

Board of Trustees Regular Meeting
Thursday, May 22, 2025 5:30pm
Clallam Bay Branch 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 April 29, 2025
4. Communications
5. Public Comments
6. Presentation: None
7. Financial Reports: April 2025
8. Approval of Vouchers: April 2025

9. Unfinished Business
 - U.1. New Policy 4.18 – Social Media
10. New Business
 - N.1. Revision to Policy 3.5 – Penalties for Overdue, Lost or Damaged Material
 - N.2. Verbal update regarding the Sequim Library Expansion and Renovation Project
 - N.3. Verbal update regarding Outreach Services
 - N.4. Discussion regarding the process to develop a new Strategic Plan
11. Reports
 - R.1. Monthly Statistics Reports: April 2025
 - R.2. Monthly Activity Reports: April 2025
 - R.3. Customer Comments: April 2025
 - R.4. Highlight Log: April 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, June 26, 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, 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

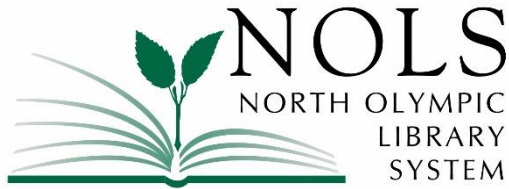
Note: no regular Board meetings scheduled in July or December.

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
Tuesday, April 29, 2025 5:30pm
Forks Branch 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, Cyndi Ross, and Betty Marcoux. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, West End Library Manager Troi Gale, Library Services Specialist Jennifer Smathers, and Marketing & Communications Manager Karyn Bocko.

2. Approval of agenda

Motion by Cyndi Ross to approve the agenda as presented. Motion seconded by Ian Miller. Motion carried.

3. Approval of minutes for regular meeting of March 27, 2025

Motion by Bert Caldwell to approve the minutes from the March 27, 2025 regular meeting. Motion seconded by Cyndi Ross. Motion carried.

4. Communications

None

5. Public Comments

Community members commented that the Library is great and a supportive place for Peninsula College students, noting that internet access on Fridays when the campus is closed has been especially helpful. They also noted that they appreciated how the Library helps families and has events in their small rural town. Some community members were motivated to come to the Board meeting because of hearing about changes that may be coming.

Francesca Velasquez commented that when she worked at NOLS many years ago, she was the only Hispanic person who worked at NOLS. She appreciates that now see individuals that look like her and speak Spanish.

Guadeloupe commented that she appreciates how the Library helps students by providing important resources like copies and faxes.

6. Presentation

New Online Registration and Auto-Renewal Process – Karyn Bocko, Marketing and Communications Manager

7. Financial Reports: March 2025

The financial reports for March 2025 were accepted as presented.

8. Approval of Vouchers: March 2025
Motion by Ian Miller to approve the March 2025 vouchers, numbered #218 through #331, in the amount of \$1,644,355.46. Motion seconded by Betty Marcoux. Motion carried.
9. Unfinished Business
None
10. New Business
 - N.1. Revision to Policy 3.1 – Library Cards
Motion by Bert Caldwell to approve Revision to Policy 3.1 as presented. Motion seconded by Cyndi Ross. Motion carried.
 - N.2. Revision to Policy 3.2 – Borrowing Privileges
Motion by Cyndi Ross to approve Revision to Policy 3.2 as presented. Motion seconded by Betty Marcoux. Motion carried.
 - N.3. Revision to Policy 3.3 – Circulation of Special Collections
Motion by Cyndi Ross to approve Revision to Policy 3.3 as presented. Motion seconded by Ian Miller. Motion carried.
 - N.4. Revision to Policy 3.4 – Hold Requests and Held Materials
Motion by Betty Marcoux to approve Revision to Policy 3.4 as presented. Motion seconded by Cyndi Ross. Motion carried.
 - N.5. Revision to Policy 3.5 – Penalties for Overdue, Lost or Damaged Material
Motion by Bert Caldwell to approve Revision to Policy 3.5 as presented. Motion seconded by Betty Marcoux. Motion carried.
 - N.6. Revision to Policy 4.1 – Basic Rule of Conduct
Motion by Ian Miller to approve Revision to Policy 4.1 as presented. Motion seconded by Cyndi Ross. Motion carried.
 - N.7. New Policy 4.18 – Social Media
No action taken. Library staff will make revisions to the draft policy and present them at the May Board Meeting.
11. Reports
 - R.1. Monthly Statistics Reports: March 2025
 - R.2. Monthly Activity Reports: March 2025
 - R.3. Customer Comments: March 2025
 - R.4. Highlight Log: March 2025*All reports were accepted as presented.*
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 agendaize a matter of business on a future agenda.

14. **Next meeting: 5:30pm, Thursday, May 22, 2025**

15. **Agenda items for next meeting**

[Approval of new social media policy](#)

16. **Adjournment**

[There being no further business, the meeting was adjourned by the Chair at 7:30pm.](#)

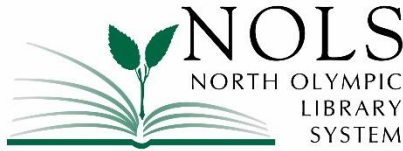
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: May 22, 2025
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for April 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 \$761 for the month, including \$500 from Friends of Forks Library. Their support is vital and greatly appreciated.

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

Expenditures: Capital construction costs for the Sequim Library Project this month are \$573,216 which includes payments of \$491,975 to Hoch Construction, \$49,921 to SHKS Architects, and \$26,235 to National Car Charging for the EV charging stations.

Other expenses are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$328,974 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 April are \$407,140.

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



Revenue Report^{*}

April 30, 2025

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	1,771,957	2,405,072	2,394,578	50.1
Grants, Entitlements, Other Payments	33,000	1,086	2,351	30,649	7.1
Goods and Services	18,010	950	4,504	13,506	25.0
Library Fees	15,000	891	4,121	10,879	27.5
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	34,148	88,794	91,206	49.3
Facilities Leases (Short Term)	1,200	198	815	385	67.9
Contributions and donations ⁽¹⁾	128,862	761	441,128	(312,266)	342.3
Other Miscellaneous Revenue	127,393	883	15,259	112,134	12.0
Total Miscellaneous Revenues	437,455	35,989	545,996	(108,541)	124.8
Nonrevenues (excise taxes) ⁽²⁾	1,100	93	438	662	39.8
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	7,327,025	1,810,966	2,962,482	4,364,543	40.4
<i>(1) Includes anticipated grants from Friends of the Library groups and other donors.</i>					
<i>(2) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.</i>					
Capital Revenue					
Grants	2,499,500	-	1,950,000	-	78.02
Contributions and donations	30,000	-	-	-	-
LOCAL Investment Interest	-	-	10,660	-	-
Timber Revenues (received in 2025)	-	51,063	97,533	-	-
Total Capital Revenue	-	51,063	2,058,193	-	-
Grand Total Revenues		1,862,028	5,020,675		

^{*}All amounts are rounded to the nearest dollar



Expenditure Report^{*}

April 30, 2025

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	287,672	1,085,019	2,519,779	30.1
Benefits	1,527,234	119,469	418,157	1,109,077	27.4
<i>Total Personnel</i>	<i>5,132,032</i>	<i>407,140</i>	<i>1,503,176</i>	<i>3,628,856</i>	<i>29.3</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	17,753	33,703	72,528	31.7
Fuel	19,300	477	1,896	17,404	9.8
Collection Materials	504,000	19,381	90,534	413,466	18.0
Merchandise purchased for resale	2,625	43	705	1,920	26.9
Small Tools/Equip (<\$200)	4,000	282	564	3,436	14.1
<i>Total Supplies</i>	<i>636,156</i>	<i>37,935</i>	<i>127,402</i>	<i>508,754</i>	<i>20.0</i>
<i>Services</i>					
Professional Services	469,331	26,619	78,358	390,973	16.7
Communication	220,214	15,536	70,607	149,607	32.1
Travel	33,760	1,719	5,231	28,529	15.5
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	584	2,808	933	75.1
Insurance	133,000	-	-	133,000	0.0
Public Utilities	113,247	9,483	35,812	77,435	31.6
Repair and Maintenance	117,589	6,135	27,816	89,773	23.7
Miscellaneous Services	11,000	901	2,762	8,238	25.1
Dues	5,730	-	2,144	3,586	37.4
<i>Total Services</i>	<i>1,113,611</i>	<i>60,977</i>	<i>231,527</i>	<i>882,084</i>	<i>20.8</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>25</i>	<i>7,018</i>	<i>5,682</i>	<i>55.3</i>
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	<i>1,100</i>	<i>104</i>	<i>468</i>	<i>632</i>	<i>42.5</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>7,440</i>	<i>53,885</i>	<i>177,290</i>	<i>23.3</i>
<i>Interest & Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>-</i>	<i>200,250</i>	<i>N/A</i>
Total Operating Expenditures	7,327,024	513,621	1,923,476	5,403,548	26.3

(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^{*}

April 30, 2025

4/12ths is 33.3%

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	4,069	291,336	(263,336)	1,040.5
Other Improvements	676,500	3,319	52,039	624,461	7.7
Machinery & Equipment	395,750	8,450	15,619	380,131	3.9
Construction of Capital Assets	5,000,000	573,216	1,799,105	3,200,895	36.0
Total Capital Outlays	6,100,250	589,054	2,158,098	3,942,152	35.4
Grand Total All Expenditures	13,427,274	1,102,675	4,081,574	9,345,700	30.4



Account Balances*

April 30, 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⁾	822,019	-	51,063	-	873,082
Operating Reserve ⁽³⁾	677,199	-	-	-	677,199
PA Capital Reserve ⁽³⁾	394,809	-	-	-	394,809
Sequim Capital Reserve ⁽³⁾	59,680	-	-	-	59,680
NOLS Capital Fund ⁽⁴⁾	396,385	-	-	8,450	387,934
PA Capital Fund ⁽⁴⁾	304,976	-	-	3,319	301,658
Sequim Capital Fund ⁽⁴⁾	3,774,003	-	11,843	584,263	3,201,583
<i>Total Board Designated Accounts</i>	<i>7,736,090</i>	<i>-</i>	<i>62,906</i>	<i>596,032</i>	<i>7,202,963.71</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,952	-	1	-	6,953
Clallam Bay Friends Donations	4,182	-	-	133	4,049
Forks Donations Fund	2,277	-	9	-	2,286
Forks Friends Donations	1,981	-	500	156	2,325
NOLS Materials Fund	456,101	-	71	19,381	436,791
NOLS Donations Fund	84,051	-	139	6,284	77,907
Port Angeles Donations Fund	11,485	-	95	-	11,579
Port Angeles Friends Donations	10,200	-	-	3,906	6,294
Sequim Donations Fund	22,087	-	10	-	22,097
Sequim Friends Donations	44,150	-	-	2,744	41,406
NOLF Donations Fund	-	-	-	211	(211)
Outreach Donations Fund	9,092	-	-	300	8,792
<i>Total Grants and Donations</i>	<i>652,558</i>	<i>-</i>	<i>825</i>	<i>33,114</i>	<i>620,268.54</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>8,391,974</i>	<i>-</i>	<i>63,731</i>	<i>629,146</i>	<i>7,826,559</i>
<i>Undesignated Cash Operating Funds</i>	<i>746,973</i>	<i>1,347,849</i>			<i>2,094,822</i>
Total WA State Local Investment Pool	9,138,947	1,347,849	63,731	629,146	9,921,381

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^{*}

April 30, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	9,138,947	1,347,849	63,731	629,146	9,921,381
Cash					
Cash Operating Funds					
Cash held by County Treasurer	1,098,287	(11,884)			1,086,403
LOCAL Program Proceeds					
Cash held by Office of the State Treasurer	11,197	(11,197)	-	-	0
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	393	-	393	6,000
Payroll Account (US Bank 1301)	200	328,974	-	328,974	200
Merchant Account (FF 7401)	1,000	(473)	499	26	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<i>Total Branch Change Funds</i>	520	-	-	-	520
Total Imprest Accounts	7,720	328,893	499	329,392	7,720
Total Cash	1,106,007	317,009	499	329,392	1,094,123
Total Cash and Investments	10,244,953	1,664,859	64,230	958,538	11,015,503.59

* All amounts are rounded to the nearest dollar.



