

Board of Trustees Regular Meeting
Thursday, August 28, 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.

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.

AGENDA

1. Call to Order, Roll Call and Introductions
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of minutes for the regular meeting of June 26, 2025
5. Communications
6. Public Comments
7. Financial Reports: June 2025 & July 2025
8. Approval of Vouchers: June 2025 & July 2025
9. Unfinished Business
 - U.1. Election of Officers and Confirmation of Committee Assignments
10. New Business
 - N.1. Resolution 25-08-07: Approval of Resolution Authorizing the Recognition of John P. Smith at the Sequim Branch Library
 - N.2 Verbal update regarding the Sequim Library Expansion and Renovation Project

11. Reports

- R.1. Monthly Statistics Reports: June 2025 & July 2025
- R.2. Monthly Activity Reports: June 2025 & July 2025
- R.3. Customer Comments: June 2025 & July 2025
- R.4. Highlight Log: June 2025 & July 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 agendaize a matter of business on a future agenda.

14. Next meeting: 5:30pm, September 25, 2025

15. Agenda items for next meeting

16. Executive session to discuss collective bargaining

17. NOLS Local 1619-L Collective Bargaining Agreement Contract Extensions for GEU and MEU

18. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board Meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
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

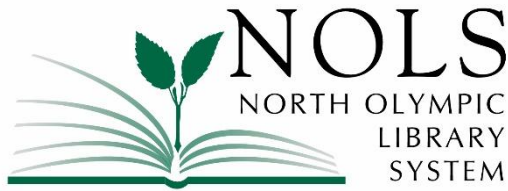
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation Meetings generally occur on the same dates as NOLS Board meetings, usually at 3pm via Zoom.

Friends of the Library Meetings

Clallam Bay Friends of the Library	Varies. Check with Clallam Bay Branch staff for the next date.
Friends of the Forks Library	Varies. Check with Forks Branch staff for the next date.
Port Angeles Friends of the Library	Second Tuesday of the month at 10:15am at the Port Angeles Library.
Friends of Sequim Library	Annual Meeting is held the third Tuesday in July at 9:30am.

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



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, and HR & Business Manager Shaina Lent.

2. Approval of agenda

A new agenda item was added under New Business: #9.N4 HR Policy Project Verbal Update

Under New Business, agenda item #9.N2 was modified: In addition to the verbal update of the Sequim Library Expansion and Renovation Project, two change order proposals (Change orders 95 and 98) will be presented to the Board for approval

Motion by Betty Marcoux to approve the amended agenda. Motion seconded by Bert Caldwell. Motion carried.

3. Approval of minutes for regular meeting of May 22, 2025

Motion by Cyndi Ross to approve the minutes from the May 22, 2025 regular meeting. Motion seconded by Bert Caldwell. Motion carried.

Motion by Bert Caldwell to approve the minutes from the May 6, 2025 special meeting. Motion seconded by Cyndi Ross. Motion carried.

4. Communications

None

5. Public Comments

6. Financial Reports: May 2025

The financial reports for May 2025 were accepted as presented.

7. Approval of Vouchers: May 2025

Motion by Cyndi Ross to approve the May 2025 vouchers, numbered #462 through #558, in the amount of \$1,077,103.84. Motion seconded by Betty Marcoux. Motion carried.

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

9. New Business

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

Bert Caldwell and Betty Marcoux were assigned to the Community Relations Committee. Cyndi Ross and Jennifer Pelikan were assigned to the Policy Committee. All other committee and officer assignments will be decided at the August meeting.

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

Approval of Change Order 95 and Change Order 98

Motion by Betty Marcoux to approve Change Orders 95 with discretion for the Executive Director to negotiate a maximum change order cost of \$90,000. Motion seconded by Cyndi Ross. Motion carried.

Motion by Bert Caldwell to approve Change Orders 98 with discretion for the Executive Director to negotiate a maximum change order cost of \$150,000. Motion seconded by Cyndi Ross. Motion carried.

N.3. Location of upcoming meetings

It was agreed that the August regular meeting will be held in Port Angeles instead of Sequim. A meeting will be scheduled at the Sequim Branch Library after construction of the Sequim Branch Library is complete.

N.4. Verbal update on Library's HR Policy Update Project

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

All reports were accepted as presented.

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 agendaize a matter of business on a future agenda.

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

14. Agenda items for next meeting

Finalize Election of Officers and Confirmation of Committee Assignments

15. Executive session to discuss collective bargaining strategy

At 8:01pm the Chair announced that the Board would move to executive session to discuss collective bargaining strategy, and that the session was expected to last approximately 30 minutes.

At 8:35 the Chair announced that the executive session would be extended by approximately 25 minutes.

At 8:50pm the Chair announced that the Board had concluded its executive session, and would now return to open session.

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

17. Adjournment
There being no further business, the meeting was adjourned by the Chair at 8:50pm.

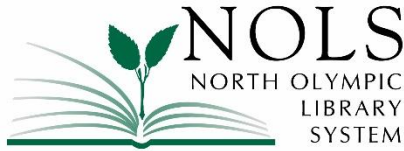
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: August 28, 2025
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for June 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 \$1,335 for the month, including \$250 from Friends of Forks Library. NOLS is grateful for their generosity.

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

Expenditures: Capital construction costs for the Sequim Library Expansion and Renovation Project this month are \$475,572 which includes payments of \$368,507 to Hoch Construction, and \$46,071 to SHKS Architects. \$47,916 was paid to Far West Technologies for the Sequim library security monitoring and keycard reader equipment. Computers and laptops for the 2025 refresh were purchased in the amount of \$160,994. The semi-annual payment of \$120,000 for the LOCAL financing program funding the Sequim capital project was paid at the beginning of the month.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$331,017 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 June are \$391,244.

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



Revenue Report^{*}

June 30, 2025

Operating Revenue				6/12ths is	50.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	53,164	2,861,597	1,938,053	59.6
Grants, Entitlements, Other Payments	33,000	-	2,351	30,649	7.1
Goods and Services	18,010	1,171	6,896	11,114	38.3
Library Fees	15,000	1,054	6,514	8,486	43.4
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	40,750	163,768	16,232	91.0
Facilities Leases (Short Term)	1,200	333	1,257	(57)	104.7
Contributions and donations ⁽¹⁾	128,862	1,353	460,600	(331,738)	357.4
Other Miscellaneous Revenue	127,393	840	16,248	111,145	12.8
Total Miscellaneous Revenues	437,455	43,276	641,873	(204,418)	146.7
Nonrevenues (excise taxes) ⁽²⁾	1,100	114	671	429	61.0
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	7,327,025	98,779	3,519,901	3,807,124	48.0
<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	-	1,969,200	-	78.78
Contributions and donations	30,000	-	-	-	-
LOCAL Investment Interest	-	-	10,660	-	-
Timber Revenues (received in 2025)	-	153,628	280,842	-	-
Total Capital Revenue	-	153,628	2,260,702	-	-
Grand Total Revenues		252,407	5,780,603		



Expenditure Report^{*}

June 30, 2025

				6/12ths is	50.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	288,782	1,666,432	1,938,366	46.2
Benefits	1,527,234	116,125	654,695	872,539	42.9
<i>Total Personnel</i>	<i>5,132,032</i>	<i>404,907</i>	<i>2,321,127</i>	<i>2,810,905</i>	<i>45.2</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	10,331	50,401	55,830	47.4
Fuel	19,300	687	3,128	16,172	16.2
Collection Materials	504,000	22,206	131,638	372,362	26.1
Merchandise purchased for resale	2,625	-	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>33,224</i>	<i>186,432</i>	<i>449,724</i>	<i>29.3</i>
<i>Services</i>					
Professional Services	469,331	22,625	119,064	350,267	25.4
Communication	220,214	15,296	100,837	119,377	45.8
Travel	33,760	710	8,168	25,592	24.2
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	839	4,231	(491)	113.1
Insurance	133,000	-	-	133,000	0.0
Public Utilities	113,247	6,382	50,705	62,542	44.8
Repair and Maintenance	117,589	16,041	46,903	70,686	39.9
Miscellaneous Services	11,000	-	2,877	8,123	26.2
Dues	5,730	299	2,753	2,977	48.0
<i>Total Services</i>	<i>1,113,611</i>	<i>62,192</i>	<i>341,527</i>	<i>772,084</i>	<i>30.7</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>-</i>	<i>7,038</i>	<i>5,662</i>	<i>55.4</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,100</i>	<i>119</i>	<i>679</i>	<i>421</i>	<i>61.7</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>127,440</i>	<i>188,765</i>	<i>42,410</i>	<i>81.7</i>
<i>Interest & Other Debt Service Costs</i>	<i>200,250</i>	<i>101,625</i>	<i>101,625</i>	<i>98,625</i>	<i>50.7</i>
Total Operating Expenditures	7,327,024	729,506	3,147,193	4,179,831	43.0

(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^{*}

June 30, 2025

6/12ths is 50.0%

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	11,675	65,414	611,086	9.7
Machinery & Equipment	395,750	170,025	191,673	204,077	48.4
Construction of Capital Assets	5,000,000	475,572	2,849,804	2,150,196	57.0
Total Capital Outlays	6,100,250	657,272	3,398,227	2,702,023	55.7
Grand Total All Expenditures	13,427,274	1,386,778	6,545,420	6,881,854	48.7



Account Balances*

June 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⁾	902,763	-	155,453	-	1,058,215
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⁾	381,905	-	-	170,025	211,880
PA Capital Fund ⁽⁴⁾	299,958	-	-	11,675	288,283
Sequim Capital Fund ⁽⁴⁾	2,639,634	-	742	482,549	2,157,826
<i>Total Board Designated Accounts</i>	<i>6,662,967</i>	<i>-</i>	<i>156,194</i>	<i>664,250</i>	<i>6,154,911</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,958	-	1	-	6,959
Clallam Bay Friends Donations	3,746	-	-	85	3,661
Forks Donations Fund	2,286	-	3	-	2,290
Forks Friends Donations	1,959	-	250	127	2,082
NOLS Materials Fund	417,893	-	100	22,206	395,787
NOLS Donations Fund	77,645	-	10	7,283	70,372
Port Angeles Donations Fund	11,589	-	9	-	11,598
Port Angeles Friends Donations	17,905	-	-	266	17,640
Sequim Donations Fund	22,109	-	4	-	22,113
Sequim Friends Donations	39,391	-	-	652	38,740
NOLF Donations Fund	2,750	-	-	-	2,750
Outreach Donations Fund	8,501	-	-	87	8,414
<i>Total Grants and Donations</i>	<i>612,734</i>	<i>-</i>	<i>377</i>	<i>30,706</i>	<i>582,406</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>7,279,027</i>	<i>-</i>	<i>156,572</i>	<i>694,955</i>	<i>6,740,644</i>
<i>Undesignated Cash Operating Funds</i>	<i>3,159,210</i>	<i>(595,987)</i>			<i>2,563,222</i>
Total WA State Local Investment Pool	10,438,237	(595,987)	156,572	694,955	9,303,866

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^{*}

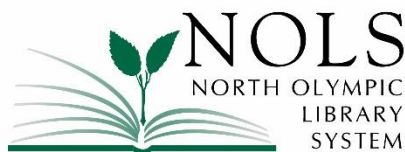
June 30, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	10,438,237	(595,987)	156,572	694,955	9,303,866
Cash					
Cash Operating Funds					
Cash held by County Treasurer	(0)	-			(0)
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	80	-	80	6,000
Payroll Account (US Bank 1301) ⁽⁵⁾	200	331,017	3,094	331,017	3,294
Merchant Account (FF 7401)	1,000	(1,222)	1,252	30	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	329,875	4,346	331,127	10,814
Total Cash	7,720	329,875	4,346	331,127	10,814
Total Cash and Investments	10,445,957	(266,112)	160,918	1,026,083	9,314,680

Notes:

(5) Income of \$3,094 from ADP Credit

* All amounts are rounded to the nearest dollar.



Staff Report

Meeting Date: August 28, 2025
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for July 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 \$26,231 for the month, including \$23,625 from the Adeline M. Ostrowski Estate and a \$2,000 gift from Michael and Kerry McCool. NOLS greatly appreciates their generosity.

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

Expenditures: Capital construction costs for the Sequim Library Expansion and Renovation Project this month are \$277,369 which includes payments of \$218,730 to Hoch Construction and \$39,099 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 \$325,533 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 July are \$385,042.

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



Revenue Report^{*}

July 31, 2025

Operating Revenue				7/12ths is	58.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	29,622	2,891,219	1,908,431	60.2
Grants, Entitlements, Other Payments	33,000	-	2,351	30,649	7.1
Goods and Services	18,010	953	7,849	10,161	43.6
Library Fees	15,000	1,146	7,659	7,341	51.1
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	37,482	201,250	(21,250)	111.8
Facilities Leases (Short Term)	1,200	70	1,327	(127)	110.5
Contributions and donations ⁽¹⁾	128,862	26,231	486,831	(357,969)	377.8
Other Miscellaneous Revenue	127,393	139	16,387	111,006	12.9
Total Miscellaneous Revenues	437,455	63,922	705,794	(268,339)	161.3
Nonrevenues (excise taxes) ⁽²⁾	1,100	93	763	337	69.4
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	7,327,025	95,736	3,615,636	3,711,389	49.3
<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	-	1,969,200	-	78.78
Contributions and donations	30,000	-	-	-	-
LOCAL Investment Interest	-	-	10,660	-	-
Timber Revenues (received in 2025)	-	23,635	304,477	-	-
Total Capital Revenue	-	23,635	2,284,337	-	-
Grand Total Revenues		119,371	5,899,974		



Expenditure Report^{*}

July 31, 2025

				7/12ths is	58.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	283,900	1,950,333	1,654,465	54.1
Benefits	1,527,234	117,820	772,515	754,719	50.6
<i>Total Personnel</i>	<i>5,132,032</i>	<i>401,721</i>	<i>2,722,848</i>	<i>2,409,184</i>	<i>53.1</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	5,951	56,352	49,879	53.0
Fuel	19,300	939	4,067	15,233	21.1
Collection Materials	504,000	24,674	156,312	347,688	31.0
Merchandise purchased for resale	2,625	-	701	1,924	26.7
Small Tools/Equip (<\$200)	4,000	193	757	3,243	18.9
<i>Total Supplies</i>	<i>636,156</i>	<i>31,757</i>	<i>218,189</i>	<i>417,967</i>	<i>34.3</i>
<i>Services</i>					
Professional Services	469,331	52,898	171,962	297,369	36.6
Communication	220,214	15,303	116,140	104,074	52.7
Travel	33,760	2,503	10,671	23,089	31.6
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	915	5,146	(1,406)	137.6
Insurance	133,000	-	-	133,000	0.0
Public Utilities	113,247	8,066	58,771	54,476	51.9
Repair and Maintenance	117,589	19,488	66,391	51,198	56.5
Miscellaneous Services	11,000	666	3,542	7,458	32.2
Dues	5,730	-	2,753	2,977	48.0
<i>Total Services</i>	<i>1,113,611</i>	<i>99,839</i>	<i>441,366</i>	<i>672,245</i>	<i>39.6</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>187</i>	<i>7,225</i>	<i>5,475</i>	<i>56.9</i>
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	<i>1,100</i>	<i>114</i>	<i>793</i>	<i>307</i>	<i>72.1</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>7,440</i>	<i>196,205</i>	<i>34,970</i>	<i>84.9</i>
<i>Interest & Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>101,625</i>	<i>98,625</i>	<i>50.7</i>
Total Operating Expenditures	7,327,024	541,058	3,688,251	3,638,773	50.3

(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^{*}

July 31, 2025

7/12ths is 58.3%

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	-	65,414	611,086	9.7
Machinery & Equipment	395,750	11,380	203,053	192,697	51.3
Construction of Capital Assets	5,000,000	277,369	3,127,173	1,872,827	62.5
Total Capital Outlays	6,100,250	288,749	3,686,976	2,413,274	60.4
Grand Total All Expenditures	13,427,274	829,807	7,375,227	6,052,047	54.9



Account Balances*

July 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,058,215	-	23,635	-	1,081,851
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⁾	211,880	-	-	11,380	200,500
PA Capital Fund ⁽⁴⁾	288,283	-	-	-	288,283
Sequim Capital Fund ⁽⁴⁾	2,157,826	-	23,742	284,347	1,897,222
<i>Total Board Designated Accounts</i>	<i>6,154,911</i>	<i>-</i>	<i>47,378</i>	<i>295,727</i>	<i>5,906,562</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,959	-	0	-	6,959
Clallam Bay Friends Donations	3,661	-	-	230	3,431
Forks Donations Fund	2,290	-	11	-	2,301
Forks Friends Donations	2,082	-	-	494	1,588
NOLS Materials Fund	395,787	-	531	24,674	371,644
NOLS Donations Fund	70,372	-	2,055	-	72,427
Port Angeles Donations Fund	11,598	-	6	-	11,604
Port Angeles Friends Donations	17,640	-	-	3,771	13,869
Sequim Donations Fund	22,113	-	2	-	22,115
Sequim Friends Donations	38,740	-	-	1,718	37,022
NOLF Donations Fund	2,750	-	-	1,550	1,200
Outreach Donations Fund	8,414	-	-	607	7,807
<i>Total Grants and Donations</i>	<i>582,406</i>	<i>-</i>	<i>2,606</i>	<i>33,043</i>	<i>551,968</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>6,740,644</i>	<i>-</i>	<i>49,983</i>	<i>328,771</i>	<i>6,461,856</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,563,222</i>	<i>(431,649)</i>			<i>2,131,574</i>
Total WA State Local Investment Pool	9,303,866	(431,649)	49,983	328,771	8,593,430

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*

July 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	9,303,866	(431,649)	49,983	328,771	8,593,430
Cash					
Cash Operating Funds					
Cash held by County Treasurer	(0)	-			(0)
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	2,824	-	2,824	6,000
Payroll Account (US Bank 1301)	3,294	322,439	-	325,533	200
Merchant Account (FF 7401)	1,000	(1,222)	1,222	-	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	10,814	324,041	1,222	328,357	7,720
Total Cash	10,814	324,041	1,222	328,357	7,720
Total Cash and Investments	9,314,680	(107,608)	51,206	657,128	8,601,150

* All amounts are rounded to the nearest dollar.



Voucher Approval for June 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 #559 through #677 are approved in the amount of \$1,165,245.31 this 28th day of August 2025.

