

Board of Trustees Regular Meeting
Thursday, January 22, 2026 5:30pm
Port Angeles Main Library

REMOTE ACCESS

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

PUBLIC COMMENTS

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

AGENDA

1. Call to Order, Roll Call and Introductions
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of minutes for special meeting of December 18, 2025
5. Communications
6. Public Comments
7. Financial Reports: December 2025
8. Approval of Vouchers: December 2025
9. Unfinished Business
None
10. New Business
 - N.1. Approval of the 2026 Capital Budget
 - N.2. Approval of Resolution 26-01-01: Authorizing Staff to Transfer Funds
 - N.3. Approval of Resolution 26-01-02: Authorizing Disposal of Surplus Equipment and Furniture
 - N.4. 2026 Board of Trustees Meeting Locations

11. Reports

- R.1. Monthly Statistics Reports: December 2025
- R.2. 2025 Annual Statistics Report
- R.3. 2024 Corrected Annual Statistics Report
- R.4. Monthly Activity Reports: December 2025
- R.5. Customer Comments: December 2025
- R.6. Highlight Log: December 2025

12. Public Comments

13. Trustee Comments

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

14. Next meeting: 5:30pm, Thursday, February 26, 2026

15. Agenda items for next meeting

16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<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	TBD
Thursday, March 26, 2026	5:30pm	Regular meeting	TBD
Thursday, April 23, 2026	5:30pm	Regular Meeting	TBD
Thursday, May 28, 2026	5:30pm	Regular Meeting	TBD
Thursday, June 25, 2026	5:30pm	Regular Meeting	TBD
Thursday, August 27, 2026	5:30pm	Regular meeting	TBD
Thursday, September 24, 2026	5:30pm	Regular meeting	TBD
Thursday, October 22, 2026	5:30pm	Regular meeting	TBD
Monday, November 16, 2026	5:30pm	Regular meeting	TBD

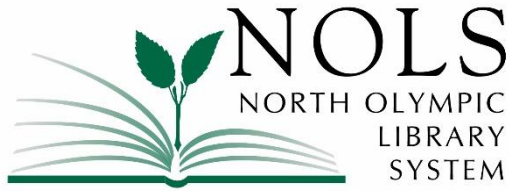
Note: no regular Board meetings scheduled in July or December.

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

MINUTES

1. Call to order, roll call and introductions
Board Chair Jennifer Pelikan called the meeting to order at 3:00pm. Trustees present: Jennifer Pelikan, Cyndi Ross, Betty Marcoux, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Finance Manager Amy Hough, Technical Services Manager Erin Shield, Sequim Library Manager Emily Sly, Marketing and Communications Manager Karyn Bocko, Outreach Library Manager José Castro, and HR and Business Manager Shaina Lent.
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 November 17, 2025
Motion by Cyndi Ross to approve the minutes from the November 17, 2025 regular meeting. Motion seconded by Betty Marcoux. Motion carried.
5. Communications
None
6. Public Comments
7. Presentation: Department of Natural Resources Overview of Trust Lands Management
8. Financial Reports: October 2025 and November 2025
The financial reports for October 2025 and November 2025 were accepted as presented.
9. Approval of Vouchers: October 2025 and November 2025
Motion by Cyndi Ross to approve the October 2025 vouchers, numbered #1024 through #1153, in the amount of \$721,519.70. Motion seconded by Ian Miller. Motion carried.

Motion by Betty Marcoux to approve the November 2025 vouchers, numbered #1154 through #1253, in the amount of \$543,350.46. Motion seconded by Cyndi Ross. Motion carried.
10. Unfinished Business
U.I. None
11. New Business
N.I. 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

All reports were accepted as presented.

13. Public Comments

14. 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.

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

16. Agenda items for next meeting

2026 NOLS Capital Budget

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 5:22pm.

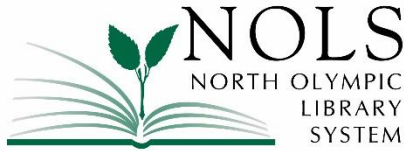
"Nurturing imagination, connection, and understanding,
to improve lives and strengthen community."

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: January 22, 2026
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for December 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 \$939 for the month. NOLS appreciates the wonderful 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 \$401,288 which includes payments of \$209,109 to Demco Inc. for shelving and storage, and \$174,939 to Hoch Construction.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$323,291 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in December are \$386,094.

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



Revenue Report^{*}

December 31, 2026

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
Property Taxes	4,799,650	41,914	4,803,758	(4,108)	100.1
Grants, Entitlements, Other Payments	33,000	90	29,379	3,621	89.0
Goods and Services	18,010	6,002	21,950	(3,940)	121.9
Library Fees	15,000	1,123	13,173	1,827	87.8
Miscellaneous Revenues					
Pool Fund Investment Interest	180,000	51,904	373,219	(193,219)	207.3
Facilities Leases (Short Term)	1,200	190	1,852	(652)	154.3
Contributions and donations ⁽¹⁾	128,862	939	539,511	(410,649)	418.7
Other Miscellaneous Revenue	127,393	937	141,268	(13,875)	110.9
Total Miscellaneous Revenues	437,455	53,970	1,055,850	(618,395)	241.4
Nonrevenues (excise taxes) ⁽²⁾	1,100	97	1,318	(218)	119.8
Transfers In	2,022,810	-	-	2,022,810	-
Total Operating Revenue	7,327,025	103,196	5,925,427	1,401,598	80.9
<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)	-	73,057	429,558	-	-
Total Capital Revenue	-	73,057	2,409,418	-	-
Grand Total Revenues		176,253	8,334,845		

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



Expenditure Report™

December 31, 2025

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,604,798	291,332	3,362,172	242,626	93.3
Benefits	1,527,234	94,763	1,244,912	282,322	81.5
<i>Total Personnel</i>	<i>5,132,032</i>	<i>386,094</i>	<i>4,607,084</i>	<i>524,948</i>	<i>89.8</i>
<i>Supplies</i>					
Supplies, Office and Operating	106,231	7,837	101,437	4,794	95.5
Fuel	19,300	776	7,641	11,659	39.6
Collection Materials	504,000	185,711	453,651	50,349	90.0
Merchandise purchased for resale	2,625	18	2,794	(169)	106.5
Small Tools/Equip (<\$200)	4,000	778	2,311	1,689	57.8
<i>Total Supplies</i>	<i>636,156</i>	<i>195,119</i>	<i>567,835</i>	<i>68,321</i>	<i>89.3</i>
<i>Services</i>					
Professional Services	469,331	17,639	243,405	225,926	51.9
Communication	220,214	18,063	220,822	(608)	100.3
Travel	33,760	1,964	19,663	14,097	58.2
Taxes and Operating Assessments	6,000	-	5,990	10	99.8
Operating Rentals and Leases	3,740	117	41,303	(37,563)	1,104.3
Insurance	133,000	-	115,162	17,838	86.6
Public Utilities	113,247	7,580	94,913	18,334	83.8
Repair and Maintenance	117,589	13,422	169,202	(51,613)	143.9
Miscellaneous Services	11,000	221	4,050	6,950	36.8
Dues	5,730	1,470	5,875	(145)	102.5
<i>Total Services</i>	<i>1,113,611</i>	<i>60,477</i>	<i>920,384</i>	<i>193,227</i>	<i>82.6</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>134</i>	<i>1,343</i>	<i>(243)</i>	<i>122.1</i>
<i>Debt Repayment</i>	<i>231,175</i>	<i>5,984</i>	<i>210,450</i>	<i>20,725</i>	<i>91.0</i>
<i>Interest & Other Debt Service Costs</i>	<i>200,250</i>	<i>-</i>	<i>200,250</i>	<i>-</i>	<i>100.0</i>
Total Operating Expenditures	7,327,024	647,808	6,514,614	812,410	88.9

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



Expenditure Report™

December 31, 2025

				12/12ths is	100.0%
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	15,475	261,976	133,774	66.2
Construction of Capital Assets	5,000,000	401,288	4,721,651	278,349	94.4
Total Capital Outlays	6,100,250	416,763	5,069,958	1,030,292	83.1
Grand Total All Expenditures	13,427,274	1,064,571	11,584,571	1,842,703	86.3



Account Balances*

December 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⁾	708,612	-	73,057	-	781,669
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⁾	161,702	-	-	11,136	150,566
PA Capital Fund ⁽⁴⁾	288,283	-	-	5,298	282,985
Sequim Capital Fund ⁽⁴⁾	945,782	-	2,246	402,527	545,501
<i>Total Board Designated Accounts</i>	<i>4,543,086</i>	<i>-</i>	<i>75,304</i>	<i>418,960</i>	<i>4,199,429</i>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	7,021	-	107	-	7,129
Clallam Bay Friends Donations	2,990	-	-	401	2,589
Forks Donations Fund	22,125	-	1	-	22,126
Forks Friends Donations	975	-	-	574	401
NOLS Materials Fund	259,683	-	-	185,711	73,972
NOLS Donations Fund	71,703	-	571	101	72,173
Port Angeles Donations Fund	11,655	-	7	-	11,663
Port Angeles Friends Donations	25,345	-	-	1,106	24,239
Sequim Donations Fund	22,784	-	6	-	22,790
Sequim Friends Donations	31,720	-	-	1,631	30,089
NOLF Donations Fund	(152)	-	-	-	(152)
Outreach Donations Fund	6,113	-	-	-	6,113
<i>Total Grants and Donations</i>	<i>461,964</i>	<i>-</i>	<i>693</i>	<i>189,524</i>	<i>273,132</i>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<i>Total Designated Cash</i>	<i>5,008,376</i>	<i>-</i>	<i>75,996</i>	<i>608,485</i>	<i>4,475,888</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,698,899</i>	<i>(355,830)</i>			<i>2,343,070</i>
Total WA State Local Investment Pool	7,707,275	(355,830)	75,996	608,485	6,818,957

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^{*}

December 31, 2025

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	7,707,275	(355,830)	75,996	608,485	6,818,957
Cash					
Cash Operating Funds					
Cash held by County Treasurer	(0)	-			(0)
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	36	-	36	6,000
Payroll Account (US Bank 1301)	200	323,291	-	323,291	200
Merchant Account (FF 7401) ⁽⁵⁾	1,000	(1,803)	1,840	37	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	321,524	1,840	323,364	7,720
Total Cash	7,720	321,524	1,840	323,364	7,720
Total Cash and Investments	7,714,995	(34,306)	77,836	931,848	6,826,677

* All amounts are rounded to the nearest dollar.



Voucher Approval for December 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 #1254 through #1360 are approved in the amount of \$1,064,570.58 this 22nd day of January 2026.

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

No.	Claimant	Purpose	Amount
1254	ADP LLC	Payroll Services - Processing Fee (PPE 10-31-25 & 11-30-25)	1,914.28
1255	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-2025) - EFT 1186	279,248.30
1256	Amazon.com	Collection Materials	240.52
1257	Amazon.com	Collection Materials	59.67
1258	Amazon.com	Collection Materials	23.12
1259	Bizy Boys LLC	PO 1611 Groundskeeping - PA Lawn Care - FAC	869.49
1260	Brodart Company	Collection Materials	614.87
1261	Brodart Company	Collection Materials	385.12
1262	Brodart Company	Collection Materials	757.18
1263	Canon Financial Services Inc	PO 1657 Leases - Printer & Copier Contract - NOLS	940.03
1264	Castro Cordova José	Cell Phone and Mileage Reimbursements - OR	123.04
1265	CED Consolidated Electrical Distributors	PO 1641 Maintenance Supplies - Light Bulbs - FAC	157.36
1266	CENGAGE Learning	Collection Materials	171.45
1267	CENGAGE Learning	Collection Materials	5,342.93
1268	Center Point Large Print	Collection Materials	202.56
1269	Center Point Large Print	Collection Materials	186.51
1270	CenturyLink 300511187 FO	Communications - Voice - FO	96.57
1271	CenturyLink 300561130 CB	Communications - Voice - CB	74.56
1272	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	173.71
1273	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	84.03
1274	Cherbib, Mlriame - Speaking Justice	PO 1588 Professional Services - Consulting - NOLS	3,312.50
1275	City of Forks	Public Utilities - FO	146.78
1276	City of Port Angeles/Dump	PO 1652 Public Utilities - Scrap Metal Recycling - FAC	19.96
1277	City of Port Angeles/Orcas Avenue	Public Utilities - PA	318.80
1278	City of Port Angeles/Peabody St.	Public Utilities - PA	4,752.98
1279	City of Sequim	Public Utilities - SQ	344.01
1280	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
1281	Clallam County PUD	Public Utilities - SQ2	749.96

No.	Claimant	Purpose	Amount
1282	Clallam County PUD	Public Utilities - CB	564.11
1283	Clallam County PUD	Public Utilities - FO	549.84
1284	Clallam County Treasurer	NOV 2025 Investment Service Fee paid in DEC - EFT 1190	50.00
1285	Clallam County Treasurer	DEC 2025 Investment Service Fee paid in DEC - EFT 1194	50.00
1286	Dahl's Upholstery	PO 1571 Repair & Maintenance - PA Arm Chair Recovering x 2	1,811.45
1287	Decker City Hardware	PO 1610 Maintenance Supplies - Air Spray - FAC	8.56
1288	Demco Inc.	PO 1672 Capital Construction - Shelving, Storage, Installation	209,108.68
1289	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-2025) - EFT 1187	43,619.87
1290	Dept. of Revenue - Use/Sales Tax	November 2025 Sales & Use Tax - EFT 1189	422.97
1291	Ebsco Information Services	Collection Materials	7,162.00
1292	E-Rate Expertise	PO 1579 Professional Services - E-Rate Consultant - NOLS	1,742.25
1293	Falcoe & Co	C-39 Programming - Mikey the Rad Scientist (PAFOL/FOSL)	800.00
1294	Far West Technologies Inc	PO 1570 Capital Construction - Cameras, Card Readers - SQ CPA	15,972.15
1295	Fatbeam LLC	PO 1646 Communications - Internet Services - NOLS	14,908.31
1296	Felton Jina	Cell Phone Reimbursement - Jan-Dec 2025 - ADM	240.00
1297	Forks Chamber of Commerce Inc.	PO 1667 Dues/Memberships - Annual Dues - FO	100.00
1298	Forks High School	Collection Materials	45.00
1299	Gale Troi	Travel - Business - Mileage Reimbursement - NOLS	77.00
1300	Glaude Noah	Cell Phone and Mileage Reimbursements - NOLS, ADM	403.22
1301	Glaude Noah	Travel - Business - Mileage Reimbursement - NOLS	265.58
1302	Hare Damien	Cell Phone Reimbursement - Mar-Aug 2025 - IT	120.00
1303	Hare Damien	Cell Phone Reimbursement - Sept-Dec 2025 - IT	80.00
1304	HD Supply	PO 1568 Maintenance Supplies - Disinfectants, Bags, Shovels - FAC	1,357.79
1305	Health Care Authority	Medical (PPE 11-30-2025)	50,687.68
1306	Hi-Tech Security Inc.	PO 1669 Repair & Maintenance - CB Fire Alarm Monitoring - FAC	377.93
1307	Hoch Construction Inc	PO 1605 Capital Construction - Windows, Aluminum, Electrical, Stage	174,938.57
1308	Ingram Library Services	Collection Materials	13,800.82
1309	Ingram Library Services	Collection Materials	12,963.43
1310	Ingram Library Services	Collection Materials	124.95
1311	Ingram Library Services	Collection Materials	6,742.66
1312	Ingram Library Services	Collection Materials	20.20
1313	Innovative Interfaces	PO 1580 Leases & SBITAs - Syndetics Catalog Enrichment	5,044.22
1314	Johnson Bryan	Cell Phone Reimbursement - Jan-Dec 2025 - IT	240.00
1315	KCDA Purchasing Cooperative	PO 1567, 1642 Maintenance Supplies - Cleaners, Towels, De-Icer	2,213.35
1316	KCDA Purchasing Cooperative	PO 1527, 1653 Machinery & Equipment & Maintenance Supplies	8,303.72
1317	Lent Shaina E	Cell Phone Reimbursement - Jul-Dec 2025 - ADM	120.00
1318	Les Schwab Tires	PO 1674 Vehicle Maintenance - Transit Tires & Wheel Alignment	125.93
1319	Librarica LLC	PO 1649 Technology - Cassie Licenses - IT	1,635.00
1320	Lumen	Communications - VOiP - NOLS	499.79
1321	Midwest Tape	Collection Materials - Hoopla	53,000.00
1322	Midwest Tape	Collection Materials	1,356.89
1323	Midwest Tape	Collection Materials	2,379.97
1324	Newlon Becki	Travel - Business - Mileage Reimbursement - NOLS	95.20
1325	North Olympic Library System	November Revolving Fund Reimbursement	35.99
1326	Olympia Sheet Metal Inc.	PO 1668 Repair & Maintenance - PA HVAC Units - FAC	6,495.89