Voucher Approval for April 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 #332 through #461 are approved in the amount of \$1,103,041.83 this 22th day of May 2025.

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

No.	Claimant	Purpose	Amount
332	Acila Consulting LLC	PO 480 Capital Construction - Owner's Representative - SQ CPA	4,141.67
333	Acila Consulting LLC	PO 562 Capital Construction - Owner's Representative - SQ CPA	6,387.50
334	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 02-28-2025, 03-31-2025)	968.93
335	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-2025) - EFT 1142	275,278.16
336	AHBL Inc	PO 595 Capital Improvements - PA Accessible Pathways Project - PACR	1,000.00
337	Alliance 2020 Inc	PO 456 Professional Services - Background Checks - NOLS	69.10
338	Amazon.com	Collection Materials	124.51
339	Amazon.com	Collection Materials	67.64
340	Amazon.com	Collection Materials	184.58
341	Amazon.com	Collection Materials	196.47
342	Angeles Plumbing Inc.	PO 441 Repair & Maintenance - Replace Annex Spigot - FAC	302.36
343	Baker & Taylor	Collection Materials	1,918.25
344	Baker & Taylor	Collection Materials	1,751.25
345	Baker & Taylor	Collection Materials	1,796.75
346	Baker & Taylor	Collection Materials	2,163.93
347	Baker & Taylor	Collection Materials	1,393.04
348	Bizy Boys LLC	PO 474 Groundskeeping - PA Lawn Care - FAC	869.49
349	Blackstone Audio Inc.	Collection Materials	42.94
350	Book Depot	PO 432 Program Supplies - SRP Books (PAFOL)	395.67
351	Bridge Wynnelle	CO 08 Programming - Clallam County Poet Laureate Q1 - NOLS	1,250.00
352	Brodart Company	Collection Materials	71.71
353	Brodart Company	Collection Materials	103.32
354	Brodart Company	Collection Materials	384.59
355	Brodart Company	Collection Materials	308.60
356	Brodart Company	Collection Materials	441.04
357	Canon Financial Services Inc	Leases - Printer & Copier Contract - NOLS	940.03
358	CENGAGE Learning	Collection Materials	95.54
359	CENGAGE Learning	Collection Materials	166.36
360	CENGAGE Learning	Collection Materials	191.87

No.	Claimant	Purpose	Amount
361	Center Point Large Print	Collection Materials	197.76
362	Center Point Large Print	Collection Materials	29.96
363	CenturyLink 300511187 FO	Communications - Voice - FO	96.03
364	CenturyLink 300561130 CB	Communications - Voice - CB	90.44
365	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	77.07
366	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	77.07
367	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	88.09
368	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	318.04
369	Cerium Networks Inc	PO 442 Technology Services - Managed Services - IT	1,938.40
370	Cherbib Miriam	PO 452 Professional Services - Leadership Coaching - NOLS	2,312.00
371	Cherbib Miriam	PO 596 Professional Services - Leadership Coaching - NOLS	500.00
372	City of Forks	Public Utilities - FO	146.78
373	City of Forks	Public Utilities - FO	125.00
374	City of Port Angeles/Dump	PO 458 Public Utilities - Solid Waste - Scrap Metal Recycle - FAC	12.91
375	City of Port Angeles/Orcas Avenue	Public Utilities - PA	282.79
376	City of Port Angeles/Orcas Avenue	Public Utilities - PA	307.94
377	City of Port Angeles/Peabody St.	Public Utilities - PA	4,873.90
378	City of Sequim	Public Utilities - SQ	44.77
379	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
380	Clallam County PUD	Public Utilities - SQ2	1,059.91
381	Clallam County PUD	Public Utilities - CB	659.05
382	Clallam County PUD	Public Utilities - FO	492.66
383	Clallam County PUD	Public Utilities - SQ, SQ2	1,489.19
384	Clallam County Treasurer	MAR 2025 Investment Service Fee paid in APR- EFT 1149	50.00
385	Convergence Design and Apparel	PO 563 Program Supplies - SRP T-Shirts, Totes (NDF)	5,847.10
386	Decker City Hardware	PO 466 Maintenance Supplies - Soap, Sprayer - FAC	28.20
387	Decker City Hardware	PO 504 Maintenance Supplies - Cleaners, Gloves - FAC	35.70
388	Dept. of L&I-Boiler Inspection	PO 449 Repair and Maintenance - PA Water Heater Inspection - FAC	31.80
389	Dept. of Labor & Industries	Q1 2025 L&I - NOLS	8,491.36
390	Dept. of Retirement Systems	DRS OASI for 2024 Tax Year	25.00
391	Dept. of Retirement Systems	PERS and DCP (PPE 03-31-2025) - EFT 1143	53,565.25
392	Dept. of Revenue - Use/Sales Tax	March 2025 Sales & Use Tax - EFT 1145	130.53
393	Drawing Club LLC	CO 17 Program Supplies - SRP Design (PAFOL/FOSL)	500.00
394	Employment Security Dept	Q1 Unemployment Insurance	6,934.46
395	E-Rate Expertise	PO 556 Professional Services - E-Rate Consulting - NOLS	1,435.50
396	Fabulist Fables LLC	CO 27 Programming - Poetry Fest Fortune Teller (PAFOL)	50.00
397	Fatbeam LLC	PO 455 Communications - Internet Services Apr - NOLS	11,755.65
398	HD Supply	PO 424 Maintenance Supplies - Sanitizer, Cleaner, Soap - FAC	1,938.84
399	Health Care Authority	Medical (PPE 03-31-2025)	51,849.16
400	Hi-Tech Security Inc.	PO 542, 543 Repair & Maintenance - PA Fire Alarm Monitoring, Cell Comm.	673.01
401	Hi-Tech Security Inc.	PO 580, 581, 582, 583 Machinery & Equipment, Repair & Maint - Fire Alarms	1,404.20
402	Hoch Construction Inc	PO 577, 578 Capital Construction - SQ Project Construction - SQ CPA	491,974.92
403	Ingram Library Services	Collection Materials	872.28
404	Ingram Library Services	Collection Materials	1,551.40
405	Ingram Library Services	Collection Materials	884.91
406	Ingram Library Services	Collection Materials	520.18

No.	Claimant	Purpose	Amount
407	Ingram Library Services	Collection Materials	267.00
408	KCDA Purchasing Cooperative	PO 423 Maintenance Supplies - Cleaning Supplies - FAC	1,468.94
409	Kleefeld Amber	Travel - Business - Mileage Reimbursement - PA	17.64
410	Les Schwab Tires	PO 439 Vehicle Maintenance - Tire Changes - FAC	112.90
411	Les Schwab Tires	PO 479 Vehicle Maintenance - Prius Tire Change - FAC	104.21
412	Les Schwab Tires	PO 514 Vehicle Maintenance - Ariya New Front Tires - FAC	690.44
413	Les Schwab Tires	PO 566 Vehicle Maintenance - Chevy Tire Alignment - FAC	130.31
414	Lumen	Communications - VOIP - NOLS	498.61
415	Materials Testing & Consulting Inc	PO 507 Capital Construction - SQ Construction Structural Inspection - SQ CPA	95.00
416	McNish Family II LLC	SQ Temp Bldg Lease - May 2025- SQ CPA	6,977.89
417	Midwest Tape	Collection Materials	370.62
418	Midwest Tape	Collection Materials	721.40
419	Midwest Tape	Collection Materials	1,153.73
420	National Car Charging LLC	PO 473 Capital Construction - SQ Electric Vehicle Chargers x2 - SQ CPA	26,235.30
421	NinjaOne LLC	PO 158 Technology Services - RMM Software - IT	8,265.51
422	North Olympic Library System	March Revolving Fund Reimbursement	392.60
423	Olympic Laundry & Dry Cleaners Inc.	PO 457 Professional Services - Laundry - FAC	187.50
424	Olympic Printers Inc	PO 451 Printing and Binding - Business Cards - NOLS	103.46
425	Olympic Printers Inc	PO 467 Printing and Binding - Business Cards - NOLS	103.46
426	Olympic Printers Inc	PO 587 Printing and Binding - Annual Report - NOLS	263.54
427	Olympic Springs Inc	PO 472 Operating Rentals - SQ Temp Water Service - FAC	106.17
428	OverDrive Inc	Collection Materials	144.99
429	OverDrive Inc	Collection Materials	1,439.91
430	OverDrive Inc	Collection Materials	142.99
431	OverDrive Inc	Collection Materials	154.99
432	OverDrive Inc	Collection Materials	144.53
433	Pacific Office Equipment Inc.	Copier & Paper Use Charges Mar 25 - NOLS	1,451.98
434	Rainbow Sweepers Inc.	PO 463 Groundskeeping - PA Parking Lot Sweeping 03-09-25 - FAC	245.03
435	Rehn & Associates Inc	PO 494 Professional Services - HRA Services - NOLS	223.25
436	Rehn & Associates Inc	PO 584, 585 Professional Services - HRA Services JAN/FEB - NOLS	427.50
437	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	16.10
438	Romer Leslie	CO 06 Programming - Lost Fire Lookouts (CBFOL,PAFOL,FOSL)	500.00
439	Scholastic Inc	PO 390, 416, 508 Program Supplies - SRP Prize Books (FOSL/PAFOL/BMOR)	1,855.40
440	Scholastic Inc	PO 549, 550 Program Supplies - SRP Prize Books (PAFOL)	1,423.73
441	Scissors & Glue LLC	CO 10 Professional Services - ASTD Presenter - NOLS	2,000.00
442	Scissors & Glue LLC	CO 31 Professional Services - ASTD Presenter Travel - NOLS	350.72
443	SHKS Architects	PO 559 Capital Construction - SQ Library Expansion Project - SQ CPA	49,921.34
444	Silver Kite Community Arts Consulting LLC	PO 427 Programming - Online Workshops (2) (FOSL)	350.00
445	Sound Energy Systems	PO 591 Repair & Maintenance - PA HVAC Control Maint. - FAC	1,001.88
446	Sullivan Meghan	PO 532, 533 Program Supplies - Poet Laureate (PAFOL)	84.95
447	Summit Law Group	PO 555 Professional Fees - Legal Services - ADM	365.00
448	Swains General Store Inc.	PO 443 Maintenance Supplies - Cleaning Supplies - FAC	40.09
449	Swains General Store Inc.	PO 505 Maintenance Supplies - Cleaners, Dusters, Gloves - FAC	197.87
450	Tacoma Rubber Stamp	PO 454 Office Supplies - Magnetic Nametags - NOLS	21.71
451	Unique Management Services Inc.	Professional Services - Debt Collection	128.05
452	United Way of Clallam County	United Way Contributions (PPE 03-31-2025)	50.00

