

Board of Trustees Special Meeting
Thursday, December 18, 2025 3:00pm
Sequim Branch Library

PUBLIC COMMENTS

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

AGENDA

1. Call to Order, Roll Call and Introductions
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of minutes for the regular meeting of November 17, 2025
5. Communications
6. Public Comments
7. Presentation: Department of Natural Resources Overview of Trust Lands Management
8. Financial Reports: October 2025 and November 2025
9. Approval of Vouchers: October 2025 and November 2025
10. Unfinished Business
 - U.1. None
11. New Business
 - N.1. Sequim Library Expansion and Renovation Project Update
12. Reports
 - R.1. Monthly Statistics Reports: October 2025 and November 2025
 - R.2. Monthly Activity Reports: October 2025 and November 2025

R.3. Customer Comments: October 2025 and November 2025

R.4. Highlight Log: October 2025 and November 2025

I3. Public Comments

I4. Trustee Comments

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

I5. Next meeting: 5:30pm, January 22, 2026

I6. Agenda items for next meeting

I7. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, January 22, 2026	5:30pm	Regular meeting	Port Angeles
Thursday, February 26, 2026	5:30pm	Regular meeting	Forks
Thursday, March 26, 2026	5:30pm	Regular meeting	Port Angeles

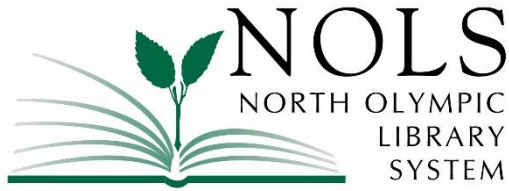
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

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

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



Board of Trustees Regular Meeting
Monday, November 17, 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 5:33pm. Trustees present: Jennifer Pelikan, Bert Caldwell, Cyndi Ross, Betty Marcoux, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Finance Manager Amy Hough, and HR and Business Manager Shaina Lent. Guests present: Miriam Cherbib of Speaking Justice.

2. Land Acknowledgement

3. Approval of agenda

Motion by Betty Marcoux to approve the agenda as presented. Motion seconded by Cyndi Ross. Motion carried.

4. Approval of minutes for the regular meeting of October 23, 2025

Motion by Bert Caldwell to approve the minutes from the October 23, 2025 regular meeting. Motion seconded by Betty Marcoux. Motion carried.

Approval of minutes for the special meeting of November 4, 2025

Motion by Cyndi Ross to approve the minutes from the November 4, 2025 special meeting. Motion seconded by Ian Miller. Motion carried.

5. Communications

None

6. Public Comments

7. Unfinished Business

U.1. Updating NOLS Strategic Roadmap

Motion by Ian Miller to adopt the updated NOLS Strategic Roadmap. Motion seconded by Cyndi Ross. Motion carried.

8. New Business

N.1. Review and discussion of proposed 2026 Operating Budget

N.2. Public Hearing on the proposed 2026 Operating Budget

The Chair announced the second public hearing on the 2026 operating budget at 5:56pm. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

Motion by Betty Marcoux to adopt the 2026 operating budget in the amount of \$7,323,969 as presented.

Motion seconded by Bert Caldwell. Motion carried.

N.3. Approval of Resolution 25-11-08 (Library Levy)

Motion by Cyndi Ross to adopt Resolution 25-11-08 authorizing the levy for 2026. Motion seconded by Betty Marcoux. Motion carried.

N.4. Approval of Resolution 25-11-09 (Transfer from Capital Reserves for LOCAL Financing)

Motion by Bert Caldwell to adopt Resolution 25-11-09 authorizing the Transfer from Capital Reserves for LOCAL Financing. Motion seconded by Cyndi Ross. Motion carried.

9. Public Comments

10. Trustee Comments

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

11. Next meeting: 3:00pm, December 18, 2025 (Special Board Meeting)

12. Agenda items for next meeting

13. Executive session to discuss performance of a public employee

At 6:40pm the Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 20 minutes.

At 6:57pm the Chair announced that the Board had concluded its executive session and would now return to open session.

14. Action on executive session, if any

Motion by Ian Miller to conduct the Executive Director's annual evaluation in June each year, in line with his anniversary date, as it is for all other NOLS employees. Motion seconded by Betty Marcoux. Motion carried.

Motion by Betty Marcoux to approve paying the Public Services Director, Meghan Sullivan, for 58.36 hours of her current vacation leave balance. Motion seconded by Bert Caldwell. Motion carried.

Note for the record that since July 2025, Meghan Sullivan has been covering two Library Manager positions and has had less opportunity to utilize her vacation. As of November 17, 2025, Meghan Sullivan had a vacation leave balance of 283.36 hours. The end of year cap on vacation rollover is 225 hours.

15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:01pm.

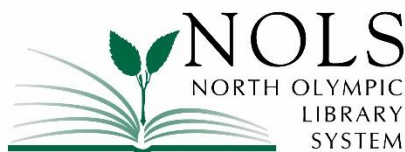
**"Nurturing imagination, connection, and understanding,
to improve lives and strengthen community."**

**NOLS Mission Statement
Adopted 11/22/16**

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: December 18, 2025
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for October 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 \$14,453 for the month, including \$12,216 from the Port Angeles Friends of the Library. NOLS greatly appreciates their generosity and support.

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 \$175,926 which includes payments of \$156,685 to Hoch Construction and \$10,265 to SHKS Architects.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$311,930 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, unclaimed property, 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 October are \$384,346.

Transfers of \$105,013 and \$221,625 were made from the Sequim Capital Fund to Undesignated cash for December 2024 and June 2025 LOCAL program payments.

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



Revenue Report^{*}

October 31, 2025

Operating Revenue				10/12ths is	83.3%
	Budgeted	Current	YTD	Difference	Percent
Property Taxes	4,799,650	1,516,886	4,496,428	303,222	93.7
Grants, Entitlements, Other Payments	33,000	1,184	45,396	(12,396)	137.6
Goods and Services	18,010	1,478	11,172	6,838	62.0
Library Fees	15,000	919	10,775	4,225	71.8
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	28,490	296,278	(116,278)	164.6
Facilities Leases (Short Term)	1,200	88	1,547	(347)	128.9
Contributions and donations ⁽¹⁾	128,862	14,453	537,412	(408,550)	417.0
Other Miscellaneous Revenue	127,393	122,873	140,221	(12,828)	110.1
Total Miscellaneous Revenues	437,455	165,903	975,458	(538,003)	223.0
Nonrevenues (excise taxes) ⁽²⁾	1,100	143	1,086	14	98.8
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	7,327,025	1,686,513	5,540,315	1,786,710	75.6
<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)	-	14,042	345,689	-	-
Total Capital Revenue	-	14,042	2,325,549	-	-
Grand Total Revenues		1,700,556	7,865,864		



Expenditure Report™

October 31, 2025

				10/12ths is	83.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	280,444	2,789,000	815,798	77.4
Benefits	1,527,234	103,902	1,058,670	468,564	69.3
<i>Total Personnel</i>	<i>5,132,032</i>	<i>384,346</i>	<i>3,847,670</i>	<i>1,284,362</i>	<i>75.0</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	11,906	88,781	17,450	83.6
Fuel	19,300	493	5,869	13,431	30.4
Collection Materials	504,000	36,239	232,699	271,301	46.2
Merchandise purchased for resale	2,625	316	1,060	1,565	40.4
Small Tools/Equip (<\$200)	4,000	114	1,449	2,551	36.2
<i>Total Supplies</i>	<i>636,156</i>	<i>49,069</i>	<i>329,858</i>	<i>306,298</i>	<i>51.9</i>
<i>Services</i>					
Professional Services	469,331	11,781	214,072	255,259	45.6
Communication	220,214	18,694	184,206	36,008	83.6
Travel	33,760	4,334	16,011	17,749	47.4
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	7,537	33,857	(30,117)	905.3
Insurance	133,000	-	115,162	17,838	86.6
Public Utilities	113,247	7,593	80,201	33,046	70.8
Repair and Maintenance	117,589	14,187	88,324	29,265	75.1
Miscellaneous Services	11,000	-	3,582	7,418	32.6
Dues	5,730	120	4,405	1,325	76.9
<i>Total Services</i>	<i>1,113,611</i>	<i>64,246</i>	<i>745,810</i>	<i>367,801</i>	<i>67.0</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>29</i>	<i>7,268</i>	<i>5,432</i>	<i>57.2</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,100</i>	<i>89</i>	<i>1,065</i>	<i>35</i>	<i>96.8</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>940</i>	<i>203,525</i>	<i>27,650</i>	<i>88.0</i>
<i>Interest & Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>101,625</i>	<i>98,625</i>	<i>50.7</i>
<i>Total Operating Expenditures</i>	<i>7,327,024</i>	<i>498,718</i>	<i>5,236,822</i>	<i>2,090,202</i>	<i>71.5</i>

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



Expenditure Report™

October 31, 2025

				10/12ths is	83.3%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	12,566	16,635	11,365	59.4
Other Improvements	676,500	4,282	69,696	606,804	10.3
Machinery & Equipment	395,750	29,563	240,205	155,545	60.7
Construction of Capital Assets	5,000,000	175,926	4,315,163	684,837	86.3
Total Capital Outlays	6,100,250	222,337	4,641,699	1,458,551	76.1
Grand Total All Expenditures	13,427,274	721,055	9,878,521	3,548,753	73.6



Account Balances*

October 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,109,020	-	14,042	-	1,123,063
Operating Reserve ⁽³⁾	677,199	-	-	-	677,199
PA Capital Reserve ⁽³⁾	394,809	-	-	-	394,809
Sequim Capital Reserve ⁽³⁾	59,680	-	-	-	59,680
NOLS Capital Fund ⁽⁴⁾	194,618	-	-	26,725	167,893
PA Capital Fund ⁽⁴⁾	288,283	-	-	-	288,283
Sequim Capital Fund ⁽⁴⁾	1,159,350	(326,638)	721	202,694	630,740
<i>Total Board Designated Accounts</i>	<i>5,189,978</i>	<i>(326,638)</i>	<i>14,764</i>	<i>229,419</i>	<i>4,648,685</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,963	-	-	-	6,963
Clallam Bay Friends Donations	3,128	-	-	44	3,084
Forks Donations Fund	22,070	-	-	-	22,070
Forks Friends Donations	1,378	-	-	155	1,223
NOLS Materials Fund	331,164	-	-	36,239	294,925
NOLS Donations Fund	71,887	-	10	418	71,479
Port Angeles Donations Fund	11,638	-	10	-	11,648
Port Angeles Friends Donations	21,181	-	12,216	5,610	27,786
Sequim Donations Fund	22,116	-	263	-	22,380
Sequim Friends Donations	34,000	-	-	1,284	32,717
NOLF Donations Fund	250	-	-	402	(152)
Outreach Donations Fund	6,775	-	-	127	6,647
<i>Total Grants and Donations</i>	<i>532,550</i>	<i>-</i>	<i>12,499</i>	<i>44,279</i>	<i>500,770</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>5,725,854</i>	<i>(326,638)</i>	<i>27,263</i>	<i>273,698</i>	<i>5,152,781</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,318,798</i>	<i>604,946</i>			<i>1,923,744</i>
Total WA State Local Investment Pool	7,044,652	278,308	27,263	273,698	7,076,525

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.

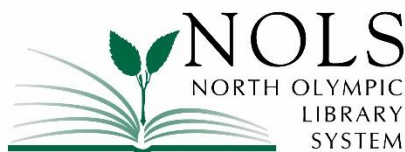


Account Balances^{*}

October 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	7,044,652	278,308	27,263	273,698	7,076,525
Cash					
Cash Operating Funds					
Cash held by County Treasurer	31,873	947,628			979,501
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	14	-	14	6,000
Payroll Account (US Bank 1301)	200	311,930	-	311,930	200
Merchant Account (FF 7401) ⁽⁵⁾	1,000	(124,839)	124,849	10	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<i>Total Branch Change Funds</i>	520	-	-	-	520
Total Imprest Accounts	7,720	187,105	124,849	311,954	7,720
Total Cash	39,593	1,134,733	124,849	311,954	987,221
Total Cash and Investments	7,084,245	1,413,041	152,112	585,652	8,063,746

* All amounts are rounded to the nearest dollar.



Staff Report

Meeting Date: December 18, 2025
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for November 2025

Topic/Issue: Informational comments on monthly financial reports.

Background: This report provides narrative comments on areas of the monthly financial reports that are out of the ordinary, or may require explanation.

Discussion:

Revenues: Private Grants and Donations totaled \$1,160 for the month. NOLS appreciates the generosity of our donors.

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 \$5,305. The second LOCAL payment for the year of \$98,625 was completed this month.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$314,157 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, unclaimed property, 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 November are \$373,320.

A Board approved transfer of \$425,262.50 was made from the NOLS Capital Reserve to the Sequim Capital Fund for LOCAL program payments.

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



Revenue Report^{*}

November 30, 2025

Operating Revenue				11/12ths is	91.7%
	Budgeted	Current	YTD	Difference	Percent
Property Taxes	4,799,650	244,506	4,720,023	79,627	98.3
Grants, Entitlements, Other Payments	33,000	4,803	71,110	(38,110)	215.5
Goods and Services	18,010	4,776	15,948	2,062	88.6
Library Fees	15,000	1,275	12,051	2,949	80.3
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	25,037	321,316	(141,316)	178.5
Facilities Leases (Short Term)	1,200	115	1,662	(462)	138.5
Contributions and donations ⁽¹⁾	128,862	1,160	538,572	(409,710)	417.9
Other Miscellaneous Revenue	127,393	110	140,331	(12,938)	110.2
Total Miscellaneous Revenues	437,455	26,422	1,001,880	(564,425)	229.0
Nonrevenues (excise taxes) ⁽²⁾	1,100	134	1,220	(120)	110.9
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	7,327,025	281,917	5,822,231	1,504,794	79.5
<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)	-	10,812	356,501	-	-
Total Capital Revenue	-	10,812	2,336,361	-	-
Grand Total Revenues		292,728	8,158,592		



Expenditure Report™

November 30, 2025

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	281,841	3,070,841	533,957	85.2
Benefits	1,527,234	91,479	1,150,149	377,085	75.3
<i>Total Personnel</i>	<i>5,132,032</i>	<i>373,320</i>	<i>4,220,990</i>	<i>911,042</i>	<i>82.2</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	4,819	93,600	12,631	88.1
Fuel	19,300	996	6,866	12,435	35.6
Collection Materials	504,000	35,242	267,941	236,059	53.2
Merchandise purchased for resale	2,625	1,717	2,777	(152)	105.8
Small Tools/Equip (<\$200)	4,000	84	1,533	2,467	38.3
<i>Total Supplies</i>	<i>636,156</i>	<i>42,858</i>	<i>372,716</i>	<i>263,440</i>	<i>58.6</i>
<i>Services</i>					
Professional Services	469,331	11,693	225,766	243,565	48.1
Communication	220,214	18,553	202,759	17,455	92.1
Travel	33,760	1,688	17,698	16,062	52.4
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	7,328	41,186	(37,446)	1,101.2
Insurance	133,000	-	115,162	17,838	86.6
Public Utilities	113,247	7,132	87,333	25,914	77.1
Repair and Maintenance	117,589	67,456	155,780	(38,191)	132.5
Miscellaneous Services	11,000	247	3,829	7,171	34.8
Dues	5,730	-	4,405	1,325	76.9
<i>Total Services</i>	<i>1,113,611</i>	<i>114,097</i>	<i>859,907</i>	<i>253,704</i>	<i>77.2</i>
<i>Intergovernmental Services</i>	<i>12,700</i>	<i>-</i>	<i>7,268</i>	<i>5,432</i>	<i>57.2</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>1,100</i>	<i>144</i>	<i>1,208</i>	<i>(108)</i>	<i>109.9</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>940</i>	<i>204,465</i>	<i>26,710</i>	<i>88.4</i>
<i>Interest & Other Debt Service Costs</i>	<i>200,250</i>	<i>98,625</i>	<i>200,250</i>	<i>-</i>	<i>100.0</i>
Total Operating Expenditures	7,327,024	629,983	5,866,805	1,460,219	80.1

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



Expenditure Report™

November 30, 2025

				11/12ths is	91.7%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	28,000	-	16,635	11,365	59.4
Other Improvements	676,500	-	69,696	606,804	10.3
Machinery & Equipment	395,750	6,295	246,501	149,249	62.3
Construction of Capital Assets	5,000,000	5,201	4,320,363	679,637	86.4
Total Capital Outlays	6,100,250	11,496	4,653,195	1,447,055	76.3
Grand Total All Expenditures	13,427,274	641,479	10,520,000	2,907,274	78.3



Account Balances*

November 30, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,123,063	(425,263)	10,812	-	708,612
Operating Reserve ⁽³⁾	677,199	-	-	-	677,199
PA Capital Reserve ⁽³⁾	394,809	-	-	-	394,809
Sequim Capital Reserve ⁽³⁾	59,680	-	-	-	59,680
NOLS Capital Fund ⁽⁴⁾	167,893	-	-	6,191	161,702
PA Capital Fund ⁽⁴⁾	288,283	-	-	-	288,283
Sequim Capital Fund ⁽⁴⁾	630,740	425,263	688	110,908	945,782
<i>Total Board Designated Accounts</i>	<i>4,648,685</i>	<i>-</i>	<i>11,500</i>	<i>117,099</i>	<i>4,543,086</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,963	-	58	-	7,021
Clallam Bay Friends Donations	3,084	-	-	94	2,990
Forks Donations Fund	22,070	-	56	-	22,125
Forks Friends Donations	1,223	-	-	247	975
NOLS Materials Fund	294,925	-	-	35,242	259,683
NOLS Donations Fund	71,479	-	284	60	71,703
Port Angeles Donations Fund	11,648	-	8	-	11,655
Port Angeles Friends Donations	27,786	-	-	2,441	25,345
Sequim Donations Fund	22,380	-	404	-	22,784
Sequim Friends Donations	32,717	-	-	997	31,720
NOLF Donations Fund	(152)	-	-	-	(152)
Outreach Donations Fund	6,647	-	-	534	6,113
<i>Total Grants and Donations</i>	<i>500,770</i>	<i>-</i>	<i>809</i>	<i>39,615</i>	<i>461,964</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>5,152,781</i>	<i>-</i>	<i>12,309</i>	<i>156,714</i>	<i>5,008,376</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,923,744</i>	<i>775,155</i>			<i>2,698,899</i>
Total WA State Local Investment Pool	7,076,525	775,155	12,309	156,714	7,707,275

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*

November 30, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	7,076,525	775,155	12,309	156,714	7,707,275
Cash					
Cash Operating Funds					
Cash held by County Treasurer	979,501	(979,501)			(0)
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	1,340	-	1,340	6,000
Payroll Account (US Bank 1301)	200	314,157	-	314,157	200
Merchant Account (FF 7401) ^(b)	1,000	(794)	828	34	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<i>Total Branch Change Funds</i>	520	-	-	-	520
Total Imprest Accounts	7,720	314,703	828	315,531	7,720
Total Cash	987,221	(664,798)	828	315,531	7,720
Total Cash and Investments	8,063,746	110,357	13,137	472,245	7,714,995

* All amounts are rounded to the nearest dollar.



