



Board of Trustees Regular Meeting  
Thursday, March 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](http://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](mailto: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 February 27, 2025
4. Communications
5. Public Comments
6. Presentation: None
7. Financial Reports: February 2025
8. Approval of Vouchers: February 2025

9. Unfinished Business

None

10. New Business

N.1. Resolution 25-03-04: Recognizing James and Agnes Williams' contribution to the Sequim Library Expansion and Renovation Project

N.2. Resolution 25-03-05: Recognizing Janet Littlefield's contribution to the Sequim Library Expansion and Renovation Project

N.3. Resolution 25-03-06: Recognizing Mark and Sherry Meythaler's contribution to the Sequim Library Expansion and Renovation Project

N.4. Verbal update regarding the Sequim Library Expansion and Renovation Project

11. Reports

R.1. Monthly Statistics Reports: February 2025

R.2. Monthly Activity Reports: February 2025

R.3. Customer Comments: February 2025

R.4. Highlight Log: February 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, Tuesday, April 29, 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**

<b><u>Date</u></b>	<b><u>Time</u></b>		<b><u>Location</u></b>
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
<b>Tuesday, April 29, 2025</b>	5:30pm	Regular Meeting	Forks
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
<b>Monday, November 17, 2025</b>	5:30pm	Regular meeting	Port Angeles

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

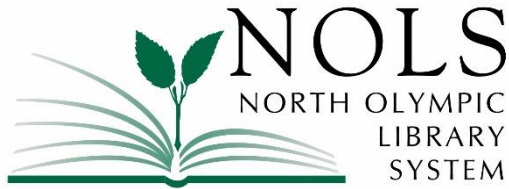
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

### **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, February 27, 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, and Technical Services Manager, Erin Shield. Guests present: Tim Binschus
2. Approval of agenda  
*Motion by Cindy Ross to approve the agenda as presented. Motion seconded by Bert Caldwell. Motion carried.*
3. Approval of minutes for regular meeting of January 23, 2025  
*Motion by Cindy Ross to approve the minutes from the January 23, 2025 regular meeting. Motion seconded by Bert Caldwell. Motion carried.*
4. Communications  
None
5. Public Comments  
None
6. Presentation  
None
7. Financial Reports: January 2025  
*The financial reports for January 2025 were accepted as presented.*
8. Approval of Vouchers: January 2025  
*Motion by Ian Miller to approve the January 2025 vouchers, numbered #1 through #120, in the amount of \$833,880.68. Motion seconded by Bert Caldwell. Motion carried.*
9. Unfinished Business  
None
10. New Business
  - N.1. 2024 Annual Report  
*The Board offered positive feedback on the draft presented to them and no edits were suggested.*
  - N.2. Approval of Resolution 25-02-03: Authorizing Disposal of Surplus Equipment and Furniture  
*Motion by Cindy Ross to approve Resolution 25-02-03 as presented. Motion seconded by Ian Miller. Motion carried.*

- N.3. Verbal update regarding NOLS partnership with Clallam County Law Library
- N.4. Verbal update regarding the City of Sequim’s intent to seek Tax Increment Financing

I 1. 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

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 agendize a matter of business on a future agenda.*

I 4. Next meeting: 5:30pm, Thursday, March 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 7:06pm.

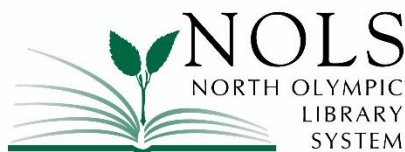
“Nurturing imagination, connection, and understanding,  
to improve lives and strengthen community.”

NOLS Mission Statement  
Adopted 11/22/16

**CERTIFIED AS TRUE AND CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Secretary



## Staff Report

Meeting Date: March 27, 2025  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for February 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 \$34,439 for the month, including \$25,000 from the Friends of Sequim Library. We are grateful for their wonderful generosity.

Other revenue is within the expected range for this time of year.

The Revenue Report was updated to include Capital Revenue budgeted amounts of \$2,499,500 for Grants and \$30,000 for Contributions and donations.

**Expenditures:** Capital construction costs for the Sequim Library Project this month are \$37,898 paid 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 \$311,850 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 February are \$367,304.

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







## Revenue Report<sup>\*</sup>

February 28, 2025

Operating Revenue				2/12ths is	16.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	250,473	270,696	4,528,954	5.6
Grants, Entitlements, Other Payments	33,000	-	1,265	31,735	3.8
Goods and Services	18,010	1,134	2,482	15,528	13.8
Library Fees	15,000	1,214	2,468	12,532	16.5
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	29,950	29,950	150,050	16.6
Facilities Leases (Short Term)	1,200	160	320	880	26.7
Contributions and donations <sup>(1)</sup>	128,862	34,439	66,554	62,308	51.6
Other Miscellaneous Revenue	127,393	123	13,417	113,976	10.5
Total Miscellaneous Revenues	437,455	64,672	110,241	327,214	25.2
Nonrevenues (excise taxes) <sup>(2)</sup>	1,100	110	241	859	21.9
Transfers In	2,022,810	-	-	2,022,810	-
<b>Total Operating Revenue</b>	<b>7,327,025</b>	<b>317,603</b>	<b>387,393</b>	<b>6,939,632</b>	<b>5.3</b>

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

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

### Capital Revenue

Grants	2,499,500	-	-	-	-
Contributions and donations	30,000	-	-	-	-
LOCAL Investment Interest	-	2,597	10,618	-	-
Timber Revenues (received in 2025)	-	1,825	21,548	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>4,421</b>	<b>21,548</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>322,024.83</b>	<b>408,941</b>
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## Expenditure Report<sup>\*</sup>

February 28, 2025

				2/12ths is	16.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	271,310	518,958	3,085,840	14.4
Benefits	1,527,234	95,994	199,049	1,328,185	13.0
<i>Total Personnel</i>	<i>5,132,032</i>	<i>367,304</i>	<i>718,007</i>	<i>4,414,025</i>	<i>14.0</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	5,705	11,320	94,911	10.7
Fuel	19,300	495	918	18,382	4.8
Collection Materials	504,000	24,624	53,841	450,159	10.7
Merchandise purchased for resale	2,625	(60)	662	1,963	25.2
Small Tools/Equip (<\$200)	4,000	164	283	3,717	7.1
<i>Total Supplies</i>	<i>636,156</i>	<i>30,929</i>	<i>67,024</i>	<i>569,132</i>	<i>10.5</i>
<i>Services</i>					
Professional Services	469,331	11,862	25,091	444,240	5.3
Communication	220,214	15,297	39,902	180,312	18.1
Travel	33,760	881	1,893	31,867	5.6
Taxes and Operating Assessments	6,000	5,990	5,990	10	99.8
Operating Rentals and Leases	3,740	575	1,638	2,102	43.8
Insurance	133,000	-	-	133,000	0.0
Public Utilities	113,247	7,774	16,905	96,342	14.9
Repair and Maintenance	117,589	5,674	16,213	101,376	13.8
Miscellaneous Services	11,000	964	1,558	9,442	14.2
Dues	5,730	470	1,768	3,962	30.9
<i>Total Services</i>	<i>1,113,611</i>	<i>49,487</i>	<i>110,960</i>	<i>1,002,651</i>	<i>10.0</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>-</i>	<i>6,929</i>	<i>5,771</i>	<i>54.6</i>
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	<i>1,100</i>	<i>131</i>	<i>253</i>	<i>847</i>	<i>23.0</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>7,440</i>	<i>39,005</i>	<i>192,170</i>	<i>16.9</i>
<i>Interest &amp; Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>-</i>	<i>200,250</i>	<i>N/A</i>
<b>Total Operating Expenditures</b>	<b>7,327,024</b>	<b>455,291</b>	<b>942,179</b>	<b>6,384,845</b>	<b>12.9</b>

(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.



## Expenditure Report<sup>\*</sup>

February 28, 2025

				2/12ths is	16.7%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	-	287,267	(259,267)	1,026.0
Other Improvements	676,500	9,073	16,864	659,636	2.5
Machinery & Equipment	395,750	2,059	4,668	391,082	1.2
Construction of Capital Assets	5,000,000	37,898	87,163	4,912,837	1.7
<b>Total Capital Outlays</b>	<b>6,100,250</b>	<b>49,031</b>	<b>395,962</b>	<b>5,704,288</b>	<b>6.5</b>
<b>Grand Total All Expenditures</b>	<b>13,427,274</b>	<b>504,322</b>	<b>1,338,140</b>	<b>12,089,134</b>	<b>10.0</b>





## Account Balances\*

February 28, 2025

	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>	797,097	-	-	-	797,097
Operating Reserve <sup>(3)</sup>	677,199	-	-	-	677,199
PA Capital Reserve <sup>(3)</sup>	394,809	-	-	-	394,809
Sequim Capital Reserve <sup>(3)</sup>	59,680	-	-	-	59,680
NOLS Capital Fund <sup>(4)</sup>	415,076	-	-	738	414,338
PA Capital Fund <sup>(4)</sup>	331,774	-	-	10,394	321,380
Sequim Capital Fund <sup>(4)</sup>	515,484	2,121,662	4,055	45,065	2,596,137
<i>Total Board Designated Accounts</i>	<i>4,498,139</i>	<i>2,121,662</i>	<i>4,055</i>	<i>56,197</i>	<i>6,567,659</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,929	-	22	-	6,950
Clallam Bay Friends Donations	4,253	-	-	-	4,253
Forks Donations Fund	2,271	-	3	-	2,274
Forks Friends Donations	2,143	-	-	91	2,052
NOLS Materials Fund	498,024	-	13	24,624	473,413
NOLS Donations Fund	82,816	-	1,346	166	83,995
Port Angeles Donations Fund	11,433	-	41	-	11,474
Port Angeles Friends Donations	14,306	-	-	2,808	11,498
Sequim Donations Fund	22,078	-	3	-	22,082
Sequim Friends Donations	20,855	-	25,017	169	45,703
NOLF Donations Fund	-	-	-	210	(210)
Outreach Donations Fund	6,861	-	2,379	-	9,240
<i>Total Grants and Donations</i>	<i>671,970</i>	<i>-</i>	<i>28,824</i>	<i>28,069</i>	<i>672,725</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>5,173,435</i>	<i>2,121,662</i>	<i>32,879</i>	<i>84,266</i>	<i>7,243,710</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,028,743</i>	<i>(133,506)</i>			<i>1,895,236</i>
<b>Total WA State Local Investment Pool</b>	<b>7,202,178</b>	<b>1,988,156</b>	<b>32,879</b>	<b>84,266</b>	<b>9,138,947</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) Fund management account for designated capital projects.

