

Board of Trustees Regular Meeting  
Thursday, September 25, 2025 5:30pm  
Port Angeles Library

**REMOTE ACCESS**

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

**PUBLIC COMMENTS**

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

**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 August 28, 2025
5. Communications
6. Public Comments
7. Financial Reports: August 2025
8. Approval of Vouchers: August 2025
9. Unfinished Business
  - U.1. NOLS Local 1619-L Collective Bargaining Agreement Contract Extensions
10. New Business
  - N.1. Background Information: Budget/Levy/Fiscal Planning (no action)
  - N.2. NOLS 2026 Budget Guidelines
  - N.3. Status Report on Strategic Roadmap Update Process

## 11. Reports

- R.1. Monthly Statistics Reports: August 2025
- R.2. Monthly Activity Reports: August 2025
- R.3. Customer Comments: August 2025
- R.4. Highlight Log: August 2025

## 12. Public Comments

## 13. Trustee Comments

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.*

## 14. Next meeting: 5:30pm, October 23, 2025

## 15. Agenda items for next meeting

## 16. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

## Upcoming Board Meetings

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

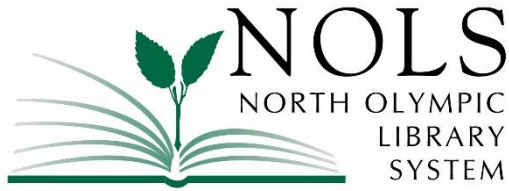
*Note: no regular Board meetings scheduled in July or December.*

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



Board of Trustees Regular Meeting  
Thursday, August 28, 2025 5:30pm  
Port Angeles Main Library

## MINUTES

1. Call to order, roll call and introductions  
Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Jennifer Pelikan, Bert Caldwell, Cyndi Ross, Ian Miller, and Betty Marcoux. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, and West End Library Manager Troi Gale.
2. Land Acknowledgement
3. Approval of agenda  
*Motion by Betty Marcoux to approve the agenda as presented. Motion seconded by Bert Caldwell. Motion carried.*
4. Approval of minutes for regular meeting of June 26, 2025  
*Motion by Bert Caldwell to approve the minutes from the June 26, 2025 regular meeting. Motion seconded by Cyndi Ross. Motion carried.*
5. Communications  
None
6. Public Comments
7. Financial Reports: June 2025 and July 2025  
The financial reports for June 2025 were accepted as presented.  
The financial reports for July 2025 were accepted as presented.
8. Approval of Vouchers: June 2025 and July 2025  
*Motion by Betty Marcoux to approve the June 2025 vouchers, numbered #559 through #677, in the amount of \$1,165,245.31. Motion seconded by Ian Miller. Motion carried.*  
  
*Motion by Bert Caldwell to approve the July 2025 vouchers, numbered #678 through #805, in the amount of \$830,220.41. Motion seconded by Betty Marcoux. Motion carried.*
9. Unfinished Business  
U.I. Election of Officers and Confirmation of Committee Assignments  
*Motion by Cyndi Ross to approve elected officer assignments. Motion seconded by Betty Marcoux. Motion carried.*  
  
*Motion by Ian Miller to approve committee assignments. Motion seconded by Betty Marcoux. Motion carried.*

10. New Business

N.1. Resolution 25-08-07: Approval of Resolution Authorizing the Recognition of John P. Smith at the Sequim Branch Library

*Motion by Bert Caldwell to approve Resolution 25-08-07. Motion seconded by Ian Miller. Motion carried.*

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

*All reports were accepted as presented.*

12. Public Comments

13. Trustee Comments

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.*

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

15. Agenda items for next meeting

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

16. Executive session to discuss collective bargaining

*At 7:24pm the Chair announced that the Board would take a 5-minute break and then move to executive session to discuss collective bargaining strategy, and that the session was expected to last approximately 20 minutes.*

*At 7:49pm the Chair announced that the Board had concluded its executive session, and would now return to open session.*

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

*No action taken. The Board expects to take action at the regular September Board Meeting.*

18. Adjournment

*There being no further business, the meeting was adjourned by the Chair at 7:50pm.*

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

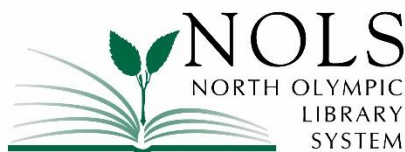
*NOLS Mission Statement  
Adopted 11/22/16*

**CERTIFIED AS TRUE AND CORRECT**

\_\_\_\_\_  
Chair

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





## Staff Report

Meeting Date: September 25, 2025  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for August 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 \$35,298 for the month, including \$12,216 from Port Angeles Friends of the Library and a \$20,000 gift from the estate of Yasmin Arlin Lahr for programming and services at the Forks Branch Library. NOLS is so appreciative of 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 \$26,116 which includes a payment of \$23,463 to SHKS Architects. An expense of \$287,267 for the Sequim Expansion and Renovation project paid to Hoch Construction in January was reclassified from the Buildings and Structures capital account to the Construction of Capital Assets account.

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

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$317,533 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 August are \$378,429.

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







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

August 31, 2025

Operating Revenue				8/12ths is	66.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,799,650	37,587	2,928,806	1,870,844	61.0
Grants, Entitlements, Other Payments	33,000	-	2,351	30,649	7.1
Goods and Services	18,010	934	8,783	9,227	48.8
Library Fees	15,000	1,164	8,823	6,177	58.8
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	34,616	235,865	(55,865)	131.0
Facilities Leases (Short Term)	1,200	38	1,364	(164)	113.7
Contributions and donations <sup>(1)</sup>	128,862	34,168	520,999	(392,137)	404.3
Other Miscellaneous Revenue	127,393	191	16,578	110,815	13.0
Total Miscellaneous Revenues	437,455	69,013	774,807	(337,352)	177.1
Nonrevenues (excise taxes) <sup>(2)</sup>	1,100	91	854	246	77.7
Transfers In	2,022,810	-	-	2,022,810	-
<b>Total Operating Revenue</b>	<b>7,327,025</b>	<b>108,789</b>	<b>3,724,425</b>	<b>3,602,600</b>	<b>50.8</b>
<i>(1) Includes anticipated grants from Friends of the Library groups and other donors.</i>					
<i>(2) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.</i>					
Capital Revenue					
Grants	2,499,500	-	1,969,200	-	78.78
Contributions and donations	30,000	-	-	-	-
LOCAL Investment Interest	-	-	10,660	-	-
Timber Revenues (received in 2025)	-	25,433	329,911	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>25,433</b>	<b>2,309,771</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>134,222</b>	<b>6,034,196</b>		



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

### August 31, 2025

				8/12ths is	66.7%
<b>Operating Expenditures</b>	<b>Budgeted</b>	<b>Current</b>	<b>Year To Date</b>	<b>Difference</b>	<b>Percent</b>
<i>Personnel</i>					
Salaries and Wages	3,604,798	286,139	2,236,472	1,368,326	62.0
Benefits	1,527,234	92,289	864,804	662,430	56.6
<i>Total Personnel</i>	<i>5,132,032</i>	<i>378,429</i>	<i>3,101,276</i>	<i>2,030,756</i>	<i>60.4</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	12,473	68,825	37,406	64.8
Fuel	19,300	477	4,544	14,756	23.5
Collection Materials	504,000	20,756	177,068	326,932	35.1
Merchandise purchased for resale	2,625	43	744	1,881	28.3
Small Tools/Equip (<\$200)	4,000	46	803	3,197	20.1
<i>Total Supplies</i>	<i>636,156</i>	<i>33,794</i>	<i>251,983</i>	<i>384,173</i>	<i>39.6</i>
<i>Services</i>					
Professional Services	469,331	4,218	176,180	293,151	37.5
Communication	220,214	18,033	134,173	86,041	60.9
Travel	33,760	589	11,260	22,500	33.4
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	13,857	19,003	(15,263)	508.1
Insurance	133,000	115,162	115,162	17,838	86.6
Public Utilities	113,247	6,961	65,732	47,515	58.0
Repair and Maintenance	117,589	4,363	70,755	46,834	60.2
Miscellaneous Services	11,000	-	3,542	7,458	32.2
Dues	5,730	1,532	4,285	1,445	74.8
<i>Total Services</i>	<i>1,113,611</i>	<i>164,715</i>	<i>606,081</i>	<i>507,530</i>	<i>54.4</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>14</i>	<i>7,239</i>	<i>5,461</i>	<i>57.0</i>
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	<i>1,100</i>	<i>93</i>	<i>886</i>	<i>214</i>	<i>80.5</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>5,440</i>	<i>201,645</i>	<i>29,530</i>	<i>87.2</i>
<i>Interest &amp; Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>101,625</i>	<i>98,625</i>	<i>50.7</i>
<b>Total Operating Expenditures</b>	<b>7,327,024</b>	<b>582,484</b>	<b>4,270,735</b>	<b>3,056,289</b>	<b>58.3</b>

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

\*All amounts are rounded to the nearest dollar.



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

### August 31, 2025

8/12ths is **66.7%**

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	(287,267)	4,069	23,931	14.5
Other Improvements	676,500	-	65,414	611,086	9.7
Machinery & Equipment	395,750	5,462	208,515	187,235	52.7
Construction of Capital Assets	5,000,000	312,545	3,439,718	1,560,282	68.8
<b>Total Capital Outlays</b>	<b>6,100,250</b>	<b>30,740</b>	<b>3,717,716</b>	<b>2,382,534</b>	<b>60.9</b>
<b>Grand Total All Expenditures</b>	<b>13,427,274</b>	<b>613,224</b>	<b>7,988,451</b>	<b>5,438,823</b>	<b>59.5</b>





# Account Balances\*

August 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,081,851	-	25,433	-	1,107,284
Operating Reserve <sup>(3)</sup>	677,199	-	-	-	677,199
PA Capital Reserve <sup>(3)</sup>	394,809	-	-	-	394,809
Sequim Capital Reserve <sup>(3)</sup>	59,680	-	-	-	59,680
NOLS Capital Fund <sup>(4)</sup>	200,500	-	-	4,624	195,876
PA Capital Fund <sup>(4)</sup>	288,283	-	-	-	288,283
Sequim Capital Fund <sup>(4)</sup>	1,897,222	-	115	33,094	1,864,242
<i>Total Board Designated Accounts</i>	<i>5,906,562</i>	<i>-</i>	<i>25,548</i>	<i>37,718</i>	<i>5,894,392</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,959	-	4	-	6,963
Clallam Bay Friends Donations	3,431	-	-	172	3,259
Forks Donations Fund	2,301	-	20,003	-	22,304
Forks Friends Donations	1,588	-	-	54	1,534
NOLS Materials Fund	371,644	-	-	20,787	350,858
NOLS Donations Fund	72,427	-	2,646	2,196	72,877
Port Angeles Donations Fund	11,604	-	14	-	11,618
Port Angeles Friends Donations	13,869	-	12,216	3,753	22,332
Sequim Donations Fund	22,115	-	1	-	22,116
Sequim Friends Donations	37,022	-	-	2,189	34,833
NOLF Donations Fund	1,200	-	300	-	1,500
Outreach Donations Fund	7,807	-	-	839	6,968
<i>Total Grants and Donations</i>	<i>551,968</i>	<i>-</i>	<i>35,183</i>	<i>29,989</i>	<i>557,162</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>6,461,856</i>	<i>-</i>	<i>60,732</i>	<i>67,707</i>	<i>6,454,881</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,131,574</i>	<i>(472,027)</i>			<i>1,659,546</i>
<b>Total WA State Local Investment Pool</b>	<b>8,593,430</b>	<b>(472,027)</b>	<b>60,732</b>	<b>67,707</b>	<b>8,114,428</b>

## Notes:

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

\* All amounts are rounded to the nearest dollar.



## Account Balances<sup>\*</sup>

August 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Total Investments</b>	8,593,430	(472,027)	60,732	67,707	8,114,428
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	(0)	-			(0)
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	282	-	282	6,000
Payroll Account (US Bank 1301)	200	317,533	-	317,533	200
Merchant Account (FF 7401) <sup>(5)</sup>	2,832	-	245	-	3,077
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<b>Total Branch Change Funds</b>	<b>520</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>520</b>
<b>Total Imprest Accounts</b>	<b>9,552</b>	<b>317,815</b>	<b>245</b>	<b>317,815</b>	<b>9,797</b>
<b>Total Cash</b>	<b>9,552</b>	<b>317,815</b>	<b>245</b>	<b>317,815</b>	<b>9,797</b>
<b>Total Cash and Investments</b>	<b>8,602,982</b>	<b>(154,212)</b>	<b>60,977</b>	<b>385,522</b>	<b>8,124,225</b>

Notes:

(5) The beginning balance increased by \$1,832 because some transactions from last month were not recorded correctly. This has been fixed in the current report to reflect the correct balance.

\* All amounts are rounded to the nearest dollar.



## Voucher Approval for August 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 #806 through #919 are approved in the amount of \$613,289.40 this 25th day of September 2025.