No.	Claimant	Purpose	Amount
453	US Bank	Credit Card Services - April 2025	21,384.91
454	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
455	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
456	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	545.20
457	Viking Sew & Vac	PO 444 Maintenance Supplies - Vacuum Supplies - FAC	64.17
458	WCIF	Vi/Li/EAP (PPE 03-31-2025)	1,298.92
459	West Waste & Recycling	Public Utilities - FO & CB	56.43
460	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-2025) - MAY Coverage	7,357.99
461	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 03-31-2025)	2,314.90
			1,103,041.83

*** Detail - NOLS Revolving Fund Account -- Voucher #422**

2446	NOLS Patron	Patron Refund	9.99
2447	NOLS Patron	Patron Refund	24.95
2448	NOLS Patron	Patron Refund	23.95
2449	NOLS Patron	Patron Refund	34.95
2450	NOLS Patron	Patron Refund	25.00
2451	NOLS Patron	Patron Refund	20.95
2452	NOLS Patron	Patron Refund	33.97
2453	NOLS Patron	Patron Refund	8.99
2454	NOLS Patron	Patron Refund	17.95
2455	NOLS Patron	Patron Refund	26.00
2456	NOLS Patron	Patron Refund	26.98
2457	NOLS Patron	Patron Refund	17.99
2458	NOLS Patron	Patron Refund	16.00
2459	NOLS Patron	Patron Refund	24.99
2460	NOLS Patron	Patron Refund	26.99
2461	NOLS Patron	Patron Refund	33.96
2462	NOLS Patron	Patron Refund	18.99
			392.60

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #453**

1	8th Street Car Wash	PO 334 Vehicle Maintenance - Ariya Car Wash - FAC	5.00
2	9th & Pike	PO 403 Travel - Training - IUG 2025 Meal - NOLS	5.67
3	Adobe	PO 516 Technology Services - 6 Creative Cloud Monthly Licenses	209.94
4	Amazon	PO 299 Office Supplies - Fans, Go Bags, Traffic Wands - PA	185.02
5	Amazon	PO 356 Office Supplies - File Organizer, Correction Tape, Staple Removers	50.93
6	Amazon	PO 356 Merchandise for Resale - Flash Drives - PA	42.56
7	Amazon	PO 426 Office Supplies - Compressed Air - PA	17.86
8	Amazon	PO 426 Office Supplies - Hand Sanitizer - PA	28.15
9	Amazon	PO 490 Program Supplies - Día del Niño (NDF)	20.10
10	Amazon	PO 313 Program Supplies - Día del Niño (NDF)	378.63
11	Amazon	PO 417 Program Supplies - Tie Dye Party (FOFOL)	44.14
12	Amazon	PO 415 Program Supplies - Teen Lit Bags March/April (NDF)	38.12

No.	Claimant	Purpose	Amount
13	Amazon	PO 374 Office Supplies - Alcohol Wipes - SQ	9.15
14	Amazon	PO 501 Office Supplies - Paper Cups - SQ	37.00
15	Amazon	PO 418 Machinery & Equipment - Webcams, Cables - IT	163.49
16	Amazon	PO 349 Program Supplies - Teen Tuesday, Poetry Fest (PAFOL)	40.00
17	Amazon	PO 468 Technology Supplies - Headphone/Mic Splitter Cable - IT	6.48
18	Amazon	PO 465 Office Supplies - Volunteer Appreciation Cards, Satchets	27.19
19	Amazon	PO 414 Technology Supplies - USBC Audio Jack Converters - PA	22.80
20	Amazon	PO 491 Program Supplies - Kids Book Club, Little Hands Art Supplies	44.78
21	Amazon	PO 309 Program Supplies - Teen Night & Earth Day (FOSL)	73.55
22	Amazon	PO 437 Small Tools & Equip - A-Frame for WE COS - OR	78.20
23	Amazon	PO 378 Office Supplies - Dymo Labels x3 - FO	52.41
24	Amazon	PO 394 Office Supplies - Laminator Seets, Book Tape - FO	44.93
25	Amazon	PO 448 Program Supplies - Rainforest & Nature Journaling	38.77
26	Amazon	PO 483 Office Supplies - 2025 Library Staff Appreciation Day Fidgit Toys	60.15
27	Arco	PO 446 Courier Fuel - Pacifica - OR	30.12
28	Bird Bakery	PO 403 Travel - Training - IUG 2025 Meal - NOLS	19.02
29	Bitly	PO 523 Technology Services - URL Management - ADM	11.67
30	Blick Art Materials	PO 425 Program Supplies - Poetry Fest (PAFOL)	26.06
31	Chalma I LLC	PO 488 Program Supplies - Día del Niño (FOFOL)	41.04
32	City of Sequim	PO 519 Professional Services - Banner Space Reservation Fee	6.75
33	City of Sequim	PO 519 Professional Services - Banner Space Reservation - NOLS	180.00
34	Clallam County PUD	PO 486 Capital Construction - SQ Library Electrical Meter	847.97
35	Costco	PO 512 Program Supplies - Griddle (CBFOL)	32.66
36	Costco	PO 329 Program Supplies - Books & Trivia, Teen Night (FOSL)	57.64
37	Costco	PO 498 Program Supplies - Teen Night (FOSL)	21.67
38	Costco	PO 481 Small Tools & Equip - Wagon, Connect4, Cart - OR	192.72
39	Crisp & Green	PO 403 Travel - Training - IUG 2025 Meal - NOLS	18.22
40	Crisp & Green	PO 403 Travel - Training - IUG 2025 Meal - NOLS	22.04
41	Dell Financial Services LLC	PO 362 Machinery & Equipment - Staff Model PC Stand - IT	100.50
42	Dell Financial Services LLC	PO 362 Machinery & Equipment - Staff Model PC for Testing - IT	1,053.27
43	Dell Financial Services LLC	PO 412 Machinery & Equipment - Staff Laptop - IT	1,281.77
44	Dell Financial Services LLC	PO 409 Machinery & Equipment - Staff Laptops - IT	1,191.49
45	Dell Financial Services LLC	PO 409 Machinery & Equipment - Laptop Docking Station - IT	419.24
46	Dish 3	PO 403 Travel - Training - IUG 2025 Meal - NOLS	4.96
47	E-Fax	PO 475 Technology Services - Confidential Fax Line - ADM	36.84
48	Exxon Mobil	PO 357 Courier Fuel - Pacifica - OR	29.40
49	Forks Outfitters	PO 377 Office Supplies - Bleach - FO	8.35
50	Harbor Freight Tools	PO 380 Small Tools & Equip - Specialty Driver Bit Set - FAC	10.88
51	Hotels.com	PO 376 Travel - Training - WLA 2025 Lodging - NOLS	254.04
52	Jiffy Lube	PO 447 Vehicle Maintenance - Oil Change Pacifica - FAC	121.95
53	KCDA Purchasing Cooperative	PO 310 Office Supplies - Sticky Notes - PA	3.04
54	KCDA Purchasing Cooperative	PO 310 Copy Paper - PA	103.63
55	Label Value	PO 413 Office Supplies - Spine Labels - SQ	80.63
56	Lower Elwha Food & Fuel	PO 364 Business Fuel - Bookmobile - OR	46.44
57	Lower Elwha Food & Fuel	PO 399 Business Fuel - Bookmobile - OR	36.72
58	Lower Elwha Food & Fuel	PO 398 Business Fuel - Bookmobile - OR	40.21