\* All amounts are rounded to the nearest dollar.



## Account Balances\*

February 28, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Total Investments</b>	7,202,178	1,988,156	32,879	84,266	9,138,947
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-				-
<b>LOCAL Program Proceeds</b>					
Cash held by Office of the State Treasurer	2,130,221	(2,121,662)	2,597	-	11,155
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	244	-	244	6,000
Payroll Account (US Bank 1301)	200	311,850	-	311,850	200
Merchant Account (FF 7401)	1,000	(2,068)	2,143	75	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<i>Total Branch Change Funds</i>	520	-	-	-	520
<b>Total Imprest Accounts</b>	7,720	310,026	2,143	312,169	7,720
<b>Total Cash</b>	7,720	310,026	2,143	312,169	18,875
<b>Total Cash and Investments</b>	7,209,898	2,298,182	35,022	396,435	9,157,821.93

\* All amounts are rounded to the nearest dollar.



## Voucher Approval for February 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 #121 through #217 are approved in the amount of \$504,490.52 this 27th day of March 2025.

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

No.	Claimant	Purpose	Amount
121	ABDO Publishing	Collection Materials	1,118.85
122	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 12-31-2024) - NOLS	896.01
123	ADP LLC	Payroll Services - 2024/Q4 Y/E Tax Reporting - W2's - NOLS	611.60
124	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-2025) - EFT 1133	261,263.65
125	AHBL Inc	PO 267 Capital Improvements - PA Accessible Pathways Project - PACR	9,073.09
126	Amazon.com	Collection Materials	39.18
127	Amazon.com	Collection Materials	10.88
128	Amazon.com	Collection Materials	61.98
129	Amazon.com	Collection Materials	102.53
130	Baker & Taylor	Collection Materials	1,308.24
131	Baker & Taylor	Collection Materials	2,706.50
132	Baker & Taylor	Collection Materials	2,204.02
133	Baker & Taylor	Collection Materials	2,178.82
134	Brodart Company	Collection Materials	238.66
135	Brodart Company	Collection Materials	89.23
136	Brodart Company	Collection Materials	124.09
137	Brodart Company	Collection Materials	246.17
138	Canon Financial Services Inc	Leases - January Printer & Copier Contract - NOLS	940.03
139	CENGAGE Learning	Collection Materials	170.10
140	CENGAGE Learning	Collection Materials	218.01
141	CENGAGE Learning	Collection Materials	267.61
142	Center Point Large Print	Collection Materials	197.76
143	CenturyLink 300511187 FO	Communications - Voice - FO	93.58
144	CenturyLink 300561130 CB	Communications - Voice - CB	87.02
145	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	154.06
146	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	85.92
147	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	317.88
148	Cerium Networks Inc	PO 182 Technology Services - Managed Services - IT	1,938.40

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>149</b>	City of Forks	Public Utilities - FO	146.78
<b>150</b>	City of Port Angeles/Dump	P 280 & 281 Public Utilities - Solid Waste & Recycling - FAC	70.90
<b>151</b>	City of Port Angeles/Orcas Avenue	Public Utilities - PA	304.91
<b>152</b>	City of Port Angeles/Peabody St.	Public Utilities - PA	5,770.56
<b>153</b>	City of Sequim	Public Utilities - SQ	44.77
<b>154</b>	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
<b>155</b>	Clallam County PUD	Public Utilities - CB	716.99
<b>156</b>	Clallam County PUD	Public Utilities - FO	606.46
<b>157</b>	Clallam County Treasurer	2025 Taxes and Assessments - Stormwater and Weed Control - NOLS	5,990.05
<b>158</b>	Clallam County Treasurer	JAN 2025 Investment Service Fee paid in FEB - EFT 1140	50.00
<b>159</b>	Decker City Hardware	PO 173 Maintenance Supplies - Sand - FAC	9.22
<b>160</b>	Decker City Hardware	PO 192 Maintenance Supplies - Ice Melt, Rock Salt - FAC	95.07
<b>161</b>	Dept. of Retirement Systems	PERS and DCP (PPE 01-31-2025) - EFT 1134	50,340.82
<b>162</b>	Dept. of Revenue - Use/Sales Tax	January 2025 Sales & Use Tax - EFT 1136	245.87
<b>163</b>	Desmarais Corrina	Travel - Business - Mileage Reimbursement - SQ	88.74
<b>164</b>	Fatbeam LLC	Communications - Internet Services Feb - NOLS	11,755.65
<b>165</b>	Forks Forum	Collection Materials	170.00
<b>166</b>	Forks High School	Collection Materials	45.00
<b>167</b>	Frankfurter Aryeh	C02 Programming - Legends of the Celtic Harp (PAFOL)	2,058.00
<b>168</b>	GFOA	PO 180 Training & Conferences - Annual Conference Registration	525.00
<b>169</b>	Ginger's Closet	C03 Programming - February Fashion Show - FO	250.00
<b>170</b>	Haggard & Ganson LLP	PO 189 Legal Services - Legal Council - ADM	82.50
<b>171</b>	HD Supply	PO 169 Maintenance Supplies - Disinfectant, Cleaner - FAC	225.33
<b>172</b>	Health Care Authority	Medical (PPE 01-31-2025)	45,251.82
<b>173</b>	Ingram Library Services	Collection Materials	705.09
<b>174</b>	Ingram Library Services	Collection Materials	619.75
<b>175</b>	Ingram Library Services	Collection Materials	794.72
<b>176</b>	Ingram Library Services	Collection Materials	841.83
<b>177</b>	Kanopy Inc	Collection Materials	5,000.00
<b>178</b>	KCDA Purchasing Cooperative	PO 168 Maintenance Supplies - Towels, Tissue, Cleaners - FAC	1,441.20
<b>179</b>	Kleefeld Amber	Travel - Business - Mileage Reimbursement - SQ	16.88
<b>180</b>	Lumen	Communications - VOIP - NOLS	499.40
<b>181</b>	McNish Family II LLC	SQ Temp Bldg Lease - March 2025 - SQ CPA	6,977.89
<b>182</b>	Midwest Tape	Collection Materials	425.13
<b>183</b>	Midwest Tape	Collection Materials	365.01
<b>184</b>	Midwest Tape	Collection Materials	704.68
<b>185</b>	Midwest Tape	Collection Materials	1,279.37
<b>186</b>	North Olympic Library System	January Revolving Fund Reimbursement	243.56
<b>187</b>	Olympic Laundry & Dry Cleaners Inc.	PO 196 Professional Services - Laundry - FAC	224.34
<b>188</b>	Olympic Printers Inc	P 256 Printing and Binding - Business Cards - NOLS	712.21
<b>189</b>	Olympic Springs Inc	PO 194 Operating Rentals - SQ Temp Water Service - FAC	97.46
<b>190</b>	OverDrive Inc	Collection Materials	1,673.33
<b>191</b>	OverDrive Inc	Collection Materials	243.99
<b>192</b>	OverDrive Inc	Collection Materials	164.00
<b>193</b>	OverDrive Inc	Collection Materials	117.99



<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
194	Pacific Office Equipment Inc.	Copier & Paper Use Charges Jan/Feb, Jamex Reporting Software	3,135.98
195	PermaCard	PO 279 Office Supplies - Notice Paper for Billing - TS	476.73
196	Port Angeles High School	Collection Materials	50.00
197	Rainbow Sweepers Inc.	PO 188, 195 Groundskeeping - PA Parking Lot Sweeping, De-Icing	767.75
198	Rainbow Sweepers Inc.	PO 199, 204, 224 Groundskeeping - PA Snow Removal, De-Icing	2,157.58
199	Rainbow Sweepers Inc.	PO 229 Groundskeeping - PA Snow Removal, De-Icing - FAC	206.91
200	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	25.54
201	SHKS Architects	PO 245 Capital Construction - SQ Library Expansion Project - SQ CPA	37,898.35
202	Swains General Store Inc.	PO 181, 191 Maintenance Supplies - PPE, Oil, Hose Nozzle, Bleach, Ice Melt	312.93
203	Swains General Store Inc.	PO 230 Maintenance Supplies - PPE - FAC	51.99
204	Swains General Store Inc.	P 255, 264, 282 Maintenance Supplies - Air Freshener, Sponges, Velcro	69.18
205	Symbology	PO 197 Office Supplies - Barcodes - TS	530.30
206	Tapp Eric	PO 215 Maintenance Supplies - Outlet, Foam Tape, Door Pull - FAC	14.19
207	Tapp Eric	PO 266 Maintenance Supplies - Staple Gun Refills - FAC	10.82
208	Uline	PO 190 Small Tools & Equip - Safety Vests & Hats - SQ CPA	188.61
209	Unique Management Services Inc.	Professional Services - Debt Collection	246.25
210	United Way of Clallam County	United Way Contributions (PPE 01-31-2025)	50.00
211	US Bank	Credit Card Services - February 2025	11,996.76
212	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	553.69
213	WCIF	Vi/Li/EAP (PPE 01-31-2025)	1,215.92
214	West Waste & Recycling	Public Utilities - FO & CB	56.43
215	Whump	C13 Programming - Art in the Library Opening Night (PAFOL)	500.00
216	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-2025) - MAR Coverage	6,802.67
217	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 01-31-2025)	2,379.30
			<b>504,490.52</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #186**

