

Board of Trustees Regular Meeting
Thursday, April 23, 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 regular meeting of March 26, 2026
5. Communications
6. Public Comments
7. Financial Reports: March 2026
8. Approval of Vouchers: March 2026
9. Unfinished Business
None
10. New Business
N.I. Approval of Resolution 26-04-07 Authorizing Disposal of Surplus Equipment
11. Reports
R.I. Monthly Statistics Reports: March 2026

- R.2. Monthly Activity Reports: March 2026
- R.3. Customer Comments: March 2026
- R.4. Highlight Log: March 2026

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, May 28, 2026

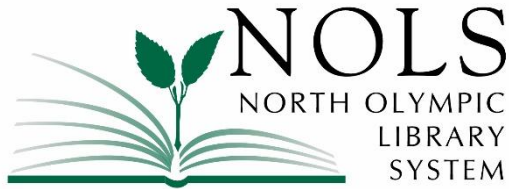
15. Agenda items for next meeting

16. Adjournment

Upcoming Board Meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
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, Ian Miller, and Betty Marcoux. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, West End Library Manager Troi Gale-Velasquez, Public Services Lead Alex Peterson, and Outreach Library Manager José Castro.
2. Land Acknowledgement
3. Approval of agenda
Motion by Bert Caldwell to approve the agenda as presented. Motion seconded by Betty Marcoux. Motion carried.
4. Approval of minutes for regular meeting of February 26, 2026
Motion by Betty Marcoux to approve the minutes from the February 26, 2026 regular meeting. Motion seconded by Ian Miller. Motion carried.
5. Communications
None
6. Public Comments
7. Presentation: NOLS 2026 Levy Lid Lift
8. Financial Reports: February 2026
The financial reports for February 2026 were accepted as presented.
9. Approval of Vouchers: February 2026
Motion by Bert Caldwell to approve the February 2026 vouchers, numbered #100 through #198, in the amount of \$682,364.68. Motion seconded by Betty Marcoux. Motion carried.
10. Unfinished Business
None
11. New Business
N.I. Awarding a contract for the Port Angeles Driveway Rehabilitation Project
Motion by Betty Marcoux to approve the contract for the Port Angeles Driveway Rehabilitation Project. Motion seconded by Ian Miller. Motion carried.
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
- 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, Thursday, April 23, 2026

16. Agenda items for next meeting

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:13pm.

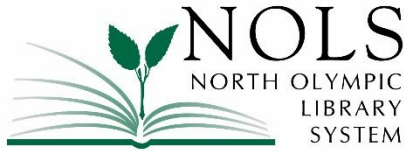
“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: April 23, 2026
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for March 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 \$13,942. Included in this amount is a gift of \$7,000 from Janet LaCombe and a \$6,000 gift from David Sullivan. 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 \$181,829 which includes payments of \$127,423 to Hoch Construction and \$47,145 to Olympic Moving and Storage.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$315,195.35 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 March are \$392,369.

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



Revenue Report^{*}

March 31, 2026

Operating Revenue					3/12ths is	25.0%
	Budgeted	Current	YTD	Difference	Percent	
Property Taxes	4,799,650	529,828	630,172	4,169,478	13.1	
Grants, Entitlements, Other Payments	33,000	133	12,404	20,596	37.6	
Goods and Services	18,010	1,444	3,909	14,101	21.7	
Library Fees	15,000	1,803	4,015	10,985	26.8	
<i>Miscellaneous Revenues</i>						
Pool Fund Investment Interest	180,000	18,024	39,840	140,160	22.1	
Facilities Leases (Short Term)	1,200	260	543	658	45.2	
Contributions and donations ⁽¹⁾	128,862	6,539	42,660	86,202	33.1	
Other Miscellaneous Revenue	127,393	1,589	1,836	125,557	1.4	
Total Miscellaneous Revenues	437,455	26,412	84,879	352,576	19.4	
Nonrevenues (excise taxes) ⁽²⁾	1,100	140	380	720	34.5	
Total Operating Revenue	5,304,215	559,759	735,758	4,568,457	13.9	
<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						
Donations & Grants	689,500	7,404	135,672	553,828	19.68	
Timber Revenues (received in 2026)	-	15,881	49,374	-	-	
Total Capital Revenue	689,500	23,284	185,046	553,828	19.7	
Grand Total Revenues	583,043		920,804			



Expenditure Report[^]

March 31, 2026

	Budgeted	Current	Year To Date	3/12ths is Difference	25.0% Percent
Operating Expenditures					
<i>Personnel</i>					
Salaries and Wages	3,773,681	283,702	856,804	2,916,877	22.7
Benefits	1,519,505	108,668	343,003	1,176,502	22.6
Total Personnel	5,293,186	392,369	1,199,808	4,093,378	22.7
<i>Supplies</i>					
Supplies, Office and Operating	110,400	9,990	20,278	90,122	18.4
Fuel	8,900	1,047	2,614	6,286	29.4
Collection Materials	455,000	18,928	59,984	395,016	13.2
Merchandise purchased for resale	1,230	-	368	862	29.9
Small Tools/Equip (<\$200)	16,750	2,667	5,881	10,869	35.1
Total Supplies	592,280	32,632	89,125	503,155	15.0
<i>Services</i>					
Professional Services	384,425	40,575	59,145	325,280	15.4
Communication	177,473	18,328	65,735	111,738	37.0
Travel	28,650	3,621	4,252	24,398	14.8
Taxes and Operating Assessments	6,780	-	-	6,780	0.0
Operating Rentals and Leases	22,055	7,136	23,241	(1,186)	105.4
Insurance	161,576	-	17,775	143,801	11.0
Public Utilities	112,427	8,227	30,689	81,738	27.3
Repair and Maintenance	185,782	9,863	33,983	151,799	18.3
Miscellaneous Services	6,500	103	183	6,317	2.8
Dues	5,310	340	415	4,895	7.8
Total Services	1,090,978	88,193	235,419	855,559	21.6
<i>Intergovernmental Services</i>	1,020	90	151	869	14.8
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	1,100	94	337	763	30.6
<i>Debt Repayment</i>	151,405	940	12,945	138,460	8.5
<i>Interest & Other Debt Service Costs</i>	194,000	-	-	194,000	0.0
Total Operating Expenditures	7,323,969	514,318	1,537,784	5,786,185	21.0

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



Expenditure Report^{*}

March 31, 2026

				3/12ths is	25.0%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	706,500	-	4,189	702,311	0.6
Other Improvements	14,500	-	-	14,500	0.0
Machinery & Equipment	232,000	515	15,491	216,509	6.7
Construction of Capital Assets	918,681	181,829	531,146	387,535	57.8
Total Capital Outlays	1,871,681	182,345	550,826	1,320,855	29.4
Grand Total All Expenditures	9,195,650	696,663	2,088,610	7,107,040	22.7

*All amounts are rounded to the nearest dollar.
 Expenditure Report - Mar 2026 Expenses
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Account Balances*

March 31, 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⁾	413,729	-	15,881	-	429,610
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⁾	225,160	-	-	-	225,160
PA Capital Fund ⁽⁴⁾	357,811	-	-	-	357,811
Sequim Capital Fund ⁽⁴⁾	667,813	-	7,404	190,776	484,440
Total Board Designated Accounts	3,903,685	-	23,284	190,776	3,736,194
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	7,144	-	30	-	7,174
Clallam Bay Friends Donations	5,180	-	-	296	4,884
Forks Donations Fund	22,999	-	-	362	22,637
Forks Friends Donations	5,173	-	-	331	4,842
NOLS Materials Fund	33,310	-	-	15,203	18,108
NOLS Donations Fund	73,604	-	188	40	73,752
Port Angeles Donations Fund	21,681	-	317	-	21,998
Port Angeles Friends Donations	32,350	-	-	5,034	27,316
Sequim Donations Fund	22,866	-	4	-	22,869
Sequim Friends Donations	29,459	-	-	1,179	28,279
NOLF Donations Fund	(1,000)	-	-	-	(1,000)
Outreach Donations Fund	10,446	-	6,000	370	16,075
Total Grants and Donations	263,211	-	6,539	22,815	246,934
<i>Unclaimed Property Account</i>	3,326	-			3,326
Total Designated Cash	4,170,223	-	29,823	213,591	3,986,454
<i>Undesignated Cash Operating Funds</i>	1,594,548	70,148			1,664,697
Total WA State Local Investment Pool	5,764,771	70,148	29,823	213,591	5,651,151

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*

March 31, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	5,764,771	70,148	29,823	213,591	5,651,151
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-				-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	2,554	-	2,554	6,000
Payroll Account (US Bank 1301)	212	315,195	-	315,207	200
Merchant Account (FF 7401)	1,000	(1,913)	1,971	58	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	315,837	1,971	317,819	7,720
Total Cash	7,732	315,837	1,971	317,819	7,720

* All amounts are rounded to the nearest dollar.



