



Board of Trustees Regular Meeting  
Thursday, June 26, 2025 5:30pm  
Port Angeles Library

**REMOTE ACCESS**

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

**PUBLIC COMMENTS**

Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not discuss or take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for the regular meeting of May 22, 2025  
Approval of minutes for the special meeting of May 6, 2025
4. Communications
5. Public Comments
6. Financial Reports: May2025
7. Approval of Vouchers: May 2025
8. Unfinished Business

U.1. Discussion regarding the process to develop a new Strategic Plan

9. New Business

N.1. Election of Officers and Confirmation of Committee Assignments

N.2 Verbal update regarding the Sequim Library Expansion and Renovation Project

N.3. Location of upcoming meetings

10. Reports

R.1. Monthly Statistics Reports: May 2025

R.2. Monthly Activity Reports: May 2025

R.3. Customer Comments: May 2025

R.4. Highlight Log: May 2025

11. Public Comments

12. 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.*

13. Next meeting: 5:30pm, August 28, 2025

14. Agenda items for next meeting

15. Executive session to discuss collective bargaining strategy

16. Action on executive session, if any (none expected)

17. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

## Upcoming Board Meetings

<b><u>Date</u></b>	<b><u>Time</u></b>		<b><u>Location</u></b>
Thursday, August 28, 2025	5:30pm	Regular meeting	Sequim
Thursday, September 25, 2025	5:30pm	Regular meeting	Port Angeles
Thursday, October 23, 2025	5:30pm	Regular meeting	Port Angeles
<b>Monday</b> , November 17, 2025	5:30pm	Regular meeting	Port Angeles

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

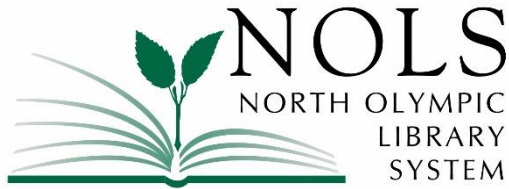
**North Olympic Library Foundation Meetings** generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

**Friends of the Library Meetings**

Clallam Bay Friends of the Library	Second Tuesday of March, June, September, and December at 1:30pm at Clallam Bay Branch Library
Friends of the Forks Library	Varies. Check with the Forks Branch for the next date.
Port Angeles Friends of the Library	Second Tuesday of month at 10am at Port Angeles Main Library
Friends of Sequim Library	Third Tuesday in July, 9:30am at the Sequim Branch Library. Annual Meeting is held in January, date/location usually announced in December.

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





Board of Trustees Regular Meeting  
Thursday, May 22, 2025 5:30pm  
Clallam Bay 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, Public Services Specialist Violette McLaughlin, and Outreach Library Manager Victoria Harmon.
2. Approval of agenda  
*Motion by Betty Marcoux to approve the agenda as presented. Motion seconded by Bert Caldwell. Motion carried.*
3. Approval of minutes for regular meeting of April 29, 2025  
*Motion by Cyndi Ross to approve the minutes from the April 29, 2025 regular meeting. Motion seconded by Ian Miller. Motion carried.*
4. Communications  
None
5. Public Comments
6. Presentation:  
None
7. Financial Reports: April 2025  
The financial reports for April 2025 were accepted as presented.
8. Approval of Vouchers: April 2025  
*Motion by Cyndi Ross to approve the April 2025 vouchers, numbered #332 through #461, in the amount of \$1,103,041.83. Motion seconded by Ian Miller. Motion carried.*
9. Unfinished Business  
U.I. New Policy 4.18 – Social Media  
*Motion by Bert Caldwell to approve Revision to Policy 4.18 as presented. Motion seconded by Cyndi Ross. Motion carried.*
10. New Business  
N.I. Revision to Policy 3.5 – Penalties for Overdue, Lost or Damaged Material  
*Motion by Cyndi Ross to approve Revision to Policy 3.5 as presented. Motion seconded by Betty Marcoux. Motion carried.*

- 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

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, June 26, 2025

15. Agenda items for next meeting

Board committee assignments  
NOLS Strategic Initiatives

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:23pm.

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

NOLS Mission Statement  
Adopted 11/22/16

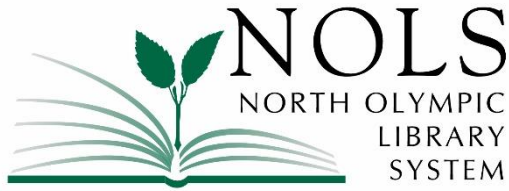
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Chair

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Board Secretary



Board of Trustees Special Meeting  
Tuesday, May 6, 2025 5:30pm  
Port Angeles Main Library

## MINUTES

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Jennifer Pelikan, Bert Caldwell, Cyndi Ross, and Betty Marcoux. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Technical Services Manager Erin Shield.

2. Approval of agenda

*Motion by Bert Caldwell to approve the agenda as presented. Motion seconded by Betty Marcoux. Motion carried.*

3. Public Comments

4. New Business

N.I. Approval of Contract with Dell Technologies

*Motion by Cyndi Ross to approve Contract with Dell Technologies as presented. Motion seconded by Bert Caldwell. Motion carried.*

5. Adjournment

There being no further business, the meeting was adjourned by the Chair at 5:50pm.

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NOLS Mission Statement  
Adopted 11/22/16

## CERTIFIED AS TRUE AND CORRECT

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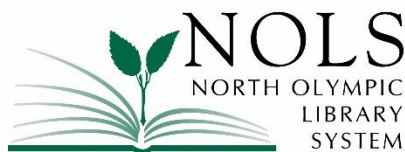
Chair

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Board Secretary







## Staff Report

Meeting Date: June 26, 2025  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for May 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 \$18,092 for the month, including \$12,215.51 from Port Angeles Friends of the Library, and \$4,370.85 from the North Olympic Library Foundation. NOLS greatly appreciates their generosity. Revenues received also include a portion of a Department of Commerce grant in the amount of \$19,200 for the Sequim Library Electrical Vehicle charging stations.

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

**Expenditures:** Capital construction costs for the Sequim Library Project this month are \$575,128 which includes payments of \$517,776 to Hoch Construction and \$57,351 to SHKS Architects.

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

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$334,335 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 \$413,044.

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





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

May 31, 2025

Operating Revenue				5/12ths is	41.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	403,360	2,808,432	1,991,218	58.5
Grants, Entitlements, Other Payments	33,000	-	2,351	30,649	7.1
Goods and Services	18,010	1,222	5,725	12,285	31.8
Library Fees	15,000	1,338	5,459	9,541	36.4
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	34,223	123,017	56,983	68.3
Facilities Leases (Short Term)	1,200	109	924	276	77.0
Contributions and donations <sup>(1)</sup>	128,862	18,119	459,248	(330,386)	356.4
Other Miscellaneous Revenue	127,393	149	15,408	111,985	12.1
Total Miscellaneous Revenues	437,455	52,601	598,597	(161,142)	136.8
Nonrevenues (excise taxes) <sup>(2)</sup>	1,100	119	557	543	50.6
Transfers In	2,022,810	-	-	2,022,810	-
<b>Total Operating Revenue</b>	<b>7,327,025</b>	<b>458,640</b>	<b>3,421,122</b>	<b>3,905,903</b>	<b>46.7</b>
<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	19,200	1,969,200	-	78.78
Contributions and donations	30,000	-	-	-	-
LOCAL Investment Interest	-	-	10,660	-	-
Timber Revenues (received in 2025)	-	29,681	127,214	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>48,881</b>	<b>2,107,074</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>507,521</b>	<b>5,528,196</b>		



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

May 31, 2025

				5/12ths is	41.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	292,632	1,377,650	2,227,148	38.2
Benefits	1,527,234	120,412	538,570	988,664	35.3
<i>Total Personnel</i>	<i>5,132,032</i>	<i>413,044</i>	<i>1,916,220</i>	<i>3,215,812</i>	<i>37.3</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	6,367	40,070	66,161	37.7
Fuel	19,300	545	2,441	16,859	12.6
Collection Materials	504,000	18,898	109,432	394,568	21.7
Merchandise purchased for resale	2,625	(4)	701	1,924	26.7
Small Tools/Equip (<\$200)	4,000	-	564	3,436	14.1
<i>Total Supplies</i>	<i>636,156</i>	<i>25,807</i>	<i>153,208</i>	<i>482,948</i>	<i>24.1</i>
<i>Services</i>					
Professional Services	469,331	18,082	96,440	372,892	20.5
Communication	220,214	14,934	85,541	134,673	38.8
Travel	33,760	2,227	7,458	26,302	22.1
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	584	3,392	348	90.7
Insurance	133,000	-	-	133,000	0.0
Public Utilities	113,247	8,511	44,323	68,924	39.1
Repair and Maintenance	117,589	3,047	30,863	86,726	26.2
Miscellaneous Services	11,000	114	2,877	8,123	26.2
Dues	5,730	310	2,454	3,276	42.8
<i>Total Services</i>	<i>1,113,611</i>	<i>47,808</i>	<i>279,336</i>	<i>834,276</i>	<i>25.1</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>20</i>	<i>7,038</i>	<i>5,662</i>	<i>55.4</i>
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	<i>1,100</i>	<i>93</i>	<i>560</i>	<i>540</i>	<i>50.9</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>7,440</i>	<i>61,325</i>	<i>169,850</i>	<i>26.5</i>
<i>Interest &amp; Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>-</i>	<i>200,250</i>	<i>N/A</i>
<b>Total Operating Expenditures</b>	<b>7,327,024</b>	<b>494,211</b>	<b>2,417,687</b>	<b>4,909,337</b>	<b>33.0</b>

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

\*All amounts are rounded to the nearest dollar.