No.	Claimant	Purpose	Amount
I327	Olympic Laundry & Dry Cleaners Inc.	PO I592 Professional Services - Laundry - FAC	224.62
I328	Olympic Moving and Storage	PO I676 Professional Services - NOV & DEC Moving Cart Rental	4,918.75
I329	Olympic Sewer and Drain	PO I599 Repair & Maintenance - PA Toilet Repair - FAC	138.72
I330	Olympic Springs Inc	PO I607 Operating Rentals - SQ Temp Water Service - SQ2	117.01
I331	OverDrive Inc	Collection Materials	296.82
I332	OverDrive Inc	Collection Materials	843.60
I333	OverDrive Inc	Collection Materials	680.23
I334	Pacific Office Equipment Inc.	Copier & Paper Use Charges November 25 - PA	1,462.37
I335	Peninsula Daily News	Collection Materials	187.20
I336	Peninsula Daily News	Collection Materials	176.80
I337	Phillips Brian	Cell Phone Reimbursement - Aug-Dec 2025 - FAC	100.00
I338	Playaway Products LLC	Collection Materials	355.22
I339	ProQuest LLC	Collection Materials - Ancestry Library, Culturegrams, Heritage Quest	10,394.57
I340	Public Libraries of Washington	PO I589 Dues/Memberships - 2026 Membership - NOLS	1,320.31
I341	Rainbow Sweepers Inc.	PO I671 Groundskeeping - PA Parking Lot Sweeping 11-02-25	245.03
I342	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	16.10
I343	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	9.10
I344	Secretary of State	Collection Materials - WDLC Jan-Dec 2026	66,717.05
I345	Sequim High School	Collection Materials	60.00
I346	Shield Erin	Travel - Business - Mileage Reimbursement - NOLS	25.20
I347	Silver Kite Community Arts Consulting	PO I299, I302 Programming - Online Art Workshops (FOSL)	731.15
I348	Sly Emily	Cell Phone and Mileage Reimbursements - SQ	207.92
I349	Sullivan Meghan	Cell Phone Reimbursement - Jul-Dec 2025 - ADM	120.00
I350	Swains General Store Inc.	PO I670 Maintenance Supplies - Spray Gun, Tape, Cable Ties	93.01
I351	The Leader	Collection Materials	198.00
I352	Unique Management Services Inc.	Professional Services - Debt Collection	197.00
I353	United Way of Clallam County	United Way Contributions (PPE 11-30-2025)	50.00
I354	US Bank	Credit Card Services - December 2025	20,811.31
I355	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
I356	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	606.05
I357	WCIF	Vi/Li/EAP (PPE 11-30-2025)	1,300.18
I358	West Waste & Recycling	Public Utilities - FO & CB	77.11
I359	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-2025) - JAN Coverage	7,443.80
I360	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 11-30-2025)	2,298.56
			1,064,570.58

*** Detail - NOLS Revolving Fund Account -- Voucher #I325**

2494	NOLS Patron	Patron Refund	25.00
2495	NOLS Patron	Patron Refund	10.99
			35.99

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #I354**

1	Actions Global	PO I661 Machinery & Equipment - Video Conferencing Hardware	2,127.87
2	Adobe Creative Cloud	PO I648 Technology Services - 6 Creative Cloud Licenses - IT	209.94

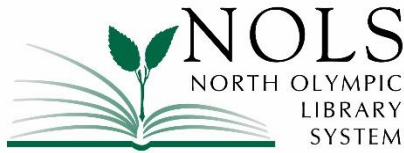
No.	Claimant	Purpose	Amount
3	Allianz Travel	PO 1612 Travel - Training - PLA 2026 Flight Insurance - NOLS	36.92
4	Allianz Travel	PO 1634 Travel - Training - PLA 2026 Flight Insurance - NOLS	36.92
5	Amazon	PO 1485 Program Supplies - Gift Wrap Station (FOFOL)	121.60
6	Amazon	PO 1485 Program Supplies - Gift Wrap Station, Book Wreaths	73.83
7	Amazon	PO 1486 Program Supplies - Teen Night (FOSL)	97.76
8	Amazon	PO 1522 Merchandise for Resale - Flash Drives - PA	42.56
9	Amazon	PO 1522 Office Supplies - Batteries - PA	32.64
10	Amazon	PO 1535 Program Supplies - Community Quilt, Bad Art Night	102.86
11	Amazon	PO 1539 Program Supplies - Glo Paint Party, Teen Lit Bags	47.88
12	Amazon	PO 1558 Office Supplies - Plastic Bags, Alcohol Wipes, Flash Drives	44.26
13	Amazon	PO 1564 Machinery & Equipment - Computer Monitors (3)	560.13
14	Amazon	PO 1572 Program Supplies - Noon Year's Eve (FOFOL)	40.44
15	Amazon	PO 1573 Office Supplies - Wireless Doorbell, Scraping Tool, Pens	66.53
16	Amazon	PO 1577 Office Supplies - Book Tape (10) - FO	80.10
17	Amazon	PO 1582 Office Supplies - Power Bank (2) - FO	193.28
18	Amazon	PO 1583 Program Supplies - PAHS Student Book Club (PAFOL)	88.50
19	Amazon	PO 1584 Program Supplies - Early Learning Replacement Toys	135.47
20	Amazon	PO 1584 Program Supplies - Early Learning Replacement Toys	135.47
21	Amazon	PO 1586 Office Supplies - Batteries - FO	14.97
22	Amazon	PO 1587 Program Supplies - Teen Lit Bags & Noon Year's Eve	63.06
23	Amazon	PO 1591 Small Tools & Equipment - Hand Vacuum - OR	46.82
24	Amazon	PO 1591 Small Tools & Equipment - Step Stool - OR	24.50
25	Amazon	PO 1596 Technology Supplies - Cables and Batteries - IT	33.73
26	Amazon	PO 1602 Small Tools & Equipment - Security Safe - CB	61.89
27	Amazon	PO 1617 Program Supplies - Little Hands Art (CBFOL)	24.77
28	Amazon	PO 1617 Program Supplies - Little Hands Art (FOFOL)	24.77
29	Amazon	PO 1618 Program Supplies - Winter Game Day (CBFOL)	37.55
30	Amazon	PO 1618 Program Supplies - Winter Game Day (FOFOL)	37.54
31	Amazon	PO 1619 Program Supplies - Winter Craft Night (FOFOL)	84.61
32	Amazon	PO 1620 Program Supplies - Teen Tuesday, Hangout, Reading Challenge	18.56
33	Amazon	PO 1620 Program Supplies - Teen Tuesday, Hangout, Reading Challenge	18.55
34	Amazon	PO 1622 Program Supplies - Life Skills (CBFOL)	110.95
35	Amazon	PO 1622 Program Supplies - Life Skills (FOFOL)	110.96
36	Amazon	PO 1626 Office Supplies - Plastic Bags, Hand Sanitizer, Exacto Knife	62.86
37	Amazon	PO 1632 Program Supplies - Family Bingo (PAFOL)	25.47
38	Amazon	PO 1633 Program Supplies - Noon Year's Eve (PAFOL)	208.98
39	Amazon	PO 1639 Program Supplies - Kids Book Club, Little Hands Art	42.45
40	Amazon	PO 1651 Office Supplies - Monthly Planner - SQ	21.71
41	Amazon	PO 1651 Office Supplies - Sticky Notes, Spray Bottles, Pens, Clips	89.58
42	American Library Association	PO 1562 Training & Conferences - RUSA Passports & Notaries at your Library - NOLS	89.00
43	American Library Association	PO 1621 Training & Conferences - Teaching Skills to Teens	309.00
44	Arco	PO 1517 Business Fuel - Chevy Van - NOLS	94.12
45	Arco	PO 1601 Courier Fuel - Pacifica - OR	31.20
46	Arco	PO 1604 Courier Fuel - Red Forester - OR	38.98

No.	Claimant	Purpose	Amount
47	Bolt Depot	PO 1542 Maintenance Supplies - Hardware - FAC	6.36
48	Buena Luz Bakery	PO 1637 Program Supplies - Family Bingo Gift Cards (5)	25.00
49	CDW Direct	PO 1659 Machinery & Equipment - Commercial TV - PA	1,786.79
50	Chevron	PO 1575 Courier Fuel - Pacifica - OR	46.19
51	Circle K	PO 1565 Business Fuel - Transit Van - NOLS	60.86
52	City of Sequim	PO 1660 Capital Construction - Sign Permit - SQ CPA	280.00
53	City of Sequim	PO 1660 Capital Construction - Sign Permit Processing Fee	10.50
54	Clarkesworld Magazine	PO 1615 Collection Materials - NOLS	13.99
55	Costco	PO 1595 Program Supplies - Friday Night Movie, Youth Programs	158.77
56	Costco	PO 1638 Program Supplies - Teen & Tween Programs (PAFOL)	11.49
57	Costco	PO 1650 Office Supplies - Bleach - FO	20.68
58	Dell Financial Services LLC	PO 1663 Machinery & Equipment - Meeting Room Monitor - PA	1,383.02
59	Delta Air	PO 1614 Travel - Training - PLA 2026 Flight - NOLS	546.97
60	Delta Air	PO 1636 Travel - Training - PLA 2026 Flight - NOLS	546.97
61	Demco Inc.	PO 1578 Office Supplies - Book Cleaner - FO	60.74
62	Domino's	PO 1624 Program Supplies - Teen Night (FOSL)	42.49
63	E-Fax	PO 1594 Technology Services - Confidential HR Fax Line - ADM	36.84
64	Empty Bowl	PO 1524 Collection Materials - NOLS	135.26
65	Exxon Mobil	PO 1550 Courier Fuel - Pacifica - OR	34.47
66	Fully Kiosk	PO 1645 Technology Services - Kiosk Software for Tablets - IT	11.96
67	Fully Kiosk	PO 1645 Technology Services - Kiosk Software for Tablets - IT	11.96
68	Fully Kiosk	PO 1645 Technology Services - Kiosk Software for Tablets - IT	11.96
69	Fully Kiosk	PO 1645 Technology Services - Kiosk Software for Tablets - IT	11.96
70	Fully Kiosk	PO 1645 Technology Services - Kiosk Software for Tablets - IT	11.96
71	Fully Kiosk	PO 1645 Technology Services - Kiosk Software for Tablets - IT	11.96
72	GE Appliances	PO 1673 Capital Construction - SQ Dishwasher - SQ CPA	977.92
73	GoDaddy.com	PO 1655 Technology Services - SSL Certificate Renewal - IT	544.49
74	Harbor Freight Tools	PO 1554 Maintenance Supplies - Gloves - FAC	17.40
75	Hess Market	PO 1563 Business Fuel - Prius - NOLS	28.15
76	Hess Market	PO 1576 Business Fuel - Prius - NOLS	27.63
77	Hess Market	PO 1640 Business Fuel - Chevy Van - NOLS	40.00
78	Home Depot	PO 1492 Small Tools & Equipment - Rubber Pole Squeegee - OR	33.20
79	Home Depot	PO 1515 Maintenance Supplies - Utility Hooks - FAC	157.69
80	Home Depot	PO 1665 Maintenance Supplies - SQ Key Safe - FAC	81.07
81	iFixit	PO 1644 Machinery & Equipment - Laptop Batteries - SQ CPA	718.62
82	KCDA Purchasing Cooperative	PO 1509 Office Supplies - Calendar, Hand Sanitizer - FO	50.12
83	KCDA Purchasing Cooperative	PO 1559 Office Supplies - Pens, Book Tape - PA	54.67
84	Kingsley Companies	PO 1658 Small Tools & Equipment - Book Drop Caster Kits (4)	416.00
85	Long Thread Media	PO 1556 Collection Materials - NOLS	44.99
86	Lower Elwha Food & Fuel	PO 1534 Business Fuel - Bookmobile - OR	50.00
87	Lower Elwha Food & Fuel	PO 1553 Business Fuel - Bookmobile - OR	50.00
88	Lower Elwha Food & Fuel	PO 1597 Business Fuel - Bookmobile - OR	50.00
89	Lower Elwha Food & Fuel	PO 1598 Business Fuel - Bookmobile - OR	19.30
90	Lower Elwha Food & Fuel	PO 1627 Business Fuel - Bookmobile - OR	6.94

No.	Claimant	Purpose	Amount
91	Lower Elwha Food & Fuel	PO 1628 Business Fuel - Bookmobile - OR	50.00
92	Lower Elwha Food & Fuel	PO 1629 Business Fuel - Bookmobile - OR	39.66
93	Maritz AT&L	PO 1613 Training & Conferences - PLA 2026 Registration	364.00
94	Maritz AT&L	PO 1635 Training & Conferences - PLA 2026 Registration	673.00
95	Meta (Facebook)	PO 1609 Professional Services - Sponsored Posts - Program Ad	29.69
96	Michael's Store	PO 1630 Program Supplies - Holiday Notes Creation Station	66.61
97	Michael's Store	PO 1631 Program Supplies - Holiday Notes Creation Station	16.30
98	Microsoft	PO 1520 Technology Services - Recurring A5 Licences - IT	525.20
99	Microsoft	PO 1521 Technology Services - Recurring A3 Licences - IT	425.41
100	Model Railroader Magazine	PO 1465 Collection Materials - DUPLICATE CHARGE REVERSED	(54.40)
101	MS Careers	PO 1664 Professional Services - ALA JobList Posting - NOLS	324.00
102	Neah Bay Chamber of Commerce	PO 1511 Dues/Memberships - Annual Chamber Dues - CB	50.00
103	Office Sign Company	PO 1593 Office Supplies - Magnetic Name Tag - NOLS	28.84
104	POS Supply Solutions	PO 1566 Office Supplies - Receipt Tape - NOLS	208.00
105	Prime Video	PO 1625 Program Supplies - Teen Night (FOSL)	4.12
106	Quill Corporation	PO 1471 Office Supplies - Book Tape - SQ	103.38
107	Safeway	PO 1537 Program Supplies - Stevens Middle School Book Club	14.37
108	Safeway	PO 1543 Program Supplies - Art in the Library (PAFOL)	103.91
109	Safeway	PO 1585 Program Supplies - Peninsula College Outreach (PAFOL)	13.99
110	Shabby Fabrics	PO 1536 Program Supplies - Community Quilt (PAFOL)	21.24
111	Sharps Assure	PO 1519 Maintenance Supplies - Sharps Container PA Restroom	239.39
112	Shell	PO 1452 Business Fuel - White Subaru - NOLS	59.50
113	Shell	PO 1603 Courier Fuel - Pacifica - OR	48.75
114	Sports Illustrated	PO 1555 Collection Materials - NOLS	25.00
115	Sports Illustrated Kids	PO 1555 Collection Materials - NOLS	20.00
116	Stamps.com	PO 1480 Postage - TS	250.00
117	Stamps.com	PO 1528 Postage - TS	250.00
118	Stamps.com	PO 1557 Postage - TS	250.00
119	Stamps.com	PO 1581 Postage - TS	250.00
120	Stamps.com	PO 1583 Technology Services - Monthly Service Charge - TS	22.86
121	Stamps.com	PO 1590 Postage - TS	250.00
122	Stamps.com	PO 1606 Postage - TS	250.00
123	Sticker Giant	PO 1608 Printing and Binding - Board Book Stickers - NOLS	221.22
124	The In Place	PO 1508 Program Supplies - SRP Prize Gift Card (NDF)	101.00
125	Uline	PO 1512 Maintenance Supplies - Film Dispenser - FAC	31.04
126	Uline	PO 1569 Machinery & Equipment - Chair - FAC	373.64
127	Vivo	PO 1662 Small Tools & Equipment - Two Monitor Arms - PA	196.00
128	WA Food Worker Card	PO 1574 Training & Conferences - Food Handler's Card - NOLS	10.00
129	Walmart	PO 1616 Office Supplies - Paper Cups - SQ	18.91
130	Walmart	PO 1623 Program Supplies - Teen Night (FOSL)	51.05
131	Wilder Toyota	PO 1600 Vehicle Maintenance - Prius Alignment, Tire Rotation	259.92
132	Zoom	PO 1547 Tech Services - Workplace Business - NOLS Refund	(23.17)
			20,811.31

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

No.	Claimant	Purpose	Amount
I 186	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE I I-30-2025)	279,248.30
I 187	Dept. of Retirement Systems	PERS and DCP (PPE I I-30-2025)	43,619.87
			322,868.17



Staff Report

Meeting Date: January 22, 2026
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approving the Capital Budget for Fiscal Year 2026

Attachment(s): Draft 2026 Capital Budget

Topic/Issue: Adoption of the 2026 Capital Budget in the amount of \$1,871,681.