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

No.	Claimant	Purpose	Amount
559	ABDO Publishing	Collection Materials	122.28
560	Acila Consulting LLC	PO 764 Capital Construction - Owner's Representative - SQ CPA	7,291.67
561	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 05-31-2025) - NOLS	982.13
562	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 05-31-2025) - EFT 1153	277,283.17
563	AHBL Inc	PO 805 Capital Improvements - PA Driveway Project - PACR	11,675.00
564	All Safe Mini Storage	PO 847 Operating Rentals and Leases - SQ Storage Unit #447 - FAC	255.00
565	Alliance 2020 Inc	PO 746 Professional Services - Background Checks - NOLS	138.20
566	Amazon.com	Collection Materials	176.28
567	Amazon.com	Collection Materials	65.25
568	Amazon.com	Collection Materials	176.47
569	Amazon.com	Collection Materials	149.50
570	Angeles Plumbing Inc.	PO 727 Repair & Maintenance - FO Toilet Repair - FAC	602.65
571	Angeles Plumbing Inc.	PO 851, 852 Repair & Maintenance - Replace PA Water Heater, CB Toilet	2,090.55
572	Associated Earth Sciences Inc	PO 778 Capital Construction - SQ Project Special Inspection - SQ CPA	3,538.05
573	Baker & Taylor	Collection Materials	2,893.59
574	Baker & Taylor	Collection Materials	783.73
575	Baker & Taylor	Collection Materials	929.42
576	Baker & Taylor	Collection Materials	2,461.81
577	Bizy Boys LLC	PO 761 Groundskeeping - PA Lawn Care - FAC	869.49
578	Brito Angeles	Travel - Business - Mileage Reimbursement - FO	15.68
579	Brodart Company	Collection Materials	170.11
580	Brodart Company	Collection Materials	585.19
581	Brodart Company	Collection Materials	359.76
582	Canon Financial Services Inc	PO 804 Leases - Printer & Copier Contract - NOLS	940.03
583	CENGAGE Learning	Collection Materials	319.61
584	CENGAGE Learning	Collection Materials	345.63
585	CENGAGE Learning	Collection Materials	181.25
586	CENGAGE Learning	Collection Materials	420.01
587	Center Point Large Print	Collection Materials	318.35

No.	Claimant	Purpose	Amount
588	CenturyLink 300511187 FO	Communications - Voice - FO	96.03
589	CenturyLink 300561130 CB	Communications - Voice - CB	90.44
590	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	154.14
591	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	88.22
592	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	318.04
593	Cerium Networks Inc	PO 751 Technology Services - Managed Services - IT	1,938.40
594	Cherbib Miriame	PO 737 Professional Services - Leadership Coaching - NOLS	400.00
595	City of Forks	Public Utilities - FO	146.78
596	City of Port Angeles/Peabody St.	Public Utilities - PA	4,027.21
597	City of Sequim	Public Utilities - SQ	485.95
598	Clallam 2 Fire Rescue	PO 742 Training & Conferences - First Aid/CPR/AED - NOLS	560.00
599	Clallam 2 Fire Rescue	PO 754 Training & Conferences - First Aid/CPR/AED - NOLS	560.00
600	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
601	Clallam County PUD	Public Utilities - CB	493.21
602	Clallam County PUD	Public Utilities - FO	464.07
603	Clallam County PUD	Public Utilities - SQ	642.11
604	Clallam County Treasurer	MAY 2025 Investment Service Fee paid in JUN - EFT 1159	50.00
605	Convergence Design and Apparel	PO 856 Program Supplies - SRP T-Shirts, Totes (NDF)	5,105.08
606	Decker City Hardware	PO 779 Maintenance Supplies - Batteries, Wiper Fluid, Bleach - FAC	57.62
607	Dell Marketing LP	PO 627 Machinery & Equipment - Computers, Laptops for 2025 Refresh	160,994.34
608	Dept of Enterprise Services	PO 841 Training & Conferences - WA Govt to Govt Training - NOLS	440.00
609	Dept. of Retirement Systems	PERS and DCP (PPE 05-31-2025) - EFT 1154	53,574.84
610	Dept. of Revenue - Use/Sales Tax	May 2025 Sales & Use Tax - EFT 1156	158.92
611	Dippel Christa	C-36 Professional Services - Artwork for Mktg Materials - NOLS	500.00
612	Employment Security Dept	Q3/Q4 2024 Unemployment Insurance	10,440.00
613	Far West Technologies Inc	PO 782 Capital Construction - SQ Project Construction - SQ CPA	47,916.44
614	Far West Technologies Inc	PO 853 Machinery & Equipment - Cameras, Sensors, Card Readers	7,909.80
615	Fatbeam LLC	Communications - Internet Services June - NOLS	11,755.65
616	Forks Forum	Collection Materials	85.00
617	Freedom Sales and Supply	PO 762 Capital Construction - Flagpole Foundation Sleeve - SQ CPA	1,028.49
618	Glaude Noah	Travel - Business - Mileage & Cell Phone Reimbursement - ADM	663.76
619	Griset Margaret	Travel - Business - Mileage Reimbursement - ADM	11.39
620	HD Supply	PO 703 Maintenance Supplies - Hand Soap - FAC	816.23
621	HD Supply	PO 745 Maintenance Supplies - Hand Soap - FAC	81.05
622	Health Care Authority	Medical (PPE 05-31-2025)	49,309.43
623	HealthEquity Inc	HSA Contribution - June 2025	291.66
624	Hoch Construction Inc	PO 858, 859 Capital Construction - SQ Project Construction - SQ CPA	368,507.42
625	HR Answers Inc.	PO 807 Professional Services - HR Consultant - ADM	150.00
626	Ingram Library Services	Collection Materials	1,201.09
627	Ingram Library Services	Collection Materials	1,049.38
628	Ingram Library Services	Collection Materials	593.14
629	Ingram Library Services	Collection Materials	925.47
630	KCDA Purchasing Cooperative	PO 758 Maintenance Supplies - Seat Covers - FAC	98.98
631	Langan Adrienne	Travel - Business - Mileage Reimbursement - OR	27.44
632	LeMay Mobile Shredding	PO 790 Professional Services - Annual Shredding - ADM	160.00
633	Lumen	Communications - VOIP - NOLS	498.51

No.	Claimant	Purpose	Amount
634	McNish Family II LLC	SQ Temp Bldg Lease - July 2025 - SQ CPA	6,977.89
635	Midwest Tape	Collection Materials	1,881.83
636	Midwest Tape	Collection Materials	1,762.83
637	Midwest Tape	Collection Materials	717.59
638	Mohmand Noah	Travel - Business - Mileage Reimbursement - PA	77.00
639	Morgan Lauren	C15 Programming - Seasonal Herbalism - CB	150.00
640	North Olympic Library System	May Revolving Fund Reimbursement	80.24
641	Olympic Laundry & Dry Cleaners Inc.	PO 760 Professional Services - Laundry - FAC	246.08
642	Olympic Printers Inc	PO 787-789 Professional Services - SRP Flyers, Tracking Sheets - NOLS	1,670.52
643	Olympic Springs Inc	PO 763 Operating Rentals - SQ Temp Water Service - FAC	106.17
644	OverDrive Inc	Collection Materials	609.16
645	OverDrive Inc	Collection Materials	818.95
646	OverDrive Inc	Collection Materials	255.24
647	OverDrive Inc	Collection Materials	95.91
648	Pacific Office Equipment Inc.	Copier & Paper Use Charges May 25 - NOLS	1,846.98
649	Peninsula Daily News	Collection Materials	436.80
650	Peninsula Heat Inc.	PO 755, 756 Repair & Maintenance - FO & CB HVAC Maintenance - FAC	2,207.84
651	Peninsula Water Solutions	PO 824 Repair & Maintenance - FO Backflow Assembly - FAC	301.37
652	PFM Financial Advisors	PO 759 Professional Services - Financial Advisory Services - ADM	162.50
653	Playaway Products LLC	Collection Materials	406.68
654	Playaway Products LLC	Collection Materials	428.73
655	PPCIS	PO 786 Professional Services - SRP Mailer - NOLS	7,550.00
656	Rainbow Sweepers Inc.	PO 757 Groundskeeping - PA Parking Lot Sweeping 05-11-25 - FAC	245.03
657	Raivo Jessica	Travel - Business - Mileage Reimbursement - SQ	7.49
658	Rehn & Associates Inc	PO 747 HRA Reimbursements - NOLS	2,811.59
659	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	21.00
660	Scholastic Inc	PO 766, 767 Program Supplies - SRP Books (NDF)	2,138.27
661	Sequim Gazette	Collection Materials	140.00
662	SHKS Architects	PO 857 Capital Construction - SQ Library Expansion Project - SQ CPA	46,071.21
663	Silver Kite Community Arts Consulting LLC	PO 738 Programming - Online Art Workshop (FOSL)	175.00
664	Silver Kite Community Arts Consulting LLC	PO 739 Programming - Online Art Workshop (FOSL)	175.00
665	Summit Law Group	PO 850 Legal Services - Labor and Employment - ADM	1,287.00
666	Swains General Store Inc.	PO 726, 735 Maintenance Supplies - Soap, Cleaner, Wiper Fluid - FAC	81.23
667	Swains General Store Inc.	PO 781 Maintenance Supplies - Fertilizer, Clog Remover - FAC	84.30
668	Tech Heads	PO 750 Technology - Fortinet Firewall Renewal - IT	6,343.75
669	Unique Management Services Inc.	Professional Services - Debt Collection	295.50
670	United Way of Clallam County	United Way Contributions (PPE 05-31-2025)	50.00
671	US Bank	Credit Card Services - June 2025	13,448.94
672	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	545.19
673	WCIF	Vi/Li/EAP (PPE 05-31-2025)	1,300.18
674	West Waste & Recycling	Public Utilities - FO & CB	65.91
675	World Book, Inc.	Collection Materials	380.07
676	WSCCCE - WPAS, Inc	Dental Premiums (PPE 05-31-2025) - JUL Coverage	7,219.16
677	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 05-31-2025)	2,507.09
			1,165,245.31

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #640			
2467	NOLS Patron	Patron Refund	24.00
2468	NOLS Patron	Patron Refund	24.26
2469	NOLS Patron	Patron Refund	15.99
2470	NOLS Patron	Patron Refund	15.99
			80.24

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #671			
1	IPassword	PO 798 Technology Services - 1 User Account - IT	23.89
2	IPassword	PO 799 Technology Services - 2 User Accounts - IT	47.22
3	IPassword	PO 800 Technology Services - 2 User Accounts - IT	46.08
4	Adobe Creative Cloud	PO 796 Technology Services - 6 Creative Cloud Licenses - IT	209.94
5	Amazon	PO 621 Office Supplies - Book Glue, Binding Strips - TS	16.32
6	Amazon	PO 621 Toner & Ink - TS	52.27
7	Amazon	PO 623 Machinery & Equipment - USB Hub, Cables - IT	48.49
8	Amazon	PO 663 Program Supplies - SRP Youth Programs (PAFOL)	135.50
9	Amazon	PO 663 Program Supplies - SRP Youth Programs (PAFOL)	6.89
10	Amazon	PO 663 Program Supplies - SRP Youth Programs (PAFOL)	23.95
11	Amazon	PO 701 Office Supplies - Step Stool - FO	41.26
12	Amazon	PO 705 Program Supplies - Puzzle Mat (FOFOL)	15.46
13	Amazon	PO 706 Machinery & Equipment - Trip Lite Network Cards - IT	706.60
14	Amazon	PO 714 Office Supplies - Desk Lamp, Pens - ADM	46.65
15	Amazon	PO 716 Program Supplies - PA Teen Lit Bags (PAFOL)	20.23
16	Amazon	PO 716 Program Supplies - PA Teen Lit Bags (PAFOL)	12.85
17	Amazon	PO 720 Program Supplies - Teen Lit Bags, Discovery Club (FOSL)	76.31
18	Amazon	PO 720 Program Supplies - Teen Lit Bags, Discovery Club (FOSL)	106.21
19	Amazon	PO 725 Program Supplies - Teen Lit Bag (NDF)	39.94
20	Amazon	PO 730 Machinery & Equipment - USB Hubs, Heat Gun - IT	172.55
21	Amazon	PO 731 Machinery & Equipment - USB Cables - IT	103.12
22	Amazon	PO 748 Office Supplies - Lumbar Support Book Mobile - OR	52.25
23	Amazon	PO 771 Office Supplies - NI00 Masks, Environmental Sensors	142.32
24	Amazon	PO 780 Program Supplies - Nature Journaling (FOFOL)	24.96
25	Amazon	PO 784 Program Supplies - Sisterland Farms (BMOR)	55.30
26	Amazon	PO 842 Program Supplies - SRP Toddler Games (PAFOL)	66.42
27	Angel Crest Gardens	PO 718 Maintenance Supplies - PA Flower Baskets - FAC	216.00
28	Arco	PO 729 Courier Fuel - White Subaru - OR	41.11
29	Arco	PO 753 Courier Fuel - Pacifica - OR	78.35
30	Circle K	PO 709 Business Fuel - Transit Van - NOLS	39.72
31	City of Sequim	PO 691 Capital Construction - Building Permit Fees -- SQ CPA	21.66
32	City of Sequim	PO 691 Capital Construction - Building Permit Fees -- SQ CPA	577.48
33	City of Sequim	PO 801 Capital Construction - Stage Permit Fee - SQ CPA	366.97
34	City of Sequim	PO 801 Capital Construction - Stage Permit Fee - SQ CPA	13.76
35	Costco	PO 692 Program Supplies - Irrigation Parade (FOSL)	64.47
36	Dell Financial Services LLC	PO 659 Capital Construction - APC Netshelter 2-Post Rack	238.36

No.	Claimant	Purpose	Amount
37	Demco Inc.	PO 624 Office Supplies - Book Tape - TS	68.50
38	E-Fax	PO 711 Technology Services - Confidential HR Fax Line - ADM	36.84
39	Exxon Mobil	PO 721 Courier Fuel - Pacifica - OR	4.06
40	Forks Outfitters	PO 661 Office Supplies - Distilled Water for Disc Repair - TS	28.54
41	Forks Outfitters	PO 677 Program Supplies - Bad Art Night Gift Card (FOFOL)	5.00
42	Forks Outfitters	PO 685 Office Supplies - Bleach, Distilled Water - FO	12.35
43	Forks Outfitters	PO 741 Program Supplies - SRP FO Middle School (FOFOL)	23.14
44	Forks Outfitters	PO 743 Program Supplies - Celebrate Love (CBFOL)	19.93
45	Forks Outfitters	PO 743 Program Supplies - Celebrate Love (FOFOL)	29.88
46	Hess Market	PO 774 Business Fuel - Prius - NOLS	42.58
47	Intuit	PO 704 Technology Services - Quickbooks Plus Annual Subscription	2,176.91
48	Joshua's Restaurant	PO 713 Travel - Training - Community Event - OR	6.49
49	KCDA Purchasing Cooperative	PO 622 Office Supplies - 1 Inch Tape - TS	56.35
50	Lower Elwha Food & Fuel	PO 641 Business Fuel - Bookmobile - OR	40.72
51	Lower Elwha Food & Fuel	PO 660 Business Fuel - White Subaru - NOLS	43.00
52	Lower Elwha Food & Fuel	PO 684 Business Fuel - Bookmobile - OR	48.14
53	Lower Elwha Food & Fuel	PO 695 Business Fuel - Bookmobile - OR	41.56
54	Lower Elwha Food & Fuel	PO 700 Business Fuel - Bookmobile - OR	36.65
55	Lower Elwha Food & Fuel	PO 722 Business Fuel - NOLS	46.00
56	Lower Elwha Food & Fuel	PO 732 Business Fuel - Bookmobile - OR	46.16
57	Lower Elwha Food & Fuel	PO 733 Business Fuel - Bookmobile - OR	42.46
58	Lower Elwha Food & Fuel	PO 734 Business Fuel - Bookmobile - OR	36.31
59	Meta (Facebook)	PO 817 Professional Services - Sponsored Posts - NOLS	31.22
60	Meta (Facebook)	PO 818 Professional Services - Sponsored Posts - NOLS	4.36
61	Microsoft	PO 616 Technology Services - Additional Licenses - IT	6.26
62	Microsoft	PO 795 Technology Services - A5 Licenses - IT	1,235.58
63	NAPA Auto Parts	PO 736 Maintenance Supplies - Wipers for Chevy Van - FAC	34.83
64	NewEgg.com	PO 697 Machinery & Equipment - Synology RKS1317 Rail Kit - IT	90.37
65	QFC	PO 740 Program Supplies - Magical Kitties (FOSL)	10.99
66	Quill Corporation	PO 686 Office Supplies - Desk Calendar, Correction Tape - FO	31.47
67	Quill Corporation	PO 693 Office Supplies - Book Tape, Sticky Notes - SQ	123.39
68	Safeway	PO 783 Program Supplies - Bookmobile (BMOR)	9.23
69	Shell	PO 728 Business Fuel - Chevy Van - NOLS	99.81
70	Shell	PO 772 Program Supplies - Native American Wellness Gift Card	25.00
71	SHRM	PO 712 Dues/Membership - Annual Membership Fee - ADM	299.00
72	Stamps.com	PO 614 Postage - TS	250.00
73	Stamps.com	PO 672 Postage - TS	250.00
74	Stamps.com	PO 673 Postage - TS	250.00
75	Stamps.com	PO 696 Postage - TS	250.00
76	Stamps.com	PO 719 Postage - TS	250.00
77	Stamps.com	PO 723 Technology Services - Monthly Service Charge - TS	22.86
78	Stamps.com	PO 724 Postage - TS	250.00
79	Stamps.com	PO 744 Postage - TS	250.00
80	The Sweet Spot	PO 625 Program Supplies - Teen Advisory Board (FOSL)	13.92
81	Uprinting	PO 815 Professional Services - SRP Print Marketing - NOLS	879.68

No.	Claimant	Purpose	Amount
82	Uprinting	PO 815 Professional Services - SRP Print Marketing - NOLS	33.90
83	Uprinting	PO 816 Program Supplies - Poet Laureate Business Cards - NOLS	39.38
84	WA Food Worker Card	PO 765 Training & Conferences - Food Handler's Card - NOLS	10.00
85	Walmart	PO 708 Program Supplies - CB Class Visit (CBFOL)	60.64
86	Walmart	PO 785 Program Supplies - Sisterland Farms (BMOR)	22.21
87	Wilder Auto Center	PO 803 Vehicle Maintenance - Nissan Ariya Wheel Inspection	132.00
88	Wilder Toyota	PO 681 Vehicle Maintenance - Toyota Prius - FAC	1,051.94
89	Wordpress	PO 613 Technology - Donation Software Subscription - IT	349.00
90	Zoom	PO 797 Technology Services - Zoom Workplace Business	239.47
			13,448.94

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

I 153 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 05-31-2025)	277,283.17
I 154 Dept. of Retirement Systems	PERS and DCP (PPE 05-31-2025)	53,574.84
		330,858.01



Voucher Approval for July 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 #678 through #805 are approved in the amount of \$830,220.41 this 28th day of August 2025.