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

### May 31, 2025

5/12ths is 41.7%

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	-	291,336	(263,336)	1,040.5
Other Improvements	676,500	1,700	53,739	622,761	7.9
Machinery & Equipment	395,750	6,029	21,648	374,102	5.5
Construction of Capital Assets	5,000,000	575,128	2,374,232	2,625,768	47.5
<b>Total Capital Outlays</b>	<b>6,100,250</b>	<b>582,857</b>	<b>2,740,955</b>	<b>3,359,295</b>	<b>44.9</b>
<b>Grand Total All Expenditures</b>	<b>13,427,274</b>	<b>1,077,068</b>	<b>5,158,642</b>	<b>8,268,632</b>	<b>38.4</b>





# Account Balances\*

May 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	873,082	-	29,681	-	902,763
Operating Reserve <sup>(3)</sup>	677,199	-	-	-	677,199
PA Capital Reserve <sup>(3)</sup>	394,809	-	-	-	394,809
Sequim Capital Reserve <sup>(3)</sup>	59,680	-	-	-	59,680
NOLS Capital Fund <sup>(4)</sup>	387,934	-	-	6,029	381,905
PA Capital Fund <sup>(4)</sup>	301,658	-	-	1,700	299,958
Sequim Capital Fund <sup>(4)</sup>	3,201,583	-	20,156	582,105	2,639,634
<i>Total Board Designated Accounts</i>	<i>7,202,964</i>	<i>-</i>	<i>49,838</i>	<i>589,834</i>	<i>6,662,967</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,953	-	5	-	6,958
Clallam Bay Friends Donations	4,049	-	-	303	3,746
Forks Donations Fund	2,286	-	0	-	2,286
Forks Friends Donations	2,325	-	-	366	1,959
NOLS Materials Fund	436,791	-	-	18,898	417,893
NOLS Donations Fund	77,907	-	120	381	77,645
Port Angeles Donations Fund	11,579	-	10	-	11,589
Port Angeles Friends Donations	6,294	-	12,216	604	17,905
Sequim Donations Fund	22,097	-	12	-	22,109
Sequim Friends Donations	41,406	-	-	2,014	39,391
NOLF Donations Fund	(211)	-	4,371	1,410	2,750
Outreach Donations Fund	8,792	-	-	291	8,501
<i>Total Grants and Donations</i>	<i>620,269</i>	<i>-</i>	<i>16,734</i>	<i>24,268</i>	<i>612,734</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>7,826,559</i>	<i>-</i>	<i>66,571</i>	<i>614,103</i>	<i>7,279,027</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,094,822</i>	<i>1,064,388</i>			<i>3,159,210</i>
<b>Total WA State Local Investment Pool</b>	<b>9,921,381</b>	<b>1,064,388</b>	<b>66,571</b>	<b>614,103</b>	<b>10,438,237</b>

## Notes:

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

\* All amounts are rounded to the nearest dollar.



# Account Balances\*

May 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Total Investments</b>	9,921,381	1,064,388	66,571	614,103	10,438,237
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	1,086,402.80	(1,086,403)			(0)
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	89	-	89	6,000
Payroll Account (US Bank 1301)	200	334,335	-	334,335	200
Merchant Account (FF 7401)	1,000	(1,219)	1,272	53	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<i>Total Branch Change Funds</i>	520	-	-	-	520
<b>Total Imprest Accounts</b>	7,720	333,204	1,272	334,476	7,720
<b>Total Cash</b>	1,094,123	(753,198)	1,272	334,476	7,720
<b>Total Cash and Investments</b>	11,015,504	311,189	67,843	948,579	10,445,957

\* All amounts are rounded to the nearest dollar.





## Voucher Approval for May 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 #462 through #558 are approved in the amount of \$1,077,103.84 this 26th day of June 2025.

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

No.	Claimant	Purpose	Amount
462	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 03-31-2025, 04-30-2025)	972.37
463	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-2025) - EFT 1147	279,995.28
464	AHBL Inc	PO 682 Capital Improvements - PA Accessible Pathways Project - PACR	1,700.00
465	Amazon.com	Collection Materials	28.49
466	Amazon.com	Collection Materials	254.03
467	Amazon.com	Collection Materials	117.04
468	Amazon.com	Collection Materials	103.71
469	Apolito Kayla	Travel - Business - Mileage Reimbursement - OR	95.76
470	Baker & Taylor	Collection Materials	2,601.90
471	Baker & Taylor	Collection Materials	1,757.81
472	Baker & Taylor	Collection Materials	3,201.63
473	Baker & Taylor	Collection Materials	1,437.72
474	Bizy Boys LLC	PO 664 Groundskeeping - PA Lawn Care - FAC	869.49
475	Brodart Company	Collection Materials	81.38
476	Brodart Company	Collection Materials	98.64
477	Brodart Company	Collection Materials	359.81
478	Canon Financial Services Inc	Leases - Printer & Copier Contract - NOLS	940.03
479	CENGAGE Learning	Collection Materials	105.76
480	CENGAGE Learning	Collection Materials	257.68
481	CENGAGE Learning	Collection Materials	412.09
482	CENGAGE Learning	Collection Materials	235.95
483	Center Point Large Print	Collection Materials	197.76
484	Center Point Large Print	Collection Materials	126.05
485	Center Point Large Print	Collection Materials	35.08
486	CenturyLink 300511187 FO	Communications - Voice - FO	96.03
487	CenturyLink 300561130 CB	Communications - Voice - CB	90.44
488	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	154.14
489	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	92.42
490	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	318.04

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
491	Cerium Networks Inc	PO 598 Technology Services - Managed Services - IT	1,938.40
492	City of Forks	Public Utilities - FO	146.78
493	City of Port Angeles/Dump	PO 608 Public Utilities - Solid Waste - PA Tree Limbs - FAC	40.56
494	City of Port Angeles/Orcas Avenue	Public Utilities - PA	323.16
495	City of Port Angeles/Peabody St.	Public Utilities - PA	5,159.44
496	City of Sequim	Public Utilities - SQ	44.78
497	Clallam Bay School	Collection Materials	45.00
498	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
499	Clallam County PUD	Public Utilities - CB	543.33
500	Clallam County PUD	Public Utilities - FO	435.49
501	Clallam County PUD	Public Utilities - SQ, SQ2	1,704.49
502	Clallam County Treasurer	APR 2025 Investment Service Fee paid in MAY - EFT 1155	50.00
503	Commercial Filter Sales & Service	PO 344 Maintenance Supplies - HVAC Filters - FAC	906.23
504	Convergence Design and Apparel	PO 644 Program Supplies - Bookmobile Hats (NDF)	381.15
505	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-2025) - EFT 1148	54,228.87
506	Dept. of Revenue - Use/Sales Tax	April 2025 Sales & Use Tax - EFT 1150	110.59
507	Desmarais Corrina	Travel - Business - Mileage Reimbursement - SQ	117.44
508	Fatbeam LLC	Communications - Internet Services May - NOLS	11,755.65
509	Fletcher Avery	PO 694 Training & Conferences - CPR/AED/First Aid - NOLS	300.00
510	Gordon David G.	CO 30 Programming - Humanities Washington (FOSL)	300.00
511	Health Care Authority	Medical (PPE 04-30-2025)	51,510.00
512	Hi-Tech Security Inc.	PO 605 Machinery & Equipment - PA Fire Alarm Panel - FAC	1,715.18
513	Hoch Construction Inc	PO 698, 699 Capital Construction - SQ Project Construction - SQ CPA	517,776.30
514	Hough Amy	Cell Phone Reimbursement, Travel - Business - Mileage Reimbursement	130.36
515	HR Answers Inc.	PO 642 Professional Services - HR Policy Manual Consult - ADM	400.00
516	Ingram Library Services	Collection Materials	1,744.56
517	Ingram Library Services	Collection Materials	1,740.61
518	KCDA Purchasing Cooperative	PO 683 Maintenance Supplies - Towels, Tissue, Toilet Covers Cleaners	491.21
519	King County Library System	PO 594 Professional Services - ILL Loan Fee - TS	20.00
520	Kleefeld Amber	Travel - Business - Mileage Reimbursement - PA	94.50
521	Langan Adrienne	Travel - Business - Mileage Reimbursement - OR	72.10
522	Lumen	Communications - VOIP - NOLS	498.84
523	McNish Family II LLC	SQ Temp Bldg Lease - June 2025 - SQ CPA	6,977.89
524	MicroK12	PO 392 Machinery & Equipment - E-Rate Equipment - TS	844.19
525	Midwest Tape	Collection Materials	457.19
526	Midwest Tape	Collection Materials	578.74
527	Midwest Tape	Collection Materials	348.75
528	Moccardine Arriana	Travel - Business - Mileage Reimbursement - OR	140.70
529	North Olympic Library System	April Revolving Fund Reimbursement	88.87
530	Olympic Laundry & Dry Cleaners Inc.	PO 604 Professional Services - Laundry - FAC	215.27
531	Olympic Springs Inc	PO 610 Operating Rentals - SQ Temp Water Service - FAC	106.17
532	OverDrive Inc	Collection Materials	192.48
533	OverDrive Inc	Collection Materials	1,558.85
534	OverDrive Inc	Collection Materials	126.47
535	OverDrive Inc	Collection Materials	154.99
536	Pacific Office Equipment Inc.	Copier & Paper Use Charges Apr 25 - NOLS	1,326.30