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

No.	Claimant	Purpose	Amount
806	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 06-30-25) - NOLS	75.08
807	ADP Tax/Financial Services	09-30-2024 WA Payroll Taxes - EFT 1162	0.02
808	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 07-31-2025) - EFT 1166	276,263.22
809	All Safe Mini Storage	PO 1130 Operating Rentals and Leases - Monthly SQ Storage Unit	255.00
810	Alliance 2020 Inc	PO 1018 Professional Services - Background Checks - NOLS	103.65
811	Amazon.com	Collection Materials	18.97
812	Amazon.com	Collection Materials	63.13
813	Amazon.com	Collection Materials	261.69
814	Angeles Millwork & Lumber Company, inc	PO 1003 Maintenance Supplies - Paint Supplies - FAC	79.42
815	Angeles Millwork & Lumber Company, inc	PO 1054 Small Tools & Equipment - Pliers, Back Brace - FAC	46.25
816	Baker & Taylor	Collection Materials	415.89
817	Baker & Taylor	Collection Materials	1,830.93
818	Baker & Taylor	Collection Materials	1,200.05
819	Baker & Taylor	Collection Materials	2,214.90
820	Barclay Melanie	C-12 Programming - Introduction to Meditation - CB	100.00
821	Bizy Boys LLC	PO 1042 Groundskeeping - PA Lawn Care - FAC	869.49
822	Blackstone Audio Inc.	Collection Materials	7.95
823	Brodart Company	Collection Materials	139.32
824	Brodart Company	Collection Materials	156.81
825	Brodart Company	Collection Materials	26.01
826	Brooker Ann	Travel - Business - Mileage Reimbursement - NOLS	6.16
827	Cammack Kaylee	C-26 Programming - Discovery Club: Gel Printing	450.00
828	Canon Financial Services Inc	PO 1087 Leases - Printer & Copier Contract - NOLS	940.03
829	Catalyst Workplace Activation	PO 1055 Machinery & Equipment - Meeting Room Tables	4,192.55
830	CENGAGE Learning	Collection Materials	1,532.50
831	CENGAGE Learning	Collection Materials	382.53
832	CENGAGE Learning	Collection Materials	31.03
833	Center Point Large Print	Collection Materials	329.21
834	CenturyLink 300511187 FO	Communications - Voice - FO	95.99

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
835	CenturyLink 300561130 CB	Communications - Voice - CB	90.42
836	CenturyLink 360-681-7811 468B SQ	Communications - Voice - CB	163.64
837	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	86.15
838	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	337.60
839	Cherbib Miriam	PO 1014 Professional Services - Coaching & Strategic Planning	4,879.00
840	City of Andalusia	PO 1100 Interlibrary Loan Fees - Replacement Charge - NOLS	13.99
841	City of Forks	Public Utilities - FO	150.98
842	City of Port Angeles/Orcas Avenue	Public Utilities - PA	307.35
843	City of Port Angeles/Peabody St.	Public Utilities - PA	4,216.76
844	City of Sequim	Public Utilities - SQ	930.37
845	CLAIRSEACH	C-28 Programming - Celtic Harp (PAFOL)	1,000.00
846	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
847	Clallam County PUD	Public Utilities - CB	461.62
848	Clallam County PUD	Public Utilities - FO	485.51
849	Clallam County PUD	Public Utilities - SQ	280.87
850	Clallam County Treasurer	Bank Charges & Donation Reversal - NSF Fee - NOLS	61.98
851	Clallam County Treasurer	JUL 2025 Investment Service Fee paid in AUG - EFT 1170	50.00
852	Commercial Filter Sales & Service	PO 916 Maintenance Supplies - HVAC Filters - FAC	1,041.77
853	Convergence Design and Apparel	PO 1072 Program Supplies - SRP T-Shirts (NDF)	1,913.37
854	Decker City Hardware	PO 1102 Maintenance Supplies - Cleaner, Bleach, Broom - FAC	30.48
855	Dept. of Retirement Systems	PERS and DCP (PPE 07-31-2025) - EFT 1167	41,091.64
856	Dept. of Revenue - Use/Sales Tax	July 2025 Sales & Use Tax - EFT 1165	178.49
857	Dokken Jaiden	C-23 Programming - SRP Printmaking (PAFOL/FOSL)	300.00
858	Enduris	2025 Policy Year Insurance - (9/1/25-8/31/26) - NOLS	115,162.00
859	Fatbeam LLC	Communications - Internet Services August - NOLS	11,755.65
860	Fatbeam LLC	PO 1112 Communications - Internet Services Start Up - SQ	2,847.56
861	First Book Marketplace	PO 1085 Program Supplies - Steven's MS Book Club (PAFOL)	87.12
862	Foster Anna	Travel - Business - Mileage Reimbursement - NOLS	25.20
863	Glaude Noah	Travel - Business - Mileage Reimbursement - NOLS	258.02
864	Health Care Authority	Medical (PPE 07-31-2025)	47,772.43
865	Hi-Tech Security Inc.	PO 1131 Repair & Maintenance - CB Fire Alarm Monitoring - FAC	847.08
866	Ingram Library Services	Collection Materials	839.18
867	Ingram Library Services	Collection Materials	2,227.57
868	Ingram Library Services	Collection Materials	1,092.88
869	Ingram Library Services	Collection Materials	1,900.25
870	KCDA Purchasing Cooperative	PO 994, 1013 - Copy Paper & Maintenance Supplies - NOLS	3,475.87
871	KCDA Purchasing Cooperative	PO 1078 Office Supplies - Binder Clips, Folders, Book Tape - PA	60.76
872	Lucas Holdings LLC	PO 1030 Office Supplies - Library Cards - NOLS	1,035.89
873	Lucas Holdings LLC	PO 1074 Office Supplies - Library Cards - NOLS	654.55
874	Lucas Holdings LLC	PO 1134 Office Supplies - Library Card Reprints - NOLS	18.99
875	Lumen	Communications - VOIP - NOLS	498.35
876	Materials Testing & Consulting Inc	PO 1084 Capital Construction - SQ Project Special Inspection	665.00
877	Matson Hillary	C-19 Programming - Hula Hooping - FO (PAFOL/FOSL)	1,500.00
878	McNish Family II LLC	SQ Temp Bldg Lease - September 2025 - SQ CPA	6,977.89
879	Midwest Tape	Collection Materials	765.33
880	Midwest Tape	Collection Materials	950.15



No.	Claimant	Purpose	Amount
881	Midwest Tape	Collection Materials	1,103.60
882	Midwest Tape	Collection Materials	1,362.56
883	Natural Order LLC	C34 Programming - SRP Conquer Clutter (PAFOL/FOSL)	400.00
884	North Olympic Library System	July Revolving Fund Reimbursement	281.98
885	Olympic Laundry & Dry Cleaners Inc.	PO 1019 Professional Services - Laundry - FAC	250.25
886	Olympic Springs Inc	PO 1038 Operating Rentals - SQ Temp Water Service - FAC	84.50
887	OverDrive Inc	Collection Materials	624.09
888	OverDrive Inc	Collection Materials	920.74
889	OverDrive Inc	Collection Materials	135.99
890	Pacific Office Equipment Inc.	Copier & Paper Use Charges July 25 - NOLS	1,087.00
891	Playaway Products LLC	Collection Materials	354.42
892	Rainbow Sweepers Inc.	PO 1031 Groundskeeping - PA Parking Lot Sweeping 7-13-25	245.03
893	Rehn & Associates Inc	PO 1036 HRA Reimbursements	2,338.13
894	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	20.30
895	Rowland Benjamin	PO 1498 Business Fuel - Subaru - NOLS - Repl ck# 9931529	30.00
896	Sanford Irrigation, Inc.	PO 1086 Groundskeeping - PA Irrigation Start Up - FAC	307.90
897	Scholastic Inc	PO 975, 976 Program Supplies - SRP Prize Books (FOSL)	455.42
898	Scholastic Inc	PO 1053 Program Supplies - Kids Book Club (PAFOL)	185.40
899	SHKS Architects	PO 1135 Capital Construction - Architectural Services - SQ CPA	23,463.42
900	Sly Emily	Cell Phone Reimbursement - Jan-Jun 2025 - SQ	82.48
901	Sofie's Flowers LLC	C-35 Programming - Floral Design Skills (FOSL)	150.00
902	Sound Energy Systems	PO 1012 Repair & Maintenance - PA HVAC Controls - FAC	1,001.88
903	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	217.00
904	Sullivan Meghan	PO 1088 Program Supplies - County Fair Worker Passes	30.00
905	Summit Law Group	PO 1114 Professional Fees - Legal Services - ADM	850.00
906	Swains General Store Inc.	PO 1040, 1041 - Maintenance Supplies - Polish, Bleach, Hardware	70.05
907	Swains General Store Inc.	P 1105, 1106, 1107 Maint. Supplies - Landscaping, Fuel Additives	177.25
908	Unique Management Services Inc.	Professional Services - Debt Collection	177.30
909	United Way of Clallam County	United Way Contributions (PPE 07-31-2025)	50.00
910	US Bank	Credit Card Services - August 2025	11,181.44
911	Varner Kristin	C-21 Programming - Turning Your Story into Graphic Novel	600.00
912	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	604.46
913	Washington Library Association	PO 1075 Dues/Memberships - Organizational Membership	1,532.00
914	WCIF	Vi/Li/EAP (PPE 07-31-2025)	1,258.68
915	West Waste & Recycling	Public Utilities - FO & CB	70.65
916	WSCCCE - WPAS, Inc	Dental Premiums (PPE 07-31-2025) - SEPT Coverage	7,219.16
917	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 07-31-2025)	2,352.77
918	WT COX	Collection Materials	55.56
919	YourMembership.com Inc	PO 1037 Professional Services - ALA JobList Outreach Mgr Ad	324.00
			<b>613,289.40</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #884**

2476	NOLS Patron	Patron Refund	26.95
2477	NOLS Patron	Patron Refund	17.99
2478	NOLS Patron	Patron Refund	164.14

No.	Claimant	Purpose	Amount
2479	NOLS Patron	Patron Refund	16.95
2480	NOLS Patron	Patron Refund	15.95
EFT 1164	First Federal	2025 Annual Safe Deposit Box Rent	40.00
			<b>281.98</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #910**

1	8th Street Car Wash	PO 999 Vehicle Maintenance - Ariya Car Wash - FAC	5.00
2	Adobe	PO 1049 Technology Services - 6 Creative Cloud Licenses - IT	209.94
3	Alaska Airlines	PO 1048 Training & Conferences - NHMRA Conference Airfare	380.60
4	Amazon	PO 880 Program Supplies - SRP Printmaking for Teens (FOSL)	73.98
5	Amazon	PO 880 Program Supplies - SRP Printmaking for Teens (PAFOL)	73.99
6	Amazon	PO 937 Office Supplies - Magnet Strip, Clipboard, Sticky Notes	97.41
7	Amazon	PO 957 Program Supplies - Teen Lit Bags (NDF)	61.84
8	Amazon	PO 970 Program Supplies - Program Folding Table (CBFOL)	93.87
9	Amazon	PO 995 Technology Supplies - Label Printer & Tape - IT	44.99
10	Amazon	PO 995 Technology Supplies - Label Tape - IT	325.01
11	Amazon	PO 998 Program Supplies - Bingo Set for Programming	47.33
12	Amazon	PO 1000 Merchandise for Resale - Flash Drives - NOLS	42.56
13	Amazon	PO 1000 Office Supplies - AA Batteries - PA	18.94
14	Amazon	PO 1000 Program Supplies - Party Favor Bags (PAFOL)	16.12
15	Amazon	PO 1007 Program Supplies - Portable Speaker for Storytimes	274.42
16	Amazon	PO 1011 Machinery & Equipment - Laptop Cases - IT	46.78
17	Amazon	PO 1015 Capital Construction - Fiber Cables and Optics	14.14
18	Amazon	PO 1022 Program Supplies - STEAM (CBFOL)	40.49
19	Amazon	PO 1027 Program Supplies - SRP/Storytime Puzzles for Kids	56.92
20	Amazon	PO 1028 Program Supplies - Storytime Toys (PAFOL)	240.76
21	Amazon	PO 1032 Capital Construction - WiFi Antennas - SQ CPA	129.21
22	Amazon	PO 1069 Maintenance Supplies - Annex Gate Track Wheel Replacement	113.85
23	Amazon	PO 1070 Maintenance Supplies - Carver Room Cabinet Keys	17.36
24	Capital Campus Parking	PO 987 Travel - Training - Govt to Govt Training Parking - NOLS	2.80
25	Cent-Tec Systems	PO 1066 Machinery & Equipment - High Reach Vacuum System	898.35
26	Chevron	PO 974 Courier Fuel - Pacifica - OR	34.24
27	City of Sequim	PO 1056 Capital Construction - Stage Permit - SQ CPA	389.96
28	City of Sequim	PO 1056 Capital Construction - Stage Permit CC Fee - SQ CPA	14.62
29	Costco	PO 1060 Program Supplies - Bookmobile Programming (BMOR)	386.82
30	Costco	PO 1073 Office Supplies - Packing Tape - SQ	19.59
31	Eagans Westside	PO 965 Travel - Training - Govt to Govt Training Meal - NOLS	28.42
32	E-Fax	PO 1047 Technology Services - Confidential HR Fax - ADM	36.84
33	E-Filing	PO 969 Technology Services - IRS Form 720 - ADM	37.46
34	Empty Bowl	PO 938 Collection Materials - NOLS	33.02
35	Evergreen 76	PO 1017 Business Fuel - Transit Van - NOLS	61.84
36	Forks Outfitters	PO 1023 Program Supplies - STEAM (CBFOL)	24.57
37	Forks Outfitters	PO 1024 Program Supplies - Smash Bros (FOFOL)	16.36
38	Forks Outfitters	PO 1062 Program Supplies - Water (CBFOL)	13.00
39	Forks Outfitters	PO 1062 Program Supplies - Water (FOFOL)	13.00