2424	NOLS Patron	Patron Refund	10.70
2425	NOLS Patron	Patron Refund	9.99
2426	NOLS Patron	Patron Refund	11.99
2427	NOLS Patron	Patron Refund	16.00
2428	NOLS Patron	Patron Refund	16.95
2429	NOLS Patron	Patron Refund	59.99
2430	NOLS Patron	Patron Refund	14.99
2431	NOLS Patron	Patron Refund	24.98
2432	NOLS Patron	Patron Refund	30.00
2433	NOLS Patron	Patron Refund	34.98
2434	NOLS Patron	Patron Refund	12.99
			<b>243.56</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #211**

1	8th Street Car Wash	PO 127 Vehicle Maintenance - Ariya Car Wash - FAC	5.00
2	8th Street Car Wash	PO 146 Vehicle Maintenance - Pacifica Car Wash - FAC	5.00
3	Adobe	PO 251 Technology Services - 6 Creative Cloud Licenses - IT	209.94

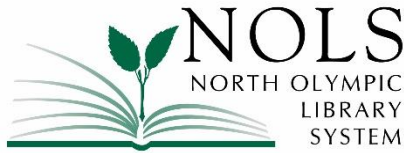
<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
4	Alaska Airlines	PO 138 Travel - Training - LibLearnX 2025 Travel - NOLS	386.60
5	Amazon	PO 82 Office Supplies - Mouse Pads, Coffee Carafe, Cabinet Liners	116.61
6	Amazon	PO 183 Office Supplies - Floor Lamp - OR	61.03
7	Amazon	PO 77 Office Supplies - Book Tape, Paper, Aprons - FO	64.74
8	Amazon	PO 99 Office Supplies - Dymo Labels - FO	53.67
9	Amazon	PO 92 Office Supplies - Heated Blankets - OR	43.53
10	Amazon	PO 110 Office Supplies - Labels - TS	22.20
11	Amazon	PO 110 Office Supplies - Adhesive Spray Gel - TS	21.55
12	Amazon	PO 110 Toner & Ink - TS	76.23
13	Amazon	PO 114 Technology Supplies - Mesh Sleeving - IT	46.79
14	Amazon	PO 77 Maintenance Supplies - Plunger - FAC	15.11
15	Amazon	PO 122 Maintenance Supplies - Key Card Fobs - FAC	116.88
16	Amazon	PO 177 Maintenance Supplies - Battery for FO Emergency Light	14.15
17	Amazon	PO 160 Maintenance Supplies - PA Toilet Seat Replacement x4	139.36
18	Amazon	PO 164 Program Supplies - Teen Lit Bags (NDF)	41.10
19	Amazon	PO 130 Program Supplies - PAHS Book Club (PAFOL)	80.40
20	Amazon	PO 149 Program Supplies - PA Teen Lit Bags (PAFOL)	30.46
21	Amazon	PO 206 Program Supplies - Kids Book Club (PAFOL)	97.80
22	Amazon	PO 15 Program Supplies - Sensory Kits (FOSL)	(17.41)
23	Amazon	PO 91 Program Supplies - STEAM, Sensory Kit, Teen Lit Bags	49.98
24	Amazon	PO 98 Program Supplies - Friendship & Valentine Cards	78.64
25	Amazon	PO 175 Program Supplies - FO February Fashion Show	51.89
26	Amazon	PO 248 Small Tools & Equip - 2 Staff Doorbells, Calendar	72.71
27	Amazon	PO 114 Machinery & Equipment - Speakers, Scanners, Headphones	157.46
28	Arco	PO 129 Business Fuel - Pacifica - OR	28.23
29	Arco	PO 186 Business Fuel - Pacifica - OR	29.25
30	Association of Bookmobile & Outreach Svcs	PO 171 Dues/Memberships - Annual Membership 3 Staff Members	135.00
31	Blakeslee Bar and Grill	PO 214 Travel - Training - Forks Chamber Meeting Lunch	24.33
32	CDW Direct	PO 120 Machinery & Equipment - Barcode Scanners - IT	580.52
33	Chevron	PO 155 Business Fuel - Chevy Van - NOLS	101.99
34	Circle K	PO 226 Business Fuel - Blue Prius - NOLS	31.88
35	Consumer Reports on Health	PO 179 Collection Materials - NOLS	56.48
36	Costco	PO 202 Office Supplies - Cleaning Wipes - SQ	33.74
37	Costco	PO 205 Program Supplies - Containers (PAFOL)	32.64
38	Costco	PO 234 Program Supplies - Teen Night (FOSL)	10.84
39	Country Aire	PO 208 Office Supplies - Volunteer Appreciation Flowers	20.00
40	DialMyCalls.com	PO 246 Technology Services - Staff Emergency Contact Sys	238.89
41	DocuSign	PO 211 Technology Services - Digital Signature Software	325.80
42	Dressing Room	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	18.11
43	E-Fax	PO 210 Technology Services - Confidential HR Fax Line - ADM	36.84
44	Facebook	PO 244 Professional Services - Sponsored Posts - NOLS	14.97
45	Fix My Blinds, Inc	PO 217 Maintenance Supplies - Parts for Office Blinds - FAC	32.39
46	Game Over Books	PO 132 Collection Materials - NOLS	23.50
47	Global Industries	PO 216 Maintenance Supplies - WE Outdoor Ashtrays - FAC	185.01
48	Grainger	PO 218 Machinery & Equipment - PA Baby Changing Station x4	1,321.35

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
49	Home Depot	PO 203 Office Supplies - Painter Tape, Air Purifying Rocks	48.28
50	Huss Brewing	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	27.03
51	Innovative Users Group	PO 113 Training & Conferences - IUG 2025 Conference Registration	550.00
52	Innovative Users Group	PO 151 Dues/Memberships - IUG Membership - NOLS	125.00
53	KCDA Purchasing Cooperative	PO 111 Office Supplies - Tape, Highlighters, Rubber Bands	239.63
54	Lower Elwha Food & Fuel	PO 128 Business Fuel - White Subaru - NOLS	38.11
55	Lower Elwha Food & Fuel	PO 79 Business Fuel - White Subaru - NOLS	27.60
56	Lower Elwha Food & Fuel	PO 201 Business Fuel - White Subaru - NOLS	41.75
57	Lower Elwha Food & Fuel	PO 184 Business Fuel - Bookmobile - OR	48.87
58	Lower Elwha Food & Fuel	PO 80 Business Fuel - Bookmobile - OR	2.93
59	Lower Elwha Food & Fuel	PO 81 Business Fuel - Bookmobile - OR	50.00
60	Lower Elwha Food & Fuel	PO 118 Business Fuel - Bookmobile - OR	43.88
61	Lower Elwha Food & Fuel	PO 135 Business Fuel - Bookmobile - OR	7.83
62	Lower Elwha Food & Fuel	PO 172 Business Fuel - Bookmobile - OR	42.97
63	Michael's Store	PO 235 Program Supplies - Friendship & Valentines Making	21.73
64	Microsoft	PO 247 Technology Services - A5 Licenses - IT	1,225.47
65	NAPA Auto Parts	PO 174 Maintenance Supplies - Window Wipers - FAC	17.96
66	OSU Extension Service	PO 131 Collection Materials - NOLS	40.00
67	Otterbox	PO 240 Small Tools & Equip - Case & Screen Protector - ADM	(97.35)
68	Outfitters Grind	PO 94 Program Supplies - Bad Art Night Gift Cards (FOFOL)	15.00
69	Parts Warehouse	PO 74 Maintenance Supplies - Lawn Tractor Parts Refund	(100.69)
70	Phoenix Beer Co	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	20.40
71	Phoenix Convention Center	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	4.34
72	Phoenix Convention Center	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	6.97
73	Phoenix Convention Center	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	10.86
74	Port Angeles Chamber of Commerce	PO 176 Dues/Memberships - Community Awards Gala	105.00
75	Port Angeles Chamber of Commerce	PO 156 Dues/Memberships - Community Awards Gala	105.00
76	Public Libraries of Washington	PO 250 Training & Conferences - PLW Winter 2025 Registration	75.00
77	Quill Corporation	PO 76 Office Supplies - Wall Calendar x 2 - FO	44.72
78	ROCO Films International	PO 159 Program Supplies - Care & Custody Exhibit Documentary	357.70
79	ROCO Films International	PO 159 Programming - Care & Custody Exhibit Documentary	153.30
80	Safeway	PO 209 Office Supplies - Volunteer Appreciation Chocolates	6.99
81	Scholastic INC	PO 207 Program Supplies - Kids Book Club (PAFOL)	72.85
82	Sea-Tac Airport Parking	PO 242 Travel - Training - LibLearnX 2025 Travel - NOLS	185.00
83	Sequim Chamber of Commerce General Acct	PO 148 Travel - Training - Sequim Chamber Meeting Lunch - SQ	25.00
84	Stamps.com	PO 163 Technology Services - Monthly Service Charge - TS	21.77
85	Stamps.com	PO 54 Postage - TS	250.00
86	Stamps.com	PO 55 Postage - TS	250.00
87	Stamps.com	PO 93 Postage - TS	250.00
88	Stamps.com	PO 117 Postage - TS	250.00
89	Stamps.com	PO 142 Postage - TS	250.00
90	Stamps.com	PO 162 Postage - TS	250.00
91	Stamps.com	PO 187 Postage - TS	250.00
92	Starbucks Coffee Company	PO 241 Travel - Training - LibLearnX 2025 Meals - NOLS	18.36

