – 11 participants

Other activities Port Angeles staff were involved in during the month of January included:

- Port Angeles Public Services and NOLS welcomed Lynn J. as the new Port Angeles Library Manager.
- Youth Services Librarians, Clair D. and Jennifer L, had an outreach visit to Stevens Middle School to connect with students who are participating in the Book Wars program. They brought sample trivia with prizes, answered questions from students, and gave book recommendations based on which Book Wars titles students had enjoyed so far.
- The second Clallam County Poet Laureate, Nellie Bridge, was appointed and her term begins in April. Thank you to Youth Services Librarian, Clair D., for coordinating this program and working closely with the Poet Laureate Selection Committee.
- Adult Services Librarian, Sarah M., and Youth Services Librarian, Clair D., participated in January meetings of for the Washington Digital Library Consortium. Sarah attended the Executive Advisory Committee and Clair attended the Collection Development Community of Practice.

Sequim Branch Library

Emily Sly, Library Manager

January youth programs included Family Storytime, Teen Advisory Board (TAB), Teen Lit Bags, Teen Night and a Saturday morning Snowing Ice Cream with Harmonica Pocket concert. Youth Services Librarian Charlotte M. led book discussions in local 4th grade classrooms for the Books and Trivia program for Sequim-area kids.

Drop-in Tech Help continued on the first Friday of the month, Movie Night featured the movie *Ghost Town*, Second Saturday Book Discussion Group met in-person and Yarn Circle continued each Saturday morning. Public Services Librarian Corrina D. coordinated two virtual programs: *New Year, Renewed You* with Life Coach Sabrina Caverly, and *Apollo 13: A Successful Failure* featuring Logan Jaeren, founder of STEAM4SPACE, and former NASA Apollo Astronaut Fred Haise. There was a lot of excitement about a Quiet Reading Party held on Friday evening, January 31. Staff are looking forward to offering this program at the new library.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team and Equity, Diversity and

Inclusion Team. Emily participated in Sequim Expansion and Renovation Project planning, Branch Manager meetings, Sequim staff meetings, Management Team, and a Chamber of Commerce meeting.

Sequim Expansion and Renovation Project

Emily and Ellen worked on final Donor Wall name verification.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily operations:

- West End staff continue to work with the Collection Management team to weed and distribute collections.
- Community Librarian Adrienne L. visited Clallam Bay to provide training on Reader's Services for Outreach Delivery Services.
- Library Manager Troi was able to provide Library Branch Tours and Community Tours to the new Port Angeles Library Manager and the Outreach Services Library Manager.
- Library Services Specialist Angeles B. had the opportunity to conduct a Storytime observation during Public Services Specialist Dianne's Storytime to develop her feedback skills! This initiative helps Angeles share helpful feedback with PSS who steps in for Storytime while she's away.

West End Programming:

- The Planning and Design session for the Forks February Fashion Show had four attendees. Adult Services LSS Jennifer S. and the participants discussed how to promote the fashion show to increase potential participants. They also talked about materials and outfits, sharing ideas on how to upcycle them.
- Youth services kicked off the year with a super Smash tournament. 31 people attended. Everyone is looking forward to the next one during SRP.



- We had an amazing time with a total of 68 students, teachers, and parents joining us for a field trip to Clallam Bay from Neah Bay! LSS Angeles B. provided five Storytimes back

to back. Meanwhile, the kids enjoyed rotating through a variety of activities that the teachers had planned.



- On January 25, employees from Forks Community Hospital collaborated by providing a MyChart event. Each employee was equipped with a NOLS lab laptop to help attendees set up new MyChart accounts and answer any questions.

West End Community Visits:

- Library Manager Troi and Public Services Director Meghan attended the first open house for the Clallam Bay Early Learning Center. Connecting with staff and providing information about Library resources was great!
- Library Manager Troi attended the Quileute Nation's Directors Showcase.
- LSS Angeles had her first NOLS presentation with to ECEAP families. Angeles was able to create the PowerPoint in both Spanish and English. Several attendees expressed their interest in library programs, leading to sign-ups with Dolly Parton Imagination Library.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Changed building security codes; launched a pilot user group for the newly installed key card access system; helped set up offices for new staff; replaced damaged ceiling tiles; reorganized workroom tools and supplies; installed new diaper changing station; dusted shelves; cleaned arm chairs; removed carpet stains; washed windows; used extra strength vinegar on sidewalk cracks to control weeds.