Policy Considerations: In accordance with [NOLS Policy 5.15: Fiscal Management](#), a Capital Budget is adopted in January of each fiscal year, to provide for maintenance and improvement of the Library's capital infrastructure.

The Board's Finance Committee has reviewed the proposed 2026 Capital Budget and the proposed funding sources.

Fiscal Considerations: The NOLS Capital Budget is primarily funded through revenue transfers from Library reserve accounts, but in some years may also include funding from Capital Project, Gift, or Donation funds, or other special revenue sources (such as grants). In 2026, revenue allocations are proposed from the NOLS Capital Reserve, Port Angeles Capital Reserve, Sequim Capital Reserve, grants from the Washington State Department of Commerce, and donations from the Port Angeles Friends of the Library and community members. For accounting purposes, funds from reserve accounts which are budgeted for Capital Budget purposes will be transferred to the NOLS Capital Fund, PA Capital Fund or Sequim Capital Fund for expenditure.

The NOLS Capital Reserve serves as the repository for the Library's timber revenues. Timber revenues can be volatile and the amount received can fluctuate dramatically from year to year. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted as appropriate to the revenues available. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the Operating Budget on the less predictable timber revenue stream. In 2025, NOLS received \$429,558 in timber revenue.

The Port Angeles Capital Reserve was established as a sinking fund in 1997, as a conditional requirement related to the bonds that funded construction of the Port Angeles building. The Board-designated purpose of this reserve is to support significant, large scale, PA infrastructure maintenance, replacement, and improvement. The 2026 Capital Budget includes \$362,000 of expenditures to be funded through the Port Angeles Capital Reserve; that amount has therefore been allocated as revenue in the 2026 Capital Budget. The Port Angeles Capital Reserve is a substantial,

but finite, reserve. The Port Angeles building is now over twenty-five-years-old, and costly projects that will need to be addressed over the next few years (such as replacement of the building HVAC system and roof) will significantly deplete this reserve in coming years.

To better preserve Port Angeles Capital Reserve funds for their intended purpose, routine Port Angeles capital expenses, such as furniture and equipment are funded by NOLS Capital Reserve allocations to the Capital Budget, just as they are for other branches and facilities.

The following tables summarize account and budget information pertinent to the 2026 Capital Budget's impact on NOLS reserves.

NOLS Capital Reserve Summary

NOLS Capital Reserve balance as of 12/31/25	\$781,669
Return of Unspent 2025 NOLS Capital Fund allocations	\$150,566
Proposed transfer of NOLS Capital Reserve funds to 2026 NOLS Capital Fund	\$228,000
NOLS Capital Reserve balance after transfer of funds (does not include any projected timber receipts for 2026)	\$704,235

PA Capital Reserve Summary

PA Capital Reserve balance as of 12/31/25	\$394,809
Return of Unspent 2025 PA Capital Fund allocations to PA Capital Reserve	\$282,985
Proposed transfer of PA Capital Reserve funds to 2026 PA Capital Fund	\$362,000
PA Capital Reserve balance after transfer of designated funds	\$315,794

Sequim Capital Reserve Summary

Sequim Capital Reserve balance as of 12/31/25	\$59,680
Return of Unspent 2025 Sequim Capital Fund allocations to Sequim Capital Reserve	\$545,501
Proposed transfer of Sequim Capital Reserve funds to 2026 Sequim Capital Fund	\$592,181
Sequim Capital Reserve balance after transfer of designated funds	\$13,000

It is unlikely that the full amounts budgeted for capital projects in 2026 will be expended. This is a common occurrence that happens for several reasons:

- project needs or priorities change as the year progresses;
- competing project timelines or scheduling/availability of staff or contractors results in implementation delays for identified projects;
- alternative revenue sources, such as grants or donations, are secured for some projects;
- actual costs vary from conservatively budgeted estimates;
- funds budgeted for emergency/contingency use are not needed.

Discussion: As always, the Management Team played a key role in the development of this budget. The Management Team sets system-wide priorities, which reflect NOLS' Strategic Roadmap and

Initiatives and branch and department work plans for the coming year. Managers analyze capital maintenance and improvement needs in their respective branch/department, work with Facilities, IT, and Administrative staff to develop cost estimates, and finally work together to jointly review and finalize the Capital Budget.

Buildings and Structures: The budgeted total in this category is \$706,500. Of that, \$347,500 of this total is projected for funding through the PA Capital Reserve and \$313,00 through a Washington Department of Commerce grant for the Accessible Pathways Project in Port Angeles. The rest of the expenses in this category would be funded by the NOLS Capital Reserve and donations from Friends of the Library and community members.

In September 2024, NOLS received notice that the Accessible Pathways Project had been selected for a \$313,000 grant from the Washington State Department of Commerce. In October 2024, the NOLS Board approved a contract with AHBL Engineering to finalize plans for the Accessible Pathways Project and in May 2025, the project was included in the Washington State budget. Project plans have been finalized and NOLS expects to go out to bid in February 2026 and complete the project in summer 2026. The goals of Accessible Pathways Project are as follows:

- To restore the failing asphalt surface of the eastern half of the driveway at the Port Angeles Library.
- To insure that water moving below the driveway surface is diverted to minimize erosion of the driveway paving substrata.
- To insure the driveway surface grade is optimally designed and constructed in compliance with all applicable building regulations and ADA requirements.
- To correct the slope of the existing sidewalk compliance with all applicable building regulations and ADA requirements.
- To construct new sidewalks which connect two emergency exits to the accessible parking area.
- To construct concrete paving adjacent to the library's front entrance and to install outdoor holds lockers there. Holds lockers will provide library users the ability to pick up library materials as needed without entering the building, including after normal library business hours.
- To construct concrete pavement where there is an existing outdoor seating area for improved accessibility.

Other projects in the Buildings and Structures category include replacing a failing heat pump and damaged doors in Clallam Bay, improving the electronic keycard system in Forks, and adding lighting on the east side of the Port Angeles Library to improve safety.

Other Improvements: The budgeted total in this category is \$14,500. All of this amount will be funded through the PA Capital Reserve to replace exterior trash receptacles and restripe the parking lot.

In Clallam Bay, a new privacy fence will be built along the west property line and cracks in the parking lot will be repaired.

In Port Angeles, tree maintenance will be conducted to improve safety; the parking lot will be re-striped; worn outdoor trash cans and baby changing stations will be replaced.

Machinery and Equipment: The budgeted total for this category, \$232,000, is primarily funded through the NOLS Capital Reserve account. As is usual, many machinery and equipment expenditures are directed toward maintaining, upgrading, improving and licensing NOLS' information technology network, hardware, software, systems, and peripheral devices. This category also provides funding for routine purchase/replacement of library furnishings and equipment for all branches and departments.

Significant items include:

- \$2,500 is budgeted to implement and certify multi-factor authentication (MFA) and acquire hardware authentication devices for all staff. MFA has become a vital foundational cornerstone of IT security. It is a means of augmenting passwords with the use of a hardware device that displays a code for the staff to input along with the standard username and password. It has become so important that it is becoming mandated by some insurance providers.
- \$15,000 total for public and staff computer workstations and monitors. IT replaced a majority of computers in 2025, but funding is needed to minimize disruption in case equipment fails.
- \$150,000 for holds lockers at each branch. The equipment will allow patrons to pick-up holds 24/7 from outside the library buildings, improving accessibility.
- \$22,000 for public and staff furniture replacements in Clallam Bay, Forks and Port Angeles. Of that, \$12,000 will be used in the Port Angeles Carver Room to purchase tables that are lighter, more flexible and easier for patrons and staff to move, and replace stained chair seats. Additionally, less bulky furniture will address accessibility issues and improve layouts.
- Lastly, there is a contingency of \$25,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

Construction of Capital Assets: A total of \$918,681 has been budgeted to complete the [Sequim Expansion and Renovation Project](#). The funds will come from previously designated timber revenue, multiple Washington Department of Commerce grants, community donations and financing the Library has received through the Washington State Treasurer's LOCAL Program. The project is on track to be completed in early 2026.

Recommendation/Alternatives for Consideration: The Board may request more information before adopting the budget, or request that staff make changes to the proposed Capital Budget or the proposed revenue sources.

Action/Motion: *That the Library Board approve the Capital Budget for fiscal year 2026 as presented, in the amount of \$1,871,681.*

		Branches					Departments					NOLS		
		CB	FO	PA	SQ	OR	ADM	FAC	IT	MKT	TS	System	2026 Budget	Notes
	Revenue													
	From NOLS Capital Reserve											228,000	228,000	\$429,558 in timber revenue received in 2025
	From Port Angeles Capital Reserve			362,000									362,000	
	From Sequim Capital Fund				592,181								592,181	
	Donations & Grant Funding			338,000	351,500								689,500	PA - LCIP Grant and PAFOL donation; SQ - 2026 donations, Solar Plus Storage Grant, EV Grant
	Total Revenues	-	-	700,000	943,681	-	-	-	-	-	-	228,000	1,871,681	
594.72.60	Capital Outlays													
	62.0110 Buildings and Structures													
	Accessible Pathways Project*			651,000									651,000	Accessible Pathways Project; project total \$626,000; grants totaling \$313,000 plus PAFOL donations
	Parking Lot Crack Repair*	3,000											3,000	
	Lighting Improvements*			2,500								-	2,500	PA - east side exterior lighting, art wall improvements
	Exterior Door Replacement*	6,000											6,000	staff door, plus jamb and new closer
	Closet Door Replacement *			6,000									6,000	Carver Room closet doors are warped and cracked
	Heat Pump Replacement	20,000											20,000	One of two CB heat pumps discovered to be bad on 12/23/25
	New Electrical Outlets	1,000	1,000	1,000									3,000	
	Door Card Readers		13,000										13,000	add readers to FO
	Exterior Brick Repair		2,000										2,000	
	Subtotal - Buildings and Structures	30,000	16,000	660,500	-	-	-	-	-	-	-	-	706,500	
	63.0100 Other Improvements													
	Replace Outdoor Trash Receptacles*			2,500									2,500	existing units are not secure or very accessible, plus they're starting to rust
	Parking Lot Restriping**			12,000	-	-							12,000	this is redone every two years or depending on condition, PA last done 2023
	Subtotal - Other Improvements	-	-	14,500	-	-	-	-	-	-	-	-	14,500	
	64.0010 Machinery & Equipment													
	Multi-factor Authentication*								2,500				2,500	Hardware and outsourced onboarding for Yubikeys, all users
	Computer Workstation (staff) **								5,000				5,000	
	Computer Workstation (public) **								5,000				5,000	
	Monitors **								5,000				5,000	
	Meeting Room Video Conference Equipment	2,500	2,500	5,000									10,000	
	Holds Lockers*											150,000	150,000	
	Public Furniture Replacements**		5,000	12,000									17,000	FO couch & hold shelf replacement; PA meeting room tables and chair seat replacement
	Staff Furniture Replacements**											5,000	5,000	
	Steam Cleaner*							2,000					2,000	
	Electrical Floor Box Lids			2,000									2,000	
	Vehicle Tires							3,500					3,500	replace tires on three vehicles
	Undesignated Contingency Repair/Replacement **											25,000	25,000	
	Subtotal - Machinery & Equipment	2,500	7,500	19,000	-	-	-	5,500	17,500	-	-	180,000	232,000	
	65.0100 Construction of Capital Assets												-	
	Sequim Library Expansion & Renovation Project				918,681								918,681	Completion of Sequim Library Expansion and Renovation Project
	Subtotal - Construction of Capital Assets	-	-	-	918,681	-	-	-	-	-	-	-	918,681	
	Total Capital Outlays	32,500	23,500	694,000	918,681	-	-	5,500	17,500	-	-	180,000	1,871,681	

* Budgeted for in 2025, but project not completed or funding not used in 2025
** Included in capital budget annually

NOLS Cap Reserve	228,000
PA Cap Reserve	362,000
SQ Cap Reserve	592,181
Doantions & Grants	689,500
Total Revenues	1,871,681
Expenditures	1,871,681
Difference	-



Staff Report

Date: January 22, 2026
To: Library Board of Trustees
From: Noah Glaude, Library Executive Director
Subject: Approval of Resolution 26-01-01: Authorizing Transfer of Funds

Attachments: Resolution 26-01-01: Authorizing Transfer of Funds

Topic: End-of-Year/Start-of-Year financial reconciliation, accounting calculations, and approval to transfer funds to reflect account management adjustments.

Discussion: Transfer of funds between accounts as part of financial reconciliation done at the end of one fiscal year and the start of the new one, is a routine accounting task. For purposes of clarity, transparency, and established best practice, these transfers are documented in a staff report to the Board and formally approved by the NOLS Board by written resolution.

In any given year, account adjustments may be required to address fiscal management needs in any or all of the following areas:

1. Transfers-into or out of Undesignated Cash Operating funds to ensure operating funds are available during the early months of the year when tax revenues are not yet available.
2. Transfers-out of unspent revenues from Undesignated Cash Operating funds to any designated reserve account.
3. Transfers-in from reserves as approved in the Operating Budget.
4. Transfers-in from reserves to fund approved Capital Budget expenditures.
5. Transfers-out of budgeted-but-unspent funds from the Capital Budget account to Capital Reserves.
6. Transfers in or out of any account to any other account to address a variety of fiscal management/reserve strategies.

All of NOLS' funds (except those held in CDs or other investments) reside in the same large "bucket" of the WA State Local Investment pool. Transfers "between" funds are therefore conceptual in nature, but important to support clear tracking and accounting of designated allocations.

The 2026 transfer calculations are explained below.

Transfer(s) between Undesignated Cash Operating Fund and Operating Reserve

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

Calculation of the transfer amount required to bring the Undesignated Cash Operating Fund to the minimum required balance for 2026 is as follows:

- The 2025 ending balance of the Undesignated Cash Operating Fund is \$2,343,070.
- 33% of the 2026 Operating Budget (\$7,323,969) is \$2,416,910.
- The ending balance in Undesignated Cash Operating Fund is less than the amount needed.

For 2026, the recommended transfer from the Undesignated Cash Operating Fund to Operating Reserve is \$0.

For 2026, the recommended transfer from the Operating Reserve to the Undesignated Cash Operating Fund is \$73,840.

Transfer from NOLS 2025 Capital Fund to NOLS Capital Reserve

This is the amount from the NOLS 2025 Capital Budget that was unspent in 2025 and is being returned to the NOLS Capital Reserve.

For 2026, the recommended transfer from the 2025 Capital Budget Fund to the NOLS Capital Reserve is \$150,566.

Transfer from NOLS Capital Reserve to NOLS Capital Fund

This is the amount needed to fund the Capital Budget expenses for 2026 (with the exception of designated PA Capital, Sequim Capital, and other grant or donation funded expenditures).

For 2026, the recommended transfer from the NOLS Capital Reserve to the NOLS Capital Fund is \$228,000.

Transfer from the PA Capital Fund to the PA Capital Reserve

This is the amount from the PA Capital Fund that was unspent in 2025 and is being returned to the PA Capital Reserve.

For 2026, the recommended transfer from the PA Capital Fund to the PA Capital Reserve is \$282,985.

Transfer from the PA Capital Reserve to the PA Capital Fund

This is the amount needed to fund the PA Capital Budget expenses designated in the 2026 Capital Budget.

For 2026, the recommended transfer from the PA Capital Reserve to PA Capital Fund is \$362,000.

Transfer from the Sequim Capital Fund to the Sequim Capital Reserve

This is the amount from the Sequim Capital Fund that was unspent in 2025 and is being returned to the Sequim Capital Reserve.

For 2025, the recommended transfer from the Sequim Capital Fund to the Sequim Capital Reserve is \$545,501.

Transfer from the Sequim Capital Reserve to the Sequim Capital Fund

This is the amount needed to fund the Sequim Capital Budget expenses designated in the 2026 Capital Budget.