No.	Claimant	Purpose	Amount
537	Peninsula Daily News	Collection Materials	301.60
538	Playaway Products LLC	Collection Materials	406.68
539	PPCIS	PO 680 Professional Services - Summer Reading Program Mailer - NOLS	7,855.57
540	Rainbow Sweepers Inc.	PO 615 Groundskeeping - PA Parking Lot Sweeping 04-13-25 - FAC	245.03
541	Rehn & Associates Inc	PO 586 HRA Reimbursements - NOLS	16,034.52
542	Sequim Chamber of Commerce General Acct	PO 715 Dues/Memberships - Annual Membership - SQ	310.00
543	SHKS Architects	PO 702 Capital Construction - SQ Library Expansion Project - SQ CPA	57,351.29
544	Silver Kite Community Arts Consulting LLC	PO 10 Programming - Online Art Workshops Patron Access (FOSL)	525.00
545	Silver Kite Community Arts Consulting LLC	PO 626 Programming - Online Art Workshop (FOSL)	175.00
546	Summit Law Group	PO 710 Training & Conferences - Anti Discrimination Training - NOLS	2,000.00
547	Summit Law Group	PO 717 Professional Fees - Legal Services - ADM	1,045.50
548	Swains General Store Inc.	PO 707 Maintenance Supplies - Spray, Bleach, Soap, Bucket - FAC	93.11
549	Tapp Eric	PO 609 Vehicle Maintenance - Red Subaru Car Wash - FAC	13.02
550	Unique Management Services Inc.	Professional Services - Debt Collection	128.05
551	United Way of Clallam County	United Way Contributions (PPE 04-30-2025)	50.00
552	US Bank	Credit Card Services - May 2025	14,107.81
553	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
554	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	545.19
555	WCIF	Vi/Li/EAP (PPE 04-30-2025)	1,340.42
556	West Waste & Recycling	Public Utilities - FO & CB	56.43
557	WSCCCE - WPAS, Inc	Dental Premiums (PPE 04-30-2025) - JUN Coverage	7,357.99
558	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 04-30-2025)	2,406.69

**1,077,103.84**

**\* Detail - NOLS Revolving Fund Account -- Voucher #529**

2463	NOLS Patron	Patron Refund	8.95
2464	NOLS Patron	Patron Refund	12.99
2465	NOLS Patron	Patron Refund	29.99
2466	NOLS Patron	Patron Refund	36.94

**88.87**

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #552**

1	8th Street Car Wash	PO 528 Vehicle Maintenance - Pacifica Car Wash - FAC	5.00
2	Adobe	PO 675 Technology Services - Creative Cloud Monthly Licenses	209.94
3	Alaska Airlines	PO 602 Travel - Training - GFOA Conference Travel - ADM	747.60
4	Amazon	PO 426 Office Supplies - Sandpaper, Calculator, USB Drives - PA	47.98
5	Amazon	PO 462 Program Supplies - Movie Watch Party (FOFOL)	61.80
6	Amazon	PO 509 Program Supplies - Mother's/Father's Day Cards	26.23
7	Amazon	PO 509 Program Supplies - Mother's/Father's Day Cards	26.24
8	Amazon	PO 510 Program Supplies - Tie Dye Party (CBFOL)	42.33
9	Amazon	PO 538 Machinery & Equipment - Memory Upgrade for Mktg - IT	321.58
10	Amazon	PO 541 Program Supplies/Copy Paper - Take & Make Program	44.38
11	Amazon	PO 547 Program Supplies - Books & Trivia, SRP, Discovery Club	122.79
12	Amazon	PO 564 Program Supplies - PA Teen Lit Bags (PAFOL)	27.15
13	Amazon	PO 573 Program Supplies - Take and Make (BMOR)	62.89

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
14	Amazon	PO 573 Program Supplies - Take and Make (BMOR)	34.49
15	Amazon	PO 576 Program Supplies - SRP Discovery Club & Outreach	57.24
16	Amazon	PO 593 Office Supplies - Filters, Adhesive - ADM	52.25
17	Amazon	PO 599 Program Supplies - SRP Prize Books PA (PAFOL)	34.01
18	Amazon	PO 600 Machinery & Equipment - Network Card for PA UPS - IT	353.30
19	Amazon	PO 601 Machinery & Equipment - Backup Hard Drives - IT	426.31
20	Amazon	PO 601 Machinery & Equipment - Backup Hard Drives - IT	1,944.48
21	Amazon	PO 612 Technology Supplies - Compressed Air, Thermal Paste	47.30
22	Amazon	PO 620 Program Supplies - Collection Materials (FOSL)	88.07
23	Amazon	PO 638 Program Supplies - Pokemon Take & Make (BMOR)	10.88
24	Amazon	PO 639 Program Supplies - PA Community Baby Shower (PAFOL)	24.14
25	Amazon	PO 640 Program Supplies - PA Community Baby Shower (PAFOL)	283.11
26	Amazon	PO 645 Program Supplies - Smash Bros/Native American Wellness	38.66
27	Amazon	PO 647 Program Supplies - Tie Dye Party (CBFOL)	39.79
28	Amazon	PO 648 Program Supplies - Puzzle Swap (CBFOL)	38.73
29	Amazon	PO 648 Program Supplies - Puzzle Swap (FOFOL)	38.72
30	Amazon	PO 650 Program Supplies - Table Cloth (CBFOL)	66.62
31	Amazon	PO 652 Program Supplies - Celebrate Love (CBFOL)	43.46
32	Amazon	PO 652 Program Supplies - Celebrate Love (FOFOL)	65.19
33	Arco	PO 579 Courier Fuel - Pacifica - OR	27.35
34	Arco	PO 635 Business Fuel - White Subaru - NOLS	40.38
35	Arco	PO 637 Business Fuel - White Subaru - NOLS	38.09
36	Big 5 Sporting Goods	PO 657 Program Supplies - Tally Counter (FOSL)	14.11
37	Bitly	PO 671 Technology Services - Billing Error Refund (PO 523)	(11.67)
38	Chevron	PO 531 Training Fuel - WLA 2025 - NOLS	31.85
39	Circle K	PO 503 Business Fuel - Transit Van - NOLS	57.78
40	Circle K	PO 665 Business Fuel - Blue Prius - NOLS	35.77
41	Costco	PO 539 Training Supplies - ASTD Snacks - NOLS	46.83
42	Costco	PO 539 Training Supplies - ASTD Snacks - NOLS	256.95
43	Costco	PO 570 Office Supplies - 6 Wheel Cart - OR	21.77
44	Costco	PO 571 Program Supplies - Friday Night Movie/Poetry Reading	73.61
45	Costco	PO 628 Office Supplies - Snacks for Nat'l Library Worker Day	153.78
46	Costco	PO 631 Training Supplies - ASTD Food - NOLS	71.74
47	Costco	PO 687 Program Supplies - Teen Night (FOSL)	21.67
48	Costco	PO 688 Program Supplies - Kid's Programs (FOSL)	23.95
49	Costco	PO 690 Program Supplies - Irrigation Day Parade (FOSL)	122.69
50	Country Aire	PO 552 Training Supplies - ASTD Food - NOLS	19.98
51	CSC Servicework Forks	PO 526 Vehicle Maintenance - Ariya Tire Air - FAC	2.50
52	Demco Inc.	PO 569 Program Supplies - Book Ends for Pop Up (BMOR)	138.60
53	E-Fax	PO 629 Technology Services - HR Confidential Fax - ADM	36.84
54	Evergreen 76	PO 527 Courier Fuel - Pacifica - OR	44.22
55	Fedex	PO 634 Programming - Care and Custody Exhibit - FO	70.42
56	Fedex	PO 634 Programming - Care and Custody Exhibit (PAFOL)	164.31
57	Forks Outfitters	PO 649 Program Supplies - Smash Bros (FOFOL)	89.46
58	Go Philly	PO 653 Travel - Training - WLA 2025 Meal - NOLS	30.00
59	Go Philly	PO 656 Travel - Training - WLA 2025 Meal - NOLS	27.19