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

No.	Claimant	Purpose	Amount
678	Acila Consulting LLC	PO 984 Capital Construction - Owner's Representative - SQ CPA	5,293.75
679	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 06-30-2025) - NOLS	984.18
680	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 06-30-2025) - EFT 1157	268,728.45
681	Alex Zerbe Entertainment	C-18 Programming - Discovery Club: Gravity Catastrophe! (PAFOL/FOSL) FO	2,100.00
682	All Safe Mini Storage	PO 996 Operating Rentals and Leases - Monthly SQ Storage Unit - FAC	255.00
683	Alliance 2020 Inc	PO 919 Professional Services - Background Checks - NOLS	103.65
684	Amazon.com	Collection Materials	303.68
685	Amazon.com	Collection Materials, PO 912 Machinery & Equipment - Tablets - IT	982.22
686	Amazon.com	Collection Materials	190.81
687	Amazon.com	Collection Materials	50.07
688	Angeles Plumbing Inc.	PO 906 Repair & Maintenance - Annex Hose Spigot Replacement - FAC	354.14
689	Baker & Taylor	Collection Materials	2,750.07
690	Baker & Taylor	Collection Materials	1,542.72
691	Baker & Taylor	Collection Materials	1,864.44
692	Baker & Taylor	Collection Materials	2,833.43
693	Bizy Boys LLC	PO 881 Groundskeeping - PA Lawn Care - FAC	869.49
694	BR Lymangrover Land Surveying	PO 961 Capital Construction - SQ Library Project Land Survey - SQ CPA	4,037.50
695	BR Lymangrover Land Surveying	PO 1002 Capital Construction - Post Construction Land Survey - SQ CPA	2,562.50
696	Bridge Wynelle	C-08 Programming - Clallam County Poet Laureate Q2 (NOLF)	1,250.00
697	Brodart Company	Collection Materials	537.03
698	Brodart Company	Collection Materials	487.44
699	Canon Financial Services Inc	PO 949 Leases - Printer & Copier Contract - NOLS	940.03
700	CardQuest Gaming	C-24 Programming - SRP Learn & Play (FOSL)	300.00
701	CENGAGE Learning	Collection Materials	172.27
702	CENGAGE Learning	Collection Materials	455.58
703	Center Point Large Print	Collection Materials	234.02
704	Center Point Large Print	Collection Materials	30.71
705	Center Point Large Print	Collection Materials	31.46
706	CenturyLink 300511187 FO	Communications - Voice - FO	95.99

No.	Claimant	Purpose	Amount
707	CenturyLink 300561130 CB	Communications - Voice - CB	90.42
708	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	152.08
709	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	88.18
710	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	313.88
711	Cherbib Miriame	PO 920 Professional Services - Leadership Coaching - NOLS	4,275.00
712	City of Forks	Public Utilities - FO	146.78
713	City of Port Angeles/Dump	PO 889, 890 Public Utilities - Solid Waste - Yard Debris & Metal - FAC	37.89
714	City of Port Angeles/Orcas Avenue	Public Utilities - PA	279.43
715	City of Port Angeles/Peabody St.	Public Utilities - PA	3,891.79
716	City of Sequim	Public Utilities - SQ	972.27
717	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
718	Clallam County PUD	Public Utilities - SQ2, CB	1,119.91
719	Clallam County PUD	Public Utilities - FO	421.19
720	Clallam County PUD	Public Utilities - SQ, SQ2	1,074.14
721	Clallam County Treasurer	JUN 2025 Investment Service Fee paid in JUL - EFT 1160	50.00
722	Clark Jeff	PO 905 Business Fuel - Facilities Van - NOLS	94.76
723	C-N-I Locates Ltd	PO 990 Capital Construction - Utility Location for Property Survey	1,223.50
724	Co-Op Farm & Garden	PO 997 Maintenance Supplies - Masking Tape, Ammonia - FAC	18.82
725	Dahl's Upholstery	PO 980 Repair & Maintenance - PA Children's Couch Repair - FAC	325.80
726	Dell Marketing LP	PO 627 Machinery & Equipment - Computers & Laptops - IT	7,769.67
727	Dept of Enterprise Services	PO 973 Training & Conferences - Govt to Govt Training - NOLS	220.00
728	Dept. of Labor & Industries	Q2 2025 L&I - NOLS	8,989.86
729	Dept. of Retirement Systems	PERS and DCP (PPE 06-30-2025) - EFT 1158	53,331.15
730	Dept. of Revenue - Use/Sales Tax	June 2025 Sales & Use Tax - EFT 1161	192.33
731	Ednetics, Inc.	PO 469, 470 Machinery & Equipment - Switch and WAPs	2,369.47
732	Employment Security Dept	Q2 2025 Unemployment Insurance	4,046.86
733	Fatbeam LLC	Communications - Internet Services July - NOLS	11,755.65
734	Fiero Marine Life Center	C-29 Programming - SRP Tidepool Exploration - CB	100.00
735	Fleming Matthew	PO 870 Professional Services - Bookmobile Artwork - OR	550.00
736	Forks High School	Collection Materials	135.00
737	Freedom Sales and Supply	PO 903 Capital Construction - Flagpole - SQ CPA	6,422.13
738	Ginger's Closet	C-32 Programming - Level Up Your Sewing Skills - FO	100.00
739	Hare Damien	Travel - Training - Fuel, Meals, Tolls - NOLS	225.59
740	HD Supply	PO 955 Maintenance Supplies - Pet Waste Bags - FAC	67.10
741	Health Care Authority	Medical (PPE 06-30-2025)	48,676.84
742	Hoch Construction Inc	PO 991, 992 Capital Construction - SQ Project Construction - SQ CPA	218,730.44
743	Hooper Katie	Travel - Business - Mileage Reimbursement - PA	77.00
744	Hough Amy	Travel - Training - GFOA Conference - ADM	141.65
745	HR Answers Inc.	PO 918 Professional Services - HR Consultant - ADM	166.00
746	Ingram Library Services	Collection Materials	2,377.68
747	Ingram Library Services	Collection Materials	1,277.35
748	Ingram Library Services	Collection Materials	1,479.41
749	Ingram Library Services	Collection Materials	1,763.81
750	Johnson Jennifer	Cell Phone Reimbursement - Jan-June 2025 - PA	120.00
751	KCDA Purchasing Cooperative	PO 908 Maintenance Supplies - Towels, Gloves, Cleaners - FAC	1,302.14
752	Kendare Blake LLC	C-20 Programming - Teen & Adult Writing Workshops (PAFOL)	300.00

No.	Claimant	Purpose	Amount
753	Langan Adrienne	Travel - Training - Govt to Govt Training - OR	163.73
754	Lent Shaina E	Travel - Business - Mileage Reimbursement, Cell Phone Reimbursement	173.90
755	Lietzke Heather	C-33 Programming - Junk Journaling, Dance Party - FO	150.00
756	Lowe Amellia	Travel - Business - Mileage Reimbursement - FO	21.00
757	Lumen	Communications - VOIP - NOLS	498.31
758	McNish Family II LLC	SQ Temp Bldg Lease - August 2025 - SQ CPA	6,977.89
759	Midwest Tape	Collection Materials	2,015.50
760	Midwest Tape	Collection Materials	440.65
761	Midwest Tape	Collection Materials	1,225.15
762	Mohmand Noah	PO 878, 900 Maint Supp & Public Utilities - Carpet Cleaner Part, Yard Debris	16.44
763	North Olympic Library System	June Revolving Fund Reimbursement	2,824.03
764	OCLC Inc.	PO 887 Technology Services - Cataloging Services - TS	35,015.43
765	Olivera-Hillway Cecilia	C-37 Programming - SRP Wobble Bot - FO, CB	375.00
766	Olympia Sheet Metal Inc.	PO 907 Repair & Maintenance - PA HVAC - FAC	4,962.57
767	Olympia Sheet Metal Inc.	PO 1001 Repair & Maintenance - PA HVAC Repair - FAC	6,554.69
768	Olympic Laundry & Dry Cleaners Inc.	PO 875 Professional Services - Laundry - FAC	201.38
769	Olympic Springs Inc	PO 894 Operating Rentals - SQ Temp Water Service - FAC	182.02
770	OverDrive Inc	Collection Materials	1,524.31
771	OverDrive Inc	Collection Materials	144.98
772	OverDrive Inc	Collection Materials	144.98
773	OverDrive Inc	Collection Materials	124.99
774	Pacific Office Equipment Inc.	Copier & Paper Use Charges June 25 - NOLS	1,548.96
775	Phillips Brian	PO 871 Vehicle Maintenance - Ariya Repairs & Maint - FAC	577.43
776	Phillips Brian	Cell Phone Reimbursement - Jan-June 2025 - FAC	120.00
777	Playaway Products LLC	Collection Materials	364.54
778	Playaway Products LLC	Collection Materials	394.93
779	Rainbow Sweepers Inc.	PO 876 Groundskeeping - PA Parking Lot Sweeping 06-08-25 - FAC	245.03
780	Rehn & Associates Inc	PO 917, 932 HRA Reimbursements & HRA Services June - NOLS	3,561.58
781	Rosenblatt Eli	C-25 Programming - Day of Play (PAFOL)	1,000.00
782	Scholastic Inc	PO 892 Program Supplies - SRP Prize Books (PAFOL)	300.58
783	Shield Erin	Cell Phone Reimbursement - Jan-June 2025 - TS	120.00
784	SHKS Architects	PO 972 Capital Construction - SQ Library Expansion & Renovation	39,099.24
785	Springshare LLC	PO 915 Technology Services - Patron Point/SMS Module Usage - NOLS	729.44
786	Sullivan Meghan	Cell Phone Reimbursement - Jan-June 2025 - ADM	120.00
787	Summit Law Group	PO 983 Professional Fees - Legal Services - ADM	255.00
788	Swains General Store Inc.	PO 877, 888 Maintenance Supplies - Bark Mulch, Paint, Adhesive - FAC	175.33
789	Swains General Store Inc.	PO 982,986 - Maintenance Supplies - Stud Finder, Sprayer, Batteries - FAC	98.87
790	Unique Management Services Inc.	Professional Services - Debt Collection Services - NOLS	256.10
791	United States Treasury	Q2 2025 Federal Excise Tax Return - EFT 1163	187.38
792	United Way of Clallam County	United Way Contributions (PPE 06-30-2025)	50.00
793	US Bank	Credit Card Services - July 2025	16,052.94
794	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
795	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
796	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	545.19
797	Viking Sew & Vac	PO 981 Maintenance Supplies - Vacuum Bags & Parts - FAC	169.53
798	Volkmer Jeremiah	PO 933 Business Fuel - White Subaru - NOLS	45.29

No.	Claimant	Purpose	Amount
799	WCIF	Vi/Li/EAP (PPE 06-30-2025)	1,279.43
800	West Waste & Recycling	Public Utilities - FO & CB	56.43
801	Williams Jamie	Travel - Business - Mileage Reimbursement - PA	77.00
802	Williams Robert	C-20 Programming - Intro to Rock Climbing (PAFOL/FOFOL)	420.68
803	Wilson Rachel	C-22 Programming - SRP Discovery Club (PAFOL/FOSL) FO	850.00
804	WSCCCE - WPAS, Inc	Dental Premiums (PPE 06-30-2025) - AUG Coverage	7,496.82
805	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 06-30-2025)	2,385.58
			830,220.41

*** Detail - NOLS Revolving Fund Account -- Voucher #763**

2472	NOLS Employee	Regular Earnings - May Hours	1,052.04
2471	NOLS Employee	Regular Earnings - May Hours	1,750.04
2475	NOLS Patron	Patron Refund	21.95
			2,824.03

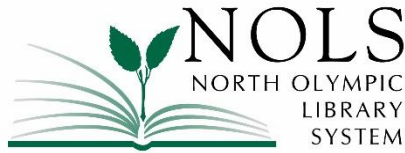
*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #793**

1	8th Street Car Wash	PO 823 Vehicle Maintenance - Ariya Car Wash - FAC	5.00
2	Adobe	PO 959 Technology Services - Creative Cloud Monthly Licenses	209.94
3	AirBnB	PO 939 Travel - Training - Govt to Govt Training Hotel - NOLS	172.44
4	Alder Wood Bistro	PO 924 Program Supplies - Library Art Contest Gift Card	100.00
5	Amazon	PO 748 Office Supplies - Bookmobile Lumbar Support Refund	(27.21)
6	Amazon	PO 749 Machinery & Equipment - Video Cables & Cable Mgmt - IT	318.36
7	Amazon	PO 770 Program Supplies - Discover Club (FOSL)	30.00
8	Amazon	PO 770 Program Supplies - Stickers (FOSL)	21.66
9	Amazon	PO 770 Program Supplies - Teen Lit Bags (FOSL)	18.00
10	Amazon	PO 770 Program Supplies - Toddler Games (FOSL)	60.00
11	Amazon	PO 776 Office Supplies - Notebooks, Batteries - PA	84.68
12	Amazon	PO 776 Program Supplies - Dia De Los Muertos (PAFOL)	69.65
13	Amazon	PO 777 Small Tools & Equip - Voltage Testers x2 - FAC	89.27
14	Amazon	PO 802 Machinery & Equipment - Tubing, Monitor Screws, Drill Bits	53.83
15	Amazon	PO 806 Office Supplies - Tape, Dispensers, Scissors, Pens - FO	90.93
16	Amazon	PO 809 Small Tools & Equip - Outdoor Banner Hardware - NOLS	103.44
17	Amazon	PO 822 Maintenance Supplies - Seat Cover for Meeting Room Chair	21.77
18	Amazon	PO 825 Office Supplies - Paper, Sandwich Bags, Markers - FO	43.48
19	Amazon	PO 826 Program Supplies - Teen Vision Boards (FOFOL)	52.24
20	Amazon	PO 827 Program Supplies - Discovery Club (FOFOL)	119.45
21	Amazon	PO 828 Program Supplies - SRP Smash Bros (CBFOL)	13.95
22	Amazon	PO 829 Program Supplies - Super Smash Bros (CBFOL)	33.50
23	Amazon	PO 830 Program Supplies - Discovery Club Sewing (CBFOL)	20.11
24	Amazon	PO 831 Program Supplies - Discovery Club Sewing (CBFOL)	4.49
25	Amazon	PO 832 Program Supplies - SRP Candyland (CBFOL)	34.73
26	Amazon	PO 833 Program Supplies - SRP Candyland (CBFOL)	16.99
27	Amazon	PO 834 Program Supplies - SRP Chess Tournament (refunded)	141.19
28	Amazon	PO 834 Program Supplies - SRP Chess Tournament Refund	(30.45)
29	Amazon	PO 834 Program Supplies - SRP Chess Tournament Refund	(110.74)

No.	Claimant	Purpose	Amount
30	Amazon	PO 835 Program Supplies - SRP Chess Tournament (FOFOL)	4.49
31	Amazon	PO 839 Office Supplies - Headphones - SQ	10.29
32	Amazon	PO 839 Office Supplies - Odor Eliminator - PA	49.97
33	Amazon	PO 840 Office Supplies - Go Bags West End (pending 230.62 refund)	268.92
34	Amazon	PO 844 Program Supplies - SRP Discovery Club (PAFOL)	286.05
35	Amazon	PO 855 Program Supplies - STEAM (CBFOL)	27.11
36	Amazon	PO 862 Office Supplies - Compressed Air - PA	29.95
37	Amazon	PO 862 Office Supplies - Sharpies - PA	19.75
38	Amazon	PO 862 Program Supplies - Fungi Festival (PAFOL)	19.56
39	Amazon	PO 867 Office Supplies - Glue Strips, Erasers, Stapler - TS	85.82
40	Amazon	PO 867 Toner & Ink - TS	71.87
41	Amazon	PO 879 Office Supplies - Screen Cleaner, Gallon Jugs - PA	50.06
42	Amazon	PO 922 Office Supplies - Paper Cups - SQ	64.41
43	Amazon	PO 923 Program Supplies - SRP Chess Tournament (FOFOL)	75.73
44	Amazon	PO 947 Program Supplies - Mobile Projector Screen (CBFOL)	54.29
45	American Library Association	PO 944 Training & Conferences - Webinar - NOLS	47.40
46	Arco	PO 863 Courier Fuel - Chevy Van - OR	85.63
47	Chevron	PO 794 Courier Fuel - Chevy Van - OR	69.13
48	Chevron	PO 863 Courier Fuel - Pacifica - OR	42.40
49	Clyde's of Gallery Place	PO 950 Travel - Training - GFOA 2025 Meal - ADM	41.78
50	Costco	PO 791 Program Supplies - Bookmobile Programming (BMOR)	257.88
51	Costco	PO 793 Business Fuel - White Subaru - NOLS	39.31
52	Costco	PO 899 Program Supplies - SRP Tweens/Teens (PAFOL)	34.08
53	Decker City Hardware	PO 904 Maintenance Supplies - FO Paint Supplies - FAC	33.24
54	Dilettante Mocha Cafe	PO 950 Travel - Training - GFOA 2025 Meal - ADM	17.66
55	DNS Filter	PO 775 Technology - Filtering Software - IT	3,070.98
56	E-Fax	PO 909 Technology Services - Confidential Fax Line - ADM	36.84
57	Elm USA	PO 866 Office Supplies - Disc Machine Supplies - TS	107.50
58	Escape Room Geeks	PO 873 Program Supplies - Discovery Club (FOSL)	62.35
59	Forks Outfitters	PO 921 Program Supplies - SRP Kick Off (CBFOL)	6.49
60	Forks Outfitters	PO 921 Program Supplies - SRP Kick Off (FOFOL)	6.50
61	Forks Outfitters	PO 926 Program Supplies - Gel Printing (FOFOL)	9.36
62	Forks Outfitters	PO 927 Program Supplies - SRP Chess Tournament (FOFOL)	69.58
63	Forks Outfitters	PO 929 Office Supplies - Batteries - FO	17.53
64	Forks Outfitters	PO 930 Program Supplies - Smash Bros & Mario Kart (CBFOL)	18.59
65	Forks Outfitters	PO 931 Program Supplies - SRP Chess Tournament Gift Card	29.95
66	Full Western Tire	PO 768 Vehicle Maintenance - Nissan Ariya Wheel Repair - FAC	76.23
67	Full Western Tire	PO 911 Vehicle Maintenance - Pacifica Van Fuel Tank Repair	866.69
68	GoDaddy.com	PO 769 Technology Services - SSL Certificate Renewal - IT	449.99
69	GoDaddy.com	PO 886 Technology Services - Domain Name - IT	25.25
70	Grainger	PO 935 Maintenance Supplies - Caster Wheels - FAC	15.29
71	Great American Bagel	PO 950 Travel - Training - GFOA 2025 Meal - ADM	19.29
72	Great State Burger	PO 950 Travel - Training - GFOA 2025 Meal - ADM	34.76
73	Hilton Garden	PO 808 Travel - Training - Govt to Govt Training Hotel - NOLS	246.85
74	Lower Elwha Food & Fuel	PO 819 Business Fuel - Bookmoblie - OR	50.00

No.	Claimant	Purpose	Amount
75	Lower Elwha Food & Fuel	PO 820 Business Fuel - Bookmoblie - OR	41.25
76	Lower Elwha Food & Fuel	PO 837 Business Fuel - Bookmoblie - OR	40.53
77	Lower Elwha Food & Fuel	PO 854 Business Fuel - Bookmoblie - OR	50.00
78	Lower Elwha Food & Fuel	PO 882 Business Fuel - Bookmoblie - OR	41.39
79	Lower Elwha Food & Fuel	PO 883 Business Fuel - Bookmoblie - OR	32.74
80	Lower Elwha Food & Fuel	PO 941 Business Fuel - Prius - NOLS	37.90
81	McPhee's Grocery	Accidental Personal Charge - repaid w/check #315	26.71
82	Meta (Facebook)	PO 913 Professional Services - Sponsored Posts - NOLS	4.86
83	Meta (Facebook)	PO 914 Professional Services - Sponsored Posts - NOLS	96.39
84	Michaels	PO 792 Program Supplies - Bookmobile Programming (BMOR)	16.32
85	Michaels	PO 898 Program Supplies - Library Art Contest Gift Card	100.00
86	Microsoft	PO 814 Technology Services - A3 Recurring Licenses	648.62
87	Microsoft	PO 958 Technology Services - A5 Licenses - IT	111.81
88	New Pig	PO 910 Maintenance Supplies - Biohazard Clean Up Kits - FAC	103.55
89	Odyssey Book Shop	PO 836 Program Supplies - Library Art Contest Gift Card	100.00
90	Odyssey Book Shop	PO 869 Program Supplies - Puzzle Program (PAFOL)	121.88
91	Peking Gourmet Inn	PO 950 Travel - Training - GFOA 2025 Meal - ADM	34.18
92	POS Supply Solutions	PO 845 Office Supplies - Receipt Printer Paper - NOLS	316.74
93	Quill Corporation	PO 928 Office Supplies - Blade Refills - SQ	9.40
94	Quill Corporation	PO 928 Office Supplies - Book Tape, Binder Clips - SQ	154.34
95	Residence Inn	PO 951 Travel - Training - GFOA 2025 Hotel - ADM	1,372.84
96	Safeway	PO 846 Program Supplies - Teen Volunteers (FOSL)	17.08
97	Safeway	PO 884 Program Supplies - Discovery Club (FOSL)	7.00
98	Safeway	PO 884 Program Supplies - Teen Volunteers (FOSL)	10.49
99	Safeway	PO 896 Program Supplies - Art in the Library (PAFOL)	120.51
100	Safeway	PO 902 Program Supplies - Pajama Movie Night (PAFOL)	23.00
101	Shell	PO 838 Business Fuel - White Subaru - NOLS	65.60
102	Stamps.com	PO 773 Postage - TS	250.00
103	Stamps.com	PO 812 Postage - TS	250.00
104	Stamps.com	PO 821 Postage - TS	250.00
105	Stamps.com	PO 849 Postage - TS	250.00
106	Stamps.com	PO 860 Postage - TS	250.00
107	Stamps.com	PO 865 Postage - TS	22.86
108	Stamps.com	PO 885 Postage - TS	250.00
109	Sticker Giant	PO 895 Printing & Binding - Bookmobile Stickers (BMOR)	333.23
110	Sticker Giant	PO 897 Printing & Binding - Read & Return Stickers - NOLS	151.92
111	Strange Days Comics	PO 848 Program Supplies - Fall Passive Kids & Teens (FOSL)	10.93
112	Uline	PO 868 Office Supplies - CD Cases - TS	60.44
113	Uprising	PO 810 Printing & Binding - Comment Cards - NOLS	180.70
114	Uprising	PO 954 Professional Services - Bookmarks - NOLS	279.29
115	Vispronet	PO 893 Professional Services - NOLS Branded Tablecloths - NOLS	748.57
116	WA Food Worker Card	PO 946 Training & Conferences - Food Handler's Card - NOLS	10.00
117	WA Food Worker Card	PO 946 Training & Conferences - Food Handler's Card - NOLS	10.00
118	Walmart	PO 843 Program Supplies - SRP Steven's Middle School (PAFOL)	20.96
119	Walmart	PO 925 Office Supplies - Batteries - SQ	11.94
120	Zoom	PO 960 Technology Services - Zoom Workplace Monthly Licenses	239.47

No.	Claimant	Purpose	Amount
			16,052.94
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
I 157	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 06-30-2025)	268,728.45
I 158	Dept. of Retirement Systems	PERS and DCP (PPE 06-30-2025)	53,331.15
			322,059.60



Staff Report

Meeting Date: August 28, 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. At the June 26, 2025 meeting, the Board updated the Community Relations and Policy Committee members, but decided to revisit the officer positions and other committees at the August meeting.