Voucher Approval for October 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 #1024 through #1153 are approved in the amount of \$721,519.70 this 18th day of December 2025.

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

No.	Claimant	Purpose	Amount
1024	Acila Consulting LLC	PO 1352 Capital Construction - Owner's Representative	3,281.25
1025	Acila Consulting LLC	PO 1437 Capital Construction - Owner's Representative	4,331.25
1026	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 08-31-25) - NOLS	74.19
1027	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-2025) - EFT 1177	269,889.28
1028	All Safe Mini Storage	PO 1415 Operating Rentals and Leases - November SQ Storage Unit	255.00
1029	Alliance 2020 Inc	Professional Services - Background Checks - NOLS	34.55
1030	Amazon.com	Collection Materials	178.60
1031	Amazon.com	Collection Materials	116.32
1032	Amazon.com	Collection Materials	165.39
1033	Amazon.com	Collection Materials	159.73
1034	Apolito Kayla	Mileage Reimbursement - Business Travel - NOLS	63.14
1035	Baker & Taylor	Collection Materials	1,416.13
1036	Baker & Taylor	Collection Materials	347.46
1037	Baker & Taylor	Collection Materials	91.04
1038	Bizy Boys LLC	PO 1345 Groundskeeping - PA Lawn Care - FAC	869.49
1039	Blackstone Audio Inc.	Collection Materials	7.95
1040	Brodart Company	Collection Materials	387.77
1041	Brodart Company	Collection Materials	169.91
1042	Brodart Company	Collection Materials	587.78
1043	Brodart Company	Collection Materials	724.94
1044	Canon Financial Services Inc	PO 1384 Leases - Printer & Copier Contract - NOLS	940.03
1045	Catalyst Workplace Activation	PO 1356 Machinery & Equipment - Meeting Room Tables	4,192.55
1046	CENGAGE Learning	Collection Materials	80.83
1047	CENGAGE Learning	Collection Materials	479.95
1048	CENGAGE Learning	Collection Materials	219.63
1049	CENGAGE Learning	Collection Materials	235.95
1050	Center Point Large Print	Collection Materials	202.56
1051	Center Point Large Print	Collection Materials	125.84
1052	CenturyLink 300511187 FO	Communications - Voice - FO	96.57

No.	Claimant	Purpose	Amount
1053	CenturyLink 300561130 CB	Communications - Voice - CB	91.00
1054	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	315.64
1055	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	93.28
1056	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	342.88
1057	Cherbib Miriam	PO 1335 Professional Services - Consulting & Training - NOLS	6,654.00
1058	Chestnut Cottage	C-44 Training Supplies - ASTD Food - NOLS	1,345.00
1059	City of Forks	Public Utilities - FO	155.22
1060	City of Port Angeles/Dump	PO 1403 Public Utilities - CB Refrigerator Disposal - FAC	49.41
1061	City of Port Angeles/Orcas Avenue	Public Utilities - PA	295.33
1062	City of Port Angeles/Peabody St.	Public Utilities - PA	3,896.57
1063	City of Sequim	Public Utilities - SQ	345.89
1064	Clallam 2 Fire Rescue	PO 1322 Training and Conferences - First Aid, CPR, AED	1,000.00
1065	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
1066	Clallam County PUD	Public Utilities - SQ, CB	1,199.55
1067	Clallam County PUD	Public Utilities - FO	428.33
1068	Clallam County PUD	Public Utilities - SQ, SQ2	1,105.12
1069	Clallam County Treasurer	SEPT 2025 Investment Service Fee paid in OCT - EFT 1180	50.00
1070	Convergence Design and Apparel	PO 1422 Merchandise for Resale - Mushroom/Acorn Tote Bags	315.81
1071	Decker City Hardware	PO 1296 Maintenance Supplies - Sponges, Cleaner, Gloves - FAC	37.64
1072	Dept. of L&I-Boiler Inspection	PO 1320, 1344 Repair & Maintenance - CB, FO Water Heater Inspection	67.60
1073	Dept. of Labor & Industries	Q3 2025 L&I - NOLS	8,854.21
1074	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-2025) - EFT 1178	41,415.81
1075	Dept. of Revenue - Use/Sales Tax	September 2025 Sales & Use Tax - EFT 1175	319.63
1076	Dero	PO 1254 Machinery & Equip - Bike Repair Station - SQ CPA	2,911.99
1077	Evergreen Collision	PO 1388 Machinery & Equipment - Bookmobile Rhinolining & Rust Removal - NOLS	2,635.28
1078	Fatbeam LLC	PO 1307 Communications - Internet Services October - NOLS	14,908.31
1079	Fire Chief Equipment Co. Inc.	PO 1311, 1312 Repair & Maintenance - PA, SQ Inspection Svcs	3,683.69
1080	Forks Forum	Collection Materials	85.00
1081	Gale Troi	Business Travel & Cell Phone Reimbursement - NOLS	543.50
1082	Glaude Noah	Travel - Business - Mileage Reimbursement - NOLS	804.93
1083	HD Supply	PO 1208 Maintenance Supplies - Sanitizer, Cleaners - FAC	1,644.30
1084	Health Care Authority	Medical (PPE 09-30-2025)	49,715.93
1085	Hi-Tech Security Inc.	PO 1314, 1346, 1349, 1348 Repair & Maintenance - Alarm Monitoring	2,271.23
1086	Hoch Construction Inc	PO 1423, 1424 Capital Construction - Retainage Release, Sidewalk, Stage, Siding	156,685.49
1087	Hough Amy	Travel - Business & Training - Reimbursement	129.50
1088	Ingram Library Services	Collection Materials, PO 1303 Program Supplies - Books & Trivia	3,189.44
1089	Ingram Library Services	Collection Materials	1,591.72
1090	Ingram Library Services	Collection Materials	1,659.19
1091	Ingram Library Services	Collection Materials	29.36
1092	Jackson Jarrod	Travel - Training - First Aid Training Mileage - NOLS	15.19
1093	Kingsley Companies	PO 1396 Machinery & Equipment - Carts and Caster Kit	12,107.00
1094	Koenig Chevrolet	PO 1316 Vehicle Maintenance - White Forester Lube/Oil, Spark Plugs	1,084.93
1095	Langan Adrienne	Travel - Business - Mileage Reimbursement - NOLS	47.53
1096	Langan Adrienne	Travel - Business - Mileage Reimbursement - NOLS	70.84

No.	Claimant	Purpose	Amount
I097	Lent Shaina E	PO 1330 Travel - Training - NHMRA Conference Transportation	44.52
I098	Les Schwab Tires	PO 1309 Maintenance Supplies - Hand Truck Tire Replacement	23.80
I099	Lu'Becke Jennifer	Travel - Business - Mileage Reimbursement - NOLS	77.00
I100	Luis's Lawn Care	PO 1365, 1366 Capital Improvements, Structures - Painting, Roof Cleaning, Fence - CB	16,848.07
I101	Lumen	Communications - VOIP - NOLS	500.46
I102	Materials Testing & Consulting Inc	PO 1402 Capital Construction - SQ Project Concrete Inspection	1,305.00
I103	McNish Family II LLC	SQ Temp Bldg Lease - November 2025 - SQ CPA	6,977.89
I104	Metsker Maps of Seattle	Collection Materials	81.62
I105	Midwest Tape	Collection Materials	1,637.34
I106	Midwest Tape	Collection Materials	1,179.35
I107	Midwest Tape	Collection Materials	1,343.90
I108	Midwest Tape	Collection Materials	503.99
I109	Mohmand Noah	PO 1395 Repair & Maintenance - Sharps Disposal, Mileage Reimb	168.16
I110	North Olympic Library System	September Revolving Fund Reimbursement	13.99
I111	Olympic Laundry & Dry Cleaners Inc.	PO 1315 Professional Services - Laundry - FAC	187.50
I112	Olympic Springs Inc	PO 1310 Operating Rentals - SQ Temp Water Service - SQ	106.17
I113	OverDrive Inc	Collection Materials	1,822.25
I114	OverDrive Inc	Collection Materials	258.19
I115	OverDrive Inc	Collection Materials	159.99
I116	Pacific Office Equipment Inc.	Copier & Paper Use Charges September 25 - NOLS	1,421.49
I117	Peninsula College	C-40 Training & Conferences - ASTD Presenter - NOLS	495.00
I118	Playaway Products LLC	Collection Materials	498.40
I119	Port Angeles Regional Chamber of Commerce	PO 1350 Dues/Memberships - Annual Membership Dues 2025	120.00
I120	Rainbow Sweepers Inc.	PO 1319 Groundskeeping - PA Parking Lot Sweeping 9-07-25	245.03
I121	Rehn & Associates Inc	HRA Reimbursements	3,105.31
I122	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	23.10
I123	Richland Public Library	PO 1432 Interlibrary Loan Fees - Replacement Charge - NOLS	28.99
I124	Rotz Tamara	C-41 Training & Conferences - ASTD Presenter - NOLS	250.00
I125	Sanford Irrigation, Inc.	PO 1417 Groundskeeping - PA Irrigation System Winterization	326.40
I126	SenSource Inc	PO 1306 Technology - Hosting Service Fee w/VeaCloud Platform	1,092.00
I127	SHKS Architects	PO 1436 Capital Construction - Expansion & Renovation Project	10,264.61
I128	Sound Energy Systems	PO 1416 Repair & Maintenance - PA HVAC Controls - FAC	1,001.88
I129	Springshare LLC	PO 1343 Technology Services - Patron Point/SMS - NOLS	224.61
I130	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	115.15
I131	Sullivan-Owens Rachel	C-48 Programming - Indigenous Peoples Day Poetry Reading	300.00
I132	Summit Law Group	PO 1408 Professional Fees - Legal Services - ADM	170.00
I133	Swains General Store Inc.	PO 1305, 1313 Maintenance Supplies - Batteries, Air Freshener	90.19
I134	Swains General Store Inc.	PO 1409 Maintenance Supplies - Flashlight, Spray, Hardware	115.90
I135	Tapp Eric	Travel - Training - First Aid Training Mileage - NOLS	23.10
I136	Tucker Sarah	C-42 Training & Conferences - ASTD Presenter - NOLS	75.00
I137	Unique Management Services Inc.	Professional Services - Debt Collection	187.15
I138	United Way of Clallam County	United Way Contributions (PPE 09-30-2025)	50.00
I139	US Bank	Credit Card Services - October 2025	22,322.93
I140	US Postmaster	PO 1334 Operating Rentals - Annual Box 106 Rent - CB	198.00

No.	Claimant	Purpose	Amount
1141	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1142	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1143	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	605.88
1144	Wagor Alexia	Travel - Business - Mileage Reimbursement - NOLS	25.20
1145	Washington Department of Revenue	2025 Unclaimed Property - EFT 1179	305.26
1146	WCIF	Vi/Li/EAP (PPE 09-30-2025)	1,320.93
1147	West Waste & Recycling	Public Utilities - FO & CB	61.17
1148	Wheeler Lesley	C-38 Programming - Poetry Reading (PAFOL)	100.00
1149	WorkPointe	PO 1351 Machinery & Equipment - Lectern - SQ CPA	2,116.83
1150	WSCCCE - WPAS, Inc	Dental Premiums (PPE 09-30-2025) - NOV Coverage	7,635.65
1151	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 09-30-2025)	2,239.22
1152	WT COX	Collection Materials	16,878.10
1153	WT COX	Collection Materials	34.12
			721,519.70

*** Detail - NOLS Revolving Fund Account -- Voucher #1110**

2482	NOLS Patron	Patron Refund	13.99
			13.99

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1139**

1	8th Street Car Wash	PO 1260 Vehicle Maintenance - Ariya Car Wash - FAC	5.00
2	8th Street Chicken	Accidental Personal Charge - repaid w/check #316	12.89
3	Adobe	PO 1353 Technology Services - 6 Creative Cloud Licenses - IT	209.94
4	All Seasons Grocery	PO 1381 Travel - Training - Public Library Directors Conference Meals	18.37
5	Amazon	PO 1126 Program Supplies - Journals (FOFOL)	36.91
6	Amazon	PO 1185 Office Supplies - Markers, Gallon Storage Bags, Batteries	91.97
7	Amazon	PO 1203 Program Supplies - SRP Prize Gift Card (NDF)	100.00
8	Amazon	PO 1204 Machinery & Equipment - Cables, Parts for New Computers	550.84
9	Amazon	PO 1211 Machinery & Equipment - 10 Laptop Bags - IT	146.90
10	Amazon	PO 1211 Machinery & Equipment - 10pk Display Port HDMI Cables	141.12
11	Amazon	PO 1221 Program Supplies - Teen Lit Bags (FOSL)	77.83
12	Amazon	PO 1221 Program Supplies - Teen Lit Bags Refund (FOSL)	(77.83)
13	Amazon	PO 1246 Program Supplies - PA Teen Lit Bags, Storytime Studio	39.72
14	Amazon	PO 1249 Machinery & Equipment - Video Cables - IT	391.20
15	Amazon	PO 1257 Program Supplies - TTRPG Innovation Grant G-8188	140.31
16	Amazon	PO 1258 Machinery & Equipment - 20 DisplayPort Cables 3ft - IT	116.94
17	Amazon	PO 1261 Program Supplies - Bookmobile (BMOR)	45.85
18	Amazon	PO 1266 Machinery & Equipment - Video Cables - IT	47.31
19	Amazon	PO 1267 Program Supplies - Tween Thursday (PAFOL)	43.62
20	Amazon	PO 1267 Program Supplies - Tween Thursday (PAFOL)	(0.87)
21	Amazon	PO 1267 Program Supplies - Tween Thursday (PAFOL)	(6.74)
22	Amazon	PO 1268 Machinery & Equipment - Velcro Fasteners - IT	23.18
23	Amazon	PO 1270 Office Supplies - Frame, Wire - MKT	25.15
24	Amazon	PO 1270 Office Supplies - Wall Calendar - ADM	25.85
25	Amazon	PO 1273 Machinery & Equipment - Monoprice 1 ft CAT 6a Patch Cables	54.18

No.	Claimant	Purpose	Amount
26	Amazon	PO 1274 Program Supplies - Teen Lit Bag, Storytime (FOSL)	122.49
27	Amazon	PO 1275 Program Supplies - SRP Prize Lego (NDF)	90.69
28	Amazon	PO 1276 Program Supplies - SRP Prize Lego (NDF)	27.22
29	Amazon	PO 1279 Office Supplies - Paper Cutter - PA	51.17
30	Amazon	PO 1282 Machinery & Equipment - Dell Optical Drives - IT	163.25
31	Amazon	PO 1289 Technology - Power Supply for Backups - IT	169.80
32	Amazon	PO 1290 Program Supplies - PAHS Student Book Club (PAFOL)	82.70
33	Amazon	PO 1304 Program Supplies - Storytime (FOSL)	71.74
34	Amazon	PO 1304 Program Supplies - Storytime (FOSL)	66.13
35	Amazon	PO 1308 Program Supplies - Teen Cosplay Party (PAFOL)	10.88
36	Amazon	PO 1323 Office Supplies - Staff Masks - NOLS	42.64
37	Amazon	PO 1354 Maintenance Supplies - Irrigation Controller Wi-Fi Module	99.37
38	Amazon	PO 1357 Small Tools & Equipment - Ozone Generator - FAC	66.71
39	Amazon	PO 1360 Program Supplies - Día de los Muertos (PAFOL)	74.40
40	Amazon	PO 1362 Program Supplies - Teen Maker Box (CBFOL)	19.15
41	Amazon	PO 1362 Program Supplies - Teen Maker Box (FOFOL)	19.15
42	Amazon	PO 1376 Program Supplies - Microphone Case (PAFOL)	115.42
43	Arco	PO 1326 Training Fuel - NHRMA Conference - NOLS	33.25
44	Arco AMPM	PO 1317 Business Fuel - Chevy Van - NOLS	91.52
45	Big 5 Sporting Goods	PO 1382 Machinery & Equipment - Replacement Basketball Hoop	401.81
46	Bitly	PO 1390 Technology Services - URL Management - NOLS	130.68
47	Chevron	PO 1292 Courier Fuel - Pacifica - OR	42.58
48	Chick-Fil-A	PO 1381 Travel - Training - Public Library Directors Conference Meals	14.72
49	Costco	PO 1191 Program Supplies - Teen Tuesdays, Tween Thursdays, Magic Mondays (PAFOL)	67.05
50	Dell Financial Services LLC	PO 1272 Machinery & Equipment - Laptop Backpack and Sleeves	149.76
51	Denali Pretzels	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	16.39
52	Dick's Drive In	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	14.05
53	Dollar Tree	PO 1286 Program Supplies - Fall Family Bingo (FOFOL)	44.67
54	Dollar Tree	PO 1287 Program Supplies - Fall Family Bingo (CBFOL)	25.29
55	E-Fax	PO 1324 Technology Services - Confidential HR Fax Line - ADM	36.84
56	El Taco Amigo	PO 1341 Travel - Training - MRSC Meal - ADM	25.35
57	Embassy Suites	Lodging	237.01
58	Embassy Suites	Parking	24.24
59	Eventbrite.com	PO 1262 Training & Conferences - Tech Services Virtual Conference	85.56
60	Fire Island Rustic Bakery	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	19.55
61	Fire Island Rustic Bakery	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	14.95
62	First Book Marketplace	PO 1250 Program Supplies - Books & Trivia (FOSL)	740.11
63	First Book Marketplace	PO 1264 Program Supplies - Books & Trivia (FOSL)	283.14
64	First Book Marketplace	PO 1359 Program Supplies - Fungi Festival (PAFOL)	196.02
65	Fletchers	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	44.00
66	Fletchers	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	25.50
67	Flying Magazine	PO 1321 Collection Materials - NOLS	49.00
68	Forks Outfitters	PO 1288 Program Supplies - Fall Family Bingo (FOFOL)	8.69
69	GoHunt.com	PO 1240 Maintenance Supplies - Containers for Emergency Supplies Refund - FAC	(81.44)