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>60</b>	<b>GoDaddy.com</b>	PO 478 Technology Services - Two Year Domain Renewal - IT	48.29
<b>61</b>	<b>Illinois Library Association</b>	PO 666 Program Supplies - SRP (CBFOL)	46.31
<b>62</b>	<b>Illinois Library Association</b>	PO 666 Program Supplies - SRP (FOFOL)	46.31
<b>63</b>	<b>Joshua's Restaurant</b>	PO 500 Travel - Training - Community Event - OR	5.98
<b>64</b>	<b>KCDA Purchasing Cooperative</b>	PO 525 Office Supplies - Book Tape - PA	57.25
<b>65</b>	<b>KCDA Purchasing Cooperative</b>	PO 565 Office Supplies - Notebooks, Pads, Markers - PA	56.23
<b>66</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 544 Business Fuel - Bookmobile - OR	44.84
<b>67</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 545 Business Fuel - Bookmobile - OR	33.22
<b>68</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 574 Business Fuel - Bookmobile - OR	3.63
<b>69</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 575 Business Fuel - Bookmobile - OR	50.00
<b>70</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 603 Business Fuel - White Subaru - NOLS	37.87
<b>71</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 678 Business Fuel - Bookmobile - OR	32.87
<b>72</b>	<b>Marriott</b>	PO 632 Travel - Training - WLA 2025 Lodging - NOLS	377.88
<b>73</b>	<b>Marriott</b>	PO 633 Travel - Training - WLA 2025 Lodging - NOLS	377.88
<b>74</b>	<b>Marriott</b>	PO 654 Travel - Training - WLA 2025 Parking - NOLS	57.36
<b>75</b>	<b>Meta (Facebook)</b>	PO 669 Professional Services - Sponsored Posts - NOLS	18.22
<b>76</b>	<b>Meta (Facebook)</b>	PO 670 Professional Services - Sponsored Posts - NOLS	2.51
<b>77</b>	<b>Microsoft</b>	PO 674 Technology Services - A5 Licenses - IT	1,293.24
<b>78</b>	<b>Nextendweb (FastSpring)</b>	PO 611 Technology - SmartSlider WordPress Plugin - IT	53.22
<b>79</b>	<b>PockeTalk</b>	PO 667 Machinery & Equipment - Translation Device - NOLS	423.92
<b>80</b>	<b>Port Angeles Auto Glass</b>	PO 651 Vehicle Maintenance - White Subaru Windshield Replacement - FAC	532.52
<b>81</b>	<b>Quill Corporation</b>	PO 502 Office Supplies - Book Tape, Markers - SQ	116.21
<b>82</b>	<b>Safeway</b>	PO 535 Training Fuel - WLA 2025 - NOLS	28.03
<b>83</b>	<b>Safeway</b>	PO 551 Training Supplies - ASTD Snacks - NOLS	8.97
<b>84</b>	<b>Safeway</b>	PO 552 Training Supplies - ASTD Food - NOLS	49.45
<b>85</b>	<b>Safeway</b>	PO 553 Training Supplies - ASTD Snacks - NOLS	5.98
<b>86</b>	<b>Safeway</b>	PO 628 Office Supplies - Snacks for Nat'l Library Worker Day	5.98
<b>87</b>	<b>Safeway</b>	PO 662 Office Supplies - Greeting Card - OR	6.20
<b>88</b>	<b>Scholastic Inc</b>	PO 548 Program Supplies - Books & Trivia (FOSL)	67.64
<b>89</b>	<b>Shell</b>	PO 646 Business Fuel - Blue Prius - NOLS	39.37
<b>90</b>	<b>Stamps.com</b>	PO 487 Postage - TS	250.00
<b>91</b>	<b>Stamps.com</b>	PO 546 Postage - TS	250.00
<b>92</b>	<b>Stamps.com</b>	PO 557 Postage - TS	250.00
<b>93</b>	<b>Stamps.com</b>	PO 568 Postage - TS	250.00
<b>94</b>	<b>Stamps.com</b>	PO 588 Technology Services - Monthly Service Charge - TS	22.19
<b>95</b>	<b>Stamps.com</b>	PO 589 Postage - TS	250.00
<b>96</b>	<b>Stamps.com</b>	PO 597 Freight - UPS Shipping - TS	12.84
<b>97</b>	<b>Starbucks Coffee Company</b>	PO 554 Training Supplies - ASTD Coffee - NOLS	65.34
<b>98</b>	<b>Tacoma Meters</b>	PO 530 Travel - Training - WLA 2025 Parking - NOLS	16.00
<b>99</b>	<b>Tacoma Meters</b>	PO 537 Travel - Training - WLA 2025 Parking - NOLS	16.00
<b>100</b>	<b>Uline</b>	PO 617 Office Supplies - CD Cases - TS	101.72
<b>101</b>	<b>Uplift Desk</b>	PO 511 Office Supplies - Desk Drawer - ADM	154.15
<b>102</b>	<b>Uprinting</b>	PO 668 Printing and Binding - Annual Report Bookmarks - NOLS	114.20
<b>103</b>	<b>VistaPrint.com</b>	PO 689 Program Supplies - NOLS Banner for Events (FOSL)	114.68

No.	Claimant	Purpose	Amount
104	WA Food Worker Card	PO 513 Training & Conferences - Food Handler's Card - NOLS	10.00
105	WA Food Worker Card	PO 529 Training & Conferences - Food Handler's Card - NOLS	10.00
106	WA Food Worker Card	PO 567 Training & Conferences - Food Handler's Card - NOLS	10.00
107	Walmart	PO 552 Training Supplies - ASTD Food - NOLS	92.09
108	Walmart	PO 552 Training Supplies - ASTD Food - NOLS	(3.69)
109	Walmart	PO 558 Office Supplies - Rubbing Alcohol, Plastic Zipper Bag	13.75
110	Walmart	PO 560 Program Supplies - Serving Bowls (PAFOL)	57.91
111	Walmart	PO 561 Program Supplies - Serving Bowls (PAFOL)	13.58
112	Walmart	PO 572 Program Supplies - Poetry Reading Reception (FOSL)	14.16
113	Walmart	PO 592 Office Supplies - Easel Pads (2) - ADM	52.06
114	Walmart	PO 607 Program Supplies - Poetry Reading (FOSL)	21.46
115	Walmart	PO 658 Program Supplies - Family Fun Day Parade (FOSL)	79.78
116	Walmart	PO 679 Office Supplies - Easel Pad - OR	32.55
117	Westside Pizza	PO 630 Training Supplies - ASTD Food - NOLS	547.54
118	WSDOT	PO 536 Travel - Training - WLA 2025 Toll - NOLS	5.50
119	WSDOT	PO 643 Travel - Training - WLA 2025 Toll - NOLS	5.50
120	Zeek's Pizza	PO 655 Travel - Training - WLA 2025 Meal - NOLS	28.82
121	Zoom	PO 676 Technology Services - Zoom Workplace Monthly Licenses - NOLS	239.47
			<b>14,107.81</b>
<b>* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services</b>			
1147	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-2025)	279,995.28
1148	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-2025)	54,228.87
			<b>334,224.15</b>



## VALUES

- Power of knowledge, imagination, and exploration
- Free and equal access
- Intellectual freedom and privacy
- Literacy and learning
- Responsible stewardship
- Transparency and accountability
- Community service
- Partnerships to support community vitality
- Flexibility, nimbleness, and adaptability to social and technological change
- Equity, diversity, and inclusion

## CORE SERVICES

- Lend library materials at no direct cost to customers.
- Assist with information and research needs.
- Provide early literacy services and programming.
- Provide access to information technologies.
- Provide meeting space for public interaction.
- Be the hub where community comes together to think, meet, work, play, and create.
- Provide literacy, education, and enrichment opportunities for people of all ages.
- Offer diverse programs, events, and classes, which promote learning, skills acquisition, intellectual and cultural stimulation, civic discourse, community vitality, social engagement, entertainment, relaxation, and creative fun.
- Provide library facilities that are safe, comfortable, functional, and sustainable.
- Deliver library services when, where, and how they are needed.

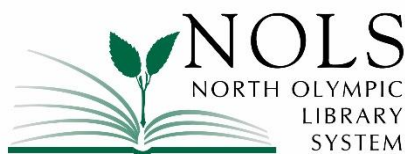
## STRATEGIC INITIATIVES 2021-2024\*

- Develop, articulate, and publish NOLS' Fiscal Business Plan for the next five to ten years.
- Develop and articulate a response plan for optimum recovery from disaster.
- Develop and implement a community outreach and marketing campaign to increase library awareness, access, and use among Clallam County Residents.
- Through an equity, diversity, and inclusion lens, begin to develop and implement a comprehensive plan to review NOLS' policies, practices, collections, programs, and resources.
- Develop and implement bookmobile service to improve library access in Clallam County.
- Design, fund, and complete the Sequim Expansion and Renovation Project.
- Utilizing community feedback and input, develop a new five-year strategic plan.

\* The 2021-2024 Strategic Initiatives will remain in place through 2025.  
A new strategic plan will be introduced in 2026.







## Staff Report

Meeting Date: June 26, 2025  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Officers and Committees

**Topic/Issue:** Annual election of officers and confirmation of committee assignments.

**Policy Considerations:** In accordance with Board Bylaws ([NOLS Policy 6.1](#)) June is designated as the annual meeting at which election of officers and designation of committee assignments occurs, unless a different annual meeting date is designated by the Board.

The established practice of the NOLS Board for electing officers has been to nominate from the floor and elect by motion. The established practice for determining committee assignments has been through discussion and consensus; it is not uncommon for committee assignments to be readjusted at times other than at the June meeting, in order to accommodate shifting priorities or Trustee availability.