For 2026, the recommended transfer from the Sequim Capital Reserve to Sequim Capital Fund is \$592,181.

Transfer from the NOLS Capital Reserve to the Sequim Capital Fund

In April 2024, the Board of Trustees adopted Resolution 24-04-04, approving a \$4,492,021 financing agreement through the [Washington State Treasurer's LOCAL Program](#) for the Sequim Library Expansion and Renovation Project. That resolution states that, "The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the Sequim Capital Fund." On June 1, 2026, a \$228,625 payment is due. On December 1, 2026, a \$95,375.00 payment is due.

For 2026, the recommended transfer from the NOLS Capital Reserve to Sequim Capital Fund is \$324,000.

Policy Considerations: The proposed transfers are in keeping with the provisions of [Policy 5.15: Fiscal Management](#). Approval of fiscal transfer by resolution is a best practice recommended by the State Auditor's Office.

Fiscal Considerations: Budget funds to be transferred from reserves into Undesignated Cash Operating Fund and Capital Budget accounts were previously approved by the Board at the time these budgets were adopted.

The following chart show the anticipated impacts on the various accounts if the recommended transfers are approved:

Fund	2025 Ending Fund			2026 Beginning Fund	
	Balance	Transfers In	Transfers Out	Balance	
Fiscal Emergency Reserve	1,307,019	-	-	1,307,019	
Undesignated Cash Operating	2,343,070	73,840	-	2,416,910	
NOLS Operating Reserve	677,199	-	73,840	603,359	
NOLS Capital Reserve	781,669	150,566	552,000	380,235	
NOLS Capital Fund	150,566	228,000	150,566	228,000	
PA Capital Reserve	394,809	282,985	362,000	315,794	
PA Capital Fund	282,985	362,000	282,985	362,000	
Sequim Capital Reserve	59,680	545,501	592,181	13,000	
Sequim Capital Fund	545,501	916,181	545,501	916,181	
Total All Funds	6,542,499	2,559,073	2,559,073	6,542,499	

Recommendation/Alternatives: That the Library Board of Trustees approve Resolution 26-01-01, authorizing transfer of funds as follows:

Amount of Transfer	Transfer From	Transfer To
\$73,840	Operating Reserve	Undesignated Cash Operating
\$150,566	NOLS Capital Fund	NOLS Capital Reserve
\$228,000	NOLS Capital Reserve	NOLS Capital Fund
\$282,985	PA Capital Fund	PA Capital Reserve
\$362,000	PA Capital Reserve	PA Capital Fund
\$545,501	Sequim Capital Fund	Sequim Capital Reserve
\$592,181	Sequim Capital Reserve	Sequim Capital Fund
\$324,000	NOLS Capital Reserve	Sequim Capital Fund

Alternatively, the Board could designate that transfers out to reserves be directed to different reserve accounts. The transfer proposals discussed above are in keeping with the Fiscal Management Policy, and have been approved by the Finance Committee.



Resolution 26-01-01

Library Board of Trustees
North Olympic Library System

Authorizing Transfer of Funds between NOLS accounts

Whereas, transfer of funds between accounts for purposes of financial reconciliation and fiscal management is a routine accounting task; and

Whereas, for purposes of clarity, transparency, and established best practice, the NOLS Board formalizes approval of funds transfers by written resolution; and

Whereas, transfers are required to fund planned expenditures in the 2026 Operating Budget and 2026 Capital Budget; and

Now therefore be it resolved: that the Board authorizes staff to transfer funds between accounts as indicated below:

Amount of Transfer	Transfer From	Transfer To
\$73,840	Operating Reserve	Undesignated Cash Operating
\$150,566	NOLS Capital Fund	NOLS Capital Reserve
\$228,000	NOLS Capital Reserve	NOLS Capital Fund
\$282,985	PA Capital Fund	PA Capital Reserve
\$362,000	PA Capital Reserve	PA Capital Fund
\$545,501	Sequim Capital Fund	Sequim Capital Reserve
\$592,181	Sequim Capital Reserve	Sequim Capital Fund
\$324,000	NOLS Capital Reserve	Sequim Capital Fund

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 22nd day of January 2026.

Chair

Trustee

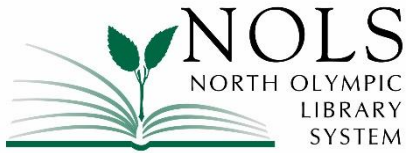
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff Report

Meeting Date: January 22, 2026
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 26-01-02 Authorizing Disposal of Surplus Shelving

Attachments: Resolution 26-01-02

Topic/Issue: Disposal of surplus items.

Discussion: The shelving at the Sequim Library Temporary Location will no longer be needed after the Sequim Library Renovation and Expansion Project is complete. All double-sided surplus shelving units will be transported to and disposed at a regional metal recycling center. Laminate covered plywood wood shelving end panels will be donated to a local non-profit specializing in re-purposing items of this type. Single-sided units anchored to the wall will be left in the rental space.

Height (inches)	Quantity of Frames		Total
	Single-sided (wall unit)	Double-sided (aisle unit)	
42	6	8	14
48	3	0	3
66	9	12	21
78	9	57	66
90	39	0	39
Total	66	77	143

Policy Considerations: Washington State law requires public agencies to dispose of public property at fair market value through auction, private sale, a broker, or agent, or through donation to defined agencies or organizations. This action is consistent with [NOLS Policy 5.9](#) governing the library's disposal of property.

Fiscal Considerations: After relocating Sequim Library furniture and equipment that is being kept, Olympic Moving & Storage will disassemble the surplus double-sided units and transport them to a regional recycling center. The cost of this portion of their work is \$4,684.00, which will be included in the Sequim Library Expansion and Renovation Project expenses.

Motion: That the Library Board of Trustees approve Resolution 26-01-02, approving surplus and disposal of items no longer needed by NOLS.



Resolution 26-01-02

Library Board of Trustees
North Olympic Library System

AUTHORIZING DISPOSAL OF SURPLUS EQUIPMENT AND FURNITURE

Whereas, the North Olympic Library System has found that it no longer needs certain items of equipment and furniture; and

Whereas, Library Policy 5.9 details how Library property should be properly disposed of;

Whereas, the Library desires to dispose of the following items in an appropriate manner:

Item	Quantity
Metal Library Shelving Units	143

Now therefore be it resolved by the North Olympic Library System that the items listed above be declared surplus and disposed of in a manner consistent with Library policy and state law.

To avoid any conflict of interest, real or perceived, Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members are not permitted to purchase items that are removed from the Library's inventory.

Adopted by the Board of Trustees of the North Olympic Library System at the regular meeting held this 22 day of January, 2026.

Chair

Trustee

Trustee

Trustee

Trustee

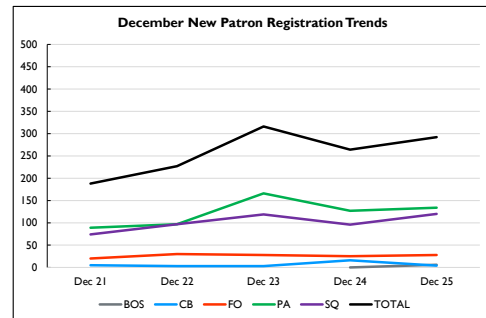
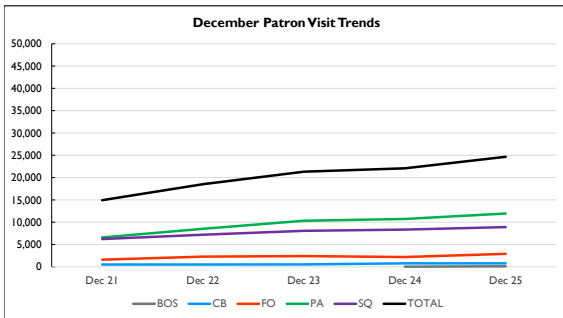
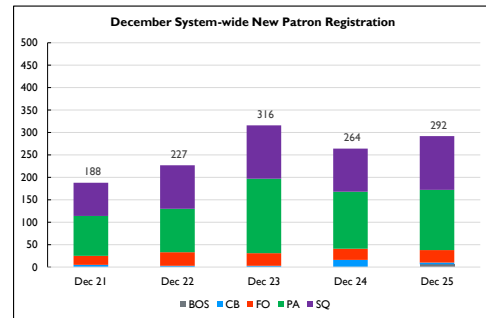
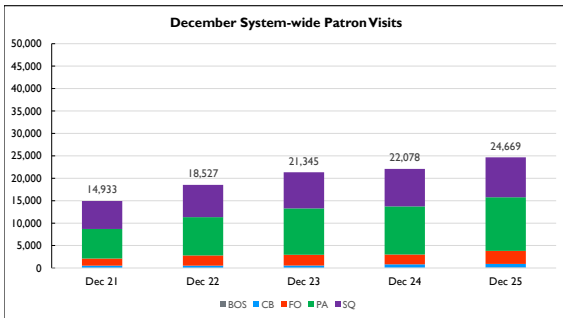
Attested by:

Secretary to the Board

Patron Visits		
	2025	% of System
Port Angeles	11,951	48.4%
Children	7%	
Sequim	8,911	36.1%
Children	18%	
Forks	2,912	11.8%
Children	4%	
Clallam Bay	773	3.1%
Children	14%	
Bookmobile	122	0.5%
Total	24,669	100.0%

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

New Patron Registration		
	2025	% of System
PA	134	45.9%
SQ	120	41.1%
FO	28	9.6%
CB	4	1.4%
BOS	6	2.1%
Total	292	100.0%



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

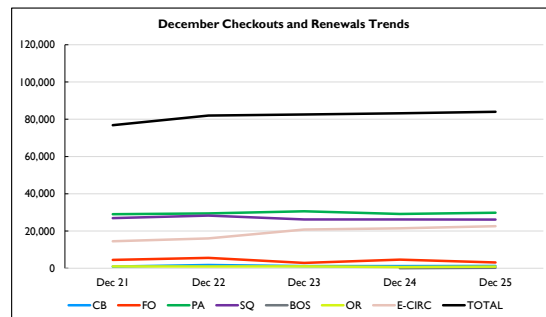
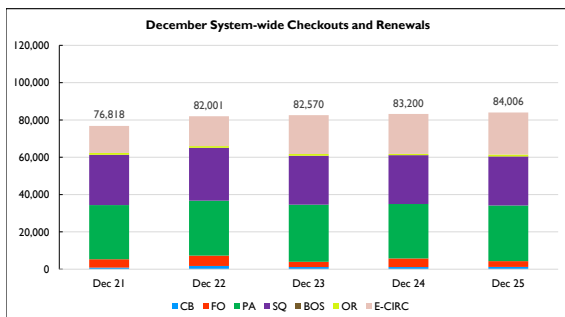
* The Sequim Branch Library started operating out of a temporary location in April 2024.

Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	16,598	28.0%
% From Self-Check	79%	
% From Holds	33%	
Renewals	13,201	53.4%
Total	29,799	35.5%
Sequim		
Checkouts	15,846	26.7%
% From Self-Check	80%	
% From Holds	42%	
Renewals	10,285	41.6%
Total	26,131	31.1%
Forks		
Checkouts	2,630	4.4%
% From Self-Check	31%	
% From Holds	30%	
Renewals	498	2.0%
Total	3,128	3.7%
Ciallam Bay		
Checkouts	728	1.2%
% From Self-Check	10%	
% From Holds	37%	
Renewals	498	2.0%
Total	1,226	1.5%
Outreach		
Checkouts	781	1.3%
% From Holds		
Renewals	97	0.4%
Total	878	1.0%
Bookmobile		
Checkouts	121	0.2%
% From Holds	47%	
Renewals	144	0.6%
Total	265	0.3%
Electronic Circulation <i>(OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)</i>		
Checkouts	22,579	26.9%
Systemwide Totals		
Checkouts	59,283	
Renewals	24,723	
System Total	84,006	

Interlibrary Loan Services	
Items borrowed from other libraries	160
Items loaned to other libraries	116

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	5,479	25.96
SQ	6,648	28.64
FO	789	21.74
CB	270	16.53
OR	746	7.69
BOS	125	13.20
Total	14,057	25.73



* 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	35/1034	41%/61%
Sequim	13/337	15%/20%
Forks	23/201	27%/12%
Clallam Bay	7/27	8%/2%
NOLS	0/0	0%/0%
Virtual	7/100	8%/6%
Total	85/1699	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	37/330	80%/85%
Sequim	0/0	0%/0%
Forks	7/53	15%/14%
Clallam Bay	2/6	4%/2%
Total	46/389	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	45.5	8
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	30.75	1
Total	76	9

Community Outreach Events		
	Events/Attendees	% of System
PA	1/12	20%/14%
SQ	4/75	80%/86%
FO	0/0	0%/0%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	5/87	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	294
Read & Ride (Clallam Transit Buses)	39
Dolly Parton Imagination Library	1,271
Library Programs & Outreach	87
Clallam County Correctional Facility	80
Total	1771

Outreach Delivery Services	
Deliveries/Pickups	91
New Patrons w/ Delivery Services	-

BookMatch Requests Fulfilled	
Number of Requests	-
Titles Suggested	-

Bookmobile	
Routine Stops	13
Special Stops	-
Library Pop-Ups (no bookmobile)	3
Appearance (e.g. parade)	-
Miles Traveled	942

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	1,872	1,848	37.0%
Sequim	6	857	586	47.0%
Forks	9	299	233	12.5%
Clallam Bay	6	286	304	33.1%
Total	45	3,314	2,972	32.9%

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	308	76	7.3%
Sequim	2	197	57	13.6%
Forks	3	87	20	3.2%
Clallam Bay	1	-	-	0.0%
Total	11	592	153	6.9%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,114	50.2%
Sequim	7,255	40.0%
Forks	1,204	6.6%
Clallam Bay	575	3.2%
Total	18,148	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,909	53.9%
Sequim	1,502	20.7%
Forks	1,343	18.5%
Clallam Bay	499	6.9%
Total	7,253	100.0%

Facebook Activity	
Followers	6,019
Content Published	60
Reach (unique accounts)	12,409
Reactions/Likes/Comments, etc.	1,245

Instagram Activity	
Followers	1,934
Content Published	51
Reach (unique accounts)	3,499
Reactions/Likes/Comments, etc.	746

Advertising	
Ads Run	2
Reach (unique accounts)	4,183

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

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

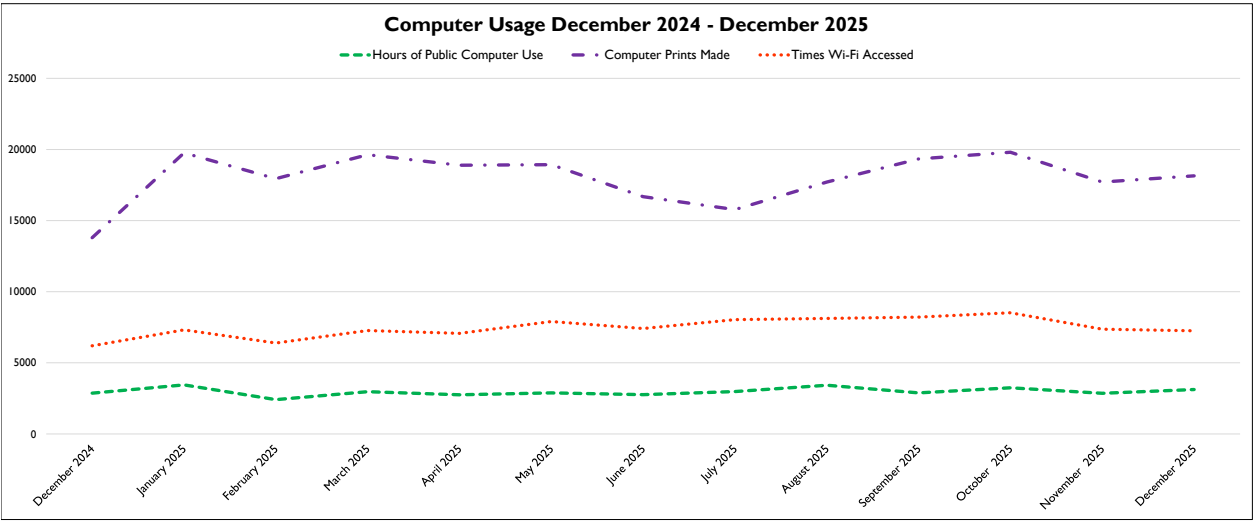
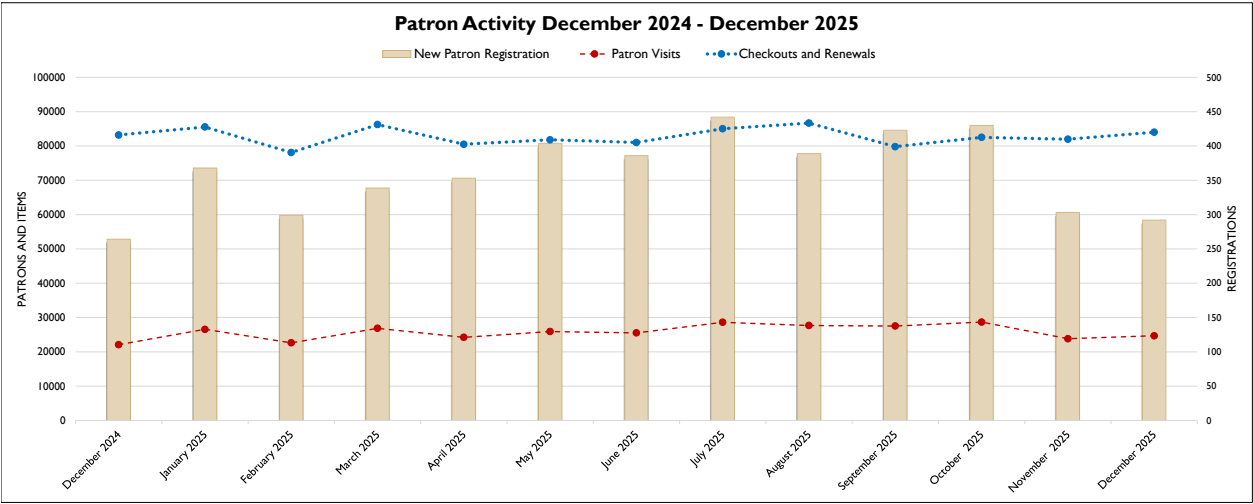
Website Visits	
Total Visits	36,767
Unique Visitors	9,932
Average Time on Site	58