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>93</b>	<b>Subway</b>	PO 252 Travel - Training - PLW Winter 2025 Meal - ADM	22.53
<b>94</b>	<b>Swains General Store Inc.</b>	PO 150 Collection Materials - NOLS	3.80
<b>95</b>	<b>Tax1099.com</b>	PO 123 Technology Services - 1099-NEC Tax Filings - ADM	93.11
<b>96</b>	<b>Tax1099.com</b>	PO 124 Technology Services - 1099-MISC Tax Filings - ADM	5.17
<b>97</b>	<b>Uline</b>	PO 134 Office Supplies - Laminator Rolls - NOLS	116.22
<b>98</b>	<b>Uprinting</b>	PO 243 Printing and Binding - Bookmarks - NOLS	251.32
<b>99</b>	<b>UW Foster School of Business</b>	PO 212 Training & Conferences - EDI Training - ADM	375.00
<b>100</b>	<b>WA Food Worker Card</b>	PO 165 Training & Conferences - Food Handlers Card - NOLS	10.00
<b>101</b>	<b>WA Food Worker Card</b>	PO 178 Training & Conferences - Food Handler's Card	10.00
<b>102</b>	<b>WA Food Worker Card</b>	PO 125 Training & Conferences - Food Handler's Card	10.00
<b>103</b>	<b>Walmart</b>	PO 147 Office Supplies - Distilled Water, Isopropyl Alcohol	22.18
<b>104</b>	<b>Walmart</b>	PO 185 Program Supplies - Quiet Reading Party, Yarn Circle	46.78
<b>105</b>	<b>Walmart</b>	PO 236 Program Supplies - STEM w/Civil Air Patrol, Quiet Reading	39.74
<b>106</b>	<b>Wordpress</b>	PO 144 Technology - Plug-In Renewal - IT	49.00
<b>107</b>	<b>Zoom</b>	PO 249 Technology Services - Zoom Workplace Monthly	239.47
			<b>11,996.76</b>

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

<b>1133 ADP Tax/Financial Services</b>	Payroll and Payroll Tax (PPE 01-31-2025)	261,263.65
<b>1134 Dept. of Retirement Systems</b>	PERS and DCP (PPE 01-31-2025)	50,340.82
		<b>311,604.47</b>



## Staff Report

Meeting Date: March 27, 2025  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Approval of Resolutions Authorizing the Recognition of Gifts and Naming of Spaces in the Sequim Branch Library

Attachments: Resolution 25-03-04  
Resolution 25-03-05  
Resolution 25-03-06

### Topic/Issue:

Approval of Resolutions 25-03-04, 25-03-05 and 25-03-06, Authorizing the Recognition of Gifts and Naming of Spaces in the Sequim Branch Library.

### Background:

NOLS is currently working to complete the [Sequim Library Expansion and Renovation Project](#).

NOLS wishes to recognize and encourage contributions to the Sequim Library Expansion and Renovation Project. In addition to listing donors on-site, rooms, spaces and features at the Sequim Library can be named for individuals making significant contributions to the renovation project. Based on estimated room/space/feature sizes, the amount of use expected, and how often the name of that room/space/feature would likely be used publically, the NOLS Board of Trustees approved the following plan in June 2022:

All gifts that total \$250 or more will be recognized on a custom-designed donor wall near the entrance of the library. Donors who pledge at least \$25/month for one year will be designated as a “sustaining donor.” Larger donations will be further distinguished by the following levels:

\$250	Lavender
\$1,000	Salmon
\$2,500	Elk
\$5,000	Cedar
\$10,000	Eagle
\$25,000+	Olympic

Certain areas inside and outside the Sequim Branch Library are also available as named gift opportunities. These will be designated with special plaques near the areas themselves. They are:

Activity & Meeting Room - \$500,000  
Children's Area - \$200,000  
Outdoor Stage - \$200,000  
Outdoor Play Area - \$150,000  
Conference Room - \$150,000  
Reading Area - \$100,000  
LEED Silver Certification - \$75,000  
Teen Area - \$75,000  
Study Room - \$50,000

**Discussion:**

In December 2016, the James and Agnes Williams Charitable Remainder Trust donated \$165,509 to the North Olympic Library System for the greatest need at the Sequim Branch Library. Since then, the funds have been transferred in to the Sequim Capital Fund and expended on the Sequim Library Project. In recognition of this contribution, Library staff recommend naming the Sequim Library Conference Room the Williams Conference Room.

In November 2024, Brad and Janet Littlefield donated \$50,000 to the Sequim Library Expansion and Renovation Project. The Littlefields have asked to have Study Room 2 be named in recognition of Janet Littlefield.

In January 2025, Mark and Sherry Meythaler donated \$50,000 to the Sequim Library Expansion and Renovation Project. The Meythalers have asked to have Study Room 1 be named in recognition of their donation.

**Policy Considerations:**

[Policy 5.17 - Naming and Recognition](#) and Policy [5.13 – Gifts and Donations](#) must be followed.

If the Board approves the resolutions, NOLS administration will send agreements to each individual or organization.

**Recommendation:** That the Library Board of Trustees:

- Approve Resolution 25-03-04 authorizing the Conference Room (Room 107) at the Sequim Library be named for James and Agnes Williams.
- Approve Resolution 25-03-05 authorizing Study Room One (Room 108) at the Sequim Library be named for Janet Littlefield;
- Approve Resolution 25-03-06 authorizing Study Room Two (Room 109) at the Sequim Library be named for Mark and Sherry Meythaler.



## Resolution 25-03-04

Library Board of Trustees  
North Olympic Library System

### **Authorizing the Recognition of James and Agnes Williams at the Sequim Branch Library**

**Whereas,** the North Olympic Library System wishes to recognize contributions to the Sequim Library Expansion and Renovation Project; and

**Whereas,** in June 2022, the Board of Trustees developed naming opportunities in the expanded and renovated Sequim Library to recognize gifts at specific thresholds; and

**Whereas,** in December 2016, the James and Agnes Williams Charitable Remainder Trust donated \$165,509 to the North Olympic Library System for the greatest need at the Sequim Branch Library; and

**Whereas,** to recognize James and Agnes Williams' generous donation, Library staff have recommended that the Conference Room at the Sequim Branch Library be named the Williams Conference Room.

**Now therefore be it resolved:** The Conference Room at the Sequim Branch Library will be recognized as being made possible thanks to the support of the James and Agnes Williams.

**Passed by the Board of Trustees of the North Olympic Library System** at the regular meeting held this day of March 27, 2025.

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Chair

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Trustee

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Trustee

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Trustee

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Trustee

Attested by:

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Secretary to the Board



## Resolution 25-03-05

Library Board of Trustees  
North Olympic Library System

### **Authorizing the Recognition of Janet Littlefield at the Sequim Branch Library**

**Whereas,** the North Olympic Library System wishes to recognize contributions to the Sequim Library Expansion and Renovation Project; and

**Whereas,** in June 2022, the Board of Trustees developed naming opportunities in the expanded and renovated Sequim Library to recognize gifts at specific thresholds; and

**Whereas,** in November 2024, Brad and Janet Littlefield made a very generous donation of \$50,000 to the Sequim Library Expansion and Renovation Project; and

**Whereas,** Brad and Janet Littlefield have requested that the Study Room 2 at the Sequim Branch Library be named after Janet Littlefield, and Library staff support this request.

**Now therefore be it resolved:** Study Room 2 at the Sequim Branch Library will be recognized as being made possible thanks to the support of the Janet Littlefield.

**Passed by the Board of Trustees of the North Olympic Library System** at the regular meeting held this day of March 27, 2025.

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Chair

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Trustee

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Trustee

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Trustee

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Trustee

Attested by:

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Secretary to the Board





## Resolution 25-03-06

Library Board of Trustees  
North Olympic Library System

### **Authorizing the Recognition of Mark and Sherry Meythaler at the Sequim Branch Library**

**Whereas,** the North Olympic Library System wishes to recognize contributions to the Sequim Library Expansion and Renovation Project; and

**Whereas,** in June 2022, the Board of Trustees developed naming opportunities in the expanded and renovated Sequim Library to recognize gifts at specific thresholds; and

**Whereas,** in January 2025, Mark and Sherry Meythaler made a very generous donation of \$50,000 to the Sequim Library Expansion and Renovation Project; and

**Whereas,** Mark and Sherry Meythaler have requested that the Study Room I at the Sequim Branch Library be named after themselves, and Library staff support this request.

**Now therefore be it resolved:** Study Room I at the Sequim Branch Library will be recognized as being made possible thanks to the support of Mark and Sherry Meythaler.

**Passed by the Board of Trustees of the North Olympic Library System** at the regular meeting held this day of March 27, 2025.

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Chair

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Trustee

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Trustee

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Trustee

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Trustee

Attested by:

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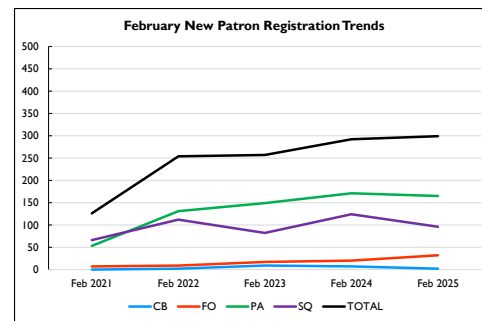
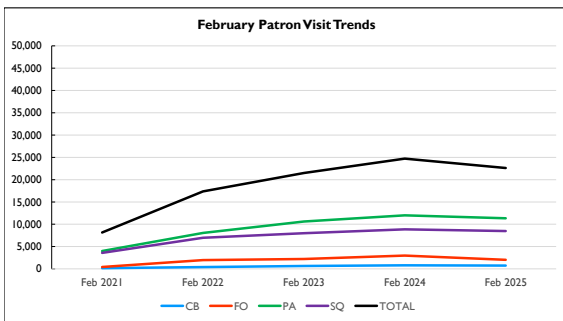
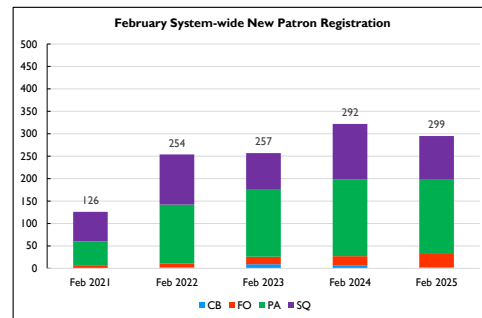
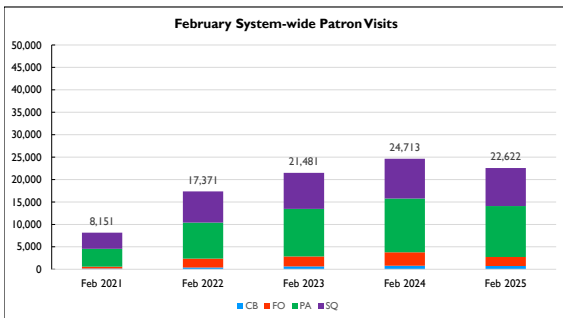
Secretary to the Board