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	Community Relations Sequim Library	Dec. 31, 2027
Cyndi Ross	Policy Committee Finance Committee Sequim Library	Dec. 31, 2026
Ian Miller	Vice Chair	Dec. 31, 2025
Jennifer Pelikan	Chair Finance Committee Personnel Committee Policy Committee	Dec. 31, 2028 (second term)
Betty Marcoux	Community Relations	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.

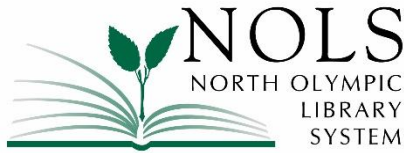
Public Communications Committee (Ad hoc):

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 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 new 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.



Staff Report

Meeting Date: August 28, 2025
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Resolution Authorizing the Recognition of John P. Smith at the Sequim Branch Library

Attachments: Resolution 25-08-07

Topic/Issue:

Approval of Resolution 25-08-07, Authorizing the recognition of John P. Smith at the Sequim Branch Library.

Background:

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

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

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

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

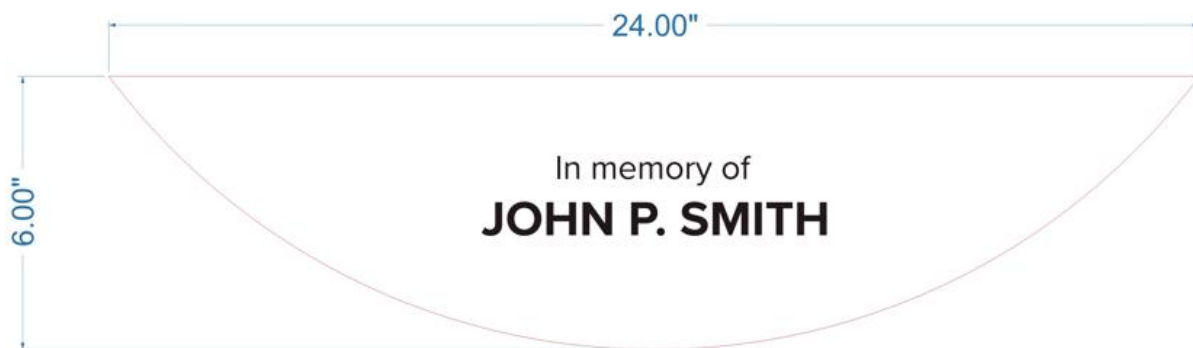
Certain areas inside and outside the Sequim Branch Library are also available as named gift opportunities. These will be designated with special plaques near the areas themselves.

Discussion:

In October 2021, Brad Littlefield made a \$5,000 donation towards the Sequim Library Expansion and Renovation Project in honor of his late friend and library supporter, John P. Smith. In November 2024, Mr. Littlefield made a \$50,000 donation towards the Sequim Library project.

In the spring of 2025, Mr. Littlefield let NOLS know that he would be willing to make another very generous donation to support adding a flagpole to the Sequim Library project. Staff agreed that this was a good idea and began planning for it with SHKS Architects and Hoch Construction. Although not a requirement for his donation, Mr. Littlefield ask if a plaque could be added to the base of the flagpole to recognize his donation in memory of John P. Smith.

SHKS Architects have provided this drawing to show how a stainless steel plaque would look that could be placed on the concrete base of the flagpole.

**Financial Considerations:**

All costs associated with the flagpole currently total just shy of \$20,000. Mr. Littlefield's August 2025 \$20,000 donation will cover all of the flagpole costs. Any remainder of the latest donation will go the Sequim Library Capital Project Account.

A breakdown of the Sequim Library flagpole costs:

Date	Vendor	Item(s)	Invoice #	Amount
5/26/2025	Freedom Sales and Supply	Flagpole Sleeve, Shipping, Signed and Sealed Engineering	2025418	\$1,028.49
6/20/2025	City of Sequim	Permit	INV-00000382	\$577.48
6/23/2025	Hoch Construction	Prep, footing and setting, stainless steel donor sign, lighting	COP#96	\$11,096.16
6/30/2025	Freedom Sales and Supply	Flagpole, 6 Flags, Ball Ornament, Shipping	2025534	\$6,422.13
Total				\$19,124.26

Policy Considerations:

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

Recommendation: That the Library Board of Trustees Approve Resolution 25-08-07 authorizing the recognition of John P. Smith at the Sequim Branch Library.



Resolution 25-08-07

Library Board of Trustees
North Olympic Library System

Authorizing the Recognition of John P. Smith at the Sequim Branch Library

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

Whereas, in October 2021, Brad Littlefield made a generous donation of \$5,000 to the Sequim Library Expansion and Renovation Project in memory of John P. Smith; and

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

Whereas, in August 2025, Brad Littlefield made a third generous donation of \$20,000 specifically to cover the expense of adding a flagpole at the Sequim Branch Library; and

Whereas, Brad Littlefield has requested that a plaque be placed at the base of the new flagpole at the Sequim Branch Library to honor his late friend and library supporter, John P. Smith; and

Whereas, Library staff support Mr. Littlefield's request.

Now therefore be it resolved: the exterior flagpole at the Sequim Branch Library will be recognized in memory of John P. Smith.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this day of August 28, 2025.

Chair

Trustee

Trustee

Trustee

Trustee

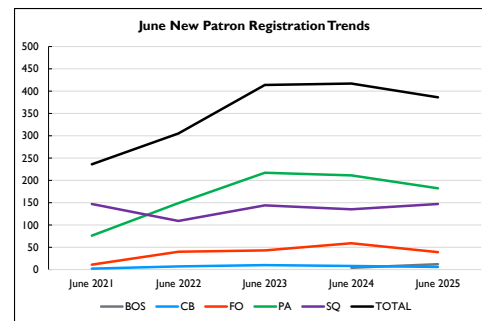
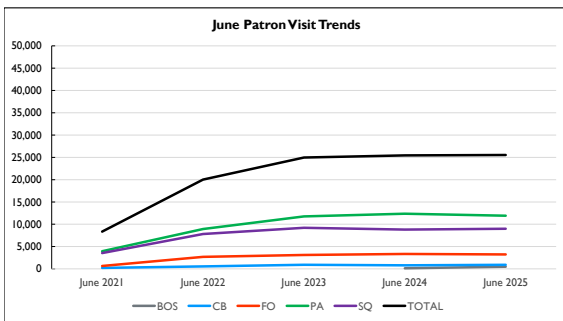
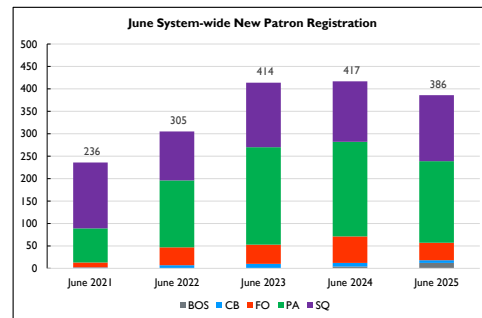
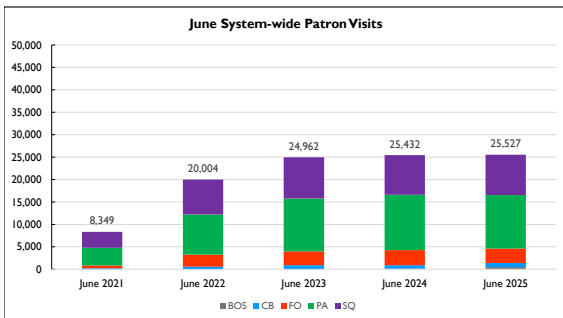
Attested by:

Secretary to the Board

Patron Visits		
	2025	% of System
Port Angeles	11,907	46.6%
Children	14%	
Sequim	8,985	35.2%
Children	8%	
Forks	3,244	12.7%
Children	7%	
Clallam Bay	908	3.6%
Children	15%	
Bookmobile	483	1.9%
Total	25,527	100.0%

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

New Patron Registration		
	2025	% of System
PA	182	47.2%
SQ	147	38.1%
FO	39	10.1%
CB	6	1.6%
BOS	12	3.1%
Total	386	100.0%



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

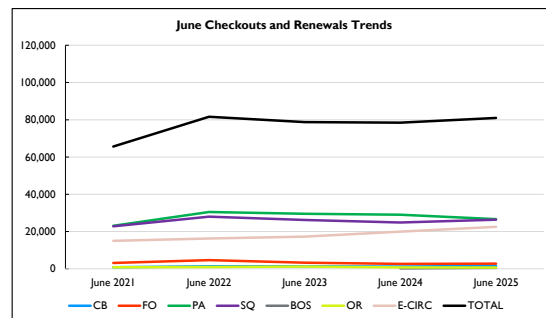
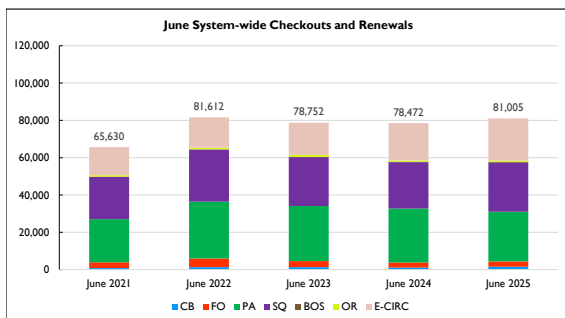
* The Sequim Branch Library started operating out of a temporary location in April 2024. □

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	15,667	26.8%
% From Self-Check	79%	
% From Holds	28%	
Renewals	11,007	49.0%
Total	26,674	32.9%
Sequim		
Checkouts	16,107	27.5%
% From Self-Check	79%	
% From Holds	32%	
Renewals	10,233	45.6%
Total	26,340	32.5%
Forks		
Checkouts	2,250	3.8%
% From Self-Check	30%	
% From Holds	34%	
Renewals	515	2.3%
Total	2,765	3.4%
Clallam Bay		
Checkouts	1,041	1.8%
% From Self-Check	13%	
% From Holds	22%	
Renewals	515	2.3%
Total	1,556	1.9%
Outreach		
Checkouts	644	1.1%
% From Holds		
Renewals	20	0.1%
Total	664	0.8%
Bookmobile		
Checkouts	325	0.6%
% From Holds	21%	
Renewals	163	0.7%
Total	488	0.6%
Electronic Circulation <i>(OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)</i>		
Checkouts	22,518	27.8%
Systemwide Totals		
Checkouts	58,552	
Renewals	22,453	
System Total	81,005	

Interlibrary Loan Services	
Items borrowed from other libraries	183
Items loaned to other libraries	112

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,424	21.00
SQ	5,234	18.67
FO	757	21.28
CB	230	13.50
OR	655	9.91
BOS	103	6.77
Total	11,403	19.03



* 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	8/493	24%/42%
Sequim	4/148	12%/13%
Forks	5/55	15%/5%
Clallam Bay	7/71	21%/6%
NOLS	0/0	0%/0%
Virtual	10/396	29%/34%
Total	34/1163	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	35/440	65%/82%
Sequim	0/0	0%/0%
Forks	15/83	28%/15%
Clallam Bay	4/16	7%/3%
Total	54/539	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	38.58	7
Sequim	9.25	4
Forks	14.6	5
Clallam Bay	0	0
Outreach	0	0
NOLS	50.25	1
Total	113	17

Community Outreach Events		
	Events/Attendees	% of System
PA	9/1694	64%/55%
SQ	3/1158	21%/38%
FO	1/206	7%/7%
CB	0/0	0%/0%
OR	1/12	7%/0%
NOLS	0/0	0%/0%
Total	14/3070	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	371
Read & Ride (Clallam Transit Buses)	24
Dolly Parton Imagination Library	1,254
Library Programs & Outreach	33
Clallam County Correctional Facility	76
Total	1758

Outreach Delivery Services	
Deliveries/Pickups	80
New Patrons w/ Delivery Services	3

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	10

Bookmobile	
Routine Stops	5
Special Stops	4
Library Pop-Ups (no bookmobile)	4
Appearance (e.g. parade)	-
Miles Traveled	880

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	1,649	1,480	27.4%
Sequim	6	848	589	47.2%
Forks	9	305	221	11.8%
Clallam Bay	6	200	305	33.2%
Total	47	3,002	2,595	27.5%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	5	295	91	8.8%
Sequim	2	171	49	11.8%
Forks	3	76	18	2.8%
Clallam Bay	1	23	11	7.1%
Total	11	565	169	7.6%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,043	48.2%
Sequim	7,085	42.5%
Forks	1,237	7.4%
Clallam Bay	321	1.9%
Total	16,686	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,188	56.5%
Sequim	1,369	18.5%
Forks	1,416	19.1%
Clallam Bay	435	5.9%
Total	7,408	100.0%

Facebook Activity	
Followers	5,846
Content Published	56
Reach (unique accounts)	19,332
Reactions/Likes/Comments, etc.	1,608

Instagram Activity	
Followers	1,808
Content Published	57
Reach (unique accounts)	2,196
Reactions/Likes/Comments, etc.	600

Advertising	
Ads Run	4
Reach (unique accounts)	14,442

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.

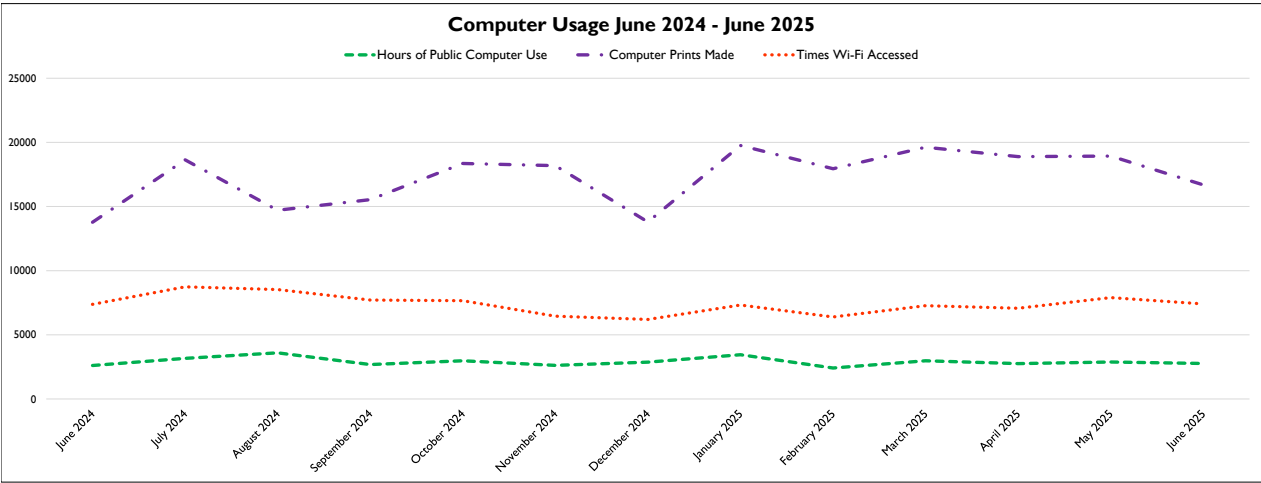
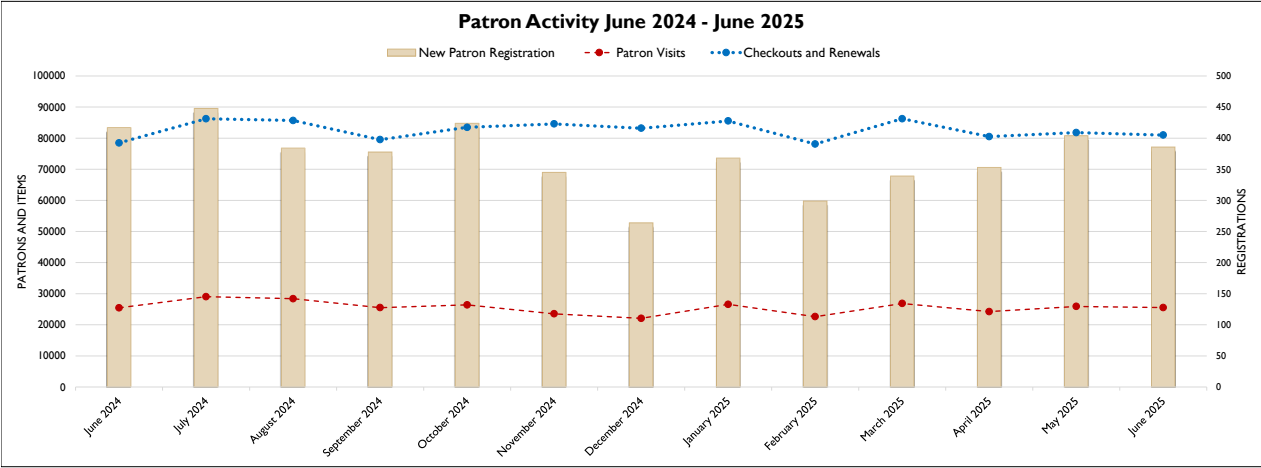
Website Visits	
Total Visits	33,887
Unique Visitors	9,528
Average Time on Site	1m 5s