Port Angeles Library Accessible Pathways Project: Brian and Noah worked with engineering design consultant, AHBL, to finalize plans for proposed improvements; AHBL produced the final set of plans and submitted a permit application with the City of Port Angeles.

Sequim Library Project: Finalized security and access control plans; procured pricing for EV charging units; met with NOLS team to discuss moving plans; began working with vendors on a plan to reconnect telephone and internet services to building.

Forks: Installed new outdoor ash cans; replaced burned out lights; cleared parking lot drains; cleaned vinyl chairs; removed carpet stains.

Clallam Bay: Cleaned shed exterior; installed TV monitor; cleaned HVAC air intake chamber.

Vehicles: Cleaned bookmobile and several cars.

Other: Staff completed blood borne pathogens training review; destroyed old hard drives and collected surplus IT equipment in storage area for eventual disposal; staff took time away from work; purchased new vacuums for the Port Angeles and Clallam Bay Libraries; began recruitment process for temporary part time Facilities Tech I position based at the Port Angeles Library; updated key inventory; completed monthly emergency light and fire extinguisher checks.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

In January, Outreach Services and NOLS welcomed West End Community Outreach Specialist, Arriana M. and Outreach Library Manager, Victoria H.

Outreach Delivery Services

During the month of January 69 deliveries were made and 5 new patrons registered for Outreach Delivery Services. There were 637 items checked out and 54 items renewed for Outreach Delivery patrons.

Bookmobile Outreach Services

During the month of January, there were 54 visitors across 2 Library Pop-Ups and 6 routine Bookmobile stops with 4 Rainbow Suncatcher Take & Makes being handed out.

The weekly Neah Bay route continues to experience many positive interactions. From patrons driving up and requesting curbside services due to health to patrons cheering "Bookmobile!" as they approached the vehicle to community connections being made over hot tea and cocoa. Community Outreach Librarian Adrienne L. provided a story time and craft activity to 35 children at the Boys & Girls Club.



Information Technology (IT) Department

Erin Shield, Technical Services Manager

In January, the IT department worked on troubleshooting various email, scanner, printer and Teams issues, helped get the Outreach office reconfiguration of equipment set up, replaced other equipment, took a couple field trips to the West End and Sequim to resolve a variety of issues, helped to onboard new staff, and got subscriptions updated. They also performed various website updates including information around tax prep, call for artists for Summer Reading Program, Poet Laureate, and Poetry Walks. A new workstation was installed in the Clallam Bay manager's office, instructions for testing a new ticketing system were drafted, and a mock-up of the new SharePoint redesign and implementation were discussed. Additionally, the remaining existing surplus was recorded, marked, and readied for disposal. Work was completed on a Polaris upgrade plan for next month's update.

The IT Team also assessed Remote Monitoring & Management (RMM) software from a couple of different vendors and incorporated staff to help test the ticketing systems associated with the software. Staff scored the vendors and the decision was made to go with NinjaOne. The new RMM will assist with helping to troubleshoot staff issues remotely, manage mobile devices, update servers as needed with less staff intervention, and help with the patching process. Additionally, a ticketing system will be used by staff to report problems. This will allow IT to better assess priorities, help monitor where we are with troubleshooting, and providing staff updates on their issue. Implementation will occur in February/March.

Technical Services Department

Erin Shield, Technical Services Manager

In January, Technical Services plugged along getting the new fiscal year completely set up with new fund lines in Polaris. For catalogers the recataloging projects were fast and furious. New selector training was provided for Angeles B. and Jennifer S. as well as some additional training for current selectors whose ordering areas are switching around. Planning for 2025 projects is mapped out – more or less.

884 physical items were processed and available for customers in the month of January. 317 print materials were repaired including some from recataloging projects. 128 media items were resurfaced or repaired to extend their lives. 30 physical donations were made and will be added to the collection. 814 totes were moved between NOLS' branches by the couriers, plus 16 more for Outreach deliveries. Tech Services filled 188 InterLibrary Loan requests for NOLS' patrons and 138 loans out to other libraries.