Patron Visits		
	2025	% of System
<b>Port Angeles</b>	11,350	50.2%
<b>Children</b>	14%	
<b>Sequim</b>	8,482	37.5%
<b>Children</b>	5%	
<b>Forks</b>	2,017	8.9%
<b>Children</b>	7%	
<b>Clallam Bay</b>	726	3.2%
<b>Children</b>	12%	
<b>Bookmobile</b>	47	0.2%
<b>Total</b>	22,622	100.0%

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

New Patron Registration		
	2025	% of System
<b>PA</b>	165	55.2%
<b>SQ</b>	96	32.1%
<b>FO</b>	32	10.7%
<b>CB</b>	2	0.7%
<b>BOS</b>	4	1.3%
<b>Total</b>	299	100.0%



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

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

\* 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.

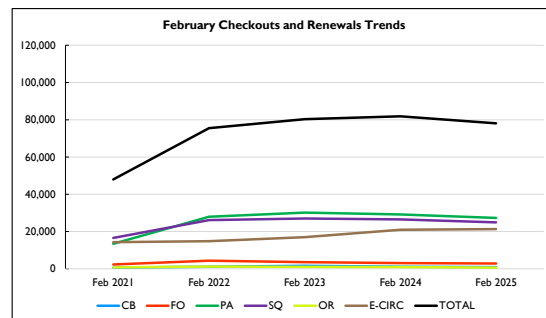
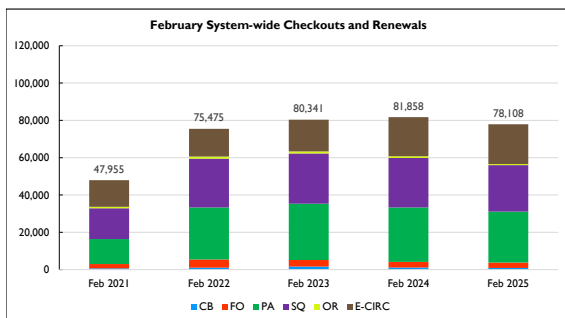
\* In February 2025, inclement weather caused reduced hours for several days.

Checkouts & Renewals		
	2025	% of System
<b>Port Angeles</b>		
Checkouts	15,773	28.3%
% From Self-Check	81%	
% From Holds	29%	
Renewals	11,539	51.6%
Total	27,312	35.0%
<b>Sequim</b>		
Checkouts	15,051	27.0%
% From Self-Check	81%	
% From Holds	34%	
Renewals	9,883	44.2%
Total	24,934	31.9%
<b>Forks</b>		
Checkouts	2,431	4.4%
% From Self-Check	29%	
% From Holds	29%	
Renewals	404	1.8%
Total	2,835	3.6%
<b>Clallam Bay</b>		
Checkouts	509	0.9%
% From Self-Check	12%	
% From Holds	32%	
Renewals	404	1.8%
Total	913	1.2%
<b>Outreach</b>		
Checkouts	581	1.0%
% From Holds		
Renewals	36	0.2%
Total	617	0.8%
<b>Bookmobile</b>		
Checkouts	99	0.2%
% From Holds	12%	
Renewals	96	0.4%
Total	195	0.2%
<b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	21,302	27.3%
<b>Systemwide Totals</b>		
Checkouts	55,746	
Renewals	22,362	
<b>System Total</b>	<b>78,108</b>	

Interlibrary Loan Services	
Items borrowed from other libraries	182
Items loaned to other libraries	130

\*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,609	20.70
SQ	5,093	19.50
FO	704	19.91
CB	163	16.29
OR	471	13.65
BOS	23	4.87
Total	11,063	19.70



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

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

\* 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 February 2025, inclement weather caused reduced hours for several days.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	45/886	50%/64%
Sequim	16/225	18%/16%
Forks	20/186	22%/13%
Clallam Bay	6/45	7%/3%
NOLS	0/0	0%/0%
Virtual	3/41	3%/3%
Total	90/1383	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	37/519	70%/85%
Sequim	0/0	0%/0%
Forks	10/59	19%/10%
Clallam Bay	6/33	11%/5%
Total	53/611	100%/100%

Proctor Exams Administered		
Port Angeles	1	50.0%
Sequim	1	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	2	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	52	8
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	23	1
Total	75	9

Community Outreach Events		
	Events/Attendees	% of System
PA	1/238	17%/66%
SQ	3/53	50%/15%
FO	0/0	0%/0%
CB	0/0	0%/0%
OR	2/69	33%/19%
NOLS	0/0	0%/0%
Total	6/360	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	227
Read & Ride (Clallam Transit Buses)	47
Dolly Parton Imagination Library	1,326
Library Programs & Outreach	36
Clallam County Correctional Facility	73
Total	1709

Outreach Delivery Services	
Deliveries/Pickups	75
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	15

Bookmobile	
Routine Stops	6
Special Stops	-
Library Pop-Ups (no bookmobile)	2
Appearance (e.g. parade)	-
Miles Traveled	575

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	1,662	1,325	25.6%
Sequim	6	839	658	55.1%
Forks	9	188	108	6.0%
Clallam Bay	6	164	186	21.5%
Total	47	2,853	2,276	25.2%

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	237	63	6.3%
Sequim	2	205	56	14.0%
Forks	3	70	13	2.2%
Clallam Bay	1	14	5	3.2%
Total	11	526	136	6.4%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,251	51.6%
Sequim	6,679	37.2%
Forks	1,285	7.2%
Clallam Bay	730	4.1%
Total	17,945	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,808	59.6%
Sequim	1,149	18.0%
Forks	1,038	16.2%
Clallam Bay	399	6.2%
Total	6,394	100.0%

Facebook Activity	
Followers	5,733
Content Published	50
Reach (unique accounts)	22,829
Reactions/Likes/Comments, etc.	803

Instagram Activity	
Followers	1,671
Content Published	32
Reach (unique accounts)	1,541
Reactions/Likes/Comments, etc.	382

Advertising	
Ads Run	1
Reach (unique accounts)	2,612

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.

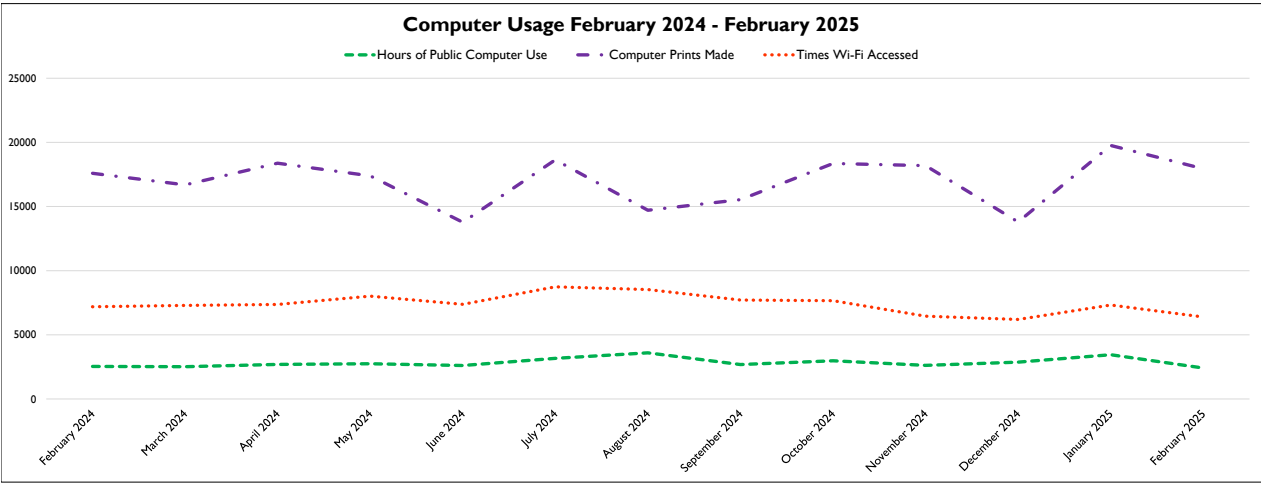
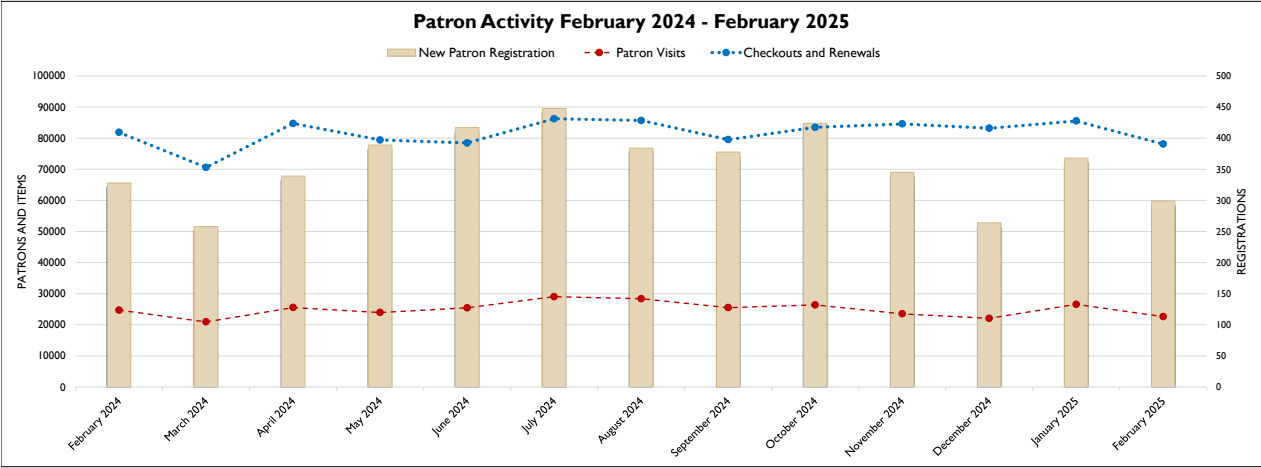
Website Visits	
Total Visits	30,749
Unique Visitors	9,091
Average Time on Site	1m 08s