**Fiscal Considerations:** None.

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

Trustee Name	Officers & committee assignments	Current term ends
Bert Caldwell	Policy Committee Sequim Library	Dec. 31, 2027
Cyndi Ross	Sequim Library Finance Committee	Dec. 31, 2026
Ian Miller	Vice Chair Finance	Dec. 31, 2025
Jennifer Pelikan	Chair Finance Committee Personnel Committee Policy Committee	Dec. 31, 2028 (second term)
Betty Marcoux	<i>Joined in April 2025</i>	Dec. 31, 2029

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

### *Finance Committee:*

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

### *Personnel Committee:*

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

### *Policy Committee:*

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

### *Community Relations Committee:*

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

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

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

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

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

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

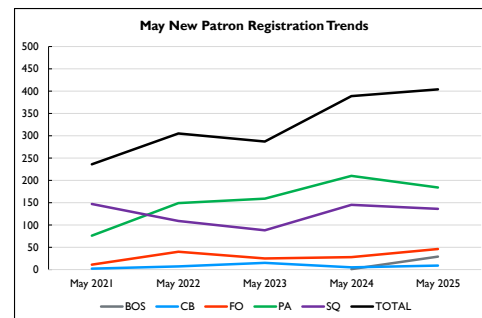
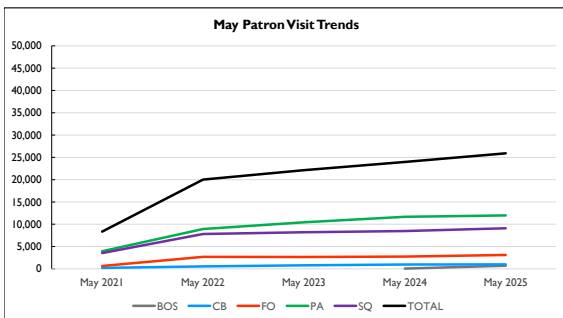
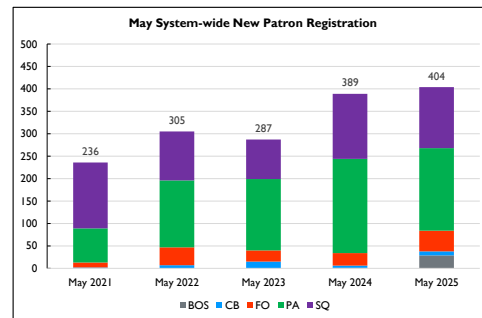
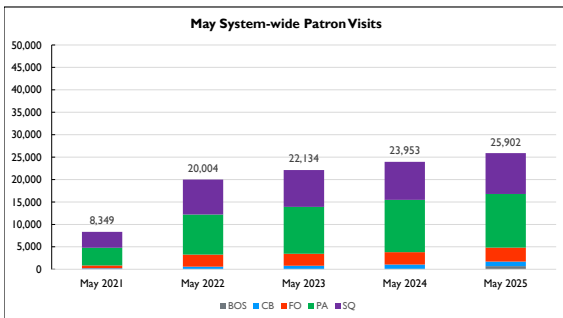
This ad hoc committee provides advisory input to staff, facilitates community engagement, and participates in other activities related to planning a Future Sequim Branch Library.

**Recommendation/Alternatives for Consideration:** That the Board elect officers and designate or confirm committee assignments at this time. Alternatively the Board could agree to designate a different date for the 2025 election of officers, in which case the current slate would continue until that election occurred.

Patron Visits		
	2025	% of System
<b>Port Angeles</b>	11,983	46.3%
<b>Children</b>	13%	
<b>Sequim</b>	9,101	35.1%
<b>Children</b>	6%	
<b>Forks</b>	3,112	12.0%
<b>Children</b>	8%	
<b>Clallam Bay</b>	1,003	3.9%
<b>Children</b>	16%	
<b>Bookmobile</b>	703	2.7%
<b>Total</b>	25,902	100.0%

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

New Patron Registration		
	2025	% of System
<b>PA</b>	184	45.5%
<b>SQ</b>	136	33.7%
<b>FO</b>	46	11.4%
<b>CB</b>	9	2.2%
<b>BOS</b>	29	7.2%
<b>Total</b>	404	100.0%



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

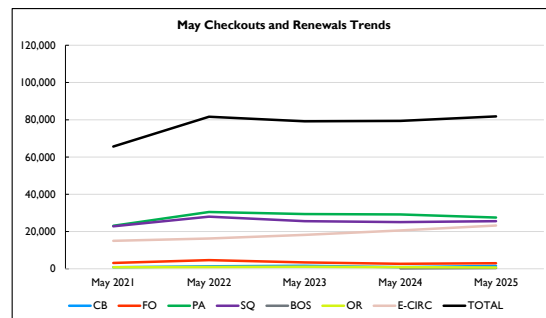
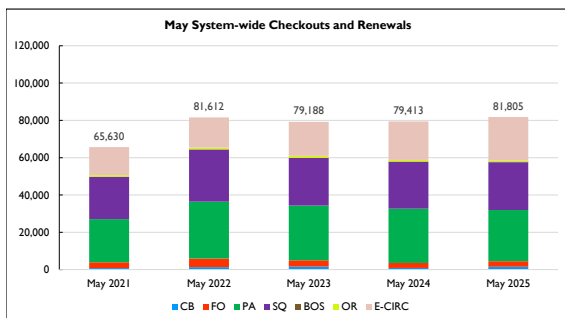
\* The Sequim Branch Library started operating out of a temporary location in May 2024. □

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	16,242	27.3%
% From Self-Check	77%	
% From Holds	29%	
Renewals	11,228	50.5%
Total	27,470	33.6%
Sequim		
Checkouts	15,820	26.6%
% From Self-Check	78%	
% From Holds	36%	
Renewals	9,742	43.8%
Total	25,562	31.2%
Forks		
Checkouts	2,415	4.1%
% From Self-Check	32%	
% From Holds	29%	
Renewals	532	2.4%
Total	2,947	3.6%
Clallam Bay		
Checkouts	1,008	1.7%
% From Self-Check	10%	
% From Holds	25%	
Renewals	532	2.4%
Total	1,540	1.9%
Outreach		
Checkouts	662	1.1%
% From Holds		
Renewals	17	0.1%
Total	679	0.8%
Bookmobile		
Checkouts	185	0.3%
% From Holds	53%	
Renewals	204	0.9%
Total	389	0.5%
Electronic Circulation <small>(OverDrive/Libby, Hoopla &amp; Kanopy checkouts do not renew)</small>		
Checkouts	23,218	28.4%
Systemwide Totals		
Checkouts	59,550	
Renewals	22,255	
System Total	81,805	

Interlibrary Loan Services		
Items borrowed from other libraries		188
Items loaned to other libraries		125

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

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,764	19.49
SQ	5,711	20.07
FO	693	17.11
CB	255	11.77
OR	601	9.54
BOS	207	5.37
<b>Total</b>	<b>12,231</b>	<b>18.74</b>



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

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

Library Programs		
	Programs/Attendees	% of System
Port Angeles	25/435	40%/51%
Sequim	5/72	8%/8%
Forks	14/151	23%/18%
Clallam Bay	7/61	11%/7%
NOLS	1/6	2%/1%
Virtual	10/132	16%/15%
Total	62/857	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	48/475	69%/82%
Sequim	0/0	0%/0%
Forks	16/84	23%/15%
Clallam Bay	6/18	9%/3%
Total	70/577	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	40.83	5
Sequim	0	0
Forks	10	0
Clallam Bay	0	0
Outreach	0	0
NOLS	38.42	1
Total	89	6

Community Outreach Events		
	Events/Attendees	% of System
PA	2/554	20%/45%
SQ	6/491	60%/40%
FO	2/178	20%/15%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	10/1223	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	259
Read & Ride (Clallam Transit Buses)	20
Dolly Parton Imagination Library	1,321
Library Programs & Outreach	33
Clallam County Correctional Facility	78
Total	1711

Outreach Delivery Services	
Deliveries/Pickups	79
New Patrons w/ Delivery Services	-

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	10

Bookmobile	
Routine Stops	5
Special Stops	5
Library Pop-Ups (no bookmobile)	6
Appearance (e.g. parade)	1
Miles Traveled	895

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	1,800	1,500	25.8%
Sequim	6	971	664	49.4%
Forks	9	323	258	12.8%
Clallam Bay	6	266	281	29.7%
Total	47	3,360	2,703	26.7%

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	332	93	8.3%
Sequim	2	230	57	12.6%
Forks	3	90	22	3.3%
Clallam Bay	1	28	10	6.5%
Total	11	680	182	7.6%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,466	50.0%
Sequim	7,156	37.8%
Forks	1,784	9.4%
Clallam Bay	522	2.8%
Total	18,928	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,606	58.3%
Sequim	1,383	17.5%
Forks	1,375	17.4%
Clallam Bay	538	6.8%
Total	7,902	100.0%

Facebook Activity	
Followers	5,826
Content Published	44
Reach (unique accounts)	29,674
Reactions/Likes/Comments, etc.	1,027

Instagram Activity	
Followers	1,777
Content Published	44
Reach (unique accounts)	2,152
Reactions/Likes/Comments, etc.	762

Advertising	
Ads Run	3
Reach (unique accounts)	5,419

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.