Database Access	
Total Sessions on all Databases	5,470

YouTube Activity	
Subscribers	457
Videos Published	-
Program Recordings	-
Views (lifetime content)	773
Watch Time (hours)	25

eNewsletter	
Number Sent	20,915
Read Rate	37%
Click-Through Rate	5%

Notices	
Number Sent	14,386
Read Rate	64%



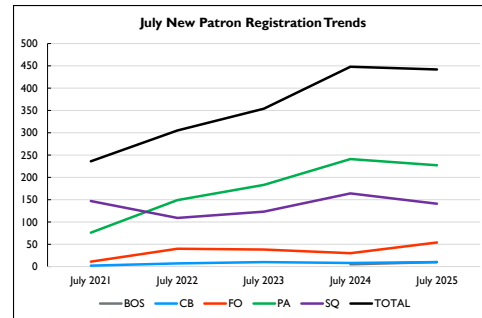
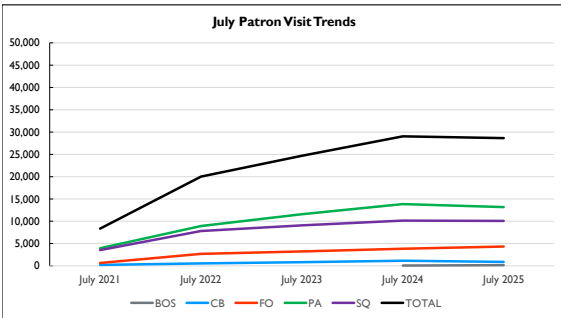
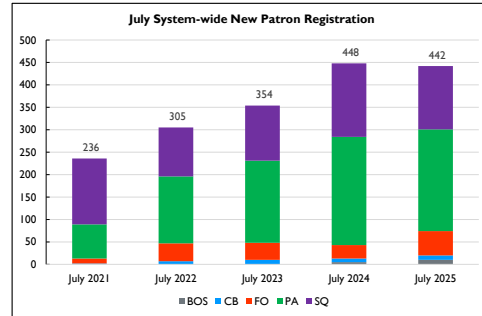
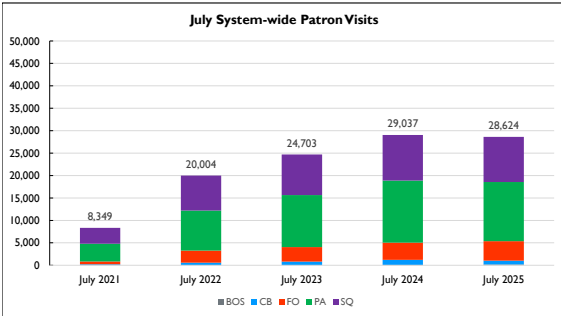
Significant Events During the Past 13 Months:

- 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.

Patron Visits		
	2025	% of System
Port Angeles	13,179	46.0%
Children	8%	
Sequim	10,080	35.2%
Children	21%	
Forks	4,335	15.1%
Children	6%	
Clallam Bay	870	3.0%
Children	15%	
Bookmobile	160	0.6%
Total	28,624	100.0%

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

New Patron Registration		
	2025	% of System
PA	227	51.4%
SQ	141	31.9%
FO	54	12.2%
CB	10	2.3%
BOS	10	2.3%
Total	442	100.0%



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

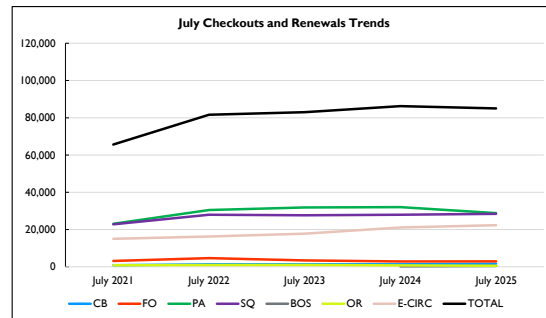
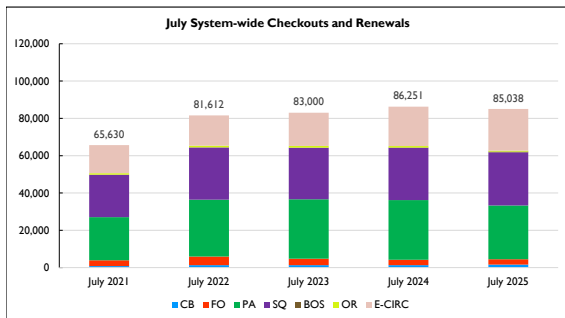
* The Sequim Branch Library started operating out of a temporary location in April 2024. □

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	16,999	27.8%
% From Self-Check	79%	
% From Holds	28%	
Renewals	11,831	49.3%
Total	28,830	33.9%
Sequim		
Checkouts	17,786	29.1%
% From Self-Check	80%	
% From Holds	33%	
Renewals	10,639	44.4%
Total	28,425	33.4%
Forks		
Checkouts	2,278	3.7%
% From Self-Check	30%	
% From Holds	29%	
Renewals	628	2.6%
Total	2,906	3.4%
Clallam Bay		
Checkouts	968	1.6%
% From Self-Check	22%	
% From Holds	21%	
Renewals	628	2.6%
Total	1,596	1.9%
Outreach		
Checkouts	496	0.8%
% From Holds		
Renewals	32	0.1%
Total	528	0.6%
Bookmobile		
Checkouts	210	0.3%
% From Holds	22%	
Renewals	222	0.9%
Total	432	0.5%
Electronic Circulation <small>(OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)</small>		
Checkouts	22,321	26.2%
Systemwide Totals		
Checkouts	61,058	
Renewals	23,980	
System Total	85,038	

Interlibrary Loan Services	
Items borrowed from other libraries	185
Items loaned to other libraries	100

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,732	17.83
SQ	5,920	23.05
FO	664	40.90
CB	204	18.44
OR	571	8.42
BOS	97	8.46
Total	12,188	21.12



* 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	37/436	43%/28%
Sequim	14/351	16%/23%
Forks	17/380	20%/25%
Clallam Bay	11/176	13%/11%
NOLS	0/0	0%/0%
Virtual	8/193	9%/13%
Total	87/1536	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	34/224	65%/79%
Sequim	0/0	0%/0%
Forks	13/37	25%/13%
Clallam Bay	5/22	10%/8%
Total	52/283	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	62	7
Sequim	33.25	5
Forks	31.95	5
Clallam Bay	0	0
Outreach	0	0
NOLS	33.75	1
Total	161	18

Community Outreach Events		
	Events/Attendees	% of System
PA	0/0	#DIV/0!
SQ	0/0	#DIV/0!
FO	0/0	#DIV/0!
CB	0/0	#DIV/0!
OR	0/0	#DIV/0!
NOLS	0/0	#DIV/0!
Total	0/0	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	210
Read & Ride (Clallam Transit Buses)	35
Dolly Parton Imagination Library	0
Library Programs & Outreach	33
Clallam County Correctional Facility	0
Total	278

Outreach Delivery Services	
Deliveries/Pickups	83
New Patrons w/ Delivery Services	1

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	22

Bookmobile	
Routine Stops	7
Special Stops	3
Library Pop-Ups (no bookmobile)	3
Appearance (e.g. parade)	1
Miles Traveled	1,200

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	1,734	1,704	29.0%
Sequim	6	913	592	43.7%
Forks	9	258	194	9.5%
Clallam Bay	6	211	324	32.1%
Total	47	3,116	2,814	27.4%

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	301	87	7.7%
Sequim	2	55	55	12.2%
Forks	3	106	21	3.1%
Clallam Bay	1	20	6	3.6%
Total	11	482	169	7.0%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	7,624	48.3%
Sequim	6,623	42.0%
Forks	1,098	7.0%
Clallam Bay	425	2.7%
Total	15,770	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,463	55.5%
Sequim	1,510	18.8%
Forks	1,496	18.6%
Clallam Bay	570	7.1%
Total	8,039	100.0%

Facebook Activity	
Followers	5,872
Content Published	72
Reach (unique accounts)	22,704
Reactions/Likes/Comments, etc.	1,920

Instagram Activity	
Followers	1,818
Content Published	60
Reach (unique accounts)	2,667
Reactions/Likes/Comments, etc.	717

Advertising	
Ads Run	6
Reach (unique accounts)	13,397

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.

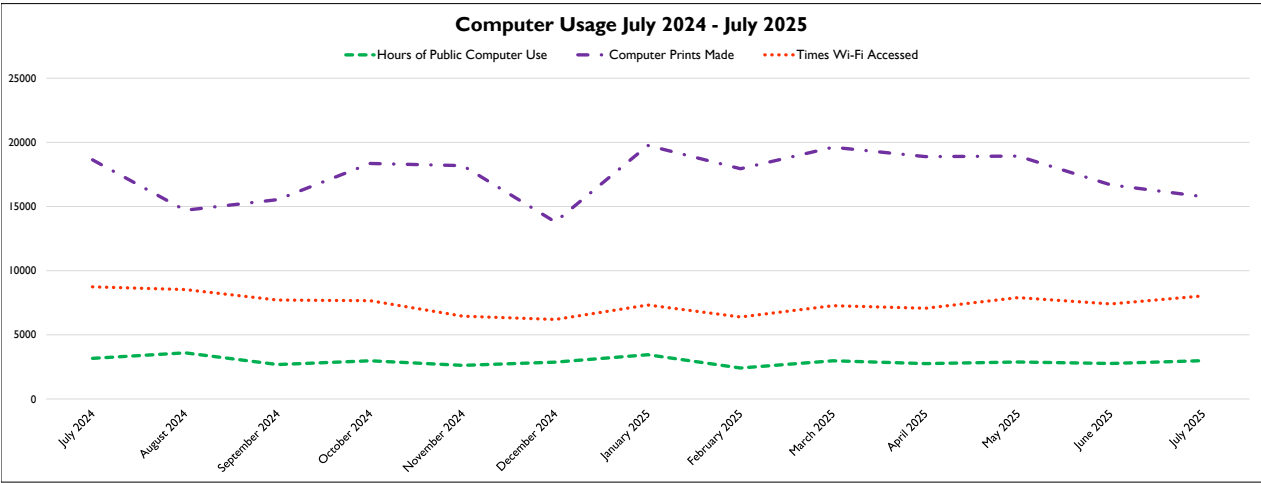
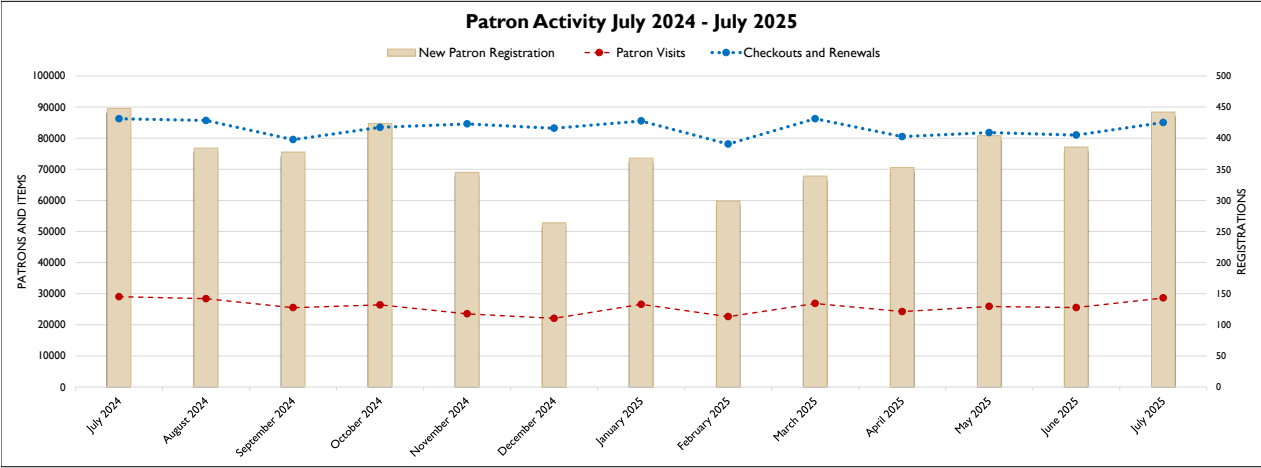
Website Visits	
Total Visits	34,254
Unique Visitors	9,714
Average Time on Site	1m 6s

Database Access	
Total Sessions on all Databases	5,071

YouTube Activity	
Subscribers	460
Videos Published	-
Program Recordings	-
Views (lifetime content)	720
Watch Time (hours)	21

eNewsletter	
Number Sent	21,183
Read Rate	38%
Click-Through Rate	5%

Notices	
Number Sent	15,759
Read Rate	66%



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.

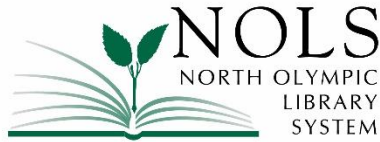
October 2024 - All branches closed one day for an All Staff Training Day.

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: August 28, 2025
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for June 2025

Port Angeles Main Library

Lynn Johnson, Library Manager and Meghan Sullivan, Public Services Director

Programming during the month of June included:

- Baby Playdate – 69 participants at 3 events
- Fourth Wednesday Evening Book Group reading *The Collector: David Douglas & the Natural History of the NW* by Jack Nisbet - 9 participants
- Jigsaw Puzzle Contest – 19 participants
- Art in the Library Reception with the North Olympic History Center – 90 participants
- Northstar Digital Literacy Computer Class – 2 participants
- League of Women Voters Virtual Forum: PA School District 121 – 26 participants
- Summer Reading Launch Party: Explore Space with Pacific Science Center! - 305 participants
- League of Women Voters Virtual Forum: Port Angeles City Council - 25 participants

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

- Youth Services Librarian, Clair D., visited Port Angeles High School and shared information about the following titles.
 - *Under the Same Stars* by Libba Bray
 - *Best of All Worlds* by Kenneth Oppel
 - *The Wild Hunt* by Emily Lloyd-Jones
 - *Omniscient Reader's Viewpoint* by singNsong
 - *How to Survive a Slasher* by Justine Pucella Winans
- Youth Services Librarians, Jennifer L. and Clair D., provided Summer Reading Outreach visits to Port Angeles area schools:
 - Dry Creek Elementary – 270 students
 - Hamilton Elementary – 223 students
 - Jefferson Elementary – 234 students

- Roosevelt Elementary – 424 students
- Crescent School District (K-12) – 124 students
- Queen of Angels – 117 students
- Stevens Middle School – 103 students
- Port Angeles High School – 152 students
- On June 22, Public Services Lead, Leslie B., and Public Services Specialist, Katie H. attended Pride on the Pier and provided information on NOLS programs and services. They spoke with over 100 people and signed up 32 people for the Summer Reading Program.

Sequim Branch Library

Emily Sly, Library Manager

June started with many visits to Sequim classrooms promoting the Summer Reading Program – reaching over 1,000 students with the assemblies, classroom visits, and tabling events. Summer Reading Program sign-ups kept staff busy; participants were excited to pick out a free book for signing up! Sequim welcomed new Public Services Specialist (PSS) Christine W.

Programming during the month of June included:

- Second Saturday Book Discussion – 16 participants
 - At Temporary Location during open hours
- Summer Reading Program Launch Party: Explore Space with Pacific Science Center! – 128 participants
 - At Olympic Peninsula Academy Gym
- SilverKite Community Arts Workshop: Sip & Paint Acrylics Peonies – 27 participants during live stream
 - Virtual



West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Three new adult volunteers were on boarded at the Forks Branch Library. They bring a variety of skills and will be assisting with programming and routine circulation tasks.
- Throughout June, staff have signed hundreds of patrons up for the Summer Reading Program. Staff have welcomed families, school groups, and all patrons by helping them sign up for the program and informing them of the amazing programs we will be offering all summer.

Programming:

- Youth Services Specialist Angeles B. celebrated Pride Month by organizing three Pride programs. In Forks, 22 patrons participated in activities, creating various arts and crafts to honor Pride. In Clallam Bay, we hosted a Pride Family Dance Party in partnership with Mariposa House. The children were excited to enjoy games and music at the event.



- Father's Day provided a special card-making event and story time. The kids were excited to make cards for a special father figure in their lives.



- Saturday STEAM was a success with Wobble Bots. Patrons of all ages enjoyed this program and left with smiles and their creations.



- We had 206 patrons participate in our Summer Reading Kickoff event in Forks and 37 in Clallam Bay, which was a fantastic turnout. The staff from the Pacific Science Center arrived fully prepared with engaging activities and interactive exhibits focused on the wonders of space exploration. Children and families enjoyed hands-on experiments, fascinating demonstrations, and captivating storytelling sessions that sparked curiosity and encouraged a love for reading and learning about the universe. It was a wonderful day filled with excitement and discovery!



- 15 West End patrons learned about the WA Native Bee Society, the WA Bee Atlas, and the various bees that inhabit Washington State. Alex Wilson from the WA Native Bee Society provided engaging bee posters, coloring books, and informational postcards about native bees. His enthusiasm for bees inspired and motivated others in attendance.

Community Visits:

- Youth Services Specialist Angeles visited Forks Middle School during the students' lunch to promote the Summer Reading Program.



Outreach Services: Bookmobile and Delivery Services

Victoria Harmon, Library Manager and Meghan Sullivan, Public Services Director

Outreach Delivery Services

During the month of June, 80 deliveries were made and 3 new patrons registered for Outreach Delivery Services. There were 644 items checked out and 20 items renewed for Outreach Delivery patrons.

- **Community Outreach:** St. Andrew's Place Assisted Living Community: June 12
 - Tabling to offer to sign patrons up for Outreach Delivery Services
 - Updating current patrons accounts
 - 12 visitors
 - 3 new library card sign ups

Bookmobile Outreach Services

During the month of June, there were 483 visitors across 5 Routine Bookmobile Stops, 4 Library Pop-Up Stops, and 4 Special stops. There were 3 Community Outreach Services programs with a total of 53 participants.

- **Bookmobile/ Recurring Route:** Neah Bay Community Gym: Every Tuesday in June (4 stops) – 52 visitors

- **Bookmobile/ Special Stop/ Community Outreach:** Neah Bay School Field Trip: June 13 – 103 visitors
- **Bookmobile/ Recurring Route:** Port Angeles Foodbank: June 20 – 6 visitors
- **Bookmobile/ Recurring Route:** Lake Crescent School (with Port Angeles Food Bank Mobile Market): June 21 – 23 visitors
- **Bookmobile/ Special Stop/ Community Outreach:** SisterLand Farm Pride Picnic Event: June 1st – 131 visitors



○ **Library Pop-Up:**

- Neah Bay High School: June 3 – 46 visitors
- Neah Bay Makah Senior Center: June 10 – 12 visitors
- La Push Senior Center: June 11 – 12 visitors
- Neah Bay Middle School: June 17 – 29 visitors
- Makah Recovery Services Drop-In Center: June 24 – 20 visitors
- La Push Senior Center: June 2 – 8 visitors

- **Community Outreach/ Programming:**

- Clallam Mosaic Program: June 13 – 6 visitors
 - Community Outreach Librarian, Adrienne L., visited Clallam Mosaic for their monthly program and shared information about the 2025 Summer Reading Challenge and Programming. She read a short story to the group and they were able to mark off their first day of reading on their trackers!