Database Access	
Total Sessions on all Databases	6,125

YouTube Activity	
Subscribers	470
Videos Published	-
Program Recordings	-
Views (lifetime content)	620
Watch Time (hours)	26

eNewsletter	
Number Sent	22,501
Read Rate	29%
Click-Through Rate	4%

Notices	
Number Sent	16,043
Read Rate	36%

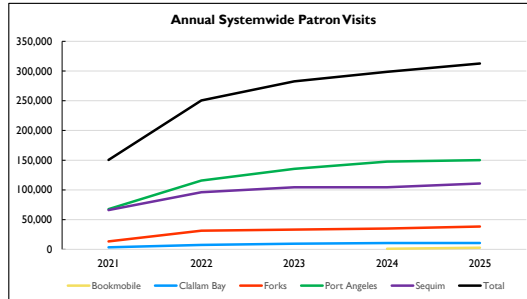
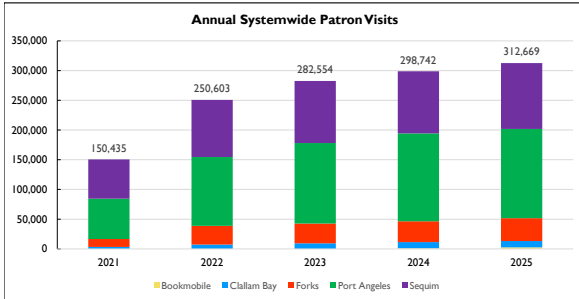


Significant Events During the Past 13 Months:

- 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.
- December 2025 - The Clallam Bay and Forks Branches closed for half a day due to a power outage.

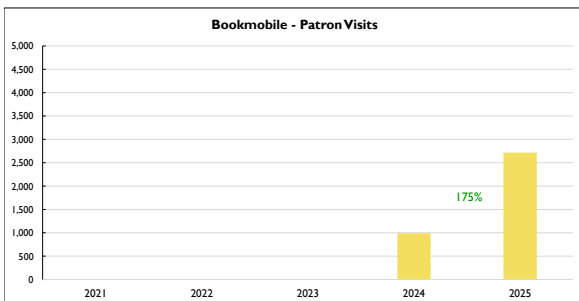
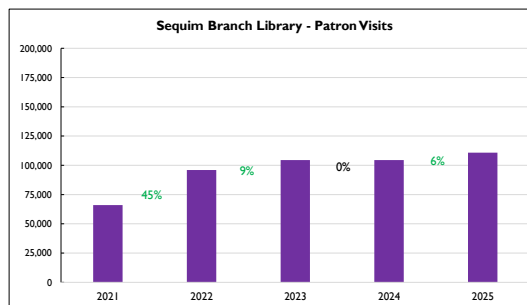
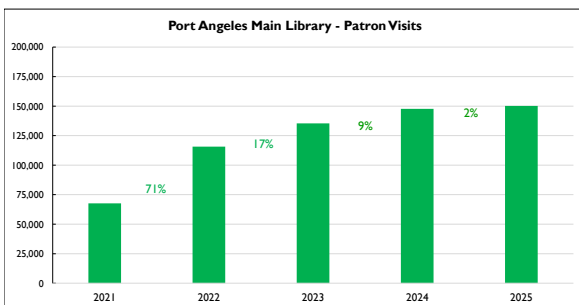
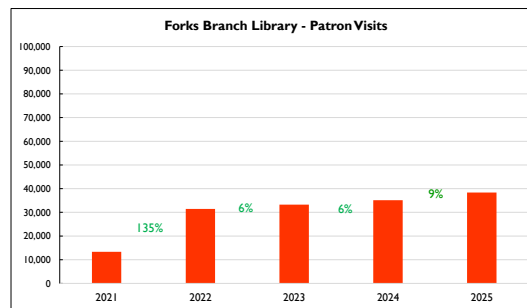
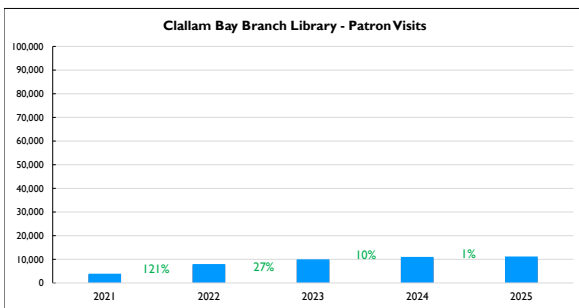
Patron Visits

	2025	% of System
Port Angeles	150,128	48.0%
Sequim	110,808	35.4%
Forks	38,369	12.3%
Clallam Bay	10,648	3.4%
Bookmobile	2,716	0.9%
Total	312,669	100.0%



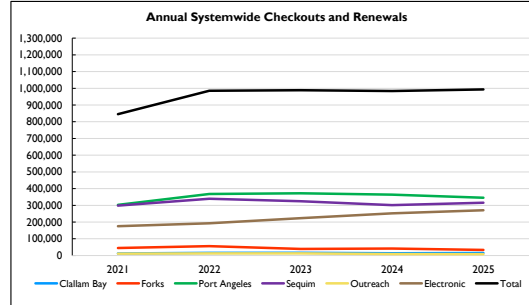
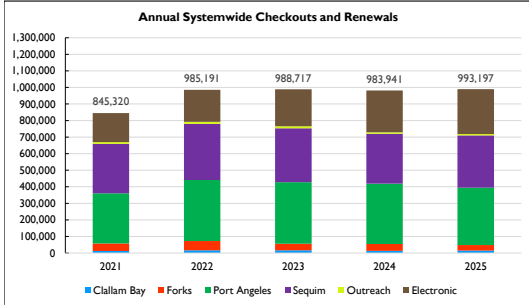
* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-December 2020 through December 2021.

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.



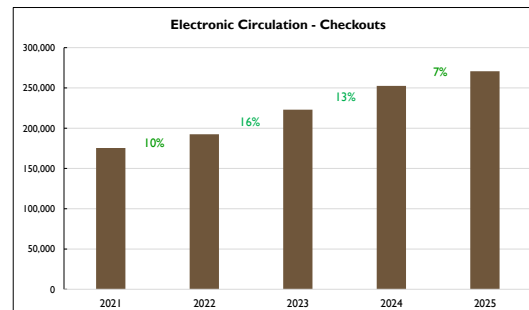
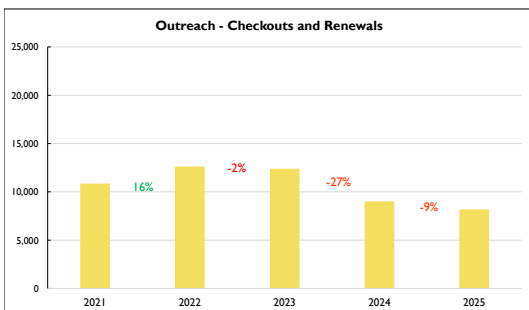
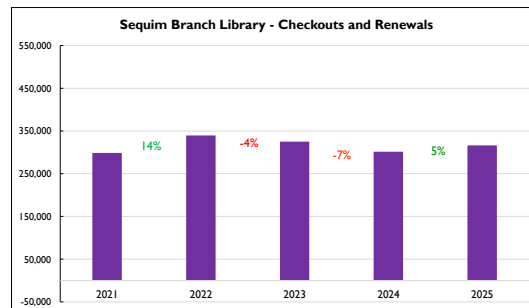
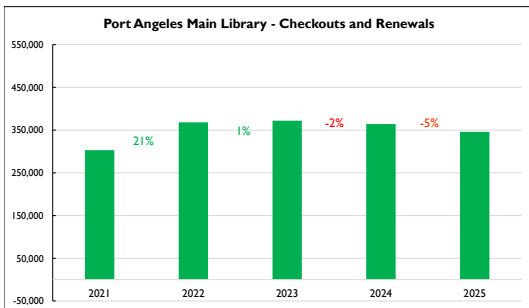
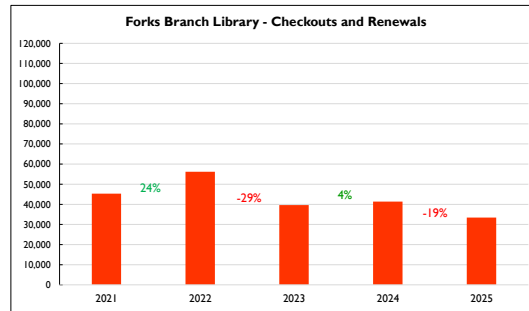
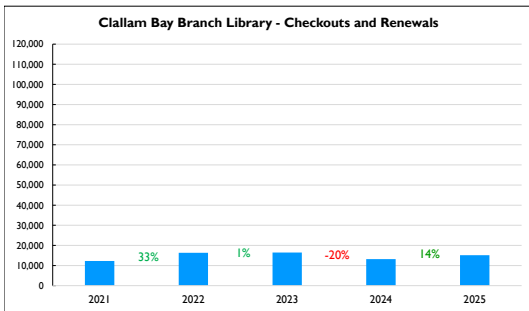
Checkouts & Renewals

	2025	% of System
Port Angeles	345,806	34.8%
Sequim	316,130	31.8%
Forks	33,438	3.4%
Clallam Bay	15,094	1.5%
Outreach	8,188	0.8%
Bookmobile	3,814	0.4%
Electronic	270,727	27.3%
Total	993,197	100.0%



* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-December 2020 through December 2021.

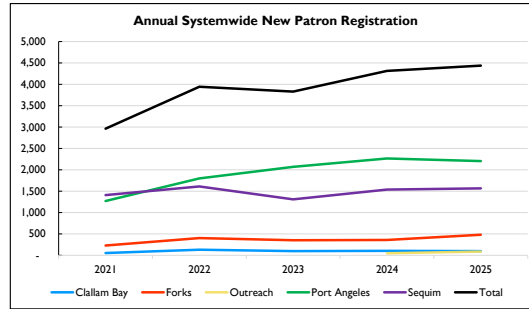
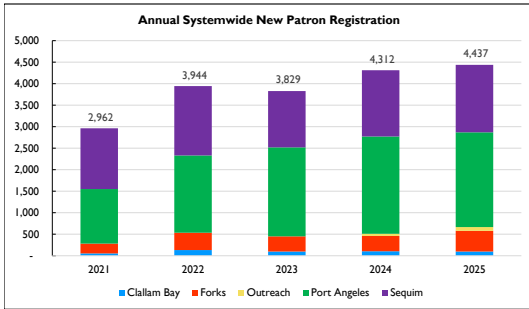
*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.



* Unlike other branch circulation data, e-circulation does not include renewals.

New Patron Registration

	2025	% of System
Port Angeles	2204	50.7%
Sequim	1566	36.0%
Forks	481	11.1%
Clallam Bay	98	2.3%
Outreach	88	2.0%
Total	4349	100.0%

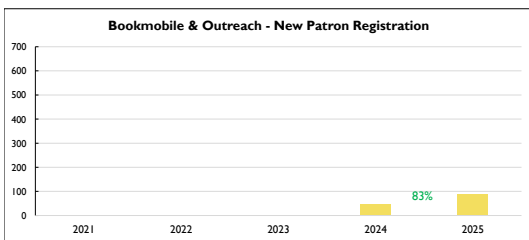
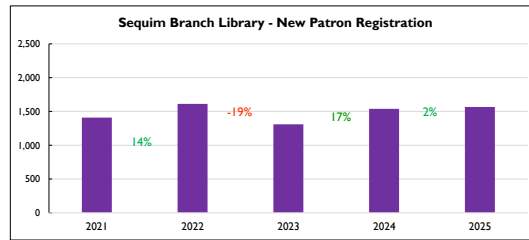
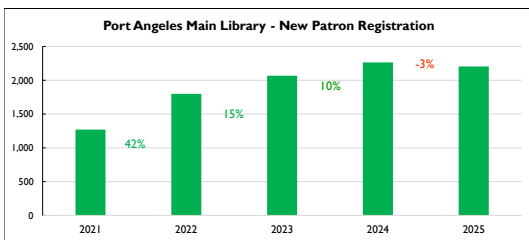
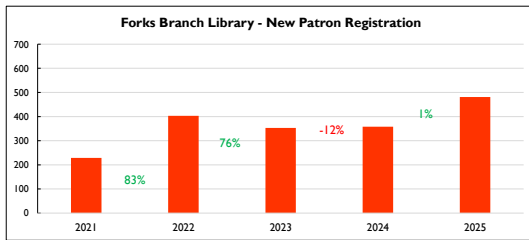
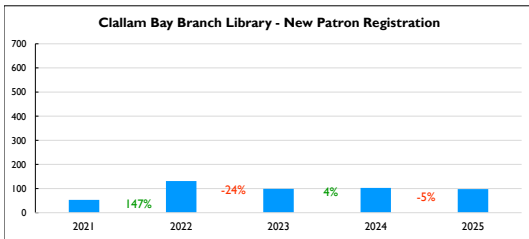


*Prior to 2024, Outreach patron registrations were included in Port Angeles registration statistics.

*Patrons using the Bookmobile may chose to register at their nearest branch instead of selecting the Bookmobile/Outreach as their home branch. In those cases, the new patron registration is counted towards the branch instead of Outreach.

* All NOLS locations were closed to the public March 2020 through February 2021. Curbside service was offered from December 2020 through December 2021. Online registration remained available.

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.



Library Programs		
	Programs/Attendees	% of System
Port Angeles	415/9225	44%/53%
Sequim	161/2926	17%/17%
Forks	186/2548	20%/15%
Clallam Bay	74/612	8%/4%
NOLS	3/17	0%/0%
Virtual	98/1916	10%/11%
Total	937/17244	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	477/5234	70%/80%
Sequim	0/0	0%/0%
Forks	148/1121	22%/17%
Clallam Bay	52/212	8%/3%
Total	677/6567	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	632	88
Sequim	46	10
Forks	66	17
Clallam Bay	6	1
Outreach	46	1
NOLS	280	8
Total	1,076	125

Community Outreach Events		
	Events/Attendees	% of System
PA	22/3379	25%/38%
SQ	30/2491	34%/28%
FO	10/694	11%/8%
CB	6/183	2%/0%
OR	11/1235	27%/26%
NOLS	0/0	0%/0%
Total	89/7419	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	3,430
Read & Ride (Clallam Transit Buses)	357
Dolly Parton Imagination Library	14,284
Library Programs & Outreach	537
Clallam County Correctional Facility	784
Total	19,392

Outreach Delivery Services	
Deliveries/Pickups	939
New Patrons w/ Delivery Services	38

BookMatch Requests Fulfilled	
Number of Requests	23
Titles Suggested	137

Bookmobile	
Routine Stops	96
Special Stops	18
Library Pop-Ups (no bookmobile)	51
Appearances (e.g. parade)	3
Miles Traveled	10,948

* The Bookmobile was out of service September - December to get repaired. Some stops were completed using another vehicle.