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
40	FS Com	PO 1016 Capital Construction - Fiber Cables and Optics	191.45
41	Hess Market	PO 1050 Business Fuel - Prius - NOLS	34.58
42	Hess Market	PO 1051 Business Fuel - Prius - NOLS	38.59
43	Home Depot	PO 1067 Machinery & Equipment - Battery Powered Pole Saw	324.52
44	Home Depot	PO 1068 Maintenance Supplies - Hard Hats, Face & Ear Protection	93.80
45	Home Slice Take & Bake	PO 1025 Program Supplies - Smash Bros Gift Card (FOFOL)	25.00
46	Label Value	PO 1004 Office Supplies - Spine Labels - SQ	82.23
47	Lower Elwha Food & Fuel	PO 948 Business Fuel - Bookmobile - OR	50.00
48	Lower Elwha Food & Fuel	PO 963 Business Fuel - Bookmobile - OR	50.00
49	Lower Elwha Food & Fuel	PO 985 Business Fuel - Bookmobile - OR	47.53
50	Lower Elwha Food & Fuel	PO 988 Business Fuel - White Subaru - NOLS	40.98
51	Lower Elwha Food & Fuel	PO 1033 Business Fuel - Bookmobile - OR	50.00
52	Lower Elwha Food & Fuel	PO 1034 PO Business Fuel - Bookmobile - OR	50.00
53	Lower Elwha Food & Fuel	PO 1035 PO Business Fuel - Bookmobile - OR	19.31
54	Makah Mini Mart	PO 1010 Program Supplies - Bingo Prize Gift Certificates	10.00
55	Meta (Facebook)	PO 1095 Professional Services - Sponsored Posts - Program Ad	120.91
56	Meta (Facebook)	PO 1095 Professional Svcs - Sponsored Posts - Recruitment Ad	29.93
57	Microsoft	PO 943 Technology Services - Annual Shared Device Licensing	980.10
58	Microsoft	PO 945 Technology Services - Monthly Licensing for A3 - IT	381.97
59	Microsoft	PO 952 Technology Services - Recurring A5 Licenses - IT	525.20
60	MRSC	PO 1008 Training & Conferences - BARS Coding - ADM	200.00
61	MRSC	PO 1008 Training & Conferences - Budgeting Fundamentals	200.00
62	Port Angeles Regional Chamber of Commerce	PO 940 Travel - Training - Community Lunch - OR	30.00
63	Printful Inc.	PO 962 Program Supplies - Bookmobile Garments (BMOR)	379.37
64	Safeway	PO 964 Office Supplies - Distilled Water - TS	9.75
65	Safeway	PO 1058 Office Supplies - Emergency Drinking Water - NOLS	9.75
66	Samayra Coffee	PO 966 Travel - Training - Govt to Govt Training Meal - NOLS	7.29
67	Sprout	PO 1059 Capital Construction - Children's Table - SQ CPA	410.00
68	Stamps.com	PO 936 Postage - TS	250.00
69	Stamps.com	PO 942 Freight - TS	13.29
70	Stamps.com	PO 953 Postage - TS	250.00
71	Stamps.com	PO 977 Postage - TS	250.00
72	Stamps.com	PO 979 Postage - TS	250.00
73	Stamps.com	PO 993 Postage - Service Charge - TS	22.86
74	Stamps.com	PO 1005 Postage - TS	250.00
75	Stamps.com	PO 1006 Freight - TS	17.06
76	Stamps.com	PO 1029 Postage - TS	250.00
77	Uprinting	PO 1092 Professional Services - Bookmarks - MKT	322.68
78	Uprinting	PO 1093 Professional Services - Posters Library Card - MKT	80.44
79	Vispronet	PO 956 Professional Services - Bookmobile Tablecloth - MKT	121.25
80	WA Food Worker Card	PO 971 Training & Conferences - Food Handler's Card - NOLS	10.00
81	WA Food Worker Card	PO 989 Training & Conferences - Food Handler's Card - NOLS	10.00
82	Walmart	PO 968 Office Supplies - Distilled Water - TS	7.44
83	Walmart	PO 1020 Program Supplies - Turn Your Story into a Graphic Novel	17.36
84	Walmart	PO 1026 Program Supplies - SRP Discovery Club (PAFOL)	19.11

No.	Claimant	Purpose	Amount
85	Washburn's General Store	PO 1009 Program Supplies - Bingo Prize Gift Certificates	15.00
86	Westside Pizza	PO 934 Program Supplies - PA Pajama Movie Night (PAFOL)	91.81
87	Westside Pizza	PO 978 Program Supplies - Pokemon Card Game (FOSL)	56.58
88	Zoom	PO 1057 Technology Services - Zoom Workplace Business	47.90
			<b>11,181.44</b>

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

<b>1166 ADP Tax/Financial Services</b>	Payroll and Payroll Tax (PPE 07-31-2025)	276,263.22
<b>1167 Dept. of Retirement Systems</b>	PERS and DCP (PPE 07-31-2025)	41,091.64
		<b>317,354.86</b>

**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:

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Jennifer Pelikan, Chair  
NOLS Board of Trustees

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Jennifer Smathers, President  
Local 1619-L

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Noah Glaude, Executive Director  
NOLS

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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:

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Jennifer Pelikan, Chair  
NOLS Board of Trustees

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Erin Shield, President  
Local 1619-L

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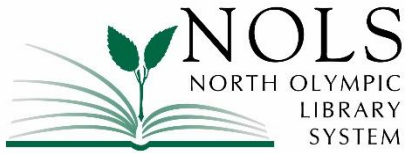
Noah Glaude, Executive Director  
NOLS

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Tim Binschus, Staff Representative  
WSCCCE, AFSCME Council 2

## APPENDIX A: 2026 MEU WAGE AND SALARY SCHEDULE

2026 NOLS Management Employee's Unit (MEU)											
Includes 2.25% increase over 2025 wages											
COLA History: 2019 - 2%, 2020 - 3%, 2021 - 1%, 2022 - 4%, 2023 - 4.25%, 2024 - 2%, 2025 - 2.5%, 2026 - 2.25%											
Salary Restructure History: May 2021 & January 2023											
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



## Staff Report

Meeting Date: September 25, 2025  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Overview of NOLS' 2026 Budgeting Process

Attachments: Policy 5.15: Fiscal Management  
2025 Fiscal Factors Overview

### TOPIC/ISSUE:

This report provides background on NOLS' budgeting process, as a refresher on the factors that underlie staff activities and Board discussions and actions during the upcoming budget season.

### BACKGROUND/ DISCUSSION:

#### NOLS' Budget/Levy Development Process

NOLS' fiscal year is January-December. The Library is required to file a levy request with the County by the end of November. A brief outline of the significant mileposts (*and approximate timing*) in the budget and levy development process follows:

- NOLS budget planning season kicks off with development of a detailed budget task timeline (*August*).
- Managers and workgroup leaders initiate development of branch/department/committee workplans for the coming year (*September*). The Library's strategic initiatives are also updated periodically as part of the work planning process.
- A series of Board Finance Committee meetings are scheduled to occur at intervals during the budget development process (*September-January*).
- In years in which collective bargaining occurs, a series of negotiation meetings are scheduled with the bargaining unit(s) (*September-November*).
- The Board adopts Budget Guidelines for the coming year (*September or October meeting*).
- Managers work with branch/department staff to identify operating and capital budget needs for the coming year (*August-October*).
- Branch Managers develop budget requests to be submitted to Friends of the Library groups (*August-October*).

- Administrative staff develop detailed personnel cost projections, and also estimate costs for various “systemwide” expenditures (such as utilities, insurance, payroll, printing, etc.) (*August-October*).
- The Finance Manager works with the county Assessor, and utilizes various other resources, to estimate tax (levy) revenue projections (*October-November*).
- Revenue and operating expenditure projections come together in a working Operating Budget spreadsheet (*late September*), which is discussed and fine-tuned in a series of Management Team meetings (*September-November*). Copies of the working drafts of this spreadsheet are available to all NOLS staff throughout the budget development period.
- The Board Finance Committee views the working drafts of the budget spreadsheets periodically during development, and ultimately approves a summary budget for full Board review and adoption (*September-November*).
- The Board conducts two Public Hearings on the Operating Budget (at their *October* and *November* meetings). Board packets for the budget hearings include the current iteration of the summary budget, as approved by the Finance Committee, and a detailed budget narrative prepared by the Executive Director. The November packet also includes the required levy resolutions and explanatory staff report(s).
- The Board adopts the Operating Budget and the required levy resolutions (*November meeting*). The Board may also approve collective bargaining agreements in *November*.
- The Executive Director submits the levy resolutions and other required documents to the County prior to the *end-of-November deadline* set by the Assessor.
- The preliminary draft of the Capital Budget is prepared and reviewed by the Finance Committee simultaneously with development of the Operating Budget (*September-January*). NOLS funds its Capital Budget through timber revenues, rather than operating levy revenues; adoption is therefore not subject to the Assessor’s levy deadline. The Capital Budget is finalized and adopted in *January*, so that it will accurately reflect the completion status of prior year capital projects, and prior-year timber-receipt revenues.
- In *January*, the Board also reviews end-of-year budget reconciliations for the previous fiscal year, and approves any transfers necessary to fund the operating “float” and/or Operating or Capital budgets for the upcoming year.

## **POLICY CONSIDERATIONS:**

NOLS follows a methodical and transparent process for budget development, which includes staff, Board, and public input opportunities at multiple stages along the way. Copies of past year budget documents, including detailed budget narratives, are available on the Library’s webpage.

The budget and levy process are also subject to a complexity of state laws and both state and county administrative requirements.

NOLS Policy 5.15 establishes the fiscal, financial, and budget practices that support the Library’s responsible and sustainable stewardship of public resources (copy attached, and also publicly available on the Library’s webpage).

**FISCAL CONSIDERATIONS:**

NOLS is a Library Tax District as defined under Washington State Law (RCW 27.12). The majority of NOLS' revenues (approximately 93-96% of the annual operating budget) are derived from property taxes.

A detailed discussion of the factors driving NOLS' budget, levy, and fiscal planning can be found in NOLS' *Levy, Budget and Fiscal Outlook* document (copy attached, and also publicly available on the Library's webpage).



## Policy 5.15 Fiscal Management

Adopted by the Library Board of Trustees:  
10/27/2016; 1/25/2024

### **Purpose**

The North Olympic Library System Board of Trustees establishes the following Fiscal Management Policy in order insure that the Library's fiscal, financial, and budget practices are conducted according to sound and accepted financial procedures and policies, and to support responsible and sustainable stewardship of public resources.

### **Revenue**

Pursuant RCW 27.12.070, the Clallam County Office of the Treasurer serves as the Library's fiscal agent for receiving and disbursing taxes levied on behalf of the Library.

Although library services are primarily funded through property taxes and timber revenue, the Library will seek information on alternative funding from multiple sources, e.g. grants, partnerships and fees.

All Library fees and charges will be approved by the Board in [Policy 4.2](#).

### **Debt Management**

As a junior taxing district, the Library has a few options in determining the method of taking on debt. Those include short term loan obligations, limited tax general obligation or "councilmanic" bonds, unlimited tax general obligation or "voted" bonds, and other types of debt including leases, as well as intergovernmental and Local Option Capital Asset Lending (LOCAL) loans. Long-term debt is only to be used to finance capital improvements and should never be used to support current operations.

### **Investments**

Pursuant RCW 43.250, the Library will participate in the Washington State Local Government Investment Pool (LGIP) and adopt their Investment Policy. The Executive Director or Finance Manager will recommend other investment opportunities to the Board for approval. Staff will regularly review investments to ensure compliance with any direction from the State Auditor's Office.

### **Annual Budget**

The Board will adopt and maintain a balanced annual Operating Budget. Library staff will prepare an annual budget based on anticipated revenues and expenses, and present it to the Board for approval. The process will follow an established calendar and include a public hearing for the final reading. The annual levy for tax collection purposes must be set and sent to the Clallam County Assessor by November 30 of each year.