Voucher Approval for March 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 #199 through #314 are approved in the amount of \$697,462.54 this 23th day of April 2026.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
199	ABDO Publishing	Collection Materials	94.18
200	Acila Consulting LLC	PO 326 Capital Construction - Owner's Representative - SQ CPA	5,643.75
201	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 01-31-26 & 02-28-26)	2,077.17
202	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-28-2026) - EFT 1204	275,658.22
203	Alliance 2020 Inc	PO 328 Professional Services - Background Checks - NOLS	80.81
204	Alta Language Services	PO 337 Professional Services - Language Testing - NOLS	127.00
205	Amazon.com	Collection Materials	291.55
206	Amazon.com	Collection Materials	40.90
207	Amazon.com	Collection Materials	132.65
208	Angeles Millwork & Lumber	PO 406 Maintenance Supplies - Paint - FAC	49.36
209	Apolito Kayla	Travel - Business - Mileage Reimbursement - NOLS	98.46
210	Bizy Boys LLC	PO 345 Groundskeeping - PA Lawn Care - FAC	869.49
211	BR Lymangrover Land Surveying	PO 484 Capital Construction - Land Survey, Legal Filing - SQ CPA	570.00
212	Brickyard Productions LLC	C-01 Programming - Johnny Bregar Family Concert (PAFOL)	400.00
213	Brodart Company	Collection Materials	1,325.81
214	Brodart Company	Collection Materials	1,078.16
215	Brodart Company	Collection Materials	231.05
216	Brooker Ann	Travel - Business - Mileage Reimbursement - NOLS	136.14
217	Canon Financial Services Inc	PO 428 Leases - Printer & Copier Contract - NOLS	940.03
218	Castro Cordova José	Travel - Training - Govt to Govt Training Mileage - NOLS	178.35
219	CENGAGE Learning	Collection Materials	142.06
220	CENGAGE Learning	Collection Materials	172.46
221	CENGAGE Learning	Collection Materials	189.42
222	CENGAGE Learning	Collection Materials	204.93
223	Center Point Large Print	Collection Materials	202.56
224	Center Point Large Print	Collection Materials	28.53
225	CenturyLink 30051 187 FO	Communications - Voice - FO	89.59
226	CenturyLink 30056 130 CB	Communications - Voice - CB	7.78

No.	Claimant	Purpose	Amount
227	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	173.55
228	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	79.67
229	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	342.56
230	Cherbib Miriame	PO 317 Professional Services - Leadership Coaching - NOLS	450.00
231	City of Forks	Public Utilities - FO	155.98
232	City of Port Angeles/Orcas Avenue	Public Utilities - PA	343.39
233	City of Port Angeles/Peabody St.	Public Utilities - PA	5,546.85
234	City of Sequim	Public Utilities - SQ	238.27
235	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
236	Clallam County PUD	Public Utilities - SQ2	1,028.69
237	Clallam County PUD	Public Utilities - CB	566.99
238	Clallam County PUD	Public Utilities - FO	564.13
239	Clallam County Treasurer	FEB 2026 Investment Service Fee paid in MAR - EFT 1212	50.00
240	Compensation Connections	PO 477 Professional Services - Compensation Study 1st Installment	6,384.00
241	Danks John	Travel - Business - Mileage Reimbursement - NOLS	78.30
242	Decker City Hardware	PO 295, 373 Maintenance Supplies - Paint, Hardware, Cleaner - FAC	66.09
243	Dept. of Retirement Systems	PERS and DCP (PPE 02-28-2026) - EFT 1205	39,226.78
244	Dept. of Revenue - Use/Sales Tax	February 2026 Sales & Use Tax - EFT 1208	310.35
245	Empathy Studios LLC	PO 473 Training and conference - Homeless Trainings - NOLS	859.00
246	Fatbeam LLC	PO 330 Communications - Internet Services - NOLS	14,908.31
247	Gale Troi	Travel - Business - Mileage Reimbursement - NOLS	55.88
248	Haggard & Ganson LLP	PO 327 Legal Services - Legal Council - ADM	1,007.50
249	Hare Damien	Travel - Training - Sequim Owners Training (AV & Lighting) Mileage	52.20
250	HD Supply	PO 269, 347 Maint Supplies & Small Tools - Hand Soap, Screwdrivers	127.60
251	HD Supply	PO 227 Maint Supplies - Disinfectant, Sanitize Foam, Soap - FAC	915.84
252	HD Supply	PO 342, 343 Small Tools & Equipment, Maintenance Supplies - FAC	121.57
253	Health Care Authority	Medical (PPE 02-28-2026)	57,276.77
254	Hi-Tech Security Inc.	PO 369 Repair & Maintenance - PA Fire Alarm Monitoring - FAC	849.42
255	Hoch Construction Inc	PO 474 Capital Construction - Carpeting, Pavements, Shades - SQ CPA	127,242.81
256	Ingram Library Services	Collection Materials	3,370.57
257	Ingram Library Services	Collection Materials	866.08
258	Ingram Library Services	Collection Materials	4,692.66
259	Ingram Library Services	Collection Materials	1,321.98
260	KCDA Purchasing Cooperative	PO 277, 289 Maintenance Supplies - Hygiene Products, Sanitizer - FAC	179.08
261	Kleefeld Amber	Travel - Training - Sequim Tour - NOLS	26.10
262	Langan Adrienne	Travel - Business - Mileage Reimbursement - NOLS	106.00
263	Les Schwab Tires	PO 471, 472 Vehicle Maintenance - Pacifica & Ariya Alignment - FAC	610.62
264	Lumen	Communications - VOiP - NOLS	500.39
265	McGrew Charlotte	PO 33 Program Supplies - Noon Year's Eve (FOSL)	33.78
266	McNish Family II LLC	SQ Temp Bldg Lease - March 2026 - SQ CPA	7,288.75
267	Midwest Tape	Collection Materials	834.83
268	Midwest Tape	Collection Materials	699.12
269	Midwest Tape	Collection Materials	797.07
270	Midwest Tape	Collection Materials	1,025.16
271	Murreys Disposal Company Inc.	Public Utilities - SQ	17.43

No.	Claimant	Purpose	Amount
272	North Olympic Library System	February 2026 Revolving Fund Reimbursement	2,554.17
273	OCLC Inc.	PO 329 Technology Services - EZ Proxy Server License - IT	795.23
274	Olympic Laundry & Dry Cleaners Inc.	PO 370 Professional Services - Laundry - FAC	194.00
275	Olympic Moving and Storage	PO 402, 403 Capital Construction - Shelving and Library Relocation - SQ CPA	47,144.61
276	Olympic Printers Inc	PO 340 Printing and Binding - Business Cards - NOLS	103.46
277	Olympic Springs Inc	PO 346 Operating Rentals - SQ Temp Water Service - SQ2	19.49
278	OverDrive Inc	Collection Materials	712.10
279	OverDrive Inc	Collection Materials	786.38
280	OverDrive Inc	Collection Materials	139.99
281	OverDrive Inc	Collection Materials	131.00
282	Pacific Office Equipment Inc.	Copier & Paper Use Charges February 26 - NOLS	801.14
283	Pacific Office Equipment Inc.	PO 401 Capital Construction - Machine Relocation - SQ CPA	272.25
284	Paup Byrnes Lauren	Travel - Business - Mileage Reimbursement - NOLS	9.14
285	Playaway Products LLC	Collection Materials	198.44
286	PPCIS	PO 491 Professional Services - Levy Lid Lift Info Postcard - MKT	11,221.64
287	Radio Pacific Home Show	PO 274 Program Supplies - 2026 KONP Home Show Booth Fee (PAFOL)	250.00
288	Rainbow Sweepers Inc.	PO 335 Groundskeeping - PA Parking Lot Sweeping 02-01-26 - FAC	245.03
289	Rehn & Associates Inc	PO 332, 333, 334 HRA Reimbursements & Services - Jan 2026 - NOLS	9,156.52
290	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	21.75
291	Rojas Rodrigo	C-14 2026 Programming - Poetry Fest Reading (PAFOL/FODF)	500.00
292	Scholastic Inc	PO 311, 407, 408 Program Supplies, Collection Materials - SRP Givaway	1,378.63
293	Scholastic Inc	PO 301, 312, 313 Program Supplies - SRP Giveaway (PAFOL/BMOR)	1,641.43
294	Sherwin-Williams	PO 432 Maintenance Supplies - Paint for SQ - FAC	169.45
295	Silver Kite Community Arts Consulting LLC	PO 22, 23 Programming - Online Art Workshop (FOSL)	381.16
296	Springshare LLC	PO 305 Technology Services - Patron Point, Email Marketing - MKT	11,783.00
297	Strait Signs	PO 483 Capital Construction - Temp Space Sign Removal - SQ CPA	898.42
298	Swains General Store Inc.	PO 479 Maintenance Supplies - Stainless Steel Polish - FAC	32.51
299	Tapp Eric	PO 462-465 Maintenance Supplies - Batteries, Cleaners, Outlet Covers - FAC	135.71
300	Tech Heads Inc	PO 478 Technology - Fortinet Firewall Renewal - IT	6,390.58
301	Uline	PO 309 Maintenance Supplies - Trash Can Lids - FAC	79.03
302	Uline	PO 299, 355 Maintenance Supplies - Trash Cans, Vacuum Bags, Mop - FAC	450.15
303	Unique Management Services Inc.	Professional Services - Debt Collection	187.15
304	US Bank	Credit Card Services - March 2026	11,469.81
305	van der Elst Kim	Travel - Business - Mileage Reimbursement - NOLS	54.81
306	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
307	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	606.00
308	Volkmer Jeremiah	Travel - Business - Mileage Reimbursement - NOLS	52.20
309	WCIF	Vi/Li/EAP (PPE 02-28-2026)	1,284.13
310	West Waste & Recycling	Public Utilities - FO & CB	77.11
311	Whitman College	PO 338 Interlibrary Loan Fees - Materials Replacement - NOLS	90.00
312	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-28-2026) - APR Coverage	7,864.45
313	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 02-28-2026)	2,241.67
314	ZooBean	PO 273 Technology Services - Beanstack Annual Renewal - NOLS	2,309.74
			697,462.54

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #272			
2534	NOLS Patron	Patron Refund	11.99
2535	Employment Candidate	Travel Reimbursement	563.63
2536	Employment Candidate	Travel Reimbursement	776.58
2537	NOLS Employee	Regular Earnings - January Hours	106.20
2538	Employment Candidate	Travel Reimbursement	1,000.00
2539	NOLS Employee	Regular Earnings - January Hours	75.82
2540	NOLS Patron	Patron Refund	19.95
			2,554.17