Database Access	
Total Sessions on all Databases	807

YouTube Activity	
Subscribers	439
Videos Published	-
Program Recordings	2
Views (lifetime content)	1,695
Watch Time (hours)	77

eNewsletter	
Number Sent	19,496
Read Rate	0
Click-Through Rate	0

Notices	
Number Sent	14,032
Read Rate	67%

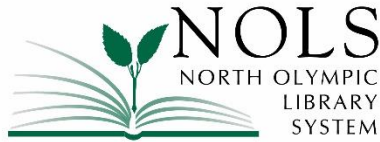


**Significant Events During the Past 13 Months:**

- 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 stops 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 were adjusted at all branches.
- February 2025 - Inclement weather impacted hours for several days at all branches.







# Monthly Activity Report

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

## Port Angeles Main Library

*Lynn Johnson, Library Manager*

Programming during the month of February included:

- Baby, Toddler, and Preschool Storytimes –298 participants at 15 events
- Kids Book Club *Sadiq and the Festival of Cultures* – 7 participants
- Build It! with LEGO – 43 Participants
- Tweens Magic Mondays –17 participants at 3 events
- STEAM for Tweens – 4 participants
- Teen Lit Bags – 22 participants
- Teen Tuesdays:
  - Teen Games & Art – 3 participants
  - Teen Advisory Board – 11 participants
  - Teen Book Club – 5 participants
  - Teen Writing Club – 5 participants
- Port Angeles High School class visits – 238 Participants
- Port Angeles High School book club *Six of Crows*- 6 Participants
- Anti-Valentine's Day Party – 21 Participants
- Wednesday Movie Matinee:
  - February 19: Get out –cancelled due to no participants
  - February 26: Summer of Soul – cancelled due to no participants

- February Friendship & Valentine Cards - 45 Participants



- Jigsaw Puzzle Contest – 25 participants
- Tabletop Role-Playing Game Night – 28 participants
- Second Wednesday Book Group reading *Hamnet* by Maggie O'Farrell – 6 participants
- Fourth Wednesday Evening Book Group reading *The Hearts of Horses* by Molly Gloss– 7 participants
- Olympic National Park Perspectives Speaker Series – 25 in-person participants; 29 virtual participants
- Hands on Harps Workshop with Lisa Lynne & Aryeh Frankfurter – 22 participants



- Cletic Harps, Rare Instruments & Wonderous Stories by Lisa Lynne & Aryeh Frankfurter – 154 participants



- Computer Class with Northstar Digital Literacy – 8 participants
- Art in the Library reception- 82 participants

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

- Youth Services Librarian, Clair D., visited Port Angeles High School to do book talks promoting:
  - Darkly by Marisha Pressl
  - The Great Cool Ranch Dorito in the Sky by Josh Galarza
  - Old Wounds by Logan-Ashley Kisner
  - Legendborn by Tracy Deonn
  - Twelfth Knight by Alexene Farol Follmuth

## **Sequim Branch Library**

*Emily Sly, Library Manager*

February youth programs included Family Storytime, Teen Advisory Board (TAB), Teen Lit Bags Teen Night and a STEM program offered in partnership with Civil Air Patrol. Books and Trivia discussions continued in Sequim-area 4<sup>th</sup> grade classrooms (Helen Haller, Olympic Peninsula Academy and Five Acre School).

Drop-in Tech Help was held on the first Friday of the month, Movie Night featured the film *Spare Parts*, Second Saturday Book Discussion Group met in-person and Yarn Circle continued each Saturday morning. An End-of-Life Ready Workshop was offered in partnership with End-



of-Life Washington held at the KSQM meeting room (a few doors down from the temporary location) with 25 people attending.

Community members participated in making Friendship and Valentine Cards on a Saturday afternoon, with craft materials provided by the library. Telling Tales: A Table Top Role Playing Games (TTRPG) Night for all ages was held in February.

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. Recruitment took place for 2 soon-to-be vacant PSS positions in Sequim.

### **Sequim Expansion and Renovation Project**

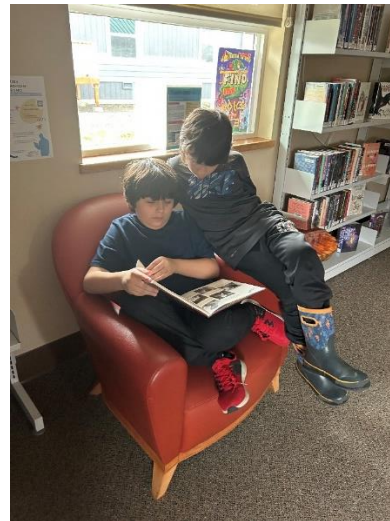
Sequim Branch staff toured the construction site in late January.

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

*Troi K. Gale, Library Manager*

West End Daily Operations:

- NOLS welcomed new Public Services staff member, Amelia L., to the West End team!
- Clallam Bay patrons enjoyed looking at old yearbooks during a recent power outage.



West End Programming:

- The Forks February Fashion Show took place on February 8th, featuring a total of 14 upcycled runway looks created by community members. Most of these innovative fashions were crafted at Ginger's Closet Makers Space. The event saw an attendance of

41 people. Models had a great time showcasing their creations, and community members enjoyed the lively atmosphere.

- Four people attended Forks Bad Art Night in February, themed "Floral Love." A family of four participated, and the parents had such a great time that they promised to attend all future Bad Art Nights.
- Routine Storytimes for Forks and Clallam Bay had a total of 49 participants.
- Forks Stuffed Animal Sleepover was an incredible success! We had a total of 23 participants. A total of 13 stuffed animals stayed overnight.



- Friendship & Valentine Card Making had 17 participants in Clallam Bay and 13 participants at the Forks Library.
- The Anti-Valentine's Day Party had 9 excited participants who enjoyed cookie decorating and watching a movie together.
- Fun-A-Day Library Takeover with the Rainforest Council of the Arts had a very successful annual event taking over the Forks Library with beautiful crafts and activities. Over 53 people participated in this event.



- The Forks Library Homebuyer's Information Night was rescheduled to February 20th due to weather conditions. Erin Queen from Forks Avenue Real Estate gave an insightful

presentation to four attendees. This marks her fourth year providing valuable information on how to become homeowners.

- STEAM Station Saturday, we welcomed a total of 7 enthusiastic participants. The main activity for the day involved a creative challenge to build the tallest spaghetti tower using limited resources. Each person was provided with 10 uncooked spaghetti noodles, 36 inches of tape, and a single marshmallow. The atmosphere was filled with excitement as children brainstormed their designs and strategies.



#### Community Visits:

- Youth Services Specialist Angeles B. provided Storytime sessions for four classes at Neah Bay Headstart.
- Youth Services Specialist Angeles B. visited three Headstart classes in La Push. The teachers were excited and sent her an email before she even made it back to the office, asking when her next visit would be.



#### Inclement Weather:

- Staffing levels and weather conditions resulted in an early closure at the Forks Branch on Saturday, February 1<sup>st</sup>.
- Forks and Clallam Bay Branch Libraries were closed on Monday, February 3 due to weather and road conditions.

- Forks and Clallam Bay Branch Libraries were closed at 5pm on Tuesday, February 4 due to weather and road conditions.
- The Clallam Bay Branch Library closed at 5pm on Wednesday, February 5 due to weather and road conditions.

## **Outreach Services: Bookmobile and Delivery Services**

*Victoria Harmon, Library Manager*

### **Outreach Delivery Services**

- Lower Elwha Wellness Festival
  - Tabled at the event
  - Number of visitors: 52
  - New Library Card Sign-ups: 3
  - Replacement Cards/Account Renewals: 3
  - Tiny Library Giveaways: 36
  - Imagination Library Enrollments: 1
- Forks Volunteer Festival
  - Tabled at the event
  - Number of visitors: 17
  - Due to stormy weather didn't see the turnout that was hoped for
  - Promoted volunteer services sign up boost at NOLS library coming toward the mid to end of this year

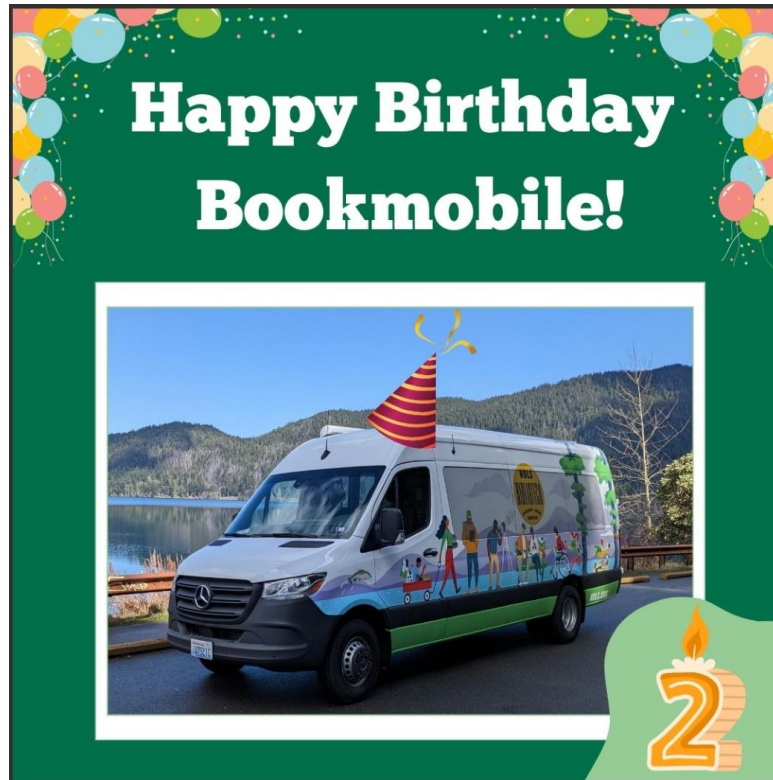
During the month of February, 75 deliveries were made and 2 new patrons registered for Outreach Delivery Services. There were 581 items checked out and 36 items renewed for Outreach Delivery patrons.