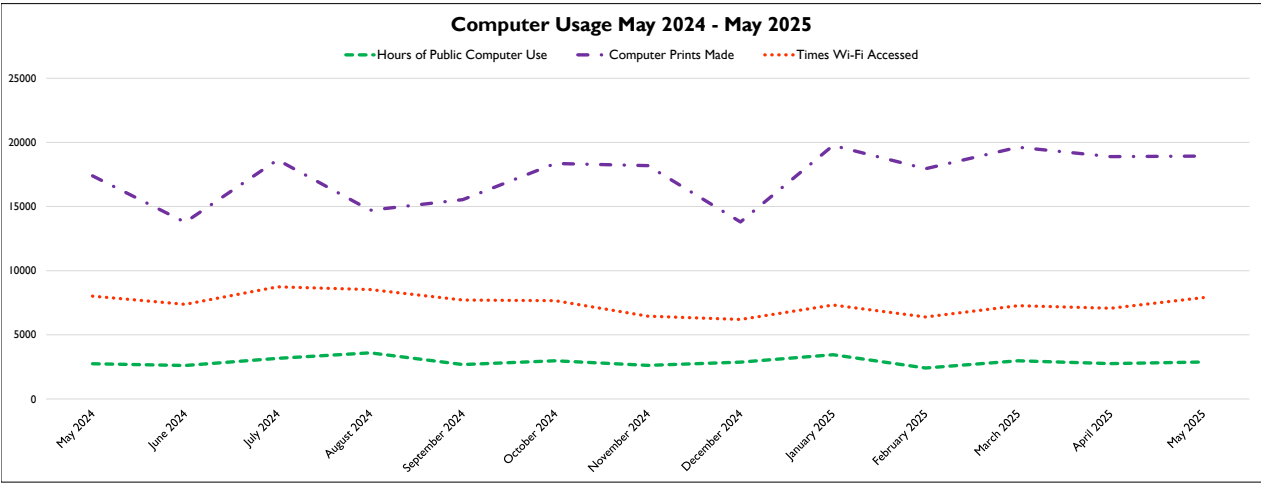
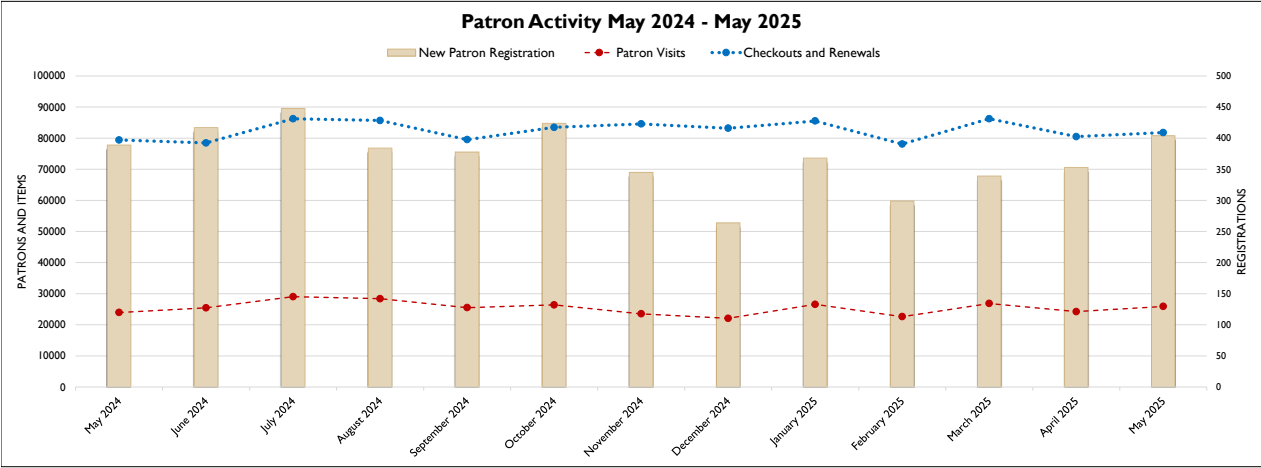
Website Visits	
Total Visits	35,740
Unique Visitors	11,067
Average Time on Site	56sec

Database Access	
Total Sessions on all Databases	1,220

YouTube Activity	
Subscribers	456
Videos Published	-
Program Recordings	2
Views (lifetime content)	1,003
Watch Time (hours)	52

eNewsletter	
Number Sent	20,592
Read Rate	0
Click-Through Rate	0

Notices	
Number Sent	14,983
Read Rate	65%

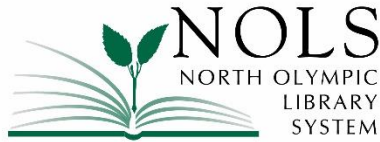


**Significant Events During the Past 13 Months:**

- July - August 2024 - The Clallam Bay and Forks Branches reduced their hours during the entire month of June, due to staffing limitations.
- September - October 2024 - The Bookmobile was out of service for repairs. Some stopes were completed using an alternative vehicle.
- October 2024 - All branches closed one day for an All Staff Training Day.
- November - December 2024 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: June 26, 2025  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for May 2025

## Port Angeles Main Library

*Lynn Johnson, Library Manager*

Programming during the month of May included:

- Baby, Toddler, and Preschool Storytimes – 159 participants at 7 events
- Baby Playdate – 35 participants at 2 events
- Block Build and Play – 9 participants
- Little Hands Art – 64 participants in 2 sessions
- Class Visits to Port Angeles Library-
  - Queen of Angeles K and 3<sup>rd</sup> grades – 1 visit, 53 participants
- Kids' Book Club – 9 participants
- Tweens Magic Mondays – 17 participants at 3 events
- Teen Tuesdays:
  - Teen Games & Art – 6 participants
  - Teen Advisory Board – 6 participants
  - Teen Book Club – 5 participants
  - Teen Writing Club – 9 participants
- Outreach Visit to Schools for Summer Reading
  - Franklin Elementary – 193 students
- Second Wednesday Book Discussion group met virtually to discuss Michael Polan's *This is Your Mind On Plants* - 6 participants
- Fourth Wednesday Evening Book Group: *The Bandit Queens* by Parini Shroff – 9 participants
- End of Life Ready Workshop – 21 Participants
- Jigsaw Puzzle Contest – 16 participants
- Tabletop Role-Playing Game Night – 17 participants

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

- Youth Services Librarian Jennifer L. attended and tabled at the 4<sup>th</sup> annual Community Connection Baby Shower held at the Vern Burton Community Center and hosted by

First Step Family Support Center. There were over 350 adult attendees and over 40 community providers! Families were able to connect with community services for new families and many organizations were giving away supplies for babies. A huge thank you to Port Angeles Friends of the Library (PAFOL) for providing funding to purchase a raffle prize which included a NOLS tote bag, board books and a set of puppets. The winner of last year's NOLS raffle drawing shared how much their child still enjoys the books and puppets! PAFOL also provided funding for parenting books to be given away at the event. Attendees were thrilled with the books!

- Baby Playdate, a new program, began in May as a way for the parents and caregivers of Baby Storytime to continue gathering with their found community during a time when their children are growing and changing a lot over the course of a few months.
- Port Angeles Library staff, Annie D., Vik G., Amber K., and Lynn J., supported the Bookmobile at the Juan de Fuca Festival Street Fair.

### **Sequim Branch Library**

*Emily Sly, Library Manager*

Sequim Branch staff enjoyed participating in Irrigation Festival activities in early May. Family Fun Day was held at Carrie Blake Park on the first Saturday of the month. The Library had a booth with fun activities for families. The Grand Parade was held on the second Saturday and is always fun to be a part of. Sequim staff joined the Bookmobile on the one-mile parade route on Washington Street – tossing candy, smiling and waving and getting the word out about the expansion project.



May programs included Family Storytime, Teen Advisory Board (TAB), Teen Lit Bags, Drop-in Tech Help and Second Saturday Book Discussion Group. A virtual program coordinated by Librarian Corrina D. featured color blending with pastels, offered by SilverKite Community Arts. Other virtual programs include a Humanities Washington lecture *Heaven on the Half Shell* and Aging Well featuring services available through OlyCAP. Sequim hosted Clallam County Poet Laureate Nellie Bridge at a reading a welcome reception in early May.



Community outreach included Sequim staff presenting Summer Reading Program to area schools and Librarian Charlotte M. offering a Paper Circuit Art program to Jamestown S'Klallam Youth Group in Blyn.

Sequim staff 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.

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

*Troi K. Gale, Library Manager*

### **West End Daily Operations:**

- Six West End staff members received their CPR certification at a First Aid training led by the Forks Fire Department. More West End staff members will be attending this training in the Fall.
- On May 12, 11 people attended Bad Art Night. We were pleased to see both returning patrons and new faces at this monthly program.



- The Nature Journaling and Scavenger Hunt event was rain-free once again. Six participants explored the Elk Creek Conservation Area while reading the posted poems and recording their observations in a nature journal.



- The Beekeeping Basics program, presented by Mark Urnes, was held at both West End branches. The Clallam Bay presentation attracted a Forks resident who didn't want to miss out, while the Forks presentation had a total of 8 attendees.
- Local herbalist Lauren Morgan taught a course on Seasonal Summer Herbalism at the Clallam Bay branch. This session drew patrons from the Forks Library, as well as Clallam Bay residents who typically do not frequent the library.
- Library Services Specialist Angeles B. organized a library tour for a local homeschool group in Forks. She showed the kids around with a behind the scenes tour
- Library Services Specialist Angeles B. collaborated with Lucy Ross from Family First Step and Micki and Ashlynn from the school district to create a program aimed toward the Native community. West End Library Manager Troi G. attended the program in Angeles's absence. Lucy taught participants how to make dream catchers, and dinner



was provided by staff members from the school. Overall, 22 participants attended the event.



- The Mother's Day card-making event was a success both branches. We had the 1st, 2nd, and 8th-grade classes from Clallam Bay walk over for the occasion. One of the teachers was very excited and mentioned that she looked forward to the Father's Day card-making event. She will bring her class over again for that.
- Library Services Specialist Angeles B. had a total of three ECEAP class visits for a special field trip storytime event. Teachers, parents, and preschool students enjoyed a morning of learning and playing.



- The first West End puzzle swap was a success for both branches involved. We had numerous patrons actively participate by drawing their unique puzzle pieces, which will be assembled later this summer into a large, vibrant community puzzle.

#### West End Community Visits:

- Library Services Specialist Angeles B. had a wonderful time at Olympic Natural Resources Center (ORNC) in Forks for the annual Kindergarten class field event! Alongside Public Services Specialist Amellia L., they hosted nine engaging story times.

The best part for Angeles was seeing the enthusiastic Hispanic students and parents thrilled about the bilingual "station." It was such a joy to watch them follow along and enjoy their time as they rotated around throughout the day!