No.	Claimant	Purpose	Amount
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #304			
1	8th Street Car Wash	PO 459 Vehicle Maintenance - Car Wash Ariya - OR	5.00
2	8th Street Car Wash	PO 458 Vehicle Maintenance - Car Wash Pacifica - OR	9.00
3	Adobe Creative Cloud	PO 398 Technology Services - 6 Creative Cloud Licenses - IT	209.94
4	Allianz Travel	PO 371 Travel - Training - IUG Travel Insurance - NOLS	23.13
5	Amazon	PO 207 Office Supplies - Sticky Notes, Highlighters, Batteries - PA	39.82
6	Amazon	PO 300 Program Supplies - PA Community Quilting Bee (PAFOL)	63.49
7	Amazon	PO 300 Office Supplies - Wipes, Fingertip Moisteners - PA	17.77
8	Amazon	PO 300 Program Supplies - PA Community Quilting Bee (PAFOL)	35.60
9	Amazon	PO 344 Office Supplies - Archival Newspaper Box - PA	228.60
10	Amazon	PO 255 Program Supplies - Teen Lit Bags (NDF)	39.53
11	Amazon	PO 256 Program Supplies - Gem Squad (FOFOL)	69.88
12	Amazon	PO 257 Program Supplies - A Treat for your Sweet (FOFOL)	26.60
13	Amazon	PO 257 Program Supplies - A Treat for your Sweet (CBFOL)	11.39
14	Amazon	PO 385 Program Supplies - Movie Day (CBFOL)	25.29
15	Amazon	PO 386 Program Supplies - Kid's Book Club (FOFOL)	56.48
16	Amazon	PO 387 Program Supplies - Family Dance Party (FOFOL)	92.15
17	Amazon	PO 388 Program Supplies - Family Bingo (CBFOL)	61.80
18	Amazon	PO 391 Program Supplies - Family Dance Party (FOFOL)	7.43
19	Amazon	PO 319 Small Tools & Equipment - TV Adaptors - IT	67.79
20	Amazon	PO 319 Small Tools & Equipment - Spare Phone, Batteries, Mouse Pad - IT	303.68
21	Amazon	PO 325 Program Supplies - Storytime, Tween Thursday (PAFOL)	41.89
22	Amazon	PO 414 Small Tools & Equipment - Surge Protectors, Computer Mounts	185.25
23	Amazon	PO 341 Small Tools & Equipment - Seagate Exos X14 12TB Hard Drive - IT	315.81
24	Amazon	PO 395 Program Supplies - Kid's Book Club (PAFOL)	112.35
25	Amazon	PO 286 Office Supplies - Hand Sanitizer, Suction Cup Hooks - FO	40.43
26	Amazon	PO 258 Program Supplies - Craft and Connect: Suncatchers (FODF)	61.85
27	Amazon	PO 258 Program Supplies - Craft and Connect: Suncatchers (CBFOL)	61.85
28	Amazon	PO 252 Program Supplies - Collapsible Wagon for Outreach (PAFOL)	122.94
29	Amazon	PO 425 Professional Services - Poster Frame, Brochure Holder - MKT	62.93
30	Amazon	PO 449 Maintenance Supplies - Sprinkler Head Cages - FAC	62.22
31	Amazon	PO 452 Maintenance Supplies - Sprinkler Head Cages - FAC	45.49
32	Amazon	PO 461 Small Tools & Equipment - SQ Utility Cart - FAC	201.45
33	Amazon	PO 454 Maintenance Supplies - Sprinkler Head Cages - FAC	24.48

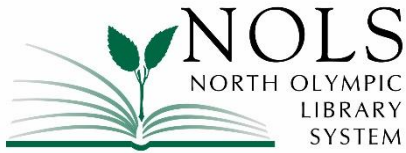
No.	Claimant	Purpose	Amount
34	Amazon	PO 323 Program Supplies - Storytime (FOSL)	74.37
35	Amazon	PO 448 Office Supplies - File Jackets, Organizers, Labels - SQ	166.10
36	American Airlines	PO 280 Travel - Training - IUG Airfare - NOLS	355.79
37	Arco	PO 375 Business Fuel - White Subaru - NOLS	42.33
38	Arco	PO 378 Business Fuel - White Subaru - NOLS	41.62
39	Arco	PO 276 Business Fuel - Chevy Van - NOLS	111.62
40	Arco	PO 210 Courier Fuel - Pacifica - OR	24.02
41	Arco	PO 285 Courier Fuel - Pacifica - OR	47.35
42	Arco	PO 443 Courier Fuel - Pacifica - OR	27.73
43	Arco	PO 442 Business Fuel - Chevy Van - NOLS	115.15
44	Book Depot	PO 310 Program Supplies - Summer Reading Program Giveaways (PAFOL)	317.30
45	Chevron	PO 336 Business Fuel - White Subaru - NOLS	56.67
46	Circle K	PO 411 Business Fuel - Blue Prius - NOLS	34.99
47	City of Sequim	PO 412 Capital Construction - Signage Permit Fee Card Fee - SQ CPA	2.50
48	City of Sequim	PO 412 Capital Construction - Signage Permit Fee - SQ CPA	55.00
49	Clarkesworld Magazine	PO 216 Collection Materials - NOLS	13.99
50	Co-Op Farm & Garden	PO 416 Small Tools & Equipment - Tarp, Bungie Cords, Batteries - SQ CPA	59.82
51	Consumer Reports on Health	PO 393 Collection Materials - NOLS	56.48
52	Costco	PO 396 Program Supplies - Teen/Tween Days, Magic Mondays (PAFOL)	85.04
53	Dell Financial Services LLC	PO 314 Small Tools & Equipment - 14' Laptop Sleeve - IT	24.15
54	E-Fax	PO 359 Technology Services - Confidential HR Fax - ADM	36.84
55	First Book Marketplace	PO 353 Program Supplies - Summer Reading Program Giveaways (FOSL)	380.86
56	Forks Outfitters	PO 383 Program Supplies - A Treat for Your Sweet (CBFOL)	36.01
57	Forks Outfitters	PO 384 Program Supplies - Kid's Book Club (FOFOL)	14.58
58	Forks Outfitters	PO 389 Program Supplies - Movie Day (CBFOL)	24.89
59	Forks Outfitters	PO 390 Program Supplies - Movie Day (CBFOL)	8.19
60	Forks Outfitters	PO 409 Program Supplies - Library Takeover (FOFOL)	26.65
61	Forks Outfitters	PO 410 Program Supplies - Valentines (FOFOL)	14.29
62	Forks Outfitters	PO 415 Program Supplies - Craft and Connect: Herbal Heating Pad (FOFOL)	12.38
63	Full Western Tire	PO 244 Vehicle Maintenance - Chevy Van Tire Pressure - FAC	78.52
64	GFOA	PO 298 Dues/Memberships - Annual Dues - ADM	200.00
65	Home Depot	PO 413 Small Tools & Equipment - Furniture Moving Pads - FAC	29.23
66	Home Depot	PO 417 Small Tools & Equipment - Door Stops - SQ CPA	32.82
67	Hurricane Coffee	PO 351 Program Supplies - Teen Advisory Board (FOSL)	28.81
68	Illinois Library Association	PO 394 Program Supplies - SRP Posters & Bookmarks (BMOR)	9.00
69	Illinois Library Association	PO 394 Program Supplies - SRP Posters & Bookmarks (PAFOL)	31.85
70	Lower Elwha Food & Fuel	PO 376 Business Fuel - Bookmobile - OR	30.96
71	Lower Elwha Food & Fuel	PO 377 Business Fuel - Bookmobile - OR	50.00
72	Lower Elwha Food & Fuel	PO 379 Business Fuel - Bookmobile - OR	83.79
73	Lower Elwha Food & Fuel	PO 249 Business Fuel - White Subaru - NOLS	42.30
74	Lower Elwha Food & Fuel	PO 302 Business Fuel - Bookmobile - OR	50.00
75	Lower Elwha Food & Fuel	PO 303 Business Fuel - Bookmobile - OR	50.00
76	Lower Elwha Food & Fuel	PO 348 Business Fuel - Bookmobile - OR	63.48
77	Lower Elwha Food & Fuel	PO 456 Courier Fuel - Pacifica - OR	50.00

No.	Claimant	Purpose	Amount
78	Madison Liquidators	PO 418 Small Tools & Equipment - Power Hubs - SQ CPA	490.05
79	Maritz AT&L	PO 1635 (2025) Training & Conferences - PLA 2026 Registration Refund	(623.00)
80	Maritz AT&L	PO 1613 (2025) Training & Conferences - PLA 2026 Registration Refund	(314.00)
81	McMaster-Carr	PO 306 Maintenance Supplies - Caster Parts - FAC	59.11
82	Michael's Store	PO 447 Office Supplies - Magnetic Strips for Shelves - SQ CPA	3.42
83	Michael's Store	PO 447 Office Supplies - Shelf Labels - SQ CPA	16.32
84	Microsoft	PO 245 Technology Services - Recurring A5 Licences - IT	525.20
85	Microsoft	PO 246 Technology Services - Recurring A3 Licences - IT	419.54
86	MRSC	PO 362 Training & Conferences - BARS Coding Basics - NOLS	217.20
87	MRSC	PO 363 Training & Conferences - Fundamentals of Budgeting - NOLS	217.20
88	NAPA Auto Parts	PO 287 Maintenance Supplies - Credit for Old Battery - FAC	(19.60)
89	NAPA Auto Parts	PO 287 Maintenance Supplies - Chevy Van Battery - FAC	261.88
90	National Safety Council	PO 339 Training & Conferences - Online Defensive Driving - NOLS	54.10
91	Office Sign Company	PO 360 Office Supplies - Magnetic Nametag - NOLS	28.84
92	Olympic Stationers	PO 421 Copy/Printer Paper - Call Number Range Signs - SQ	8.92
93	Paradise Cafe	PO 374 Program Supplies - Second Saturday Book Group (FOSL)	22.87
94	Park N Jet	PO 281 Travel - Training - IUG Parking - NOLS	131.61
95	Progressive Desk	PO 419 Small Tools & Equipment - Magnetic Desk Channel - SQ CPA	103.68
96	Quill Corporation	PO 198 Office Supplies - Book Tape, Markers - SQ	141.25
97	Rusty Gate Nursery/Moodys	PO 392 Program Supplies - Craft and Connect (FOFOL)	10.59
98	Safeway	PO 250 Program Supplies - Friday the 13th Lock In (PAFOL)	10.31
99	Safeway	PO 318 Program Supplies - Art in the Library Reception (PAFOL)	74.49
100	Safeway	PO 322 Courier Fuel - Pacifica - OR	53.16
101	Safeway Fuel	PO 455 Courier Fuel - Pacifica - OR	9.15
102	Safeway Fuel	PO 320 Business Fuel - Red Subaru - NOLS	25.25
103	Scholastic Inc	PO 321 Program Supplies - Kid's Book Club (CBFOL)	66.68
104	Sea-Tac Airport Parking	PO 218 Travel - Training - PLA 2026 Parking Refund - NOLS	(99.17)
105	Sharps Assure	PO 324 Maintenance Supplies - Sharps Disposal Inserts - FAC	105.90
106	Shell	PO 441 Courier Fuel - Pacifica - OR	37.56
107	Sherwin-Williams	PO 350 Maintenance Supplies - Paint Markers - FAC	12.19
108	Stamps.com	PO 223 Postage - TS	250.00
109	Stamps.com	PO 224 Postage - TS	250.00
110	Stamps.com	PO 283 Postage - TS	250.00
111	Stamps.com	PO 288 Postage - TS	250.00
112	Stamps.com	PO 307 Postage - TS	250.00
113	Stamps.com	PO 315 Technology Services - Monthly Service Charge - TS	22.86
114	Stamps.com	PO 349 Postage - TS	250.00
115	Sticker Giant	PO 426 Professional Services - Promotional NOLS Stickers - MKT	558.66
116	The Webstaurant Store	PO 308 Maintenance Supplies - Vacuum Bags - FAC	64.38
117	Uline	PO 420 Machinery & Equipment - Whiteboard - SQ CPA	515.20
118	Uline	PO 457 Maintenance Supplies - Chair Mats Refund - FAC	(375.65)
119	Uline	PO 457 Maintenance Supplies - Chair Mats Replacement - FAC	375.64
120	Uline	PO 450 Maintenance Supplies - Walk off Mat - FAC	66.97
121	Uline	PO 451 Small Tools & Equipment - Utility Cart - FAC	405.97
122	Walmart	PO 380 Small Tools & Equipment - 15Q Storage Bins - SQ CPA	26.05