The Library's Capital Budget will be approved by the Board at the January Board meeting for the fiscal year of the budget. The Capital Budget provides for routine annual capital improvement and maintenance of the Library's capital infrastructure.

Large-scale non-routine capital projects may be funded from various gift, grant, or Capital Project accounts, which will be approved separately by the Board on a case-by-case basis.

Amended or revised budgets may be adopted by the Board as needed.

### **Undesignated Cash Operating Fund**

This fund is used to carry out the Library's normal operations and maintenance activities. While the Library budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters. The minimum beginning balance for the fund in January each year should not be less than 33% of budgeted operational expenditures to ensure adequate funding to maintain services between property tax collections. The Board delegates the responsibility of maintaining an adequate fund balance to the Executive Director to maintain sufficient cash available for the operational needs of the Library. A fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to Board Designated Reserve Accounts.

### **Reserve Accounts**

The Library maintains a number of Board Designated Reserve accounts. These accounts are designated or restricted as to use by the Board. The Library may also maintain other Reserve accounts, which are designated or restricted as to use by donors or other legal requirements.

The Library will maintain the following Board Designated Reserve Accounts:

- **Fiscal Emergency Reserve** - designated as a reserve resource to be used in the event of a significant fiscal emergency as declared by the Board, including events such as the need to fund the Undesignated Cash Operating account, payout a substantial portion of the workforce, weather widespread tax default, or respond to significant natural catastrophe or civil disruption. The Fiscal Emergency Reserve will be funded to a level that represents approximately three months of operating expenses based on what has been budgeted for the current year's personnel, utilities, communications, and supplies (excluding collection) expenses.

Upon declaring a need for fiscal resources to address a significant emergency having effects that cannot be addressed through the existing budget, the Board may take action to release cash reserves for purposes of meeting fiscal obligations and/or ensuring continuity of operations and services.

- **Operating Reserve** – serves as a holding account for funds set aside to augment annual revenues in deficit budget years, when operations and maintenance costs exceed expected revenues. Funding and use of Operating Reserves will be authorized by the Board in keeping with established reserve and fiscal management strategies.

- **NOLS Capital Reserve** - serves as a receiving account for timber revenues. Funds in this account are utilized to support capital projects.
- **NOLS Capital Budget Fund** - designated as a reserve resource for maintaining and enhancing capital infrastructure. Funds may be designated, at Board direction, to support capital replacement or enhancement projects at any NOLS facility.
- **Capital Project Accounts** - may be created at need to receive and disburse funds for capital projects at various Library locations (e.g. *Port Angeles Capital Reserve or Sequim Capital Project Account*).

Reserve Account funds may be held jointly in both liquid accounts (such as the State Local Investment Pool) and investment accounts (such as Certificates of Deposit).

For purposes of managing the Library's finances, additional reserve accounts may be designated and/or reserve funds may be transferred between library reserves and/or operating accounts by the Board at any time.

### **Grants and Donations**

The Executive Director or designee will create and maintain designated Grants and Donations funds as necessary to accurately control and account for funds received as grants and donations. Board authorization is not required for establishing Grants and Donations funds.

### **Expenditure Certification and Disbursement Systems Controls**

Pursuant to RCW 42.24.080, the Finance Manager is designated to certify all claims made against the Library for payment. The Executive Director or designee shall certify payments in the absence of the Finance Manager.

To provide guidelines for receiving, handling, reporting and disposition of cash, check, and electronic receipts and other petty cash funds held by the Library, staff will follow [Cash Management Policy 5.7](#), Electronic Fund Transfer Policy 5.18, and related procedures.

The Library shall establish and maintain control systems for each major disbursements process, including payroll and accounts payable, as well as controls over transactions from initiation to payment, account monitoring, and fraud protection.

Duties shall be segregated to ensure that there is appropriate separation from assets by those empowered to approve expenditures. These include signatories not having access to the ability to print checks or access the Library's accounts. Duties for authorization, reconciliation, recording, asset inventory, surplusing and other accounting duties shall be delegated among the Administrative staff to ensure compliance.

### **Financial Reporting**

The Library will follow the prescribed Budget, Accounting, and Reporting System (BARS) as outlined by the Washington State Auditor's Office.

The Library's financial reporting will be on a cash basis. Financial reports will be submitted to the Board at their regular public meetings.

Whenever required by the Washington State Auditor's Office, the Library will participate in audits and budget for those activities accordingly.

### **Board Responsibilities**

Washington State Law (RCW 27.12.210) authorizes the Board of Trustees to undertake all actions necessary for the orderly and efficient management and control of the Library's finances. The Board has responsibility for the following:

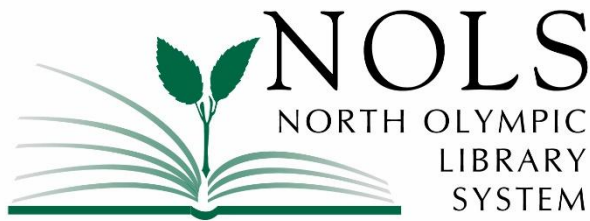
1. Assist with budget development and approve annual Operating and Capital budgets;
2. Regularly review financial reports;
3. Approve voucher payments;
4. Regularly review reserve balances and strategies;
5. Approve transfer of funds among Board designated accounts as needed;
6. Participate in the State audit process;
7. Review this fiscal management policy periodically, and amend it as deemed appropriate.

### **Administrative Responsibilities**

The Board expects the Executive Director and designees to carry out the following responsibilities:

1. Establish a budget system and administer the budget process.
2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish and maintain a strategic fiscal management plan.
4. Develop and manage fiscal practices that support reserve strategies established by the Board.
5. Administer a cash-flow system as an anticipatory approach to budgeting, and meet the Library's expenditure needs for future operations, including bill management.
6. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
7. Furnish the Board appropriate financial reports on a monthly basis.





## Fiscal Factors Overview:

### NOLS Levy, Budget, and Fiscal Outlook

Updated: September 2025

This document provides a summary of the factors that impact NOLS' levy, budget, and fiscal outlook. Some non-essential details have been omitted or simplified in order to keep the summary as concise as possible.

#### TRANSPARENCY AND GOOD STEWARDSHIP

NOLS' Fiscal Management Policy ([Policy 5.15](#)) establishes the fiscal, financial, and budget practices that support the Library's responsible and sustainable stewardship of public resources.

NOLS develops budgets through a staff inclusive process, and conducts public hearings on the budget. NOLS' fiscal management policies, financial records, budgets, annual reports, and Washington State Audit reports are routinely posted to the [Library's website](#).

#### LIBRARY LEVY BACKGROUND

**Tax District:** NOLS is a Library Tax District as defined under Washington State Law ([RCW 27.12](#)). The majority of NOLS' revenues are derived from property taxes. The Library's tax revenues are levied and collected by Clallam County.

**Calculation of the Library's Operating Levy:** Fifty cents per \$1000 of the Assessed Valuation (AV) for all property in the county is the maximum levy rate allowable by state law for rural library districts. This formula ( $AV \times .50/\$1000$ ) establishes the amount of property tax the Library District is theoretically eligible to collect each year. There are however other factors that impact this theoretical levy figure.

Washington State laws impose several limiting factors on property tax levy amounts.

- The levy cannot exceed the statutory maximum levy rate for the district;
- The levy cannot exceed the previous year's levy amount by more than one percent (1%);
- The levy cannot exceed the tax revenue amount specified in the district's approved budget;
- The levy cannot exceed the total levy amount authorized by Board resolution; and
- The levy cannot exceed the highest regular tax which could have been lawfully levied since 1985.

In calculating the levy, separate computations are performed to determine all the possible levy amounts, taking each of the limiting factors into consideration. Final determination of the certified regular levy computation for the tax district always reflects the least amount that could potentially be levied based on any of the limiting factor computations.

**Implicit Price Deflator:** The implicit price deflator (IPD) for personal consumption expenditures is a figure used to measure inflation, and it can impact how much property tax revenue a jurisdiction can collect in any year.

Under state law, no local government may increase its property tax levy more than 1% in a given year, and local governments with a population of 10,000 or more are limited to the lesser of 1% or the rate of inflation (RCW 84.55.005 - .010). However, if inflation falls below 1%, a jurisdiction with a population of 10,000 or more may adopt a resolution of "substantial need" allowing it to increase the levy (or bank the excess capacity) up to the full 1%.

The inflation rate as of September 2025 is 3.1%, which means local governments in Washington with populations 10,000 or greater do not need to adopt a resolution of substantial need in order to receive the full 1% increase as allowed by law.

**The Library Levy in times of increasing Assessed Valuation (AV) – 1% growth limitation – shrinking levy rate:** Theoretically speaking, when the assessed valuation of County property increases, NOLS' levy would also increase. Functionally speaking however, the 1% growth limitation established by state law ensures that a district's property tax revenues cannot grow by more than 1% over the previous year's actual levy, regardless of the rate of increase of the AV. Under this scenario, an additional levy rate factor may come into play: if the AV grows at more than 1%, and the district's actual levy receipts are capped at 1% growth, this will result in a shrinking levy rate. In essence, the rate is the only piece of the tax levy formula that can be adjusted, so it is.

NOLS' 2025 levy rate stands at 29¢ per \$1000 of the AV of all the property in the county. The Library's total property tax revenues may also include separate "add on" amounts for new construction and levy refunds, but in the context of NOLS' overall revenue/budget picture, the amounts of these potential add-ons are minor. Various factors, such as a dramatic drop in assessed valuation, could change the projected trajectory for levy and levy rates in the future. Generally speaking, however, if the present trend of an increasing AV continues, the one percent (1%) cap on year-to-year levy growth will be the pertinent limiting factor for NOLS' budgeting and levy calculation for coming years, and the Library's levy rate will experience ongoing compression.

The impacts of normal inflation on operational costs almost always exceed 1% per year, so even in the best case assessed valuation/levy rate situations, the 1% growth limitation inevitably results in an increasingly restricted levy.

**The 2010 Levy Lid Lift:** NOLS experienced the 1% limitation/shrinking levy rate scenario described above between the years of 2001 (when the 1% growth limitation was put into effect) and 2010 (when Clallam County voters approved a "levy lid lift" for the Library). Between 2001 and 2010, the District's levy rate dropped from 48¢ / \$1000 AV to 31¢ / \$1000 AV. This reduced levy rate had severe fiscal impacts for NOLS and, consequently, for library services. To improve NOLS' fiscal outlook, and ability to adequately serve the community, the Library developed a fiscal business plan ("The 2012 Plan") built on community input about services, and based in detailed financial projections. A levy lid lift was referred to the voters of Clallam County in November 2010. As a result of this vote, the Library's levy rate was successfully lifted back to 50¢ / \$1000 AV. The County began to collect this higher rate of tax revenue on NOLS' behalf in 2011.

**NOLS' 2012 Plan:** The 2012 business plan outlined a number of very specific initiatives that would be implemented in the event the levy lid lift was successful and tax revenues therefore increased. It was called the "The 2012 Plan" because the plan would be (and was) fully implemented by 2012.

**Key elements of The 2012 Plan included:**

- Longer and more consistent open hours at all branches
- Increased budget allocations for collection materials
- Specified expansions to programming, services, technology support, and the staffing necessary to support increased hours and expanded programs and services
- Capital improvement program to address long-deferred capital needs
- Development of a more robust volunteer program
- Establishment of a Library Foundation and strengthening of other community partnerships
- A commitment that NOLS would not seek additional levy lifts for at least 10 years (not before 2020)

**The Hold-for-Out-Years Fiscal Strategy:** The 2012 Plan was based on a fiscal reserve strategy that called for building operating reserves during the first several years following the levy lid lift, in anticipation of the inevitable erosion that would result in later years due to the limitations of the 1% cap and the shrinking levy rate. The reserved funds would be available to help balance NOLS' operating budget in the later years. The hold-for-out-years fiscal strategy was implemented, but unfortunately the planned reserve build-up was severely constrained by the unforeseeable local impacts of the recession on local property valuations (see below).

**The Library Levy in times of decreasing Assessed Valuation (AV) – statutory maximum levy rate as limiting factor:** Almost immediately following the Library's successful levy lid lift, the County's assessed valuation began a multi-year series of dramatic drops related to the recession. The AV decreased year-to-year in 2012, 2013, and 2014, and was almost static in 2015. The "statutory maximum levy rate" was the relevant limiting factor on NOLS' levies during those years; NOLS' tax revenues decreased or remained static in direct proportion to the shrinking AV.

**Levy/budget impacts:** As a result of the decreasing AV trend, even at the newly approved 50¢/\$1000 AV levy rate, NOLS' property tax revenues over the first few years of the 10-year projection were significantly less than projected. NOLS had sufficient revenues to implement The 2012 Plan objectives, but except in 2011, did not have extra revenues to put into reserves – undercutting the long term viability of the hold-for-out-years reserve strategy. NOLS has responded to this fiscal situation in a number of ways, including: careful budgeting and spending, more solicitation of grants and donated funds, creative use of gift funds and volunteers, strategic adjustments to personnel costs, and careful preservation of the more-limited-than-expected operating reserves.

