

Board of Trustees Regular Meeting
Thursday, March 26, 2026 5:30pm
Forks Branch 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 regular meeting of February 26, 2026
5. Communications
6. Public Comments
7. Presentation: NOLS 2026 Levy Lid Lift
8. Financial Reports: February 2026
9. Approval of Vouchers: February 2026
10. Unfinished Business
None
11. New Business
N.I. Awarding a contract for the Port Angeles Driveway Rehabilitation Project

- 12. Reports
 - R.1. Monthly Statistics Reports: February 2026
 - R.2. Monthly Activity Reports: February 2026
 - R.3. Customer Comments: February 2026
 - R.4. Highlight Log: February 2026

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 agendize a matter of business on a future agenda.

15. Next meeting: 5:30pm, Thursday, April 23, 2026

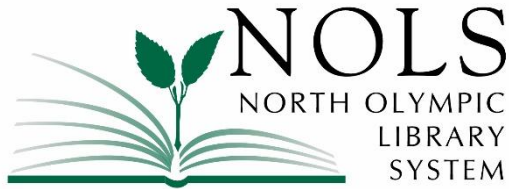
16. Agenda items for next meeting

17. Adjournment

Upcoming Board Meetings

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, April 23, 2026	5:30pm	Regular Meeting Port Angeles
Thursday, May 28, 2026	5:30pm	Regular Meeting Clallam Bay
Thursday, June 25, 2026	5:30pm	Regular Meeting Port Angeles
Thursday, August 27, 2026	5:30pm	Regular meeting Port Angeles
Thursday, September 24, 2026	5:30pm	Regular meeting Sequim
Thursday, October 22, 2026	5:30pm	Regular meeting Port Angeles
Monday, November 16, 2026	5:30pm	Regular meeting Forks

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



MINUTES

1. Call to order, roll call and introductions
Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Jennifer Pelikan, Bert Caldwell, Cyndi Ross, and Betty Marcoux. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, Outreach Library Manager José Castro, Erin Shield Technical Services Manager, and Marketing and Communications Manager Karyn Bocko.
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 regular meeting of January 22, 2026
Motion by Cyndi Ross to approve the minutes from the January 22, 2026 regular meeting. Motion seconded by Betty Marcoux. Motion carried.
5. Communications
Email from Clallam County resident to DNR regarding Sequim Bay Trust Lands Transfer
6. Public Comments
7. Financial Reports: January 2026
The financial reports for January 2026 were accepted as presented.
8. Approval of Vouchers: January 2026
Motion by Betty Marcoux to approve the January 2026 vouchers, numbered #1 through #99, in the amount of \$710,310.49. Motion seconded by Cyndi Ross. Motion carried.
9. Unfinished Business
None
10. New Business
 - N.1. Resolution 26-02-03: Recognizing Mark and Sherry Meythaler's contribution to the Sequim Library Expansion and Renovation Project
Motion by Cyndi Ross to approve Resolution 26-02-03 as presented. Motion seconded by Betty Marcoux. Motion carried.
 - N.2. Resolution 26-02-04: Recognizing JoAnne Yerkes & Myles Yerkes contributions to the Sequim Library Expansion and Renovation Project

Motion by Cyndi Ross to approve Resolution 26-02-04 as presented. Motion seconded by Betty Marcoux. Motion carried.

N.3. Approval of contracts with selected primary collection materials vendors, Ingram and Midwest Tape

Motion by Betty Marcoux to approve contract with Ingram as presented. Motion seconded by Cyndi Ross. Motion carried.

Motion by Bert Caldwell to approve contract with Midwest Tape as presented. Motion seconded by Cyndi Ross. Motion carried.

N.4. Approval of Revised Policy 4.2 – Fees and Charges Schedule

Motion by Betty Marcoux to approve revisions to Policy 4.2, as presented. Motion seconded by Cyndi Ross. Motion carried.

N.5. Resolution 26-02-05: Authorizing Levy Lid Lift

Motion by Bert Caldwell to approve Resolution 26-02-05 as presented. Motion seconded by Betty Marcoux. Motion carried.

N.6. Resolution 26-02-06: Appointing Levy Lid Lift “For” and “Against” Committees

Motion by Cyndi Ross to approve Resolution 26-02-06 as presented. Motion seconded by Betty Marcoux. Motion carried.

11. Reports

R.1. Monthly Statistics Reports: January 2026

R.2. Monthly Activity Reports: January 2026

R.3. Customer Comments: January 2026

R.4. Highlight Log: January 2026

All reports were accepted as presented.

12. Public Comments

13. Trustee Comments

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

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

15. Agenda items for next meeting

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:08pm.

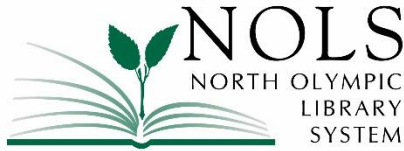
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: March 26, 2026
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for February 2026

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 \$15,654. Of this amount, \$10,000 was gifted by the Carnegie Corporation in celebration of the 250th anniversary of the Declaration of Independence. Friends of Forks Library provided a generous donation of \$5,000. NOLS greatly appreciates their generosity.

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

Line items for Transfers In was removed from the Revenue Report to more accurately reflect actual revenues received. Transfers between accounts are captured in the Account Balances Report for the month.

Expenditures: Capital construction costs for the Sequim Library Expansion and Renovation Project this month are \$169,919 which includes payments of \$160,550 to Hoch Construction.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$317,872 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 February are \$389,132.

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



Revenue Report^{*}

February 28, 2026

Operating Revenue				2/12ths is	16.7%
	Budgeted	Current	YTD	Difference	Percent
Property Taxes	4,799,650	80,792	100,344	4,699,306	2.1
Grants, Entitlements, Other Payments	33,000	11,997	12,271	20,729	37.2
Goods and Services	18,010	974	2,466	15,544	13.7
Library Fees	15,000	411	2,212	12,788	14.7
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	180,000	21,816	21,816	158,184	12.1
Facilities Leases (Short Term)	1,200	150	283	918	23.5
Contributions and donations ⁽¹⁾	128,862	15,348	36,121	92,741	28.0
Other Miscellaneous Revenue	127,393	140	247	127,146	0.2
Total Miscellaneous Revenues	437,455	37,454	58,467	378,988	13.4
Nonrevenues (excise taxes) ⁽²⁾	1,100	95	239	861	21.8
Total Operating Revenue	5,304,215	131,723	175,999	5,128,216	3.3
<i>⁽¹⁾ Includes anticipated grants from Friends of the Library groups and other donors.</i>					
<i>⁽²⁾ Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.</i>					
Capital Revenue					
Donations & Grants	689,500	306	128,268	-	18.60
Timber Revenues (received in 2026)	-	20,205	33,494	-	-
Total Capital Revenue	689,500	20,511	161,762	-	18.6
Grand Total Revenues		152,233	337,761		



Expenditure Report[™]

February 28, 2026

	Budgeted	Current	Year To Date	2/12ths is Difference	16.7% Percent
Operating Expenditures					
<i>Personnel</i>					
Salaries and Wages	3,773,681	288,099	573,103	3,200,578	15.2
Benefits	1,519,505	101,033	234,336	1,285,169	15.4
Total Personnel	5,293,186	389,132	807,438	4,485,748	15.3
<i>Supplies</i>					
Supplies, Office and Operating	110,400	4,311	10,288	100,112	9.3
Fuel	8,900	915	1,567	7,333	17.6
Collection Materials	455,000	18,190	41,056	413,944	9.0
Merchandise purchased for resale	1,230	371	368	862	29.9
Small Tools/Equip (<\$200)	16,750	3,177	3,214	13,536	19.2
Total Supplies	592,280	26,964	56,493	535,787	9.5
<i>Services</i>					
Professional Services	384,425	8,502	18,571	365,854	4.8
Communication	177,473	28,484	47,407	130,066	26.7
Travel	28,650	502	631	28,019	2.2
Taxes and Operating Assessments	6,780	-	-	6,780	0.0
Operating Rentals and Leases	22,055	912	16,105	5,950	73.0
Insurance	161,576	14,557	17,775	143,801	11.0
Public Utilities	112,427	9,398	22,462	89,965	20.0
Repair and Maintenance	185,782	10,758	24,120	161,662	13.0
Miscellaneous Services	6,500	-	80	6,420	1.2
Dues	5,310	75	75	5,235	1.4
Total Services	1,090,978	73,187	147,226	943,752	13.5
<i>Intergovernmental Services</i>	1,020	44	61	959	6.0
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	1,100	145	242	858	22.0
<i>Debt Repayment</i>	151,405	11,065	12,005	139,400	7.9
<i>Interest & Other Debt Service Costs</i>	194,000	-	-	194,000	0.0
Total Operating Expenditures	7,323,969	500,537	1,023,466	6,300,504	14.0

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



Expenditure Report^{*}

February 28, 2026

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	706,500	735	4,189	702,311	0.6
Other Improvements	14,500	-	-	14,500	0.0
Machinery & Equipment	232,000	10,449	14,976	217,024	6.5
Construction of Capital Assets	918,681	169,919	349,317	569,364	38.0
Total Capital Outlays	1,871,681	181,103	368,482	1,503,199	19.7
Grand Total All Expenditures	9,195,650	681,640	1,391,947	7,803,703	15.1

2/12ths is **16.7%**

*All amounts are rounded to the nearest dollar.
 Expenditure Report - Feb 2026 Expenses
 Page 2 of 2



Account Balances*

February 28, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	393,525	-	20,205	-	413,729
Operating Reserve ⁽³⁾	603,359	-	-	-	603,359
PA Capital Reserve ⁽³⁾	315,794	-	-	-	315,794
Sequim Capital Reserve ⁽³⁾	13,001	-	-	-	13,001
NOLS Capital Fund ⁽⁴⁾	228,000	-	-	2,840	225,160
PA Capital Fund ⁽⁴⁾	358,546	-	-	735	357,811
Sequim Capital Fund ⁽⁴⁾	845,340	-	-	177,528	667,813
<i>Total Board Designated Accounts</i>	4,064,584	-	20,205	181,103	3,903,685
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	7,144	-	-	-	7,144
Clallam Bay Friends Donations	5,180	-	-	-	5,180
Forks Donations Fund	23,027	-	-	28	22,999
Forks Friends Donations	294	-	5,000	120	5,173
NOLS Materials Fund	51,501	-	-	18,190	33,310
NOLS Donations Fund	73,564	-	40	-	73,604
Port Angeles Donations Fund	11,673	-	10,008	-	21,681
Port Angeles Friends Donations	33,951	-	-	1,601	32,350
Sequim Donations Fund	22,866	-	-	-	22,866
Sequim Friends Donations	29,962	-	-	503	29,459
NOLF Donations Fund	(1,000)	-	-	-	(1,000)
Outreach Donations Fund	10,472	-	-	27	10,446
<i>Total Grants and Donations</i>	268,633	-	15,048	20,470	263,211
<i>Unclaimed Property Account</i>	3,326	-	-	-	3,326
<i>Total Designated Cash</i>	4,336,543	-	35,253	201,572	4,170,223
<i>Undesignated Cash Operating Funds</i>	1,957,635	(363,087)	-	-	1,594,548
Total WA State Local Investment Pool	6,294,178	(363,087)	35,253	201,572	5,764,771

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*

February 28, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	6,294,178	(363,087)	35,253	201,572	5,764,771
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-				-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	756	-	756	6,000
Payroll Account (US Bank 1301)	212	317,872	-	317,872	212
Merchant Account (FF 7401)	1,000	(754)	786	32	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	7,732	317,875	786	318,660	7,732
Total Cash	7,732	317,875	786	318,660	7,732

* All amounts are rounded to the nearest dollar.