No.	Claimant	Purpose	Amount
123	Walmart	PO 381 Small Tools & Equipment - 15Q Storage Bins - SQ CPA	45.59
124	Walmart	PO 446 Small Tools & Equipment - Dish Pans - SQ CPA	51.01
125	Walmart	PO 446 Small Tools & Equipment - Dish Pans - SQ CPA	21.56
126	Walmart	PO 446 Small Tools & Equipment - Dish Pans - SQ CPA	25.87
127	Walmart	PO 446 Small Tools & Equipment - Dish Pans - SQ CPA	19.48
128	Walmart	PO 446 Small Tools & Equipment - Latch Boxes - SQ CPA	61.87
129	Westside Pizza	PO 254 Program Supplies - Friday the 13th Lock In (PAFOL)	89.62
130	Zoro Tools	PO 453 Maintenance Supplies - FO Restroom Fan Replacement - FAC	113.25
			11,469.81

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

1204 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-28-2026)	275,658.22
1205 Dept. of Retirement Systems	PERS and DCP (PPE 02-28-2026)	39,226.78
		314,885.00



Staff Report

Meeting Date: April 23, 2026
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 26-04-07 Authorizing Disposal of Surplus Equipment

Attachments: Resolution 26-04-07

Topic/Issue

Disposal of surplus items.

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

The items to be disposed through surplus are no longer of value to NOLS.

Discussion

In 2025 and 2026, utilizing the 2025 Capital Budget as the funding source, NOLS replaced nearly all public and staff computers due to their age and inability to be upgraded to Microsoft Windows 11 (Microsoft discontinued security updates and technical support for Windows 10 in October 2025). The outdated computers and related inoperable equipment that was removed during the replacement process is now ready for disposal. Also included here are several old printers, scanners, monitors, projectors, and other computer hardware that have been collected over recent years and are no longer of use to NOLS.

Surplus computer equipment will be donated to a non-profit organization specializing in the repurposing and recycling of electronic equipment.

Motion

That the Library Board of Trustees approve Resolution 26-04-07, approving surplus and disposal of items no longer needed by NOLS.



Resolution 26-04-07
 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
Computer	126
Server	1
Hard drive caddy	4
Printer	4
Scanner	1
Monitor	6
Receipt printer	1
CD/DVD drive	2
VCR	2
Projector	1
Wireless AP	4
WALN	1
Firewall	2
Switch	89
Keyboard	50
Mouse	5
PC tower	2
PC case	1
Box of assorted cables	5

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 23rd day of April, 2026.

Chair

Trustee

Trustee

Trustee

Trustee

Attested by:

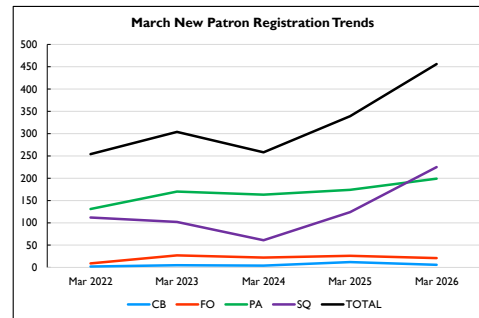
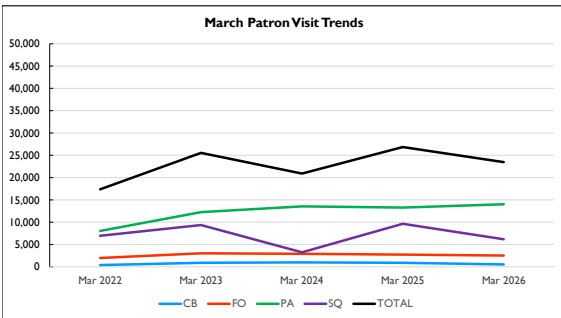
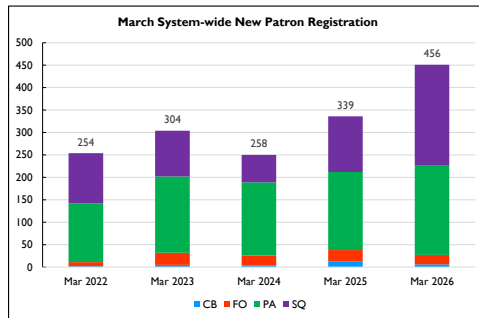
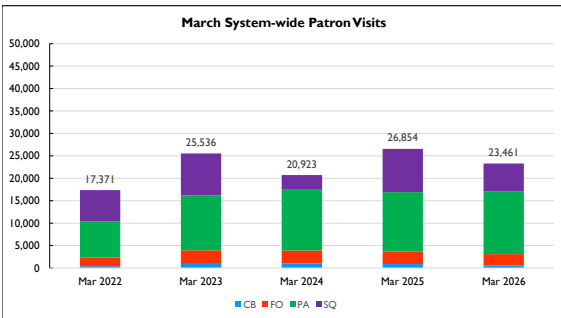
Secretary to the Board

The Sequim Branch Library was closed for three weeks in March 2026, as the library moved to a new building.

Patron Visits		
	2026	% of System
Port Angeles	14,026	59.8%
Children	7%	
Sequim	6,180	26.3%
Children	8%	
Forks	2,533	10.8%
Children	8%	
Clallam Bay	553	2.4%
Children	15%	
Bookmobile	169	0.7%
Total	23,461	100.0%

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

New Patron Registration		
	2026	% of System
PA	199	43.6%
SQ	225	49.3%
FO	21	4.6%
CB	6	1.3%
BOS	5	1.1%
Total	456	100.0%



* In March 2024, the Sequim Branch Library was closed for three weeks while the Library was moved to a temporary location.

* In March 2026, the Sequim Branch was closed for three weeks as it moved to a new location. During this period, holds Pickup was offered three days a week for three hours.

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

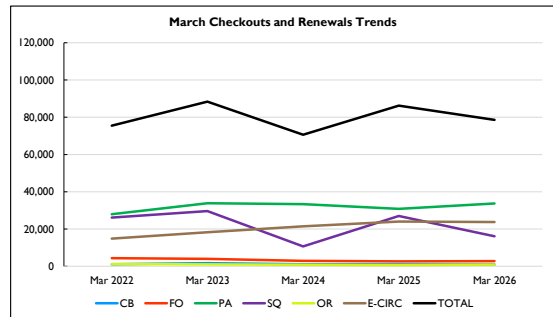
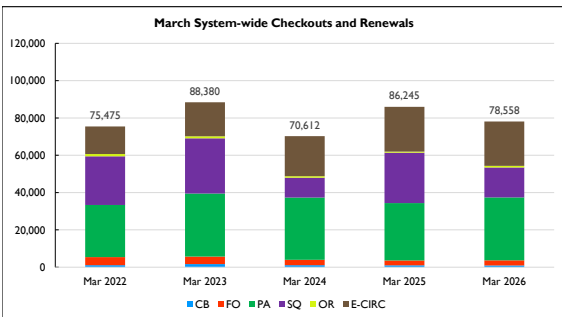
The Sequim Branch Library was closed for three weeks in March 2026, as the library moved to a new building.

Checkouts & Renewals		
	2026	% of System
Port Angeles		
Checkouts	18,317	31.8%
% From Self-Check	79%	
% From Holds	28%	
Renewals	15,386	73.6%
Total	33,703	42.9%
Sequim		
Checkouts	11,589	20.1%
% From Self-Check	72%	
% From Holds	48%	
Renewals	4,485	21.5%
Total	16,074	20.5%
Forks		
Checkouts	2,338	4.1%
% From Self-Check	30%	
% From Holds	31%	
Renewals	370	1.8%
Total	2,708	3.4%
Ciallam Bay		
Checkouts	585	1.0%
% From Self-Check	28%	
% From Holds	29%	
Renewals	370	1.8%
Total	955	1.2%
Outreach		
Checkouts	795	1.4%
% From Holds		
Renewals	75	0.4%
Total	870	1.1%
Bookmobile		
Checkouts	259	0.4%
% From Holds	21%	
Renewals	220	1.1%
Total	479	0.6%
Electronic Circulation (OverDrive/Libby, Hoopla & Kanopy checkouts do not renew)		
Checkouts	23,769	30.3%
Systemwide Totals		
Checkouts	57,652	
Renewals	20,906	
System Total	78,558	

Interlibrary Loan Services	
Items borrowed from other libraries	166
Items loaned to other libraries	110

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	5,048	20.93
SQ	5,610	21.55
FO	729	25.24
CB	170	14.22
OR	718	9.12
BOS	101	6.61
Total	12,376	20.57



* In March 2024, the Sequim Branch Library was closed for three weeks while the Library was moved to a temporary location.

* In March 2026, the Sequim Branch was closed for three weeks as it moved to a new location. During this period, holds Pickup was offered three days a week for three hours.