Excluding debt payments, about 73% of NOLS' operating expenditures are in personnel costs (salary and benefits). In comparison, approximately 7% of the annual budget is expended on the next largest budget category, library materials (including electronic resources), and all other library operating costs together total about 20% of the annual operating budget, excluding debt.

The personnel budget was the area of the Library operating budget most substantially expanded through use of the increased revenues available following the 2010 levy lid lift. The service expansions called for in the 2012, longer operating hours, more library materials, increased programming, and the addition of identified positions, all required additional staff to implement. Personnel is also the only budget area where significant cost savings or reductions can be realized in times of reduced revenues. Personnel costs routinely increase by at least 3% per year, not including additional increases that may arise from negotiated increases to salaries and/or benefits. Long term inflationary impacts of personnel cost commitments must therefore be prudently considered in projecting the Library's long-term fiscal sustainability.

**Draws on Reserves and Banked Capacity.** NOLS was able to set aside operating reserves for the "out-years" only in 2011. In 2012 and 2013, NOLS required the entire levy amount to meet annual operating needs, and in 2014, 2015, and 2016 operating budget revenues included a planned draw-down from reserves in order to balance the budget. Through careful expenditure and cost cutting measures implemented during these years, the actual draw on reserve funds in each of the transfer-in years was somewhat less than the draw-down budgeted.

A combination of factors, including the dramatic fall in AV shortly after the Library's lid lift, put NOLS in a unique levy situation that was somewhat new territory for both NOLS and the Clallam County Assessor. As a result of incomplete understanding of these complex factors, NOLS under-levied somewhat in 2016, thereby inadvertently generating some banked levy capacity.

Banked capacity is the difference between the highest lawful levy and the actual levy imposed. An infrequent occurrence in levy calculation, banked capacity is generally applicable only following a levy lid lift. When it occurs, banked capacity essentially results in a levy reserve. The dollar amount of available banked capacity changes each year as the highest lawful levy and the actual levy are recalculated based on that year's AV. This makes it extremely challenging to predict available capacity until all assessed value and other levy calculation figures are known. Furthermore, having banked capacity in one year does not guarantee the District will have it in another year.

In 2013, 2014, 2015 and 2016 the operating budget included negotiated cost of living adjustments (COLAs), of various amounts, for staff. These personnel cost increases were supported through use of levy funds and judicious use of reserves. The 2017 budget included a negotiated 2% COLA. To support this increase to personnel expenditures, NOLS applied some of the Library's banked capacity to reduce the need to draw heavily on library operating reserves to support the negotiated salary increases in the 2017 budget. Applying banked capacity, the levy growth was 7% (approximately \$176,657) over the 2016 certified levy, rather than the 1% growth (plus use of \$207,428 of reserves) originally anticipated. Use of banked capacity helped close the revenue gap for 2017, but did not entirely eliminate the projected draw from operating reserves.

The 2018 budget included another negotiated 2% COLA. To support this increase, NOLS applied the remainder of the library's banked capacity, approximately \$168,500, thus covering what would have been a 2018 shortfall of \$134,226, and again helping preserve the Library's vital operating reserves against a future date of greater need.

The 2018 Library levy was \$4,105,381. This figure exceeded and replaced NOLS' previous "highest lawful levy" (HLL) figure of \$4,082,156, and became the new HLL growth limiting factor for the Library District.



Levy capacity banked in prior years has been fully utilized. In 2019, therefore, the District received only a 1% levy growth over the 2018 levy (plus add-ons for new construction and refunds). In 2020, this resulted in a tax levy, including add-ons for new construction valuation, of \$4,435,000. The District's 2020 levy rate was 44¢ per \$1,000 of assessed valuation. The levy rate dropped to 41¢ per \$1,000 of assessed valuation in 2021, then to 37.6¢ per \$1,000 of assessed valuation in 2022 and dropped further to 31¢ per \$1,000 of assessed valuation in 2023 and 29¢ per \$1,000 of assessed valuation in 2024.

The District's 2025 levy rate stands at 29¢ per \$1,000 of assessed valuation. The gradual erosion of the levy rate, as a result of the 1% growth limitation began in 2018, continued through 2025, and is expected to continue in 2026, and beyond. Operating reserves, which have been carefully maintained over the past 15 years, will play a critical revenue role in the 2026 budget, if services are to be maintained. The following table depicts AV and NOLS property tax levy for 2011 through 2025.

Year	Total Taxable Assessed Value (AV) of County	% change from previous year's AV	Levy Limiting Factor	Levy Rate	Total Taxes Collected by NOLS	% Change From Previous Year's Total Taxes
2025	\$16,625,611,367	3.4%	1% growth	29¢	\$4,811,321	2%
2024	\$16,054,804,180	7.3%	1% growth	29¢	\$4,714,054	1.8%
2023	\$14,967,504,004	25.1%	1% growth	31¢	\$4,632,383	2.8%
2022	\$11,968,220,628	12.3%	1% growth	38¢	\$4,505,352	2.4%
2021	\$10,660,588,245	8.1%	IPD or 1% growth	41¢	\$4,397,988	2.1%
2020	\$9,863,835,562	9.1%	1% growth	44¢	\$4,308,000	2.4%
2019	\$9,041,260,364	8.7%	1% growth	47¢	\$4,207,459	2.5%
2018	\$8,319,296,313	8.1%	HLL w/banked capacity	49¢	\$4,105,381	6.7%
2017	\$7,697,314,552	5.0%	HLL w/banked capacity	50¢	\$3,848,657	7.1%
2016	\$7,329,150,449	3.7%	1% growth	49¢	\$3,593,574	1.2%
2015	\$7,064,518,822	0.9%	Statutory Maximum	50¢	\$3,551,460	1.0%
2014	\$7,004,800,000	-2.2%	Statutory Maximum	50¢	\$3,517,400	(-0.9%)
2013	\$7,165,800,000	-5.0%	Statutory Maximum	50¢	\$3,550,000	(-5.8%)
2012	\$7,540,600,000	-9.1%	Statutory Maximum	50¢	\$3,770,000	(-9.1%)
2011 (levy lid lift)	\$8,292,700,000	3.3%	Statutory Maximum	50¢	\$4,146,378	45%

## LIBRARY BUDGET BACKGROUND

**Operating Budget:** Every year in the late autumn NOLS develops an Operating Budget in accordance with its service priorities for the upcoming fiscal year (January-December). During this same time period the County Assessor is busy finalizing assessed valuation figures, so NOLS works with estimated levy/revenue figures during much of the development phase of the NOLS operating budget. Ideally, current year operations can be funded from current year revenues. As a matter of policy and fiscal prudence the Library endeavors to stay within its projected resources (revenues and reserves) and not incur debt for operational purposes.

**Capital Budget:** The Library's annual Capital Budget, which provides for routine capital maintenance and improvements, is submitted to the Board for approval each January. NOLS funds its Capital Budget through timber revenues and capital reserves, rather than operating levy revenues; adoption is therefore not subject to the Assessor's levy deadline. The Capital Budget is finalized and adopted in January so that it will accurately reflect the completion status of prior-year capital projects, and prior-year timber-receipt revenues. See below for and more details on Capital Budget funding and development.

**Timber Receipts, Capital Replacement Account, and Capital Budget:** In addition to property tax revenues, NOLS also receives a share of receipts from timber harvests in Clallam County on Washington State Department of Natural Resources (DNR) managed trust lands. Timber revenues can be extremely volatile and the amount received in any given year is difficult to predict. As part of The 2012 Plan, the Board redirected this revenue stream into a separate NOLS Capital Reserve (NCR) Account. As a general rule, the revenue base for the annual Capital Budget expenditures is calculated in the context of the timber revenues received during the prior year, although the Board may authorize the use of other capital reserves or gift funds to address capital needs when necessary. After adoption of the Capital Budget, the approved revenue amount is transferred to the Capital Budget Account for expenditure. Capital expenditures tend to be somewhat more discretionary than personnel-heavy operating expenses, therefore in times of low timber revenues capital projects can be postponed or scaled appropriately. This budgeting strategy has worked well for NOLS, in that the District need not rely on difficult-to-predict timber revenues to balance the operating budget, and NOLS is able to budget for capital needs using a known revenue figure. As a result, NOLS is able to maintain public infrastructure responsibly, effectively address capital improvement needs, and make provision against future capital needs.

## OTHER FISCAL RESOURCES AND STRATEGIES

**Reserve and Designated Accounts:** NOLS maintains a number of reserve accounts, which are fully described in [Policy 5.15: Fiscal Management Policy](#). As noted above, reserve funds play a crucial role in NOLS' fiscal management strategy. Capital reserves improve the District's ability to adequately maintain public infrastructure and provide for the safety and comfort of staff and library users. Operating reserves provide a cushion against the inevitable erosion of the operating levy rate, helping the Library deliver library service in Clallam County in an ongoing and consistent manner.

NOLS also receives other gift, donation, grant, and bequest funds. Many of these funds are restricted as to use - by donor designation, Board designation, or legal designation. Gift funds are a useful supplemental revenue source for funding purchases and projects both small and large, thereby alleviating some pressure on the operating and capital budgets. Within the constraints of the fund's designated purpose, some gift funds may also serve as a reserve cushion to be utilized in times of decreasing operating levies.

Current balances for reserve accounts and gift funds are always documented in the Board's monthly Financial Reports, published on the [Library website](#).

## **MORE INFORMATION**

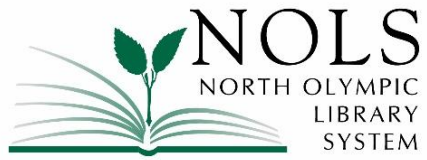
NOLS strives for openness and transparency in its management and reporting of public funds.

Budgets are drafted with input from and involvement of Library staff. As part of NOLS' budget development process, public hearings on the operating budget are held in October and November each year, and the capital budget is reviewed at the regular January meeting; public comment is always welcomed. Copies of the NOLS' Operating and Annual Budgets, and the annual Budget Glance document are available on the library's webpage. Narrative's discussing the budgets presented to the Board for approval can be read in the Board Packets for October, November (Operating) and January (Capital).

Monthly financial reports, including current balances of reserve and accounts and notes about reserve designations, and are presented monthly as part of Board Packet materials. Annual fiscal reporting and reconciliation are covered in the January Board Packet. All the above documents, and others, such as state audit reports, can be viewed at <https://www.nols.org/board-administration/>.

If you have questions or comments, please contact the Executive Director at [Director@nols.org](mailto:Director@nols.org) or 360.417.8500 x 7717.





## Staff Report

Meeting Date: September 25, 2025  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Adoption of 2026 Budget Guidelines

### Topic/Issue

Review and adoption of the 2026 Budget Guidelines.

### Background

Adoption of annual guidelines stating ongoing and specific objectives for the upcoming budget year is an established practice of NOLS Board of Trustees.

### Policy Considerations

The Finance Committee reviewed the 2026 Guidelines and has approved them for submittal to the Board.

### Fiscal Considerations

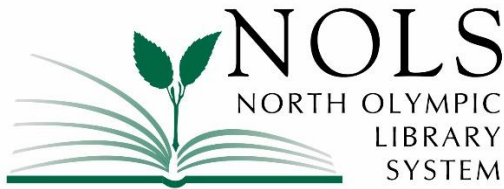
The budget guidelines affirm and establish guiding principles for budgeting. Specific fiscal considerations are addressed in the budget itself.

### Alternatives Considered

The Board may request additional information and/or may propose changes, prior to adopting the 2026 Budget Guidelines.

### Recommendation

That the Board move to adopt the 2026 Budget Guidelines as presented (or amended).



## 2026 BUDGET GUIDELINES *DRAFT*

With the 2026 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently.