Voucher Approval for February 2026

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 #100 through #198 are approved in the amount of \$682,364.68 this 26th day of March 2026.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
100	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 12-31-25) - NOLS	1,072.89
101	ADP LLC	Payroll Services - 2025/Q4 Y/E Tax Reporting - W2's - NOLS	771.89
102	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-2026) - EFT 1199	278,305.63
103	AHBL Inc	PO 279 Building and Structures - PA Accessible Pathways Project - PACR	735.00
104	All Safe Mini Storage	PO 284 Operating Rentals and Leases - March Storage Unit - SQ	255.00
105	Alliance 2020 Inc	PO 185 Professional Services - Background Checks - NOLS	78.26
106	Amazon.com	Collection Materials	17.37
107	Amazon.com	Collection Materials	174.13
108	Amazon.com	Collection Materials	22.20
109	Amazon.com	Collection Materials	574.64
110	Bizy Boys LLC	PO 205 Groundskeeping - PA Lawn Care - FAC	869.49
111	Bizy Boys LLC	PO 251 Groundskeeping - PA Lawn Care - FAC	869.49
112	BR Lymangrover Land Surveying	PO 221 Capital Construction - Easement Surveying - SQ CPA	300.00
113	Brito Angeles	Travel - Business - Mileage Reimbursement - NOLS	46.40
114	Brodart Company	Collection Materials	194.97
115	Brodart Company	Collection Materials	813.22
116	Canon Financial Services Inc	PO 230 Leases - Printer & Copier Contract - NOLS	940.03
117	Castro Cordova José	Travel - Business - Mileage Reimbursement - NOLS	166.32
118	CENGAGE Learning	Collection Materials	191.87
119	CENGAGE Learning	Collection Materials	122.47
120	CENGAGE Learning	Collection Materials	315.16
121	Center Point Large Print	Collection Materials	202.56
122	Center Point Large Print	Collection Materials	33.92
123	CenturyLink 300511187 FO	Communications - Voice - FO	96.43
124	CenturyLink 300561130 CB	Communications - Voice - CB	90.86
125	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	173.55
126	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	90.68
127	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	342.56

No.	Claimant	Purpose	Amount
128	Cerium Networks Inc	PO 294 Communications - Audiocodes - NOLS	942.61
129	City of Forks	Public Utilities - FO	155.98
130	City of Port Angeles/Orcas Avenue	Public Utilities - PA	344.33
131	City of Port Angeles/Peabody St.	Public Utilities - PA	5,944.71
132	City of Sequim	Public Utilities - SQ	239.76
133	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
134	Clallam County PUD	Public Utilities - CB	648.50
135	Clallam County PUD	Public Utilities - FO	571.27
136	Clallam County PUD	Public Utilities - SQ	1,348.83
137	Clallam County Treasurer	Bank Charges - Annual Treasurer's Activity Charges 2025 - NOLS	442.11
138	Clallam County Treasurer	JAN 2026 Investment Service Fee paid in FEB - EFT 1203	50.00
139	Communico LLC	PO 184 Leases & SBITAs - Meeting Rm Program & Digital Signage Software	10,125.00
140	Decker City Hardware	PO 162, 174 Maintenance Supplies - Batteries, Bleach, Pole Switch - FAC	53.92
141	Dept. of Retirement Systems	PERS and DCP (PPE 01-31-2026) - EFT 1200	39,242.63
142	Dept. of Revenue - Use/Sales Tax	January 2026 Sales & Use Tax - EFT 1202	324.07
143	Enduris	2026 Policy Year Insurance for SQ Library - NOLS	14,557.00
144	Evergreen Collision	PO 278 Vehicle Repair - Bookmobile Brakes, Front Tires, Filters - FAC	3,765.00
145	Fatbeam LLC	PO 253 Communications - Internet Services - NOLS	14,908.31
146	Forks Outfitters	PO 220 Maintenance Supplies - Batteries - FAC	33.64
147	Gale Troi	Travel - Business - Mileage Reimbursement - NOLS	79.75
148	Haggard & Ganson LLP	PO 188 Legal Services - Sequim Library Legal Services - ADM	1,202.50
149	Health Care Authority	Medical (PPE 01-31-2026)	58,752.60
150	Hi-Tech Security Inc.	PO 290-292 Capital Construction, Repair & Maintenance - SQ CPA, FAC	4,937.39
151	Hoch Construction Inc	PO 186, 187 Capital Construction - Library Expansion and Renovation	160,550.21
152	Ingram Library Services	Collection Materials	1,870.76
153	Ingram Library Services	Collection Materials	1,370.63
154	Ingram Library Services	Collection Materials	1,913.58
155	Ingram Library Services	Collection Materials	2,953.96
156	Lent Shaina E	Travel - Business - Mileage Reimbursement - NOLS	18.27
157	Lumen	Communications - VOiP - NOLS	499.39
158	Mandarich Law Group LLP	Wage Garnishment Payment	1,490.58
159	McGrew Charlotte	PO 116 Program Supplies - Teen Night (FOSL)	24.34
160	Midwest Tape	Collection Materials	270.21
161	Midwest Tape	Collection Materials	755.96
162	Midwest Tape	Collection Materials	622.39
163	Midwest Tape	Collection Materials	923.13
164	Murreys Disposal Company Inc.	Public Utilities - SQ	2.81
165	North Olympic Library System	January 2026 Revolving Fund Reimbursement	756.31
166	Olympic Laundry & Dry Cleaners Inc.	PO 194 Professional Services - Laundry - FAC	233.18
167	Olympic Printers Inc	PO 275 Office Supplies - #10 Window Envelopes - ADM	297.30
168	Olympic Springs Inc	PO 191 Operating Rentals - SQ Temp Water Service - SQ2	117.01
169	OverDrive Inc	Collection Materials	1,210.55
170	OverDrive Inc	Collection Materials	154.99
171	Pacific Office Equipment Inc.	Copier & Paper Use Charges January 26 - NOLS	1,348.34
172	Payne Georgia	C-02 Programming - Quilt Codes of the Underground Railroad (PAFOL)	500.79

No.	Claimant	Purpose	Amount
173	Peninsula Heat Inc.	PO 293 Repair & Maintenance - CB Heat Pump Repair - FAC	1,699.59
174	Playaway Products LLC	Collection Materials	251.42
175	Rainbow Sweepers Inc.	PO 192 Groundskeeping - PA Parking Lot Sweeping 01-04-26 - FAC	245.03
176	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	19.53
177	Seattle Public Library	PO 180 Interlibrary Loan Fees - Damaged Book - NOLS	25.00
178	Secretary of State	PO 297 Communications - Internet - K20 Bandwidth - 7/2025 - 6/2026	8,950.00
179	Silver Kite Community Arts Consulting LLC	PO 21 Programming - Online Art Workshop (FOSL)	190.58
180	Sound Energy Systems	PO 193 Repair & Maintenance - PA HVAC Controls - FAC	1,001.88
181	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	72.50
182	Sullivan Meghan	PO 282 Office Supplies - Wall Calendar for OR Planning - ADM	23.18
183	Swains General Store Inc.	PO 209 Maintenance Supplies - Stud Finders, Wall Patch - FAC	119.29
184	Swains General Store Inc.	PO 296 Maintenance Supplies - Fuel Additive Bookmobile - FAC	20.66
185	Tacoma Public Library	PO 225 Interlibrary Loan Fees - Material Replacement - NOLS	18.95
186	The New York Times	Collection Materials	3,016.00
187	Uline	PO 95 Machinery & Equipment - Holds Shelving - FO	743.91
188	Uline	PO 215 Maintenance Supplies - Trash Cans - FAC	323.25
189	Unique Management Services Inc.	Professional Services - Debt Collection	315.20
190	US Bank	Credit Card Services - February 2026	28,002.08
191	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	606.00
192	Washington State Dept of Ecology	PO 235 Capital Construction - SQ Stormwater Permit - SQ CPA	328.00
193	Washington State Dept of Ecology	PO 304 Capital Construction - SQ Project Storm Water Permit - SQ CPA	414.00
194	WCIF	Vi/Li/EAP (PPE 01-31-2026)	1,304.88
195	West Waste & Recycling	Public Utilities - FO & CB	85.67
196	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-2026) - MAR Coverage	7,721.46
197	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 01-31-2026)	2,314.24
198	WT COX	Collection Materials	74.29

682,364.68

*** Detail - NOLS Revolving Fund Account -- Voucher #165**

2498	NOLS Patron	Patron Refund	31.99
2499	NOLS Patron	Patron Refund	14.99
2500	NOLS Patron	Patron Refund	6.00
2501	NOLS Patron	Patron Refund	32.00
2502	NOLS Patron	Patron Refund	18.99
2503	NOLS Patron	Patron Refund	16.99
2504	NOLS Patron	Patron Refund	7.95
2505	NOLS Patron	Patron Refund	19.95
2506	NOLS Patron	Patron Refund	32.99
2507	NOLS Patron	Patron Refund	17.99
2508	NOLS Patron	Patron Refund	27.99
2509	NOLS Patron	Patron Refund	12.99
2510	NOLS Patron	Patron Refund	29.00
2511	NOLS Patron	Patron Refund	11.44
2512	NOLS Patron	Patron Refund	17.00
2513	NOLS Patron	Patron Refund	5.01

No.	Claimant	Purpose	Amount
2515	NOLS Patron	Patron Refund	16.99
2516	NOLS Patron	Patron Refund	14.99
2517	NOLS Patron	Patron Refund	22.00
2518	NOLS Patron	Patron Refund	12.00
2519	NOLS Patron	Patron Refund	4.99
2520	NOLS Patron	Patron Refund	24.99
2521	NOLS Patron	Patron Refund	6.99
2522	NOLS Patron	Patron Refund	50.00
2523	NOLS Patron	Patron Refund	17.00
2524	NOLS Patron	Patron Refund	7.00
2525	NOLS Patron	Patron Refund	9.99
2526	NOLS Patron	Patron Refund	26.99
2527	NOLS Patron	Patron Refund	11.95
2528	NOLS Patron	Patron Refund	9.95
2529	NOLS Patron	Patron Refund	35.00
2530	NOLS Patron	Patron Refund	23.99
2531	NOLS Patron	Patron Refund	12.99
2532	NOLS Patron	Patron Refund	127.25
2533	NOLS Patron	Patron Refund	17.98
			756.31