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

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	22,455	20,494	31.0%
Sequim	6	10,852	7,506	48.5%
Forks	9	3,430	2,479	10.7%
Clallam Bay	6	2,519	3,324	29.6%
Total	45	39,256	33,803	28.8%

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	6	3,791	1,029	8.0%
Sequim	2	2,257	626	12.1%
Forks	2	1,010	247	3.2%
Clallam Bay	1	382	71	3.8%
Total	11	7,440	1,973	7.1%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	111,777	50.7%
Sequim	84,946	38.6%
Forks	17,263	7.8%
Clallam Bay	6,328	2.9%
Total	220,314	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	51,025	56.1%
Sequim	17,067	18.8%
Forks	16,804	18.5%
Clallam Bay	5,992	6.6%
Total	90,888	100.0%

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation fo the Sequim Branch Library.

Facebook Activity	
Followers	70,243
Content Published	755
Reach (unique accounts)	239,275
Reactions/Likes/Comments, etc.	14,876

Instagram Activity	
Followers	21,633
Content Published	625
Reach (unique accounts)	33,166
Reactions/Likes/Comments, etc.	7,853

Advertising	
Ads Run	27
Reach (unique accounts)	64,338

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

*Laptop Checkouts were paused in September 2024.

Website Visits	
Total Visits	414,750
Unique Visitors	123,392
Average Time on Site (seconds)	63

Database Access	
Total Sessions on all Databases	45,982

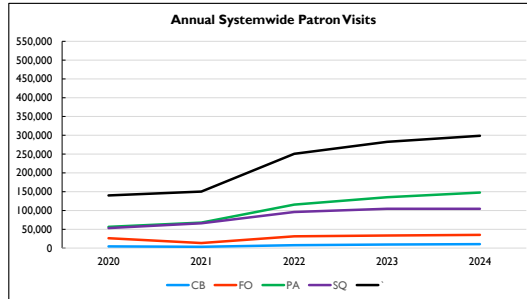
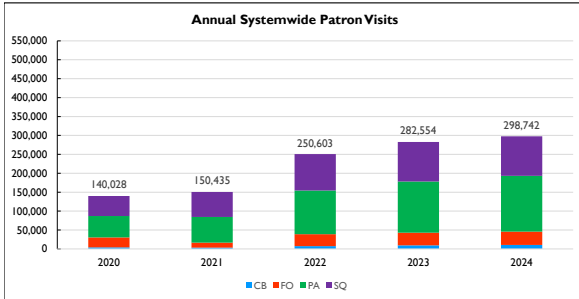
YouTube Activity	
Subscribers	5,469
Videos Published	-
Program Recordings	12
Views (lifetime content)	10,738
Watch Time (hours)	445

eNewsletter	
Number Sent	237,963
Read Rate	33%
Click-Through Rate	6%

Notices	
Number Sent	184,434
Read Rate	59%

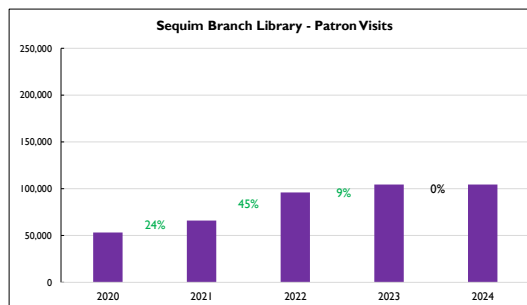
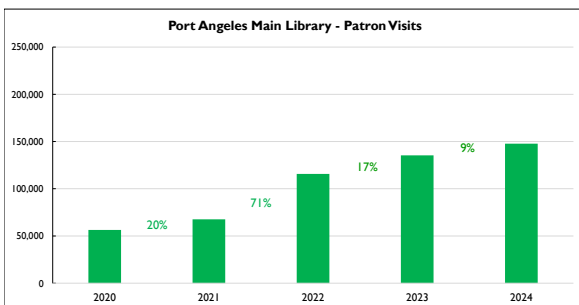
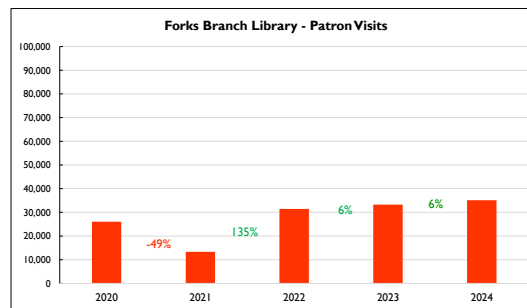
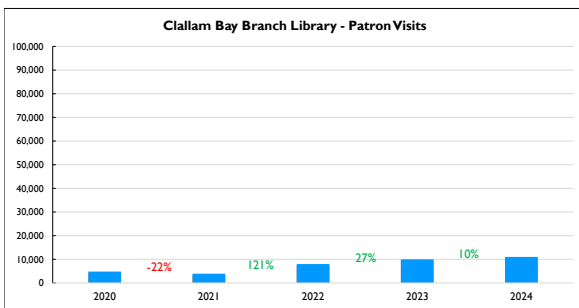
Patron Visits

	2024	% of System
PA	147,678	49.4%
SQ	104,473	35.0%
FO	35,106	11.8%
CB	10,496	3.5%
BOS	989	0.3%
Total	298,742	100.0%



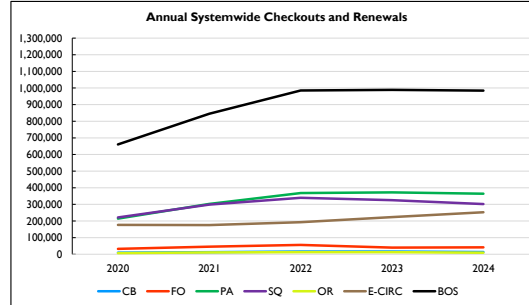
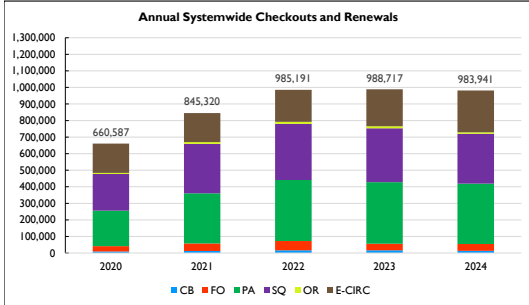
* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021.

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.



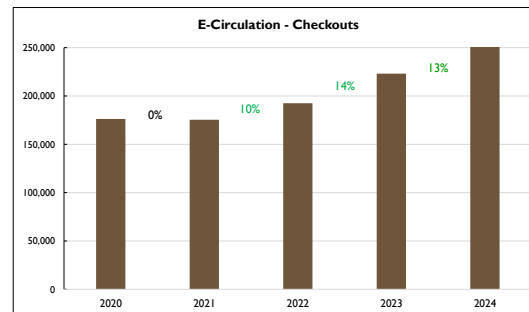
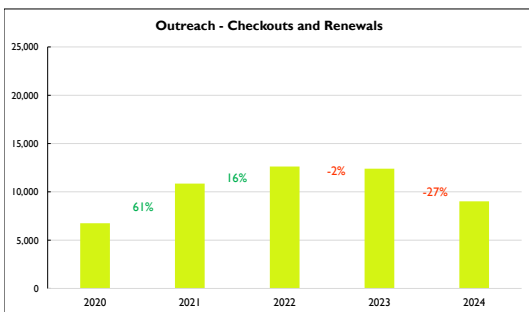
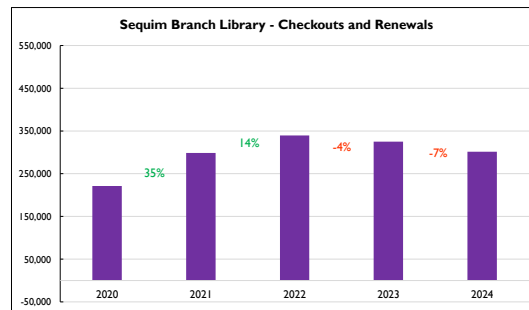
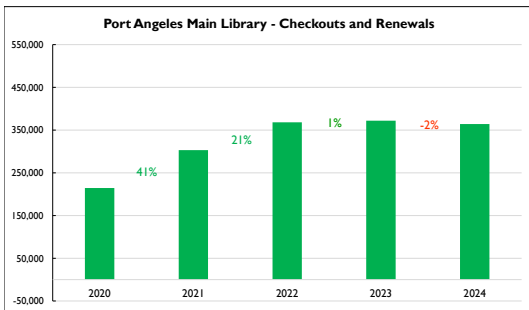
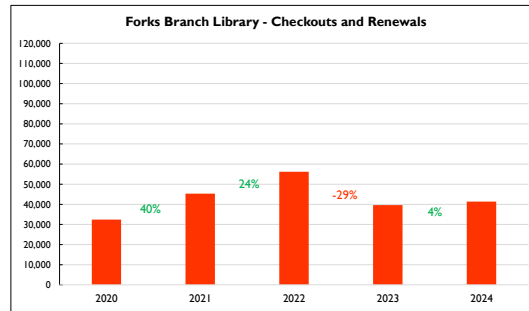
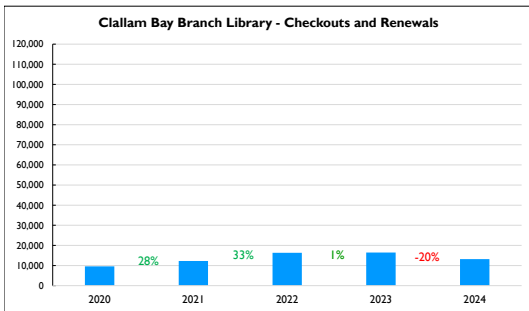
Checkouts & Renewals

	2024	% of System
PA	364,042	37.0%
SQ	301,475	30.6%
FO	41,395	4.2%
CB	13,216	1.3%
OR	9,012	0.9%
BM	2,196	0.2%
E Circ	252,605	25.7%
Total	983,941	100.0%



* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021.

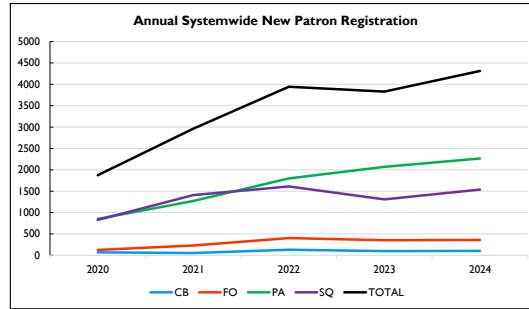
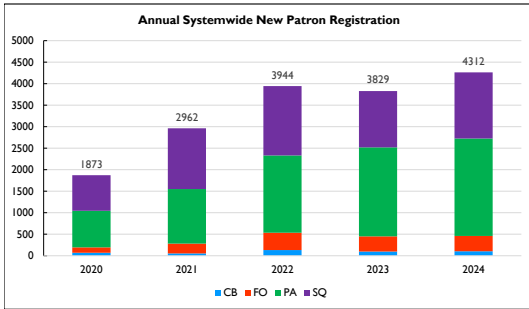
*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.



* Unlike other branch circulation data, e-circulation does not include renewals.

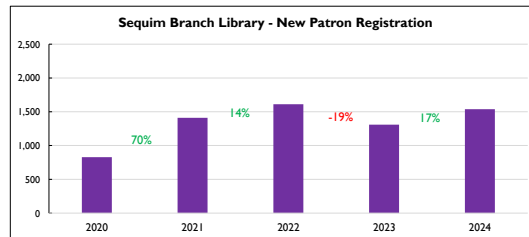
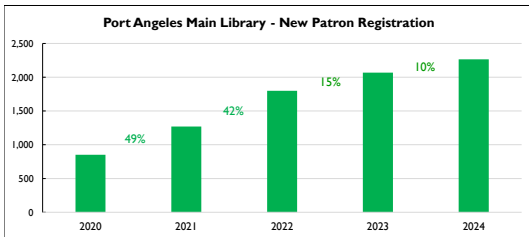
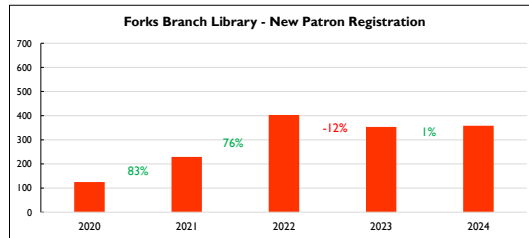
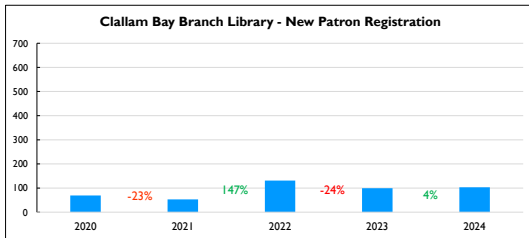
New Patron Registration

	2024	% of System
PA	2265	53.1%
SQ	1538	36.1%
FO	358	8.4%
CB	103	2.4%
BOS	48	1.1%
Total	4264	100.0%



* All NOLS locations were closed to the public mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. Online registration remained available.

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.



*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	402/7968	45%/51%
Sequim	157/2718	17%/17%
Forks	198/2481	22%/16%
Clallam Bay	86/691	10%/4%
NOLS	5/251	1%/2%
Virtual	53/1610	6%/10%
Total	901/15719	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	449/4965	73%/81%
Sequim	0/0	0%/0%
Forks	157/1115	25%/18%
Clallam Bay	11/37	2%/1%
Total	617/6117	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	549	79
Sequim	12	3
Forks	9	4
Clallam Bay	0	0
Outreach	0	0
NOLS	358	12
Total	929	98

Community Outreach Events		
	Events/Attendees	% of System
PA	20/2400	22%/32%
SQ	15/2548	17%/34%
FO	35/1003	39%/14%
CB	6/183	7%/2%
OR	11/1235	13%/17%
NOLS	2/53	2%/1%
Total	89/7419	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	3,212
Read & Ride (Clallam Transit Buses)	660
Dolly Parton Imagination Library	13,636
Library Programs & Outreach	1,062
Clallam County Correctional Facility	1,390
Total	19,960

Outreach Delivery Services	
Deliveries/Pickups	997
New Patrons w/ Delivery Services	23

BookMatch Requests Fulfilled	
Number of Requests	55
Titles Suggested	279

Bookmobile	
Routine Stops	110
Special Stops	6
Appearance (e.g. parade)	4
Miles Traveled	4,956

* The Bookmobile was out of service September - December to get repaired. Some stops were completed using another vehicle.

*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

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	24,004	18,960	26.7%
Sequim	6	9,368	5,549	35.0%
Forks	10	3,903	2,352	9.3%
Clallam Bay	5	2,850	3,327	34.7%
Total	47	40,125	30,188	24.7%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	2,410	709	4.6%
Sequim	2	1,590	405	7.7%
Forks	2	990	162	3.2%
Clallam Bay	1	255	128	6.4%
Total	11	5,245	1,403	5.0%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	107,091	57.4%
Sequim	56,725	30.4%
Forks	16,006	8.6%
Clallam Bay	6,656	3.6%
Total	186,478	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	15
Sequim	13
Forks	3
Clallam Bay	-
Total	31

*Laptop Checkouts were paused in September 2024.