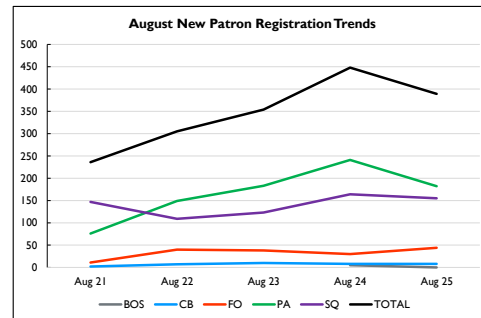
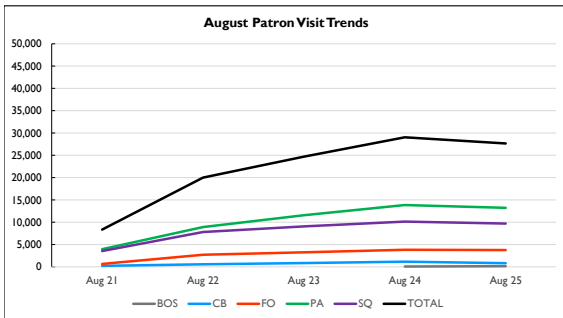
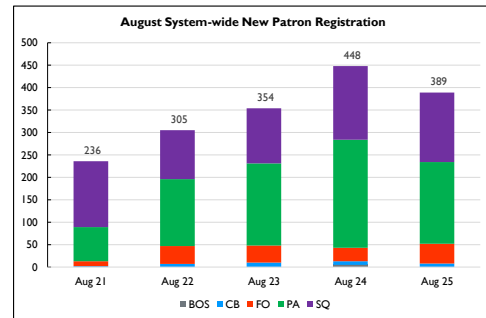
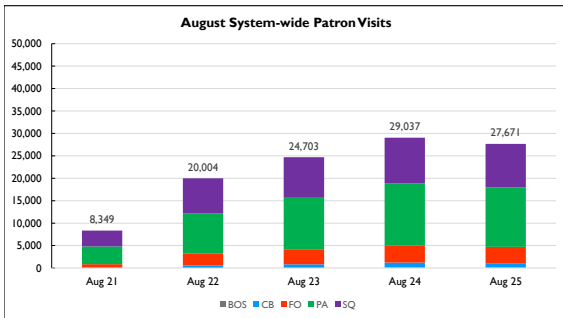
1. Working within available resources, the budget will emphasize services, programs and projects that respond to community needs and support the Library's Strategic Roadmap.
2. Having fulfilled its pledge to the voters by completing implementation of the 2012 Plan, the Board will continue support for the key elements of the 2012 Plan, to the extent fiscally feasible in the context of shrinking levy capacity, reduced reserves, and the unknown trajectory of the economy.
3. The Library will maintain Board Designated Reserve Accounts as described in Fiscal Management Policy 5.15. The Board recognizes that Operating Reserves, which have has been carefully maintained against the shrinking levy rate, will play an increasingly critical~~important~~ role in balancing the future 2026 budgets.
- 3.4. Knowing that if the Library seeks a levy lid lift and it is approved in 2026, the soonest the Library would receive an increase in property tax revenue is in the second quarter of 2027, the NOLS Fiscal Emergency Reserve may be utilized to balance the 2026 budget to maintain current service levels through 2026.
- 4.5. The Board agrees that prudence and fiscal responsibility require that operational efficiencies will be continually sought, identified, and swiftly implemented wherever appropriate.

*Adopted by the NOLS Board of Trustees  
Proposed for adoption on September 25, 2025*

Patron Visits		
	2025	% of System
<b>Port Angeles</b>	13,238	47.8%
Children	8%	
<b>Sequim</b>	9,706	35.1%
Children	21%	
<b>Forks</b>	3,759	13.6%
Children	6%	
<b>Clallam Bay</b>	824	3.0%
Children	15%	
<b>Bookmobile</b>	144	0.5%
<b>Total</b>	27,671	100.0%

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

New Patron Registration		
	2025	% of System
<b>PA</b>	182	46.8%
<b>SQ</b>	155	39.8%
<b>FO</b>	44	11.3%
<b>CB</b>	8	2.1%
<b>BOS</b>	0	0.0%
<b>Total</b>	389	100.0%



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

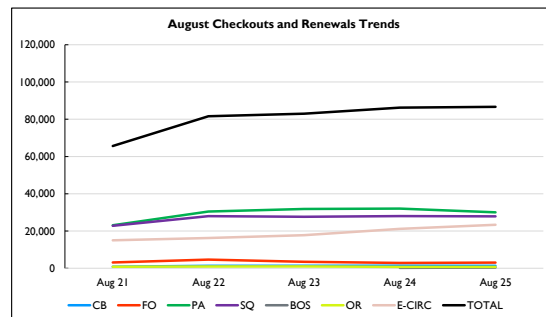
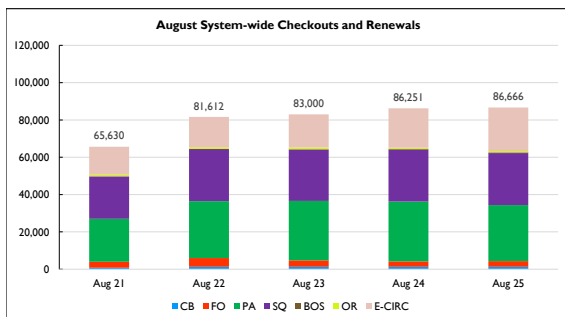
\* The Sequim Branch Library started operating out of a temporary location in April 2024.

Checkouts & Renewals		
	2025	% of System
<b>Port Angeles</b>		
Checkouts	17,268	28.2%
% From Self-Check	78%	
% From Holds	27%	
Renewals	12,757	50.0%
Total	30,025	34.6%
<b>Sequim</b>		
Checkouts	16,535	27.0%
% From Self-Check	79%	
% From Holds	34%	
Renewals	11,346	44.5%
Total	27,881	32.2%
<b>Forks</b>		
Checkouts	2,426	4.0%
% From Self-Check	34%	
% From Holds	29%	
Renewals	575	2.3%
Total	3,001	3.5%
<b>Clallam Bay</b>		
Checkouts	761	1.2%
% From Self-Check	24%	
% From Holds	45%	
Renewals	575	2.3%
Total	1,336	1.5%
<b>Outreach</b>		
Checkouts	667	1.1%
% From Holds		
Renewals	48	0.2%
Total	715	0.8%
<b>Bookmobile</b>		
Checkouts	177	0.3%
% From Holds	15%	
Renewals	199	0.8%
Total	376	0.4%
<b>Electronic Circulation</b> <i>(OverDrive/Libby, Hoopla &amp; Kanopy checkouts do not renew)</i>		
Checkouts	23,332	26.9%
<b>Systemwide Totals</b>		
Checkouts	61,166	
Renewals	25,500	
System Total	86,666	

Interlibrary Loan Services	
Items borrowed from other libraries	168
Items loaned to other libraries	87

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

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,577	21.66
SQ	5,570	18.98
FO	696	18.78
CB	339	9.17
OR	629	9.66
BOS	56	5.55
Total	11,867	19.16



\* 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	18/662	37%/59%
Sequim	11/280	22%/25%
Forks	10/134	20%/12%
Clallam Bay	5/14	10%/1%
NOLS	0/0	0%/0%
Virtual	5/25	10%/2%
Total	49/1115	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	34/298	67%/72%
Sequim	0/0	0%/0%
Forks	16/113	31%/27%
Clallam Bay	1/4	2%/1%
Total	51/415	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	64.5	8
Sequim	3.25	1
Forks	13.4	3
Clallam Bay	5.5	1
Outreach	0	0
NOLS	0	0
Total	87	13

Community Outreach Events		
	Events/Attendees	% of System
PA	1/200	25%/38%
SQ	1/181	25%/35%
FO	2/143	50%/27%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	4/524	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	266
Read & Ride (Clallam Transit Buses)	22
Dolly Parton Imagination Library	1,267
Library Programs & Outreach	32
Clallam County Correctional Facility	84
Total	1,671

Outreach Delivery Services	
Deliveries/Pickups	84
New Patrons w/ Delivery Services	3

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	32

Bookmobile	
Routine Stops	8
Special Stops	3
Library Pop-Ups (no bookmobile)	5
Appearance (e.g. parade)	1
Miles Traveled	1,048

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	1,951	1,967	33.8%
Sequim	6	892	588	43.8%
Forks	9	313	236	11.7%
Clallam Bay	6	204	462	48.5%
Total	47	3,360	3,253	32.1%

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	347	102	9.1%
Sequim	2	168	41	9.1%
Forks	3	92	26	3.9%
Clallam Bay	1	27	6	3.6%
Total	11	634	175	7.3%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,556	54.0%
Sequim	6,407	36.2%
Forks	1,384	7.8%
Clallam Bay	363	2.0%
Total	17,710	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,554	56.1%
Sequim	1,591	19.6%
Forks	1,471	18.1%
Clallam Bay	502	6.2%
Total	8,118	100.0%

Facebook Activity	
Followers	5,882
Content Published	73
Reach (unique accounts)	16,706
Reactions/Likes/Comments, etc.	1,772

Instagram Activity	
Followers	1,836
Content Published	71
Reach (unique accounts)	2,601
Reactions/Likes/Comments, etc.	769

Advertising	
Ads Run	3
Reach (unique accounts)	9,795

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.*

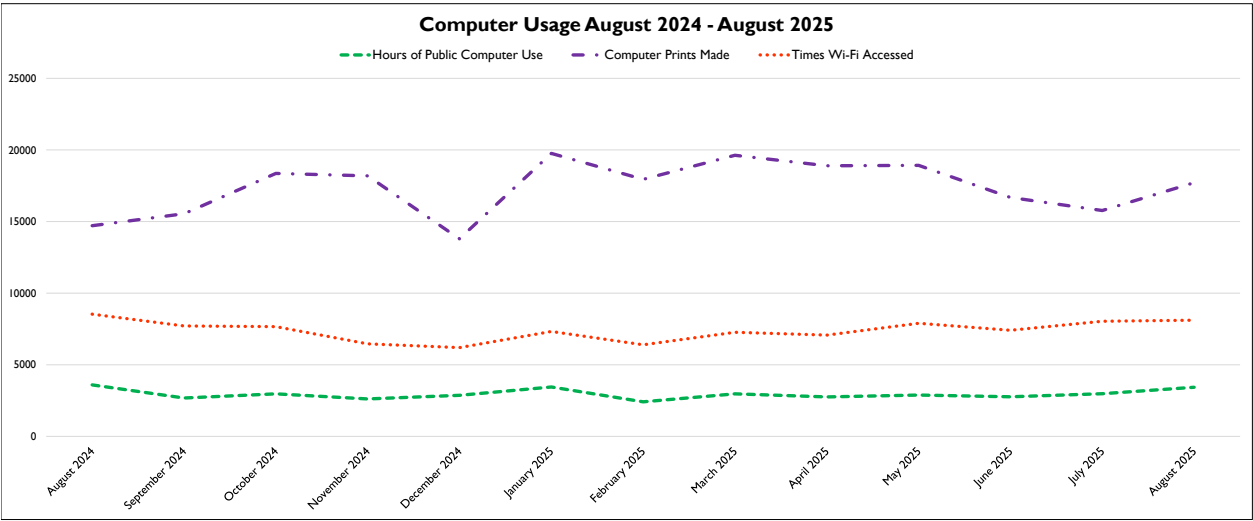
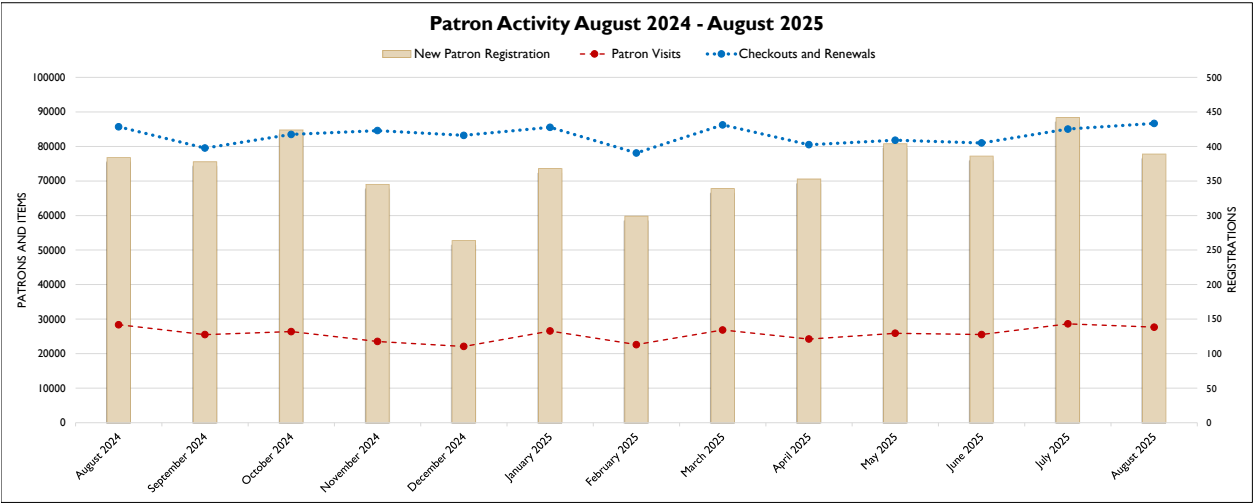
Website Visits	
Total Visits	34,842
Unique Visitors	10,065
Average Time on Site	1m 05sec

Database Access	
Total Sessions on all Databases	4,545

YouTube Activity	
Subscribers	461
Videos Published	-
Program Recordings	1
Views (lifetime content)	647
Watch Time (hours)	25

eNewsletter	
Number Sent	21,518
Read Rate	37%
Click-Through Rate	5%

Notices	
Number Sent	16,593
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.