- Neah Bay Boys and Girls Club: June 10 – 35 visitors
 - Adrienne L., introduced the kids to this year's Summer Reading program. They were excited to hear about the programming and shared some of the ways they like to read, such as audiobooks, listening to stories and comics. They took home reading trackers and the catalog of events—Thanks to leftovers from another recent program, they also each got to pick out a bracelet to keep. Each session with the club, the kids are becoming more engaged with the stories and information shared, and becoming more familiar with Adrienne as a guest.

- **Branch Program Support:**

- Clallam Bay Summer Reading Launch Party with the Pacific Science Center: June 26

Outreach Department Professional Development

- Community Outreach Librarian, Adrienne L., and Community Outreach Specialists, Arriana M., Becki N., and Kayla A. attended *Lifting the Old Ways: Memories of the 1989 Paddle to Seattle and its Legacy* held at Peninsula College with support from ʔaʔkʷustəŋáwtɬ House of Learning, Peninsula College Longhouse

Outreach staff learned about the upcoming Tribal Canoe Journey and viewed the documentary of the *Paddle to Seattle from the Quileute Nation*. Many members of the journey from 1989 were in attendance throughout the day and staff had the opportunity to hear them speak on a panel about their experiences.

The event gave the Outreach staff a better understanding of the tribal communities we serve, as well as prepare us to have a presence at this year's canoe journey, Paddle to Elwha.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: HVAC maintenance and repair Part 2; started irrigation system; replaced the water heater; cleaned Children's restroom sink trap; repaired book drop bin; installed SRP banners and Clallam Historical Society exhibit; cleaned carpet spots; removed graffiti; washed windows; swept parking lot; lawn care; weed control and tree trimming.

Sequim Library Project: Weekly on-site meetings continued with discussions focusing on scheduling adjustments and change order approvals. Meanwhile, the fiber cable needed for the internet connection to the building was installed, as was a network rack for internal device connections. Also the final land survey was started, the flag pole plan was approved, stage design continued, and signage options continued to be discussed. Windows, siding, light fixtures, and plumbing components continued to be installed. NOLS internal team continues to develop plans for the move back into the Sequim Library building later this year.

Sequim Temporary Library: Repaired several minor plumbing issues and furniture problems; dealt with automatic door opener problem.

West End Libraries: Replaced toilet and mowed the lawn at the Clallam Bay Library; washed windows at the Forks Library.

Vehicles: Repaired Chrysler Pacifica van fuel tank; performed Nissan Ariya recall work, fluid replacement, and software update; washed Bookmobile.

Other: Replaced broken annex hose spigot.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In June, IT received the remainder of the large Dell order for the 2025 refresh and Windows 11 upgrade project. There are additional tablets that have to be ordered to serve as some catalog computers and various other peripheral equipment but the bulk has been received.

Staff have started the process of identifying a standardized public computer set-up, have updated policies to allow for a more clear and streamlined flow for troubleshooting in the future, and have started the work of configuration of computers. Lots of testing is being done to ensure compatibility and eliminate unnecessary stumbling blocks at deployment. After the public computer configuration is ready to go the team will shift to getting a staff configuration set-up, which should be a slightly faster process. The staff computers are more straightforward as there are not as many software integrations for public printing and usage, etc. The Sequim Branch will be the first to use the new computers which will launch with the opening of the new building. Deployment of equipment for the rest of the system will be mapped out in July.

Other tasks completed:

- Password security management software rolled out to Management team, Admin, and Marketing staff
- IT ticketing pilot project launched for some staff; feedback submitted, changes being worked on
- Updated network cards at West End branches
- New filtering software trialed and purchased. IT working on compiling information for staff about how to handle blocked websites. This will mostly impact patrons but staff could also be affected.
- Script installed to reset volume on public computers
- A new web page was published highlighting FAQs about public computers and technology
- Resolved problems related to:
 - Accessing software on laptops
 - Opening jpgs on public computers
 - Staff web cams
 - Chrome extensions for staff
 - Printing from staff email
 - Various public printer issues

Technical Services Department

Erin Shield, Technical Services Manager

In June Technical Services staff worked on cleaning up some serial information in preparation for magazine renewals. This includes identifying outdated records, updating active subscription lists, and creating a timeline for renewals. Work also continues on the YA manga recataloging project. Additional recataloging projects are slated throughout the year for ease of findability, to update formatting, updated Dewey numbers, and other database clean-up.

Over the past month Technical Services staff participated in trainings, webinars, tasks and meetings related ILS Team, Collection Management, Web Team, Management Team, Sequim Remodel project, and EDI Team.

Highlights:

- “I enjoy seeing the creativity of colleagues in the library, especially those who create displays. The Pride display in June was lovely and I hope it helps our LGBTQ+ patrons feel seen. ”
- Appreciate being able to divide the serials tasks and renewals among more people.
- “Attended First Aid/CPR/AED course and feel like I could actually do this if needed.”
- Almost done with the YA Manga recataloging project.
- Technical Services Specialist Jennifer F. celebrates 1 year in the department this month!

Technical Service Department Statistics:

- 979 physical items processed;
- 174 print materials repaired;
- 104 media items repaired;
- 36 physical donations added to collection;
- 183 InterLibrary Loan requests for NOLS' patrons filled;
- 112 items loaned to other libraries;
- 151 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:

- Participated in GEU and MEU Labor Management meetings
- Washington State Diversity Equity and Inclusion Empowerment Conference
- Routine Management Team, All Staff Training Day Planning, Equity Diversity and Inclusion Team, and one-on-one meetings

Recruitments:

- Marketing Specialist – MKT
- On-Call Public Services Assistant – FO/CB
- Public Services Specialist – FO

New Hires:

- Christine Whitmarsh – Public Services Specialist – SQ

Promotions/Status Changes:

- Jessica Spooner – Marketing Lead – MKT
- Arriana Moccardine – Community Outreach Specialist – OR

Separations:

- Darrian Kirksey – Public Services Specialist – FO/CB

Financial Operations

Amy Hough, Finance Manager

- Met with Avisen Legal to discuss the Washington Clean Energy Tax Credit Assistance Program.
- Attended a webinar for Unclaimed Property for Government Agencies.
- Participated in CPR training.
- Attended Management Team meetings.

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

The Summer Reading Program has begun and most of our marketing efforts continue to focus on increasing patron engagement, reading challenge registration, and event participation.

Three winners of the Library Card Art Contest— Donovan Dahlquist (kids category); Finn Curran (tween/teens category), and Daria Hunt (adult category)—were announced in June. The cards will be available in September to kickoff Library Card Sign-Up Month. We plan to display copies of all 150+ entries at the Clallam County Fair in August and the Port Angeles Main Library in September.

News Releases & Articles:

- 11 news releases were sent about NOLS programs.
- A photo of the Port Angeles Main Library's facility team installing the Summer Reading Program banner was on the front page of the Peninsula Daily News on June 12.
- Seniors Sunset Times highlighted the Port Angeles Main Library's exhibit and History Tales presentation by the North Olympic History Center.
- The monthly NOLS "Off the Shelf" article in the Sequim Gazette, contributed by Librarian Charlotte M., 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

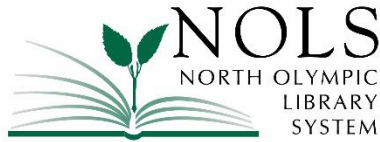
- Participated in recruitment activities for Forks Public Service Specialist Full Time position.
- Participated in planning meetings for the Sequim Library move.
- Participated in GEU and MEU Labor Management meetings.
- Branch Visits to Forks and Sequim.
- Attended Government to Government Training provided by the Washington State Governor's Office of Indian Affairs.
- 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.

Executive 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
- Planning for Strategic Roadmap update
- Union Labor-Management Meetings
- Marketing Specialist Recruitment
- Assist with coverage in Clallam Bay and Forks
- Meeting with Library Directors from Jefferson County, Port Townsend and Jamestown S'Klallam Library
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Monthly Activity Report

Meeting Date: August 28, 2025
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for July 2025

Port Angeles Main Library

Meghan Sullivan, Public Services Director

Programming during the month of July included:

- Summer Family Storytime – 164 participants at 6 events – Have been a blast, with all ages! Our teen volunteer has received high compliments from many parents in attendance for her help with songs, puppets, and great interactions with kids drawing with sidewalk chalk.
- Baby Playdate – 110 participants at 5 events – Babies are scooting, playing with puzzles, blocks, balls, and each other while adults socialize and chat about parenthood. Top contenders for baby favorites include a rainbow tunnel to crawl through and some fun gymnastic-type foam shapes that they can climb on, push, and slide down.
- Pajama Storytime – 26 participants – A special storytime on a Tuesday evening brought families with babies all the way to second graders, including families who are not regular storytime attendees. Families came into the Children's area afterwards to check out books and play—usually Tuesday evenings are quiet in the library, and this was a fun change of pace.
- Port Angeles Day of Play, Family Dance Party with Eli Rosenblatt – 93 participants – Participants received stamps on their Day of Play Passports (City of Port Angeles Parks and Recreation Department) and even picked up a free Day of Play t-shirt. Many participants also used this as a chance to get their SRP t-shirt too!
- Discovery Club (Grades K-5) – 241 participants at 5 events – remains a popular weekly option in our community! Many kids got to try engineering for the first time while building their own marble maze out of cardboard; attendees loved writing their own ghost story with author/illustrator Rachel Michelle Wilson; Alex Zerbe had kids and adults alike laughing hysterically; and hand-sewing projects were a fun challenge—one tween came back at the end of the week to show off his completed project to the YS librarians!
- Tween Time (Grades 4-6) – 32 participants at 4 events – has brought several new faces to the library and it has been great to watch them come to all sessions and make friends

with library regulars! All tweens are excited to come back to the library during the school year for weekly activities on Thursdays after school.

- Magic Monday Draft Tournament was tons of fun and brought in new faces to the library! One tween attended with his dad as a special birthday outing. – 8 participants
- Teen Tuesdays:
 - Pajama Movie Night – 12 participants
 - Artist Trading Cards – 9 participants
 - Teen Writing Workshop with Kendare Blake – 21 participants
 - NYT Bestselling author Kendare Blake gave writing workshops for teens and adults—all participants had a great time, and Kendare loved presenting in the Raymond Carver Room (he is her favorite short story writer).
 - Printmaking with Jaiden Dokken – 8 participants
 - A printmaking class with Jaiden Dokken for teens was enjoyed by all, and it was great to see new-to-the-library teens making fast friends with each other while they worked on their stamp carving. Teens are looking forward to fall programs!
- Tabletop Role-Playing Game Night – 25 participants
- Intro to Rock Climbing with Rob Williams – 2 participants
- Know Your Backyard Birds with Olympic Peninsula Audubon Society – 30 participants
- Writing Workshop with Kendare Blake (ages 18+) – 8 participants
- Level Up! Let Your Voice Be Heard with League of Women Voters – 15 participants
- Conquer Clutter with Darci Lee – 22 participants
- Level Up! Jigsaw Puzzle Contest – 18 participants
- Northstar Digital Literacy Computer Class – 6
- League of Women Voters Candidate Forum – 30 participants
- Second Wednesday Book Group reading *The Girl with Seven Names* by Hyeonseo Lee – 6 participants
- Fourth Wednesday Evening Book Group reading *The Refugee Ocean* by Pauls Toutonghi – 7 participants

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

- Public Services Librarian, Sarah M., attended weekly meetings with the Washington Digital Library Consortium's Executive Advisory Committee; attended a meeting with the State Library regarding NOLS' depository status; and completed review duties for the Washington State Book Award – the finalists will be announced in late August.

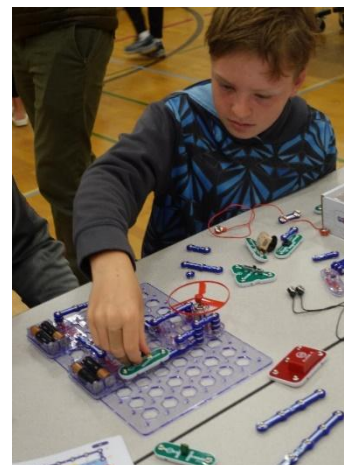
- Public Services Librarian, Amber K., received training on reviewing Kellogg and other Digital Collection requests, assumed additional collection development duties, and accompanied Outreach to represent NOLS at the Paddle to Elwha.

Sequim Branch Library

Emily Sly, Library Manager

Programming during the month of July included:

- Storytime with the Royal Court – 30 participants
 - Irrigation Festival Royalty read stories and participated in songs and rhymes. Attendees came dressed in fancy attire.
 - At Temporary Space before open hours
- Summer Family Storytime (4 sessions) – 74 participants
 - At Temporary Space before open hours
- Discovery Club (Grades K-5) (5 sessions) – 171 participants
 - STEAM exploration, Author Illustrator workshop: *To Catch a Story* with Rachel Michelle Wilson, Gel Printing with Kaylee Cammack, Science with Alex Zerbe, Pen and Paper Escape Rooms
 - At Olympic Peninsula Academy Gym
- Pokemon Trading Card Game: Learn and Play – 23 participants
 - At CardQuest
- Teen Printmaking with Jaiden Dokken – 9 participants
 - At Dungeness River Nature Center
- Know Your Backyard Birds with Olympic Peninsula Audubon Society – 41 participants
 - At KSQM Community Room
- Second Saturday Book Discussion – 12 participants
 - At Temporary Location during open hours



- Noah and Emily attended and presented at the Friends of Sequim Library Annual Meeting.

Sequim Expansion and Renovation Project

Construction progress continues. Staff office layout refined; site visits with Public Services Lead and Librarians.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

July was a busy month of programs, summer reading, collaboration, and welcoming two new Public Services Specialists to the West End team.

Programming:

- Tween and teen programs were imaginative and fun in Forks. Patrons engaged with making vision boards, got creative with junk journaling, and had a blast making wobble bots. All of our sessions were packed with enthusiastic participants. The programs welcomed 40 participants across the three July Tween and Teen programs.



- A community favorite for the Summer Reading Program was the Forks Chess Tournament with 24 participants. It was also filled with valuable learning moments. First place was awarded to Don Panico, who is currently the Supervisor of the Town of Brookhaven, New York, and was visiting Forks during the tournament. Second place went to Sophie, a young teenager who demonstrated impressive strategy. Steve Dalman, a local known for his chess skills, took third place.



- Discovery Club was a success throughout the summer at both West End branches! Over 215 patrons were served during the July Summer Reading Program Discovery Clubs in Forks & Clallam Bay.



- Clallam Bay Sekiu Fun Days began with a dance party co-hosted by Mariposa House. The Friday night event, held in the Clallam Bay Branch parking lot, attracted 74 people of all ages who danced, played games, chased bubbles, and browsed the Friends book sale.



- Clallam Bay Tidepool Exploration with Feiro Marine Center was attended by 52 people of various ages. It was a beautiful day filled with a vibrant array of sea life.



- The Clallam County League of Women Voters organized a workshop for the "Let Your Voice Be Heard" program. 11 attendees between Forks and Clallam Bay sessions learned effective and efficient strategies for utilizing public comment time and the best ways to contact their representatives.
- Forks Intro to Rock Climbing with Rob Williams was attended by seasoned and new climbers. Rob was great at answering questions for the 4 participants.
- The Emergency Prep, hosted by the Clallam County Sheriff's Emergency Management Department, took place at both West End branches. Notably, the Clallam Bay presentation occurred the day after the Tsunami Advisory, but attendance was low, likely due to the appealing sunny weather. Two patrons left with a new NOAA Weather Radio and items to start a grab-and-go kit.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

Daily Operations

- 83 outreach deliveries were made, 1 new patron registered for delivery services, 496 items were checked out and 32 items renewed for delivery service patrons.
- Couriers transported 774 totes between NOLS branches, plus 18 more for Outreach Deliveries.

Programs and Community Outreach

- **Neah Bay Boys and Girls Club** (July 8; 14 participants): Community Outreach Librarian, Adrienne L., read a story about summer animals that estivate (spend a hot or dry period in a prolonged state of dormancy). The group talked about NOLS' Summer Reading theme of play and games with many of the kids sharing their favorite types of games. They also created their own gaming character and chose from an assortment of Pokemon stickers.
- **Clallam Mosaic** (July 11; 5 participants): Participants in Clallam Mosaic's Second Friday group received a tour of the Port Angeles Main Library from Community Outreach Librarian, Adrienne L.. They selected materials to check out as well as picked up their Summer Reading T-Shirts!
- **Quileute Days in LaPush** (July 18 and 19; 126 visitors): A number of people signed up for library cards with many citing that their work schedules don't allow them to go into a branch. There was a lot of interest in learning more about Libby and Hoopla from patrons who travel for work. The giveaway audiobooks and Playaways donated from the Clallam Bay Friends were a hit since many are not able to make it into a branch on a regular basis.

- **Paddle to Elwha** (July 30 and 31; 82 visitors): Outreach Staff (Adrienne L., Arriana M., Becki N., and Kayla A.) and Port Angeles Public Services Librarian, Amber K., provided a NOLS resource table in the vendor area. Many people expressed gratitude for NOLS being at Paddle to Elwha. Visitors stopped by to play with a giant Connect 4 game. Someone mentioned that the library came in handy a few years ago when they need to print something urgently. Others were excited to have a free book or audiobook to pick up during their downtime.

Bookmobile and Pop-Up Libraries

- **Forks Old Fashioned 4th of July Grand Parade** (July 4): Community members cheered on the Bookmobile through downtown Forks with NOLS Staff (Kayla A., Victoria H., Arriana M., and Jennifer S.) and NOLS Board Member, Jennifer Pelikan, handed out bags and bags of candy!
- **Quileute Senior Center Pop-Up Library** (July 9 – 9 visitors): This month we only had one visit due to community needs.
- **Neah Bay Pop-Up Libraries** continue on Tuesday mornings before the Bookmobile arrives at the Community Gym in the afternoon. Community Outreach Specialist, Arriana M., brought library materials to the Neah Bay Wellness Center (July 1 – 6 participants), Makah Senior Center (July 8 – 3 participants), and Makah Recovery Drop-In Center (July 15 – 8 participants). At the Makah Recover Drop-In Center one of our patrons was excited to start reading again after finishing treatment. Staff was able to work with her to place hold requests and discuss how to pay fees on her account. She expressed her gratitude for the library not judging her on past mistakes.
- The **Bookmobile** delivered SRP 30-Day Prizes to the community at routine Bookmobile stops: Neah Bay Community Gym (July 1, 8, 15, 22, 29 – 83 visitors), the Port Angeles Food Bank (July 18 – 6 visitors) and the Joyce Mobile Market (July 19 – 5 participants).
 - One young reader who received their T-Shirt has read over 200 books since March. They encouraged their friends to participated in SRP to earn their own shirts!
 - From one patron, “I have to stop. That’s enough books. Oh, look at that! I’ve been wanting to read this one. What’s one more? Now I’m done!”
- Two special **Open House Bookmobile** stops occurred at Clallam Bay Library during Sekiu Fun Days (July 12 – 9 participants) and Lake Pleasant (July 25 – 0 visitors, except for a cute cat). Even though we did not have any visitors at Lake Pleasant the coordination with Clallam County Parks & Recreation was positive and resulted in more conversations for future partnership opportunities.