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	52,374	58.5%
Sequim	15,278	17.1%
Forks	16,675	18.6%
Clallam Bay	5,186	5.8%
Total	89,513	100.0%

Website Visits	
From outside the Library	213,664
From inside the Library	27,989
Avg. # of pages visited	20

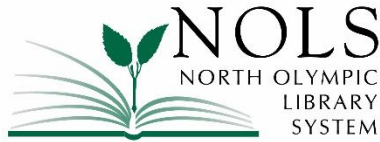
*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

Facebook Activity	
Followers	65,504
Content Published	609
Reach (unique accounts)	316,427
Reactions/Likes/Comments, etc.	13,322
Link Clicks	4,275

YouTube Activity	
Subscribers	4,912
Videos Published	7
Program Recordings	10
Views (lifetime content)	13,453
Watch Time (hours)	604

Instagram Activity	
Followers	18,615
Content Published	642
Reach (unique accounts)	25,186
Reactions/Likes/Comments, etc.	6,698

Advertising	
Ads Run	32
Reach (unique accounts)	77,475
Link Clicks	3,604



Monthly Activity Report

Meeting Date: January 22, 2026
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for December 2025

Port Angeles Main Library

Meghan Sullivan, Public Services Director

Port Angeles Programming:

- **Baby Storytime** – 37 participants at 2 events.
- **Toddler Storytime** – 163 participants at 4 events. Fun was had at a bubble dance party for the last Toddler Storytime of 2025. The kids loved the bubbles!
- **Family Storytime** – 18 participants at 2 events.
- **Little Hands Art** – 109 participants at 2 events. Families with “Littles” five years and younger enjoyed finger painting, playing with playdough, and making art. Lots of beautiful messes were created! Parents/Caregivers from Baby Storytime sat on the floor in a circle after making art with their children to talk together. It was very sweet!
- **Mikey the Rad Scientist Family Concert** – 97 participants at 1 event. Families danced, sang, and pretended to be wild animals.
- **Kids Book Club** – 12 participants. Students in grades 1-3 read, *Pet’s Rule! Kittens are Monsters* by Susan Tan. After discussing the book, participants made cat ear headbands to take home.
- **Build It! With LEGO** – 67 participants at 1 event.
- **Family Bingo** – 36 participants at 1 event. An intergenerational crowd of teens, grandparents with their grandkids, and whole families came together for a good time. Prizes ranged from \$5 gift cards to a local coffee shop, mini-LEGO sets, a tote bag, and the grand prize for blackout was a marble maze board game.
- **Tween Thursday** – 34 participants at 3 events.
- **Magic Monday** – 12 participants at 3 events.
- **Teen Tuesday** – 15 participants at 3 events including Games & Art, Teen Advisory Board, Books & More.
- **Teen Lit Bags** – 16 participants subscribed for the monthly service.
- **Tabletop Role-Playing Game Night** – 13 participants at 1 event.
- **Jigsaw Puzzle Contest** – 24 participants at 1 event.
- **Noon Year’s Eve Party** – Over 300 people of all ages attended. The festivities began with crown making—paper crowns were decorated with markers and jewels. Ten minutes before noon, participants began gathering in the Living Room under the balloon

net. Counting backwards at Noon brought balloons and confetti. Many adults thanked NOLS for hosting “such a fun event!” and many stayed to help clean up afterwards. It was an exciting way to end 2025 programming at Port Angeles!



- **Glo Painting Party for Teens** – 17 participants donned glowstick bracelets, painted under black lights, watched *Anastasia*, ate pizza, and hung out with friends!



- **Bad Art Night for Adults** – 19 participants at 1 event. Despite the name of the program, fantastic art was created using the theme blind art.



- **Second Wednesday Book Group** read *If Today Be Sweet* by Thrity Umrigar – 7 participants.
- **Fourth Wednesday Evening Book Group** read *The Things They Carried* by Tim O’Brien – 9 participants.

Port Angeles Community Engagement:

- Youth Services Librarian, Jennifer L., provided three storytimes for three different Headstart classes. The enjoyed the stories and interacting with puppets. – 45 participants.
- Youth Services Librarian, Clair D., met with 5 members of the Port Angeles Student Book Club.
- 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. – 12 participants.

Port Angeles Staff Activity:

- Public Services Librarian, Sarah M., attended weekly meetings with the Washington Digital Library Consortium's Executive Advisory Committee.
- Port Angeles Public Services staff continue to participate on a number of NOLS work groups and committees including Health & Safety, Beanstack, Book Discussion Group, and Equity Diversity and Inclusion (EDI) Teams.
- Annie D., Audra D., Claire C., Sarah D. continued to assist with the major shift of collections in Port Angeles to better utilize the available space and make materials more accessible.

Sequim Branch Library

Emily Sly, Library Manager

Programming during the month of December included:

- **Family Storytime** – 56 participants at 2 events.
- **Teen Advisory Board** - 8 participants.
- **Build It! With LEGO** – 3 participants.
- **Teen Lit Bags** – 19 participants.
- **Mikey the Rad Scientist concert** – 37 participants.
- **Yarn Circle** – 48 participants at 4 events
- **Second Saturday Book Group** – 16 participants.
- **Drop In Tech Help** – 3 participants.
- **SilverKite: Acrylics – Sip & Paint Watercolor - Winter Wonderland**– 33 virtual participants.
- **SilverKite: Cozy Scenes in Colored Pencils**– 26 virtual participants.
- **Friday Night Movie: Sing Street** – 9 participants.
- **Books and Trivia outreach visits to schools** – 75 4th grade students at 3 schools (Helen Haller Elementary, Olympic Peninsula Academy and Five Acre School)
- **Noon Year's Eve Party** - 150 participants
- **Holiday Notes Creation Station** – 52 participants (drop-in station)



Emily and Noah met with FOSL leadership. José C, new Outreach Services Manager, spent a day in Sequim learning about the branch, community and touring the new library.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- West End library staff continued to engage in various professional development opportunities, including the following:
 - Effective Communication in a Neurodiverse Workplace
 - Sexual Harassment: How to respond to a customer's inappropriate comments
 - Conflict Prevention
 - Bringing Out the Best in People
- A community puzzle that was created by Forks library patrons was assembled and hung in the youth area.



West End Programming:

- A gift wrapping workshop, called Wrap It Up, was held at the Clallam Bay Branch with three attendees. It was also held at the Forks Branch, where five people attended.
- Bad Art Night continues to be a hit, with ten attendees. December's theme was whimsical sky.
- Gift wrap stations were set up in Clallam Bay and Forks on December 15. Twenty-five patrons from Forks and six from Clallam Bay wrapped presents using donated wrapping paper and bows.
- The National Library of Medicine Exhibit on AIDS, along with the documentary screening of "The Last One," was on display at the Forks Branch from December 15 to 27. After that, the exhibit and documentary were moved to the Clallam Branch, where they were available for viewing from December 29 to January. A total of 20 patrons visited the exhibit at the Forks Branch, while 8 patrons attended at the Clallam Bay Branch.
- Family storytime was well attended in Forks and Clallam Bay. All participants enjoyed listening to stories, playing games, singing, and dancing. 22 people attended the storytimes in December for the West End.
- In Forks, we had seven teens attend TEEN TUESDAY. They had a great time watching "Mean Girls," and several were especially thankful for the food we provided.
- Setting Goals Program in Forks brought in two participants who expressed gratitude for the teen and young adult programs we are developing. They hope more teens will start participating and take advantage of the learning opportunities available.
- Setting Goals Program in Clallam Bay, 7th-8th graders attended and learned about setting long-term and short-term goals. We created vision boards and had a wonderful class visit with 11 students.
- Public Services Lead Alex led the Noon Year's Eve Party at the Forks Branch Library. 30 patrons attended. Guests were invited to craft firework-inspired headbands and countdown to noon with snacks, music, and lots of dancing!



Inclement Weather:

- On December 15th, both West End branches closed at 1:00pm due to a power outage.
- Due to flooding caused by excessive rain, the Tiny Olympic Library in Clallam Bay was emptied to protect books from water damage.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

Outreach Daily Operations:

- 91 outreach deliveries were made, there were no new patrons registered for delivery services, 781 items were checked out and 97 items renewed for delivery service patrons.
- Couriers transported 842 totes between NOLS branches, plus 29 more for Outreach Deliveries.
- The Bookmobile travelled 942 miles.

Programs and Community Outreach:

- **Clallam Mosaic Program:** (8 participants at 1 event) Participants were excited to learn more about creatures like yeti, sasquatch, and other mythical creatures as they begin preparation for a new play that they will perform during Squatchcon 2026.
- **Neah Bay Boys and Girls Club Program:** (34 participants at 1 event) Participants listened to a story about writing letters to a friend and then crafted their own cards and letters to give to someone they know.
- **Field Arts and Event Hall:** (29 participants at 1 event) NOLS was invited to share information alongside other community organizations before *A Christmas Carol: A JFFA In Harmony Event*.
- **Department of Health and Human Services:** (7 participants at 1 event) Community Outreach Librarian, Adrienne L., shared information about library resources and programs as well as continued to build relationships with other resource providers at the Wraparound Services event.

Pop-Up Libraries and Bookmobile

- **Quileute Senior Center Pop-Up Library:** (6 participants at one event)
 - One scheduled pop-up cancelled due to inclement weather and road conditions.
- **Seiku Community Center Senior Friday Lunch** (25 participants at one event) A few attendees checked out library items and took some Tiny Olympic Library books. They were very happy to have a visitor at their lunch!
- **Routine Bookmobile Stops:** December saw a reduced Bookmobile schedule with the vehicle out of service for end of year collection maintenance.
 - Neah Bay Community Gym (39 visitors at 2 stops)
 - One scheduled stop cancelled due to inclement weather and road conditions.

- Beaver Grocery Store (4 visitors at 2 stops)
 - Once scheduled stop cancelled due to inclement weather and road conditions.
- Quileute Tribal School (17 visitors at 1 stop)
 - Several students were cheering and screaming “It’s the Bookmobile!” upon arrival.
- Carrie Blake Park in Sequim (9 visitors at 2 stops)
 - Despite rainy and windy conditions for both stops, patrons stopped by the Bookmobile to discuss books with staff and pick up their Mossy sticker. Many mentioned coming out to visit after receiving the December eNewsletter.
- Port Angeles Food Bank (4 visitors at 1 stop)
- Joyce Mobile Market at Crescent School (17 visitors at 1 stop)
- Crescent School (21 visitors at 1 stop)
- Joyce Plaza (1 visitor at 2 stops)

Other Activities for Outreach Staff:

- NOLS welcomed new Outreach Library Manager, José E. Castro to the Outreach team.
- Couriers assisted Technical Services with processing new library items.
- Peninsula College provided Outreach Services staff access to a virtual talk by Carmen Watson-Charles, Lower Elwha Tribal member and liaison for Port Angeles schools. The recorded talk can be viewed by visiting the Peninsula College Library.
- Outreach Services and Courier staff continue to participate on a number of NOLS work groups and committees including Beanstack and NOLS Gear.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Changed HVAC filters; repaired roof leak; repaired toilet; replaced drinking fountain filters; removed section of library shelving and patched carpet in that area; installed admin meeting room wall-mounted tv monitor; cleaned windows; lawn care and outdoor clean-up; helped with Noon Year’s Eve balloon drop!

Sequim Library Project: Ongoing meetings to discuss remaining construction issues and schedule; continued to review and commission electrical and mechanical systems; assembled book drop carts; installed storage shelves in utility room.

Vehicles: Replaced Nissan Ariya windshield; completed winter tire installations; repaired bookmobile back-up sensors.

Other: Hauled surplus computer equipment to temporary storage.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In December IT worked on several projects and tasks related to the Clallam County Law Library, the new SharePoint site, and migrating hosts for the catalog.

Other tasks completed:

- 2 Port Angeles computers deployed
- 4 Clallam Bay computers deployed
- 1 Forks computer deployed
- 1 Sequim computer deployed
- 57 IT work tickets submitted by staff
- 2026 PO Log created
- Completed migration from Content Café to Syndetics for cover images and other information in the catalog (configuration ongoing)
- Reconfigure public printing coin-ops to use internal email server for more reliable reporting emails
- Stopped old catalog sending saved search emails
- Started process to get access to new online resource Certification Portal provided by the state library
- SSL certificates renewed
- Catalog tablets configured and tested
- Meeting room technology testing
- Developed and published new Outreach Services Request form for Bookmobile
- Server upgrades

2025 was a banner year for IT. Many projects, and troubleshooting tasks were worked on, including:

- New computer deployments:
 - Clallam Bay = 16
 - Forks = 26
 - Port Angeles = 90
 - Sequim = 1
- Troubleshooting:
 - Accounting: Quickbooks Multi-User Mode server deployment/migration
 - Clallam County Law Library configuration, print set-up, and troubleshooting
 - PA Public printer print quality issues (resolved by firmware upgrade)
- Software deployments:
 - IPassword for manager groups to enhance security
 - MS Office 2024
 - IT ticketing system rollout for staff
- Projects:
 - 7 server upgrades

- Google Chrome profile migration
- New Sequim network configuration and wi-fi completed prior to final deployment.
- Offline backup implemented
- Network UPS replacement
- Wireless Access Points installed at new Sequim site
- Migrated catalog to new host
- Integrated new vendor for enhanced catalog content – cover images, etc.
- Web projects:
 - Kicked off the move of the library's intranet from SharePoint 2016 to SharePoint Online by researching options, planning the migration, and starting the first stages of setup.
 - Installed a web translation plugin across all NOLS.org and Communico web pages, enabling visitors to translate our content into more than 15 languages.
 - Collaborated to design and launch the 2025 Summer Reading Challenge, trained staff, answered ongoing questions, and compiled program statistics.
 - Developed web content for the move to Patron Point verify for library card registration.
 - Developed web content, completed system administration setup, and conducted testing for two new online resources: *The New York Times* and Kanopy.
 - Helped support the Sequim Library donations campaign by producing reports, updating web pages with donor information, and ensuring the web donations form was functioning smoothly.
- Other efficiencies:
 - Reduced Microsoft licensing costs by eliminating unnecessary A5 licenses
 - Started auditing process of current phone lines, cell phone plans and devices, and mobile hot spots for future cost savings
 - Ticketing system increases our efficiency as a department.

Technical Services Department

Erin Shield, Technical Services Manager

December marks the turnover of fiscal change for the Acquisitions department. Ordering stops, invoices get paid, software and vendor information gets updated. The timeline for the process used to be several weeks but we've gotten that down to just under a week. Orders were still coming in from selectors and ordering against 2026 funds commenced on December 22.

As well as winding down the ordering for 2025, the massive influx of materials arriving, and the record-breaking processing being done Technical Services also continued work on the recataloging project to update Dewey ranges in the 200s section. The anticipated end date of this project was the end of 2025 but the bigger priority of new materials has pushed that back a month or so.

Over the past month Technical Services staff participated in trainings, webinars, tasks and meetings related ILS Team, Health & Safety Committee, Materials Request Subcommittee, Web Team, Management Team, and the Sequim building project.

Notable in December:

- So many orders continuing to flow in!
- Getting through a backlog of repairs and discs that need to be resurfaced
- Processor Mark J.'s mountain of processing!
- Technical Services Specialist Sarah C. celebrated her 2nd anniversary as a crucial member of Team Tech Services

Statistics:

- 1309 new bibliographic records were added to the database – that's over 600 more than in our previously highest-recorded month
- 2504 physical items processed – that's more than **twice** the amount for the next-highest month;
- 187 print materials repaired, including 30 recatalogues;
- 84 media items repaired;
- 33 physical donations added to collection;
- 160 InterLibrary Loan requests for NOLS' patrons filled;
- 116 items loaned to other libraries;
- 151 issues resolved by cataloging staff including incorrect cover images, titles not grouping together properly, and a variety of other issues;
- Acquisitions: Just under a 1-day average turnaround time from selectors submitting materials shopping carts to getting materials ordered

2025 saw a lot of change for Technical Services. The abrupt closure of our long-time primary materials vendor, Baker & Taylor, was totally unexpected. Luckily, we were able to pivot to our secondary vendor, Ingram, for the majority of our orders. It has been an adjustment and a learning curve to switch to vendors mid-stream. Other notables:

- Procedures
 - A complete review and update of procedures happened in 2025. There were marked changes as various functionalities get added to the browser version of Polaris. The entire workflow is not quite there for the cataloging module and smaller bits are missing from other workflows. The procedures will continue to get updated over the next couple of years as parity for behind-the-scenes work becomes available.
 - Technical Services Specialists Jennifer F. and Sarah C. spent a great deal of time updating the copy cataloging manual, which was quite the task! It has been helpful to look back on while cataloging and have up-to-date information about our local cataloging practices and standards.

- Recataloging Projects
 - All YA manga series were recataloged for uniformity and to ensure correct catalog display. 1850 items. We can't wait to do JGN and AGN!
 - 6 JFic series were recataloged so that they would be easier for young patrons to find.
 - About one-third of all 2XX Dewey non-fiction items were recataloged to reflect updated call numbers which offers greater specificity in the world religions. Around 700 items have been done so far and we look forward to completing this project in 2026.
 - 450 items were recataloged in smaller projects. Around 4,000 bibliographic records were recataloged in 2025 and 1,000 items received new labels as a part of the various projects listed above.