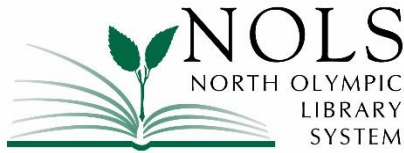
*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #190**

1	8th Street Car Wash	PO 118 Vehicle Maintenance - Minivan Car Wash - FAC	10.00
2	8th Street Car Wash	PO 243 Vehicle Maintenance - Ariya Car Wash - FAC	12.00
3	Adobe Creative Cloud	PO 242 Technology Services - 6 Creative Cloud Licenses - IT	209.94
4	Allposters	PO 170 Program Supplies - FIFA Trivia Program (FODF)	28.21
5	Amazon	PO 229 Office Supplies - Pens, Self-Ink Stamp, Calendar - PA	38.50
6	Amazon	PO 65 Office Supplies - Fans, Markers, Pens - PA	63.05
7	Amazon	PO 121 Program Supplies - Community Quilt (PAFOL)	45.43
8	Amazon	PO 69 Small Tools & Equipment - Handheld Vacuum - FAC	100.16
9	Amazon	PO 109 Program Supplies - Teen Lit Bags (PAFOL)	35.22
10	Amazon	PO 127 Program Supplies - Tween Thursday (PAFOL)	46.08
11	Amazon	PO 182 Program Supplies - PAHS Student Book Club (PAFOL)	139.40
12	Amazon	PO 231 Program Supplies - Dinosaur Tea Party, Gloves for Parents	56.59
13	Amazon	PO 89 Office Supplies - Markers - TS	12.67
14	Amazon	PO 81 Office Supplies - Adhesive, Sticky Notes, Glue Strips - TS	96.88
15	Amazon	PO 88 Toner and Ink - TS	85.55
16	Amazon	PO 84 Program Supplies - Teen Lit Bags & Teen Night (FOSL)	65.89
17	Amazon	PO 133 Program Supplies - Maker Boxes (FOSL)	49.89
18	Amazon	PO 140 Maintenance Supplies - ISO Cleaner, Coffee Machine Descaler	59.34
19	Amazon	PO 179 Office Supplies - Sign, Clipboard, Sponges - FO	78.28
20	Amazon	PO 1651 (2025) Office Supplies - Calendar Return - SQ	(11.65)
21	Amazon	PO 50 Program Supplies - Beverage Station (FOFOL)	39.98
22	Amazon	PO 78 Maintenance Supplies - Electronic Key Fobs - FAC	57.83
23	Amazon	PO 219 Small Tools & Equipment - USB HDMI CEC Adaptor - IT	65.06

No.	Claimant	Purpose	Amount
24	Amazon	PO 97 Small Tools & Equipment - Video Cables and Chargers - IT	54.74
25	Amazon	PO 80 Small Tools & Equipment - Outdoor Wifi Antennas - IT	260.24
26	Amazon	PO 104 Small Tools & Equipment - Monitor Mount, Cable Sleeving - IT	47.24
27	Amazon	PO 165 Small Tools & Equipment - USB Chargers for Catalog Tablets - IT	89.34
28	Amazon	PO 77 Small Tools & Equipment - 3' USB-C Cables - IT	74.74
29	Amazon	PO 77 Small Tools & Equipment - Keyboard and CAT-5 Patch Cables - IT	29.37
30	Amazon	PO 77 Small Tools & Equipment - 10' USB-C Cables - IT	49.62
31	Amazon	PO 139 Small Tools & Equipment - Poly Rove VOiP Phone with Base - IT	189.06
32	Amazon	PO 271 Small Tools & Equipment - Computer Mounts, Cords, Webcam - IT	127.29
33	American Button Machine	PO 112 Program Supplies - Friday the 13th Lock In (PAFOL)	60.78
34	Arco	PO 148 Courier Fuel - Pacifica - OR	30.13
35	Arco	PO 119 Courier Fuel - Pacifica - OR	26.82
36	Arco	PO 190 Courier Fuel - Pacifica - OR	34.33
37	Arco	PO 126 Business Fuel - Uhaul Rental - NOLS	79.77
38	Audimute	PO 213 Office Supplies - Acoustic Panels - MKT	202.00
39	B&H Photo	PO 265 Machinery & Equipment - TV for Lobby Digital Signage - SQ CPA	527.07
40	B&H Photo	PO 272 Machinery & Equipment - TV Mounts, Web Cams, Conference TV	3,378.56
41	Bolt Depot	PO 222 Maintenance Supplies - Sheet Metal Screws - FAC	35.93
42	Bolt Depot	PO 222 Maintenance Supplies - Self Drilling Screws - FAC	49.71
43	CCI Solutions	PO 94 Office Supplies - CD Cases - TS	129.26
44	Chevron	PO 113 Courier Fuel - Pacifica - OR	25.31
45	Circle K	PO 163 Business Fuel - Blue Prius - NOLS	36.61
46	Clarkesworld Magazine	PO 216 Collection Materials - NOLS	13.99
47	Compulocks	PO 87 Small Tools & Equipment - Catalog Tablet Mounts - IT	651.00
48	Costco	PO 233 Program Supplies - Dinosaur Tea Party (PAFOL)	12.69
49	Costco	PO 247 Small Tools & Equipment - Tape, Storage Bins - SQ	44.63
50	Costco	PO 49 Program Supplies - Beverage Station (FOFOL)	80.41
51	Costco Fuel	PO 201 Business Fuel - Red Subaru - NOLS	36.47
52	Deer Park Pack and Ship	PO 189 Program Supplies - Plastic Display Shipping Charge (PAFOL)	495.50
53	Dell Financial Services LLC	PO 195 Small Tools & Equipment - Under Desk Computer Mounts - IT	174.20
54	Dell Financial Services LLC	PO 138 Small Tools & Equipment - Washable Keyboards - IT	576.21
55	Dell Financial Services LLC	PO 268 Machinery & Equipment - Conference Room TV - SQ CPA	1,176.07
56	Dell Financial Services LLC	PO 268 Machinery & Equipment - 4 Computer Monitors - SQ CPA	1,457.07
57	Demco Inc.	PO 93 Office Supplies - Book Jacket Covers - TS	132.14
58	DialMyCalls.com	PO 264 Technology Services - Staff Emergency Contact System - ADM	238.89
59	DocuSign	PO 212 Technology Services - Digital Signature Software - ADM	325.80
60	E-Fax	PO 211 Technology Services - Confidential HR Fax Line - ADM	36.84
61	Ergotron	PO 270 Machinery & Equipment - 4 Monitor Arms - SQ CPA	888.62
62	Eyesafe	PO 173 Small Tools & Equipment - Blue Light Screen Protector - IT	139.98
63	Grainger	PO 237 Maintenance Supplies - Table Mount Outlet - FAC	1.90
64	Harbor Freight Tools	PO 130 Small Tools & Equipment - Tool Tote - FAC	40.28
65	Home Depot	PO 136 Small Tools & Equipment - Magnetic Level - FAC	25.04
66	Home Depot	PO 131 Maintenance Supplies - Electronic Transformer - FAC	24.07
67	Home Depot	PO 248 Small Tools & Equipment - Suction Cup Hooks - SQ	8.32

No.	Claimant	Purpose	Amount
68	Home Depot	PO 240 Maintenance Supplies - Wall Patch, Painting Supplies - FAC	51.52
69	Home Depot	PO 183 Maintenance Supplies - Wall Anchors - FAC	9.75
70	Home Depot	PO 183 Maintenance Supplies - Wall Anchors - FAC	22.47
71	Home Depot	PO 202 Small Tools & Equipment - Electrical Screws, Faceplate - IT	2.50
72	Honest History	PO 64 Collection Materials - NOLS	55.09
73	Hurricane Coffee	PO 200 Program Supplies - Teen Advisory Board (FOSL)	45.71
74	Innovative Users Group	PO 181 Training and Conference - IUG 2026 - NOLS	575.00
75	Jim's Pharmacy	PO 166 Maintenance Supplies - Sharps Disposal - FAC	5.00
76	KCDA Purchasing Cooperative	PO 79 Office Supplies - Tape - TS	94.27
77	La Crosse Technology	PO 236 Capital Construction - SQ Clocks - SQ CPA	1,034.40
78	Label Value	PO 178 Office Supplies - Spine Labels - SQ	68.72
79	Lower Elwha Food & Fuel	PO 228 Business Fuel - Bookmobile - OR	50.00
80	Lower Elwha Food & Fuel	PO 208 Business Fuel - White Subaru - NOLS	40.27
81	Lower Elwha Food & Fuel	PO 147 Business Fuel - Bookmobile - OR	50.00
82	Lower Elwha Food & Fuel	PO 82 Business Fuel - Bookmobile - OR	50.00
83	Lower Elwha Food & Fuel	PO 83 Business Fuel - White Subaru - NOLS	40.50
84	Lower Elwha Food & Fuel	PO 141 Business Fuel - Bookmobile - OR	50.00
85	Lower Elwha Food & Fuel	PO 143 Business Fuel - Bookmobile - OR	50.00
86	Lower Elwha Food & Fuel	PO 214 Business Fuel - Bookmobile - OR	50.00
87	Lower Elwha Food & Fuel	PO 196 Business Fuel - Bookmobile - OR	50.00
88	Lower Elwha Food & Fuel	PO 122 Business Fuel - Chevy Van - NOLS	0.66
89	Lower Elwha Food & Fuel	PO 122 Business Fuel - Chevy Van - NOLS	50.00
90	Microsoft	PO 99 Technology Services - Recurring A5 Licences - IT	525.20
91	Microsoft	PO 100 Technology Services - Recurring A3 Licences - IT	419.54
92	Milk Street Magazine	PO 217 Collection Materials - NOLS	49.95
93	MRSC	PO 199 Training & Conference - Annual Financial Reporting Webinar	180.00
94	National Business Furniture	PO 267 Machinery & Equipment - Couch - FO	2,096.35
95	OfficeSupply.com	PO 266 Office Supplies - Wall Planner, Folders, Notepad - ADM	62.40
96	Perler	PO 146 Program Supplies - Tween Thursday (PAFOL)	65.68
97	Peterson's Automotive	PO 176 Vehicle Maintenance - Bookmobile Inspection - FAC	230.65
98	Pro Imprint	PO 262 Merchandise for Resale - NOLS Car Magnets - NOLS	371.25
99	Quill Corporation	PO 117 Office Supplies - Book Tape - SQ	121.83
100	Quill Corporation	PO 137 Office Supplies - Tape - SQ	30.47
101	Safeway	PO 152 Program Supplies - Youth Programs (PAFOL)	66.93
102	Safeway	PO 55 Office Supplies - Distilled Water for Disk Repair - TS	19.47
103	Safeway Fuel	PO 168 Business Fuel - Chevy Van - NOLS	89.77
104	Sea-Tac Airport Parking	PO 218 Travel - Training - PLA 2026 Parking - NOLS	99.17
105	Sharps Assure	PO 203 Maintenance Supplies - Sharps Disposal Containers - FAC	105.83
106	Shell	PO 135 Business Fuel - Uhaul Rental - NOLS	20.00
107	Shell	PO 145 Business Fuel - White Subaru - NOLS	54.00
108	Stamps.com	PO 76 Postage - TS	250.00
109	Stamps.com	PO 103 Postage - TS	283.13
110	Stamps.com	PO 125 Postage - TS	250.00
111	Stamps.com	PO 128 Postage - TS	250.00