No.	Claimant	Purpose	Amount
70	Granite Point Resort	Lodging	356.40
71	Hess Market	PO 1387 Business Fuel - Prius - NOLS	33.02
72	Holiday Inn	PO 1342 Travel - Training - MRSC Lodging - ADM	341.44
73	Hotel Captain Cook	PO 1328 Travel - Training - NHRMA Conference Lodging - ADM	936.32
74	Jimmy John's	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	11.61
75	Labels Direct, Inc.	PO 1331 Office Supplies - Barcode Labels - NOLS	111.08
76	Lower Elwha Food & Fuel	PO 1193 Business Fuel - Bookmobile - OR	50.00
77	Lower Elwha Food & Fuel	PO 1251 Business Fuel - Bookmobile - OR	50.00
78	Lower Elwha Food & Fuel	PO 1252 Business Fuel - Bookmobile - OR	50.00
79	Lower Elwha Food & Fuel	PO 1271 Business Fuel - Bookmobile - OR	42.77
80	Lower Elwha Food & Fuel	PO 1318 Business Fuel - White Subaru - NOLS	50.00
81	Lower Elwha Food & Fuel	PO 1338 Business Fuel - Bookmobile - OR	50.00
82	Lowe's	PO 1378 Machinery & Equipment - Dishwasher - SQ CPA	537.40
83	Matboard and More	PO 1269 Professional Services - Mat for Library Card Art - MKT	26.31
84	Matboard and More	PO 1391 Professional Services - Framing for Makah Print (BMOR)	81.52
85	Meta (Facebook)	PO 1392 Professional Services - Recruitment Ads - NOLS	19.99
86	Microsoft	PO 1236 Technology Services - Recurring A5 Licences - IT	525.20
87	Microsoft	PO 1237 Technology Services - Recurring A3 Licences - IT	407.82
88	Milano's	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	31.90
89	Modern Office	PO 1379 Machinery & Equipment - Mail Sorter - SQ CPA	1,174.00
90	Odyssey Book Shop	PO 1278 Program Supplies - SRP Grand Prize Gift Cards (NDF)	200.00
91	OneBookShelf	PO 1259 Program Supplies - TTRPG Innovation Grant G-8188	14.07
92	Pike & Pine	PO 1329 Travel - Training - NHRMA Conference Meals - ADM	16.25
93	PockeTalk	PO 1370 Machinery & Equipment - 4 Pocketalk Devices - NOLS	1,674.67
94	Public Libraries of Washington	PO 1380 Training & Conferences - Public Library Directors Conference	75.00
95	Quill.com	PO 1280 Office Supplies - Book Tape, Golf Pencils - SQ	134.71
96	Reverb	PO 1375 Program Supplies - Microphone Chips (PAFOL)	23.95
97	Safeway	PO 1281 Office Supplies - Distilled Water - TS	21.67
98	Safeway	PO 1294 Program Supplies - Teen Tuesday, Cosplay Party	54.46
99	Service Caster	PO 1247 Maintenance Supplies - 12 Bookdrop Caster Wheels	136.46
100	Smathers Jennifer	PO 1347 Office Supplies - Masking Tape - FO	10.85
101	Stamps.com	PO 1205 Postage - TS	250.00
102	Stamps.com	PO 1219 Postage - TS	250.00
103	Stamps.com	PO 1255 Postage - TS	250.00
104	Stamps.com	PO 1277 Postage - TS	250.00
105	Stamps.com	PO 1293 Technology Services - Monthly Service Charge - TS	22.86
106	Stamps.com	PO 1297 Postage - TS	250.00
107	Stamps.com	PO 1298 Freight - TS	5.01
108	Stamps.com	PO 1298 Postage - TS	244.99
109	Subway	PO 1381 Travel - Training - Public Library Directors Conference Meals	17.96
110	Sweetwater Sound	PO 1374 Program Supplies - Portable PA System (PAFOL)	4,509.50
111	Teriyaki n More	PO 1381 Travel - Training - Public Library Directors Conference Meals	25.43
112	The 3rd Thing Press	PO 1265 Collection Materials - NOLS	47.07
113	U.S. Solid	PO 1358 Small Tools & Equipment - Metal Strap Fastening Tool	38.34
114	Uprinting	PO 1389 Professional Services - Bookmarks - MKT	394.24

No.	Claimant	Purpose	Amount
115	USPS	PO 1371 Office Supplies - Stamps - FO	15.60
116	WallyPark Self Park	PO 1325 Travel - Training - NHRMA Conference Parking - ADM	121.10
117	Walmart	PO 1212 Program Supplies - Fall Family Bingo (FOFOL)	45.36
118	Wilder Toyota	PO 1355 Vehicle Maintenance - Prius Service & Brakes - FAC	1,910.36
119	WNPS	PO 1231 Collection Materials - NOLS	80.00
120	WSDOT	PO 1327 Travel - Training -NHRMA Conference Travel - ADM	5.50
121	Zoom	PO 1377 Technology Services - Zoom Workplace Business	47.90
			22,322.93
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
1177	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-2025)	269,889.28
1178	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-2025)	41,415.81
			311,305.09



Voucher Approval for November 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 #1154 through #1253 are approved in the amount of \$543,350.46 this 18th day of December 2025.

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

No.	Claimant	Purpose	Amount
1154	ABDO Publishing	Collection Materials	153.69
1155	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 09-30-25) - NOLS	1,002.10
1156	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-2025) - EFT 1181	271,522.07
1157	All Safe Mini Storage	PO 1561 Operating Rentals and Leases - December Storage Unit	255.00
1158	Alliance 2020 Inc	PO 1462 Professional Services - Background Checks - NOLS	190.47
1159	Amazon.com	Collection Materials	93.57
1160	Amazon.com	Collection Materials	136.26
1161	Amazon.com	Collection Materials	314.27
1162	Angeles Millwork & Lumber	PO 1483 Maintenance Supplies - Wrap, Tape, Ties - FAC	80.39
1163	Bizy Boys LLC	PO 1529 Groundskeeping - PA Lawn Care - FAC	869.49
1164	BR Lymangrover Land Surveying	PO 1544 Capital Construction - Boundary and Topographic Survey	1,852.50
1165	Brito Angeles	Travel - Business & Training - Mileage Reimbursement - NOLS	107.80
1166	Brodart Company	Collection Materials	281.00
1167	Brodart Company	Collection Materials	191.43
1168	Brodart Company	Collection Materials	156.17
1169	Brodart Company	Collection Materials	400.25
1170	Canon Financial Services Inc	PO 1523 Leases - Printer & Copier Contract - NOLS	940.03
1171	CENGAGE Learning	Collection Materials	222.89
1172	CENGAGE Learning	Collection Materials	472.84
1173	CENGAGE Learning	Collection Materials	237.58
1174	Center Point Large Print	Collection Materials	202.56
1175	Center Point Large Print	Collection Materials	154.30
1176	Center Point Large Print	Collection Materials	32.21
1177	CenturyLink 300511187 FO	Communications - Voice - FO	96.57
1178	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	256.33
1179	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	92.49
1180	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	342.88
1181	Cherbib, Mlriame - Speaking Justice	PO 1461 Professional Services - Consulting & Training - NOLS	5,895.83
1182	City of Forks	Public Utilities - FO	146.78

No.	Claimant	Purpose	Amount
1183	City of Port Angeles/Orcas Avenue	Public Utilities - PA	281.09
1184	City of Port Angeles/Peabody St.	Public Utilities - PA	4,880.42
1185	City of Sequim	Public Utilities - SQ	290.85
1186	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
1187	Clallam County PUD	Public Utilities - CB	476.84
1188	Clallam County PUD	Public Utilities - SQ, FO	1,394.76
1189	Clallam County Treasurer	OCT 2025 Investment Service Fee paid in NOV - EFT 1185	50.00
1190	Convergence Design and Apparel	PO 1551 Merchandise for Resale - 50 Mushroom/Acorn Tote Bags	304.27
1191	Decker City Hardware	PO 1540 Maintenance Supplies - Bleach, Steel Wool, Goves	26.13
1192	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-2025) - EFT 1182	41,253.23
1193	Dept. of Revenue - Use/Sales Tax	October 2025 Sales & Use Tax - EFT 1184	1,381.47
1194	Desmarais Corrina	PO 1438 Program Supplies - Friday Night Movie, Youth Programs	128.18
1195	Fatbeam LLC	PO 1460 Communications - Internet Services October - NOLS	14,908.31
1196	Gale Troi	Cell Phone Reimbursement - Jul-Dec - FO	120.00
1197	Gale Troi	Travel - Business - Mileage Reimbursement - NOLS	81.55
1198	Haggard & Ganson LLP	PO 1495 Professional Fees - Legal Services - ADM	110.00
1199	Health Care Authority	Medical (PPE 10-31-2025)	48,794.78
1200	Hi-Tech Security Inc.	PO 1456, 1457 Repair & Maintenance - FO & CB Fire Alarm Test	825.00
1201	Hough Amy	Cell Phone Reimbursement - Jul-Dec - ADM	120.00
1202	Hsu Sung-Ling	C-51 Programming - Art in the Library Opening Reception	150.00
1203	Ingram Library Services	Collection Materials	1,627.74
1204	Ingram Library Services	Collection Materials	372.22
1205	Ingram Library Services	Collection Materials	5,841.96
1206	Ingram Library Services	Collection Materials	6,599.80
1207	Innovative Interfaces	PO 1477 Technology - Polaris Annual Maintenance - NOLS	56,576.59
1208	Kanopy Inc	Collection Materials	5,000.00
1209	Koenig Chevrolet	PO 1482 Vehicle Maintenance - Red Subaru Tire Swap & Maint	263.73
1210	Lapka Cammry	C-47 Programming - Dramatic Comic Book Reading - FO	150.00
1211	Les Schwab Tires	PO 1530 Machinery & Equipment - Ariya New Tires - FAC	1,303.81
1212	Les Schwab Tires	PO 1552 Vehicle Maintenance - Subaru Winter Tire Alignment	263.84
1213	Lumen	Communications - VOiP - NOLS	500.10
1214	McNish Family II LLC	SQ Temp Bldg Lease - December 2025 - SQ CPA	6,977.89
1215	Midwest Tape	Collection Materials	812.54
1216	Midwest Tape	Collection Materials	780.11
1217	Midwest Tape	Collection Materials	1,376.84
1218	Midwest Tape	Collection Materials	1,248.26
1219	NewsBank	Collection Materials	6,871.00
1220	North Olympic Library System	October Revolving Fund Reimbursement	1,340.16
1221	Office of the Code Reviser	Collection Materials	250.47
1222	Olympia Sheet Metal Inc.	PO 1473 Repair & Maintenance - PA HVAC Maintenance - FAC	3,974.85
1223	Olympic Laundry & Dry Cleaners Inc.	PO 1474 Professional Services - Laundry - FAC	294.37
1224	Olympic Printers Inc	PO 1541 Printing & Binding - Business Cards - MKT	247.20
1225	Olympic Springs Inc	PO 1533 Operating Rentals - SQ Temp Water Service - SQ2	95.34
1226	OverDrive Inc	Collection Materials	1,259.21
1227	OverDrive Inc	Collection Materials	155.00
1228	OverDrive Inc	Collection Materials	456.00

No.	Claimant	Purpose	Amount
1229	Pacific Office Equipment Inc.	Copier & Paper Use Charges October 25 - NOLS	1,614.78
1230	Peterson Alex	Travel - Business - Mileage Reimbursement - NOLS	53.90
1231	Phillips Brian	Cell Phone Reimbursement - Sept-Oct - FAC	20.00
1232	Rainbow Sweepers Inc.	PO 1481 Groundskeeping - PA Parking Lot Sweeping 10-05-25	245.03
1233	Rehn & Associates Inc	PO 1496 Professional Services - HRA Services October - NOLS	228.00
1234	Roberts Pamela	C-52 Programming - Art in the Library Opening Reception	150.00
1235	Rotz Tamara	C-50 Programming - Art in the Library Opening Reception	150.00
1236	Samurai Tree Service	PO 1560 Groundskeeping - FO Tree Removal & Trim - FAC	1,197.90
1237	Scholastic Inc	Collection Materials	344.08
1238	Shield Erin	Cell Phone Reimbursement - Jul-Dec - TS	120.00
1239	Silver Kite Community Arts Consulting LLC	PO 1300 Programming - Online Art Workshops (FOSL)	350.00
1240	Silver Kite Community Arts Consulting LLC	PO 1301 Programming - Online Art Workshops (FOSL)	381.15
1241	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	130.34
1242	Swains General Store Inc.	PO 1450 Maintenance Supplies - Catch Roller, Tie Plate - FAC	8.58
1243	Unique Management Services Inc.	Professional Services - Debt Collection	295.50
1244	United Way of Clallam County	United Way Contributions (PPE 10-31-2025)	50.00
1245	US Bank	Credit Card Services - November 2025	18,722.05
1246	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	606.05
1247	Viking Sew & Vac	PO 1514 Maintenance Supplies - Vacuum Filters & Parts - FAC	108.64
1248	Washington State University Press	PO 1518 Program Supplies - Book Group Kits (PAFOL)	180.08
1249	WCIF	Vi/Li/EAP (PPE 10-31-2025)	1,320.93
1250	West Waste & Recycling	Public Utilities - FO & CB	77.11
1251	Whitmarsh Christine	Travel - Business - Mileage Reimbursement - NOLS	25.20
1252	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-2025) - DEC Coverage	7,774.48
1253	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 10-31-2025)	2,224.50
			543,350.46

*** Detail - NOLS Revolving Fund Account -- Voucher #1220**

2483	NOLS Patron	Patron Refund	10.80
2484	Employment Candidate	Travel Reimbursement	247.60
2485	Employment Candidate	Travel Reimbursement	648.36
2487	Employment Candidate	Travel Reimbursement	386.40
2490	NOLS Patron	Patron Refund	27.00
2491	NOLS Patron	Patron Refund	20.00
			1,340.16

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1245**

1	Adobe Creative Cloud	PO 1494 Technology Services - 6 Creative Cloud Licenses - IT	209.94
2	Amazon	PO 1308 Program Supplies - Teen Cosplay, Spooky Story Contest	63.13
3	Amazon	PO 1308 Program Supplies - Teen Cosplay, Spooky Story Contest	59.37
4	Amazon	PO 1332 Program Supplies - Teen Lit Bags, Teen Night (FOSL)	96.96
5	Amazon	PO 1332 Program Supplies - Teen Lit Bags, Teen Night (FOSL)	5.43
6	Amazon	PO 1336 Machinery & Equipment - Cables, USB Hubs, Parts, Mounts	339.49
7	Amazon	PO 1336 Machinery & Equipment - Cables, USB Hubs, Parts, Mounts	192.36
8	Amazon	PO 1336 Machinery & Equipment - Cables, USB Hubs, Parts, Mounts	145.20

No.	Claimant	Purpose	Amount
9	Amazon	PO 1361 Program Supplies - Stevens Middle School Book Club	178.08
10	Amazon	PO 1363 Technology - Label Tape, Webcams, Monitor - IT	380.22
11	Amazon	PO 1404 Office Supplies - Paper, Tape, Batteries, Compressed Air	190.27
12	Amazon	PO 1405 Office Supplies - Gallon Bags - FO	10.23
13	Amazon	PO 1410 Machinery & Equipment - 3 Poly Headsets & Laptop Bag	410.13
14	Amazon	Extenders	49.61
15	Amazon	PO 1419 Office Supplies - Tape, Calendar Refill - TS	36.13
16	Amazon	PO 1419 Toner & Ink - TS	78.05
17	Amazon	PO 1427 Program Supplies - Teen Lit Bags (NDF)	60.34
18	Amazon	PO 1434 Capital Construction - Computer Mice & Cable Mgmt	272.20
19	Amazon	PO 1446 Program Supplies - Dia de los Muertos (FOFOL)	40.94
20	Amazon	PO 1449 Office Supplies - Folders - ADM	68.80
21	Amazon	PO 1454 Office Supplies - Notebooks, Binders, Batteries - FO	52.85
22	Amazon	PO 1503 Program Supplies - Maker Box (PAFOL)	47.79
23	Amazon	PO 1504 Program Supplies - Maker Box (PAFOL)	16.30
24	Amazon	PO 1505 Machinery & Equipment - Computer Mounts - IT	117.56
25	Amazon	PO 1531 Maintenance Supplies - CB Emergency Light Replacement	28.93
26	APSTYLEBOOK.com	PO 1525 Technology Services - Online Subscription - NOLS	35.94
27	Arakawa Hanging Systems	PO 1548 Capital Construction - Art Rail System - SQ CPA	2,750.50
28	Arakawa Hanging Systems	PO 1548 Capital Construction - Art Rail System - SQ CPA	325.41
29	Arco	PO 1430 Courier Fuel - Pacifica - OR	30.78
30	Arco	PO 1487 Business Fuel - Bookmobile - OR	29.49
31	Arco	PO 1488 Business Fuel - Bookmobile - OR	57.29
32	Checksforless.com	PO 1470 Office Supplies - Imprest Checks - ADM	102.31
33	Circle K	PO 1400 Business Fuel - Transit Van - NOLS	55.82
34	Clarkesworld Magazine	PO 1469 Collection Materials - NOLS	13.99
35	Collab365	PO 1479 Training & Conferences - LMS Workshop - NOLS	197.00
36	Costco	PO 1364 Training Supplies - ASTD Snacks - NOLS	149.48
37	Costco	PO 1475 Office Supplies - Batteries - SQ	19.59
38	Costco	PO 1502 Program Supplies - Teen & Tween Programs (PAFOL)	69.05
39	Costco	PO 1510 Program Supplies - Program Candy (CBFOL)	21.99
40	Costco	PO 1510 Program Supplies - Program Candy (FOFOL)	21.99
41	Costco	PO 1513 Business Fuel - Red Subaru - NOLS	35.90
42	Demco Inc.	PO 1418 Office Supplies - Book Tape (12) - TS	113.72
43	E-Fax	PO 1448 Technology Services - Confidential HR Fax Line - ADM	36.84
44	Forks Outfitters	PO 1442 Program Supplies - Financial Beginnings (FOFOL)	71.14
45	Forks Outfitters	PO 1443 Program Supplies - FHS Hangout (FOFOL)	14.57
46	Forks Outfitters	PO 1444 Program Supplies - Halloween (CBFOL)	27.64
47	Forks Outfitters	PO 1444 Program Supplies - Halloween (FOFOL)	64.47
48	Forks Outfitters	PO 1445 Program Supplies - Halloween (CBFOL)	2.30
49	Forks Outfitters	PO 1463 Program Supplies - Dia de los Muertos (FOFOL)	9.38
50	Forks Outfitters	PO 1464 Program Supplies - Spooky Story Contest Gift Card (CBFOL)	29.95
51	Full Western Tire	PO 1401 Vehicle Maintenance - Chevy Van Service & Wheel Repair	1,132.07
52	Hess Market	PO 1506 Business Fuel - Prius - NOLS	24.87
53	Hess Market	PO 1507 Business Fuel - Prius - NOLS	40.38
54	Home Depot	PO 1532 Maintenance Supplies - CB Refrigerator Replacement	249.38