The Sequim Branch Library was closed for three weeks in March 2026, as the library moved to a new building.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	49/816	51%/55%
Sequim	15/340	15%/23%
Forks	14/65	14%/4%
Clallam Bay	11/96	11%/6%
NOLS	0/0	0%/0%
Virtual	8/177	8%/12%
Total	97/1494	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	38/741	72%/90%
Sequim	0/0	0%/0%
Forks	13/81	25%/10%
Clallam Bay	2/4	4%/0%
Total	53/826	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	43.75	7
Sequim	0	0
Forks	7	1
Clallam Bay	0	0
Outreach	0	0
NOLS	36	1
Total	87	9

Community Outreach Events		
	Events/Attendees	% of System
PA	6/923	67%/89%
SQ	2/52	22%/5%
FO	1/67	11%/6%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	9/1042	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	219
Read & Ride (Clallam Transit Buses)	24
Dolly Parton Imagination Library	1,234
Library Programs & Outreach	34
Clallam County Correctional Facility	84
Total	1595

Outreach Delivery Services	
Deliveries/Pickups	89
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	30

Bookmobile	
Routine Stops	22
Special Stops	-
Library Pop-Ups (no bookmobile)	4
Appearance (e.g. parade)	-
Miles Traveled	1,485

The Sequim Branch Library was closed for three weeks in March 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	2,104	1,974	36.4%
Sequim	6	361	202	14.9%
Forks	8	341	251	13.9%
Clallam Bay	7	285	274	23.3%
Total	45	3,091	2,700	27.7%

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	426	124	10.9%
Sequim	2	141	34	7.6%
Forks	3	135	31	4.5%
Clallam Bay	0			
Total	10	702	189	8.4%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	13,173	70.5%
Sequim	2,512	13.4%
Forks	2,346	12.6%
Clallam Bay	660	3.5%
Total	18,691	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,601	55.2%
Sequim	1,513	18.2%
Forks	1,642	19.7%
Clallam Bay	579	6.9%
Total	8,335	100.0%

Website Visits	
Total Visits	39,502
Unique Visitors	11,299
Average Time on Site	1m06sec

Database Access	
Total Sessions on all Databases	8,404

Facebook Activity	
Followers	6,247
Content Published	56
Reach (unique accounts)	45,901
Reactions/Likes/Comments, etc.	3,776

YouTube Activity	
Subscribers	484
Videos Published	-
Program Recordings	1
Views (lifetime content)	1,086
Watch Time (hours)	44

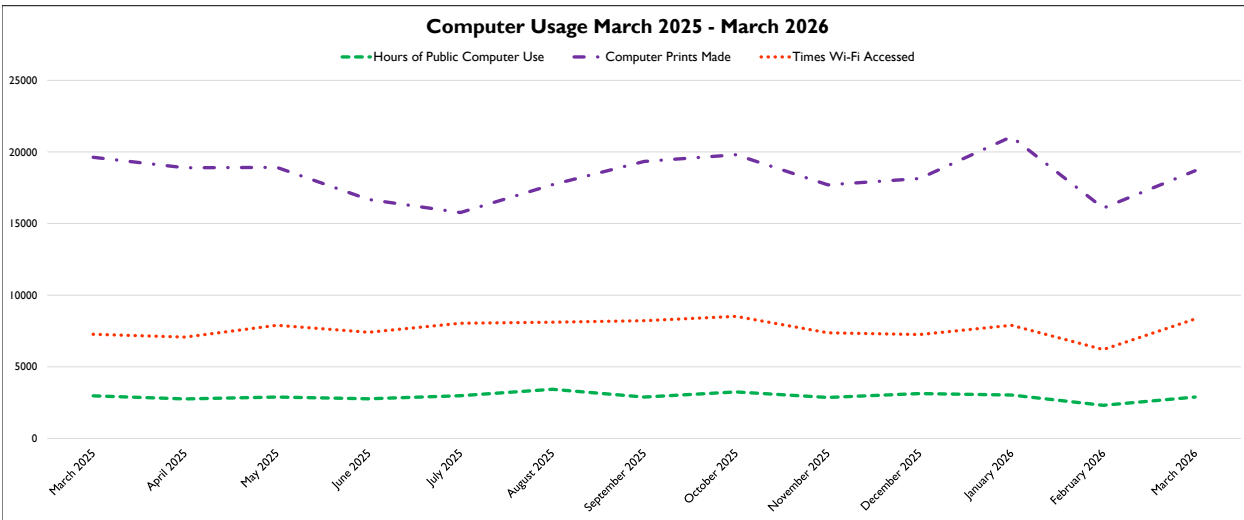
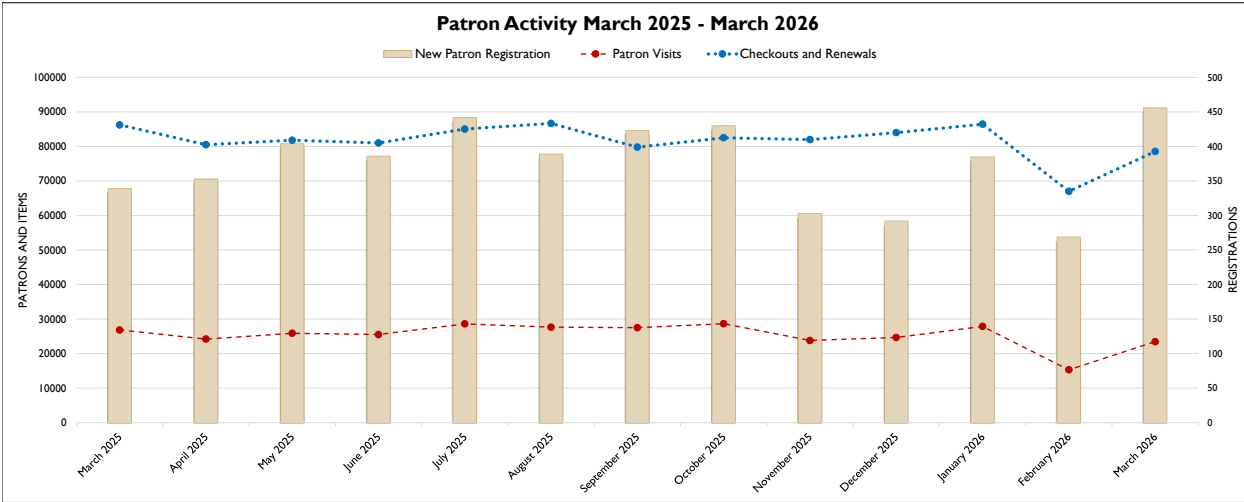
Instagram Activity	
Followers	1,992
Content Published	41
Reach (unique accounts)	3,412
Reactions/Likes/Comments, etc.	1,041

eNewsletter	
Number Sent	45,713
Read Rate	0
Click-Through Rate	0

Advertising	
Ads Run	1
Reach (unique accounts)	1,147

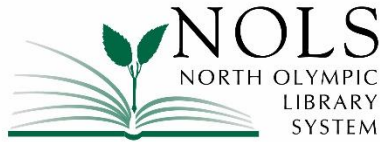
Notices	
Number Sent	15,526
Read Rate	36%

The Sequim Branch Library was closed for three weeks in March 2026, as the library moved to a new building.



Significant Events During the Past 13 Months:

- 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.
- February 2026 - The Forks Branch patron counter malfunctioned and was not operating properly for over a week.
- March 2026 - The Sequim Branch Library was closed for three weeks as it moved to a new location. Holds Pickup was offered three days a week for three hours.
- March 2026 - The Forks Branch patron counter malfunctioned and was not operating properly for a week and a half.



Monthly Activity Report

Meeting Date: April 23, 2026
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for March 2026

Port Angeles Main Library

Meghan Sullivan, Public Services Director

- **Baby Storytime** – 100 participants at 4 events. The biggest excitement for the babies this month was two new medium sized balls with nubs on them. The balls are easier for them to hold and slower for the crawlers to chase. One new mom shared how happy she was to see changes in her baby’s social engagement in just two weeks!
- **Toddler Storytime** – 274 participants at 8 events.
- **Family Storytime** – 15 participants at 5 events.
- **Storytime Studio** – 4 participants.
- **Queen of Angeles Preschool Class Visit and Tour** – 24 participants.
- **Queen of Angeles Kindergarten Class Visit and Tour** – 21 participants.
- **Kids Book Club** – 18 participants. Students in grades 1-3 read, *Dragon Masters: Land of the Spring Dragon* by Tracey West, and learned to make tissue paper flowers as the dragon in the story made the earth bloom. Some kids made flowers and some creatives made hair bows and huge flower fascinators!



- **Build It! with LEGO** – 63 participants.
- **Tween Thursday (Grades 4-6)** – 38 participants at 4 events.
- **Spring into Coding: Scratch Quest Creators (Grades 4-6)** – 10 participants.
Tweens were introduced to basic coding concepts through storytelling and game design

using Scratch (a kid-friendly programming platform in collaboration with Peninsula College. Participants practiced problem solving, creativity, and collaboration as they build a project from idea to a playable final version – their own digital quest!

- **Magic Monday (Grades 4-12)** – 40 participants at 5 events. One week, a group of regular attendees brought their cousins who were visiting from Seattle. They had a great time showing off their decks in a game of Commander.
- **Teen Tuesday** – 23 participants at 5 events including Games & Art, Teen Advisory Board, Books & More, Creative Writing, and Move Matinee.
- **Teen Lit Bags** – 15 participants subscribed for the monthly service. One participant wrote a letter about how much they loved a book from the previous month.
- **Tabletop Role-Playing Game Night** – 10 participants. Two tables tried out new games, *Capybara Capers* and *Lasers & Feelings*. Participants noted their favorite parts of the night, which included, “tricking everyone and being the traitor all along!” and “going on a quest with my party.” Many other library patrons peeked into the room, probably wondering why everyone was laughing so hard!
- **Bad Art Night for Adults** – 11 participants came prepared to paint with glow-in-the-dark paint. Some even brought their own canvases, paints, and pens!
- **Puzzle Contest & Swap** – 39 participants.
- **Fair Housing Rights Everyone Should Know** – 5 participants. An interactive training provided by the Fair Housing Center of Washington. Participants included local community members and wraparound service providers, who learned about local rental practices in order to better serve and advocate for their clients.
- **Port Angeles Community Quilt: Kick-off Event** – 17 participants. Many questions were asked and answered as excitement began to brew about the community quilt project to help celebrate America 250.
- **Crossword Competition** – 9 participants. Everyone had a blast, and one patron even came up to the desk afterwards and got a library card!
- **Computer Class with NorthStar Digital Literacy** – 1 participant. Staff were able to guide the participant through several computer and phone-related lessons one-on-one.
- **Second Wednesday Book Group** read *The All-Girl Filling Station’s Last Reunion* by Fannie Flagg – 4 participants.
- **Fourth Wednesday Evening Book Group** read *Thunder Song: Essays* by Sasha taqwšəblu LaPointe – 10 participants (highest participations since last October!). Participants were very engaged in the discussion and voiced an appreciation to NOLS for the selection of titles book groups have been reading this year!