- **Beaver Farmers Market** (July 26 – 27 visitors): The Bookmobile was back for a second summer season at the Beaver Grocery Store. Community Outreach Specialists, Arriana M. and Becki N., heard a lot of excitement about the new Beaver Bookmobile stops starting in August. One person mentioned that even though Forks is semi-close, it was still a barrier to get there as often as they would like.



Other Activities for Outreach Staff

- Courier, Kim L., spent 4 hours on NOLS Gear Committee work.
- Community Outreach Librarian, Adrienne L. attended Government to Government Training provided by the Washington State Governor's Office of Indian Affairs as well as the Port Angeles Chamber of Commerce Luncheon.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Changed HVAC filters; repaired Children's area sofa; removed unneeded shelving units; repaired book carts; repaired computer cabinet lock; dusted shelves; repaired broken irrigation head; refinished picnic table; removed wasp nest; limbed-up trees and removed deadwood; removed noxious weeds; swept parking lot; lawn care.

Sequim Library Project: Weekly on-site meetings continued with ongoing discussions about scheduling adjustments, site survey completion, internet connection, built-in furniture installation, lighting, exterior signage, acoustical panels, training, commissioning, and a number of related topics. Also, Facilities staff toured the site to get a preview of building features and

maintenance-related items. NOLS internal project team continued to develop plans for the move back into the Sequim Library building later this year.

Sequim Temporary Library: Repaired several minor plumbing issues and furniture problems.

West End Libraries: Repainted Forks Library sign; limbed-up tree and spruced-up landscape in Forks; mowed Clallam Bay lawn.

Vehicles: Cleaned bookmobile and PA-based cars.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In July IT staff completed the process of identifying and configuring a standardized public computer set-up and a standardized staff computer set-up. Prototype computers are still being tested but they are close. IT had to pivot at the end of July due to delays with the Sequim building project. It is now all hands on deck to get new computers and Windows 11 rolled out to Port Angeles, Clallam Bay, and Forks branches prior to October so the focus can shift to Sequim at that time. It is a huge undertaking and IT staff have been working very hard to get everything organized and customized.

Managers will help identify software and physical set-up needs and IT staff will coordinate the scheduling of the deployment during August. IT is also working on documentation about the new operating system and working to identify any staff or public training resources that might be needed.

Other tasks completed:

- IT Ticketing system deployed to all staff so issues can more easily be reported. Staff drop-in training sessions were attended and recorded. IT worked very hard to get configuration optimal for those submitting a ticket and on the back end for technicians to easily assess the complaint or question. The ticketing system helps IT track issues and priorities, updates the submitter and other IT staff what issues remain or what the resolution was, and allows managers to see outstanding tickets for their department or branch.
- Tickets resolved related to:
 - Scanner in Forks
 - Phone extensions
 - Broken link on website
 - Software malfunction
 - Internet connection on shared computer
 - Public printers
 - USB hubs on public computers

- Testing site login fails
- Onboarding and separation account updates/creations
- Receipt printer
- Software updates
- Offline backups are operational and have been tested. They are scheduled again for next month to ensure functionality and then will flow into a regular monthly task.
- The Clallam County Law Library terminals were configured and the databases installed. There will be two staff trainings next month and the intention is for the terminals to be up and running at the Port Angeles and Forks locations by the end of August.
- Launched new DNS web content filter, included staff training on new landing page patrons see when getting blocked by the filter and how to notify IT.
- Several Zoom accounts were switched over to free licenses through the State and network provider. A couple of accounts that are currently in use will be switched over in November.
- Created and published a new web page for NOLS' Digital Photo Collections.
- Added a line for a new hotspot for Outreach and updated other hotspot devices.
- Created a list of standardized software to be used on new public and staff computers.
- Services list for NOLS internal wiki is being compiled. A template was created. The concept is to have every IT-related service or software (Adobe, Polaris, public printers, etc.) have its own profile page to refer to as a resource. Pages would include subscription details, support contacts, configuration information, generalized function, and who the primary users are.
- Chrome migrations are in process for each staff member. This is one piece of back-end work that needed to be completed prior to the rollout of new computers.

Technical Services Department

Erin Shield, Technical Services Manager

In July Technical Services staff continued work on cleaning up some serial information. Catalogers worked on several database tasks related to series information, alternate spellings of titles, and identified potential next recataloging projects.

Over the past month Technical Services staff participated in trainings, webinars, tasks and meetings related ILS Team, Collection Management, Health and Safety Team, Web Team, Management Team, Sequim Remodel project, and EDI Team.

Notable in July:

- Patron called to renew ILL and was very appreciative of the library and also gave a little history on his last name. Interesting! (Technical Services Lead Wendy O.)

- Finished removing approximately 71,000 econtent records (Ebooks, streaming videos, etc.) from the library database. The records were redundant since econtent material comes into the catalog from an automated background process now
- The cost of First Class mail increased this month; the cost to mail Interlibrary Loans dropped this month!
- “Audra & I have been working on PA Health & Safety tasks. She is a good teammate and we work well together.” (Technical Services Specialist Jennifer F.)
- Made color-coded flags for ILL canvas bags and cleaned book carts. (Processor Mark J.)
- “Genealogy books are often hard to get via ILL, but instead of declining one of our outgoing requests, a lending library sent the link to a full copy of the material from Archive.org. Our patron was excited to have instant access online.” (Technical Services Specialist Sarah C.)
- “A friend, who is a teacher, was happy to learn how to easily change the language on the NOLS website.” (Technical Services Specialist Cindy T.)

Statistics:

- 1218 physical items processed;
- 234 print materials repaired;
- 175 media items repaired;
- 43 physical donations added to collection;
- 185 InterLibrary Loan requests for NOLS’ patrons filled;
- 100 items loaned to other libraries;
- 151 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:

- Union Negotiations
- Training Workshop: Mastering Policy Writing
- Routine Management Team, All Staff Training Day Planning, and one-on-one meetings.

Recruitments:

- Marketing Lead – MKT
- On-Call Public Services Assistant – FO/CB
- Public Services Specialist – FO
- Temporary Facilities Technician I – FAC
- Public Services Specialist – SQ
- Public Services Specialist – PA
- Outreach Library Manager – OR

New Hires:

- Katy Curtis – Public Services Specialist – FO
- Lauren Paup Byrnes – Public Services Specialist – FO

Separations:

- Victoria Harmon – Outreach Library Manager – OR
- Lynn Johnson – Port Angeles Library Manager – PA
- Danielle Giroux – On-Call Public Services Assistant – PA/SQ

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

Promotional work continued for the Summer Reading Program and reading challenge.

New flyer templates were created for the Bookmobile and Pop-Up Library. This includes a single monthly flyer with all locations, and more targeted flyers for localized promotion.

A new automated workflow more seamlessly allows patrons who opt out of our e-newsletter to continue to receive NOLS account notices by email.

A new Digital Photo Collections webpage was created by web and digital systems coordinator Bryan J. with content provided by librarian Sarah M. The previous iteration that focused on the Kellogg collection was expanded to include other digitized collections and links to the Washington Rural Heritage online archives.

News Releases & Articles:

- 12 news releases were sent about NOLS programs.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, contributed by public services specialist Anna F., featured outdoor NOLS Gear items like park passes and nature backpacks, the birding kit, and YMCA passes (with Sequim YMCA access newly added!).

Financial Operations

Amy Hough, Finance Manager

- Attended the Government Finance Officers Association annual conference
- Met with Giraffe Financial to discuss energy credits for the Sequim library
- Attended Dept. of Commerce New Grant Award Workshop
- Participated in Management Team and All Staff meetings

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Acting as the interim Port Angeles Library Manager and Outreach Library Manager.
- Participated in planning meetings for the Sequim Library move.
- Participated in GEU and MEU Union Negotiations.
- Branch Visits to Clallam Bay and Forks.
- Attended monthly virtual Association of Rural & Small Libraries (ARSL) Membership Committee meeting.
- Attended monthly Clallam County America250 planning meeting.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Programming 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
- Planning for Strategic Roadmap update
- Union Negotiations
- Marketing Lead Recruitment
- Planning for furniture improvements in Clallam Bay and Forks
- Served on Clallam County Committee to review Title III grant applications
- Attended Friends of Sequim Library Annual Meeting
- Attended Clallam Bay Seiku Fundays
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Customer Comments

June 2025

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

Recently I went to the Lyre Conservation Area for the first time. It was an absolutely beautiful little hike through nature. Birds were singing, the ocean was contributing to the music, the skies were clear and bright, and the few other humans and dogs we saw, were also enjoying the day.

I want to say thank you to NOLS, for the one thing I most enjoyed! Your wonderful signage that was posted along the trail. Each sign was attributed to a different author, and shared uplifting quotes, story excerpts, poems, etc. that were relevant to nature, humans, animals, peacefulness and life. I felt like each sign made you stop and not only read the sign but also look at and take in the area around you as well.

I hope what NOLS is doing at Lyre will be a permanent addition for many more people to enjoy! Thank you so very much.

Response:

Thank you for your thoughtful comment about the Poetry Walks at Lyre Conservation Area! NOLS has partnered with Olympic National Park for the last 11 years on Poetry Walks, an annual event where poems are posted on various trails throughout the county, and we were happy to expand this program through partnership with the North Olympic Land Trust for the first time this year—we are excited to hear that encountering the poems at the Land Trust was such a meaningful part of your visit and we look forward to posting poems at the Lyre again next year. The signs are on display from the beginning of April through the end of May each year to align with National Poetry Month. When not in use we evaluate the condition of the signs and work to bring new poems to the trails each year at the beginning of the busy season on the Olympic Peninsula. Thank you for sharing your experience with us and we hope you can enjoy more Poetry Walks in the future.

NOLS and the Land Trust also partner to bring a StoryWalk to the Lyre Conservation Area in the fall—stop by the trail in November to take in the rainy season and read picture book pages along the trail as you make your way down to the beach.

Comment:

I just wanted to say how important the baby storytime program has been to us and the continued baby playtime over summer.

My 11 month old and I go almost every week. We started when he was very small, less than two month old, and they've always been a good source of continuity for us.

Now he recognizes the library and smiles when he sees it. He knows other babies at the group, makes friends, and gets to interact with kids his own age--which is a little hard to find. It's also rare to find a space where they can informally get together and we're not trying to control their behavior or make them be quiet. I just want to say how much this program means to me and how happy I am that we've had it this summer.

Response:

Thank you for your kind words about Baby Storytime and Baby Playdate. We are glad to hear how meaningful the programs have been for you and your son. It is exactly the kind of connection and community we hope to foster with our library programming.

We will be sure to share your message with our Port Angeles Youth Services Librarian, Jennifer L., whose care, energy, and creativity make these programs a welcoming and enriching space for families each week.

We love seeing familiar faces each week and are happy the library has become such a joyful part of your routine.

Comment:

I have a suggestion for something that maybe you could try to bring back and some things to look into. Is it okay if you could look into maybe bringing back Mango Languages? It is mainly due to the fact that thanks to AI that is known for screwing up language translations (look at Duo lingo) people are jumping ship to other apps. <https://mangolanguages.com/>

Here is something that could help the library get other young people into the library, anime clubs, <https://knowledgequest.aasl.org/anime-clubs-are-essential-what-to-do-now-that-crunchyrolls-outreach-program-is-gone/>

I found something that you could look into if Libby tends to have very little comics and Manga, its called Comics Plus, <https://comicsplusapp.com/> also you might want this article if you want to get more manga, www.comicsbeat.com/where-to-read-manga-online-legally.

Response:

Thank you for your suggestions. They will be shared with the NOLS Collection Management Team and Programming Team for consideration.

Comment:

Library has pornographic LGBT material at eye level of children as you walk in the front door. It's grooming!

Response:

The patron was called and responded to, due to the patron also disrupting Library business by removing and hiding display materials. The following NOLS policies are relevant:

- [Collection Management Policy](#)
 - Appendix A: [Library Bill of Rights](#)
 - Appendix B : [Freedom to Read](#)
 - Appendix C : [Services for Minors](#)
 - Appendix D : [WLA Policy on Intellectual Freedom](#)
 - Appendix E : [Freedom to View](#)
- [Basic Rule of Conduct](#)
- [Library Use by Youth](#)



Customer Comments

July 2025

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

Thank you for continuing Baby Storytime/Playgroup into the summer months in Port Angeles. In a community that is sorely lacking in such programs, it is invaluable! Ms. Jennifer does an excellent job facilitating the program and our little person is excited to be there each week to see her and all the friends

Response:

No response request.

Comment:

As a stay at home mom with no mom friends here, the Baby Group in Port Angeles has been one thing me and my daughter look forward to and I truly believe it is the only reason my daughter is hitting her milestones as she grows. It would be so sad to see it go.

Response:

No response request.

Comment:

Thursday Playtime in Port Angeles is the highlight of my week. I am a thankful grandma. Miss Jennifer is the best for offering this over the summer.

Response:

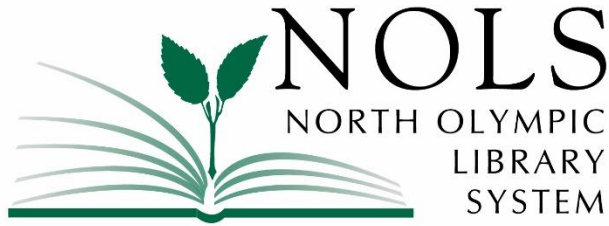
No response request.

Comment:

Please fix your guest passes so that it states there is no password.

Response:

Thank you for taking the time to share your suggestion with NOLS regarding guest passes for our public computers. We appreciate your feedback and are currently working with our IT Department to explore potential improvements to our public computer management software, including possible enhancements to the information provided on guest passes.



Highlight Log

(June 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.

6/1/2025 – Bookmobile

The Bookmobile attended the Sisterland Farms Pride Picnic event at B&B Lavender Farm in Sequim. The weather cooperated and it was the biggest turnout at the picnic ever. We had a busy night on the Bookmobile with over 130 folks stopping by. We set up several new accounts, checked out items, held a Take a Rec, Leave a Rec board, and had several connection-making activities for folks to enjoy. The organizer thanked us at the end of the night saying the connection activities were the highlight of their evening and asked us back for next year.

6/2/2025 – Port Angeles

A regular patron was excited to have received the SRP Program Guide in the mail and was surprised and happy about how much we have going on for free this summer. She said the library “provides so much, in so many different ways, for everyone” and expressed that she hopes we aren’t seeing any trouble from funding cuts because “libraries are so important and I don’t want any of this to go away!”

6/3/2025 – Forks

A busy day at the Forks Library. A family of five came in to make copies (after recently learning about the service during a presentation) and stayed to craft and make friendship bracelets from a Maker Box. Various community members also came by for the Celebrate Love program. A regular family was excited to stop by quickly for holds and decided to join the program for a short detour. Hearing music and seeing the joy was a highlight.

6/4/2025 – Port Angeles

Witnessed pure joy from a teen at the large branch display for Pride. The teen spotted the bookmarks Katie made from the door, pointed at them, and went right over to sort through them all. Then, they circled the display to look at all the flags along the edges and did a happy dance while telling a sibling, “MY FLAG!”

6/6/2025 – Outreach

An outreach patron called to request a crime series featuring paleontology. They shared that when they worked in paleontology, their nickname was the “dinosaur dentist.” After placing a book on hold they said, “thank you so much for this service, it really enriches my life.”

6/6/2025 – Sequim

Summer Reading Program outreach in Sequim wrapped up at the Middle School. Lots of excitement about the reading challenge (and some sign-ups!) and even more excitement about the stickers. One 7th grader told me how much they loved the book *Rez Dogs*, which bumped it up on my to-read list. Recommendations for stickers next year include: K-pop, corgis, and penguins.

6/7/2025 – Sequim

A patron told us about a huge art book she saw in Italy that cost \$300 so she didn't bring it home. Weeks later, she found not one but two copies of that same book at the Friends of Sequim Library sale for \$2 each. Best deal in town!

6/10/2025 – Bookmobile

Yesterday in Neah Bay I presented information on the Summer Reading Challenge to the Boys & Girls Club. They were excited about the new t-shirt and some kids were wearing last year's shirt. The Pokémon program and Super Smash Bros tournament stood out to them.

6/10/2025 – Port Angeles

A person came up to the counter and said, "I have been traveling this country for a while now, and I just want to tell you that this library is first class. Thank you!"

6/13/2025 – Bookmobile

While at Neah Bay Schools, an administrator told us they used to love going to the big blue bookmobile as a child and had learned to write their signature just so they could sign their library card.

6/13/2025 – Outreach

I gave a presentation about the Summer Reading Challenge at Clallam Mosaic, followed by reading a short story. The group was excited about tracking their reading and coming to the library to collect their prizes later in the summer.

6/13/2025 – Port Angeles

A regular patron let me know how much he loves the Pride displays and wanted NOLS to know that his family appreciates our celebration and acknowledgment of Pride each year. He was excited to hear we'll be at Pride on the Pier.

6/13/2025 – Port Angeles

A grandmother was browsing the "Learn about: Protests" display with her granddaughter. She asked, "Do you want to go to a march with me?" and explained what a march is using some of the books on display. Great moment to see a display on current events inspiring connections.

6/14/2025 – Forks

During the Native Bee program, a patron shared that she homeschooled her children and the library played a significant role in their education. They would visit various branches to participate in free programs, and the library staff was always helpful in finding books.

6/14/2025 – Port Angeles

A patron thanked NOLS for having a Summer Reading Program and was excited about the prize book selection, saying, “These are some solid books!” while helping their child.

6/17/2025 – Outreach

Yesterday was our last Neah Bay School Pop-Up. A regular patron said she was glad it’s summer but sad it was the last day to check out materials. I assured her that the Bookmobile comes every Tuesday and has a bigger selection. She said she’d try, though her mom doesn’t always let her check out what she wants. I told her if mom brings her, she can get a full-service card and borrow as many items as she wants. A testament to how important NOLS Mission and Outreach Services is in rural communities.

6/17/2025 – Port Angeles

A parent checking out books with a child said they always take the books set out on display in the Children’s area because “they’re perfect—it’s a great variety!”

6/18/2025 – Port Angeles

A regular patron thanked me for providing LGBTQ+ picture book recommendations on a previous visit. She said one in particular was great and appreciated the resources in the back that helped continue the conversation with her young children.

6/20/2025 – Outreach

While delivering items, a patron expressed thanks for the customized selections. They enjoyed the wide range of books and DVDs on horses and travel, saying, “I love the library. I love books. Thank you for coming out to me.”

6/23/2025 – Bookmobile

A patron asked if we could increase the Bookmobile holds limit from 10 to 15 because their 5-year-old goes through 15+ books a week. They use both cards and it’s still not enough. The parent shared how one librarian introducing their child to books and giving stickers sparked a love of reading. Now she says, “check the author,” which they found amazing. The patron said, “I’m thankful for the bookmobile and the librarians who come out and how kind they are.”

6/23/2025 – Port Angeles

A child picked the lavender card for her first library card. Her grandpa said, “Are you sure? Look at all these other cool ones!” She replied, “Yes, I can already SMELL this one!”

6/24/2025 – Port Angeles

A patron asked for resources to identify the different pride flags shown on a book display. He identified as a gay man and was happy to be able to learn about the flags of different identities and orientations.

6/25/2025 – Port Angeles

Great attendance at the SRP kick-off event with the Pacific Science Center. Both educators praised the Marketing Team.