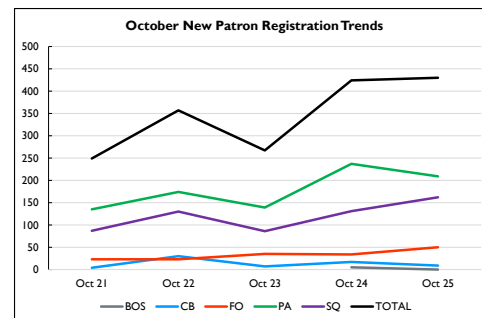
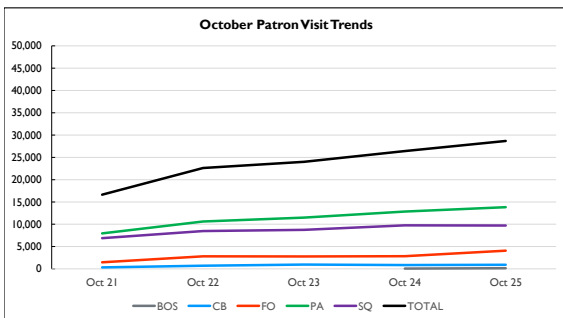
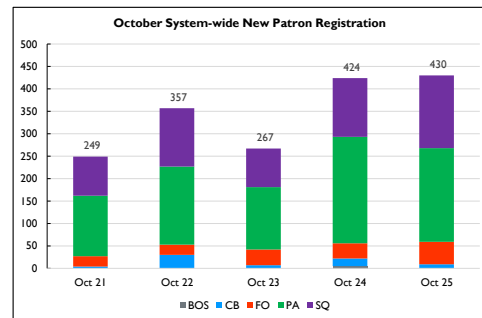
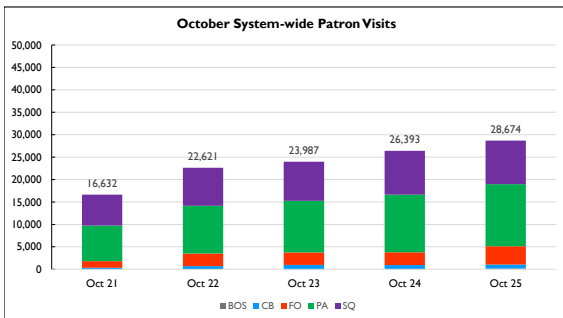
No.	Claimant	Purpose	Amount
55	IETF	PO 1468 Collection Materials - NOLS	20.00
56	KCDA Purchasing Cooperative	PO 1414 Office Supplies - Organizers - PA	10.70
57	KCDA Purchasing Cooperative	PO 1414 Office Supplies - Pens, Batteries, Wipes - PA	48.88
58	Linktree	PO 1526 Technology Services - Annual Subscription - NOLS	90.00
59	Long Thread Media	PO 1467 Collection Materials - NOLS	44.99
60	Lower Elwha Food & Fuel	PO 1339 Business Fuel - Bookmobile - OR	50.00
61	Lower Elwha Food & Fuel	PO 1340 Business Fuel - Bookmobile - OR	18.33
62	Lower Elwha Food & Fuel	PO 1369 Business Fuel - Facilities Van - NOLS	50.00
63	Lower Elwha Food & Fuel	PO 1397 Business Fuel - Bookmobile - OR	45.48
64	Lower Elwha Food & Fuel	PO 1411 Business Fuel - Bookmobile - OR	33.24
65	Lower Elwha Food & Fuel	PO 1412 Business Fuel - Bookmobile - OR	50.00
66	Lower Elwha Food & Fuel	PO 1425 Business Fuel - White Subaru - NOLS	48.70
67	Lower Elwha Food & Fuel	PO 1439 Business Fuel - Bookmobile - OR	50.00
68	Lower Elwha Food & Fuel	PO 1452 Business Fuel - White Subaru - NOLS	50.00
69	Lower Elwha Food & Fuel	PO 1472 Business Fuel - Bookmobile - OR	50.00
70	Lower Elwha Food & Fuel	PO 1489 Business Fuel - Bookmobile - OR	45.78
71	Lower Elwha Food & Fuel	PO 1491 Business Fuel - Bookmobile - OR	44.68
72	Man & Machine	PO 1484 Machinery & Equipment - SQ Public Monitors - NOLS	2,555.00
73	Michael's Store	PO 1493 Program Supplies - Book Wreaths (CBFOL)	11.73
74	Microsoft	PO 1385 Technology Services - Recurring A3 Licences - IT	407.01
75	Microsoft	PO 1386 Technology Services - Recurring A5 Licences - IT	525.20
76	Milk Street Magazine	PO 1466 Collection Materials - NOLS	1.00
77	Model Railroader Magazine	PO 1465 Collection Materials - DUPLICATE CHARGE	54.40
78	Model Railroader Magazine	PO 1465 Collection Materials - NOLS	54.40
79	National Safety Council	PO 1440 Training & Conferences - Online Defensive Driving	54.10
80	O'Reilly Auto Parts	PO 1451 Maintenance Supplies - Wiper Blades for Bookmobile	47.92
81	O'Reilly Auto Parts	PO 1451 Maintenance Supplies - Wiper Blades for Bookmobile	51.17
82	Parrott Canvas Company	PO 1137 Merchandise for Resale - Canvas Map Totes (101)	1,442.14
83	Port Book and News	PO 1458 Program Supplies - Spooky Story Contest Gift Card	25.00
84	Printful Inc.	PO 1421 Program Supplies - Bookmobile Staff Shirts (BMOR)	526.83
85	QFC	PO 1420 Program Supplies - Yarn Circle (FOSL)	9.98
86	Quill Corporation	PO 1337 Office Supplies - Graph Paper - PA	47.24
87	Quill Corporation	PO 1337 Office Supplies - Tape - PA	20.84
88	Quill Corporation	PO 1337 Program Supplies - Book Group (PAFOL)	10.08
89	Safeway	PO 1367 Training Supplies - ASTD Snacks - NOLS	84.92
90	Safeway	PO 1398 Courier Fuel - Pacifica - OR	27.67
91	Safeway	PO 1429 Program Supplies - Teen Cosplay Party (PAFOL)	21.34
92	Shell	PO 1407 Business Fuel - Facilities Van - NOLS	116.08
93	Shell	PO 1455 Courier Fuel - Pacifica - OR	41.54
94	Stamps.com	PO 1333 Postage - TS	250.00
95	Stamps.com	PO 1368 Postage - TS	250.00
96	Stamps.com	PO 1406 Postage - TS	250.00
97	Stamps.com	PO 1426 Postage - TS	250.00
98	Stamps.com	PO 1431 Technology Services - Monthly Service Charge - TS	22.86
99	Stamps.com	PO 1435 Postage - TS	250.00

No.	Claimant	Purpose	Amount
100	Stamps.com	PO 1447 Postage - TS	250.00
101	Stamps.com	PO 1459 Postage - TS	250.00
102	Starbucks Coffee Company	PO 1497 Training Supplies - ASTD Coffee - NOLS	67.34
103	Steven Hargadon	PO 1476 Training & Conferences - Safeguarding Privacy - NOLS	99.00
104	Sully's Drive In	PO 1441 Program Supplies - Spooky Sentence Gift Card	25.00
105	Survey Monkey	PO 1549 Technology Services - Annual Membership - ADM	508.25
106	Sweetwater Sound	PO 1545 Program Supplies - Lapel Mic Clip (PAFOL)	17.41
107	TeamUpdraft.com	PO 1393 Technology - Updraft Plus Premium - IT	42.00
108	TeamUpdraft.com	PO 1394 Technology - Updraft Vault - IT	70.00
109	Walmart	PO 1453 Program Supplies - Spooky Story Contest Gift Card	25.00
110	Walmart	PO 1498 Program Supplies - Pumpkin Carving (PAFOL)	56.21
111	Walmart	PO 1499 Program Supplies - Pumpkin Carving (PAFOL)	53.59
112	Walmart	PO 1500 Program Supplies - Pumpkin Carving (PAFOL)	52.80
113	Walmart	PO 1501 Program Supplies - Halloween (PAFOL)	16.46
114	Westside Pizza	PO 1428 Program Supplies - Teen Cosplay Party (PAFOL)	91.81
115	WSDOT Good to Go	PO 1546 Travel - Training -Public Library Directors Conference Travel	6.50
116	Zoom	PO 1547 Technology Services - Workplace Business - ADM	47.90
			18,722.05
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
1181	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-2025)	271,522.07
1182	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-2025)	41,253.23
			312,775.30

Patron Visits		
	2025	% of System
Port Angeles	13,829	48.2%
Children	7%	
Sequim	9,711	33.9%
Children	18%	
Forks	4,079	14.2%
Children	8%	
Clallam Bay	911	3.2%
Children	12%	
Bookmobile	144	0.5%
Total	28,674	100.0%

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

New Patron Registration		
	2025	% of System
PA	209	48.6%
SQ	162	37.7%
FO	50	11.6%
CB	9	2.1%
BOS	0	0.0%
Total	430	100.0%



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

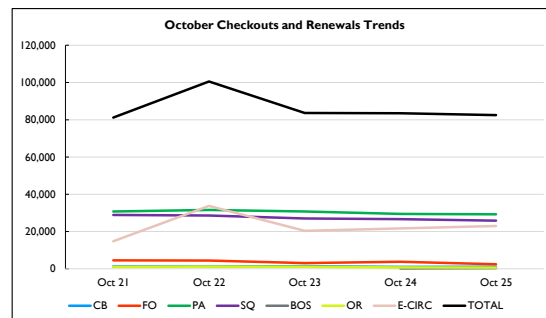
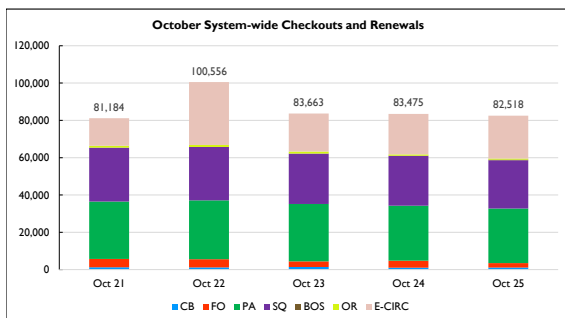
* The Sequim Branch Library started operating out of a temporary location in April 2024.

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	17,336	29.0%
% From Self-Check	80%	
% From Holds	27%	
Renewals	11,904	52.3%
Total	29,240	35.4%
Sequim		
Checkouts	15,950	26.7%
% From Self-Check	79%	
% From Holds	36%	
Renewals	9,877	43.4%
Total	25,827	31.3%
Forks		
Checkouts	2,030	3.4%
% From Self-Check	26%	
% From Holds	34%	
Renewals	385	1.7%
Total	2,415	2.9%
Clallam Bay		
Checkouts	721	1.2%
% From Self-Check	23%	
% From Holds	41%	
Renewals	385	1.7%
Total	1,106	1.3%
Outreach		
Checkouts	575	1.0%
% From Holds		
Renewals	47	0.2%
Total	622	0.8%
Bookmobile		
Checkouts	164	0.3%
% From Holds	24%	
Renewals	181	0.8%
Total	345	0.4%
Electronic Circulation <i>(OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)</i>		
Checkouts	22,963	27.8%
Systemwide Totals		
Checkouts	59,739	
Renewals	22,779	
System Total	82,518	

Interlibrary Loan Services	
Items borrowed from other libraries	191
Items loaned to other libraries	112

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,656	17.06
SQ	5,719	18.10
FO	690	17.68
CB	293	12.72
OR	643	8.59
BOS	83	9.58
Total	12,084	16.98



* 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	46/1372	46%/62%
Sequim	15/295	15%/13%
Forks	16/366	16%/16%
Clallam Bay	6/26	6%/1%
NOLS	0/0	0%/0%
Virtual	16/166	16%/7%
Total	99/2225	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	36/336	75%/82%
Sequim	0/0	0%/0%
Forks	11/73	23%/18%
Clallam Bay	1/3	2%/1%
Total	48/412	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	37	6
Sequim	0	0
Forks	2.25	3
Clallam Bay	0	0
Outreach	0	0
NOLS	36.5	1
Total	76	10

Community Outreach Events		
	Events/Attendees	% of System
PA	4/274	57%/53%
SQ	1/200	14%/39%
FO	1/27	14%/5%
CB	0/0	0%/0%
OR	1/15	14%/3%
NOLS	0/0	0%/0%
Total	7/516	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	362
Read & Ride (Clallam Transit Buses)	29
Dolly Parton Imagination Library	1,252
Library Programs & Outreach	22
Clallam County Correctional Facility	76
Total	1741

Outreach Delivery Services	
Deliveries/Pickups	85
New Patrons w/ Delivery Services	8

BookMatch Requests Fulfilled	
Number of Requests	-
Titles Suggested	-

Bookmobile	
Routine Stops	10
Special Stops	-
Library Pop-Ups (no bookmobile)	6
Appearance (e.g. parade)	-
Miles Traveled	1,289

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	2,068	1,855	31.6%
Sequim	6	970	690	50.9%
Forks	9	316	235	11.6%
Clallam Bay	6	255	282	28.1%
Total	47	3,609	3,061	29.8%

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	354	102	9.1%
Sequim	2	239	60	13.3%
Forks	3	95	21	3.1%
Clallam Bay	1	95	1	0.8%
Total	11	783	185	7.6%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,526	48.1%
Sequim	7,761	39.2%
Forks	1,866	9.4%
Clallam Bay	651	3.3%
Total	19,804	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,451	52.2%
Sequim	1,717	20.2%
Forks	1,770	20.8%
Clallam Bay	582	6.8%
Total	8,520	100.0%

Facebook Activity	
Followers	5,943
Content Published	80
Reach (unique accounts)	12,775
Reactions/Likes/Comments, etc.	1,151

Instagram Activity	
Followers	1,884
Content Published	71
Reach (unique accounts)	3,085
Reactions/Likes/Comments, etc.	704

Advertising	
Ads Run	-
Reach (unique accounts)	-

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 October 2024 so the service could be revamped.

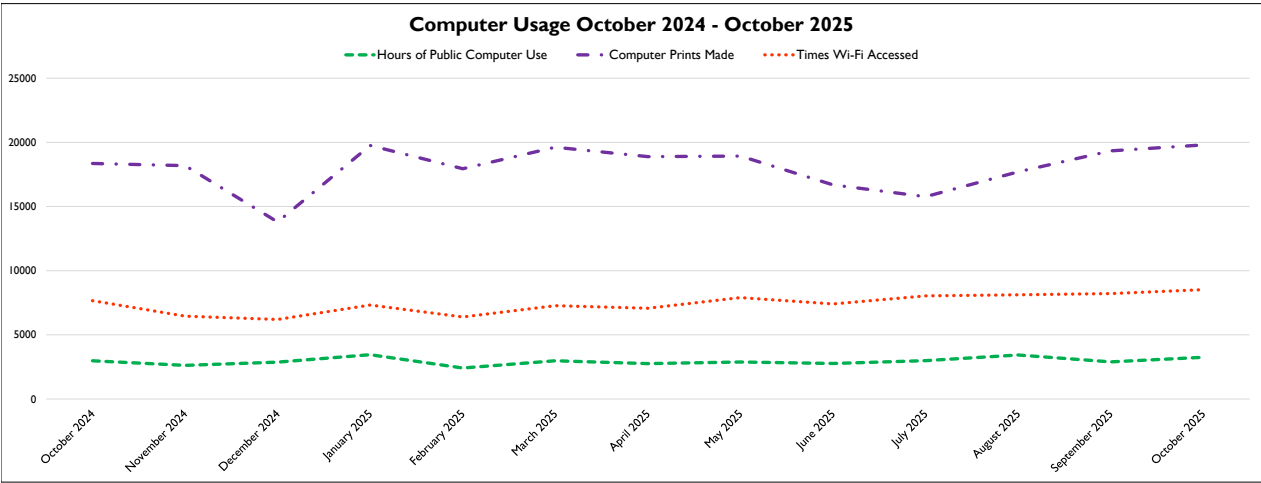
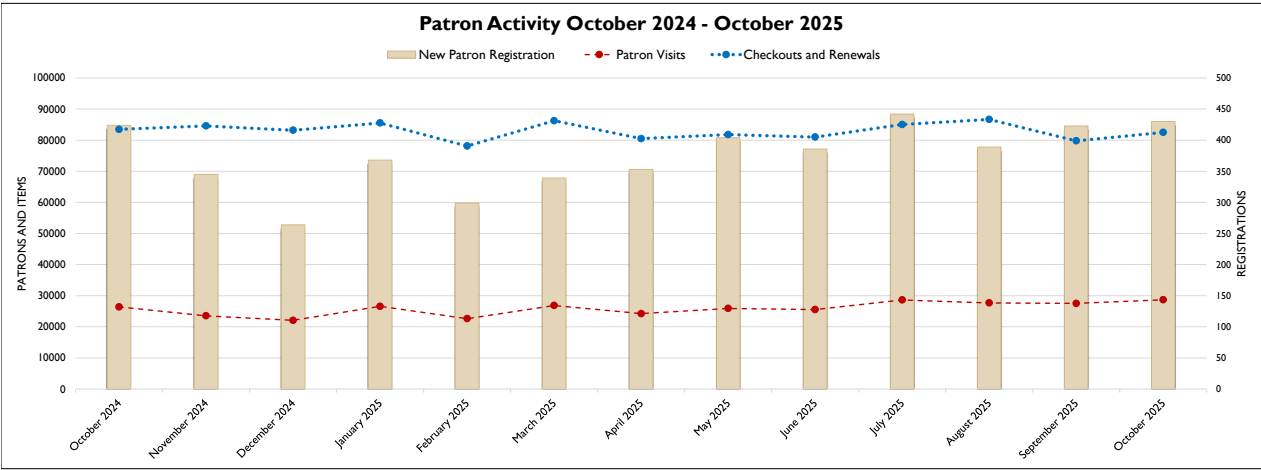
Website Visits	
Total Visits	35,710
Unique Visitors	10,112
Average Time on Site	1m 4s

Database Access	
Total Sessions on all Databases	823

YouTube Activity	
Subscribers	467
Videos Published	-
Program Recordings	1
Views (lifetime content)	823
Watch Time (hours)	31

eNewsletter	
Number Sent	22,031
Read Rate	28%
Click-Through Rate	5%

Notices	
Number Sent	15,528
Read Rate	43%



Significant Events During the Past 13 Months:

September - October 2024 - The Bookmobile was out of service for repairs. Some stopes were completed using an alternative vehicle.