Port Angeles Community Engagement:

- Youth Services Librarian, Clair D., continued to discuss *A Clockwork Orange* by Anthony Burgess with the **Port Angeles High School Student Book Club**. The students discussed strategies for understanding the difficult book and themes that were emerging in the plot so far. – 2 participants

- Public Services Librarian, Amber K., shared information about NOLS programs and services in **Peninsula College's PUB** before the Stadium Generale event. Her monthly visits continue to make connections with students, staff, and community members. – 13 attendees.
- Youth Services Librarian, Jennifer L., visited three Head Start classrooms for outreach storytimes at **Mount Angeles Headstart**. – 46 participants
- Youth Services Librarian, Jennifer L, attended **Family Literacy Night at Dry Creek Elementary** (231 participants) and **Family Literacy Night at Jefferson Elementary** (53 participants). There were a lot of families at both events excited to see the library being represented!
- Port Angeles Public Services Staff (Jennifer L., Katie H., Vik G., Claire C., and Meghan S.) shared tabled at the **41st Annual KONP Home Show** at Port Angeles High School. Over 500 people stopped by the NOLS table over two days. Information about programs and services such as Libby, Kanopy, and Consumer Reports were shared. Several people got new library cards and a handful of people checked out library books!
- Youth Services Librarian, Jennifer L., was invited to the **Wellness Club at Stevens Middle School** where she provided two back-to-back Yoga Storytimes along with sharing upcoming library programs – 37 participants.

Port Angeles Staff Activity:

- Public Services Librarian, Sarah M., attended weekly meetings with the Washington Digital Library Consortium's Executive Advisory Committee.
- Youth Services Librarian, Clair D., put together information about research databases for Port Angeles High School students to assist with their annual projects.
- Public Services Librarian, Amber K., served as a judge for the Out Loud Storytelling Grand Slam at the Olympic Theatre Arts Center in Sequim. This community event featured eight storytellers who were all winners at previous Story Slam events.
- Port Angeles Librarians (Amber K., Clair D., Jennifer L, and Sarah M.) toured the new Sequim Library physical collections to support their work selecting materials for the NOLS collection.
- Youth Services Librarian, Clair D., and Public Services Director, Meghan S., met with Jessie Young from Field Arts & Event Hall to discuss collaboration opportunities to bring arts education to teens and tween at the library.
- Port Angeles Public Services staff continue to participate on a number of NOLS work groups and committees including All Staff Training Day, Beanstack, Health & Safety Team, Book Discussion Group, Collection Management Team, and Equity Diversity and Inclusion (EDI) Teams.

Sequim Branch Library

Emily Sly, Library Manager

March 21 was a joyful day as hundreds of patrons entered the new Sequim Library for the first time – walking in through the front doors, seeing the lofted ceiling in the main library, sunlight streaming through the windows and views of the snow-covered Olympic mountains. There were so many smiles, happy people, kids lounging in the outdoor kids area and in the window seats, and friends greeting friends. A scavenger hunt handout provided a fun way for kids and adults to explore the new library.

Here are some of the things heard in the first week at the new library:

- I feel like I'm home
- It's so beautiful I want to cry
- I'm so happy!!!
- This is a beautiful library!
- I like the new building!
- The library is very beautiful
- This is such a lovely space!
- The new library is lovely. It's so light, bright, and airy. I was also enjoying the quilts that were on display.
- This is wonderful! Thank you! This is wonderful!
- Beautiful atmosphere
- I love the new space, it's so bright and light! Especially the light wood. It's just beautiful
- It's so light in here. It's like heaven. It is heaven in here.
- I was one of those people who was against the new building, but wow, I'm sold!
- It was worth the wait!





The first few weeks of March leading up to opening include limited holds pickup at the Temporary Location, staff training, installing the Art in the Library exhibit and Emily was a guest on KSQM's Sassy Susan show to share information about opening.



Limited programs were offered in March and were held off-site or virtual:

- **Teen Advisory Board** - 4 participants at Hurricane Coffee
- **Teen Lit Bags** – 19 participants.
- **Nature Storytime** – 42 participants at Dungeness River Nature Center
- **Second Saturday Book Group** – 15 participants at Paradise Café
- **Humanities Washington, Hidden Layers** – 36 virtual participants
- **SilverKite: Watercolor Painting – Branches and Buds** – 63 virtual participants.
- **Books and Trivia Final Competition outreach visits to schools** – 52 4th grade students at 2 schools (Helen Haller Elementary and Olympic Peninsula Academy)

In-person events at the Sequim Library after opening day

- **New library tours** – 6 tours, 142 participants
- **Family Storytime** – 1 storytime, 65 participants
- **Drop-In Afterschool Activities** – 2 programs, 12 participants
- **Movie Night: *The Life of Chuck*** – 29 participants
- **Yarn Circle** – 1 program, 21 participants



West End Branches (Forks and Clallam Bay)

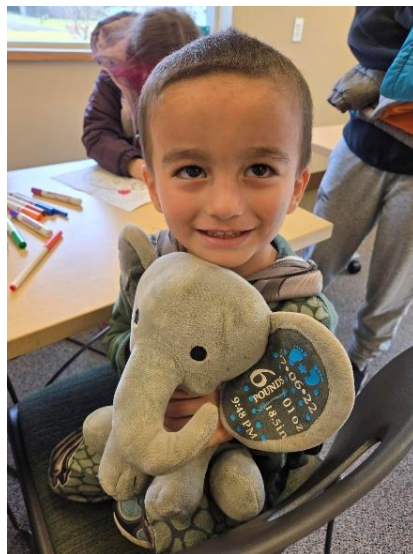
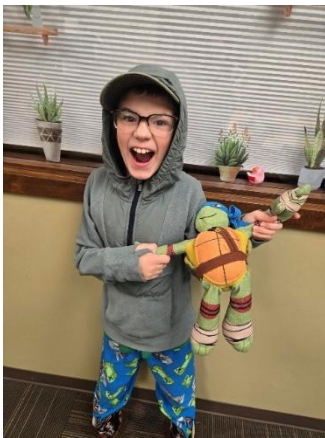
Troi K. Gale, Library Manager

West End Daily operations:

- On March 10th, the IT department was able to resolve the error with the Forks door counter. Forks door count statistics are inaccurate for the month of March due to the fact that data is unavailable from March 1^s through March 9th.
- A range of West End staff were able to support Bookmobile stops to engage with the West End community, support Outreach Services, and provide a dose of Library joy!

West End Programming:

- Youth Services Specialist Angeles B. received notification of NOLS being awarded a grant from Clallam County WSU extension to support programming around prevention and wellness until June 30, 2026.
- Stuffedie Storytime in Clallam Bay and Forks was a huge success! A total of 17 stuffed animals spent the night at the library. They read books and even answered phone calls. Each child received a certificate and a booklet detailing what each individual stuffed animal did throughout the night. NOLS is excited to continue this event once a year!



- Let's GLOW Crazy in Forks was well attended and full of excitement. NOLS partnered with the Concerned Citizens of Forks and Quileute Enterprises. Children learned how to dance the Cupid Shuffle, while parents enjoyed family-friendly music from the '90s and 2000s. Kids also won prizes and had fun playing limbo.



- Clallam Bay Library hosted a Movie Day with Zootopia 1 and Zootopia 2. There were 14 participants for the first movie and 13 participants for the second movie.
- Youth Services Specialists provided class visits to Clallam Bay youth and providing a Book Tasting event. There were 19 participants.
- Public Services Specialist Katy C. trained as a backup Storytime staff member. Families enjoyed her energy and were excited to engage with her.



- 6 patrons attended PSL Alex P.'s Selena Watch Party at the Forks Branch Library, which celebrated the life of singer Selena Quintanilla. This program welcomed children, adults, and senior patrons. Some even came wearing Selena t-shirts!
- Five people attended the Bad Art Night for Adults.
- The "Craft and Connect: Mini Suncatchers" event had no attendees at the Forks location. In contrast, the Clallam Bay Branch attracted 17 participants, ranging in age from 10 to 80. This event is highly enjoyable and draws attendees from both Port

Angeles and nearby tourists. Some tourists mentioned they discovered the program through a Google search.

- The Homebuyers Information Night was canceled and will be rescheduled for later this year.

West End Community Visits:

- Adult Services Library Specialist Jennifer S. was the professional guest for "Lunch with a Pro" at Clallam Bay School. She spoke to high school students about her experiences working for NOLS and answered questions from both students and staff. She enjoyed the opportunity to share information about the various roles that library staff fulfill.
- Jennifer S. attended the Neah Bay Bookmobile stop on March 28th. It was a beautiful sunny day filled with happy patrons. She enjoyed meeting some new patrons and reconnecting with others.

Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

José E. Castro, Outreach Library Manager

Outreach Daily Operations:

- 89 outreach deliveries were made, 2 new patrons registered for delivery services, 795 items were checked out and 75 items renewed for delivery service patrons.
- Couriers transported 737 totes between NOLS branches, plus 13 more for Outreach Deliveries for a total of 750.
- The Bookmobile travelled 1485 miles.

Programming and Community Outreach:

- **Clallam Mosaic Program:** (10 participants) The group requested to hear more about local tribes' history and storytelling. Community Outreach Librarian, Adrienne L., shared a *Raven Tale* from a book by Quileute Tribal members as well as *A River's Gifts: The Mighty Elwha River Reborn* by Patricia Newman.
- **Lunch with a Pro:** (15 participants) Community Outreach Librarian, Adrienne L., was the professional guest for "Lunch with a Pro" at Neah Bay High School. She spoke to high school students about her experiences working for NOLS and answered questions from students and staff.