No.	Claimant	Purpose	Amount
I12	Stamps.com	PO 164 Technology Services - Monthly Service Charge - TS	22.86
I13	Stamps.com	PO 171 Postage - TS	250.00
I14	Stamps.com	PO 177 Postage - TS	250.00
I15	Stamps.com	PO 197 Postage - TS	250.00
I16	Sticker Giant	PO 263 Professional Services - Promotional NOLS Stickers - MKT	259.18
I17	Taco Time	PO 120 Program Supplies - Teen Night (FOSL)	127.07
I18	Tax1099.com	PO 153 Technology Services - 1099-MISC Tax Filing - ADM	6.41
I19	Tax1099.com	PO 154 Technology Services - 1099-NEC Tax Filing - ADM	142.36
I20	U-Haul	PO 241 Operating Rentals and Leases - Truck Rental for Inter-Branch Move - FAC	539.75
I21	Ubiquiti	PO 96 Small Tools & Equipment - Small Network Switches - IT	170.87
I22	Ubiquiti	PO 129 Small Tools & Equipment - Small Network Switches - IT	170.87
I23	Uline	PO 238 Capital Construction - Storage Rack, Custodial Equipment, Chair Mats - SQ CPA	1,732.25
I24	Uline	PO 239 Capital Construction - SQ Waste Containers - SQ CPA	1,279.89
I25	Uprinting	PO 91 Professional Services - Strategic Roadmap Brochures, Hours Bookmarks - MKT	624.19
I26	Uprinting	PO 91 Professional Services - Strategic Roadmap Brochures, Hours Bookmarks - MKT	(177.65)
I27	Uprinting	PO 259 Professional Services - Spanish Strategic Roadmap Brochures	77.62
I28	Uprinting	PO 260 Machinery & Equipment - Banner for SQ Library - SQ CPA	121.43
I29	Uprinting	PO 261 Professional Services - SRP Canvas Banner - MKT	118.93
I30	Veavor	PO 111 Small Tools & Equipment - Handtruck - OR	86.44
I31	Walmart	PO 232 Program Supplies - Dinosaur Tea Party (PAFOL)	54.12
I32	Walmart	PO 234 Program Supplies - Dinosaur Tea Party (PAFOL)	21.52
I33	Walmart	PO 142 Office Supplies - Latch Boxes - OR	32.22
I34	Walmart	PO 142 Program Supplies - Bookmobile (BMOR)	26.56
I35	Walmart	PO 92 Office Supplies - Rubbing Alcohol, Band-aids - SQ	21.61
I36	Weaver Leather Supply	PO 204 Maintenance Supplies - Cork Flooring Repair - FAC	79.76
I37	WFOA	PO 134 Dues/Memberships - WFOA Annual Membership - ADM	75.00
I38	Wordpress	PO 206 Technology - Plug-In Renewal - IT	49.00
			28,002.08
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
I199	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 01-31-2026)	278,305.63
I200	Dept. of Retirement Systems	PERS and DCP (PPE 01-31-2026)	39,242.63
			317,548.26



Staff Report

Meeting Date: March 26, 2026
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Awarding Port Angeles Driveway Rehabilitation Contract

Attachments: Advertisement for Bids
Bids Tabulation Form
AHBL Recommendation to Award Bid to Interwest Construction
Notice of Intent to Award Contract

Topic/Issue:

Awarding Interwest Construction Inc. the construction contract for the Port Angeles Driveway Rehabilitation project.

Background:

In 2023, AHBL, Inc. was hired to develop a preliminary plan to address accessibility issues and parking lot drainage and maintenance issues at the Port Angeles Library. In 2025, after project funding was secured, they finalized the plan and prepared construction bid documents. The project aims to address the following accessibility concerns at the Port Angeles Library.

Parking Lot Driveway Condition

The eastern half of the parking lot driveway constructed in 1997 which provides vehicle access to the Port Angeles Library building now requires repair due to asphalt cracking, spalling, pumping, and bleed-through of the base layer. Subsurface movement of water causing displacement of the paving substrata is a factor contributing to the progressive failure of the driveway. The plan includes measures to repair and rehabilitate the driveway and to improve drainage from the site.

Grade Correction for ADA Compliance

In 2023, a study of the Port Angeles Library was conducted to determine whether the facility meets current standards for accessibility and complies with Americans with Disabilities Act (ADA) requirements for public facilities. Some sections of the driveway, including zones within the area needing restoration, were found to be sloping several degrees greater than is allowed by ADA requirements. A feasibility study was conducted in 2024 determined that measures can be taken to improve accessibility to the library from the parking lot. These measures are included in the plan.

New and Improved Sidewalks

The accessibility study conducted in 2023 also found that existing sidewalks adjacent to the accessible parking area fail to meet ADA requirements for slope. Furthermore, it was noted that there are no sidewalks leading away from two emergency exits on the west side of the building. To address these issues, the preliminary plan includes regrading several existing sidewalks and adding two new sidewalks that connect the emergency exits to the main sidewalk and the accessible parking area.

Library Services – Holds Pick up

To improve service to library users wishing to pick up library materials without entering the library building, including outside of normal library business hours, the plan includes the installation of outdoor holds lockers. The proposed lockers will be placed near the front entrance in an area that is generally unused by the library or library visitors. The area proposed for the lockers will need to be paved and have some landscape restoration done to accommodate access to the lockers. The plan includes measures to provide accessible holds lockers in this available area.

Accessible Outdoor Seating

Though there are several picnic tables in the landscape of the Port Angeles Library, they are placed on grassy surfaces. None of the picnic tables comply with ADA accessibility standards. The plan includes paving the area where at least one picnic table is located adjacent to a sidewalk.

On January 26, 2026, an advertisement for bids was published for a construction contractor for the Port Angeles Driveway Rehabilitation Project. Sealed bids were due by 2:00pm on March 3, 2026. Five bids were received. Interwest Construction of Port Angeles, Washington, was the apparent lowest bidder.

Discussion:

The NOLS Owner's Representative, Acilia Consulting, and NOLS' engineering firm AHBL reviewed Interwest Construction's bid, qualifications and references. After their thorough review, Acila and AHBL both recommend NOLS award Interwest Construction the contract for the Port Angeles Driveway Rehabilitation Project.

A final contract will be reviewed by NOLS legal counsel before it is executed.

Policy Considerations:

The NOLS [Purchasing and Procurement Policy](#) must be followed for this public works project.

Fiscal Considerations:

The engineers cost estimate for the project was \$500,000 to \$532,000.

Interwest Construction's base bid is \$444,444.00. With taxes included, the total cost of Interwest's bid is \$483,999.52, which is less than the engineer's cost estimate.

Additional services from AHBL for the bid phase, construction phase of the project are estimated to be \$48,725. NOLS expects some additional expenses for special inspections, permitting and project management.

In 2023, an opportunity was taken by NOLS to apply for project funding through the WA State Department of Commerce Library Improvement Program (LCIP) which provides funds for projects which improve access to public libraries in WA State. In September 2024, NOLS was notified that LCIP Committee is recommending the Accessible Pathways Project for inclusion in the Governor's 2025-2027 Proposed Capital Budget. NOLS was awarded a \$313,000 grant and has included a \$313,000 match in the approved 2026 NOLS Capital Budget.

Funding is in place to cover expected project expenses.

Recommendation:

That the Library Board of Trustees approve awarding the Port Angeles Driveway Rehabilitation Project to Interwest Construction in the amount of \$444,444 plus sales tax.

Additionally, the Library Board of Trustees approve the Executive Director to execute and approve contract amendments and change orders for the Port Angeles Driveway Rehabilitation Project, if the fiscal impact of the individual change is less than \$50,000.

**PORT ANGELES DRIVEWAY REHABILITATION
SECTION 00 11 13
ADVERTISEMENT FOR BIDS**

Name of Project: **PORT ANGELES DRIVEWAY REHABILITATION**
2210 S Peabody St, Port Angeles, WA 98362

Owner: North Olympic Library System
2210 S Peabody St
Port Angeles, WA 98362
Project Manager: Marlo Dowell (Acila Consulting LLC)
marlodowell@acilaconsulting.com
206-240-2779

Architect/Engineer: AHBL, Inc.
Contact: William Fierst
Email: wfierst@ahbl.com
A/E Phone Number: 253-383-2422

Description of Work: The Work includes, but is not limited to:

In general, the scope includes: Construction of ADA compliant sidewalks, replacement of existing pavement, construction of storm drainage conveyance systems. Construction activities include, but are not limited to, tree demolition, concrete demolition and replacement, asphalt pavement demolition and replacement, storm drainage line connections, new piping and drainage structures, new striping, and new curb construction

Architect/Engineer's Cost Opinion: \$500,000 to \$532,000

Bids Due: Sealed Bids will be received up to **2:00 p.m. on March 3, 2026**, at the North Olympic Library System administrative office, located at 2210 S Peabody St, Port Angeles, WA 98362. Bids received after the date and time indicated may not be accepted.

Bid Opening: Bids will be opened publicly and read aloud at **2:30 p.m. on March 3, 2026**, at North Olympic Library System Offices. Bidders and others who are interested are invited to be present.

Bid opening will be live streamed on the ZOOM platform and may be viewed via the following link:

<https://us02web.zoom.us/j/7108540272?pwd=Z1Joc2JWV3J6YUovb2NTYjBxRWxZQT09&omn=82946997307>
Meeting ID: **710 854 0272**
Passcode: **030624**

Bid Documents: Bid Documents for the project may be obtained, on or about **January 26, 2026**, from ARC or In Graphic Detail (Sequim WA)

Electronic copies of the Bidding Documents may be obtained via download from ARC's Public Planroom. Visit <https://www.e-arc.com/location/seattle/> and select "Enter Public Planroom" from the menus near the bottom of the page.

Hard copy documents may also be purchased directly from ARC or In Graphic Detail (Sequim WA) for the cost of printing. Documents may be shipped with shipping purchased directly from ARC.

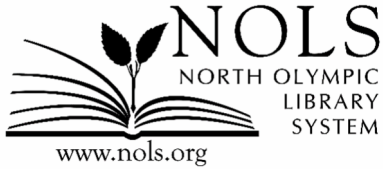
A plan holder's list is also available. To be added to the plan holder's list, send an email to seattle.bid.services@e-arc.com.

Bid Documents may be viewed at the following locations.