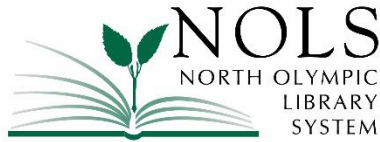
November - December 2024 2024 - New public printers were installed and print station adjustments were made in each branch.

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.





## Monthly Activity Report

Meeting Date: September 25, 2025  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for August 2025

### Port Angeles Main Library

*Meghan Sullivan, Public Services Director*

Programming during the month of August included:

- Summer Family Storytime – 140 participants at 4 events. The last week of Storytime ended with a bubble dance party where parents and caregivers danced while children played in the bubbles.
- Baby Playdate – 65 participants at 3 events
- The Toddler Games – 34 participants. This program allowed toddlers to explore various stations that featured activities for both fine and gross motor skills. Stations included a tunnel to crawl through, balls to throw, a large ball to kick, blocks, stepping stones to test balance, and puzzle boards.
- Discovery Club (Grades K-5): 80 participants. Children and their families created gel prints in a workshop led by local artist, Kaylee Cammack, at the final Discovery Club of the summer. The creative juices were flowing and much paint was applied!
- Turn Your Story into a Graphic Novel with Kristin Varner – 24 participants
- Teen Game Afternoon – 6 participants
- Hula Hoops and Popsicles End of Summer Reading Celebration – 129 participants



- Teen Lit Bags – 19 participants
- Harp Concert: Golden Jubilee with Ann and Charlie Heymann – 100 participants
- Harp Lecture: My Harps – My Teachers with Ann and Charlie Heymann – 9



- Level Up! Jigsaw Puzzle Contest – 18 participants
- Emergency Prep with Clallam County Sheriff Emergency Management Division – 24 participants
- Northstar Digital Literacy Computer Class – 5 participants including 3 new patrons
- Second Wednesday Book Group – 4 participants
- Fourth Wednesday Evening Book Group – 9 participants

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

- Youth Services Librarian, Jennifer L., and Public Services Specialists, Sarah D. and Katie H., joined the Bookmobile in the Joyce Daze Parade where NOLS received a first-place blue ribbon for Community Services.
- Youth Services Librarian, Jennifer L., hosted a Nature Storytime at the Dungeness River Center. The program was coordinated by Sequim Library staff.
- Public Services Lead, Leslie B., shared library resources and information at the Port Angeles School District Back to School Fair at Jefferson Elementary School.
- Youth Services Librarian, Jennifer L., assisted setting up the NOLS Library Card Design Art Contest submissions in the Photography Barn at the Clallam County Fair.
- Public Services Librarian, Sarah M., attended weekly meetings with the Washington Digital Library Consortium's Executive Advisory Committee.
- All Port Angeles Public Services staff attended virtual training (or watched the recording) for LexisNexis in preparation for the launch of the Clallam County Law Library computer terminal. Date of launch still pending.
- Port Angeles Public Services staff also participated in multiple strategic planning sessions as part of the work to create a new NOLS Strategic Roadmap for 2026-2030.

## Sequim Branch Library

*Emily Sly, Library Manager*

Programming during the month of August included:

- Turning Your Story into a Graphic Novel with Kristin Varner – 12 participants
  - At Olympic Peninsula Academy Gym
- Conquer Clutter with Darci Lee of Natural Order LLC – 16 participants
  - Virtual
- Nature Storytime – 72 participants
  - At Dungeness River Nature Center
- Discovery Club: Game Day – 5 participants
  - At Olympic Peninsula Academy Gym
- Floral Design Skills: Lacey from Sophie's Flowers – 33 participants
  - At Olympic Theatre Arts
- Second Saturday Book Discussion – 13 participants
  - At Temporary Location during open hours
- The Toddler Games – 49 participants
  - At Dungeness River Nature Center
- Hula Hooping and Popsicle Party – 65 participants
  - At Olympic Peninsula Academy Gym
- Author Event: Cheryl Grey Bostrom: *What the River Keeps* – 12 participants
  - At Temporary Location during open hours
- Teen Volunteer Party – 2 participants
  - At Sweet Spot Frozen Yogurt
- Friday Night Movie: *Field of Dreams* – 17 participants
  - At Temporary Location after hours



#### Community outreach events in Sequim:

- **Unity of Effort** – Bookmobile in Sequim  
The bookmobile was at this annual community celebration recognizing and honoring military, law enforcement and first responders. One highlight was watching the helicopters fly in and land not far from the bookmobile. Staff talked to over 350 attendees.
- **Timberwolf Days at Sequim Middle School**  
This event welcomes middle school students back to school where they can receive their schedules and meet their teachers. Staff talked to over 150 attendees.
- **Carrie Blake Park playground** – Bookmobile in Sequim  
Sequim staff joined bookmobile staff at weekend food distribution events at Carrie Blake Park.

#### Sequim Staff Activity:

- Sequim Public Services staff participated in a strategic planning session.
- Public Services Lead Annie B. visited Tech Services Department to learn more about operations in the department.

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

*Troi K. Gale, Library Manager*

#### West End Daily Operations:

- West End library staff attended a virtual training hosted by LexisNexis. This training helped staff begin to learn about the law library terminal that will soon be installed at the Forks Library Branch.
- Public Services Lead Alex P. visited Tech Services Department to learn more about cataloging, processing materials, and operations in the department.
- All West End library staff attended a strategic planning session in which they shared their thoughts and ideas for NOLS' future.
- The Forks Library Branch received a \$20,000 donation in honor of long term patron and library enthusiast Yasmin Arlin Lahr. The letter reads, "Keep up your good and essential work"



### West End Programming:

- Discovery Club: Game Day received positive attention and engagement. Staff received requests for new board games and suggestions to host it during winter break. 19 attendees were present for this program.



- Summer Reading Program concluded with a Hula & Popsicle Party in Forks. NOLS partnered with Concerned Citizens, who graciously shared their community space. People of all ages were welcomed, and had a wonderful experience. 47 people were in attendance.



- The Clallam County Poet Laureate offered a Writing Workshop in Forks with 7 attendees and Clallam Bay with 4 attendees.
- End of summer evening party was a success. Families enjoyed the "Dog Watch" movie, coloring pages, and snacks! 17 people were in attendance.

- Clallam Bay Branch Library welcomed Melanie Barclay for the rescheduled "Introduction to Mediation" program. 3 patrons attended and left with new insights into mediation practices.
- The Forks Uno Tournament was an enjoyable, family-friendly event open to all ages. A total of fifteen participants competed for the title of "Uno" champion, with ages ranging from 6 to 30 years old. Our winner, Noah, was thrilled to use his gift card to take his family out for ice cream and see if he could once again claim the title of Uno champion, showing no mercy.

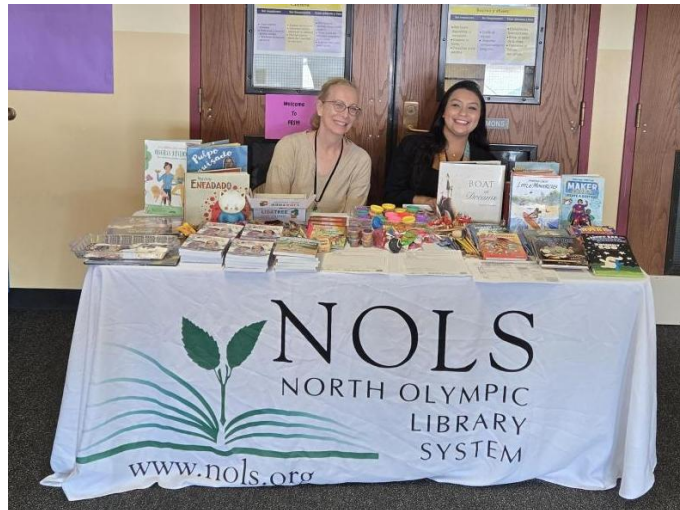


#### West End Community Visits:

- Branch Manager Troi Gale Velasquez attended multiple meetings in the community including: Forks Community Coalition meeting, Forks Middle & High School Principles, West End Business Association, and more.
- West End Public Services Specialists supported the West End Outreach Specialist at Makah Days.
- Youth Services Specialist (YSS) Angeles B. attended the back-to-school fair held at Peninsula College. The event brought together various nonprofit organizations, and staff were able to make new connections for youth programming planning for spring 2026.



- YSS Angeles and volunteer Kathryn attended the Forks Elementary School Meet Your Teacher Night. They were able to collect a few Strategic Planning community surveys and gave out free books and calendars for September and October.



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

*Meghan Sullivan, Public Services Director*

### **Outreach Daily Operations:**

- 84 outreach deliveries were made, 3 new patrons registered for delivery services, 667 items were checked out and 48 items renewed for delivery service patrons.
- Couriers transported 774 totes between NOLS branches, plus 19 more for Outreach Deliveries.

### **Programs and Community Outreach:**

- **Paddle to Elwha** (August 1; 284 participants): Outreach Staff (Adrienne L., Arriana M., and Kayla A.) engaged with participants at a NOLS resource table for a third day in the vendor area. New patrons signed up for library cards and staff answered questions about the Summer Reading Program. Many people expressed gratitude for NOLS being at Paddle to Elwha.
- **Clallam Mosaic** (August 8; 7 participants): The group was excited to play a memory game and read a story about a superhero rabbit game in line with this year's Summer Reading Program, "Level Up at Your Library!" with Community Outreach Librarian, Adrienne L.
- **Neah Bay Boys and Girls Club** (August 12; 17 participants): The kids were excited to receive either their Summer Reading t-shirt or tote bag in recognition of their completion of the summer reading program.

- **Makah Senior Center Bingo** (August 12; 6 attendees): Everyone walked away with prizes and were excited to hear that this would be a reoccurring program. The big winner of the day won 5 games! He expressed his gratitude for the local gift card prizes since he does not leave the reservation very much.



- **Department of Social and Health Services Wraparound Services** (August 18; 12 participants: Community Outreach Librarian, Adrienne L., provided NOLS program and service information alongside other community resource at the Port Angeles DSHS office.
- **NOLS Booth at the Clallam County Fair** (August 14-17): Outreach provided some limited staffing over the four day County Fair and engaged directly with 72 fair goers on library services and encouraging them to complete NOLS Community Strategic Planning Survey. Lots of folks loved seeing NOLS library card art contest submissions on display in the Photography Barn.
- **Makah Days in Neah Bay** (August 22-23): Over 350 community members visited the NOLS table over two days and took home information on NOLS services and programs along with free book and audiobooks. Community Outreach Specialists, Arriana M. and Becki N., were joined by West End Public Services Specialist, Dave M.



### **Bookmobile and Pop-Up Libraries**

- **Joyce Daze Parade** (August 2): Youth Services Librarian, Jennifer L., Port Angeles Public Services Specialists, Sarah d. and Katie H., Finance Manager, Amy H., Public Services Director, Meghan S., and Executive Director, Noah G. joined the Bookmobile and Community Outreach Specialist, Becki N., to pass out candy and share library joy. The Bookmobile was awarded a first-place ribbon for non-profit floats/participants. The judges who passed out the blue ribbons said, “We all have such fond memories of the bookmobile from childhood, and are excited to see that you are still out here serving the communities.”
- **Quileute Senior Center Pop-Up Library** (August 13 & 27 – 16 visitors): One patron mentioned that she loved the selection of materials showcasing our Coastal Tribes and the importance of such materials, not just for us Indigenous Peoples, but for everyone to show that we are still here.
- **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 Makah Recovery Drop-In Center (August 19 – 7 participants) and a new Pop-Up Library took place at the Sail River Longhouse Commons (August 5 – 9 participants). This is an area that has a grossly underserved population. The Longhouse is a permanent supportive housing complex for those who were formerly homeless or need to overcome past barriers to their self-sufficiency.
- **Routine Bookmobile Stops:** Neah Bay Community Gym (August 5, 12, 15, 19, 26 – 55 visitors), the Port Angeles Food Bank (August 15 – 9 visitors) and the Joyce Mobile Market (August 16 – 9 participants).
- **New Routine Bookmobile Route Stops in Beaver** (August 6 and 20; 11 participants): A new twice monthly stop at the Beaver Grocery Store opened in August. Community members were excited to see this stop added to the Bookmobile’s routine schedule. Engagement has been consistent and growing at each visit.
- **Special Bookmobile Stops:**
  - **Carrie Blake Park** (August 1 and August 8 – 28 participants): The Bookmobile made its first of two stops at Carrie Blake Park in Sequim. Several families came aboard and expressed their excitement at seeing the Bookmobile out in the wild. Lots of check outs and fun conversations!
  - **Unity of Effort in Sequim** (August 8): Community Outreach Specialist, Kayla A., was joined by Sequim Library Manager, Emily S., and Public Services Lead, Annie B., along with Public Services Director, Meghan S., and Executive Director, Noah G. Over 300 attendees engaged with NOLS staff to learn more about library services, tour the Bookmobile, check out items, and sign up for library cards.