Pop-Up Libraries and Bookmobile:

- **Quileute Senior Center Pop-Up Library:** (8 visitors at two events)
- **Seki Community Center Senior Friday Lunch Pop-Up Library:** (14 visitors)
- **Makah Senior Center Pop-Up Library:** (0 visitors)
 - Facility closed due to power outage and inclement weather.
- **Routine Bookmobile Stops:**
 - Neah Bay Community Gym (74 visitors at 5 stops)
 - Makah Recovery Drop-In Center (3 visitors at 1 stop)
 - Sail River Heights Longhouse – Neah Bay (0 visitors at 1 stop)

- Beaver Grocery Store (0 visitors at 4 stops)
- Quileute Tribal School (37 visitors at 2 stops)
- Carrie Blake Park in Sequim (1 visitors at 2 stops)
- Elk Creek Apartments with Sequim Mobile Pantry (13 visitors at 2 stops)
- Port Angeles Food Bank (10 visitors at 1 stop)
- Joyce Mobile Market at Crescent School (5 visitors at 1 stop)
- Crescent School (26 visitors at 2 stops)
- Joyce Plaza (0 visitors at 2 stops)

Outreach & Community Engagement Highlights:

Direct Community Engagement

- Outreach Library Manager José C. attended outreach initiatives in person to better understand NOLS’ role in the community and how patrons interact with library services.
- José C. visited the local DHSS office and tabled at an event to connect with community partners and patrons. During this interaction, José assisted a patron in creating a new library card. The patron shared that they were unaware of NOLS digital collections and Home Delivery service. This experience reinforced the importance of outreach and tabling efforts—even in locations we may assume are already well-connected to library services.
- Through collaboration with the West End Library Manager Troi G., the Outreach Department has been invited to participate in an upcoming event hosted by Derechos Humanos in Forks in May. Staff will attend to build relationships and connect directly with Spanish-speaking community members using a person-to-person engagement approach that has proven effective in increasing awareness of library services and understanding community needs. Outreach staff will support the event by assisting with translations, contributing to organization efforts, and identifying resources for underrepresented communities, while also strengthening partnerships and expanding our ability to serve diverse populations on the West End.

Bookmobile Collection Development

- Outreach Library Manager José C. worked with Outreach Librarian Adrienne L. to assess and refine the Bookmobile collection. Through engagement with West End patrons and community members, we identified that different areas have distinct interests and needs. In response, we are prioritizing a more dynamic and relevant collection that reflects those varying community preferences.
- This work has been supported by the Collection Management department, including the development of a collection report that provides a more comprehensive view of the Bookmobile collection.

Port Angeles Food Bank Partnership

- The NOLS Outreach presence at the Port Angeles Food Bank has become more active and impactful. Following conversations with Food Bank staff and adjustments to align with their operational hours, they are now actively promoting library services while patrons wait. As a result, NOLS has seen an increase in:
 - New library card sign-ups

- Patron interactions
- Material checkouts
- Card renewals

Other Activities for Outreach Staff:

- Couriers assisted Technical Services staff with processing new items for the collection.
- 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

Since early September, 2025, the Facilities Department has had the help of temporary part time Facilities Tech I Sam R. Sam's role entailed routine cleaning and help with various projects around the Port Angeles Library. Sam's temporary stint ended March 27. While here for just a short while, Sam's very reliable help was invaluable to NOLS. Thank you, Sam!

Port Angeles Library: Repaired restroom sink drain; repaired restroom door lock; repaired office door latch; re-hung up pictures; removed failed refrigerator; replaced restroom faucet batteries; lawn care.

Port Angeles Accessible Pathways Project: Bid opening; began vetting and contracting process with apparent low bidder (Interwest Construction Inc.).

Sequim Library Project: Reviewed and updated furniture and civil punch list items; received and organized more building keys; encountered and temporarily resolved waste line problem; tracked lighting and mechanical problems; installed chair mats; received fire panel orientation; set up internet access to HVAC controls system; performed window seal test; replaced restroom door occupancy indicators; removed temp library signage; continued to gather and organize surplus items in temp space; raised flag at new building.

West End Libraries: In Forks, repaired overhead light fixture cover and replaced restroom fan motor; mowed Clallam Bay lawn.

Vehicles: Pacifica new passenger window, tie-rod repair and alignment; Ariya multipoint inspection, alignment, new brakes, and tire rotation; Chevy van alignment, multipoint and fluid replacements; Red Subaru windshield replacement; White Subaru multipoint; Transit van new tires and multipoint; removed all winter tires.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

In March IT staff worked tirelessly to get the Sequim building technology components set up and tested for staff and patron use – as well as ensuring functionality of existing technology everywhere else under NOLS' umbrella. There were a few ends to tie up after the doors opened to the new space but everything was ironed out and all systems are go.

Hopefully the workflow will resume something approaching normal now that the computer replacement project is nearing completion. Some set-ups are still in the fine-tuning mode and are being worked on as time allows.

Tasks completed:

- 60 tickets resolved, related to
 - Document scanner connection issue
 - Flickering monitors
 - Laptop audio driver issues
 - Issues printing receipts in staff client
 - Label printer connection issues
 - Staff requests for account unlocks
- Computer deployments
 - Sequim – 5
- Configured CASSIE and public printing for Sequim
- Completed configuration and testing of hardware and software at the Sequim branch
- Configured HVAC in Sequim for remote access
- Cleaned up temp space and moved network equipment
- Photographed all surplus
- Deployed catalog in Clallam Bay
- Repaired people counters in Forks and Clallam Bay, deployed in the new Sequim Library
- 3 server operating system upgrades
- Tested Leap Offline mode for Polaris upgrade
- Prepared and tested Polaris staff client upgrade
- Tested SQL for changing patron mobile carriers
- West End phone number troubleshooting and resolution
- Updated greetings and call queues for Sequim opening
- Meraki E-Rate licensing renewed
- Sequim meeting rooms were added in Communico and made available for staff booking.
- Web page and form were created for our Farm to Table: Art in the Library summer exhibition
- Staff awareness and testing plan for Polaris upgrade
- NOLS Gear web page updated with information about the new pass for The Hub.
- Poetry Walks web page was created for 2026

Technical Services Department

Erin Shield, Technical Services Manager

In March Technical Services worked on the J Beginning Chapter book recataloging project. This project created a new youth collection that was originally anticipated by May 2026 – in time for Summer Reading. Tech Services catalogers booted it up the priority list and it should be complete by the end of April. It will help emerging readers identify appropriate level chapter books. Mark has been affixing new spine labels on materials across the system.

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

Notable in March:

- Technical Services Lead Wendy O. reports the J Beginning Chapter book recataloging project is underway and staff are making good progress on it
- Technical Services Specialist Jennifer F. was happy to test out functionality on the Polaris training server prior to the upgrade in early April
- Technical Services Specialist Cindy T. is pleased that newspaper deliveries are really happening at the new Sequim building
- Processor Mark J. finished processing the stragglers on the previous recataloging project and got most of the branches done for the current Beginning Chapter recataloging project.

Statistics:

- 1095 physical items processed;
- 729 print materials repaired, including 568 recats;
- 105 media items repaired;
- 4 physical donations added to collection;
- 166 InterLibrary Loan requests for NOLS' patrons filled;
- 110 items loaned to other libraries;
- 29 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 Project Kickoff
- All Staff Training Day Team Support
- Routine Management Team and Equity Diversity and Inclusion Team meetings.

Recruitments:

- West End Community Outreach Specialist – OR

New Hires:

- None

Separations:

- Sam Robison – Temporary Facilities Technician I

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

- Provided marketing and communications support for the Sequim Library opening and levy information.
- Other initiatives included marketing for: One Book, One Coast (shared community reading program with 190+ library systems); Poetry Walks; Consumer Reports handouts for NOLS staff at the KONP Home Show; Farm to Table summer art show call for art in Port Angeles; and National Library Week preparation including a street banner.
- The social media announcement about the opening date for the new Sequim Library gained 53K views and 1.2K interactions across Facebook and Instagram. Additionally, the opening day photos post had more than 30K views and 925 interactions. Also popular this month were social posts showing Puzzle Contest winners and Library staff photos from childhood.

News Releases & Articles:

- Issued 20 news releases, including an announcement about NOLS’ levy proposition and the opening date of the new Sequim Library.

Library full with thankful patrons

Renovated space reopens to more than 1,000 visitors

By MATTHEW NASH
Sequim Gazette

Patrons filled the aisles, computer stations, and new book nooks inside the Sequim Library, 630 N. Sequim Ave., on Saturday for its reopening after two years closed for expansion and renovations.

Reactions ranged from calling it “fancy” to feelings

of thankfulness.

While looking through the movie section, Melody Roper of Sequim, an avid library user, called the new space “beautiful.”

“I’m just so happy for Sequim and the people,” she said.

North Olympic Library System (NOLS) staff report that 1,256 people visited on March 21 with 1,783 items checked out, and 36 patrons signed up for library cards.

Richard Kaye of Sequim was the first patron to check out an item at the library

within a few minutes of the 10 a.m. opening. He spotted the photography book “America the Abandoned” by Bryan Sansivero on a shelf upon walking into the new library that is more than 3,000 square feet bigger than before with all new furniture and more eco-friendly amenities.

Kaye, a frequent library user, said he prefers physical books and that the library has been a “good resource” for him.

See LIBRARY, Page A4



Richard Kaye of Sequim is the first patron to check out an item at the renovated Sequim Library on March 21. He’s helped by Amika Parr, public service specialist. Kaye said he spotted the photography book “America the Abandoned” by Bryan Sansivero on the shelf as he walked in and checked it out within a few minutes of the library opening.

- The Sequim Gazette featured “Sequim library to reopen Saturday, March 21” on the March 18 front page, and “Library full with thankful patrons” on the March 25 front page. The Peninsula Daily News ran “Sequim Library plans reopening Saturday” on the March 19 front page.
- Emily Sly was a guest on KSQM’s Sassy Susan show, March 17, to discuss the Sequim Library opening announcement.
- “NOLS to ask for levy lid lift in April” appeared on the March 4 front page of the Sequim Gazette and the March 9 front page of the Peninsula Daily News. “NOLS seeks levy lid lift for first time in 16 years” was in the March 12 issue of the Forks Forum.
- The “Borrow this Book” Sequim Gazette column written by librarian Sarah Morrison featured “Writing Mr. Wrong” by Kelley Armstrong.
- The monthly “Off the Shelf” Sequim Gazette article was written by Noah Glaude. It highlighted Sequim Library progress and – in celebration of Women’s History Month – acknowledged the many women who made the new Sequim Library possible and provided several reading suggestions.

At Wednesday, March 21, 2024 Sequim Gazette

Library

from page A1

“The librarians have become my friends,” he said. Sequim siblings Zolind Higgs, 16, and Angus Higgs, 7, were the first two patrons to officially enter the library on Saturday after a countdown led by Branch Manager Emily Sly.



Librarians Angus and Zolind Higgs of Sequim are the first two patrons to officially enter the reopened Sequim Library on Saturday, March 21 after a countdown led by Branch Manager Emily Sly to let the group of patrons inside at 10 a.m.