Dodge Data & Analytics, Seattle, WA
Builders Exchange of Washington, Everett, WA
Southwest Washington Contractors Association, Vancouver, WA
Daily Journal of Commerce, Seattle, WA
Western Construction Resources, Bellingham, WA

- Bid Documents Return:** Deposits will be returned to Bidders upon return of the Bid Documents to ARC in good condition within 10 days following Bid Opening.
- Bid Bond:** Certified check, bank cashiers check, or bid bond is required with each Bid, equal to 5% of the total Base Bid only. Make checks payable to the North Olympic Library System; furnish bond executed by a licensed bonding agency authorized to do business in the locality of the project.
- Prevailing Wage:** It is the responsibility of the bidder to go online to the L&I web page <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/> to verify they have the most current prevailing wages at time of bid.
- Apprenticeship Requirement:** This Project is estimated to cost one million dollars or more and is subject to the apprenticeship requirements of RCW 39.04.320. Bidders may contact the Department of Labor & Industries, Apprenticeship Section, to obtain information on available apprenticeship programs.
- Right to Reject:** The Owner reserves the right to accept the lowest or any other Bid, the right to reject any or all Bids, and the right to waive any irregularities in any Bid.
- Withdraw of Bid:** No Bid may be withdrawn, except with the express permission of the Owner, after the time set for the opening thereof, unless the award of Contract is delayed for a period exceeding 45 days.
- Pre-Bid Conference:** An optional Pre-bid meeting and walkthrough will be held at **12:00 pm on February 6, 2026**, at the project site located 2210 S Peabody St, Port Angeles, WA 98362.

END OF DOCUMENT



Bid Tabulation For: PORT ANGELES DRIVEWAY REHABILITATION

PLACE: NOLS 2210 S Peabody St, Port Angeles, WA 98362
 Bids Due: March 3 2:00pm
 Bid Opening: March 3 2:30pm

Project Manager: Acila Consulting LLC, Marlo Dowell
 Engineer: AHBL, Inc. Civil Engineers

Bidder's Names	Judah of Lion Landscaping	Van Ness Construction	Nordland Construction	Rognlins Construction	Interwest Construction Inc
BID SECURITY FORM	confirmed	confirmed	confirmed	confirmed	confirmed
BIDDER'S QUALIFICAITONS FORM	confirmed	confirmed	confirmed	confirmed	confirmed
RECEIPT OF ADDENDUM 1	confirmed	confirmed	confirmed	confirmed	confirmed
RECEIPT OF ADDENDUM 2	confirmed	confirmed	confirmed	confirmed	confirmed
RECEIPT OF ADDENDUM 3	confirmed	confirmed	confirmed	confirmed	confirmed
RECEIPT OF ADDENDUM 4	confirmed	confirmed	confirmed	confirmed	confirmed
RECEIPT OF ADDENDUM 5	confirmed	confirmed	confirmed	confirmed	confirmed
Trench safety included in base bid	\$ 10,000.00	\$ 1.00	\$ 500.00	\$ 1.00	\$ 1.00
BASE BID	\$495,000.00	\$552,600.00	\$447,494.00	\$499,999.99	\$444,444.00
					Low Bid
BASE BID	\$495,000.00	\$552,600.00	\$447,494.00	\$499,999.99	\$444,444.00
Sub Total	\$495,000.00	\$552,600.00	\$447,494.00	\$499,999.99	\$444,444.00
WSST @ 8.9%	\$ 44,055.00	\$ 49,181.40	\$ 39,826.97	\$ 44,500.00	\$ 39,555.52
TOTAL INCLUDING SALES TAX	\$539,055.00	\$601,781.40	\$487,320.97	\$544,499.99	\$483,999.52

PREPARED BY: Marlo Dowell, Owner's Representative, Project Manager
 TOTAL COST ESTIMATE: \$500,000 to \$532,000

Consultant Signature: William J. Fierst 03/05/2026
 03 26 26 Board Packet - Page 28



March 20, 2026

Noah Glaude
Executive Director
North Olympic Library System
2210 S Peabody Street
Port Angeles, WA 98362

Civil Engineers

Structural Engineers

Project: North Olympic Library System Driveway Rehabilitation Project
No. 2230414.10
Subject: Recommendation for Project Award

Landscape Architects

Community Planners

Dear Mr. Glaude:

Land Surveyors

We have reviewed the Bid Tab for the North Olympic Library System Driveway Rehabilitation Project.

Neighbors

The low, responsive Bid, including Addendum 1-5, was from Interwest Construction Inc, in the amount of \$444,444.00.

We recommend acceptance. Please issue a purchase order in the amount of \$444,444.00 + WSST.

If you have any questions, please call me at (253) 383-2422.

Sincerely,

William J. Fierst, PE
Principal

WJF/

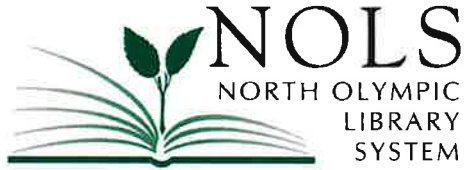
c: Brian Philips, NOLS
Marlo Dowell, Acila Consulting LLS
Emmanuel Castellon, Sarah Singleton Schroedel, AHBL

Q:\2017\2170736\10_CIV\NON_CAD\OUTGOING\20180509 Ltr (Project Award Recom) 2170736.11.docx

TACOMA

2215 North 30th Street
Suite 300
Tacoma, WA 98403-3350
253.383.2422 TEL

www.ahbl.com



March 20, 2026

Interwest Construction Inc
609 North Hill Blvd
Port Angeles WA 98233

To Whom It May Concern:

We hereby notify you of our **intent to award** the contract for the NOLS PORT ANGELES DRIVEWAY REHABILITATION to your firm **pending Board approval on March 26, 2026**. The amount of the contract for the Base Bid is \$444,444.00 plus Washington State Sales Tax of \$39,555.52 for a total contractual award of **\$483,999.52**

In order to issue a "Notice to Proceed", we will need the following items: **Insurance Certificate**, per the specifications set in the bid documents. Make certain that the North Olympic Library System is named as an additional insured 2210 S Peabody St, Port Angeles, WA 98362. We also require a **Payment/ Performance Bond**. Please make certain that your bond has a reference to Chapter 39.08 of the Revised Code of Washington in it. Once we are in receipt of and approve these items, we will send you a copy of our contract for signature. When returned to us for execution, you will then be issued a "Notice to Proceed", along with your fully executed copy of the contract.

For your information, 5% of the contract amount billed on each invoice will be withheld from each payment as retainage until at least 45 days after the contract has been accepted as complete, **unless you provide a Retainage Bond**. Enclosed is a form for you to elect where your retainage is to be sent, along with an Escrow Agreement to be completed and returned to us if you choose an Escrow Account. **If you elect an interest bearing or escrow account, you will need to send monthly bank statements for the account to NOLS**. Also, in accordance with RCW 39.12.040, we will need an approved Intent to Pay Prevailing Wages Statement for you and any subcontractors you are using before any payment can be released to you.

If you have any questions or concerns, please do not hesitate to contact Marlo Dowell 206-240-2779 (marlodowell@acilaconsulting.com) or Noah Glaude (NGlaude@nols.org) 360.417.8500 x7717. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Noah Glaude".

Noah Glaude, Executive Director

Cc:

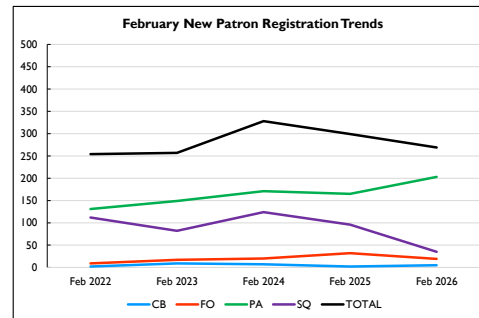
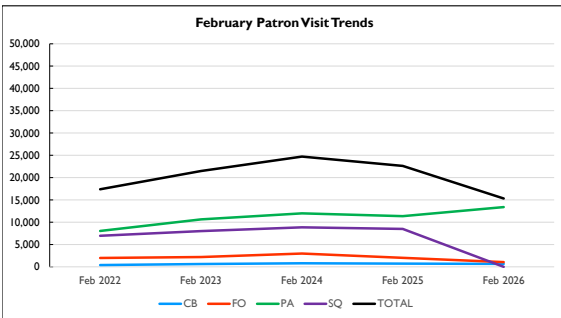
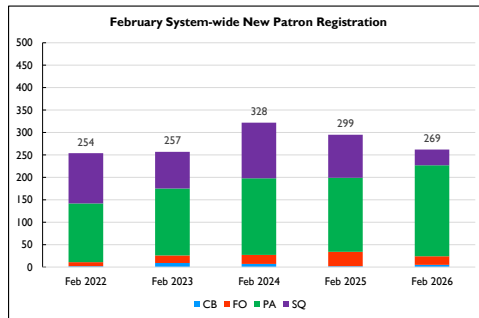
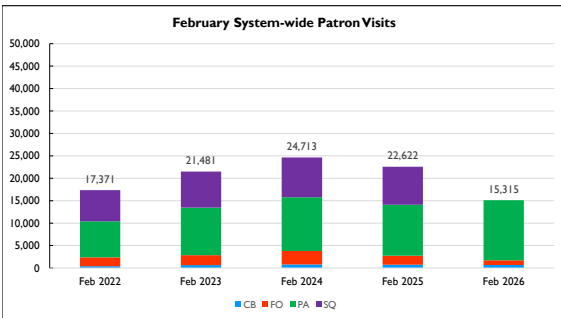
Marlo Dowell, Acila Consulting LLC
William Fierst, AHBL, Inc.

The Sequim Branch Library was closed in February 2026, as the library moved to a new building.

Patron Visits		
	2026	% of System
Port Angeles	13,393	87.5%
Children	6%	
Sequim	0	0.0%
Children	0%	
Forks	1,055	6.9%
Children	5%	
Clallam Bay	660	4.3%
Children	9%	
Bookmobile	207	1.4%
Total	15,315	100.0%

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

New Patron Registration		
	2025	% of System
PA	203	75.5%
SQ	35	13.0%
FO	19	7.1%
CB	5	1.9%
BOS	7	2.6%
Total	269	100.0%



* Due to COVID-19, all NOLS locations were closed in February 2021, but curbside service was offered.

* Due to COVID-19, all NOLS facilities were only open for limited service in February 2022.

* In January 2022, inclement weather caused reduced hours for one week.

* In January 2022, a new system to count patron visits was installed at each branch.

* Registration remained available through the Library's website when the branches were closed.

* In February 2025, inclement weather caused reduced hours for several days.

* In February 2026, the Sequim Branch was closed as it moved to a new location. Holds Pickup was offered three days a week for three hours.

* In February 2026, the Forks Branch patron counter malfunctioned and may not have been operating properly for over a week.

The Sequim Branch Library was closed in February 2026, as the library moved to a new building.