- Library Services Specialist Angeles B. and Community Outreach Specialist Arriana M. had a busy, fun day honoring the elders in La Push during Elders Week. Many library resources were handed out, and new faces were coming and asking questions about library services.



- West End Library Manager Troi G. attended the Bilingual Assembly at Forks High School to provide a presentation about the Summer Reading Program. Over 95 people were in attendance.

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

*Victoria Harmon, Library Manager*

### **Outreach Delivery Services**

During the month of May, 79 deliveries were made and no new patrons registered for Outreach Delivery Services. There were 662 items checked out and 17 items renewed for Outreach Delivery patrons.

### **Bookmobile Outreach Services**

During the month of May, there were 703 visitors across 5 Routine Bookmobile stops, 6 Library Pop-Up stops and 5 Special stops. The Bookmobile also appeared in a parade this month. There were 3 Outreach Services programs with a total of 46 participants. There were 185 items checked out and 204 items renewed for Bookmobile and Pop-Up Library Services.

- Bookmobile stops
  - Neah Bay Community Gym: Every Tuesday in May; 51 visitors
  - Port Angeles Food Bank: Friday, May 16; 7 visitors

- Lake Crescent School (with Port Angeles Food Bank Mobile Market): Saturday, May 17; 10 visitors
- Quileute Tribe Elder's Week Event: Wednesday, May 21; 51 visitors
  - Patrons were able to sign up for library cards and check out library materials
  - Gratitude was expressed that there was a selection of materials for NW Tribes
- Juan de Fuca Festival: Friday, May 23; 139 visitors, & Saturday, May 24; 285 visitors
  - Over 400 visitors
  - Provided tours of the Bookmobile, checked out items, signed up new patrons for library cards
  - Accepted Library Card Design Art submissions and read Where's Waldo with little patrons
- Peninsula College Adult Learner Resource Fair: Saturday, May 31; 17 visitors
  - Many comments from participants happy to see NOLS represented
- Pop-Up Library Stops
  - Neah Bay High School: Tuesday, May 6; 27 visitors
  - Neah Bay Senior Center: Tuesday, May 13; 16 visitors
  - La Push: Wednesday, May 14; 6 visitors
  - Neah Bay Middle School: Tuesday, May 20; 32 visitors
  - Makah Wellness Center: Tuesday, May 27; 7 visitors
  - La Push: Wednesday, May 28; 9 visitors
- Parade
  - Sequim Irrigation Festival Grand Parade: Saturday, May 10



- Community Events and Tabling; 16 visitors
  - Intellectual and Developmental Disabilities Resource Fair in Clallam Bay
- Programming
  - Clallam Mosaic (6 attendees): Sharing information about library services and getting to know the group.
  - Neah Bay Boys and Girls Club (24 attendees): Storytime and crafting activities
- Meetings with Community Partners
  - Providers Breakfast hosted by O3A
    - The presenter shared information about the Senior Farmers Market Nutrition Program which will have a focus on growing in Clallam County this season. The program works similarly to SNAP but is geared towards seniors. They can use a card to purchase from the Farmers Markets or receive a supply of produce in bulk throughout the season.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* HVAC maintenance and repair; wall repair; carpet cleaning; shelf dusting, window washing, parking lot sweeping; lawn care; weed control and tree trimming.

*Port Angeles Accessible Pathways Project:* Earlier this year NOLS hired Marlo Dowell of Acila Consulting to assist managing the bidding and construction phase of this project. In May, Marlo worked with the design team from AHBL, Inc. to complete the bidding and construction plans (the project manual). Meanwhile, permits for the construction phase were issued by the City of Port Angeles. Also, NOLS received word from the WA State Department of Commerce that Governor Ferguson approved the state budget which includes the Commerce grant which will fund fifty percent of the project cost. After meeting with the project team in May to discuss the timing of construction, contractor availability, and related factors, it was decided that the best course for NOLS is to wait until January 2026 to begin the bidding process. Construction is slated for spring 2026. The project team will reconvene in December 2025 to prepare for the bidding process.

*Sequim Library Project:* Weekly on-site meetings continued with discussions focusing on scheduling delays as well as impending commissioning activities, network installation, final land survey, flag pole design, stage design, signage options, custom furnishings, window actuators, electrical issues, etc. NOLS internal team continues to develop plans for the move back into the Sequim Library building later this year.

*West End Libraries:* HVAC maintenance; cleaned windows; Forks backflow preventer repair.



*Vehicles:* Toyota Prius maintenance; took the Nissan Ariya to Wilder Auto Center to have a squeaky wheel inspected – because they couldn't find a problem, we are taking it to another shop for a second opinion; the Chrysler Pacifica van has been pulled out of services due to a fuel tank problem – it will be repaired in June; washed red Subaru Forester.

*Other:* Assisted IT Department by removing surplus from workroom and accepting delivery of new computers in the annex building.

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

*Erin Shield, Technical Services Manager*

In May, Technical Services continued to work on the recataloging 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 ILS Team, Health and Safety Committee, Collection Management, Web Team, Management Team, Sequim Remodel project, and EDI Team.

### **Highlights:**

- Uptown Arts District artwork on the utility box visible from my window. Beautiful!
- Learned how to add Kanopy records to the catalog
- Attached a new Finderscope on one of the telescopes
- Launching new seasonal holiday labels and “Horror” genre label
- Newspaper titles now displaying in the catalog
- Making good progress on the YA Manga recat
- Mental Health First Aid training was great. Lots of good info that everyone could benefit from, from how to spot early signs of mental health troubles in others to how to administer naloxone (and more)

### **Statistics:**

- 1042 physical items processed;
- 254 print materials repaired (including recataloging project items);
- 156 media items repaired;
- 63 physical donations added to collection;
- 206 InterLibrary Loan requests for NOLS' patrons filled;
- 125 items loaned to other libraries;
- 79 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

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

In May IT received most of the computer equipment for the 2025 refresh and Windows 11 upgrade project. It is being stored in the Annex and will be pulled over as needed for configuration and deployment. IT continued work on the new ticketing system in preparation for a June launch of a focused pilot project for select staff and IT to work through some of the kinks and expectations.

Other tasks completed:

- Multifactor Authentication (MFA) for Managers, Admin, and Marketing staff set up
- Updated Polaris registration information to align with needs of Verify
- UPS switches installed in PA, FO, CB
- Regular branch visits scheduled
- Law Library (Legal Resource Center) workstation configured, tested
- Completed Polaris training for IT staff in Outreach and Technical Services modules
- Deep Freeze update
- Switched dozens of Microsoft licenses from A5 to more financially appropriate A3
- EZ-Proxy update
- Firewall software updated
- Library Card Contest web page and form developed and published
- Summer Reading Program challenge created and tested
- New Group Policy configured in preparation for new computer launch

## **Administration Department**

### **Human Resources**

*Shaina Lent, HR & Business Manager*

Significant meetings/events and projects this month:

- HR Policy Manual Update Project
- 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 Specialist – MKT
- On-Call Public Services Assistant – FO/CB
- Public Services Specialist – FO

**New Hires:**

- None

**Transfers:**

- Ellen Schvetz – Public Services Specialist – SQ

**Separations:**

- Alisa Weiss – Public Services Specialist – SQ
- Margaret Griset – Marketing Lead – MKT

**Financial Operations**

*Amy Hough, Finance Manager*

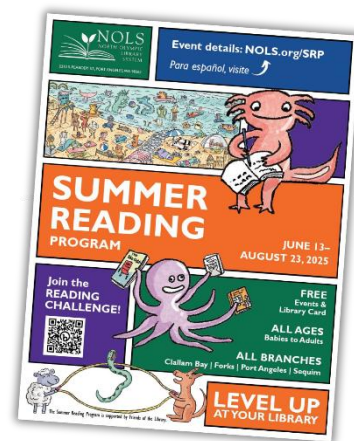
- Submitted the Annual Financial Report to the State Auditor's Office
- Submitted documentation to WA Department of Commerce for the Electrical Vehicle Charging Station grant reimbursement
- Attended a Government Finance Officer's Association event on calculating compensated absences for the annual financial report
- Attended NOLS All Staff and Management Team meetings

**Marketing and Communications**

*Karyn Bocko, Marketing and Communications Manager*

Residents began receiving the Summer Reading Program catalog in mailboxes and PO boxes on May 30. Flyers have been delivered to all schools for distribution to students in early June. The Marketing Team successfully prepped all other Summer Reading marketing materials and an e-Newsletter for early June.

NOLS received more than 150 entries into the Library Card Art Contest, which was open to patrons of all ages through May 30. A selection committee of staff across departments and branches will vote using criteria. Three winners will be announced in June and the cards will be available in September to kickoff Library Card Sign-Up Month.



## News Releases & Articles:

- 11 news releases were sent about NOLS programs.
- Seniors Sunset Times will be providing column space, when available, for NOLS events.
- Sequim Branch Manager Emily Sly gave a construction project update and shared information about library services on the “Sassy Susan” program with Susan Sorensen on KSQM 91.5FM on May 13.
- Clallam County Poet Laureate Nellie Bridge read poems for the “Northwest Passages” program on KSQM 91.5FM. The first installment aired on May 27.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, contributed by librarian Charlotte McGrew, highlighted the Summer Reading Program and gave book recommendations related to programs offered this summer.