The library system’s first building study. After a bond measure approved in 2018 failed to build a new library, NOLS staff sought funding elsewhere. “NOLS’ board of trustees first approved \$2 million from the library system’s capital reserves to launch facility planning in 2020,” said a Department of Commerce Library Capital Improvement Program grant. SHER Architects of Seattle was hired for the library’s design. Hoch Construction of Port Angeles was the project’s general contractor, and they retained Rosebud Subcontractors.

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Patrons gather shortly before the Sequim Library reopened on Saturday, March 21, 10 a.m. Photo by GUY LAWRENCE FOR THE PENINSULA DAILY NEWS



Higgs, 6, and her twin Ryan (bottom) of Sequim look through a copy of “Super Mario Bros” at the Sequim Library’s reopening after going on a scavenger hunt through the new space.



John Bays reads “Grossology” to his 6-year-old daughter London in a reading area inside the reopened Sequim Library shortly after reopening on Saturday. “We’re big readers and we respect the library,” Bays said.

Financial Operations

Amy Hough, Finance Manager

Significant meetings/events and projects this month:

- Met with First Federal reps to learn about their merchant services.
- Trained on QuickBooks Online. Migration from QuickBooks Desktop to QuickBooks Online planned for April.
- Routine Management Team meetings.

Public Service Director’s Report

Meghan Sullivan, Public Services Director

- Acting interim Port Angeles Library Manager.
- Recruitment activities for the West End Community Outreach Specialist position.
- One Book, One Coast 2026 program planning activities.
- Supported Port Angeles staff at the KONP Home Show.
- Attended monthly Port Angeles Friends of the Library Board Meeting.
- Attended the YMCA Celebration of Community event representing NOLS.
- Attended opening day of the new Sequim Library.
- Site visits to Clallam Bay, Forks, and Sequim Libraries.

- Routine Management Team, Branch Manager, Outreach Services, Health & Safety Team, Collection Management Team, ILS 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
 - Staff training
 - Grant documentation
 - Soft opening events
 - Public tours
- Port Angeles Accessible Pathways Project
 - Bid Opening
 - Contract Preparation
 - Grant Paperwork
- Levy Lid Lift Informational Campaign
 - Prepare Materials
 - Community Presentations at each branch
 - Port Angeles Kiwanis presentation
 - Port Angeles Business Association presentation
- Compensation Study meetings
- Clallam County Revenue Advisory Committee meetings
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



Customer Comments

March 2026

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

A request for Canadian Newspaper subscriptions to give another perspective for patrons.

Response:

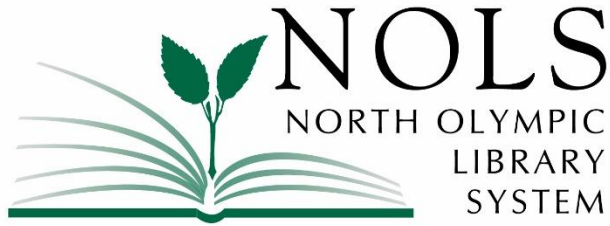
Thanks for the suggestion. We'll share this with the Library's Collection Management Team and they'll consider it as they review future newspaper and magazine subscriptions. Years ago, the Library did receive a newspaper from Victoria, but that arrangement is no longer available and having the newspapers mailed regularly can be cost prohibitive.

Comment:

A request for public phones for patrons and citizens to utilize, perhaps in the lobby or exterior of the library as these crucial sources are no longer offered to the public by utilities. This would seem to mesh with the mission of libraries to foster communication and information exchange.

Response:

About a decade ago, the last of the local payphones provided by communications companies began to be removed. Library patrons can still ask library staff to use a phone for urgent matters (e.g. a child contacting a parent or guardian for a ride home or someone needing to call a tow truck for their vehicle), but the library is currently not setup for phones to be freely available to the public for private or lengthy calls. The Library will definitely keep this consideration in mind as we continually review community needs and service models.



Highlight Log
(March 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.

03/04/2026 – Port Angeles

Queen of Angels Preschool classes visited the Port Angeles Main Library to learn more about book care and to get a library tour. Several students received their first library card! The teacher (who is a long-time library user) and other adults were excited to learn about all of the passes and non-book items NOLS offers!

03/04/2026 – Port Angeles

Overheard in the library: A young patron said, "I miss Dolly Parton!" Their mom replied, "I'm sure Dolly Parton misses you, too." The child asked, "Why can't I get any more books from Dolly?!" Their mom explained, "Because it's only until you turn five!" The child responded, "And I'm SIX!"

03/05/2026 – Port Angeles

I attended Family Literacy Night at Dry Creek Elementary School. It was great to interact with families who already use the library and to share information with those we do not. Adults took event calendars and kids liked the bookmarks. One adult shared: "I'm so glad you are here! The first thing I tell my clients to do is to get a library card." Another mom let me know that a memory of her now fifth grader popped up on her social media—of her daughter attending Toddler Storytime with me—it was a sweet moment. Several students stopped to say hi and then blasted through to enjoy all of the activities. It was fun to see all of the families supporting literacy!

03/06/2026 – Port Angeles

The Port Angeles High School student book club is making their way slowly through "A Clockwork Orange" and, while it's a difficult read for them, their discussions so far have been really insightful and enthusiastic. Both students attending today expressed that being in book club has exposed them to genres and books they would not normally read on their own and that it has been a great experience this school year!

03/09/2026 – Outreach

Students at Neah Bay High School were excited to learn about what it's like to work in a library when I visited alongside College Success Foundation during their lunch period. They had great questions about how I decided to become a librarian and a few were especially eager to tell me about their passion for literature and bragged about their personal book collections!

03/07/2026 – Port Angeles

Even big kids enjoy a day at the library building with blocks! Two sixth graders were playing with the blocks when no littles were around. One of the tweens told me their goal was to use all of the blocks and he added that he had been to architecture camp.



03/10/2026 – Port Angeles

A patron retrieved her holds from the shelf and was excited to see one she had anxiously been awaiting. "Yes! I've been waiting for this one. I hope it snows all week!" She was clearly excited to get started and sat down in the library to start reading right away.

03/12/2026 – Forks

A patron visiting from Texas shared with me how much she enjoyed our library. She told me how she works at a medical research library and loves visiting other libraries while she is traveling. She also was able to take home an assortment of NOLS bookmarks to add to her collection which she was grateful for.

03/12/2026 – Port Angeles

Baby Storytime was filled with busy, busy little babies! There were 29 in attendance and three new families. One new father shared that it was the first time his child has been around babies his age. Another caregiver asked if they could bring the song sheet home because they wanted to keep singing to their child! Lots of baby and adult connections were made and a lot of joy was created!

03/12/2026 – Port Angeles

An elderly patron shared that she just adores our collection of non-fiction DVDs. She said grew up poor in a rural area but that she has learned so much about the world around her by coming to the library in her golden years! She left with a bagful of travel and nature DVDs and a huge smile on her face.

03/12/2026 – Port Angeles

ALL carts were shelved in Port Angeles!! Woohoo!

03/14/2026 – Port Angeles

Library patron Ken wrote a song, "NOLS is Nice," for Port Angeles NOLS staff as a show of appreciation for the help/resources the library provides. If you would like to read or sing it (to the tune of your choice), it can be found on the table in the break room.

03/19/2026 – Port Angeles

Shout out to Vik for their amazing Trans Day of Visibility display in Port Angeles! A young person and their dad spent a lot of time browsing the display and then went to the front desk to ask more about the different flags represented. Vik took time to look up each flag with them at the display, discussing the meanings behind each one, and helped the family connect to more resources about gender identity. Watching this interaction was so wonderful and a great example of our libraries making people feel welcome, seen, and connected to the information they're looking for.

03/20/2026 – Sequim

Props and gratitude to Christine, who, on our very last day of mad bustle before the Sequim Library opens to the public, was able to jump in to join me for the second annual Books and Trivia competition at Helen Haller with grace and much aid.

38 Helen Haller students answered questions in teams about the three books that we all read together the past few months. (Yesterday, Olympic Peninsula Academy fourth graders also competed and Five Acre School's trivia will be held next month!) Cookies and oranges were enjoyed by all.

The kids had four parting words for us. "THANK. YOU." and "SLAY. BADDIE."

03/21/2026 – Sequim

One of the highlights from the Sequim Library opening day was seeing kiddos get to use the attached outdoor play area—running around, climbing, and reading in the sun. We got a lucky bit of spring!



03/21/2026 – NOLS

Huge shout-out to the Sequim staff and all who have been involved in opening the new library! It was a true joy to watch the patrons enjoying the space on opening day. Check out the highlights: <https://www.youtube.com/watch?v=6GXD5V0pS94>

03/23/2026 – Forks

The president of the Bogachiel Garden Club visited to discuss ways to promote or collaborate on youth programs for the upcoming fall. She expressed her admiration, saying, "I love the library and all the fantastic programs you offer." She was particularly impressed with the calendar of events and appreciated its availability.

03/23/2026 – Forks

I had helped a patron with printing and learning how to use their email. Before they left the library they made sure to stop by the front desk and say: "Thank you, thank you, THANK YOU! You guys are the best!"

03/23/2026 – Port Angeles

A patron suggestion from a few days ago included the comment: "Huge thanks for trying to provide [this book] for me. As always, I deeply appreciate our wonderful library system and ALL the many wonderful people I have interacted with at the beautiful Port Angeles Library. I can never thank or honor you enough for all you do for me and I am sure all your patrons but will keep trying!"

03/25/2026 – Sequim

After asking some young patrons if they like the new library, one of them shouted exuberantly, "This is the best day of my LIFE!" The joy radiating out was contagious!

03/25/2026 – Port Angeles

A patron came to the front desk to tell me that she loves the library and it has been "an oasis" while she goes through difficult times. "It's beautiful, quiet, comfortable, and I love to read! I appreciate you more than I can say."

03/25/2026 – Port Angeles

4th Wednesday Book Group had a wonderful conversation around Sasha taqwšebalu LaPointe's *Thunder Song: Essays*. They voiced their appreciation to the book group team for this year's book group selections. They really enjoyed *Thunder Songs* and asked if we might be able to have an author visit at NOLS in the future. It was our highest attendance number since last October!

03/26/2026 – Bookmobile

During the stop at the Port Angeles Food Bank, a young patron sat on the steps of the Bookmobile to soak in the sun and read a book while their grown up set up an account. They said, "I don't think there's anything better than the sun, my mom, and books."