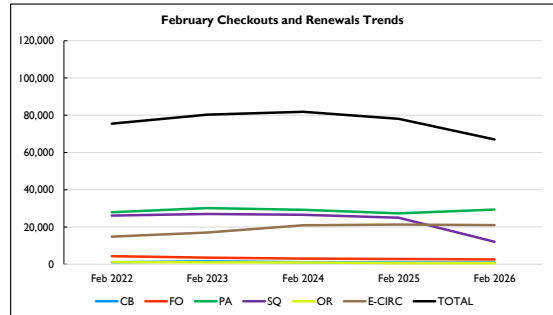
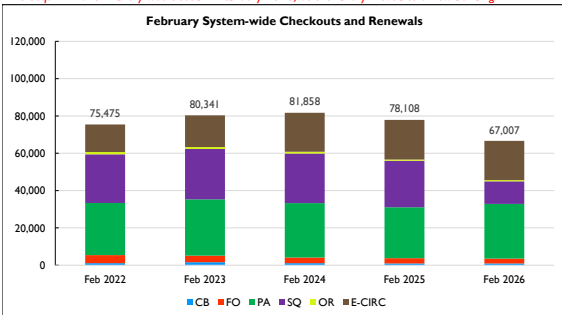
Checkouts & Renewals		
	2025	% of System
Port Angeles		
Checkouts	17,472	37.6%
% From Self-Check	80%	
% From Holds	27%	
Renewals	11,864	57.6%
Total	29,336	43.8%
Sequim		
Checkouts	4,487	9.7%
% From Self-Check	N/A	
% From Holds	100%	
Renewals	7,581	36.8%
Total	12,068	18.0%
Forks		
Checkouts	2,140	4.6%
% From Self-Check	29%	
% From Holds	25%	
Renewals	444	2.2%
Total	2,584	3.9%
Clallam Bay		
Checkouts	516	1.1%
% From Self-Check	27%	
% From Holds	34%	
Renewals	444	2.2%
Total	960	1.4%
Outreach		
Checkouts	588	1.3%
% From Holds		
Renewals	76	0.4%
Total	664	1.0%
Bookmobile		
Checkouts	211	0.5%
% From Holds	11%	
Renewals	178	0.9%
Total	389	0.6%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	21,006	31.3%
Systemwide Totals		
Checkouts	46,420	
Renewals	20,587	
System Total	67,007	

Interlibrary Loan Services	
Items borrowed from other libraries	174
Items loaned to other libraries	82

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,663	21.90
SQ	4,869	25.06
FO	545	22.39
CB	177	23.89
OR	570	10.44
BOS	44	19.02
Total	10,868	22.76

The Sequim Branch Library was closed in February 2026, as the library moved to a new building.



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- * In January 2022, inclement weather caused reduced hours for one week.
- * In January 2022, a new system to count patron visits was installed at each branch.
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- * In February 2025, inclement weather caused reduced hours for several days.

The Sequim Branch Library was closed in February 2026, as the library moved to a new building.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	43/1027	56%/70%
Sequim	3/45	4%/3%
Forks	17/246	22%/17%
Clallam Bay	8/34	10%/2%
NOLS	0/0	0%/0%
Virtual	6/112	8%/8%
Total	77/1464	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	42/899	75%/92%
Sequim	0/0	0%/0%
Forks	12/69	21%/7%
Clallam Bay	2/10	4%/1%
Total	56/978	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	38.25	7
Sequim	0	0
Forks	13	1
Clallam Bay	0	0
Outreach	0	0
NOLS	29.25	1
Total	81	9

Community Outreach Events		
	Events/Attendees	% of System
PA	2/63	29%/45%
SQ	4/67	57%/48%
FO	0/0	0%/0%
CB	0/0	0%/0%
OR	1/9	14%/6%
NOLS	0/0	0%/0%
Total	7/139	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	257
Read & Ride (Clallam Transit Buses)	18
Dolly Parton Imagination Library	1,190
Library Programs & Outreach	99
Clallam County Correctional Facility	89
Total	1653

Outreach Delivery Services	
Deliveries/Pickups	91
New Patrons w/ Delivery Services	3

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	15

Bookmobile	
Routine Stops	18
Special Stops	1
Library Pop-Ups (no bookmobile)	6
Appearance (e.g. parade)	-
Miles Traveled	899

The Sequim Branch Library was closed in February 2026, as the library moved to a new building.

General Public Computer Use (excludes Special Computer Use)				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	24	1,946	1,742	36.5%
Sequim	6	N/A	N/A	0.0%
Forks	8	255	173	10.9%
Clallam Bay	7	239	261	25.9%
Total	45	2,440	2,176	25.4%

Special Computer Use (ADA, Express, Microfilm, Scanner)				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	5	396	110	11.1%
Sequim	N/A	N/A	N/A	N/A
Forks	3	105	22	3.6%
Clallam Bay	0	N/A	N/A	N/A
Total	8	501	132	6.2%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	13,845	86.1%
Sequim	N/A	N/A
Forks	1,531	9.5%
Clallam Bay	703	4.4%
Total	16,079	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,313	69.5%
Sequim	-	0.0%
Forks	1,381	22.3%
Clallam Bay	509	8.2%
Total	6,203	100.0%

Website Visits	
Total Visits	35,946
Unique Visitors	9,363
Average Time on Site	1m01s

Database Access	
Total Sessions on all Databases	7,162

Facebook Activity	
Followers	6,175
Content Published	52
Reach (unique accounts)	22,426
Reactions/Likes/Comments, etc.	1,943

YouTube Activity	
Subscribers	477
Videos Published	1
Program Recordings	-
Views (lifetime content)	930
Watch Time (hours)	40

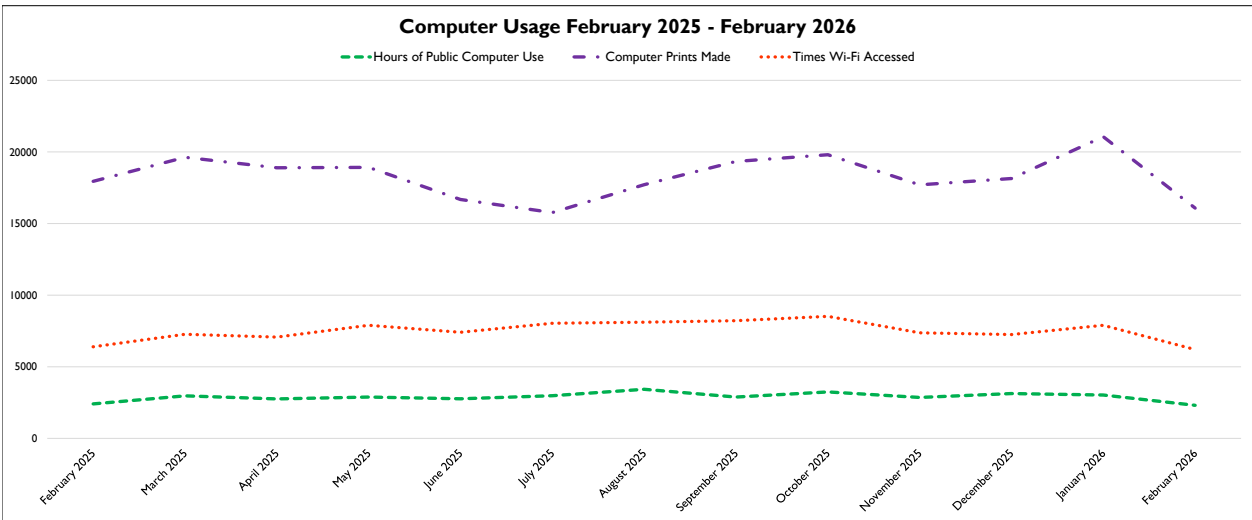
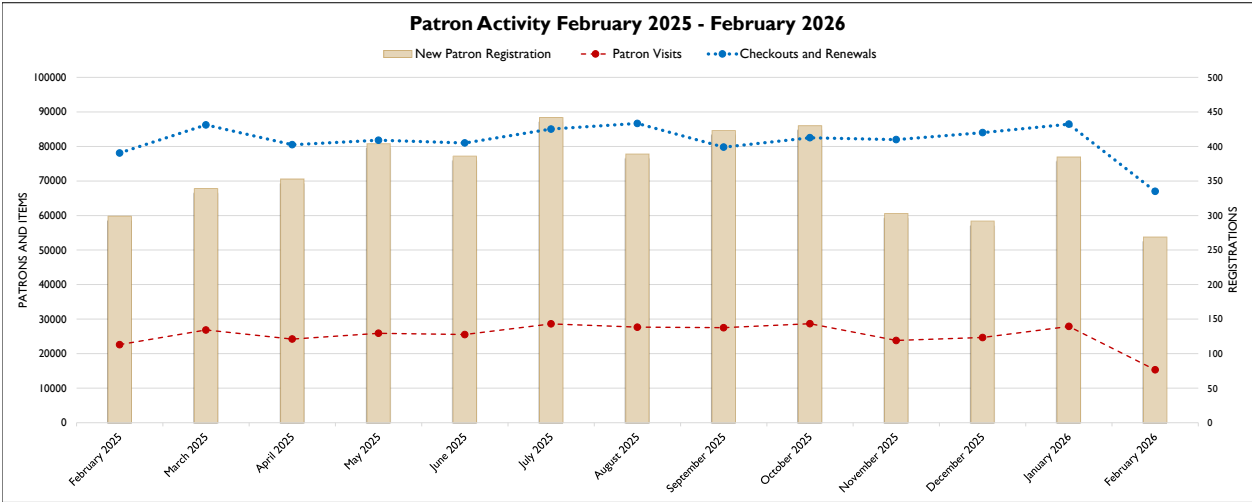
Instagram Activity	
Followers	1,971
Content Published	28
Reach (unique accounts)	6,145
Reactions/Likes/Comments, etc.	948

eNewsletter	
Number Sent	22,842
Read Rate	0
Click-Through Rate	0

Advertising	
Ads Run	1
Reach (unique accounts)	2,273

Notices	
Number Sent	14,266
Read Rate	38%

The Sequim Branch Library was closed in February 2026, as the library moved to a new building.



Significant Events During the Past 13 Months:

March 2024 - The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.

April 2024 - The Sequim Branch Library began operating out of a temporary location during the expansion and renovation for the Sequim Branch Library.

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

July - August 2024 - The Clallam Bay and Forks Branches reduced their hours during the entire month of June, due to staffing limitations.

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

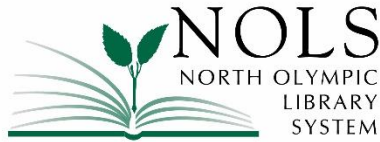
October 2024 - All branches closed one day for an All Staff Training Day.

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 2026 - The Sequim Branch Library was closed as it moved to a new location. Holds Pickup was offered three days a week for three hours.



Monthly Activity Report

Meeting Date: March 26, 2026
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for February 2026

Port Angeles Main Library

Meghan Sullivan, Public Services Director

- **Baby Storytime** – 84 participants at 4 events. Sweet new babies and their grownups are finding and returning week after week to storytime! The babies love signing and engaging with other little humans their size. Many of the caregivers have become friends and invite each other to playdates and birthday parties.
- **Toddler Storytime** – 283 participants at 8 events. The toddlers eagerly await shaker eggs and parachute play!
- **Family Storytime** – 17 participants at 4 events.
- **Storytime Studio** – 7 participants.
- **Johnny Bregar Family Concert** – 84 participants. A Family Concert with Johnny Bregar and his musician buddy, Mikey, had kids of all ages dancing and adults clapping and dancing their toes! Johnny and Mikey played the guitar, banjo, trumpet, and mandolin.
- **Kids Book Club** – 17 participants. Students in grades 1-3 read, *Sejal Sinah Dives for Diamonds on Neptune* by Maya Prasad.
- **Build It! with LEGO** – 86 participants.
- **Tween Thursday (Grades 4-6)** – 48 participants at 4 events.
- **Magic Monday (Grades 4-12)** – 30 participants at 3 events.