### **Bookmobile Outreach Services**

During the month of February, there were 39 visitors across 5 Routine Bookmobile Stops. There were 2 Outreach Services programs with a total of 69 participants.

- The Bookmobile saw its busiest day to date in Neah Bay on the 18th! Many community members greeted one another and complimented the service throughout the day.
- The La Push Pop-Up saw great numbers on the 26th! Community engagement was made for patrons of all age ranges. Community Outreach Specialist Kayla A. is communicating with staff about other potential organizations to bring library services to.
- February 28<sup>th</sup> was the Bookmobile's 2<sup>nd</sup> Birthday!





## **Facilities Department**

*Brian Phillips, Facilities Manager*

February proved to be a challenging month for Facilities with foul weather events and multiple staff on leave. We also bid adieu to Facilities Tech 2, Kirby Hawn, who moved on from NOLS to pursue opportunities elsewhere. Kirby's high quality work and excellent reliability were greatly appreciated at NOLS. Meanwhile, we are very excited to welcome Noah Mohmand into the vacant Facilities position. Noah brings wide-ranging experience and a high degree of capability to the job. Welcome aboard, Noah!

*Port Angeles Library:* Programmed electronic keys for staff; installed three more new diaper changing stations; installed new toilet seats; snow removal; pressure washed delivery driveway and Carver Room patio; washed windows.

*Sequim Library Project:* Finalized keying plan; approved change orders; ordered EV chargers.

*West End Libraries:* Snow removal; changed overhead light bulbs; repaired toilets.

*Other:* Serviced bookmobile; disposed surplus; began recruitment for temporary Facilities Tech I position based in PA; Brian attended Safety Committee and Management Team meetings.



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

*Erin Shield, Technical Services Manager*

February welcomed in two new IT staff: Damien Hare, Systems Administrator, and Hamada Gamil, IT Specialist 3. We're very happy to have them on board with their experience of systems, cybersecurity, hardware, and a various programs and applications. It has been over 9 months since IT has been fully staffed. They almost immediately had a field trip to the West End to get oriented to the branches and resolve some minor issues.

In February, the IT department successfully completed the Polaris ILS upgrade. Version 7.7 offers more functionality for back-end tasks like cataloging, acquisitions and serials modules. Bryan helped create the staff training plan. The upgrade went smoothly.

The new Remote Monitoring & Management (RMM) software, NinjaOne, was installed and tested. John was able to make updates to workstations remotely, implement Windows and application patching, and start work on getting the staff support ticketing system set up which is currently slated for an early-April implementation.

IT staff also helped implement the authorization set-up for NOLS' newest database, The New York Times. It was published on the website and in the newsletter in the first week of March.

Microfilm back up storage to the cloud was completed. NOLS now has 98% full digitization and back-up of current aging microfilm collection.

Other tasks completed:

- Replaced failed server hard drive
- Sensitive patron counter reporting updates
- Software installs for Outreach staff

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

In February, Technical Services staff enjoyed the 'profits' of the Polaris ILS upgrade. About half of the daily work flow is now able to be performed in web-based version of Polaris, Leap. There are still some critical features – mostly around cataloging functionality that are absent for complete tasks. Hopefully in the near future more strides will be made to incorporate those for full parity between the modules.

The digitization of microfilm was completed. NOLS now has an internal-use-only searchable portal that allows users to input keyword searches and enjoy a wide range of local content from throughout Clallam County. In addition to the portal, NOLS received the digital files which have been backed up in cloud storage.

1000 physical items were processed and available for customers in the month of February. 87 print materials were repaired including some from recataloging projects. 139 media items were resurfaced or repaired to extend their lives. 21 physical donations were made and will be added to the collection. Tech Services filled 182 InterLibrary Loan requests for NOLS' patrons and 130 loans out to other libraries.

Sarah is making progress on an EDI Team project. Cindy highlighted the most recent recataloging projects moving along – providing more user-friendly results for patrons and staff. Mark relabeled all the microfilm drawers for better accuracy and consistency. All existing microfilm has been reshelfed. Jennifer had a productive month contributing to Health and Safety Team.

In February, Technical Services staff participated in trainings, webinars, tasks and meetings related to ILS Team, Health and Safety Committee, Collection Management, Web Team, 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
- Supervisory Training: Best Practices for Coaching and Counseling

#### **Recruitments:**

- Public Services Librarian – PA
- IT Systems Administrator – IT
- IT Specialist 3 – IT
- Public Services Specialist – FO/CB
- Temporary Facilities Technician I – FAC
- Public Services Specialist – SQ
- Facilities Technician 2 – FAC

#### **New Hires:**

- Damien Hare – IT Systems Administrator – IT
- Amellia Lowe – Public Services Specialist – FO/CB
- Hamada Gamil – IT Specialist 3 – IT
- Noah Mohmand – Temporary Facilities Technician I – FAC

## Promotions:

- Jeremiah Volkmer – IT Specialist 3 – IT

## Separations:

- Liz Duval – Public Services Specialist – SQ
- Kirby Hawn – Facilities Technician 2 – FAC

## Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

The Marketing team is busily preparing Summer Reading Program materials. Other large projects include enhancing Springshare/Patron Point email communications and automated communications to better serve patrons. The online streaming service Kanopy, now available with a NOLS library card, was announced on the online resources webpage, as a blog update, and featured on the homepage.

## News Releases & Articles:

- 5 news releases were sent.
- Sequim Gazette's Feb. 5 top story: "Sequim library tracking for June opening," and Peninsula Daily News Feb. 10 front page: "Sequim library may open in June"
- Sequim Gazette Feb. 12: "Clallam County names second poet laureate," announcing 2025-27 Clallam County Poet Laureate, Nellie Bridge.
- Peninsula Daily News Feb. 25 front page: "Clallam County working with NOLS to relocate its law library: Expanded access to materials is the goal, administrator says"
- The monthly NOLS "Off the Shelf" article in the Sequim Gazette, contributed by Public Services Specialist Liz Duval-Saffold, provided recommendations for books that span genres to help readers explore beyond what they usually read.

## Financial Operations

Amy Hough, Finance Manager

- Participated in Management Team meeting
- Attended State Auditor's Office Overview of the Annual Report Requirements webinar



## Clallam County names second poet laureate

BY EMMA MARLE  
Olympic News Group

Nellie Bridge of Sequim will serve as Clallam County's next poet laureate, stepping into the two-year position this April. Bridge, currently working with upper elementary school children at Five Acres School in Duwamish, "I encourage young students to write expressively and enjoy language, which keeps me delighting in poems and words," she said in a press release. With poems that are grounded in direct observation, Bridge's themes often explore the ideas of identity, place, experience and the desire to connect as both a newcomer and returning stranger. Bridge recently moved back to Sequim, her childhood hometown, after she worked with teens in Sofia, Bulgaria, for four years and in Lima, Peru, for two additional years. Bridge's education includes a bachelor's degree from The Evergreen State College and a master's in fine arts from New York University, where she was a New York Times Fellow. She has apprenticed with The Villa Bolly Press, Copper Canyon Press and the Wells Book Arts Centre. Her poems have appeared in more than six journals, she has published two chapbooks and her

manuscript "Hides in the Ship of Theseus" is currently shortlisted for the Best of the Bottom Drawer Prize. "She's amazing," Youth Services Librarian Claire Dunlap recently told Clallam County commissioners. "I'm very excited she will be serving our county."

Two of the primary goals of Clallam County's Poet Laureate program are to bring diverse perspectives and voices to audiences across the county and to bring communities together, according to the press release. To work toward those goals, Bridge plans to offer events for people of all ages, abilities and experiences, including those in long-term care or those in the justice system. Bridge's term as poet laureate will run from April 2025 to March 2027. Her first year will be focused on generative poetry events and she intends for the second year to be focused on poetry dissemination. One of her hopes is to partner with organizations in displaying poetry in unexpected places throughout the county, according to the press release. She also hopes to collaborate on poetry translations and look into creating an anthology of new and old poems from the community. Dunlap said she hopes the

continuation of the poet laureate program will encourage the building of self-sustaining poetry communities and poetry events across the county. For her second year, Bridge will receive a \$10,000 stipend funded by the North Olympic Library Foundation and Clallam County. Bridge's role as poet laureate will build upon the foundation established by Jaden Dokken, the first poet laureate, whose two-year term expires in March. The transition between poet laureates will occur during Poetry Fest from 6:30 p.m. to 8 p.m. April 4 at the Port Angeles Main Library and on Zoom. During the event, Dokken will perform their final reading as poet laureate. Bridge will then kick off her two-year term with her own poetry reading. There will also be beginner-friendly poetry activities and a variety of poetry books available for attendees to browse. A second Poetry Fest celebration will occur from 6 p.m. to 7:30 p.m. April 25 at the Forks Branch Library.