Technical Services Lead Wendy O. had a good time playing with some new upcoming features in the training ground. Courier Jan S. saw a lot of eagles heading out to West End and saw no line at the carwash in January. Technical Services Specialist Sarah C. honed her cataloging skills helping to complete a large recataloging project. Technical Services Specialist Cindy T.

highlighted the visits from Jen S. and Angeles to learn the selector workflow. Processor Mark J. is learning the fine art of supply inventory. Technical Services Specialist Jennifer F. was excited to pass the 6-month mark in Tech Services. Yay!

In January, Technical Services staff participated in trainings, webinars, tasks and meetings related to ILS Team, Health and Safety Committee, Collection Management, All Staff Day Committee, Web Team, IT, cataloging training, Management Team, and EDI Team.

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

Significant meetings, events, and projects Shaina attended and worked on this month:

- Management Team meeting
- All Staff Training Day planning meeting
- Equity, Diversity, and Inclusion Team meeting
- Cost of Living Adjustment Implementation

Recruitments:

- Public Services Librarian – PA
- IT Systems Administrator – IT
- IT Specialist 3 – IT
- Public Services Specialist – FO/CB
- Temporary Facilities Technician I – PA
- Public Services Specialist – SQ

New Hires:

- Victoria Harmon – Outreach Library Manager – OR
- Lynn Johnson – Port Angeles Library Manager – PA
- Kim van der Elst – Public Services Specialist – PA

Reclassifications/Status Changes:

- Sarah Morrison – Public Service Librarian – PA
- Charlotte McGrew – Public Service Librarian – SQ
- Clair Dunlap – Public Service Librarian – PA
- Jennifer Lu’Becke – Public Service Librarian – PA
- Corrina Desmarais – Public Service Librarian – SQ

Separations:

- None

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

RFQ:

A call for artists to design the Summer Reading Program T-shirt was announced, with applications due February 17. This year, the design will also be printed on a tote bag to give patrons a prize option.

Email Marketing:

- Notices: 15,335 were sent with an average read rate of 66%.
- E-Newsletter: In lieu of a January e-newsletter, a second e-newsletter sent in late December to include adjusted 2025 hours.

News Releases & Articles:

- 17 news releases were sent, including an announcement about the 2025-27 Clallam County Poet Laureate, Nellie Bridge.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, “2024 Wrapped: Favorite Reads from Sequim Library Staff,” was contributed by youth services librarian Charlotte M.

Financial Operations

Amy Hough, Finance Manager

- Participated in Management Team meeting
- Participated in meetings with new Library Managers
- Provided training in ADP for new managers
- Submitted L&I and BLS quarterly reports

Public Service Director’s Report

Meghan Sullivan, Public Services Director

- Participated in onboarding and training activities for the Outreach and Port Angeles Library Managers.
- Participated in recruitment activities for the Port Angeles Adult Public Services Librarian position.
- Continued activities to support Outreach Services including onboarding for the new WE Community Outreach Specialist, Arriana M. and new Outreach Library Manager, Victoria H.; meeting with the Director of the Jamestown S’Klallam Tribal Library; and other activities to transition central Outreach responsibilities to Victoria.
- Facilitated the January monthly Port Angeles Branch Staff meeting and worked with small groups of Port Angeles Public Services staff to complete items on the 2025 branch

work plan.

- Participated in a kick-off meeting for internal planning of the Sequim Library Reopening.
- Attended monthly virtual Association of Rural & Small Libraries (ARSL) Membership Committee meeting including a virtual 2025 Committee Chairs Orientation.
- Attended Central Operational Meeting with Clallam County Emergency Management.
- Attended an Open House event at the new Early Learning Center in Clallam Bay.
- Site visits to Clallam Bay, Forks, and Sequim libraries including community tours with Branch Managers and a tour of the Sequim Library Construction Site with Sequim staff.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Programming Team, Adult Services Team, Youth Services Team, PA Branch Staff Meeting; IT Department; and One-on-One meetings..