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

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

January 2025 - Operating Hours were adjusted at all branches.

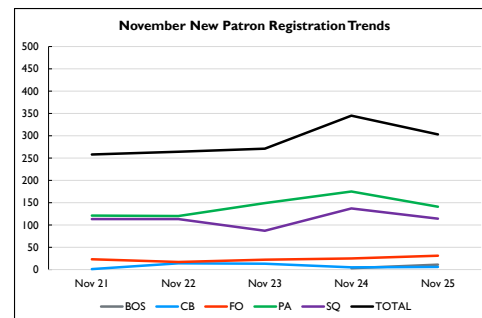
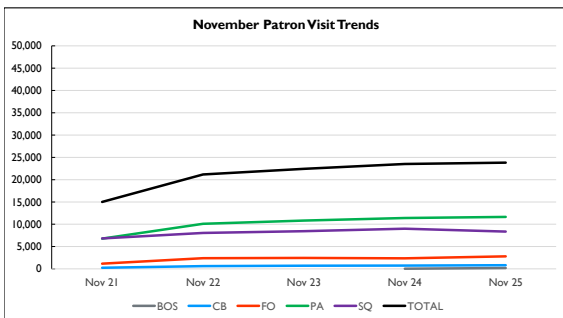
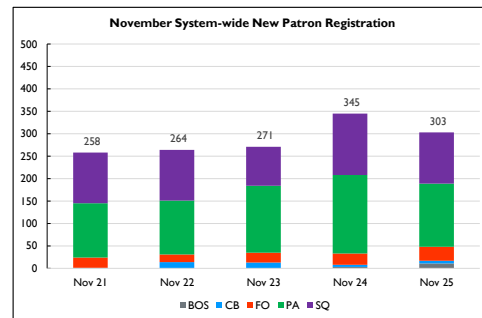
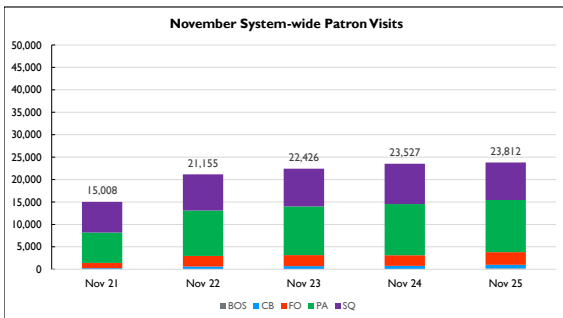
February 2025 - Inclement weather impacted hours for several days at all branches.

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

Patron Visits		
	2025	% of System
Port Angeles	11,644	48.9%
Children	7%	
Sequim	8,361	35.1%
Children	18%	
Forks	2,805	11.8%
Children	5%	
Clallam Bay	820	3.4%
Children	14%	
Bookmobile	182	0.8%
Total	23,812	100.0%

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

New Patron Registration		
	2025	% of System
PA	141	46.5%
SQ	114	37.6%
FO	31	10.2%
CB	6	2.0%
BOS	11	3.6%
Total	303	100.0%



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

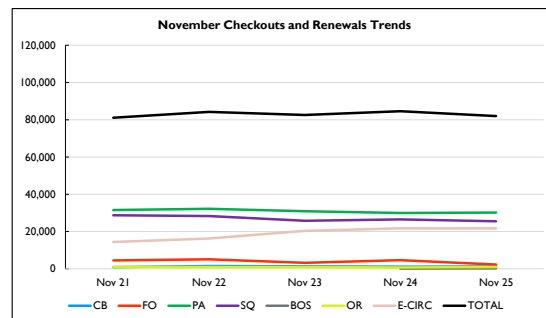
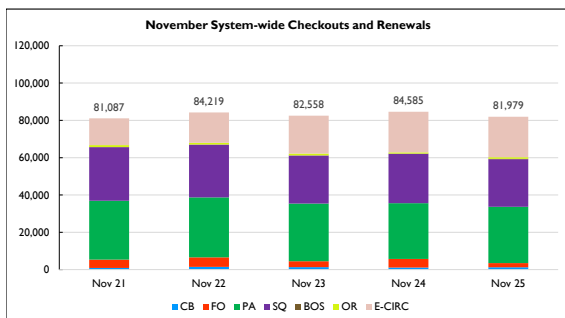
* The Sequim Branch Library started operating out of a temporary location in April 2024.

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	16,708	29.4%
% From Self-Check	78%	
% From Holds	28%	
Renewals	13,446	53.6%
Total	30,154	36.8%
Sequim		
Checkouts	15,238	26.8%
% From Self-Check	79%	
% From Holds	35%	
Renewals	10,257	40.9%
Total	25,495	31.1%
Forks		
Checkouts	1,690	3.0%
% From Self-Check	51%	
% From Holds	39%	
Renewals	576	2.3%
Total	2,266	2.8%
Clallam Bay		
Checkouts	668	1.2%
% From Self-Check	31%	
% From Holds	30%	
Renewals	576	2.3%
Total	1,244	1.5%
Outreach		
Checkouts	831	1.5%
% From Holds		
Renewals	87	0.3%
Total	918	1.1%
Bookmobile		
Checkouts	60	0.1%
% From Holds	73%	
Renewals	157	0.6%
Total	217	0.3%
Electronic Circulation <i>(OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)</i>		
Checkouts	21,685	26.5%
Systemwide Totals		
Checkouts	56,880	
Renewals	25,099	
System Total	81,979	

Interlibrary Loan Services	
Items borrowed from other libraries	167
Items loaned to other libraries	94

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,630	16.79
SQ	5,386	17.80
FO	656	14.24
CB	202	16.41
OR	592	9.06
BOS	158	9.84
Total	11,624	16.62



* 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	41/860	47%/68%
Sequim	18/241	20%/19%
Forks	17/81	19%/6%
Clallam Bay	5/26	6%/2%
NOLS	0/0	0%/0%
Virtual	7/66	8%/5%
Total	88/1274	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	36/446	62%/80%
Sequim	0/0	0%/0%
Forks	11/82	19%/15%
Clallam Bay	11/32	19%/6%
Total	58/560	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	43.5	6
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	32.25	1
Total	76	7

Community Outreach Events		
	Events/Attendees	% of System
PA	1/16	20%/21%
SQ	3/49	60%/64%
FO	0/0	0%/0%
CB	0/0	0%/0%
OR	1/11	20%/14%
NOLS	0/0	0%/0%
Total	5/76	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	393
Read & Ride (Clallam Transit Buses)	0
Dolly Parton Imagination Library	1,293
Library Programs & Outreach	35
Clallam County Correctional Facility	0
Total	1721

Outreach Delivery Services	
Deliveries/Pickups	93
New Patrons w/ Delivery Services	5

BookMatch Requests Fulfilled	
Number of Requests	-
Titles Suggested	-

Bookmobile	
Routine Stops	14
Special Stops	-
Library Pop-Ups (no bookmobile)	5
Appearance (e.g. parade)	-
Miles Traveled	974

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	24	1,742	1,723	36.4%
Sequim	6	731	527	44.6%
Forks	9	298	201	11.3%
Clallam Bay	6	232	263	32.0%
Total	45	3,003	2,713	31.9%

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	288	89	9.1%
Sequim	2	150	38	9.7%
Forks	3	84	17	2.9%
Clallam Bay	1	-	-	0.0%
Total	11	522	145	6.9%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,739	55.0%
Sequim	6,504	36.7%
Forks	1,220	6.9%
Clallam Bay	245	1.4%
Total	17,708	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,839	52.1%
Sequim	1,488	20.2%
Forks	1,555	21.1%
Clallam Bay	488	6.6%
Total	7,370	100.0%

Facebook Activity	
Followers	5,991
Content Published	80
Reach (unique accounts)	18,643
Reactions/Likes/Comments, etc.	1,260

Instagram Activity	
Followers	1,922
Content Published	31
Reach (unique accounts)	2,190
Reactions/Likes/Comments, etc.	594

Advertising	
Ads Run	2
Reach (unique accounts)	3,213

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	N/A
Sequim	N/A
Forks	N/A
Clallam Bay	N/A
Total	0

*Laptop checkouts were paused in November 2024 so the service could be revamped.

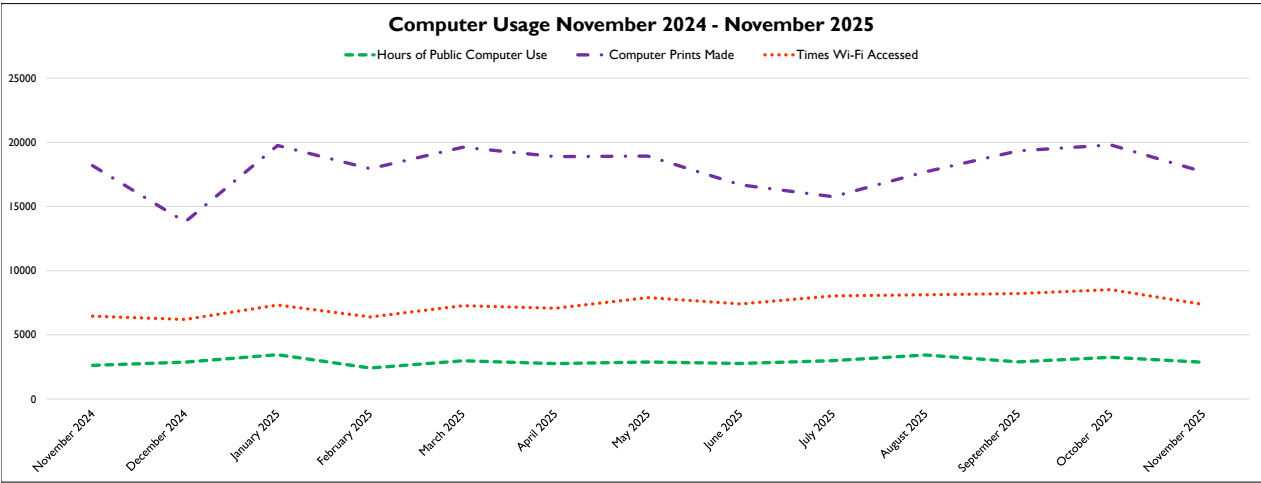
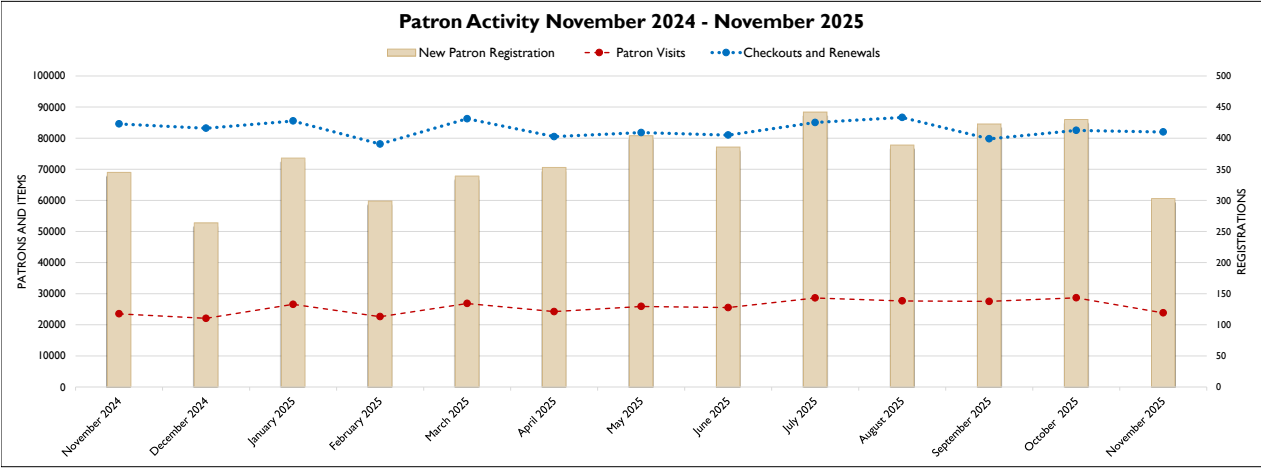
Website Visits	
Total Visits	34,717
Unique Visitors	9,904
Average Time on Site	59sec

Database Access	
Total Sessions on all Databases	5,827

YouTube Activity	
Subscribers	468
Videos Published	-
Program Recordings	-
Views (lifetime content)	690
Watch Time (hours)	29

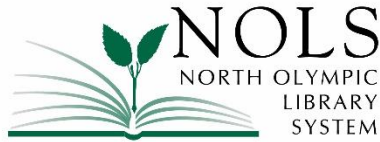
eNewsletter	
Number Sent	22,332
Read Rate	29%
Click-Through Rate	4%

Notices	
Number Sent	15,487
Read Rate	37%



Significant Events During the Past 13 Months:

- November - December 2024 - New public printers were installed and print station adjustments were made in each branch.
- January 2025 - Operating Hours were adjusted at all branches.
- February 2025 - Inclement weather impacted hours for several days at all branches.
- February 2025 - NOLS launches Kanopy, an online movie streaming service.



Monthly Activity Report

Meeting Date: December 18, 2025
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for October 2025

Port Angeles Main Library

Meghan Sullivan, Public Services Director

Port Angeles Programming:

- **Baby Storytime** – 83 participants at 3 events. Even with no Storytime the week of All-Staff Training Day, this program continues to grow with a record attendance the last week of October.
- **Toddler Storytime** – 312 participants at 10 events. As the weather turns cooler and wetter, attendance has started to increase for these two Thursday morning events. There were a total of 73 participants between two sessions on Halloween!
- **Family Storytime** – 20 participants at 4 events.
- **Storytime Studio** – 2 participants.
- **Duck Duck Boot Event** - 125 participants. Over 80 pairs of rain boots were given to families in our community at the Duck Duck Boot event. The giveaway was held in the Raymond Carver Room in partnership with First Step Family Support System and Molina Healthcare. It was a joy to watch kids take off their shoes and put on their new, bright shiny rain boots and clomp around!
- **Kids Book Club** – 5 participants. Students in grades 1-3 read, *Disaster Squad: Wildfire Rescue* by Rekha S. Rajan. Participants discussed all types of fires and natural disasters and played a game of fire safety Bingo.
- **Class Visits to the Library** – 43 participants at 2 events. Crescent School and Queen of Angeles Kindergarteners visited the Library before opening and got a sneak peek behind the scenes. They learned about book care, listened to a story, had a tour of the library, and checked out one book each with their brand-new library cards. They were excited about watching books be returned in the book drop!
- **Build It! With LEGO** – 41 participants. The first Build It! program for the Fall was busy with completed projects were placed in the glass display in the Children's section of the library. Kids enjoy showing their builds to their friends and family.
- **Tween Thursday** – 43 participants at 4 events.
- **Magic Monday** – 21 participants at 4 events.
- **Teen Tuesday** – 31 participants at 4 events including Games & Art, Teen Advisory Board, Books & More, and Creative Writing.

- **Teen Cosplay Party** – 13 participants. Teens watched Ghostbusters, hung out, ate candy, made crafts, and won prizes for Best Costume, Scariest Costume, and Funniest Costume.
- **Teen Lit Bags** – 15 participants.
- **Tabletop Role-Playing Game Night** – 15 participants.
- **Jigsaw Puzzle Contest** – 15 participants. A Puzzle Swap cart was introduced for the first time and a few Saturday patrons found puzzles to bring home.
- **End of Life Ready Workshop with End of Life Washington** – 6 participants.
- **Medicare and Retirement Planning with Keila Bullock of Bankers Life and Casualty** – 10 participants.
- **Art and Craft Supply Swap** - 38 participants. This was a big hit! There were knitting supplies, stamps, paints, origami paper, beads, and even a floor sized loom! People of all ages found treasures, and everything found a home.
- **Pumpkin Carving** – 51 participants. For a second year in a row, participants came to the library to carve pumpkins. There were a lot of spooky designs with teeth!
- **Poetry Reading with Lesley Wheeler hosted by Clallam County Poet Laureate and Gentle House** – 20 participants.
- **Northstar Digital Literacy Computer Class** – 2 participants. Staff assisted participants with learning how to use email on a new laptop and a patron learning both English and computers at the same time.
- **League of Women Voter Forums** – 33 participants at 3 events.
- **Second Wednesday Book Group** reading *Thunder Song: Essays* by Sasha taqwsəblu LaPointe– 6 participants.
- **Fourth Wednesday Evening Book Group** reading *Now You See Us* by Balli Kaur Jaswal – 10 participants.