No.	Claimant	Purpose	Amount
59	Lower Elwha Food & Fuel	PO 400 Business Fuel - Bookmobile - OR	38.93
60	Lower Elwha Food & Fuel	PO 461 Business Fuel - Bookmobile - OR	35.85
61	Lower Elwha Food & Fuel	PO 460 Business Fuel - Bookmobile - OR	46.49
62	Marriott	PO 402 Travel - Training - IUG 2025 Lodging - NOLS	1,151.70
63	Meta (Facebook)	PO 521 Professional Services - Sponsored Posts - NOLS	24.93
64	Meta (Facebook)	PO 522 Professional Services - Sponsored Posts - NOLS	1.96
65	Microsoft	PO 515 Technology Services - A5 Licenses - IT	1,272.16
66	MRSC	PO 476 Training & Conferences - Webinar Productive Meetings	40.00
67	Nintendo	PO 496 Program Supplies - Teen Night (FOSL)	4.33
68	Orca	PO 401 Travel - Training - IUG 2025 Transportation - NOLS	3.00
69	Orca	PO 401 Travel - Training - IUG 2025 Transportation - NOLS	3.00
70	Peckish	PO 403 Travel - Training - IUG 2025 Meal - NOLS	31.40
71	Pint Brothers	PO 403 Travel - Training - IUG 2025 Meal - NOLS	13.65
72	Pint Brothers	PO 403 Travel - Training - IUG 2025 Meal - NOLS	24.60
73	Pint Brothers	PO 403 Travel - Training - IUG 2025 Meal - NOLS	29.65
74	Pint Brothers	PO 403 Travel - Training - IUG 2025 Meal - NOLS	5.40
75	POS Supply Solutions	PO 311 Office Supplies - Register Receipt Tape - NOLS	189.98
76	POS Supply Solutions	PO 341 Office Supplies - Receipt Printer Paper - NOLS	411.81
77	Prime Video	PO 495 Program Supplies - Books & Trivia, Teen Night (FOSL)	4.12
78	Punjab Indian Cuisine	PO 403 Travel - Training - IUG 2025 Meal - NOLS	26.96
79	Rite Aid	PO 464 Office Supplies - Thank You Cards - OR	4.35
80	Safeway	PO 336 Program Supplies - Yarn Circle (FOSL)	46.66
81	Safeway	PO 360 Program Supplies - Teen Tuesday (PAFOL)	74.85
82	Safeway	PO 428 Business Fuel - White Subaru - NOLS	25.91
83	Safeway	PO 497 Program Supplies - Books & Trivia, Teen Advisory Board	32.95
84	Safeway	PO 438 Program Supplies - Books & Trivia (FOSL)	4.99
85	Sequim Irrigation Festival	PO 524 Programming - Family Fun Day (FOSL)	30.00
86	Shadow Mountain General	PO 436 Business Fuel - Prius - NOLS	40.00
87	Shell	PO 381 Business Fuel - Transit Van - NOLS	14.66
88	Shell	PO 445 Business Fuel - Chevy Van - NOLS	92.20
89	SHRM	PO 477 Training & Conferences - NHRMA Conference - ADM	679.00
90	Snooze	PO 403 Travel - Training - IUG 2025 Meal - NOLS	24.55
91	Stamps.com	PO 338 Postage - TS	250.00
92	Stamps.com	PO 347 Postage - TS	250.00
93	Stamps.com	PO 363 Postage - TS	250.00
94	Stamps.com	PO 382 Postage - TS	250.00
95	Stamps.com	PO 395 Office Supplies - Postage Supplies - TS	326.65
96	Stamps.com	PO 408 Postage - TS	250.00
97	Stamps.com	PO 435 Technology Services - Monthly Service Charge - TS	21.77
98	Stamps.com	PO 453 Postage - TS	250.00
99	Stamps.com	PO 459 Postage - TS	250.00
100	Sticker Giant	PO 406 Printing and Binding - FOL Book Labels, Staff Stickers	123.75
101	Sticker Giant	PO 406 Printing and Binding - FOL Book Labels, Staff Stickers	307.22
102	Uline	PO 450 Machinery & Equipment - Annex Storage Shelving - FAC	3,230.57
103	Uprinting	PO 518 Professional Services - Bookmarks, Posters - NOLS	299.18

No.	Claimant	Purpose	Amount
104	Uprinting	PO 518 Professional Services - Bookmarks, Posters (BMOR)	94.28
105	Uprinting	PO 520 Programming - Poetry Walks Bookmarks (PAFOL)	162.34
106	Uprinting	PO 407 Program Supplies - Poetry Fest (PAFOL)	166.62
107	US Government Printing Office	PO 431 Collection Materials - NOLS	18.00
108	VistaPrint.com	PO 354 Program Supplies - Poetry Walks (PAFOL)	308.04
109	WA Food Worker Card	PO 384 Training & Conferences - Food Handler's Card - NOLS	10.00
110	WA Food Worker Card	PO 492 Training & Conferences - Food Handler's Card - NOLS	10.00
111	WA Food Worker Card	PO 391 Training & Conferences - Food Handler's Card - NOLS	10.00
112	WA Food Worker Card	PO 482 Training & Conferences - Food Handler's Card - NOLS	10.00
113	WA State Ferries	PO 401 Travel - Training - IUG 2025 Transportation - NOLS	10.25
114	Walmart	PO 489 Program Supplies - Tie Dye Party (FOFOL)	32.09
115	Walmart	PO 493 Program Supplies - STEAM for Tweens (PAFOL)	13.61
116	Walmart	PO 499 Program Supplies - Spring Break STEAM (FOSL)	18.09
117	Washington Library Association	PO 323 Training & Conferences - WLA 2025 Conference	185.00
118	Washington Library Association	PO 324 Training & Conferences - WLA 2025 Conference	275.00
119	Washington Library Association	PO 484 Training & Conferences - WLA 2025 Conference	380.00
120	Washington Library Association	PO 485 Training & Conferences - WLA 2025 Conference	380.00
121	Washington Library Association	PO 375 Training & Conferences - WLA 2025 Conference	380.00
122	Welly's Ice Cream	PO 330 Program Supplies - Book Wars Gift Certificate (PAFOL)	25.00
123	Welly's Ice Cream	PO 331 Program Supplies - Book Wars Gift Certificate (PAFOL)	25.00
124	Welly's Ice Cream	PO 332 Program Supplies - Book Wars Gift Certificate (PAFOL)	25.00
125	Welly's Ice Cream	PO 333 Program Supplies - Book Wars Gift Certificate (PAFOL)	25.00
126	Yayas Euro Bistro	PO 403 Travel - Training - IUG 2025 Meal - NOLS	36.98
127	Zoom	PO 517 Technology Services - Zoom Workplace Monthly Licenses	239.47
			21,384.91

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

1142 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-2025)	275,278.16
1143 Dept. of Retirement Systems	PERS and DCP (PPE 03-31-2025)	53,565.25
		328,843.41



Staff Report

Meeting Date: May 22, 2025
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Creation of Social Media Policy 4.18

Attachments: Draft of Policy 4.18 – Social Media

Topic/Issue: Approval of Policy 4.18.

Discussion: NOLS needs a social media policy to help staff determine how to manage the Library's social media accounts. Utilizing examples from other libraries, the NOLS Marketing Team drafted a policy based on the Library's needs and best practices.

The policy defines the Library's social media platforms as limited designated public forums. More information about public, limited and nonpublic forums can read [here](#).

Policy Considerations: The Board's Policy Committee reviewed and approved a first version of this draft policy, which was discussed at the April 29, 2025, Board meeting. Based on those discussions, library staff have made edits to the final draft attached to this report.

Fiscal Considerations: No fiscal impacts are anticipated.

Recommended Action: The Board approve creation of Policy 4.18 as presented.



Policy 4.18 Social Media

Adopted by Library Board of Trustees: **DRAFT**

The North Olympic Library System (NOLS) presence on social media platforms provides a limited designated public forum to help broaden awareness about NOLS' resources, services, and programs, and other library-related subjects.

The Library's social media use will comply with applicable site and/or platform terms, rules, and guidelines, along with applicable federal, state, and local laws. The standards represented in NOLS Policy 4.1 Basic Code of Conduct apply to NOLS' online spaces and social media use.

NOLS reserves the right (but is not obligated) to review, screen, edit, hide and delete comments, or remove posts in accordance with NOLS Public Comment Guidelines below. Comments may be hidden or deleted if the comments are:

- off-topic or unrelated to the original post;
- speech that uses abusive language or other content prohibited by the social media platform's filters;
- speech that is not protected by the First Amendment such as obscenity, child pornography, defamatory or libelous, or imminent or true threats;
- discriminatory or harassing posts;
- designed to advertise, promote, or solicit for any business, commercial transaction, or non-government service;
- fraudulent, including impersonating someone else or misrepresentations;
- chain messages or obvious SPAM;
- promoting or opposing current ballot questions or persons seeking office unless directly related to a library program, event, or resource;
- violating copyright of images, music, video or published works without source credit or permission of the owner;
- confidential or proprietary information, or personnel/disciplinary matters;
- duplicated posts from the same individual;
- personally identifying information, including contact information.

By posting a comment to NOLS' social media accounts or tagging NOLS in a post, users give NOLS permission to reproduce, distribute, publish, or display their submissions for any library-related purpose in any form on any media.

Everything posted to NOLS' social media accounts is public record and subject to public disclosure. Patrons are strongly encouraged to protect their privacy when commenting or posting on social media.



Staff Report

Meeting Date: May 22, 2025
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Revision to Policy 3.5

Attachments: Draft of Revised Policy 3.5 – Penalties for Overdue, Lost or Damaged Materials

Topic/Issue: Approval of revision to Policy 3.5.

Discussion: Policy 3.5 was revised at the April 29, 2025 Board meeting. One of the revisions was intended to no longer allow patrons to provide a replacement copy for lost or damaged items. Paying a replacement fee for a lost or damaged item is intended to be the only option. The tracked changes shown below were approved by the Board, but it was realized after the last Board meeting that one reference to the replacement copy option in the policy was missed and should have been deleted. This proposed revision deletes the highlighted section below.

When an item is returned damaged to such an extent that the item is unusable, a bill for replacement costs will be ~~mailed~~^{sent} to the patron.

The replacement charge for ~~NOLS-owned~~ lost or damaged-beyond-repair items ~~will be based on the cost to replace that item~~^{is determine in Policy 4.2: Fees and Charges.} ~~NOLS does not accept replacement items provided by patrons in place of replacement charges.~~

The replacement charge for Interlibrary Loans ~~will be the amount~~^{are} determined by the lending library.

~~At the discretion of the Branch Manager, patrons may be allowed the option of clearing charges for a lost or damaged item by providing an acceptable replacement, and paying a restocking fee to cover expenses associated with physical processing and updating the database of holdings and physical processing.~~

~~The replacement item must be in excellent condition, and acceptable to the Branch Manager and/or appropriate selector.~~

If a patron pays for ~~or provides an acceptable replacement~~^{an} item within three (3) months of the item being declared damaged-beyond-repair, the patron may ask to keep the damaged-beyond-repair item at the time they pay for the item ~~or provide an acceptable replacement~~.

The library reserves the right to impose a repair charge for damage to library materials and packaging, even if the damage does not render the item unusable. Charges for partial damage will be made at the discretion of the Branch Manager, appropriate to the nature and amount of the damage, and in accordance with the guidelines established by Policy 4.2: Fees and Charges Schedule.

Policy Considerations: None

Fiscal Considerations: No fiscal impacts are anticipated.

Recommended Action: The Board approve the revision to Policy 3.5.



Policy 3.5 Penalties for Overdue, Lost, or Damaged Materials

Adopted by Library Board of Trustees: 6/26/2008
Revised 5/27/2010; 4/26/2012; 11/25/2013; 02/26/2015;
07/27/2017; 08/22/2019; 04/29/2025
5-22-2025 DRAFT

3.5 Penalties for Overdue, Lost or Damaged Materials

In order to provide a reasonable level of protection for library materials, and to insure that they are available for use by all patrons, North Olympic Library System (NOLS) imposes penalties for lost or damaged library materials. Patrons are responsible for managing their accounts. Failure to receive a notice or bill does not exempt the patron from charges.

3.5.1. Blocked Accounts

A patron retains full library borrowing privileges as long as their library account is not blocked. A library account becomes blocked under the following circumstances:

- a. When there is an item on the account fourteen (14) days or more overdue.
- b. When the total amount of unpaid fees exceeds \$24.99.
- c. When the total amount of unpaid fees is less than \$25.00 but includes any unpaid portion of the \$10.00 materials recovery fee (see Policy 3.5.3.).
- d. When a patron's account includes five (5) or more unresolved "claims returned" or "claims never checked out" entries, or a combination of both, or ten (10) total "claims returned" or "claims never checked out" entries, or a combination of both, during any period of time (see Policy 3.2.5).