## **Public Service Director's Report**

*Meghan Sullivan, Public Services Director*

- Participated in recruitment activities for the Port Angeles Adult Services Librarian & West End Part-Time and Full-Time Public Services Specialist position as well as continued onboarding and training activities for the Outreach and Port Angeles Library Managers.
- Continued activities to support Outreach Services including Marketing training for Bookmobile and Library-Pop Up flyers; Bookmobile technology training for new IT and Outreach staff; celebrating the Bookmobile's 2<sup>nd</sup> Birthday at NOLS; and other activities to transition central Outreach responsibilities to Victoria.
- Continued work with small groups of Port Angeles Public Services staff to complete items on the 2025 Branch Work Plan.
- Assessed and assisted with NOLS response to inclement weather in Clallam County between February 3-8.
- Attended Sequim Operational Area Meeting with Clallam County Emergency Management.
- Attended meeting with NOLS' ILS representative from Innovative with members of the ILS Team.
- Met with representatives of the Washington Department of Health Overdose Education and Naloxone Distribution Program.
- Met with the Workforce Development Outreach Coordinator for the Aging and Long-Term Support Administration (AL TSA) within the Department of Social and Health Services (DSHS) to learn more about their work and explore a potential collaboration for a caregiver career fair in Clallam County.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Youth Services Team, Circulation Team, Sequim Library Reopening Planning, PA Branch Staff Meeting; IT Department; NOLF Board Meeting; NOLS Board of Trustees and One-on-One meetings.

## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project
  - Weekly Owner, Architect and Contractor (OAC) meetings
  - Department of Commerce grant administration
- Attended the Public Libraries of Washington Director's meeting
- IT System Administrator and IT Specialist 3 recruitments
- Port Angeles Facilities Technician 2 recruitment
- Sequim Public Services Specialist recruitment
- Planning for rollout of new building keycard system
- Planning for NOLS and Clallam County Law Library collaboration
- Clallam County Revenue Advisory Committee
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



## Customer Comments

### February 2025

*The following comments were received by the Library during the months of February 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 have a comment/concern about being able to load and carry the Heavy Books into a Car. I usually visit and am some times accompanied by my Wife and Two Children. When we pick books out, we try to Load them into a Basket. But often Times, especially when I am by myself with my two kids, I am unable to lift and carry the Books without exceptional amounts of Back, Neck, and Wrist pain from the weight of the Books. The idea of lifting heavy objects also contributes to my permanent anxiety. I was hoping that The Library would consider permanently upgrading the Baskets that are used there for carrying Books. Preferably 4 wheel 20" wide x 30" Long x 15" Deep basket that has a Carrying handle long enough to pull the Basket with wheels. Since I am a Disable veteran with service connected Disabilities, I ask that the baskets are able to be used from the Library and outside the library across the full distance of the parking lot where they can be loaded and then the new basket will be returned. Perhaps the Staff can also assist with loading the Books into my vehicle. This is my suggestion to help Americans with Dissabilities (ADA). Thank you.

#### **Response:**

I appreciate you taking the time to share your concerns and your experience at the library. I'll share your suggestions with the Library's Management Team so we can discuss the situation and possible solutions further. Making our facilities as accessible as possible is a priority for NOLS. Consultants were hired in 2023 to assess each library and make accessibility recommendations. NOLS is now implementing a multi-year plan to address as many issues as it can.

You can learn more about accessibility at the Library at <https://www.nols.org/accessibility>.

If mobility issues prevent a patron from being able to make it into the library to browse or checkout material, they can sign up for the Library's [Outreach Delivery Services](#). Through the service, library materials will be dropped off monthly right at the patron's front door and picked back up directly from the patron's house.

The Port Angeles Library also has a motorized scooter with a basket available for any patron to use. When the doorbell next to the scooter in the lobby is pressed, staff will bring out the key for the scooter.

If you have further questions or suggestions, please let me know.

**Comment:**

There needs to be toddler/baby time at a later time. I work graveyard and taking me toddler to a 9/10 a.m class isn't an option so she misses out. Even if it was just at noon or something? But having a later option would help other working parents as well

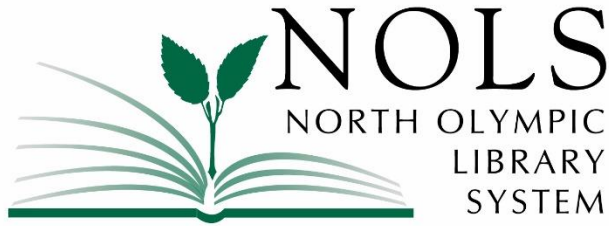
**Response:**

Thank you for your feedback about storytimes! We have been hearing from other parents and guardians about the need for options later in the day. Currently we have a Block Build & Play for children ages 0-5 with their caregiver on the first Wednesday of each month from 4-5pm. We will be reviewing the hours of our storytimes to see what adjustments can be made to meet community needs and staffing.

**Comment:** I need to make 11"x17" (ledger) copies of my drawings. I was able to do this in the Sequim Library and they have the same machine. Please make this available. Thanks.

**Response:**

The copy machines at the Port Angeles and Sequim Libraries are owned and managed by Pacific Office Equipment. The Library will share this suggestion with them and recommend they add the paper option, if possible.



## Highlight Log

(February 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.*

### **02/03/2025 – Outreach**

Chatted with many Outreach patrons and their families today, and every single one of them expressed their sincere gratitude for the service. One stated that the Outreach services have "acted as a balm for my weary soul." During delivery, I received a note reading, "This is a great service and everyone is so nice! Thank you!"

### **02/04/2025 – Port Angeles**

From a teen patron's feedback on their Teen Lit Bag titles from last month: "I love this program, I wouldn't be able to find these books on my own, so I wanted to say thank you and how much I appreciate these."

### **02/10/2025 – Outreach**

A patron called right after their Outreach delivery arrived and was giddy about the books they just received, saying, "If I wasn't 75, I would dance you around the room, I'm just so excited!"

### **02/10/2025 – Port Angeles**

A man emailed me from Australia to find out our library card policies. One of his friends recently moved to Port Angeles, and he wants to help her get a card. She thought she needed an ID with her current address and didn't realize she could bring in a recent piece of mail and a photo ID from her native Texas.

### **02/11/2025 – Bookmobile**

Yesterday was a chilly yet beautiful day in Neah Bay for the Bookmobile. We saw some regulars and new faces. Kudos to Becki and Arriana for their excellent service to our patrons. At our stop by the Community Gym, we were patrolled by a local security officer who ensured we were safe.



### **02/13/2025 – Forks**

This morning, I opened my email to two different emails from community leaders hoping to collaborate with the Library. It was excellent to see statements like, "And thanks for making the library a community meeting place. Someone who hadn't been there for years said exactly that. She was so pleased with the friendly feel of the place. Thanks to you and your staff."

### **02/18/2025 – Bookmobile**

The Bookmobile saw its busiest Neah Bay visit to date! We performed a lot of reader's advisory, had old patrons reactivating accounts, regular patrons chatting with one another, and a great sense of community! We had patrons waiting for us when we arrived, and some were sad to leave when we closed. So thrilled to see the community really beginning to embrace the Bookmobile and utilize our services!

### **02/20/2025 – Port Angeles**

One of the books I talked up during outreach to PAHS today was *Legendborn* by Tracy Deonn. In one class, a student got super excited when he saw the cover come up on my presentation. I asked if he had read it, and he said, "Yes! And it NEEDS a sequel!" I got to deliver the amazing book news that not only is there a sequel (and it was on the shelf behind him in the school library, waiting to be checked out), but the THIRD book comes out in two weeks!

### **02/20/2025 – Sequim**

Books and Trivia—Sequim's new iteration of Battle of the Books—has been off and running since January, when 4th graders at Helen Haller, OPA, and the Five Acre Explorer Class met to talk about *A Strange Thing Happened in Cherry Hall*. Now, we're on *Doña Quixote: Rise of the Knight!* Today's Helen Haller group LOVED it and rushed me for the title of the sequel so they could put it on hold before it arrives at NOLS. They came up with an abundance of niche theories about where the serpent goddess could've come from before the mayor built the portal for her, and they all shared their favorite monsters from the book. Looking forward to our final trivia competitions at all three schools next month!



**02/20/2025 – Sequim**

A patron just walked up to the desk and said, "I don't know who orders your non-fiction, but you tell them that they are doing a bang-up job! Quilting books full of information and history besides just patterns, beautiful work, beautiful work!"

**02/21/2025 – Sequim**

Last night, I overheard a little girl crying in the children's section and went out to see if I could offer some help. Apparently, she had set her *Pete the Cat* book down, and a little boy had checked it out, not knowing it was hers. She told me it was the last *Pete the Cat* book we had in and was absolutely heartbroken. I showed her that Pete just happened to be in three different places in the library, and she left with a huge smile on her face and FOUR *Pete the Cat* books.

**02/21/2025 – Port Angeles**

Last week, the PA branch hosted Aryeh Frankfurter & Lisa Lynne for another series of harp workshops and a concert. Before the workshop, a patron said to me, "It's so wonderful that the library provides things like this for free, it is really a gift for the community." Another patron impressed themselves with how quickly they understood the harp chords, saying, "I feel like a freaking genius!" The Friday evening concert saw 154 attendees. Huge thanks to everyone who assisted with these programs, especially Leslie, Vik, Jeff, and Audra!

**02/25/2025 – Bookmobile**

A rainy and windy day in Neah Bay didn't stop our regulars! Got to surprise a patron with our quick turnaround on fulfilling a popular item hold for them! "I thought it would take a really long time! Oh Yay! I'm so excited!"

**02/26/2025 – Port Angeles**

One of our regular patrons came in this afternoon to research a few locations in Port Angeles that he remembered from his youth. I showed him our new local newspaper archive on the NOLS website—he was SO EXCITED! When he saw how far back the newspaper collection went, he was like a kid in a candy store! He has tried to use the microfilm in the past and was overwhelmed by it, and he kept commenting on how easy this was going to be for him to use.

**02/27/2025 – Outreach**

We received a letter from an Outreach patron that stated, "Book delivery day is like Christmas! The variety of books is amazing, and I enjoy each one."