- **Friday the 13th Teen Lock-In** – 12 participants. Regular attendees and new faces had a great time making friends and hanging out while watching *Gnomeo and Juliet* (selected by the Port Angeles Teen Advisory Board), playing games, and making crafts.
- **Teen Tuesday** – 18 participants at 4 events including Games & Art, Teen Advisory Board, Books & More, and Creative Writing.
- **Teen Lit Bags** – 14 participants subscribed for the monthly service.
- **Quilt Codes of the Underground Railroad** – 128 participants. Georgia Payne brought several quilts to display and discussed how information was shared through quilt designs during the Civil War. Participants enjoyed learning about the quilts and asking additional questions.
- **Art in the Library “Stitched Symbols” Opening Reception** – 36 participants. *Stitched Symbols: Contemporary Quilts* celebrates the storytelling power of quilts. Explore how quilt artists use patterns, shapes, and colors to share their ideas. The exhibiting artists are Evette Allerdings, Rita Browning, Kathy Greer, and Marla Varner. Attendees at the opening reception were able to meet the artists and enjoy the contemporary quilt exhibition with live folksy music by Northstar Music.
- **Tabletop Role-Playing Game Night** – 9 participants.
- **Bad Art Night for Adults** – 9 participants created an image of dead flowers with the theme, “Still Life?” as a fun play on painting.
- **Puzzle Contest & Swap** – 47 participants joined the competition on a sunny Valentine’s Day Saturday morning. The winners were 2 combined teams that joined up.
- **Computer Class with NorthStar Digital Literacy** – 4 participants. Two navigated the Northstar program as beginning learners, one sought assistance with iCloud photo organization and sharing, and one wanted to learn how to use digital coupons and turn off bothersome alarms on their phone.
- **Second Wednesday Book Group** read *Hunger: A Memoir of (My) Body* by Roxanne Gay – 4 participants.
- **Fourth Wednesday Evening Book Group** read *The Home Place: Memoirs of a Colored Man’s Love Affair with Nature* by J. Drew Lanham – 8 participants.



Port Angeles Community Engagement:

- Youth Services Librarian, Clair D., brought copies of *A Clockwork Orange* by Anthony Burgess to the Port Angeles High School Student Book Club. The students previously voted to read the title earlier this year. They took turns reading aloud the beginning of the book to start figuring out the slang that the author made up for the story and had a lot of fun talking about what words might mean based on context. – 7 participants
- Public Services Librarian, Amber K., shared information about NOLS programs and services in Peninsula College’s PUB before the Stadium Generale event. She made connections with students, staff, and community members during Spirit Week. – 16 attendees.
- Amber K. returned to Peninsula College later in the month with Public Services Specialist, Vik G., to participate in the Healthy Resources Fair. They met with and shared library information with 46 Peninsula College Wraparound Services partners and members of the community.
- The older classroom from Curious Critters Early Learning Center visited the PA Library for a field trip. It was an opportunity for many of the preschoolers to get their first library card, and all enjoyed a storytime and craft with Youth Services Librarian, Clair D. – 26 attendees
- Youth Services Librarian, Jennifer L., visited three Head Start classrooms for outreach storytimes. The student and teachers sang songs, listened to stories, and engaged with puppets! – 46 participants
- Leslie B., Public Services Lead, tabled at the DSHS office in Port Angeles and met with community members to share more about NOLS programs and services. They were excited to get library cards and the “I Love My Library” stickers were well received. – 10 attendees

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 All Staff Training Day, Beanstack, Book Discussion Group, Collection Management Team, and Equity Diversity and Inclusion (EDI) Teams.

Sequim Branch Library

Emily Sly, Library Manager

February was Moving Month at the Sequim Branch! The last day of regular service at the Temporary Location was January 31.

The beginning of the February involved a lot of moving prep. IT and Facilities worked on getting the new space ready to move in and the temp space prepped to move out. Marketing created signage, news releases, flyers and social media posts to get the word out to community members.

The move involved Sequim staff loading the entire collection onto moving carts (nearly 50,000 items!) and unloading the carts at the new library. They accomplished all of this in record time! Having a fun playlist of energetic tunes kept the pace up and spirits high. There's a bit of math involved in moving large collections, like Fiction and Nonfiction onto shelves, so that they're equally distributed on the allocated shelving. Overall, the math worked out and it didn't take much effort to redistribute for balance.

Hold Pickup was offered at the Temporary Location on Tuesday, Thursday and Saturdays from 2pm – 5pm. Library patrons were very appreciative of the option to pick up holds in Sequim, along with the book drops remaining open throughout the closure in Sequim. During the move in March 2024 to the Temporary Location, all Sequim holds were transferred to Port Angeles and book drops were unavailable. The limited holds pickup and 24/7 book drops worked very smoothly during this move.

Staff were scheduled daily to check-in returns at the Temporary Location and to shelve holds. The couriers continued to transport the shipment daily to/from Sequim. The Sequim collection was inaccessible during the early Moving Phase of the closure, but staff were able to limit this time, with their efficient work during the move.

West End staff have supported the move by answering all incoming calls to the Sequim Branch. Port Angeles staff have checked in a larger volume of materials and shelved more during the early Moving Phase. Sequim staff were assigned to work in PA to help provide circulation support. They have also travelled to Clallam Bay and Forks to help provide staffing support when they were short staffed. Sequim staff provided support for a Bookmobile visit to Carrie Blake Park and Elk Creek Apartments.

Learning the new building has involved several sessions of staff training to learn new systems and develop new procedures, like emergency evacuation routes and opening/closing routines.

Limited programs were offered during the February closure and were held off-site:

- **Teen Advisory Board** - 8 participants at Hurricane Coffee
- **Teen Lit Bags** – 18 participants
- **End of Life Ready** – 24 participants at KSQM Community Room
- **Second Saturday Book Group** – 13 participants at Paradise Café

- **SilverKite: Watercolor Painting – Mountain Ranges** – 83 virtual participants
- **Books and Trivia outreach visits to schools** – 67 4th grade students at 3 schools (Helen Haller Elementary, Olympic Peninsula Academy and Five Acre School)

Cecilia was welcomed to Sequim as a new part-time Public Services Specialist and we said goodbye to PSS Ellen S. on her last day at NOLS before retirement.

Sequim Expansion and Renovation Project

There were several owner trainings that Emily, Brian and Noah attended to learn about building systems. Emily was on KSQM to give a project update. Noah and Emily gave a tour of the new building to FOSL Board members.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- FarWest has installed additional card readers onto staff room door in Forks and will install another card reader on the south door. This will allow staff to return physical keys and enhance staff use of the space as well as patron access.
- On February 11, the door counter in Forks ceased functioning. This disruption coincides with FarWest’s construction on the lobby door in Forks. Due to this issue, there is not any accurate data for the number of patrons who visited the Forks Branch during February. IT and facilities are aware of the issue and was able to resolve this issue in early March.
- Public Services Lead Alex created a Blind Date with a Book display that engaged many patrons, including young adults. One patron who had just registered for a library card shared, “I cannot believe these are free!” while perusing this display.



- West End Programmers started to gear up for Summer Reading Program 2026 through collaborative brainstorming.

Programming:

- Friendship & Card Decorating program in Forks and Clallam Bay was attended by over 30 individuals. This program provided a quiet, sensory-friendly space for patrons to create a card for a loved one. This program attracted a wide range of patrons, including children, teens, and individuals in their twenties and thirties.
- "A Treat for Your Sweet" was a huge success for both the Clallam Bay and Forks Branches. There was a total of 58 participants in this sweet program between the two branches. Cookies were decorated and cards were made for loved ones. Starla Daman from the Forks community generously donated four dozen cookies and frosting. Sunshine and Rainbow brought their kids over, making it a fun memory-making day at both West End libraries.



- The Forks High School Hangout was hosted by Youth Services Specialist Angeles B. outside behind the library at the green picnic table. FHS students engaged with her and expressed gratitude for the light snacks provided.
- Craft and Connect: Galentine's Day Edition had 12 participants create an herbal heating pad at the Forks Branch Library. The group enjoyed selecting colorful pouches and different soothing herbs.
- 4 attendees participated in the Clallam Bay Computer Class with Northstar. 2 of the participants created email accounts to set up Northstar profiles.
- This month, Youth Services Specialist Angeles B. held our first kids' book club events in Forks and Clallam Bay, and they were a huge success! One of the kids even rated the program "one million out of ten!" After the Forks event, a parent reached out to say, "You did a great job with the book club! Thank you for organizing it and encouraging reading! We are super excited for the next one." All the parents in Forks made sure to add the next kids' book club meeting to their phone calendars.



Community Visits:

- Library Services Specialist Jennifer S. attended the West End Business Association (WEBA) meeting on the first Wednesday of February. She shared updates about the library and took notes on new community projects and issues that arose.
- The North Coast Clallam County Emergency Management team meeting was attended by Jennifer S. Attending this meeting allowed her to establish connections with community organizations.
- Library Manager Troi attended the Forks High School College & Career Fair. He answered questions like, "What is the most annoying part of your job?" and "Why do you love your job?". There were many heartwarming moments where people shared their interest in working in Libraries. Over 67 engagements and giveaways occurred.
- Library Manager Troi attended various community meetings to speak about library services, programs, and opportunities.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

Outreach Daily Operations:

- 91 outreach deliveries were made, 3 new patrons registered for delivery services, 588 items were checked out and 76 items renewed for delivery service patrons.
- Couriers transported 707 totes between NOLS branches, plus 22 more for Outreach Deliveries for a total of 729.
- The Bookmobile travelled 899 miles. Out of service for 10 days for vehicle maintenance which included new brakes, new front tires, a full oil change, a full transmission fluid flush and replacement, and new cabin air filters.

Programming and Community Outreach:

- **Clallam Mosaic Program:** (12 participants) Community Outreach Librarian Adrienne L., brought books pertaining to winter sports. The group enjoyed hearing about the history behind certain sports that they had seen during the Winter Olympics. They shared which sports they have tried and discussed how many of the outfits resemble superhero costumes.
- **Vintage Apartments Presentation:** Adrienne and Becki gave a presentation for residents and staff about Outreach Delivery Service. (9 participants)

Pop-Up Libraries and Bookmobile:

- **Quileute Senior Center Pop-Up Library:** (11 visitors at two events)
- **Sekiu Community Center Senior Friday Lunch Pop-Up Library:** (15 visitors)
- **Makah Senior Center Pop-Up Library:** (6 visitors)
- **Vintage Apartments Special Pop-Up Library with Sequim Mobile Market:** (15 visitors)
 - Outreach staff had a great time meeting residents. There was a lot of excitement to see the Pop-Up Library collection.
- **Routine Bookmobile Stops:**
 - Neah Bay Community Gym (54 visitors at 4 stops)
 - Due to vehicle maintenance, two visits were converted into Pop-Up Libraries to maintain continuity of service.
 - Makah Recovery Drop-In Center (3 visitors at 1 stop)
 - Sail River Heights Longhouse – Neah Bay (7 visitors at 1 stop)
 - Beaver Grocery Store (1 visitors at 3 stops)
 - One stop cancelled due to vehicle maintenance.
 - Quileute Tribal School (50 visitors at 2 stops)
 - At the first stop of the month, the entire 5th grade class came outside to visit. The students were super excited to see the Bookmobile and Outreach staff were gifted bracelets and “Thank you Librarian” artwork.