Once a patron's library card is blocked, circulation privileges of physical materials for that patron are suspended, including borrowing and renewal of items. Patrons may continue to use all other library services, including NOLS, downloadable and streaming collections, databases and online resources, and public computers. Free weekly printing allowance is not impacted by library fines.

3.5.2. Charges for Lost and Damaged Materials

Items not returned within twenty-one (21) days of the due date will be assumed to be lost, and a bill for replacement costs will be mailed to the patron. Charges for lost items will be waived if the items are returned to the library in good condition.

For lost items which are paid for and subsequently found, a refund will be issued if the item is returned directly to library staff in good condition (see section 3.5.4).

When an item is returned damaged to such an extent that the item is unusable, a bill for replacement costs will be mailed to the patron.

The replacement charge for NOLS-owned lost or damaged-beyond-repair items is determine in Policy 4.2: Fees and Charges. NOLS does not accept replacement items provided by patrons in place of replacement charges.

The replacement charge for Interlibrary Loans are determined by the lending library.

If a patron pays for an item within three (3) months of the item being declared damaged-beyond-repair, the patron may ask to keep the damaged-beyond-repair item at the time they pay for the item ~~or provide an acceptable replacement.~~

The Library reserves the right to impose a repair charge for damage to library materials and packaging, even if the damage does not render the item unusable. Charges for partial damage will be made at the discretion of the Branch Manager, appropriate to the nature and amount of the damage, and in accordance with the guidelines established by Policy 4.2: Fees and Charges Schedule.

3.5.3. Library Materials Recovery Agency

The services of a library materials recovery agency are utilized to assist the Library in recovering long overdue materials in order to maintain the integrity of the Library's collection and ensure availability of materials to library users.

Accounts that have unpaid bills for lost or damaged material totaling more than \$50.00 for a period of twenty-one (21) days or more will be referred to the materials recovery agency. A non-refundable \$10 service charge is added to the patron account when it is referred to the materials recovery agency.

Once a patron account has been referred to the materials recovery agency, all fines, fees, and service charges must be paid in full before borrowing privileges can be restored, unless a payment plan has been negotiated with the Branch Manager. During the time the payment plan is in effect, the Library will arrange for the materials recovery agency to suspend collection activity. At the discretion of the Branch Manager, limited service may be restored during the time a payment plan is in effect. Failure to fulfill the terms of the payment plan will result in the account again becoming active with the collection agency, and limited service, if any, being blocked.

3.5.4. Refunds of Payments for Lost Materials which are Later Found

If a patron has paid for a lost item, and later finds the item within one year of paying for the lost item, the patron may request a refund of the replacement and processing charges, provided:

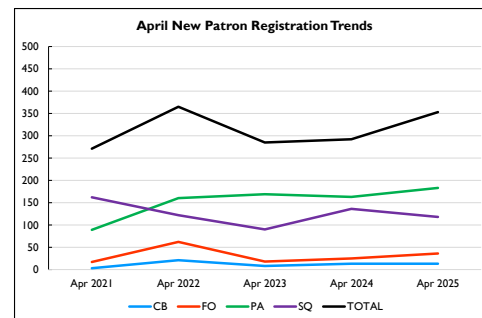
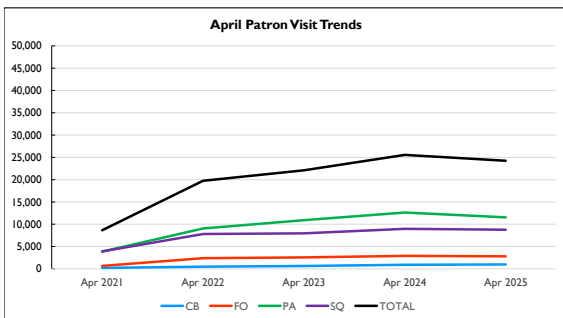
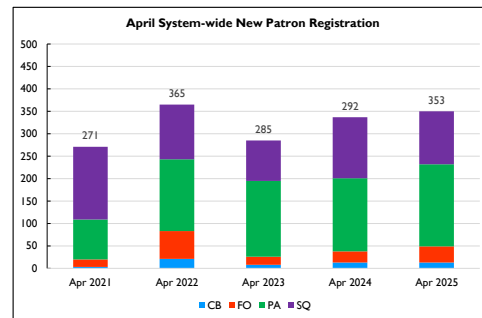
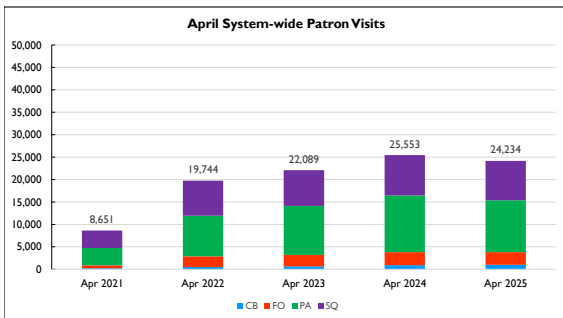
- a. the material is in good condition when it is returned to the library;
- b. the payment was not for replacement of an individual disc that was part of a set.
Individual CDs and DVDs are the exception to the refund policy, because once the replacement charge has been paid, a replacement tape or disc is purchased to complete the set, and a single “lost” tape or disc which is subsequently found will not be of any use to the library;
- c. the payment was not for an interlibrary loan item.

Refund requests are processed promptly and mailed to the patron within four weeks of the receipt of the request.

Patron Visits		
	2025	% of System
Port Angeles	11,562	47.7%
Children	13%	
Sequim	8,788	36.3%
Children	5%	
Forks	2,822	11.6%
Children	8%	
Clallam Bay	987	4.1%
Children	13%	
Bookmobile	75	0.3%
Total	24,234	100.0%

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

New Patron Registration		
	2025	% of System
PA	183	51.8%
SQ	118	33.4%
FO	36	10.2%
CB	13	3.7%
BOS	3	0.8%
Total	353	100.0%



* Due to COVID-19, all NOLS locations offered limited services in 2021.

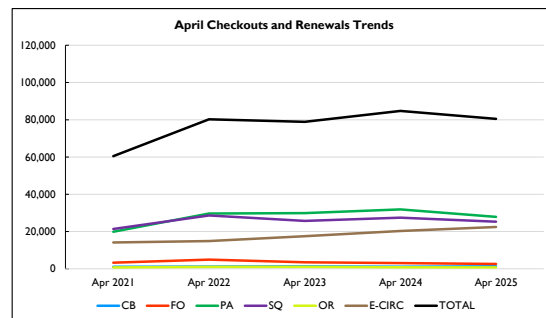
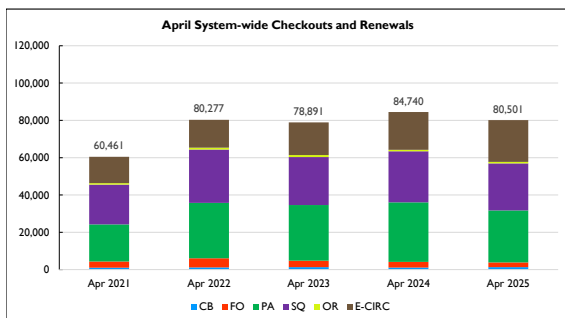
* The Sequim Branch Library started operating out of a temporary location in April 2024. □

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	15,492	27.1%
% From Self-Check	79%	
% From Holds	29%	
Renewals	12,362	52.8%
Total	27,854	34.6%
Sequim		
Checkouts	15,137	26.5%
% From Self-Check	80%	
% From Holds	36%	
Renewals	10,116	43.2%
Total	25,253	31.4%
Forks		
Checkouts	2,211	3.9%
% From Self-Check	34%	
% From Holds	29%	
Renewals	370	1.6%
Total	2,581	3.2%
Clallam Bay		
Checkouts	920	1.6%
% From Self-Check	10%	
% From Holds	29%	
Renewals	370	1.6%
Total	1,290	1.6%
Outreach		
Checkouts	712	1.2%
% From Holds		
Renewals	38	0.2%
Total	750	0.9%
Bookmobile		
Checkouts	193	0.3%
% From Holds	14%	
Renewals	150	0.6%
Total	343	0.4%
Electronic Circulation <i>(OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)</i>		
Checkouts	22,430	27.9%
Systemwide Totals		
Checkouts	57,095	
Renewals	23,406	
System Total	80,501	

Interlibrary Loan Services		
Items borrowed from other libraries		146
Items loaned to other libraries		126

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,513	19.94
SQ	5,482	18.18
FO	646	18.74
CB	269	10.73
OR	614	9.55
BOS	47	6.06
Total	11,571	18.22



* Due to COVID-19, all NOLS locations offered limited services in 2021.

* The Sequim Branch Library started operating out of a temporary location in April 2024. □

Library Programs		
	Programs/Attendees	% of System
Port Angeles	40/698	45%/35%
Sequim	17/305	19%/15%
Forks	18/654	20%/32%
Clallam Bay	6/57	7%/3%
NOLS	0/0	0%/0%
Virtual	7/302	8%/15%
Total	88/2016	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	38/499	79%/89%
Sequim	0/0	0%/0%
Forks	8/51	17%/9%
Clallam Bay	2/8	4%/1%
Total	48/558	100%/100%

Proctor Exams Administered		
Port Angeles	0	#DIV/0!
Sequim	0	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	0	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	73.35	8
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	0	0
Total	73	8

Community Outreach Events		
	Events/Attendees	% of System
PA	1/0	14%/0%
SQ	2/124	29%/26%
FO	2/77	29%/16%
CB	0/0	0%/0%
OR	2/267	29%/57%
NOLS	0/0	0%/0%
Total	7/468	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	279
Read & Ride (Clallam Transit Buses)	25
Dolly Parton Imagination Library	1,343
Library Programs & Outreach	34
Clallam County Correctional Facility	76
Total	1757

Outreach Delivery Services	
Deliveries/Pickups	46
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	12

Bookmobile	
Routine Stops	7
Special Stops	1
Library Pop-Ups (no bookmobile)	5
Appearance (e.g. parade)	-
Miles Traveled	866

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	1,733	1,465	26.0%
Sequim	6	965	646	49.6%
Forks	9	294	201	10.3%
Clallam Bay	6	220	268	27.7%
Total	47	3,212	2,580	26.2%

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	335	90	8.3%
Sequim	2	201	54	12.5%
Forks	3	89	21	3.3%
Clallam Bay	1	31	12	7.4%
Total	11	656	178	7.6%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,186	48.6%
Sequim	7,436	39.4%
Forks	1,694	9.0%
Clallam Bay	576	3.0%
Total	18,892	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,016	56.8%
Sequim	1,200	17.0%
Forks	1,292	18.3%
Clallam Bay	566	8.0%
Total	7,074	100.0%

Facebook Activity	
Followers	5,778
Content Published	59
Reach (unique accounts)	22,144
Reactions/Likes/Comments, etc.	1,110

Instagram Activity	
Followers	1,746
Content Published	49
Reach (unique accounts)	2,635
Reactions/Likes/Comments, etc.	761

Advertising	
Ads Run	2
Reach (unique accounts)	5,162

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.