6/26/2025 – Forks

While posting directional signage at Forks High School for a program, I overheard two families talking. One reminded the other that the Pacific Science Center was in town thanks to the library. The other said, “Oh yeah! It is going to be great. Just remember to show up early since there are always so many people!”

6/26/2025 – Forks

While assisting a young patron, he remarked, “This is my favorite place to visit in Forks.”

6/26/2025 – Port Angeles

A patron thanked me for a book I added to the Staff Picks display. It was by Sarah Vowell—an author recommended to me years ago by Sarah de Leiris. Three Sarahs for the price of one! I recommended this author’s audiobooks, as she reads them herself with delightfully dry humor.

6/27/2025 – Port Angeles

Patty, President of Port Angeles Friends of the Library,, said she was talking with a friend about the great turnout for the Art in the Library - North Olympic History Center event, and her friend remarked on how good the library’s program offerings have been.

6/28/2025 – Sequim

A young patron was SO excited to enter the library—“WOW, look at all these books!” he said multiple times. The family signed up for the Summer Reading Program, and the excited patron asked for volcano books. He left delighted with a book on space.

6/30/2025 – Forks

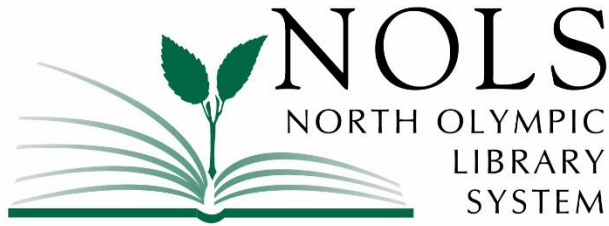
While at the circulation desk, a tourist asked how books are selected for the library’s collection. I explained the process and he responded, “I’m really impressed with the non-fiction collection, so whoever is responsible for ordering those items is doing a great job.”

6/30/2025 – Port Angeles

A patron dropped off a lovely basket of snacks (nuts and granola bars) in appreciation for staff.

6/30/2025 – Outreach

A patron called to say they were happy we received their donation but even happier to receive our services each month. Outreach staff had sent them a thank you for their generous donation to the department.



Highlight Log

(July 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.

07/02/2025 – Bookmobile

Yesterday at the Neah Bay Bookmobile stop staff were gifted a book written and illustrated by a young patron. It's on display in the Outreach office. Please feel free to come look at the first edition of *The Tree, the Monster, and the Mermaid*.

07/02/2025 – Sequim

I made a library card for a little patron the other day who she told me she had never been in a 'real' library before, only her school library. She left with a fresh new library card, a big stack of books, signed up for SRP, got her free book, a sticker AND a scratch and sniff bookmark. As she was leaving I heard her tell her grandmother, "I'm SO happy right now!" Such a nice interaction.

07/03/2025 – Clallam County

I stopped by to bring some books to a patron who affectionately calls me the book fairy. She said, "you have brought the joy back into my life! The last book series made my heart warm again. Whenever I see a book, I think of you and am so thankful for the books you select for me. So many times, they are books I'd never pick for myself. I really appreciate it."

07/07/2025 – Port Angeles

The mom of a tween who comes to the library regularly after school stopped by the Children's area desk to tell me she appreciates the library being a fun place for her child to spend time and the library staff being accepting and welcoming.

07/07/2025 – Port Angeles

A mom came in to pick up her daughter's Teen Lit bag and expressed how appreciative she was of the program. Her daughter loves to read but had been losing interest in coming to the library, so having a couple of personally selected books picked for her has been a great resource. "Mom's thumbs up!"

07/10/2025 – Clallam Bay

A first grader and her mom came in and with the sweetest smile gave me a stunning, pastel pink rose from their garden. They returned some books, checked out some new ones, and also had me log

reading for the little girl's Summer Reading Program. Patrons and staff who came in enjoyed the beauty and fragrance of the rose.

07/10/2025 – Sequim

I got to run Discovery Club yesterday and it was fantastic! The author/illustrator Rachel Michelle Wilson was SO kind and funny and engaging. The Sequim kids really loved the program. After it was over she took pics with the kids and let everyone meet her dog 'Annie'. Fun time was had by all!

07/09/2025 – Sequim

Patrons flocked to Know Your Backyard Birds at the KSQM Community Room. With 41 people in attendance, we had to pull chairs from the lobby, studio, and offices. If a room was unlocked, we borrowed its chairs! Bob Boekelheide, from Olympic Peninsula Audubon Society (OPAS), delightfully shared his expansive knowledge of local birds.

07/12/2025 – Port Angeles

Patron thanked staff for all of their kind assistance with the scanner. He said, "I've never had so much help before. I will sleep better tonight." Special thanks to Annie and Jeremiah!

07/14/2025 – Port Angeles

I helped a grandmother find some joke books--she and her grandson have been reading them out loud and giggling wildly for nearly 45 minutes in the Children's area!

07/16/2025 – Port Angeles

There were a lot of new faces at Table Top Role Playing Gaming Night last night, including players who were trying out this type of gaming for the very first time! I got to chat with many participants afterward and there is lots of excitement that this program happens each month. One regular teen player remarked on the new game system we tried last night that it was "so cool we didn't even really need a game master, Clair you could have played a character too!" It is amazing to see them all move from needing/wanting the structure that comes with someone leading the game to taking true ownership of storytelling and being ready to take off and try games out on their own.

07/21/2025 – Forks

This morning, Franas Henneke Buck's granddaughter visited the branch to drop off lavender. Franas served as the Forks branch manager for 23 years before retiring in 2002. She passed away in December 2024. In her memory, her family is delivering lavender to the places that Franas loved.

07/21/2025 – Port Angeles

Overheard at the Magic: the Gathering draft tournament this afternoon: "This game has a lot of reading... but that's why I like it, because I love to read!"

07/22/2025 – Port Angeles

The Adult Writing Workshop with Kendare Blake was a big success last night! Patrons were very engaged in the discussion and writing prompts. New and seasoned writers shared their work out loud and gave feedback.

07/22/2025 – Port Angeles

The NorthStar Computer Class was well-attended last night, and the participants were enthusiastic learners! Vik and I guided patrons through the courses as well as answered questions about how to manage too many emails, how to use formulas in a budget spreadsheet, and the always popular question of how to change your password.

07/23/2025 – Forks

Multiple patrons have told me that they were overjoyed to see NOLS staff at Quileute Days this weekend. Thanks to all the staff members who contributed to making Quileute Days a success!

07/23/2025 – Port Angeles

I had multiple book group participants from last night's meeting comment on how wonderful the selection of books for the 4th Wednesday in person book groups have been this year. One patron stated, "If I wasn't for this group, I would be missing out on so many amazing stories! I end up reading books I would never normally seek out, and I think it makes me look at each day in a more open way!" We've also had a broader demographic of folks showing up for the discussions over the past few months and it has made for some very engaging conversations. I even see some folks chatting in the parking lot after group, exchanging numbers and creating connections. Great job book group team!

07/25/2025 – Port Angeles

Received via email from a Port Angeles patron:

Thank you so much for the wonderful Summer Reading program t-shirts. Attached are photos of myself, my son Lennox; 8 years old, my daughter Vivienne; 4 years old and my niece Arianna, 9 years old.

The Library means so much to us. The Port Angeles Library has been a safe, welcoming, inclusive environment where my children have been able to learn, grow and socialize. We are so grateful! The programs are fun, engaging and enriching. What a bright light in this small community!

The NOLS staff is always courteous, patient, friendly and professional. I want to extend a special shout out to Clair and Jennifer. They are exceptional. They always provide excellent service and go above and beyond to assist my family and I. I want to lift them up for a job well done.



07/26/2025 – Sequim

Just a general shoutout to the fabulous couriers of NOLS, Kim and Jan! Besides bringing us the shipment totes full of library materials from the other branches every day, they also bring over boxes of supplies for facilities, cases of printer paper, receipt paper, library cards, SRP supplies, or any other thing we can think of. I send them emails AT LEAST 3 times a week asking for this or that and they are always so on top of it! We all appreciate the two of you and all the heavy lifting you do!

**Agreement
By and Between**

**North Olympic Library System
(NOLS)**



and

**General Employees Unit
(GEU)**

Local 1619-L

**Washington State Council of County
and City Employees
(WSCCCE)**

AFSCME Council 2, AFL-CIO



January 1, 2026 – December 31, 2026

Contract Extension Agreement

Contract Extension Agreement
North Olympic Library System/AFSCME Council 2 Local 1619-L (GEU)
1/1/2026 – 12/31/2026

North Olympic Library System (NOLS) ("the Employer") and AFSCME Council 2 Local 1619-L (GEU) ("the Union") enter into this Contract Extension Agreement ("Agreement") to extend their 2023-2025 Collective Bargaining Agreement ("CBA") through December 31, 2026.

NOW, THEREFORE, it is agreed by the Employer and the Union as follows:

1. Article 16 Section 1 of the CBA is hereby amended to read as follows:

Article 16: WAGES AND CONTINUOUS SERVICE BENEFIT

Section I.

Wages for 2026 shall be as set forth in the attached Appendix.

A COLA of two- and one-quarter percent (2.25%) will be awarded effective January 1, 2026.

If a levy lid lift successfully passes before December 31, 2026, either party may reopen Article 16 Section 1.

2. A new Article 16 Section 9 is hereby added to the CBA as follows:

Section 9. Classification and Compensation Study. The Employer agrees to contract with an independent third-party organization to conduct a classification and compensation study for all current bargaining unit positions. The study will include wages and at least the following benefits: leave/paid time off, health, dental, vision, and life insurance. In addition, the following terms apply:

- A. The parties will work collaboratively.
- B. Bargaining unit employees will be afforded the opportunity to provide information regarding their classification.
- C. The study will be completed and the results will be made available to the Union no later than November 30, 2026, absent exceptional circumstances. If the study is delayed for any reason, the employer will complete the study as soon as practical.
 - i. If for any reason the study is not completed by November 30, 2026, the Employer agrees that negotiated wage adjustments for 2027 will be retroactively effective to January 1, 2027.
 - ii. In the event retro pay is required under the above terms, all employees including those who separate employment between

January 1, 2027 and the time when the parties ratify a successor agreement shall be entitled to retro pay.

- D. Once the results of the study are provided to the Union, the parties agree to meet at a mutually agreed time and bargain a successor collective bargaining agreement. The study is not a guarantee of the outcome of bargaining.

3. Article 24 Section 1 of the CBA is hereby amended as follows:

Article 24: TERM OF AGREEMENT

Section 1. The terms of this Agreement shall become effective January 1, 2023, and shall remain in effect through December 31, 2026.

4. Appendix A of the CBA is revised as set forth in the attachment.
5. Except as expressly modified herein, all provisions in the 2023-2025 Collective Bargaining Agreement between the parties remain in full force and effect through December 31, 2026.

Executed this _____ day of _____ 2025.

For the Employer:

For the Union:

Jennifer Pelikan, Chair
NOLS Board of Trustees

Jennifer Smathers, President
Local 1619-L

Noah Glaude, Executive Director
NOLS

Tim Binschus, Staff Representative
WSCCCE, AFSCME Council 2

APPENDIX A: 2026 GEU WAGE AND SALARY SCHEDULE

2026 NOLS General Employee's Unit (GEU)		COLA History: 2019 - 2%, 2020 - 3%, 2021 - 1%, 2022 - 4%, 2023 - 4.25%, 2024 - 2%, 2025 - 2.5%, 2026 - 2.25%									
Includes 2.25% increase over 2025 wages		Salary Restructure History: May 2021 & January 2023									
CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly
	8	2,750.99	16.93	2,888.54	17.78	3,032.97	18.66	3,184.62	19.60	3,343.85	20.58
Courier	8.5	2,819.76	17.35	2,960.75	18.22	3,108.79	19.13	3,264.23	20.09	3,427.44	21.09
	9	2,888.54	17.78	3,032.97	18.66	3,184.62	19.60	3,343.85	20.58	3,511.04	21.61
Facilities Technician 2	10	3,032.97	18.66	3,184.62	19.60	3,343.85	20.58	3,511.04	21.61	3,686.59	22.69
Public Services Specialist	11	3,184.62	19.60	3,343.85	20.58	3,511.04	21.61	3,686.59	22.69	3,870.92	23.82
Technical Services Specialist	12	3,343.85	20.58	3,511.04	21.61	3,686.59	22.69	3,870.92	23.82	4,064.47	25.01
IT Specialist I, Community Outreach Specialist, Marketing Specialist	13	3,511.04	21.61	3,686.59	22.69	3,870.92	23.82	4,064.47	25.01	4,267.69	26.26
	14	3,686.59	22.69	3,870.92	23.82	4,064.47	25.01	4,267.69	26.26	4,481.07	27.58
Public Services Lead, IT Specialist 2, Facilities Lead	15	3,870.92	23.82	4,064.47	25.01	4,267.69	26.26	4,481.07	27.58	4,705.12	28.95
Community Outreach Lead, Technical Services Lead, Marketing Lead	16	4,064.47	25.01	4,267.69	26.26	4,481.07	27.58	4,705.12	28.95	4,940.38	30.40
IT Specialist 3, Library Services Specialist	17	4,267.69	26.26	4,481.07	27.58	4,705.12	28.95	4,940.38	30.40	5,187.40	31.92
Web & Digital Systems Coordinator	18	4,481.07	27.58	4,705.12	28.95	4,940.38	30.40	5,187.40	31.92	5,446.77	33.52
	19	4,705.12	28.95	4,940.38	30.40	5,187.40	31.92	5,446.77	33.52	5,719.11	35.19
Public Services Librarian	20	4,940.38	30.40	5,187.40	31.92	5,446.77	33.52	5,719.11	35.19	6,005.07	36.95
IT Systems Administrator, Community Outreach Librarian	21	5,187.40	31.92	5,446.77	33.52	5,719.11	35.19	6,005.07	36.95	6,305.32	38.80
Collection Development Librarian	22	5,446.77	33.52	5,719.11	35.19	6,005.07	36.95	6,305.32	38.80	6,620.59	40.74
Lead Systems Administrator	23	5,719.11	35.19	6,005.07	36.95	6,305.32	38.80	6,620.59	40.74	6,951.62	42.78

**Agreement
By and Between**

**North Olympic Library System
(NOLS)**



and

**Manager Employees Unit
(MEU)**

Local 1619-L

**Washington State Council of County
and City Employees
(WSCCCE)**

AFSCME Council 2, AFL-CIO



January 1, 2026 – December 31, 2026

Contract Extension Agreement

Contract Extension Agreement
North Olympic Library System/AFSCME Council 2 Local 1619-L (MEU)
1/1/2026 – 12/31/2026

North Olympic Library System (NOLS) ("the Employer") and AFSCME Council 2 Local 1619-L (MEU) ("the Union") enter into this Contract Extension Agreement ("Agreement") to extend their 2023-2025 Collective Bargaining Agreement ("CBA") through December 31, 2026.

NOW, THEREFORE, it is agreed by the Employer and the Union as follows:

1. Article 16 Section 1 of the CBA is hereby amended to read as follows:

Article 16: WAGES AND CONTINUOUS SERVICE BENEFIT

Section I.

Wages for 2026 shall be as set forth in the attached Appendix.

A COLA of two- and one-quarter percent (2.25%) will be awarded effective January 1, 2026.

If a levy lid lift successfully passes before December 31, 2026, either party may reopen Article 16 Section 1.

2. A new Article 16 Section 9 is hereby added to the CBA as follows:

Section 9. Classification and Compensation Study. The Employer agrees to contract with an independent third-party organization to conduct a classification and compensation study for all current bargaining unit positions. The study will include wages and at least the following benefits: leave/paid time off, health, dental, vision, and life insurance. In addition, the following terms apply:

- A. The parties will work collaboratively.
- B. Bargaining unit employees will be afforded the opportunity to provide information regarding their classification.
- C. The study will be completed and the results will be made available to the Union no later than November 30, 2026, absent exceptional circumstances. If the study is delayed for any reason, the employer will complete the study as soon as practical.
 - i. If for any reason the study is not completed by November 30, 2026, the Employer agrees that negotiated wage adjustments for 2027 will be retroactively effective to January 1, 2027.
 - ii. In the event retro pay is required under the above terms, all employees including those who separate employment between

January 1, 2027 and the time when the parties ratify a successor agreement shall be entitled to retro pay.

- D. Once the results of the study are provided to the Union, the parties agree to meet at a mutually agreed time and bargain a successor collective bargaining agreement. The study is not a guarantee of the outcome of bargaining.

3. Article 24 Section 1 of the CBA is hereby amended as follows:

Article 24: TERM OF AGREEMENT

Section 1. The terms of this Agreement shall become effective January 1, 2023, and shall remain in effect through December 31, 2026.

4. Appendix A of the CBA is revised as set forth in the attachment.
5. Except as expressly modified herein, all provisions in the 2023-2025 Collective Bargaining Agreement between the parties remain in full force and effect through December 31, 2026.
6. The Memorandum of Understanding between the Employer and the Union executed on September 16, 2024, will remain in full force and effect through December 31, 2026.

Executed this _____ day of _____ 2025.

For the Employer:

For the Union:

Jennifer Pelikan, Chair
NOLS Board of Trustees

Erin Shield, President
Local 1619-L

Noah Glaude, Executive Director
NOLS

Tim Binschus, Staff Representative
WSCCCE, AFSCME Council 2

APPENDIX A: 2026 MEU WAGE AND SALARY SCHEDULE

<div> <div>2026 NOLS Management Employee's Unit (MEU)</div> <div>COLA History: 2019 - 2%, 2020 - 3%, 2021 - 1%, 2022 - 4%, 2023 - 4.25%, 2024 - 2%, 2025 - 2.5%, 2026 - 2.25%</div> </div> <div> <div>Includes 2.25% increase over 2025 wages</div> <div>Salary Restructure History: May 2021 & January 2023</div> </div>											
CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly
Training Coordinator	M1	4,658.59	28.67	4,891.52	30.10	5,136.10	31.61	5,392.91	33.19	5,662.56	34.85
	M2	4,891.52	30.10	5,136.10	31.61	5,392.91	33.19	5,662.56	34.85	5,945.69	36.59
	M3	5,136.10	31.61	5,392.91	33.19	5,662.56	34.85	5,945.69	36.59	6,242.97	38.42
	M4	5,392.91	33.19	5,662.56	34.85	5,945.69	36.59	6,242.97	38.42	6,555.12	40.34
Marketing & Communications Manager	M5	5,662.56	34.85	5,945.69	36.59	6,242.97	38.42	6,555.12	40.34	6,882.88	42.36
	M6	5,945.69	36.59	6,242.97	38.42	6,555.12	40.34	6,882.88	42.36	7,227.02	44.47
Library Manager	M7	6,242.97	38.42	6,555.12	40.34	6,882.88	42.36	7,227.02	44.47	7,588.37	46.70
Facilities Manager	M8	6,555.12	40.34	6,882.88	42.36	7,227.02	44.47	7,588.37	46.70	7,967.79	49.03
Technical Services Manager	M9	6,882.88	42.36	7,227.02	44.47	7,588.37	46.70	7,967.79	49.03	8,366.18	51.48
	M10	7,227.02	44.47	7,588.37	46.70	7,967.79	49.03	8,366.18	51.48	8,784.49	54.06
	M11	7,588.37	46.70	7,967.79	49.03	8,366.18	51.48	8,784.49	54.06	9,223.71	56.76