Port Angeles Community Engagement:

- Youth Services Librarian, Jennifer L., visited the Mt. Angeles View Headstart and provided three storytimes for three classes – 44 participants. One class screamed, “Jennifer’s here!!!!” with excitement. The kids enjoyed songs and stories, but the puppets were a clear favorite.
- Students at Stevens Middle School were visited by Youth Services Librarians, Clair D. and Jennifer L., who promoted a new NOLS sponsored book group that will be held at the school. They shared three titles selected for the book group with 532 students. The students were excited to participate and asked many great questions. One teacher reported shortly after the visit that all the copies of the first book were already checked out from her classroom. With the support of the Port Angeles Friends of the Library, 20 copies of each title were given to the ELA teachers. The first book discussion will be held in November at the school.
- Visitors to the Port Angeles Fine Arts Center’s Celebration of Shadows Fall Festival were treated to a Spooky Storytime from Youth Services Librarian, Jennifer L. She shared stories with 52 people of all ages.

- Public Services Librarian, Amber K., assisted Outreach staff in sharing library resources and information at the Olympic Peninsula Local Author Book Fair at Field Arts and Event Hall.
- Youth Services Librarian, Clair D., attended the College and Career Fair at Port Angeles High School to represent NOLS and talk to students about planning for future careers in libraries. She spoke with 97 students from PAHS, Lincoln High School, Seaview, and Crescent.
- Leslie B., Public Services Lead, and Sarah d., Public Services Specialist, attended the Olympic Peninsula Fungi Festival with Outreach staff to share information on NOLS services and programs in the Education Barn. Over the two day-event, they spoke with over 600 people.

Port Angeles Staff Activity:

- Youth Services Librarian, Clair D., completed the final report for the Tabletop Role-Playing Games for All Innovation Grant, awarded in 2024 through the Washington State Library. She also presented a training on Tabletop Roleplaying Games with Kids for over 70 school librarians as part of the Washington State Library's School Library Inservice Training Day. The session was recorded and will be available for school librarians to watch for clock hours.
- Youth Services Librarian, Jennifer L., assisted the All Staff Training Team with All Staff Training Day.
- Public Services Librarian, Sarah M., attended weekly meetings with the Washington Digital Library Consortium's Executive Advisory Committee.

Sequim Branch Library

Emily Sly, Library Manager

Programming during the month of October included:

- **Family Storytime** – 138 participants at 5 events.
- **Two-Sentence Spooky Story Writing Contest for Tweens** – 52 participants.
- **Teen Advisory Board** - 7 participants.
- **Humanities Washington: And It Has Pockets! The Battle for Women's Clothing Equality** – 13 virtual participants.
- **Build It! With LEGO** – 6 participants.
- **Teen Lit Bags** – 15 participants.
- **Yarn Circle** – 45 participants at 4 events
- **Drop In Tech Help** – 2 participants.
- **SilverKite: Spooky Landscapes in Charcoal** – 10 virtual participants.
- **SilverKite: Watercolor Autumn Botanicals** – 29 virtual participants.
- **Friday Night Movie** – 17 participants.
- **Second Saturday Book Group** – 13 participants.

- **League of Women Voters Forum:** Fire District 3 – 6 virtual participants.
- **Books and Trivia outreach visits to schools** – 200 4th grade students

Programming Highlight: Sequim winners of the **Two-Sentence Spooky Story Contest** were invited to read their stories live on KSQM on Halloween. The winners and parents crowded into the studio for an interview and opportunity to read their short stories. It was a wonderful connection to the community and a fun partnership with the local radio station, just a few doors down from the temporary location.

Staff enjoyed Fall All Staff Training Day held in Port Angeles on October 9. Public Services Specialist Amika P. had her first day in Sequim. Sequim staff toured the new building in mid-October.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- Staff members attended All Staff Training Day in Port Angeles, where they spent the day learning about intellectual freedom and serving the Native American community.
- IT installed new public and staff computers which supported easy logins and faster computer use.

West End Programming:

- Nine people attended the Mean Girls Watch Party, and it was a fun evening filled with laughter.
- During Forks Heritage Days, the documentary "Cuts" was screened at both West End Branch locations. The Clallam Bay Branch had 11 attendees, while the Forks Branch had 23 attendees. The discussion at the Clallam Bay Branch covered a variety of topics related to logging. At the Forks Branch, one of the sawyers featured in the film was present for the discussion. One woman attended in hopes of seeing her father in the film but ended up spotting her grandfather instead.
- Forks Bad Art Night in October had a theme of "Mushroom Magic," attracting 13 attendees. One couple has even adopted this event as their regular date night.
- Adult Services Library Specialist Jennifer S. collaborated with Yan Heng, the DSHS Long Term Care Workforce Navigator, to host a Caregiver Career Fair at both West End Branches. The Clallam Bay Library Branch had 3 attendees, but no local employers were present. The Forks Branch Library had 2 local employers attend, but unfortunately, there were no attendees from the public. The local employers took advantage of the opportunity to share their concerns with Yan and discuss their hiring challenges and experiences with one another.

- Quileute Head Start students visited the library for a fun morning. Storytime was included, along with a scavenger hunt.



- Financial Beginnings: The bilingual event with First Fed was very well attended. Patrons requested that we partner with First Fed again in the spring of 2026 to offer more related topics to the community. It was also requested that the program be offered in Spanish again.
- West End had a successful Two Sentence Spooky Story Contest. The winner from Forks received a \$25 certificate to Sully's, and the Clallam Bay winner requested a \$25 Visa card. Both winners were 4th graders.
- At Fall Family Bingo in Clallam Bay, two excited teens joined in on the fun! They even invited a younger kid who was playing on the computers to come play along with them. It was great to see everyone having a good time together.
- The Forks branch library participated in the Chamber of Commerce's Trick or Treat on Main Street event. The library was open to trick-or-treaters all day during operational hours. Forks staff passed out candy while wearing festive costumes and played spooky movies all day for patrons. In total, 279 trick-or-treaters attended.



West End Community Visits:

- Youth Services Specialist Angeles B. visited three Forks ECEAP classes. Returning students from last year remembered her name and were excited to see her again. They were very excited to once again play "Little Mouse, Little Mouse" before storytime.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

Outreach Daily Operations:

- 85 outreach deliveries were made, 8 new patrons registered for delivery services, 575 items were checked out and 47 items renewed for delivery service patrons.
- Couriers transported 775 totes between NOLS branches, plus 16 more for Outreach Deliveries.

Programs and Community Outreach:

- **Indigenous Peoples Day Poetry Reading** (October 13, - 130 participants (85 in-person and 45 virtual): Native/Indigenous poets were invited to share at an open mic event with featured poet c'ic'áyx^wmu Rachel Sullivan-Owens at ʔaʔk^wustəhájwtx^w House of Learning, Peninsula College Longhouse. Many participants and community members shared their appreciation with NOLS for hosting the event.
- **Neah Bay Boys and Girls Club** (October 14, - 20 participants): Community Outreach Librarian, Adrienne L., read a story about collecting leaves and led a craft centered around the changing of the season into fall. The kids were eager to share what collections they have at home and to show off their artistic skills with the craft.
- Community Outreach Specialist, Arriana M., and Community Outreach Librarian, Adrienne L., attended the **Quileute TANF Fair** on October 16. They spoke with 63 participants about NOLS services and programs and shared Tiny Olympic Library giveaways. Many expressed gratitude for NOLS being at the event.
- **Olympic Peninsula Fungi Festival** (October 18-19 – 653 participants): Outreach staff along with Port Angeles Branch staff, provided information about NOLS programs and services at the two-day event. Participants were able to check out library materials, sign up for library cards, and take a spin on the prize wheel.
- **Sherwood Assisting Living** 15 residents received a presentation about Outreach Delivery Services from Community Outreach Specialist, Kayla A., and Community Outreach Librarian, Adrienne L., on October 21. Some residents signed up for library cards as well as Delivery Service. Staff also got to meet in-person with one of our power users!
- In preparation for starting a new twice monthly Bookmobile stop in November at Crescent School in Joyce, Community Outreach Librarian, Adrienne L. provided 42 students and teachers with a presentation about Bookmobile Services. She showed them how to place holds, and designate them to be picked up on the Bookmobile.

- **Department of Social and Health Services Wraparound Services** (October 27, - 12 participants): Community Outreach Librarian, Adrienne L., tabled at the DSHS office in Port Angeles and met with community members seeking resources. Three visitors signed up for library cards and other stopped by to learn about programs and digital services available through NOLS.

Bookmobile and Pop-Up Libraries

- **Tuesday Morning Pop-Up Libraries** in Neah Bay continue to be held at a variety of locations prior to the Bookmobile arriving at the Community Gym in the afternoon. Community Outreach Specialist, Arriana M., brought library materials to the Makah Wellness Center (October 7 – 18 participants), Makah Senior Center (October 14 – 6 participants), Recovery Drop-In Center (October 21 – 10 participants), and Sail River Longhouse Commons (October 28 – 6 participants).
- **Quileute Senior Center Pop-Up Library:** (October 8 & 22 – 16 visitors)
- **Routine Bookmobile Stops:** Beaver Grocery Store (October 1, 15, 22 – 4 visitors), Neah Bay Community Gym (October 7, 14, 21, 28 – 68 visitors), the Joyce Mobile Market at Crescent School (October 18 – 2 participants), and Port Angeles Food Bank (October 23 – 3 visitors).
 - As staff signed up a new patron in Beaver, they shared that they were excited that the Bookmobile offered them an opportunity to bring their kids individually each week, instead of trying to contain them as a group at the larger libraries. They thanked NOLS for stopping in Beaver!
 - Neah Bay patrons are keeping staff busy for the length of stop at the Community Gym. Every week we meet someone new!
- **New Routine Bookmobile Stop:** Carrie Blake Park in Sequim (October 16 – 11 visitors): Community Outreach Specialist, Becki N., and Sequim Public Services Specialist, Kim v., spoke with a lot of community members, met several puppies, played with some kiddos, and answered several questions about eReaders and Libby. The community was excited to see NOLS there!

Other Activities for Outreach Staff:

- Outreach staff participated in All Staff Training Day held at the Port Angeles Main Library. Trainings included: Introduction to Indigenous Studies with Professors Migizi Miigwan and Pat Lowinger and Intellectual Freedom with Tamara Rotz.
- Courier, Kim L., provided Technical Services with 2.5 hours of support to complete Processor tasks.
- Community Outreach Librarian, Adrienne L., and Community Outreach Specialist, Becki N., attended the Outreach Workers of Washington Libraries Services (OWWLS) held at Timberland Regional Library Systems Administrative Center. They were able to showcase the Bookmobile and received many compliments on the vehicle graphics and Mossy! This was an opportunity for NOLS Outreach staff to collaborate on ideas, visit other mobile/delivery vehicles, and learn from other Outreach staff in Washington State.

- Staff continued participation on NOLS work groups and committees including All-Staff Training Day, Health & Safety, Book Discussion Group, Beanstack, and Equity Diversity and Inclusion (EDI) Teams.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: HVAC repair and maintenance; cleaned rain gutters and catch basins; replaced worn book drop cart casters; replaced YA area tables with tables from Forks; replaced front door handle; lawn care

Sequim Library Project: Started up and tested EV chargers; installed most card readers at exterior doors and programmed pass keys for staff; staff inventoried spare electrical parts and placed in storage; ongoing meeting to discuss remaining construction issues and schedule.

West End Libraries: Tested fire alarms at both locations; replaced meeting room tables in Clallam Bay and Forks Libraries; replaced staff refrigerator in Clallam Bay; replaced a faulty security alarm sensor in Clallam Bay.

Other: Refinished Sequim and Clallam Bay Tiny Olympic Libraries; repaired rust patch on bookmobile stepwell and added weatherproof coating to that area; staff attended Fall All Staff Training Day; staff variously attended first aid, Narcan, and cyber security training.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In October IT continued the new computer launch to staff and public. Forks computers were deployed. There are still some computers to replace in Port Angeles and West End but the majority of workstations have been switched over. Sequim computers deployment schedule was drafted and will continue to be refined. Equipment was ordered in anticipation of that leg of the project.

Other tasks completed:

- 19 Port Angeles computers replaced
- 2 Clallam Bay computers deployed
- 22 Forks computers deployed
- 80 tickets related to
 - Printers
 - New computer deployments
 - Remote access to drives
 - Label configurations
 - New staff and email group membership updates

- Tech support for All-Staff Training Day
- Web page created to inform people about Baker & Taylor going out of business.
- Web page created for the AIDS, Posters, and Stories of Public Health displays
- Mental Health First Aid training for adults
- Removed the storage drives from all old machines to comply with surplus requirements
- Inventory and surplus process refined (see surplus pic below)
- IT field trip to new Sequim building to assess set-up
- Continuing to troubleshoot Law Library software
- Wireless printing testing
- Server upgrades

Technical Services Department

Erin Shield, Technical Services Manager

October was an even more tumultuous month than September for Acquisitions staff and selectors as NOLS' primary vendor, Baker & Taylor, announced it was going out of business prior to year's end. There were approximately 350 unfulfilled orders with the vendor. All of those titles had to be cancelled, assessed, and reordered through secondary vendors. Acquisitions staff did an awesome job of getting all but a small handful of titles reordered. About 6 titles were not available – most of them due to a delay in publication. The announcement posted on the catalog for patrons regarding longer wait times than normal for receiving their requested items has been amended. It now includes a link to the NOLS' webpage explaining the impact of Baker & Taylor going out of business. An RFP for primary materials jobber will be launched early in 2026.

NOLS is currently winding down its materials ordering. Acquisitions stops taking orders at the end of November so materials on-order can be shipped and invoiced to be paid in the current fiscal year.

Baker & Taylor also owned the subsidiary company, Content Café, which provided catalog cover images for NOLS. There was a hard pivot to work with the only other vendor that integrates with catalog software to get a quote and see if services were comparable. That subscription will require software configuration and is likely to be implemented the beginning of December. Fortunately, the company is offering the same terms and pricing for 2026 as Content Café so there is no immediate budget impact.

Over the past month Technical Services staff participated in trainings, webinars, tasks and meetings related ILS Team, vendor meetings, Collection Management, E-Rate, Health and Safety Team, Materials Request Subcommittee, Web Team, Management Team, and Sequim Remodel project.

Notable in October:

- Technical Services staff enjoyed All Staff Training Day 2025;

- Technical Services Lead Wendy O. investigated alternate mailing/shipping options and vendors
- Technical Services Specialist Cindy T. was excited to receive and pay the serials invoices. Magazine orders are quite the ordeal.
- Technical Services Specialist Jennifer F. had an opportunity to explain library vendors and various e-content scenarios to someone. Loving the chances to inform people about the behind-the-scenes of library work.
- Processor Mark J. had a good experience at the Mental Health First Aid training at Peninsula College – interesting discussions and was good to see and meet others in the community.

Statistics:

- 782 physical items processed;
- 240 print materials repaired, including 42 recatalogued items;
- 74 media items repaired;
- 29 physical donations added to collection;
- 191 InterLibrary Loan requests for NOLS' patrons filled;
- 112 items loaned to other libraries;
- 376 issues 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:

- All Staff Training Day Implementation
- EDI Implementation Plan Update Project
- Manager Strategic Planning Meeting
- Routine Management Team, All Staff Training Day Planning, Equity Diversity and Inclusion Team, and one-on-one meetings.

Recruitments:

- Outreach Library Manager – Outreach
- Courier - Outreach

New Hires:

- Amika Parr – Public Services Specialist – Sequim
- Daniel Steele – Courier – Outreach

Separations:

- Anna Foster – Public Services Specialist – Sequim

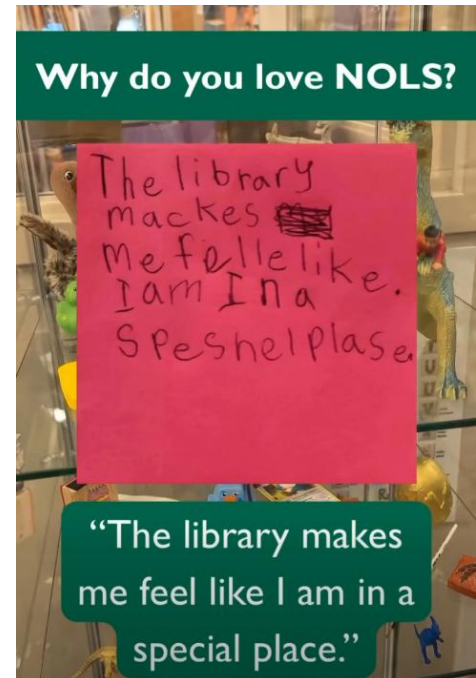
Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

- Marketing Team hosted pop-up tables at Port Angeles and Sequim libraries to collect patron feedback. Created a social media video with responses.
- New tote bags with a four-panel comic design by local artist Christa Dippel were made available for purchase as NOLS Merchandise.
- Preparatory communications work was completed to support Sequim Library reopening.
- Created a webpage with information about delays due to NOLS' vendor Baker & Taylor closure.
- Provided additional support for the Spooky Story Contest and the StoryWalk at the Lyre Conservation Area.

News Releases & Articles:

- 18 news releases were sent about NOLS programs.
- The monthly NOLS "Off the Shelf" article in the Sequim Gazette, contributed by librarian Charlotte McGrew, highlighted the Spooky Story Contest and fall-themed craft books and cookbooks.