- **Beaver Farmers Market** (August 30 – 27 visitors): Outreach wrapped up a very busy summer season with this final stop of the summer!

### **Other Activities for Outreach Staff**

- Outreach Services staff also participated in multiple strategic planning sessions as part of the work to create a new NOLS Strategic Roadmap for 2026-2030.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* Activated front entrance and meeting room door card readers; cleaned Carver Room carpets; trimmed trees; replaced broken book bin wheels; removed invasive bamboo from staff outdoor area; lawn care.

*Sequim Library Project:* Completed irrigation and plumbing commissioning and training; revised project schedule based on storefront and window delays; reviewed latest electrical design revision requirements per L&I; reviewed meeting room video screen placement; helped create templates for built-in seating cushions; fine-tuned signage; review acoustical panel installation; reviewed landscaping and stage foundation work.

*West End Libraries:* Activated front entrance and meeting room door card readers; lawn care.

*Vehicles:* Lubricated bookmobile chair lift; washed PA-based cars.

*Other:* Temporary part-time Fac Tech I recruitment; refurbished Tiny Olympic Library for Port Angeles location.

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

*Erin Shield, Technical Services Manager*

In August IT staff started the massive computer replacement project – starting with staff computers in Port Angeles. IT had to pivot at the end of August due to delays with the Sequim building to make sure the computer deployment across the system could better align with the deadline of Windows 10 no longer being supported in mid-October. The deployment calendar was drafted, staff documentation for Windows 11 pulled together, and several drop-in sessions were scheduled to answer staff questions and walk through common pain points. Approximately 30 staff computers in PA were deployed in August. Kinks are still being worked out with regards to printers, multiple users, and software configurations.

Port Angeles *public* computer deployment will be the next phase. After we work through the troubleshooting that will inevitably come with the public deployment West End branches will be scheduled, starting in early October. IT staff have been working very hard to get tickets resolved and the public computers ready to go – testing, testing, and re-testing.

Other tasks IT completed:

- Sequim network hardware set-up and wi-fi was configured at permanent site
- Self-check station moved in Clallam Bay
- Onboarding for new staff
- Server upgrades
- Surplus and inventory – internal process refined
- 77 tickets closed, including issues related to:
  - Communico (reservation software)
  - QuickBooks software
  - OneNote
  - Scanner in Forks
  - New computer set-up tickets
    - Software (various)
    - Printers (various)
    - Outlook calendars
- Meetings with members of Management Team to prepare for new SharePoint configuration based on department and branch needs;
- Chrome migrations were completed; this step was critical prior to the new computer rollouts.
- Web page created to allow the public to sign-up for the NOLS e-newsletters.
- Statistics pulled for SRP
- Completed imaging process for new staff, public, specialized, and catalog computers

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

In August Technical Services staff finalized magazine renewals for 2026. Catalogers worked on several database tasks related to series information, alternate spellings of titles, and identified potential next recataloging projects. The entire department participated in welcoming a couple of Librarians WithOut Borders – Alex P. and Annie B. They got to see the background steps for ordering, cataloging, serials, mending, and processing.

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

Notable in August:

- Fun to collaborate with newer employees for Strategic Planning Workshop and hear their ideas. (Technical Services Lead Wendy O.)
- The renewals for periodical subscriptions through the vendor have been sent! (Technical Services Specialist Cindy T.)

- I had an opportunity to explain ILL to someone outside of work. They commented on how cool it is that libraries across the country cooperate in that way. (Technical Services Specialist Jennifer F.)
- The EDI team had an in-person meeting in August, which was a great way to interact with new team members. (Technical Services Specialist Sarah C.)
- Appreciate the work that IT has been doing in setting up new computers. Some helpful desktop rearrangements to accommodate better workflows.

#### Statistics:

- 980 physical items processed;
- 155 print materials repaired;
- 124 media items repaired;
- 46 physical donations added to collection;
- 168 InterLibrary Loan requests for NOLS' patrons filled;
- 87 items loaned to other libraries;
- 127 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
- Retraining as a backup in payroll processing with Finance Manager
- Kickoff EDI Implementation Plan Update Project
- Meeting with neurodiverse consultants, Neurodiverse Connections
- Routine Management Team, All Staff Training Day Planning, Equity Diversity and Inclusion Team, and one-on-one meetings.

#### **Recruitments:**

- Temporary Facilities Technician I – Facilities
- Public Services Specialist – Sequim
- Public Services Specialist – Port Angeles
- Outreach Library Manager – Outreach
- Courier – Outreach



## New Hires:

- Lexi Wagon – Marketing Lead – Marketing

## Status Changes:

- Jessica Spooner – Marketing Specialist – Marketing

## Separations:

- None

## Marketing and Communications

*Karyn Bocko, Marketing and Communications Manager*

- Promoted the Strategic Roadmap Survey via print materials, social ad and posts, website and press release.
- Prepared the webpage and submission form for October's Two-Sentence Spooky Story Contest with Youth Services team and Web and Digital Systems Coordinator Bryan J.
- Helped post Library Card Art Contest entries in NOLS booth at the Clallam County Fair.
- Jessica S. updated artwork for NOLS' merchandise tote bag to include Bookmobile and new Sequim Library; order is estimated to arrive in October.
- Met with the North Olympic Watercolorists to plan the November 14 exhibit opening in Port Angeles.
- Continued working with Bookmobile artist Matthew Fleming to design and order materials with the new Bookmobile character, Mossy. The concept began with Kayla A. and Becki N. in Outreach, and Jessica S. helped create a tablecloth and bookmark. We also ordered Outreach staff shirts and giveaway stickers.



- Welcomed new Marketing Lead, Lexi W.

### **News Releases & Articles:**

- 12 news releases were sent about NOLS programs and the Strategic Roadmap Survey.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, contributed by branch manager Emily Sly, featured upcoming programs and FOSL support, book sale and search for a new store location.
- The Sequim Gazette included photo essays of Nature Storytime at Dungeness River Nature Center (August 13 issue) and the Hula Hoop Party (August 20 issue).
- NOLS’ Strategic Roadmap Survey article ran in the August 21 Forks Forum, August 22 Peninsula Daily News, and August 27 Sequim Gazette.



### **Financial Operations**

*Amy Hough, Finance Manager*

Significant meetings/events and projects this month:

- Supervisor Boot Camp Training
- Management Team meetings
- Women’s Professional Finance Network Mentor meeting

### **Public Service Director’s Report**

*Meghan Sullivan, Public Services Director*

- Acting as the interim Port Angeles Library Manager and Outreach Library Manager.
- Participated in recruitment activities for the part-time Port Angeles Public Services Specialist position.
- Participated in the Joyce Daze Parade and Unity of Effort event in Sequim with Outreach Services staff as well as coordinated and set-up the NOLS display area in the Photography Barn at the Clallam County Fair which displayed all entries from the Library Design Card Contest.
- Attended planning meetings for the Sequim Library move including participating in a Sequim staff tour of the new library.
- Participated in GEU Labor Management meetings.
- Participated in a Strategic Planning Workshop for NOLS staff and assisted in coordinating three of the workshops with the Speaking Justice consultants.
- Branch Visits to Clallam Bay and Forks Libraries.

- Attended monthly Clallam County America250 planning meeting.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Adult Services 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
  - Planning for move into new building
  - Staff tours of construction site
  - Irrigation and plumbing commissioning and training
- Strategic Roadmap Update
- Union CBA Negotiations
- First Draft of the 2026 Operating Budget
- Facilities Technician I Recruitment
- Participated in Joyce Daze Parade and Unity of Effort with the Bookmobile
- Attend the Port Angeles Friends of the Library Meeting
- Attended Clallam County Revenue Advisory Committee Meeting
- Work from Clallam Bay and Forks
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team





## Customer Comments

### August 2025

*The following comments were received by the Library during the month of August 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:**

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.

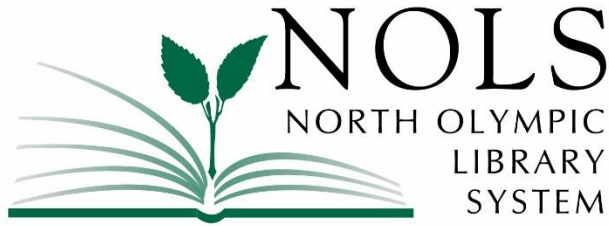
**Comment:**

Character Cake Pans – would be a welcomed addition.

**Response:**

Thank you for the suggestion. Your idea will be shared with the team of staff that considers new items for the NOLS Gear collection.





## Highlight Log

(August 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.*

### **08/01/2025 – Outreach**

While placing books in the PA Tiny Olympic Library, a couple walked up and were both happy to see books being added. One of them said, "I can already see one that I want to read! Two, that I want to read!"

### **08/01/2025 – Outreach**

The Outreach team was able to attend the Paddle to Elwha over several days last week. We heard a lot of gratitude for the NOLS table at the event. Many people stopped to play with the giant Connect 4 game. Someone mentioned that the library came in handy a few years ago when they needed to print something urgently. Others were excited to have a free book or audiobook to pick up during their downtime. It was wonderful to see so many in town for the event!

### **08/01/2025 – Port Angeles**

After Summer Family Storytime a parent thanked staff and shared that getting out of the house to attend storytime and visit the library was the highlight of their week.

### **08/04/2025 – Forks**

A family of tourists came in and were discussing the design of the library and the functionality. They gave positive reviews for the location of the teen area, gender neutral restroom, and the workability of people needing internet access on devices as well as the use of space for displays.

### **08/05/2025 – Bookmobile**

A young reader could be heard chanting "Pete the Cat! Pete the Cat!" as they drove away from the Bookmobile with a very full bag of books!

### **08/08/2025 – Sequim**

A staff member was on vacation last week but had to sneak in for a holds pickup yesterday (which happened to be their birthday). Jarrod wished them a happy birthday and a patron at the desk overheard and exclaimed, "It's your birthday?! It's my birthday too! And where else would we be, how wonderful is a library." The staff member agreed, sharing that even though they were off for just a week, they had to come in twice to pick up and return loads of books!

**08/13/2025 – Outreach/Sequim**

At the Unity of Effort event, many attendees were spotted wearing Summer Reading Program t-shirts from different past years and a lot of folks enjoyed checking out the Bookmobile for the first time.

**08/13/2025 – Port Angeles**

Fun was had by people (129!) of all ages with and without kids who attended the end of summer Hula Hoop and Popsicle Party! We received many positive comments including: "You should have her (referring to Hillia) again!" "That was better than the circus!" "Thank you. That was a great way to end the summer reading program!" One child asked their parent if they could go buy a hoop to practice more!

**08/14/2025 – NOLS**

At the NOLS booth at the Clallam County Fair, patrons were excited to see all of the library card art designs. Many pointed out their own creations and said, "There's mine!" Another patron shared, "We moved here 20 years ago and considered many things before making the decision and didn't think to check out the library system. We got so lucky and can't imagine living anywhere else simply because the library is so amazing."

**08/14/2025 – Port Angeles**

Annie D. found a note in the Young Adult Graphic Novel section addressed: "Dear NOLS Library, please make sure this note gets to *Clair*." Inside was a message from a library teen thanking her for recommending some romance graphic novels last time she was in, and telling her she misses coming to Teen Tuesday.

**08/15/2025 – Sequim**

Shoutout to the Sequim Summer Reading Program Teen Volunteers who were EXTRA amazing this summer and really made the show go on! We had 5 volunteers ranging from 8th–12th grade help out with programs for babies, kids, and teens. They were super flexible, meeting at different locations, sweeping floors of their own suggestion, helping out at the Toddler Games, setting up escape rooms, flexing their photography skills, and giving suggestions to help the programs run smoothly. They will be celebrated at a teen volunteer party next week!

**08/18/2025 – Forks**

A patron commented on how peaceful and welcoming the space was. He called it "A refuge in such a busy city."

**08/19/2025 – Forks**

A couple of tourists stopped by the library after the first place intended to go in town was closed. After browsing and using the restroom, one of them said, "You can always count on the library!"

**08/20/2025 – Forks**

A patron approached staff and shared how much she enjoyed a staff pick book recommendation on display (Forest Bathing by Dr. Qing Li). She loved it so much she wanted to buy her own personal copy to keep displayed in her home.



**08/27/2025 – Port Angeles**

A patron brought in fresh tomatoes, summer squash, and beans as a thank you to staff. They were placed in the breakroom and went fast—delish!

**08/27/2025 – Port Angeles**

Jennifer LuBecke gifted bouquets for Tech Services. The dahlias were amazing and put a smile on everyone's faces. Thank you, Jennifer!

**08/28/2025 – Port Angeles**

An elderly couple browsing the events calendar wanted to make sure the youth services team was given kudos for all the wonderful events the library has for tweens and teens.

**08/28/2025 – Port Angeles**

Three new-to-NOLS families attended Baby Playdate today. Afterward, they were given a tour of the library. They were excited and said the library is a beautiful space!