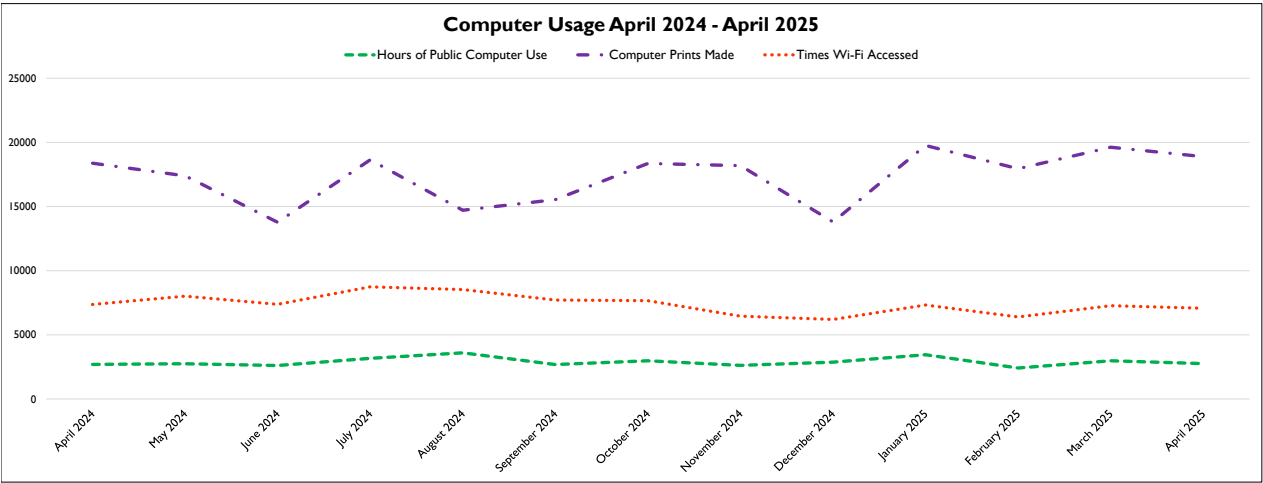
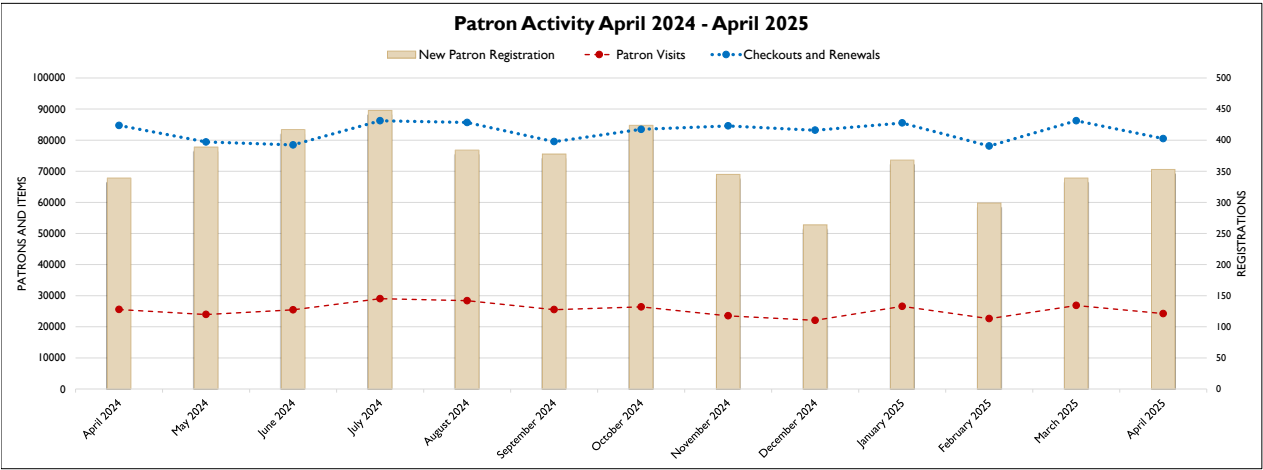
Website Visits	
Total Visits	33,962
Unique Visitors	11,150
Average Time on Site	1m 0s

Database Access	
Total Sessions on all Databases	4,893

YouTube Activity	
Subscribers	452
Videos Published	-
Program Recordings	1
Views (lifetime content)	977
Watch Time (hours)	52

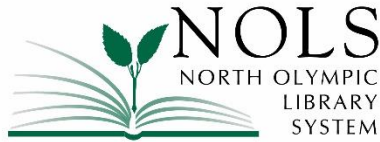
eNewsletter	
Number Sent	20,334
Read Rate	0
Click-Through Rate	0

Notices	
Number Sent	14,921
Read Rate	65%



Significant Events During the Past 13 Months:

- 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.
- February 2025 - NOLS launches Kanopy, an online movie streaming service.



Monthly Activity Report

Meeting Date: May 22, 2025
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for April 2025

Port Angeles Main Library

Lynn Johnson, Library Manager

Programming during the month of April included:

- Baby, Toddler, and Preschool Storytimes – 311 participants at 16 events
- Block Build and Play – 12 participants
- Build It! with LEGO – 17 participants
- Class visits to the library-
 - Children's Montessori School Class Visit to the library - 43 visitors
 - Queen of Angels Kindergarten class visit - 30 visitors
- Family Bingo - 28 participants
- Kids' book club – 11 participants
- Spring break movie *Lilo & Stitch* – 18 participants
- Tweens Magic Mondays – 13 participants at 4 events
- STEAM for Tweens – 5 participants
- Teen Lit Bags – 16 participants
- Teen Tuesdays:
 - Teen Games & Art – 3 participants
 - Teen Advisory Board – 7 participants
 - Teen Book Club – 6 participants
 - Teen Writing Club – 6 participants
- PAHS Book Club – *The Cruel Prince* – 5 participants
- Computer Class with Northstar Digital Literacy – 4 participants
- Fourth Wednesday Evening Book Group reading *The Measure* by Nikki Erlick – 5 participants
- Jigsaw Puzzle Contest – 28 participants
- Olympic National Park Perspectives Speaker Series – 82 participants
- Swap series: Plant & Seed Swap – 62 participants
- Tabletop Role-Playing Game Night – 21 participants

- Clallam County Poet Laureate Inauguration – 57 participants



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

- Youth Services Librarian, Jennifer L. delivered 12 tote bags with library information for Crescent School families at their Kindergarten Round-up.
- Public Services Specialists, Sarah d. and Vik G., attended the Washington Library Association Conference in Tacoma.
- Public Services Specialist, Katie H., graduated with a Master of Library and Information Science (MLIS) Degree from the University of Alabama.

Sequim Branch Library

Emily Sly, Library Manager

April youth programs included Family Storytime, Teen Advisory Board (TAB), Teen Lit Bags, Teen Board Game Night and activities for Earth Day and Día Del Niño.

Drop-in Tech Help was held on the first Friday of the month, Movie Night featured the film *Jerry and Marge Go Large*, Second Saturday Book Discussion Group met in-person and Yarn

Circle continued each Saturday morning. A virtual program coordinated by Librarian Corrina D. featured how to use watercolor pencils to draw flowers in the style of Georgia O'Keefe, offered by SilverKite Community Arts

Community outreach included Sequim staff presenting about library services to a local Multiple Sclerosis Support group and tabling at the YMCA Healthy Kids Day.

Sequim staff attended All Staff Training Day in Port Angeles in mid-April and are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, and Health and Safety Team. Emily participated in Sequim Expansion and Renovation Project planning, Branch Manager meetings, Sequim staff meetings, Management Team, and a Chamber of Commerce meeting. Two Sequim staff members attended a one-day session at the Washington Library Association (WLA) Conference in Tacoma.

Sequim Expansion and Renovation Project

The Sequim Project Team continues to plan for the relocation back to the completed library.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily operations:

- The Forks Branch Library received a coin-op machine from Pacific Office Equipment that allows patrons to pay for their copies directly at the copy machine without staff assistance. This has improved the user experience at the copy machine and allowed patrons to quickly complete their transaction. Copies are now 15 cents for a single-sided copy and 30 cents for a two-sided copy, as set by the vendor.
- WE Public Services Lead Alex P. attended the Washington Library Association conference in Tacoma from April 10-12. She attended panels discussing federal funding, fighting books bans, neuro-inclusivity, programming, and intellectual freedom.
- Staff attended a NOLS All Staff Training Day in Port Angeles on April 17. Topics discussed included communication styles and helping formerly incarcerated patrons who use our libraries.

West End Programming:

- Youth Services Specialist Angeles B. held its first tie-dye party. Registration was open for up to 10 teens, but we ended up having 14 attendees in total.



- Sparky the dog surprised the storytime patrons during Spring Break. Children learned about fire safety from firefighter Bill.



- Dia del Niño was led by Library Services Specialist Angeles B. in Forks. During the event, children received a wide variety of diverse books, showcasing stories and characters from different cultures and backgrounds. The festivities included engaging activities like family bingo, where families could come together and bond over the joy of winning prizes. Musical chairs with family friendly music both in Spanish and English. Children had the opportunity to express their creativity through coloring activities.
- Clallam Bay's 8th-grade class visited the library. Library Services Specialist Angeles reviewed recipe books, and students were able to make breakfast sandwiches.
- The National Library of Medicine (NLM) traveling exhibit titled "Care and Custody: Past Responses to Mental Health" was displayed at the Peninsula College Forks Campus from April 1 to April 18, attracting 460 visitors. The exhibit's reception took place on April 9 and featured a screening of the documentary "Bedlam," followed by a panel discussion. The panelists included Brian King, Sheriff of Clallam County; Rachelle Nicholas, Health Services Manager at Clallam Bay Corrections Center; Jolene Kron, Executive Director of Salish Behavioral Health Administrative Services Organization; and Kim Conley, Behavioral Health Medication Management ARNP from Peninsula Community Clinic.



- On April 12, Bad Art Night in Forks was a lively event with 11 attendees who created a variety of landscapes. It was an evening filled with laughter and connection.