Financial Operations

Amy Hough, Finance Manager

- Attended two trainings provided by the Municipal Research and Services Center (MRSC) - BARS Coding Basics and Fundamentals of Budgeting (Cash Basis)
- Participated in interviews for Outreach Library Manager
- Participated in Management Team Meetings
- Attended the Women's Professional Finance Network networking event and Mentor meeting

Public Service Director's Report

Meghan Sullivan, Public Services Director

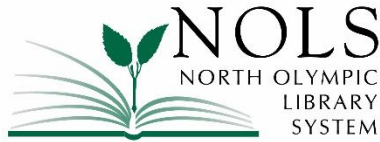
- Acting interim Port Angeles Library Manager and Outreach Library Manager.
- Participated in recruitment and selection activities for the new Outreach Library Manager.
- Attended planning meetings for the Sequim Library move including participating in a Sequim staff tour of the new library.
- Continued to support Port Angeles collection space conversations to develop a proposal to increase collection spaces and improve access for patrons.
- Led a planning session with the Community Outreach Specialists (Arriana M., Becki N., and Kayla A.) and Community Outreach Librarian (Adrienne L.) to establish priorities for 2026.
- Attended the monthly Port Angeles Friends of the Library Board meeting.
- Participated in the Great ShakeOut as part of the Health & Safety Team, leading a staff discussion on earthquake and tsunami preparedness for the Admin, Finance, and Marketing departments.
- Met with Quileute Tribal School Librarian and Principal to discuss Bookmobile Service opportunities.
- Represented NOLS at the monthly Clallam County America250 planning meeting.
- Held an introductory meeting with Olympic Connect and received a partner resource kit with materials to display at all NOLS locations.
- Met with Field Arts and Event Hall staff to explore potential partnership opportunities.
- Contributed to Strategic Planning development with Management Team.
- Assisted with the setup and takedown of the NOLS resource table at the Olympic Peninsula Fungi Festival.
- Conducted branch visits to the Clallam Bay and Sequim Temporary Library locations.
- Participated in All-Staff Training Day.
- Routine Management Team, Branch Manager, Outreach Services, Adult Services, ILS Team, Health & Safety Team, Youth Services Team, Beanstack Team, Circ Team, Sequim Library Reopening Planning, Branch Staff Meetings, IT Department, NOLF Board Meeting, NOLS Board of Trustees, and individual 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
 - Led tour for:
 - Sequim Branch Staff
 - Leaders from Sequim School District and Thrive Church
 - Jefferson County Library Staff
 - Planning for move into new building
- Creation of the 2026 Operating Budget
- Strategic Roadmap Update
- Outreach Manager Recruitment
- Planning shift of Port Angeles Library collections
- Fall All Staff Training Day Presentation
- Hosted the Library Council of Washington bi-annual meeting
- Attended the Forks Friends of the Library Meeting
- Attended the Port Angeles Friends of the Library Meeting
- Attended Clallam County Revenue Advisory Committee Meeting
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Monthly Activity Report

Meeting Date: December 18, 2025
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for November 2025

Port Angeles Main Library

Meghan Sullivan, Public Services Director

Port Angeles Programming:

- **Baby Storytime** – 76 participants at 3 events.
- **Toddler Storytime** – 268 participants at 8 events.
- **Family Storytime** – 15 participants at 3 events.
- **Storytime Studio** – 2 participants at 1 event.
- **Kids Book Club** – 16 participants. Students in grades 1-3 read, *Magical Monsters: The Rise of the Pegasus* by Joan Holub. After discussing the book, participants created a Pegasus craft.
- **Class Visits to the Library** – 56 participants at 3 events. Fairview Christian Preschool visited the library for the first time and the preschoolers were very impressed with the indoor book drops and enjoyed hearing a story about book care. They sent an adorable thank you note, "Once upon a time we had an amazing field trip to the library! We wanted to tell you how thankful we are and how much fun we had!" Crescent School First Graders and Queen of Angeles Kindergarteners also visited to check out materials with their new library cards.
- **Día de los Muertos Crafts** – 18 participants at 1 event.
- **Build It! With LEGO** – 69 participants at 1 event.
- **Tween Thursday** – 48 participants at 3 events.
- **Magic Monday** – 28 participants at 4 events.
- **Teen Tuesday** – 12 participants at 3 events including Games & Art, Books & More, and Creative Writing.
- **Teen Lit Bags** – 17 participants subscribed for the monthly service.
- **Tabletop Role-Playing Game Night** – 13 participants at 1 event.
- **Bad Art Night for Adults** – 28 participants attended this inaugural program in Port Angeles. One couple came as part of their anniversary celebration, and everyone made fantastic art (and memories) with their non-dominant hands in spite of the name of the program.
- **Art in the Library Reception North Olympic Watercolorists** – 75 participants. Artists and community members gathered to browse the new art exhibit and enjoy

music from the string trio. Staff received numerous compliments and words of thanks for the support of local artists and a lovely evening out.

- **Jigsaw Puzzle Contest** – 30 participants. Puzzlers of all ages joined in the fun this month. The winners were twenty-something newcomers who had not previously met each other.
- **Crossword Competition** – 5 participants.
- **Northstar Digital Literacy Computer Class** – 2 participants. Staff were able to provide one-on-one support for navigating email and Google drive. These two regulars are also making connections with each other!
- **Second Wednesday Book Group** read *The Measure* by Nikki Erlick– 4 participants.
- **Fourth Wednesday Evening Book Group** read *Monsters: A Fan's Dilemma* by Claire Dederer – 7 participants.

Port Angeles Community Engagement:

- Youth Services Librarian, Jennifer L., provided three storytimes for three different Headstart classes. The kids love the puppets Jennifer brings and always ask, “Which ‘friends’ did you bring today?” – 45 participants.
- 30 students at Stevens Middle School were visited by Youth Services Librarian, Clair D., for the first book discussion of the school year.
- Youth Services Librarian Clair D. met with the Port Angeles Student Book Club to hear their thoughts on their first book selection of the school year, *Looking for Alaska* by John Green. The Book Club has chosen to read frequently banned and challenged books this year, and of *Looking for Alaska*, one student observed: “People who have tried to ban this book say that it’s about smoking and drinking and sex, but it’s not about those things – it’s about grief and learning how to move forward in your live.” Students rated this book 8.5/10, and one read the entire book in one night! – 7 participants.
- Public Services Librarian, Amber K., shared information about NOLS programs and services in Peninsula College’s PUB before the Stadium Generale event. Connections were made with students, staff, and community members. – 15 participants.
- Leslie B., Public Services Lead, tabled at the DSHS office in Port Angeles and met with community members seeking resources.

Port Angeles Staff Activity:

- Public Services Librarian, Sarah M., attended weekly meetings with the Washington Digital Library Consortium’s Executive Advisory Committee.

Sequim Branch Library

Emily Sly, Library Manager

Programming during the month of November included:

- **Family Storytime** – 95 participants at 5 events.
- **Teen Advisory Board** - 8 participants.
- **Build It! With LEGO** – 7 participants.
- **Teen Lit Bags** – 18 participants.
- **Yarn Circle** – 53 participants at 5 events
- **Second Saturday Book Group** – 12 participants.
- **Drop In Tech Help** – 1 participant.
- **SilverKite: Acrylics – Saturday Bakery** – 15 virtual participants.
- **SilverKite: Autumn Pastels** – 18 virtual participants.
- **Teen Night** – 17 participants
- **Puzzle and Problem Solve: Math Games and Activities** – 27 participants at 2 events
 - Program supplies provided by Washington State Library
- **Friday Night Movie** – 18 participants.
- **End of Life Ready Workshop with End of Life Washington** – 23 participants.
- **Books and Trivia outreach visits to schools** – 37 4th grade students
- **Head Start Storytime outreach** – 12 participants

Programming Highlight: Teen Night was a Sweet Tooth Party planned by the Teen Advisory Board (TAB). It featured the 1971 version of *Willy Wonka and the Chocolate Factory*. It has been one of the most highly attended teen programs offered at the Sequim Branch. It was fun for teens to plan the theme, select the movie and have a fun evening together.

Sequim staff enjoyed supporting the Bookmobile at its November stops in Sequim. Construction progress continues on the Sequim Expansion and Renovation Project. Furniture was delivered and shelving installed in November.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Programming:

- Public Services Lead Alex P. and Public Services Specialist Katy C. hosted Read & Sip at the West End Taproom Tip & Sip. At the event, guests were provided with menus that paired the taprooms drinks with books. Guests could check out library books, register for a new library card, and learn about library resources. 12 guests attended the event.
- On November 1st, Dr. Ian Miller presented his research on coastal bluff erosion at Kalaloch to a small group of three people.
- Forks High School Lunch Hangout is thriving. This high school lunch program was led by Manager Troi during YSS Angeles' leave in November.

- Dia de los Muertos was attended by nine patrons. Young children enjoyed "Abuelita" hot chocolate. One patron remarked, "We haven't had this since we moved from Texas. It's really good."
- Little Hands Art had attendance at both FO and CB. Toddlers and preschoolers participated in a craft activity at the library. One of the activities involved a number-count sticker coloring sheet, where they explored colors and numbers.
- Forks Library hosted artist Cammry Lapka for a dramatic comic reading of her book "George Smith: Paranormal Investigator of the Pacific Northwest" during Raincon 2025. Three people attended the event.
- Bad Art Night has become a favorite program at the library, attracting 12 attendees.
- Clallam Bay Craft and Connect: Book Wreaths was attended by 12 people, with patrons driving all the way from Port Angeles to create unique, one-of-a-kind wreaths.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

Outreach Daily Operations:

- 93 outreach deliveries were made, 5 new patrons registered for delivery services, 831 items were checked out and 87 items renewed for delivery service patrons.
- Couriers transported 717 totes between NOLS branches, plus 27 more for Outreach Deliveries.
- The Bookmobile travelled 974 miles.

Programs and Community Outreach:

- **Clallam Mosaic Program** (23 participants at 2 events): Community Outreach Librarian, Adrienne L, visited Clallam Mosaic twice in November. On the first visit she shared books about Elvis in preparation of their upcoming community play and talked about the story of Elvis' life, performing in front of a crowd and ways to calm stage fright. Clallam County Poet Laureate, Nellie Bridge, participated in the second program and led participants through a "Where I'm From" poem. Everyone was filled with pride after writing and sharing their poems.
- Outreach Delivery Services **Presentation at 5th Avenue – Senior Living** (11 participants): Residents learned more about Outreach Delivery Services and a few applied for the service immediate after the presentation from Community Outreach Specialist, Becki N., and Community Outreach Librarian, Adrienne L.
- **Neah Bay Boys and Girls Club Program** (32 participants): Participants read the picture book *Thank You Omu!* Oge Mora and created their own bookmarks.
- **TANF Quileute Housing Fair** (28 participants)
- **World Kindness Day** at Field Events and Art Hall (37 participants): In celebration of World Kindness Day on November 13, community members were invited to create bookmarks for Outreach Delivery patrons and participate in a special storytime with

Port Angeles Youth Services Librarian, Jennifer L.

- **Quileute Tribal School Parent Teacher Conferences** (48 participants): Community Outreach Specialist, Arriana M, and West End Public Services Specialist, Mimi L, provided library card sign-ups to encourage more students and their families to register for a NOLS library card in order to participate in the new twice monthly Bookmobile stops at the school.

Pop-Up Libraries and Bookmobile

- **Tuesday Morning Pop-Up Libraries in Neah Bay:**
 - Makah Wellness Center (14 participants)
 - Recovery Drop-In Center (7 participants)
 - Sail River Longhouse Commons (6 participants)
- **Quileute Senior Center Pop-Up Library:** (21 participants at two events):
 - New day of the week! Community Outreach Specialist, Arriana M., visited the Senior Center during one of their Friday Brunches at saw many new faces. A few mentioned that they didn't know NOLS provided this service "all the way out here."
- **Routine Bookmobile Stops:**
 - Neah Bay Community Gym (33 visitors at 2 stops)
 - No Bookmobile Services provided on November 11 and one stop cancelled due to community needs.
 - Beaver Grocery Store (0 visitors at 4 stops)
 - Carrie Blake Park in Sequim (6 visitors at 2 stops)
 - Port Angeles Food Bank (5 visitors at 1 stop)
 - Joyce Mobile Market at Crescent School (6 visitors at 1 stop)
- **New Wednesday Bookmobile Stops:**
 - Quileute Tribal School (72 visitors at 2 stops): Despite heavy rain and wind on our first stop, students and teachers were able to get a tour of the vehicle, set up library cards in anticipation of future stops, and get to know NOLS staff.
- **New Friday Bookmobile Stops:**
 - Crescent School (12 visitors at 1 stop): School staff picked up holds and were excited to get kids on board! Several students picked up holds and browsed the shelves. One staff member shared that their whole family wears the blue summer reading shirts – are power users and love the library!
 - Joyce Plaza (0 visitors at 1 stop):
 - Outreach staff spoke with two community shop employees and posted fliers about the new bookmobile stops in Joyce!

Other Activities for Outreach Staff:

- In November, Outreach Services and NOLS bid farewell to Community Outreach Specialist, Arriana M., and Courier, Jan S. We appreciate all of their many contributions to providing Courier, Delivery, and Bookmobile Services across Clallam County. We

also welcomed a new Courier to the team, Daniel S.

- Outreach Services staff attended some recorded trainings of the Trauma Informed Training hosted by the Washington Library Association. Topics included: PTSD in Library Staff, Implementing Trauma-Informed Care, and Building Connection in the Workplace.
- Outreach Services and Courier staff continue to participate on a number of NOLS work groups and committees including Health & Safety, Beanstack, NOLS Gear, and Equity Diversity and Inclusion (EDI) Teams.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: HVAC repair and maintenance continued; reupholstered two arm chairs; helped reconfigure reference, magazine, and CD shelving; crafted and installed wall rack for circulating instruments and gear; removed large quantity of surplus computers from IT workroom; cleaned rain gutters and catch basins; lawn care.

Sequim Library Project: Ongoing meeting to discuss remaining construction issues and schedule; helped supervise furniture delivery and shelving installation; began initial review of electrical and mechanical systems; purchased new dish washer.

West End Libraries: Removed problematic tree from near the Forks Library building;

Vehicles: Installed winter tires on several vehicles and put new all-weather tires on the Nissan Ariya; serviced the red Forester and had the white Forester wheels re-aligned.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In November, IT continued the new computer launch to staff and public, largely wrapping up Port Angeles and the West End. Sequim computers are imaged and ready for deployment as the new space allows.

Other tasks completed:

- 12 Port Angeles computers replaced
- 2 Clallam Bay computers deployed
- 2 Forks computers deployed
- 34 tickets related to
 - Onboarding new staff and offboarding departing staff
 - Content filter false positives blocking websites
 - Group membership updates
 - Printing, label printing, receipt printing

- Application and hardware support on new computers
- Acrobat software issue resolved
- Work related to migrating the host for the catalog
- Working on layout and migration of current information to new SharePoint site
- Communico set-up in Sequim
- Reviewed information and flow related to Verify for self-registration
- Started migration of the library catalog discovery layer, Aspen, from ByWater to Grove
- Syndetics migration
- IT field trip to the new Sequim building to assess future set-up
- Continuing to troubleshoot new Law Library computer software
- Public wireless printing testing
- Server upgrades

Technical Services Department

Erin Shield, Technical Services Manager

The fruits of last month's ordering frenzy started storming in at the end of November. A record-breaking 22-box delivery was received right before the Thanksgiving holiday. Tech Services staff will now start the rush of cataloging and processing to get materials out to the patrons who may have been waiting for a while.

The team also started on a recataloging project. There have been recent (optional) changes to the cataloging standards and Dewey ranges in the 200s section. Specifically, a push was made to expand areas within the 200 range to allow a greater breadth of religious concepts. The anticipated end date of this project is the end of the year.

Over the past month Technical Services staff participated in trainings, webinars, tasks and meetings related ILS Team, Materials Request Subcommittee, Web Team, NOLS Gear team, Clallam County Law Library, Management Team, and Sequim Remodel project.

Notable in November:

- All the orders coming in!
- Making progress on the recataloging project
- A couple of notable trainings: Youth Mental Health First Aid Course and WLA's Trauma-Informed Libraries Summit
- Technical Services Specialist Cindy T. ironed out a pesky magazine subscription

Statistics:

- 747 physical items processed;
- 576 print materials repaired, including 414 recatalogued items;
- 128 media items repaired;

- 8 physical donations added to collection;
- 167 InterLibrary Loan requests for NOLS' patrons filled;
- 94 items loaned to other libraries;
- 114 issues resolved by cataloging staff including incorrect cover images, titles not grouping together properly, and a variety of other issues;
- Acquisitions: A less than 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:

- EDI Implementation Plan Update Project
- Routine Management Team, All Staff Training Day Planning, Equity Diversity and Inclusion Team, and one-on-one meetings.

Recruitments:

- Port Angeles Library Manager – PA
- West End Community Outreach Specialist – OR

New Hires:

- None

Separations:

- Jan Stark – Courier – OR
- Hamada Gamil – IT Specialist 3 – IT
- Arriana Moccardine – West End Community Outreach Specialist – OR

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

- A fun social media video promoting the Forks Branch Library reached over 10,000 unique accounts, was shared 21 times, and has a watch time (plays and replays) of over 22 hours.
- NOLS heavy canvas tote bags were updated to include illustrations of the new Sequim Library and the Bookmobile. These totes are available for purchase as NOLS Merchandise at all locations.
- Assisted the North Olympic Watercolorists with artwork drop-off and installation for the Art in the Library exhibit at Port Angeles Main Library.
- Met with Strategic Plan consultant in preparation for public communications following plan approval.



News Releases & Articles:

- 12 news releases were sent about NOLS programs.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, featured seven titles that inspire mindfulness and calmness, including cooking with locally sourced foods, textile mending and quilting, and wooden bowl carving.
- “Port Townsend, Port Angeles libraries to receive \$10K as part of celebration,” an article by Paula Hunt, ran on the front page of the November 8-9 issue of the Peninsula Daily News. The Carnegie Corporation is providing the funding in honor of country’s 250 birthday.



Financial Operations

Amy Hough, Finance Manager

- Met with Spokane County Library District staff regarding their Child and Adult Care Food Program that offers snacks to children.
- Met with Women’s Professional Finance Network mentor.
- Attended routine Management Team meetings.