## Public Service Director's Report

*Meghan Sullivan, Public Services Director*

- Provided All Staff communication and coordinated tasks and activities with Branch Managers, Marketing staff, Beanstack Team, and Programming Team in preparation for the launch of the 2025 Summer Reading Program on June 2.
- Participated in planning meetings for the Sequim Library move.
- Assisted the Facilities Manager with planning for the implementation of a new key card system at all NOLS locations.
- Branch Visits to Clallam Bay and Forks.
- Met with Clallam County Health Department staff.
- Attended monthly Clallam County America250 Community Planning Meeting for Summer 2026.
- Attended monthly virtual Association of Rural & Small Libraries (ARSL) Membership Committee meeting.
- Attended monthly virtual connect meeting with Washington State Library Deputy and Assistant Directors.
- 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
  - Researching and purchasing owner provided equipment
- Draft Circulation Policy and Social Media Updates
- Assist with new IT ticketing system planning
- Marketing Specialist Recruitment
- Planning for Clallam Bay and Forks furniture updates
- Clallam County Revenue Advisory Committee
- Washington Regional Digital Equity Coordination Sessions
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team





## Customer Comments

May 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:**

Could you please check into getting patrons access to the Mango Language App?

**Response:**

Thank you for your interest in NOLS' collection. A committee considers which online resources would be appropriate for NOLS each year. Criteria looked at include: past offerings and usage; requests from staff or patrons; whether or not the resource fills a gap in current offerings and other formats; price; and many other considerations. The decisions are made in Fall to help fiscal planning for the following year.

NOLS subscribed to Mango many, many years ago as well as a different language database. They didn't survive the years as the cost was not proportionate to usage. But things change! We will put your suggestion on the list to look at for the next round of considerations.

**Comment:**

The gentleman working the front desk today 5/15 @ 2 pm was absolutely kind, patient and lovely to every single customer he assisted. I visit weekly to meet with clients as part of my job. Everyone here is so gracious to everyone they encounter. This is how we grow communities and change lives. Thanks for doing what you do :) It matters.

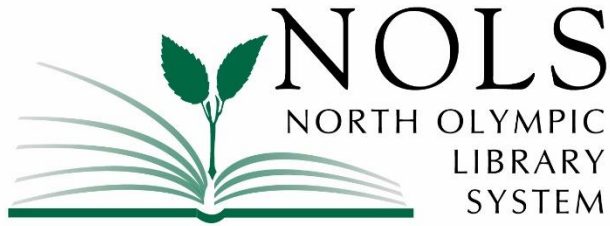
**Response:**

Thank you for the very kind feedback. I'm happy to hear the library has been a positive space for you and your clients.

I'll share your feedback with staff at the Sequim Library.







## Highlight Log

(May 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.*

### **05/08/2025 – Port Angeles**

A patron stopped by the desk to give "positive feedback" about the Poetry Walk poems on the Spruce Railroad Trail. She said that seeing them along the trail was "magical".

### **05/09/2025 – Port Angeles**

Nellie Bridge's first write-in at the Pine & Eight was well attended (8 writers, working on projects ranging from novel outlines to postcards to friends) and I got a lot of questions about the library card art contest!

### **05/09/2025 – Forks**

I went outside to the group of teens gathered around the table and told them about the Summer Teen Volunteer program and provided volunteer information. At least three of the teens were very interested and one yelled, "Oh heck yeah, this could look great on a resume!!!"

### **05/14/2025 – Port Angeles**

Last summer, a community member in Hood River, OR, wrote to me about Poetry Walks and wanting to start up a similar program there. Today he sent me a link to their new Indian Creek Trail Poetry Walk, which went up on April 1st and will be up through the end of September—inspired by the Poetry Walks he saw here while visiting.

### **05/15/2025 – Forks**

I received this email today about ONRC Nature Day last Friday—Kudos Angeles! "I loved this activity that Angeles made. She had them moving, grooving and shaking! The students talked today about how they liked the bubbles and the puzzles. They even mentioned that she spoke some Spanish. It was such a wonderful and memorable experience!"

### **05/15/2025 – NOLS**

A patron shared this on NOLS' Instagram post that showed staff and the Bookmobile in the Sequim Irrigation Festival parade: Watching the North Olympic Library System CREW walk by in the parade made my heart swell. These are the people who've quietly been there for us over the years—always helpful, always kind. As my daughter has grown so has her love of learning, and the library was a big

part of that. I will always be grateful! We're a small town, but we are so well-read, well-supported, and well-loved. Thank you, NOLS, for being such a gift to our community.

**05/15/2025 – NOLS**

Our Kanopy representative went to see the new library card art on our website and said the art is awesome! She loved the photos of the artists with their cards and said they are "so cute"! Great reason to update your library card number on Kanopy.

**05/16/2025 – Port Angeles**

A patron came in to specifically choose the Sarah Necco card. She referred to it as "a really pretty card."

**05/16/2025 – Port Angeles**

A Kellogg image has been requested by an art museum in Turkey. It will appear in an essay introducing an upcoming exhibit, scheduled for September 2025.

**05/16/2025 – Port Angeles**

The under-five crowd showed up strong (64) with their adults in tow to explore their creative skills at Little Hands Art. The littles made dinosaurs dance in playdough, many finger-painted for their first time, and they practiced fine motor skills using markers.

**05/16/2025 – Outreach**

Last year's SRP winner for the Outreach department is still praising NOLS for the program! They told us today that they were finally able to use the restaurant gift card to treat a family in need to a lovely sit-down dinner to celebrate a birthday. It was so lovely to hear about this patron spreading kindness with their winnings!

**05/19/2025 – Port Angeles**

My boys, ages 5 and 8, picked out Dog Man books at Sequim Library on Saturday. I caught them reading together at 6am on Sunday morning.

**05/20/2025 – Bookmobile**

Today a young patron visited the bookmobile twice, as they had already finished all the books they checked out the first time and asked to come back and get more! Another turned in a completed sheet for their first 100 of 1000 Books Before Kindergarten!

**05/20/2025 – Port Angeles**

At closing, a patron who had been browsing the AANHPI display called to us after he checked out and said, "Thanks for the display! I found two books!"

**05/21/2025 – Port Angeles**

One of our regular young patrons will be turning 13 this weekend and is very excited to start attending Teen Tuesday with his older brother next week! He paused our TTRPG last night to ask the other teens if they also go to Teen Tuesdays just so he could tell them that he'll be there this coming week.

**05/22/2025 – Forks**

Arriana and I had the pleasure of engaging with over 110 patrons during Elders Day today, an event held annually in La Push to honor and celebrate our elders. We received numerous positive comments from attendees expressing their joy of seeing NOLS staff there! I also had the opportunity to connect with several organizations, including local health services, cultural groups, and educational programs. We're excited to follow up with these contacts and start collaborating on upcoming events to strengthen community ties.

**05/23/2025 – Forks**

One of the routine Forks teens stopped by my office today to request assistance learning how to put on a bow tie for an event he is going to. He had the bow tie in hand and we figured it out together. It was a wholesome, precious moment.

**05/23/2025 – Forks**

I accompanied someone to an appointment at Forks Hospital this morning. As we walked in, one of the receptionists commented on my 2017 SRP t-shirt and said, "I need to remember to sign up for the Summer Reading Program this year!" The other receptionist said she is a former library director from Tennessee and still has her "Build a Better World" t-shirt from her time at that library.

**05/24/2025 – Port Angeles**

While at the Juan de Fuca Festival, a patron stopped by and told us how impressed she is that we took her two suggestions for graphic novels (from small indie presses) and purchased the items for our collection.

**05/27/2025 – Port Angeles**

A patron, Ned Hammar, dropped off flowers for the library staff as a thank you for help with reserving a room. He specifically mentioned Annie D. as being especially helpful.

**05/28/2025 – Port Angeles**

This is my first time seeing facilities put up the flower pots in front of the front door. Seeing that huge flower pot all full of blossoms really brightened my day. I can't wait to see the second one up as well. Great job, facilities!

**05/28/2025 – Port Angeles**

IT has arranged for all of the floor catalogs to turn on in the morning. Great job! Makes our lives easier.

**05/28/2025 – Outreach**

The Bookmobile attended the Juan De Fuca Festival of the Arts on Friday and Saturday. We visited with nearly 500 people, gave tours of the Bookmobile, took Card Art submissions, signed up new patrons, checked out items, read Where's Waldo with little patrons, and more! Thanks to the PA staff members who supported us during this event. Notable quotes included:

- "I run my own company, and sit on many boards and my library card is still the most valuable card in my wallet."
- "It's like an actual library in here! What a great collection, all the hits!"

- "I didn't know the library had a Geocaching kit! We love Geocaching!"
- "If my card art wins will you get it as your new library card?" (The answer was "Yes!")

### **05/29/2025 – Sequim**

Sequim staff were treated to lunch yesterday by a patron who needed a test proctored for her. After finishing her test, she came back with a Costco pizza to thank staff for being so helpful.

### **05/31/2025 – Port Angeles**

The Community Baby Shower in Port Angeles was attended by families across the county. There was a lot of excitement for the Summer Reading Program! I signed families up for Dolly Parton Imagination Library, talked about Baby Playdate and other NOLS programs and services. I interacted with storytime families, new families to our community, and soon-to-be parents. PAFOL funded a prize and gave away parenting books that were greatly appreciated by recipients.

### **05/31/2025 – Bookmobile**

Despite extremely high winds, on Saturday we were able to attend the Adult Learners Resource Fair put on by Peninsula College. Although the attendance was sparse, we heard a lot of gratitude for bringing the Bookmobile. We signed up one kiddo for their first library card and shared info about SRP.