- The self-directed Rainfest quilt block coloring program allowed participants to stop by and color a quilt block between other Rainfest activities.
- Seed Exchanges occurred at both Clallam Bay Library and Forks Library in honor of Earth Month. There was ample engagement, stories, and tips shared at both programs to amplify harvest and connection.
- The Clallam Bay Craft Supply Swap on April 16 attracted 15 participants looking for craft materials. We allowed patrons to sift through the boxes for an entire week afterward, giving teachers and homeschooling families the opportunity to find supplies. Many attendees expressed their appreciation for the event.
- The Rocky Horror Picture Show on April 18 welcomed 9 patrons. We saw a diverse group of guests that ranged in ages from four months to 18 to one month from 90. Many of the patrons were regular library users, but we also saw some new faces! It was wonderful providing a program that made people feel welcome and included in the library. One patron exclaimed, "Who would have ever thought a program as cool as this would be offered in Forks!?"

Community Visits:

- Library Services Specialist Angeles visited three preschool programs—ECEAP, La Push Head Start, and Neah Bay Head Start—to conduct engaging storytime sessions.
- Angeles B. and Community Outreach Specialist Arriana M. attended the MVP Youth Prevention event at Peninsula College, Forks campus. NOLS set up a table for the entire event. We saw a total of 63 8th graders.

Outreach Services: Bookmobile and Delivery Services

Victoria Harmon, Library Manager

Outreach Delivery Services

During the month of April, 46 deliveries were made and no new patrons registered for Outreach Delivery Services. There were 712 items checked out and 38 items renewed for Outreach Delivery patrons.

Bookmobile Outreach Services

During the month of April, there were 75 visitors across 7 Routine Bookmobile Stops and 1 Special stops. There was 1 Outreach Services program with a total of 11 participants.

In April, Outreach staff were busy bringing library services directly into the community.

Highlights include:

- Neah Bay
 - First Library Pop-Up at Makah Senior Center
 - A selection of library materials were available for browsing and check out, offering local patrons the opportunity to access resources without needing to travel to a NOLS branch.
 - Visit to Neah Bay Middle and High School
 - The event resulted in 46 new library card registrations and 42 account renewals. Several items from the NOLS Gear Collection, including the pickle ball set, ukulele, and Shore Pool Pass, received notable interest, particularly from younger patrons.
 - Makah Food Sovereignty Fair
 - The event highlighted topics such as gardening, kelp harvesting, and foraging. Library materials related to these topics were available for browsing and checkout which were well received by 102 attendees.
 - First Library Pop-Up at Makah Wellness Center
 - 16 attendees visited the NOLS Library Pop-Up. One of the center's counselors expressed interest in making this a more regular stop, as

some community members are unable to access the Bookmobile due to timing conflicts.

- **La Push**
 - Outreach staff provided two Library Pop-Up Library stops at the Quileute Senior Center.
- **Port Angeles**
 - The Bookmobile made its monthly stop at the Port Angeles Food Bank at a new time in the morning to better align with community needs.
- **Joyce**
 - The Bookmobile met up with the Port Angeles Food Bank Mobile Market for a special Saturday stop at Crescent School. The school also hosted an Easter Egg Hunt, making it a fun and festive day for families.

Looking ahead at future partnerships, Outreach Library Manager, Victoria H., met with the Sequim Food Bank and the entire team is actively working on identifying new potential Bookmobile stops on the East End of the county.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: HVAC controls maintenance and filter change; removed carpet spots; polished sinks; refinished breakroom floor; weed control and tree trimming.

Sequim Library Project: Security system prep; fiber connection prep; reviewed plans for stage, flagpole, book drop modifications, and signage; conducted onsite review of concrete floor grinding, landscaping, window installation, and interior lighting.

West End Libraries: Routine cleaning; lawn care.

Vehicles: Replaced cracked white Forester windshield; Chevy van tire alignment; cleaned bookmobile.

Other: All Staff Training Day; Microsoft Teams set-up for Facilities Department use.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In April, IT staff have been working on a variety of tasks associated with the massive computer replacement/Windows 11 upgrade project. Continued work on the new ticketing system (part of the Remote Monitoring & Management (RMM) software, NinjaOne). This software is part of the critical infrastructure overhaul of IT to allow the department to better prioritize tasks, coordinate workflow, and have better transparency with staff reporting issues.

Other tasks completed:

- Replaced Sequim Circulation computer that was failing
- Turned on additional 365 spam filtering
- Replaced Sequim public computer that was failing
- Tested holiday closures in phone system during All Staff Training Day
- Upgraded memory in the Marketing Team computers
- Replaced a Universal Power Supply (UPS) in Port Angeles
- Tested offline backup & purchased hard drives
- A/V set up for All Staff Training Day
- Worked on E-rate documentation for the next cycle
- Procured additional quotes for firewall and filtering software
- Set up a draft Law Library portal webpage
- Network and workstation mapping for West End branches in final draft
- Compiled statistics for public library state survey
- Regular server updates

Technical Services Department

Erin Shield, Technical Services Manager

In April, Technical Services continued to work on a major re-cataloging project to standardize graphic novel enumeration and ensure that manga are properly represented in the catalog.

Other database clean-up tasks have also been rolled into the regular cataloging workflow each month.

Recently Technical Services staff participated in trainings, webinars, tasks and meetings related to All Staff Training Day, ILS Team, Health and Safety Committee, Collection Management, Web Team, Management Team, Sequim Remodel project, and EDI Team.

Statistics:

- 941 physical items processed;
- 209 print materials repaired (including recataloging project items);
- 153 media items repaired;

- 18 physical donations added to collection;
- 146 InterLibrary Loan requests for NOLS' patrons filled;
- 126 items loaned to other libraries;
- 102 issues reported by staff and resolved by cataloging staff including incorrect cover images, titles not grouping together properly, and a variety of other issues;
- Acquisitions: 1-day average turnaround time from selectors submitting materials shopping carts to getting materials ordered

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

Significant meetings/events and projects this month:

- Spring All Staff Training Day Implementation
- HR Policy Manual Update Project
- Recognizing NOLS staff & volunteers in honor of National Library Worker's Week
- Routine Management Team, All Staff Training Day Planning, Equity Diversity and Inclusion Team, and one-on-one meetings.

Recruitments:

- Public Services Specialist – FO/CB
- Public Services Specialist – SQ
- Marketing Lead – MKT
- Marketing Specialist - MKT

New Hires:

- None

Separations:

- Dianne Bates – Public Services Specialist – FO/CB

Financial Operations

Amy Hough, Finance Manager

Significant meetings attended this month:

- MRSC Annual Financial Reporting Webinar
- Management Team Meeting
- All Staff Training Day
- Clean Energy Tax Credit Assistance Program Meeting

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

New limited-edition library card designs created by local artists Sarah Necco and Lance Snider are now available at all NOLS locations. The new designs were announced in conjunction with a Library Card Art Contest, open to entries from patrons of all ages through May 30.

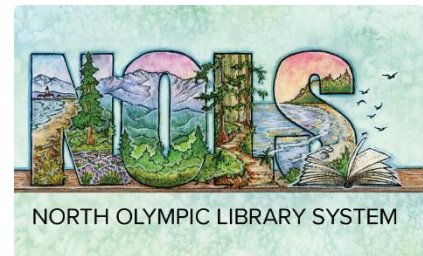
Web & Digital Systems Coordinator Bryan J. added an automatic language translation feature to the website, which allows users to switch between 18 different languages.

Marketing team members are busily working on Summer Reading Program materials.

News Releases & Articles:

12 news releases were sent, including a release describing how a loss of IMLS funding could impact libraries nationwide, in Washington State, and locally at NOLS.

- On April 16, The Sequim Gazette ran "NOLS board recognizes top donors," noting named spaces at the new Sequim Library thanks to generous gifts from James and Agnes Williams, Brad and Janet Littlefield, and Mark and Sherry Meythaler.
- On April 18, News Radio KONP aired an interview with Noah Glaude, "NOLS Director tells us what to expect from federal library cuts."
- On April 23, The Sequim Gazette reported about the Sequim Project on the front page, "Library expansion opening pushed to mid-summer," and published "Executive order threatens future of IMLS," as a letter to the editor from Noah Glaude.



NOLS board recognizes top donors

By Sequim Gazette staff

The North Olympic Library System (NOLS) Board of Trustees approved three new library spaces in honor of donors during their regular meeting on March 17.

The first resolution acknowledges a \$50,000 donation from Brad and Janet Littlefield and authorizes naming the new 10-person conference room in the Sequim Library the Williams Conference Room. The second resolution acknowledges a \$50,000 donation from Mark and Sherry Meythaler and authorizes naming the new 10-person conference room in the Sequim Library the Williams Conference Room. The third resolution acknowledges a \$50,000 donation from James and Agnes Williams and authorizes naming the new 10-person conference room in the Sequim Library the Williams Conference Room.

The board also recognized the donors for their generous gifts and the community's support for the library's expansion project.

Library expansion opening pushed to mid-summer

By Matthew Nash, Sequim Gazette

Library patrons will have to wait until mid-summer to try out the new and improved Sequim Library. Administrators recently announced that delays in receiving some materials have pushed reopening the renovated Sequim branch of the North Olympic Library System (NOLS) at 630 N. Sequim Ave. into late July or early August.

"With a project of this scale, some things are out of our hands, and they will show up when they show up," said NOLS executive director Noah Glaude.

Some of those elements include glass panels and dividing walls, he said. "They're not going to be on site until later than expected, but contractors are doing everything they can to work around that," Glaude said.

See LIBRARY, Page A3

Executive order threatens future of IMLS

By Noah Glaude, Executive Director, North Olympic Library System

On March 14, President Trump issued an executive order directing the fast-track review of federal agencies, including the National Endowment for the Humanities (NEH) and the National Library of Medicine (NLM). The order calls for the elimination of non-statutory components of the agencies. While it was not immediately clear what the directive would entail, in recent weeks NEH and NLM have been placed on administrative leave and previously awarded grants have been terminated.

The North Olympic Library System (NOLS) is funded primarily through federal grants from the NEH and NLM. Without grants and technical support, NOLS won't be able to digitally preserve local library resources, such as the 100-year-old "The Columbian" that was digitized using NEH funding, and patrons could lose access to research databases.

NOLS does not have the capacity to cover the elimination of this funding and support provided by IMLS, so it is unknown at this time how the loss of services will be mitigated for our community and over 30,000 active cardholders.

IMLS in Washington

Since its establishment in 1996, IMLS has been a

through 2025, but federal IMLS funding to cover a position to administer the NOLS and help cover the rising prices for ebook licenses has been cut, threatening the existence of the consortium.

Washington Talking Book and Braille Library (WTBLL) is another IMLS-funded resource to which NOLS staff refer blind and low-vision patrons from Clallam County. The WTBLL provides library services statewide, at the library and by mail, to any Washington resident unable to read standard print material due to blindness, visual impairment, deafblindness, physical disability, or reading disability.