Executive Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- 2025 Capital Budget Planning and Preparation
- Sequim Library Expansion and Renovation Project
 - Assisted with fundraising communications
 - Development of signage and wayfinding design package
 - Weekly Owner, Architect and Contractor (OAC) meetings
 - Commissioning Kick-Off Meeting
 - Staff tour of construction site
- Met with engineers regarding the Port Angeles Accessible Pathways Project
- IT System Administrator and IT Specialist 3 recruitments
- Port Angeles Adult Services Librarian recruitment
- Planning for rollout of new building keycard system
- Planning for NOLS and Clallam County Law Library collaboration
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team Meetings



Customer Comments

January 2025

The following comments were received by the Library during the months of January of 2025. 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.

Comment:

I was disappointed when you changed back the Saturday hours to 1000 opening time. I remember one time there was a group of us standing outside the library doors waiting for it to open, and all of us wished that you would open at 0900. Some of us are out and about in the early part of the day. Of course the people who start the day late have no problem, the library is open when they are out. I was told it was a staffing problem juggling two different starting times. My personal opinion is that you should always open at 0900, that probably 50% of your patrons would be satisfied.

Response:

Thanks for sharing your feedback and I'm sorry to hear the later hours on Saturday have caused disappointment. The decision to adjust hours at all branches was made after staff carefully analyzed usage patterns at each branch (e.g. the number of patrons who walk through the door each hour and the number of items checked out each hour), and over 800 public survey responses were considered, in addition to other community needs and staff capacity.

While we agree that opening earlier every day could be beneficial to patrons (this is why we added the 9am opening on Fridays and Saturdays in 2022), the extended hours stretch current staff thinly. The change implemented in January 2025 to open the Port Angeles and Sequim branches at 10am instead of 9am allows for a more sustainable staffing schedule, and based on our data, the 9-10am hour is significantly slower than the hours between 10am and 12pm.

NOLS will continue to evaluate operating hours. Although certain times, such as mornings or evenings and weekends may be less busy than other times, we know it is important to offer a variety of hours that meet the different needs and restraints people have in their lives. If future funding and staffing allow, we'd love to be able expand hours.

Thanks again for your suggestion. If you have further questions or would like to discuss further, please let me know.

Comment:

Please start a Port Angeles knitting or crocheting group like the one in Sequim.

Response:

Thank you for sharing your interest in having a program at the Port Angeles Library that is similar to the Sequim Yarn Circle program on Saturday mornings. The programming staff at the Port Angeles Library offered a similar program in the Spring and Fall of 2024 on Monday evenings called Craft Café. We did not receive very much engagement with the community and determined to not continue offering it in early 2025. We are aware that there are a number of local groups that are using the Carver Room for similar programs that are not associated with NOLS and open to the public. I will share your interest with the Port Angeles programming staff to consider as they continue to develop programming throughout this year.

Comment: I think that the Library here should give people a lot more time on the internet unless someone is waiting. It's the decent thing to do and if someone is waiting the computer should automatically log off.

Response:

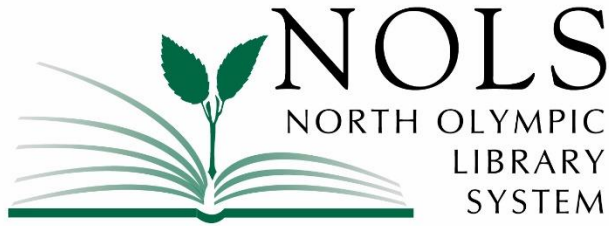
When a patron logs onto a public computer with their library card, they get a 60-minute session. If no other patrons are waiting for a computer, the session will automatically be extended another 60-minutes. The automatic extensions will continue until the library is closed. If you additional questions about how the public computers work, please let library staff know.

Comment:

Library: Could we please have a class in understanding our smartphones? I am always at a loss.

Response:

Thank you for the suggestion – it will be shared with the Library's Programming Team. If you need assistance using library services on your smartphone, you can setup a Tech Help appointment at www.nols.org/tech-help.



Highlight Log

(January 2025)

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.

01/02/2025 – Sequim

Patron came in to get her hold, which happened to be a guitar. We chatted for a few minutes about music and instruments, and she was just overjoyed that we had such things!