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Acting interim Port Angeles Library Manager and Outreach Library Manager.
- Supported onboarding and training activities for new Courier, Daniel S.
- Attended planning meetings for the Sequim Library move.
- Attended Port Angeles Friends of the Library Annual Membership meeting.
- Met with Field Arts and Event Hall staff to continue exploring potential partnership opportunities.
- Supported NOLS staff at a World Kindness Day Event at Field Arts and Event Hall where community members were invited to create bookmarks for Outreach Delivery patrons.
- Visited the Clallam Bay Library for the Outreach Services Team monthly meeting.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Youth Services Team, Beanstack Team, Circ Team, Sequim Library Reopening Planning, Branch Staff Meetings, IT Department, NOLF Board Meeting, NOLS Board of Trustees, and individual 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
 - Oversaw delivery and installation of furniture and shelving
 - Meet with Sequim donors
- Creation of the 2026 Operating Budget
- Strategic Roadmap Update
- Port Angeles Library Collection Shift
- Presented at the Forks Chamber of Commerce Meeting
- Attended the Port Angeles Friends of the Library Meeting
- Attended Clallam County Revenue Advisory Committee Meeting
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Customer Comments

October 2025

The following comments were received by the Library during the month of October 2025. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

Comment:

I would like to make a request that the library get a subscription to the magazine Christianity Today.

- I say this because I find that first of all, it is good journalism.

- And second of all, I find the political environment inside of church communities can sometimes become toxic when party views get confused for religious views (maybe not so much in Port Angeles as other parts of the country but still it happens here) and Christianity Today has great critical views. For example they don't hand wave away former crimes from a certain president but actually criticize him and criticize those in the church who are so accepting without consideration of ethics.

- And thirdly, aside from politics I believe it would be a good and fruitful benefit to the Port Angeles community at large who are interested in seeing views from multiple perspectives. (I know I have enjoyed the Buddhist Triangle publication being available here.) I have a year or so backlog of magazines I could donate to the library as well. Please do consider!

Response:

Thank you for your interest in periodicals at NOLS! Your suggestion has been passed to the selector overseeing magazines and will be considered with the next round of magazine changes. In the meantime, here is some information you may find useful.

Christianity today is available to NOLS users through the Gale database package. You can access [Gale](#) through the [NOLS Online Resources page](#); if you're logging in from home, you'll be prompted to enter your library card number and PIN (probably the last 4 digits of your phone number). You can then click the option for "Publication Search" in the header and enter your magazine title. It looks like Gale offers full-text coverage for this magazine from 1992 through 2025, and has indexed information going back to 1977. (Gale is missing the most recent couple

of issues and staff have already reached out to find out more about this problem; hopefully all content will be available soon.) NOLS utilizes electronic resources to offer a wider range of periodicals than could be offered in print—Gale, [Washington Anytime Library](#), and [NewsBank](#) are the primary databases NOLS uses to provide digital magazines and newspapers, and digital access to the [New York Times](#) was added in 2025. Per the [NOLS Collection Management Policy](#), both physical and electronic formats are used to provide access to a wide variety of titles.

Due to the number of magazines and newspapers NOLS offers, renewals and new titles are reviewed once per year, in late summer. New periodicals added during this review will be received starting in January of the following year (or after January for magazines that aren't published monthly). Because of the number of suggestions received and the timelines involved, patrons do not receive individual notifications if magazines are added. Patrons are encouraged to [check the catalog](#) to watch for new content. I've created a search (you can [see it here](#)) that shows all the magazines available in physical format in Port Angeles. You can view magazines across the NOLS system by removing the "Port Angeles" filter. Once logged in to the catalog with your library card number and PIN, you can save searches that you'd like to review again by clicking "My Searches" in the drop-down menu under your username and then clicking "Save" next to the relevant search in the Recent Searches history.

Your offer to donate back issues of this title is generous. As there is limited space to house back issues, NOLS keeps a very limited number of older issues for each title and generally does not accept donated magazines. However, many patrons routinely share older magazines via a free shelf in the lobby, and you are very welcome to share these issues with other readers through this mechanism.

Please let me know if you have additional questions about periodicals at NOLS, and thank you again for your suggestion.



Customer Comments

November 2025

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

There were several audiobooks available on Hoopla last year. They are no longer available. Can I get access to them again?

Response:

Thank you for your interest in NOLS' collections. NOLS currently accesses 2 different vendors for downloadable or streaming eAudiobooks: hoopla and Libby (Overdrive). Hoopla works more as a subscription service, meaning NOLS does not have input on titles that are added or removed from their offerings.

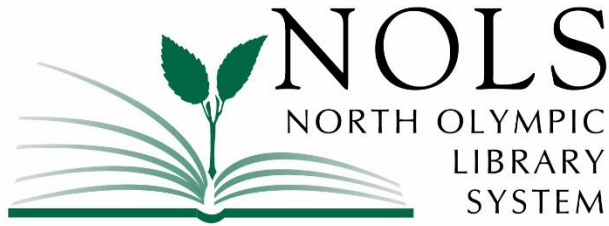
NOLS participates in Libby as part of a wider Washington state consortium for digital content. Libraries in the consortium select and purchase titles for Libby. NOLS' Librarians make purchases based on our Collection Management Policy guidelines. If you are looking for specific titles that are not available on hoopla you can suggest a purchase via Libby using [this form](#).

Thanks again and enjoy your day.

Comment:

I would like to express my desire to once again see a cart of books discarded by the library come to the lobby. I have enjoyed many books I found there and looked forward to discovering new ones. Many friends miss this service too!

(No response requested)



Highlight Log

(October 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.

10/04/2025 – Port Angeles

Arts & Crafts Swap was a success! People brought and swapped yarn, rubber stamps, various types of paints and canvases, beads, a floor loom, and much more. Many conversations about projects were heard buzzing in the room and all of the treasures found a new home.

10/06/2025 – Forks

I was waiting for a meeting when a middle school student told me how much he loves the library and how fun it is. He shared that he really enjoys coming to the Library after school and that staff make it fun and he always feels safe. Additionally, he shared he is a big history reader and is always excited when there are new history books for his age. It was a heartwarming conversation.

10/07/2025 – Forks

A patron visited the library today to share his medley of hyperrealistic soaps he brought back from his trip to Moldova. He expressed his gratitude for the library's support on his passion for reading and let staff pick out a soap (they were mini waffle ice cream cones, peeled mandarin oranges, pastries, etc.).

10/07/2025 – Outreach

While doing a Pop-Up Library at the Makah Wellness Center today, I met with someone waiting to get seen for her appointment. She works nonstop as a massage therapist and has been having a tough time balancing her work, life, and all-around happiness. She loves helping people feel better, but has been struggling internally. I then pulled out a Resilience Kit and asked if she would like one. She said, "How did you know I need a Resilience Kit?! You don't realize how badly I needed this today." She shed some tears and expressed her gratitude. She is someone who is very tough and has dealt with a lot of battles this year, but always maintains a smile and good attitude. I'm thankful for this seemingly little kit, it has a much bigger meaning for some. Biggest thanks to the Clallam Resilience Project!

10/07/2025 – Port Angeles

Over the past month, I have had multiple members of the 2nd and 4th Wednesday Book Discussion Groups share their excitement about coming to group every month and gratitude to NOLS and our book group team for working to make book groups accessible and inclusive for everyone with books that push them to read outside their favorite genres and sometimes their comfort zones. There is a

lot of excitement and anticipation about finding out what books we have chosen for 2026. A patron who comes to both 2nd and 4th Wednesday stopped in today to tell me that our last book, *The House of Broken Angels* by Luis Alberto Urrea, was her all-time favorite for the year! It was also my favorite of the year!

10/08/2025 – Outreach

Today at the Quileute Senior Center a patron found a free Little Library book called *Native Peoples of the Olympic Peninsula: Who We Are*. They took it to their group of friends and spent a good amount of time going over it together and pointing out people they knew. The book was passed around the whole group before the patron took it with them to show more friends. Everyone in the group stopped by to say thank you before I left.

10/08/2025 – Port Angeles

Overheard at the library from a young patron: "I LOVE when I read a book and then find out it's a WHOLE SERIES!!!!!!!"

10/08/2025 – Port Angeles

Patron wanted to extend thanks to Kayla for her staff picks! He read *An Obsession with Butterflies* by Sharman Apt Russell, he loved it and mentioned he thinks he found a new favorite author! He went on to say that he had never taken a staff pick home, but he will be paying close attention to what pops up on the display from now on.

10/08/2025 – Port Angeles

Outreach patron called this afternoon to let us know that they are grateful for the Outreach team. "They are always so patient and helpful! I just wanted to make sure they are getting recognized for their hard work!"

10/10/2025 – Forks

Three staff from the Latino Community Fund stopped by to introduce themselves to Angeles and me to amplify collaboration and partnerships. When they saw the new mushroom tote bag that we just had hung, they ended up buying three of them on the spot. It was a great conversation and an excellent new merchandise moment.

10/11/2025 – Port Angeles

Shout out to facilities staff for replacing the Tiny Library kiosk at Seal Park in Sequim. Hopefully this one will remain graffiti free. It looks great.

10/13/2025 – NOLS

I was reminded this weekend of someone I used to take care of who was an Outreach Delivery patron. Those monthly deliveries were the highlight of her month and meant the world to her and to those of us who cared for her. Thank you, Outreach, for your care for these homebound members of our community who are so often overlooked. It might seem like a small thing, but the home delivery service has a big impact on those who cannot make it to a library building or bookmobile. Keep up the great work. We appreciate you.

10/13/2025 – Port Angeles

Patron came in to compliment whoever put the book *Such Sharp Teeth* on display. He appreciated the different viewpoint and writing styles of the female authors, and it is a departure from what he usually reads. Great job!

10/13/2025 – Port Angeles

Shout out to Bryan J. for taking the extra time to assist a patron with getting his New York Times online access working again. It required cache clearing, but the patron was super grateful to be able to work on the crossword again, and can hopefully build up his streak once more.

10/13/2025 – Outreach

On Indigenous Peoples Day, 130 attendees gathered in person and virtually to listen to poetry. c'ic'áyx^wmu Rachel Sullivan-Owens, member of the Jamestown S'Klallam Tribe, did a poetry reading followed by an open mic welcoming Native poets to share their work with the audience. The event was very appreciated by the community. I heard lots of thanks directed towards NOLS and Peninsula College for putting on the event for a fifth year.

10/14/2025 – Port Angeles

NOLS was invited to participate in the College & Career Fair at Port Angeles High School (PAHS) and I was able to connect with 97 students and staff from PAHS, Seaview Academy, Lincoln High School, and Crescent High School about how to plan for a future career in libraries! One counselor from PAHS was excited to learn that many positions in libraries do not require a college degree and is looking forward to connecting with some of his students who he thinks would be a great fit for a library career. One student took a bookmark and told me about her new dinosaur library card and how the joke on it is "HILARIOUS!" Many regular teen patrons loved talking about their dreams of being a librarian and learning more about how they can make that happen. Students who were not as familiar with libraries were curious about it as a career option for those interested in helping people.

10/15/2025 – Port Angeles

While at the middle school telling students about the three books we will be reading with them this year for book club, one student was absolutely overjoyed when they heard that the protagonist of one of the books is Ojibwe. The student looked so happy and threw their hands in the air. We asked what excited them so much about the book and they told us, "That's MY tribe!"

10/15/2025 – Port Angeles

A patron came in this morning singing Annie D.'s praises. "Great book recommendations and so helpful with Hoopla!" Great job Annie!

10/17/2025 – Port Angeles

A local author stopped by the desk to thank the library for including the cover of her book in the most recent NOLS newsletter. It's a very popular title!

10/22/2025 – Port Angeles

An older patron just made my day when he did a dramatic exit from behind our flyer display and quickly pulled open his layers of jackets in a Superman move to reveal his SRP T-shirt, matching my

SRP T-shirt. Of course, I dramatically popped up from my seat and threw my arms in the air in response.

10/28/2025 – Forks

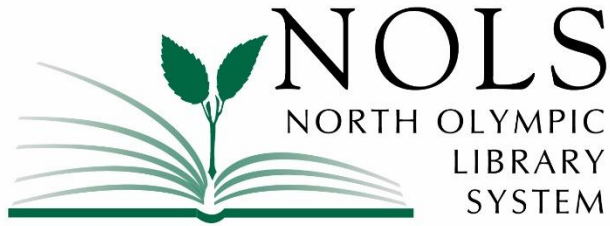
We had a fantastic turnout with 15 people attending the Financial Beginnings program. About 90% of the participants were Hispanic, and they were so thankful that NOLS offered the program in English and Spanish. One person even shared, "Es maravilloso finalmente tener un programa financiero disponible en español en Forks." (It's wonderful to finally have a financial program available in Spanish in Forks.)

10/29/2025 – Port Angeles

Over 80 pairs of rain boots were given to families in our community at the Duck Duck Boot event. The giveaway was held in the Raymond Carver Room in partnership with First Step Family Support System and Molina Healthcare. It was a joy to watch kids take off their shoes and put on their new, bright shiny rain boots and clomp around.

10/30/2025 – Port Angeles

A young patron asked what to read now that she's finished the entire *I Survived* series. While browsing a new series I showed her, I heard her exclaim, "YES! I LOVE the Black Death!" She walked away with a big stack of historical fiction to enjoy.



Highlight Log

(November 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.

11/06/2025 – Forks

Despite the power outage, Katy and I were able to have our Read & Sip program at the Westend Taproom which thankfully had a generator! We spent the night setting up library cards, checking out books, and talking with lots of cool locals about what they were reading (and drinking)!

11/07/2025 – Sequim

A patron just walked up to the front desk and said: "you are AWESOME! What a wonderful experience I've had here today. Thank you to everyone here." What a nice thing to hear! Nice job Sequim crew!

11/13/2025 – Sequim

Regular patron just came to chat with me about the delays with new materials and transitioned into talking about the collection in general—she asked me who selects the quilting books right now because "they are doing a bang-up job!" Props to Sarah M. for some fabulous adult nonfiction curation. I've been loving the cookbooks myself.

11/14/2025 – Sequim

On our way to school this morning, I was telling my daughter (not quite yet a teen) about the "Sweet Tooth Party" for teens that Charlotte has planned in Sequim tonight. After a few beats she said, "Man, I can't WAIT to be a teen! Charlotte is SO fun!" I agree!

11/14/2025 – Port Angeles

There were so many grateful patrons that attended the Art in the Library Watercolor NOW reception! The main theme was gratitude for a free cultured evening event that made the artists and community members feel welcome and cherished. The classical music trio was especially appreciated. Couples and friends really treated it as an opportunity to dress up and mingle. One patron said it was "the perfect date night for a couple their age."

11/14/2025 – Port Angeles

During our Art in the Library program, a frequent patron literally gushed about our staff here in Port Angeles. They complimented every person they have interacted with at the front desk and exclaimed

that our library is one of the things he and his partner love the most about living in Port Angeles. They asked to thank staff for being so professional and to pass on their gratitude.

11/14/2025 – Port Angeles

28 happy patrons (including 4 staff) showed up for Bad Art Night for Adults in Port Angeles last night!! Several people thanked us for having it in Port Angeles after seeing it held on the West End. Thank you, West End, for starting such a big hit!! Many people expressed how much fun it was and how they can't wait for the next one!

11/14/2025 – Port Angeles

Patron wanted to let staff know that she loves where the CDs have been moved to, she said they feel more open and better lit, making for easier browsing! She also said she LOVES staff picks!

11/15/2025 – Port Angeles

A patron just came up to the desk to tell me about a group of teens playing Dungeons & Dragons that were having the best time and about a group of older women laughing so hard they were crying. She wanted me to know how much she enjoyed seeing groups of people happy and gathered at the library!

11/17/2025 – Port Angeles

Just overheard a young patron exclaim "I just checked out my first library book with my very own library card!" So much library joy!

11/19/2025 – Port Angeles

We are about a year into hosting Tabletop Role-Playing Game (TTRPG) Night in Port Angeles and tonight's group had a ton of fun. The youth table finished a campaign we've been running since the spring and they all felt very accomplished! A regular library patron saw the program happening and was excited to join the other table—it sounded like he walked away having made some great new connections and learning that a program that meets his interests happens at the library.

11/19/2025 – Sequim

A patron called to share that she thoroughly enjoyed the End of Life Ready Workshop program today in Sequim. She stated in many ways that it appeared everyone in attendance found it "very beneficial and very informative and everyone was so appreciative" (patron's specific words!). She thought it could be very beneficial for anyone of any age with or without health issues. She would LOVE to see the two event hosts again in NOLS programming.

11/19/2025 – Outreach

Today during my program with Clallam Mosaic, Clallam County Poet Laureate Nellie Bridge joined us to lead a poetry workshop. Everyone loved the prompts and enjoyed sharing their poems with the entire group when they were finished.

11/19/2025 – Port Angeles

30 middle schoolers showed up during their flex periods this morning to talk about the first book in our book club, *Dungeon Club: Roll Call!* Many students had read it upwards of four times. They laughed,

they cried, they got angry at the characters... and they were begging to get to be the first student to check out our second book, *Not Quite a Ghost*.

11/20/2025 – Outreach

We were invited to attend Parent/Teacher conferences at Quileute Tribal School to do some additional library card sign-ups and hand out giveaway books. Some of the kiddos recognized the Bookmobile on our stickers from our first initial stop two weeks prior. One kid joked, "Oh look, I got my own Bookmobile, wonder how many books I can fit on here."

11/20/2025 – Bookmobile

Today at the Port Angeles Food Bank I had a patron drop by who wanted to pass along kudos to the Sequim Branch! They said their family member had asked Sequim staff about bringing in a service dog in training and were met with such warmth and support that the family hasn't stopped talking about it. Way to go Sequimmies! Excellent customer service!

11/21/2025 – Outreach

We attended our first Friday Brunch Pop-Up at Quileute Senior Center and saw some new faces. A few mentioned that they didn't know we provide this service "all the way out here." I let them know we also provide Outreach Delivery Services for those who aren't able to make it here or to one of our regular branches. A handful of giveaway books and applications were taken. Many thanks given.

11/21/2025 – Port Angeles

A member of the local Daughters of the American Revolution (DAR) brought the Port Angeles Library a box of chocolates to show their appreciation and to give us all a symbolic high five.

11/26/2025 – Port Angeles

Fairview Christian Preschool recently had a field trip to the library, and had such a wonderful time that they made us a thank-you note, signed by all the kids, and dropped off by their teacher this afternoon!