Additionally, a variety of research and reference databases, local history resources, digital newspapers, workflow development tools, and programming for all ages are utilized by NOLS patrons and are either fully funded or subsidized by the Washington State Library using IMLS grants.

The elimination of IMLS funding and other federal funding puts the viability of these programs and services at risk.

Advocating for funding

Many rural and underserved communities in Washington and across the country rely on federal support to maintain important library services. While the IMLS grants and other federal funding are essential to the library's mission, it is a nonprofit organization that supports library funding across the United States. Additionally, the American Library Association

- Peninsula Daily News, April 29, reported on the front page, “Libraries bracing for loss of funding: Online resources are on chopping block,” with interviews by Noah Glaude, along with Jefferson County Library District, and Jamestown S’Klallam Tribal Library.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, contributed by branch manager Emily Sly, described the Library’s new offering – free, unlimited digital access to *The New York Times*.

Public Service Director’s Report

Meghan Sullivan, Public Services Director

- Participated in recruitment activities for the part-time Forks Public Services Specialist position.
- Continued activities to support Outreach Services.
- Attended Poetry Fest and Poet Laureate Inauguration at the Port Angeles Main Library.
- Attended Clallam County America250 Community Planning Meeting.
- Attended quarterly virtual Association of Rural & Small Libraries (ARSL) West Regional Forum.
- Joined West End Library Manager, Troi G., in an interview for the University of Washington’s Information School’s, Neighboring Washington Tribal Libraries Research Study.
- Multiple Branch Site Visits to Clallam Bay, Forks, and Sequim branches including tour of the Sequim Construction Site.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Beanstack Team, Youth Services Team, Sequim Library Reopening Planning, Branch Staff Meetings, 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
 - Planning for move into new building
- Draft Circulation Policy and Social Media Policy Updates
- Assist with deployment of new coin-op machine for copier in Forks
- Marketing Lead Recruitment
- Planning for new computer acquisition
- Planning with engineers for Port Angeles Accessible Pathways Project
- Respond to changes in IMLS funding

- Planning for new key card system
- Clallam County Revenue Advisory Committee
- Public Libraries of Washington Legislative Update Calls
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Customer Comments

April 2025

The following comments were received by the Library during the months of April 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:

An amazing experience. The feel of walking into a “library” that is still a building containing book – after being in a city where the transformation away from book (Spokane) is heart-warming and inspiring. In fact, it is enough to inspire thoughts of moving to Forks just for the library. Thank you to the knowledgeable personable and helpful staff member, David, who answered every question and knew every resource. Happy Library Workers Appreciation Day to all!!!

Response:

We're glad you enjoyed your time at the Forks Branch Library and you were able to get your questions answered! We'll share your positive feedback with David!

Comment:

Would it be possible to put a book return/drop-off receptacle on the east side of PA? Perhaps at Walmart or the Safeway on Hwy 101. Thank you!

Response:

I appreciate you taking the time to share your suggestion with NOLS. As part of continued efforts to expand our Outreach Services, we are in the process of exploring possible locations throughout Clallam County to place material return bins in community locations to help patrons who might not be able to easily make it into one of our locations. We will include your suggested locations as part of our considerations as we continue evaluating this future service.

Comment:

Hi a seed library would be wonderful thank you.

Comment:

Please bring back the Seed Library! It's such an amazing resource.

Response:

Thank you for your suggestion! We are glad to hear you are excited about the idea of a seed library. NOLS had a seed library in the past, but it was eventually discontinued due to available resources. It is encouraging to know there is still interest from community members like yourself, and we will keep this in mind as we explore future program and service opportunities.

Comment:

Please consider installing a drive through book return for new (Sequim) library.

Response:

The outdoor book drop locations are something the Sequim Library Expansion and Renovation design team have been discussing for years now. Library staff were very aware of how the outdoor book drops were utilized, and we heard about the desire for drive-up book drops from community members at public meetings that were held and from patrons visiting the library.

Despite the Sequim Library project costing millions, there were still compromises and tough decisions that had to be made about the design. The project is about half the size of the new library that was proposed to voters in 2018, but the bond measure to fund it did not reach the required 60% yes vote to move forward. For the smaller scale Sequim Library Expansion and Renovation project we're working on now, funded primarily through grants, donations and DNR timber revenue, the project's focus has been on providing ADA-accessible bathrooms, a fire-sprinkler system, increased space for collections, improved community access to broadband and computers, new study and conference rooms, adequate staff space, and more room for educational, cultural and civic events. We're certainly getting all of that, but decisions had to be made such as if we'd have even more room for collections or much larger meeting rooms, or how much of the site to use for accessible sidewalks and pathways, outdoor seating and activity areas instead of additional drive lanes and parking lot.

Because the project is a renovation, utilizing the existing foundation and many of the existing walls, the building will remain situated in the same spot in the middle of the site. Due to the limitations of the long and narrow site, the renovated building design does not include a drive-up book drop. However, the design consists of an area for patrons to pull up for quick returns to a covered book drop connected to the building. The distance from the areas where patrons can quickly park to the book drop is 16 feet, which is less than half the distance of the parking lane to the outdoor book drop in Port Angeles. I've attached a site plan and rendering that show the drive-up area in front of the new library and location of the book drops.

Along with the limitations of the site layout, outdoor book drops present other challenges, including keeping library materials dry, maintaining during closures, keeping staff safe when the drops are emptied, and preventing damage from vehicles.

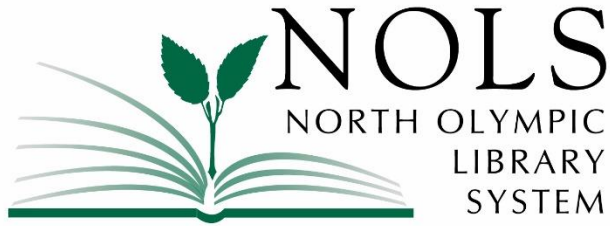
The accessible parking spaces at the new library will be closer to the entrance of the building, aisles will be larger and the space easier to navigate for those who are using wheelchairs, walkers, crutches or have mobility issues, and library materials will be shelved higher off the ground and not as high on the top shelves, to make them easier to access by all. 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 right at the patron's front door and picked back up directly from the patron's house. This is an option for someone with mobility issues to return a book, especially if they are not planning on getting out of their vehicle to use the library facility for other purposes.

For those with mobility issues who want to come into the library and enjoy the library site, they'll find the new library a much better experience. From the beginning of the Sequim Library Expansion and Renovation Project, the importance of accessibility and going beyond ADA compliance when possible has been stressed. Under the Priorities section of the minutes from the design team's first meeting is this note: "Priorities – Universal Access – A guiding principle for the entire design."

Ensuring good accessibility has been discussed throughout the project. Examples of this can be seen in early discussions about aisle width (ADA minimum is 36" but the Sequim Library will have a 42" minimum), the meeting room sink has no cabinets under it so a wheelchair can pull up directly to it instead of alongside (again going above and beyond the ADA requirement for that setup), and accessible pathways are being added from the street to the building and from the building to the stage in the back field where many performances take place.

Working on civic projects throughout the state, the architects have a lot of experience with ADA standards and taking the next step towards universal design. They have tools within their software that checks for accessibility issues – everything from mirror heights in bathrooms to clearances around doorways.

In addition to the architect making sure the design meets ADA standards and goes beyond when possible, the City of Sequim's building department has also thoroughly checked the building and site plans to make sure they are ADA compliant. For example, in early meetings with the City, they asked for wider sidewalks in front of some parking spots, since cars overhanging sidewalks can greatly reduce the sidewalk area pedestrians can navigate.



Highlight Log (April 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.

04/02/2025 – Forks

During today's West End Business Association meeting, I shared information about the Poetry Walk program. After my presentation, an attendee approached me and said, "My wife and I absolutely love the Poetry Walks. We participate every year." It was clear that he genuinely enjoys them.

04/03/2025 – Bookmobile

235 people stopped by to see the Bookmobile at Kid's Fest on the 29th! We gave away tons of free children's books and stickers to happy attendees. Shout out to Jennifer L. for setting up the event, and Annie D. for knowing the name of every child that stopped by.



04/05/2025 – Port Angeles

A patron called this morning just to express their enjoyment of the Poetry Fest event at the Port Angeles Branch yesterday. They thanked us for holding the event and noted how impressed they were by the creativity of the artists.

04/08/2025 – Port Angeles

A patron came to the Poetry Fest and mentioned how happy she was that we were making poetry accessible for "us old folks."

04/09/2025 – Port Angeles

Last night's final ONP Perspectives speaker of the year was Ian Miller, local researcher, library user, and current board member. He included, with other credits at the beginning of his slideshow, a slide for National Library Workers Day and solicited a round of applause from the audience on behalf of the library. Hooray for library staff!

04/18/2025 – Clallam Bay

A patron stopped by the circ desk to say "what a gift" it was to have the craft supply swap. I let her know that we were extending it for another day and she swiftly went in to pick out some more goodies for her four homeschooled kiddos. She was so grateful and said "this will really save us, it's a real treasure!"

04/19/2025 – Port Angeles

A patron came up to the front desk and wanted to thank us for our autism awareness display! She said it was very nice to see it in the library.

04/22/2025 – Port Angeles

There was a small crew at the NorthStar Computer Class today, but a couple of our patrons had great gains! One older participant said they were finally feeling confident and were eager to log in at home. A new younger participant said they knew a lot about how to customize desktops and even make their own GIFs, but that this class was helping them with the basic skills they missed.

04/26/2025 – Port Angeles

There was a lot of enthusiasm at the Community Plant Swap! Attendees unloaded a lot of plants and went home with a lot of plants! Seeds were a hot commodity. Others asked for outdoor plants to be included in the future. Several people asked if we can do more plant swaps. There were sixty-three happy plant people—not including myself :)

04/28/2025 – Forks

A patron was asking a question about an adult program in Forks and then remarked, "Wow – so there is a lot of programs for adults. That is amazing and rare to see at a Library. Thank you so much!" I heard her sharing with another employee that she may even try to explore the area more since there are good programs at the Clallam Bay Library as well.

04/28/2025 – Outreach

A patron called to request more items and refine their account preferences. They expressed their gratitude for the delivery service by stating that, "It makes my day to have these books, since I can't go on adventures of my own anymore. This is such a wonderful thing you all offer."

04/29/2025 – Bookmobile

Tuesday in Neah Bay we were greeted with gifts of smoked salmon, high fives, wagging tails, and lots of laughter and gratitude. Our 1000 Books Before Kindergarten star is nearly done with their first 100 books and is making quick work of memorizing sight words!

04/30/2025 – Port Angeles

A young patron came up to the youth desk to thank me for reading *A Perfectly Messed-up Story* by Patrick McDonnell to his class last week when they visited the library to learn more about book care.