- Carrie Blake Park in Sequim (6 visitors at 2 stops)
- Elk Creek Apartments with Sequim Mobile Pantry (11 visitors at 2 stops)
- Port Angeles Food Bank (12 visitors at 1 stop)
- Joyce Mobile Market at Crescent School (5 visitors at 1 stop)
- Crescent School (11 visitors at 1 stop)
 - Students continue to be excited to visit the Bookmobile and check out items every other week. One stop in February cancelled due to vehicle maintenance.
- Joyce Plaza (0 visitors at 1 stop)
 - One stop cancelled due to vehicle maintenance.

Other Activities for Outreach Staff:

- Outreach Library Manager José C., and Community Outreach Librarian Adrienne L., met with the Quileute Tribal School Librarian, Nick Miron, to assess our twice monthly Bookmobile stop at the school. They received a guided tour of the school and learned more about how NOLS can support QTS students.
- Outreach Services and Courier staff continue to participate on a number of NOLS work groups and committees including Collection Management Team's Materials Request subcommittee, Beanstack (Reading Challenges), and NOLS Gear.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Painted office; replaced furniture; installed a white board; repaired book drop totes; swept parking lot; lawn care.

Port Angeles Accessible Pathways Project: Completed construction documents, advertised bid opening, and conducted a site walk for prospective bidders.

Sequim Library Project: Ongoing work to support the move back into the new Sequim Library, including library shelving, storage shelving and art rail installation, stocking supplies, moving furniture; staff underwent training on new audio/visual equipment, HVAC, solar, electrical components; NOLS commissioning consultant Mari Hamasaki continued commissioning activities for HVAC, lighting, and electrical systems; tracking punch-list items; received and organized keys; created staff electronic key fobs.

West End Libraries: Facilitated major furniture swap, utilizing reusable items from the old Sequim Library and the Port Angeles Library; repaired heat pump; replaced soap dispensers; relocated AIDS traveling exhibit

Vehicles: Replaced Ariya brakes; replaced bookmobile brakes and front tires, balanced the tires, aligned the wheels, and performed a complete lubrication and fluid replacement.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In February IT work focused largely on Sequim. Computers were deployed in the new space, old computers were surplus, and there was a lot of back-end and physical work done on configurations. Oh, did we mention ticket troubleshooting, website changes, and server updates. It was a non-stop month and everyone is looking forward to the Sequim library opening and a slightly more settled workflow.

Tasks completed:

- 59 tickets resolved, related to
 - Staff laptops
 - Various printing issues
 - Account logins
 - Monitors
 - Locked staff accounts
 - Staff workstation peripherals
- Computer deployments
 - Sequim – 16
 - Two TVs mounted to support broadcasts
- Web Team updates
- Upgraded server operating systems
- Upgraded QuickBooks
- Sequim building systems training
- Developed and published a web page for the Library Levy

Technical Services Department

Erin Shield, Technical Services Manager

In February Technical Services finished up the 2XX Dewey recataloging project in Port Angeles; other branches had already been completed. The team is getting ready to start on their next project - a new youth collection expected to launch by May 2026. It will help emerging readers identify appropriate level chapter books.

Technical Services staff participated in trainings, webinars, tasks and meetings in February related to ILS Team, interviews for PA Manager, Materials Request Subcommittee, Web Team, Sequim building project, and Management Team.

Notable in February:

- From grateful ILL patron: “Thanks for all you do as your service is greatly appreciated.”
- Finished recataloging of 2XX Dewey section
- Mark is reviewing items in the catalog to help determine which still need cover images

- Shout out to our mending volunteer, Connee, who does such an excellent job repairing books that have been very well loved. We appreciate all her hard work!
- Formal bid for new primary materials vendors completed.
- Wendy and Erin attended NorthWestCATalogerS (NWCATS) meeting - great to interact with other libraries to see what challenges they encounter and their unique solutions.

Statistics:

- 835 physical items processed;
- 591 print materials repaired, including 441 recats;
- 101 media items repaired;
- 12 physical donations added to collection;
- 174 InterLibrary Loan requests for NOLS' patrons filled;
- 82 items loaned to other libraries;
- 96 issues resolved by the Cataloging Team including incorrect cover images, titles not grouping together properly, and a variety of other issues;
- Acquisitions Team: Just over a 1-day average turnaround time from selectors submitting materials shopping carts to getting materials ordered

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

Significant meetings/events and projects this month:

- EDI Implementation Plan Update Project
- Compensation Study Request for Proposals & Vendor Selection
- Routine Management Team and Equity Diversity and Inclusion Team meetings

Recruitments:

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

New Hires:

- Cecilia Hillway – Public Services Specialist – SQ

Separations:

- Ellen Schvetz – Public Services Specialist – SQ

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

- Managed marketing and communications for the Sequim Library Temporary Location closure and move into the new building, library levy informational webpage and handout, and library programs.
- Published the 2025 Annual Report and 2026 Budget Glance to NOLS' website.
- Distributed "I Love My Library" stickers for National Library Lovers Month, and worked with the merchandise team to make new "On My Way to the Library" car magnets available for purchase.
- Supported Art in the Library at Port Angeles and Sequim libraries.
- Social media posts included video reels featuring the Sequim Library move, "Why I Love My Library" notes from Forks Library patrons, and staff revealing how much they've saved by using their NOLS library card.

News Releases & Articles:

- Issued 11 news releases about NOLS programs.
- The monthly "Off the Shelf" Sequim Gazette article highlighted the library's free online resources (still accessible while the Sequim Library moved), written by librarian Corrina D.
- The "Borrow this Book" Sequim Gazette column written by librarian Jennifer L., featured "Sweet Pea School" by Marryn Mathis, a Washington flower farmer.
- On February 2, the Peninsula Daily News ran the article that first appeared in the Sequim Gazette about the Sequim Library Temporary Location closure and move.

Financial Operations

Amy Hough, Finance Manager

Significant meetings/events and projects this month:

- Annual Financial Reporting Webinars
- Women's Professional Finance mentor meeting
- Interviews for Port Angeles Library Manager position

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Acting interim Port Angeles Library Manager.
- Recruitment activities for Port Angeles Library Manager position.
- Continued onboarding and training activities for Outreach Library Manager.
- Attended planning meetings for the Sequim Library move.
- Represented NOLS at the monthly Clallam County America250 planning meeting.
- Partnership meeting with Field Arts & Event Hall.
- Routine Management Team, Branch Manager, Outreach Services, Adult Services, Youth

Services Team, Port Angeles Branch Staff Meeting, North Olympic Library Foundation, 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
 - Address punch-list items
 - Coordinated move of from temporary library to new building
 - Owner training on new building systems
 - Finalize collection and furniture layout
 - Staff training
- Port Angeles Library Manager Recruitment
- Prepare for 2026 Levy Lid Lift effort
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Customer Comments

February 2026

The following comments were received by the Library during the month of February 2026. 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:

Can we get some tonies, featuring pre-loaded songs and stories for all ages? There are educational "Clever Tonies" and soothing sleep content from "Sleepy Friends." A New Kind of Audio Book. Please consider as they are pricey! Thank you.

Response:

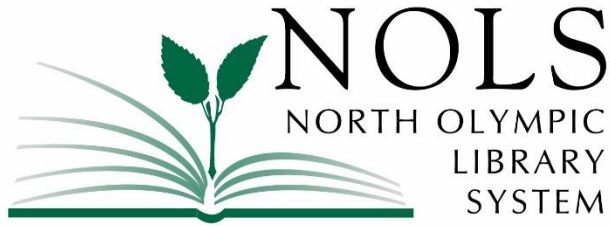
Thank you for your suggestion of adding a new audiobook format to NOLS' collection. Adding a new collection is big decision that impacts funding, shelf space, and projected usability. Your suggestion has been passed on to the Youth Services team for future consideration.

Comment:

I think every NOLS branch should fly the Washington State flag in addition to the U.S. flag.

Response:

Thank you for your suggestion. NOLS currently only has a flag pole at two branches and those poles are not setup to support two flags. Adding additional flags is something that NOLS can consider in the future, as other building improvements are made.



Highlight Log
(February 2026)

The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It provides an interesting glimpse into community perceptions about the Library. The following is a list of Highlights logged during the past month.

2/2/2026 – Forks

Two patrons commented that the origami cranes we have displayed in Forks are beautiful. They were both extremely impressed to learn that all 1,000 cranes were created by community members during a library program.

2/10/2026 – Bookmobile

At today's Bookmobile stop turned Pop-Up Library, all of our regular patrons expressed gratitude that we still offered service while the Bookmobile was undergoing maintenance. While I was greeting a patron at the gym doors they said, "I just knew you would be here. Even when I didn't see the bus, I just knew it. You always make it out to us and that is what matters!"

2/10/2026 – Forks

Today, while I was returning from lunch, a patron expressed her reluctance to move and lose access to such a wonderful library. She mentioned that everyone here is very helpful and kind. Pointing to Dave, she added, "Especially him; he is always so helpful." All three of us thanked her for her kind words and wished her the best of luck at her next library.

2/14/2026 – Port Angeles

Last Saturday, there were over 100 adults in attendance for "Quilt Codes of the Underground Railroad" presentation with Georgia Payne. We had received a lot of positive feedback directly after the program. Today, two people sought me out to thank me — one person said she was looking forward to more quilt programs at the library. The second person asked for details about the Community Quilt because she wants to get started on her square for the quilt!

2/18/2026 – Outreach

Sadly, one of our Outreach delivery patrons has passed on. Her family shared that the routine library deliveries she received made a huge impact and their whole family is grateful she had that service. She was 107 and an avid reader!

2/19/2026 – Port Angeles

Three separate Dungeons and Dragons campaigns are happening at the Port Angeles Library today! All three groups have staked out their spots in the teen area and are having a great time (someone has rolled a nat 20 already!).

2/20/2026 – Port Angeles

A six-year-old patron stopped by the desk in the Children's Area before heading to check out his books to tell me, "I love all these books and am so excited to read them!"

2/27/2026 – Forks

Angeles hosted her first Kids Book Club events in Forks and Clallam Bay this week. It was a blast at both locations. One of the kids even rated the program "one million out of ten!"

After the Forks program, a parent reached out to say, "You did a great job with the book club! Thanks for organizing it and encouraging reading! We are super excited for the next one." All the parents in Forks made sure to add the next Kids Book Club to their phone calendars.