- Statistics
 - 362 physical donations were added to the collection in 2025.
 - Approximately 13,000 new items were added to the collection
 - Over 4,000 repairs completed on existing materials (including recats)
 - Just shy of 71,000 outdated bibliographic records for e-content were removed from the system.
 - 2,084 ILLs borrowed for NOLS' patrons
 - 1,391 ILLs lent to other libraries from NOLS' collection.

- Librarians WithOut Borders (LWOBs)
 - It was great to have SQ and West End Public Services Leads Annie B. and Alex P. spend time in Tech Services to see all of the workflows. They both had thoughtful questions and it was nice to get an opportunity to talk about the work we do in the department. We would love to have other interested staff participate in this program!

- Other improvements, efficiencies, highlights
 - Technical Services Specialists Sarah C., Cindy T., and Jennifer F. worked on creating some task lists to streamline the process of adding new or removing discontinued serials. This has already been a helpful reference as we have added a few new titles this year.
 - This spring we began using a "Horror" genre labels for fiction titles. I am sure that it has been helpful for patrons browsing for new things to read.
 - Started using new seasonal-based genre labels rather than holiday specific labels.
 - Compiled library patron survey information into database.

- Filled many patrons' requests through ILL when NOLS does not own or buy those items is a great service, as is lending to other libraries so that they may do the same.
- The NOLS Gear team worked on infrastructure documents including process for suggesting additional items to add to the collection as well as parameters of things to add. The documents will help moving forward with 2026 initiatives.

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

Significant meetings/events and projects this month:

- EDI Implementation Plan Update Project
- Affordable Care Act Reporting
- Routine Management Team, Equity Diversity and Inclusion Team, and one-on-one meetings.

Recruitments:

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

New Hires:

- José E. Castro – Outreach Library Manager – OR

Separations:

- None

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

The Marketing Team completed a variety of tasks including:

- Strategic Roadmap brochure, handout, and webpage drafted for internal review.
- Announced Mossy in the eNewsletter after a soft launch via Bookmobile and Pop-Up Libraries.
- Supported Noon Year's Eve parties with videography and photography.
- Created materials to support HomeGrown (local author) books and Teacher Kits.
- Promoted books and collection items through "Spotify Wrapped"-style and 2025 Staff Favorites posts and booklists.
- Created a flyer for the PocketTalk translation devices used systemwide.



Introducing... Mossy!

Meet Mossy, your friendly neighborhood Sasquatch and the newest member of our Outreach Team. Visit any Bookmobile stop or Pop-Up Library for a free Mossy sticker! New stops include Joyce Plaza, Beaver Grocery Store, and Carrie Blake Park.

[View the Schedule](#)

News Releases & Articles:

- 15 news releases were sent about NOLS programs and initiatives.
- The monthly NOLS "Off the Shelf" article in the Sequim Gazette, featured five picture book titles and the Friends of Sequim Library monthly book sale as a source for holiday gifts.
- The Sequim Gazette published an article in the December 31 issue about the Sequim Library's timber revenue funding source rather than local property taxes. The article described construction progress toward a 2026 opening. NOLS published a webpage [NOLS.org/sequim-timber](https://nols.org/sequim-timber).



SEQUIM GAZETTE PHOTO BY MATTHEW NASH
An intricate window and frame was delivered on Dec. 22 that will lead to construction on the Sequim Library's east wall to be completed.

NOLS readies Sequim library for 2026 opening

Timber revenues help fund most of construction

SEQUIM GAZETTE STAFF

Leaders with the North Olympic Library System announced in late December that the renovated and expanded Sequim Library, 630 N. Sequim Ave., is close to opening and that it has been paid for without local property taxes.

Staff reported in a press release that approximately \$9.1 million of the \$10.7 million construction project is from timber revenue via state forest trust lands managed by the Department of Natural Resources (DNR).

NOLS combined timber revenue with state grants, community donations, and a low-interest state loan to update and expand the library by

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NOLS

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about 10,000 square feet and add new amenities, such as a walking path, and new outdoor space.

One of the library's final pieces, an intricate window and frame for its east wall, was delivered on Dec. 22, which will allow other subcontractors to finish work around the wall.

The Sequim Avenue branch closed March 10, 2024 for a move to the temporary space at 609 W. Washington St. Suite 21, that opened April 1, 2024.

Manufacturing and supply chain challenges for specialty fabricated parts have delayed the library's opening to an unspecified date in 2026, staff report.

Glacide said in an interview they'll alert patrons and the community when the renovation is done, and they'll need to close the temporary branch to move into the new space.

"We are grateful for our community's patience and support as the team of local tradespeople coordinate with metal fabricators to get the final structure well completed and built to last," Glacide said. "We can't wait to experience a grand opening date and welcome everyone into the library soon."

Glacide said non-tax timber revenue enabled NOLS to renovate and build an abbreviated plan, and build a modern and safe facility in Sequim after a 2018 bond measure failed by 1%.

"DNR manages timber



North Olympic Library System staff report that construction costs from the 2024 grand opening, through completion in 2026.

The remaining \$6.1 million in future timber revenue is designated to repay a 20-year low-interest loan through the state's LOCAL Program, Glacide said.

For the project, community members also gave more than \$1.5 million in the project, for various elements, such as study

harnesses thoughtfully and responsibly, guided by science and green best practices," he said.

"The revenue generated from local lands comes right back into the community, supporting services people rely on every day. In the case of the Sequim Library Project, the timber revenue is also helping support local businesses, such as Clallam County-based contractor J. Construction and Johnson Electric."

To fund the library, \$2 million in NOLS capital reserves helped launch the

planning phase in 2020 by matching a Library Capital Improvement Program grant from the Washington State Department of Commerce.

Timber revenue is projected to fund an additional \$1 million in construction costs from the 2024 grand opening, through completion in 2026.

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To fund the library, \$2 million in NOLS capital reserves helped launch the

monies, the outdoor space, and children's play area.

NOLS staff report that grant helped supplement some construction costs and support sustainable and resilient features, such as solar panels and electric vehicle chargers.

At a Dec. 18 special meeting of the NOLS Board of Trustees, DNR staff members Bill Wells, David Harward and Drew Hueschman spoke about how timber revenue on state trust lands supports public services.

"DNR employees, myself included, live in the communities where we manage the lands," said Wells, a DNR Regional Manager from Forks.

"We can deeply about the

land. We care deeply about clean air and clean water as much as anyone who lives here. And we value that the revenue produced goes to the junior timber districts benefiting that impact all of our lives."

NOLS staff said that to honor the land and the traditional building style of the area, the Sequim Library incorporated timber with monumental beams, finely crafted carpentry, and the clean, minimalist lines of the exterior cedar siding celebrating the region's working forest legacy.

For construction updates with photo collections, visit nols.org/construction.

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 Outreach Library Manager, José C.
- Attended planning meetings for the Sequim Library move.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Youth Services Team, Health & Safety Team, Sequim Library Reopening Planning, Branch Staff Meetings, 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
- Port Angeles Library Collection Shift
- Creation of the 2026 Capital Budget
- Strategic Roadmap Update
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Customer Comments

December 2025

The following comments were received by the Library during the month of December 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 was wondering how the books are chosen for your Book Discussion Groups.

Response:

The North Olympic Library System (NOLS) has a Book Discussion Group Team that makes the selections for all of the [book groups that NOLS organizes](#). The team is made up of three staff members who facilitate the NOLS book group meetings, and a Librarian who manages the NOLS collection. Each fall, the Book Discussion Group Team meets to select 10-12 new book kits to purchase and which titles each group will read the following year. The NOLS [Collection Management Policy](#) is used as an overall guide.

For deciding Book Discussion Group titles, the team first takes into consideration [book kits that NOLS currently owns](#). If a Book Discussion Group hasn't been assigned one of the existing book kit titles in the last five years, the title may be considered for the upcoming year. The team also looks at singular titles that have circulated well at NOLS and asks for title suggestions from the Librarians who select new material for the Library's collection. With a goal of selecting a variety of genres and a balance fiction and nonfiction titles, the team then uses this additional criteria to help narrow its list:

- Is it available in paperback and in stock from the Library's vendors?
- Is it less than or close to 400 pages?
- Does it have high potential for community interest both for NOLS Book Discussion Groups and for private community book clubs?
- Does it align with other Library programming?

During the first few months of the year, the team will use existing book kits for each book group while newly ordered book kits are ordered and assembled.

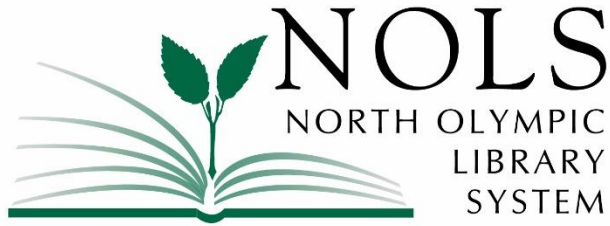
If you have further questions, please let me know.

Comment:

I love the Request an Item Not in the Collection feature. Is it possible to extend it a bit further to update the requester that a title will or will not be added? Currently, if a request is accepted, the title will randomly show up in the Holds section of an account once purchased. It would be great to know when the decision is made on the NOLS side, so we can make alternative plans to track down a title if NOLS cannot obtain it.

Response:

Thank you for the suggestion. NOLS has started to research and test new online tools for patrons to easily track and get notified about the new titles and interlibrary loan items they request. We hope to improve this service later in 2026. Until then, you can always contact library staff at ehelp@nols.org or 360-417-8500 to check on the status of your requests.



Highlight Log

(December 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.

12/05/2025 – Sequim

Adult fiction titles that had to be reordered when Baker & Taylor closed up shop have started to roll in. MASSIVE THANKS to Tech Services for processing the high volume of items so quickly! Patrons are smiling as their long-awaited hold requests are finally being filled!

12/06/2025 – Sequim

Mikey the Rad Scientist was SUCH a hit in Sequim! By the sound of it, you would have thought Taylor Swift herself was in the building. Kids (and maybe some of us staff) were jumping, clapping, singing along and just having the MOST fun. His concert was super upbeat and interactive with kids yelling out their favorite dinosaur, animal and an array of other things. Just a really fun time all around.

12/06/2025 – Port Angeles

While waiting for the kids' concert--Mikey the Rad Scientist--several adults thanked me and NOLS for hosting youth events year-round. One parent continued to share how happy she is with all of NOLS services including putting requests in for obscure adult graphic novels and having them arrive in a couple of weeks. Another parent said they re-arranged their weekend to come to the library for the concert and books! A total of 97 children and their grown-ups danced like flamingos, sharks, and cheetahs while learning about nature!



12/08/2025 – Forks

The annual Festival of Trees happened yesterday. This event is hosted by Soroptimist International of the Olympic Rain Forest which works to improve the lives of women and girls in local communities. During the auction a tree was won for \$1,900 and the tree was then donated to the Forks Library for the community to enjoy. The tree donated was sponsored by the Quileute Tribal Council with handwoven cedar ornaments. This tree is now on display at the Forks Library.

12/09/2025 – Sequim

Books and Trivia Year 2 kicked off today with our first book club meeting of the year! (This program is the Sequim reboot of Battle of the Books.) 4th graders at Helen Haller met during their lunch break to talk about Rohan Murthy Has a Plan. The book was a hit--lots of positive comments, and interesting insight. They got their next book, Lu and Ren's Guide to Geozoology, to talk about next month. A group at OPA, Five Acre, and a second group at Helen Haller will all meet to talk about the same book, culminating in trivia parties in March. Always a lot of fun!

12/09/2025 – Bookmobile

Yesterday in Neah Bay I forgot my lunch and stopped into Pat's Place for food--when I told the owner we were visiting with the Bookmobile she wanted to come out and take a look and shared stories of when she visited the Bookmobile as a kid. We talked about new resources and she excitedly took stickers and info on Libby. They gave Becki and I extra fry bread and said, "I'm glad you forgot your lunch today!"

12/10/2025 – Bookmobile

Just wanted to give kudos to the Sustainability Team for their quiet work behind the scenes. A few years ago, they had us switch to buying thermal paper without BPS/BPA or other phenols, which is what allows us to be able to recycle our receipt paper. Now, when Washington State's ban on thermal paper containing those chemicals goes into effect in 2026, we have nothing to change because we've been compliant for quite a while! Thank you Sustainability Team!

12/11/2025 – Port Angeles

A patron just picked up his holds and was checking them out when he said "Thank you all for making this the best institution in the County!"

12/11/2025 – Port Angeles

A long-time patron and Friends of the Library volunteer brought the Port Angeles branch a box of chocolates to say thank you to all our staff for excellent library services.

12/11/2025 – Port Angeles

Patrons are loving Leslie's Bad Art Night for Adults in PA! After last night's (12/11) program, departing patrons said "I had so much fun." "I know! I can't wait for the next one." "The next one's not until January [dejectedly]."

Many people are participating in couples or small friends groups. Last night, two people who came alone sat together at a table and chatted the whole time. When one of their partners came to pick them up, they introduced their "new friend" and said goodbye with hopes to see them again next month.

12/12/2025 – Port Angeles

Outreach patron called to inquire about printing at the library, she was very excited about being able to print her Christmas letter to send to family and friends.

She wanted to make sure that we know that her Outreach delivery driver (Kim) always has a smile and is so wonderful is wonderful!

12/12/2025 – Outreach

Today at Brunch at the Quileute Senior Center, a group of patrons were chatting about their lived experiences with the Great Forks Fire of 1951. They compared memories for the length of their meal then came to browse the pop-up library collection. Lo and behold they discovered a book about the Great Forks Fires! Kudos to Kayla for crafting such a perfectly tailored collection for these patrons!

12/16/2025 – Port Angeles

Several staff from First Fed Bank stopped by to drop off some holiday goodies for the PA branch folks, including a fancy cookie tin that's worth taking a look at, even if you don't want a cookie!

12/16/2025 – Outreach

On Friday, 12/12, I had my first West End outreach experience with the Forks and La Push communities. Troi guided a tour of the area, helping me better understand the geographic communities the library serves. In La Push, Becki, who was wrapping up her program at the La Push Senior Center, introduced me to a Tribal member. After a brief visit to the Forks branch, we headed to Forks Elementary School and later attended the FES Winter Night event.

Throughout the evening, we connected with community members of all ages, and I want to especially highlight how individual volunteers and community supporters strengthen our work. Kathryn, one of our Forks library volunteers, joined us and played a key role in helping children create their Christmas ornaments. We were also supported by a Forks Elementary School staff member who identified as a library supporter and generously provided additional ornament supplies! These moments are a reminder that, together with our community, the library is a stronger and more impactful organization.

12/17/2025 – Outreach

For my visit with Clallam Mosaic today the group wanted to explore stories of Yetis, sasquatch and other folklore from around the world. We looked at different non-fiction books, explaining the origins of the tales. The group was thrilled to learn about the Bookmobile's own yeti mascot, Mossy!

12/20/2025 – Bookmobile

The rain didn't stop the Joyce community from coming out and visiting the Bookmobile and PA Food Bank's mobile market today! We had 17 visitors come aboard and happily take hot chocolate, candy canes and of course, some books to check out :)

12/20/2025 – Sequim

Dana worked with a patron before I arrived to the library trying to locate a sentimental songbook. A catalog search was not bringing up the longed for title, so instead Dana showed the patron to the music section of nonfiction. Well, it must have been a Christmas miracle, because lo and behold the

songbook was in our collection and on the shelf! The Readers Digest Merry Christmas Song Book. The patron had merely misremembered some keywords in the title.

Upon checking the book out, the patron approached me at the front desk to share that she used to be a professional singer, and she lost this book ages ago after a performance, and was just so thrilled to be taking it home to reminisce over the songs she used to know.

12/20/2025 – Sequim

Danielle G, former On-Call at NOLS, made us the most beautiful flower vases! They will look perfect in the new building!

12/22/2025 – Port Angeles

Port Angeles' Teen Advisory Board planned a Glo Painting Party as a celebration of light around the winter solstice, and it was one of their most successful events yet! 17 teens attended, including a few who came for their date night. After-hour teen events continue to grow as a safe, free spot where there will be plenty of pizza and something fun to do. Many glowing masterpieces were painted while friends enjoyed conversation or watched the wintery movie option playing (Anastasia).

12/31/2025 – Forks

We had a ton of fun counting down to noon in Forks with crafts, snacks, and LOTS of confetti! The best part was watching the grown-ups teaching the kids how to do the Macarena and the Cupid Shuffle! So fun!