01/03/2025 – Port Angeles

Today was the culmination of Story Quest! All week, a group of 6 fourth graders have worked to create original characters inspired by the book *The Guardian Test* by Christina Soontornvat. Today they played a TTRPG campaign that I wrote set in the world of the book. We had a fun (and often hilarious) time playing the game and eating pizza! For many, this was their first experience with TTRPGs. Highlights from the gameplay include: one player referencing the book we read, looking for clues and more information about the world; teamwork to fly everyone over cavernous pits with giant squids waiting at the bottom; using the extra pairs of underwear (that some players decided beforehand their characters would carry in their packs) to clog a fountain so that it would overflow and refill some tidepools to save the fragile tidal mollusks and other animals; telling an ancient octopus a story about a rainbow banana so it would let them keep traveling; luring peaceful but invisible (and thus dangerous) jellyfish out of the path by whistling and playing a viola; and using backstory lore they wrote to their advantage—like being able to break walls with their head?! In no world could I have come up with these solutions to the many problems and puzzles I set up for them, and that is the fun of playing TTRPGs with kids! Three staff from WA State Library also attended to see this grant-funded program unfold and they had tons of fun.

01/04/2025 – Port Angeles

We have a chess club that has utilized the Carver Room in the past. They had decided to take a break over fall and winter due to low attendance. They started back up for the new year and had 27 attendees! That is more folks playing chess than ever before! Everyone was so excited!

01/08/2025 – Port Angeles

A very small patron, as they were dropping books into the indoor drop, said goodbye to each one before putting it in. So cute!

01/10/2025 – Port Angeles

I just received my first request of the year for tax forms. The patron was very happy to know they will arrive eventually.

01/11/2025 – Sequim

It was a busy Saturday in Sequim. The day started with our Yarn Circle program. 16 crafters chatted and crafted the morning away. Everyone delighted in seeing what they were all making and sharing their current projects. It was a joy to watch. The day ended with our 2nd Saturday Book Group. We had 14 people talking and laughing about the book under discussion – *The Keeper of Lost Things*. And in between, there were readers, browsers, checker-outers, and colorers. All making for a vibrant, happy Saturday. (And yeah for a day of rest on Sunday!)

01/23/2025 – Port Angeles

A patron came up to the front desk and wanted to pass along their thanks and appreciation to Annie D. for her assistance on helping them with a job application.

01/25/2025 – Sequim

Full house today here in Sequim. We saw a good turnout for Yarn Circle, with lots of familiar faces as well as newcomers, who kept crafting in the back while the concert-goers for Harmonica Pocket trickled in. Fiber arts, music, dancing, and lots of happy faces this morning. With both programs combined, we had over 70 people participating in programs this morning. A lively Saturday morning!

01/25/2025 – Port Angeles

The Unwanted Gift Exchange saw 30 people come in to browse items. The items included lots of clothes and books, and a smattering of games/toys and miscellaneous household items. Lots of positive comments were made. It was observed by a few community members that they expected it to be busier, but also that they were delighted by the odd variety of unwanted items. The items leftover at the end of the event will be in the break room for anyone to take until Tuesday at 3pm, and then will be taken to be donated.

01/28/2025 – Port Angeles

Last night's computer class saw a record high of 11 attendees! All but one patron were newcomers to the class. Once patrons were logged in, they worked on computer basics, internet basics, and learning to use a Mac. Vik and our volunteer Jennifer were patiently working with patrons throughout the program and making connections. As usual, we heard a lot of gratitude for providing the program.

01/30/2025 – Port Angeles

At Stevens Middle School to talk to students more about Book Wars, one student came up afterward to tell me how much they loved *The Otherwoods* by Justine Pucella Winans and asked for recommendations for more books like it. I gave them some recommendations and then they asked if I knew of one of their favorite authors, Andrew Joseph White. We had a great conversation about which of his books we like the best!

01/31/2025 – Sequim

Big shoutout to the Outreach and the Bookmobile crew! Just had a chat with a lovely patron who uses both services and was raving about how lovely all the staff is and how nice it is to have such access. She happens to be disabled and was shocked when she saw the super sweet Bookmobile setup and got to use the lift.