

Board of Trustees Regular Meeting  
Thursday, May 28, 2026 5:30pm  
Clallam Bay 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](http://www.nols.org/board-administration).

**PUBLIC COMMENTS**

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

**AGENDA**

1. Call to Order, Roll Call and Introductions
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of minutes for regular meeting of April 23, 2026
5. Communications
6. Public Comments
7. Presentation: New Services Coming to the Clallam Bay Branch Library  
Presented by Library Services Specialist Jennifer Smathers and West End Library Manager Troi Gale
8. Financial Reports: April 2026
9. Approval of Vouchers: April 2026
10. Unfinished Business  
None
11. New Business  
N.I. Levy Lid Lift Debrief

- N.2. Verbal Update on Ongoing Capital Project
- N.3. Approval of Resolution 26-05-08 Authorizing Disposal of Surplus Equipment

12. Reports

- R.1. Monthly Statistics Reports: April 2026
- R.2. Monthly Activity Reports: April 2026
- R.3. Customer Comments: April 2026
- R.4. Highlight Log: April 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 agendaize a matter of business on a future agenda.*

15. Next meeting: 5:30pm, Thursday, June 25, 2026

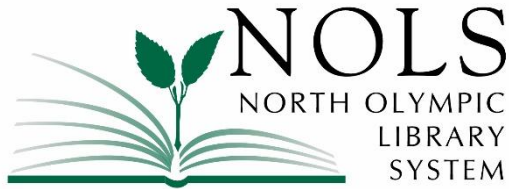
16. Agenda items for next meeting

17. Adjournment

**Upcoming Board Meetings**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
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
<b>Monday, November 16, 2026</b>	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, Cyndi Ross, and Betty Marcoux. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, Port Angeles Library Manager Travis Porter, Technical Services Manager Erin Shield, and Outreach Library Manager José Castro.
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 March 26, 2026  
*Motion by Ian Miller to approve the minutes from the March 26, 2026 regular meeting. Motion seconded by Bert Caldwell. Motion carried.*
5. Communications
6. Public Comments
7. Financial Reports: March 2026  
*The financial reports for March 2026 were accepted as presented.*
8. Approval of Vouchers: March 2026  
*Motion by Betty Marcoux to approve the March 2026 vouchers, numbered #199 through #314, in the amount of \$697,462.54. Motion seconded by Bert Caldwell. Motion carried.*
9. Unfinished Business  
*None*
10. New Business  
N.1. Approval of Resolution 26-04-07 Authorizing Disposal of Surplus Equipment  
*Motion by Ian Miller to approve Resolution 26-04-07. Motion seconded by Cyndi Ross. Motion carried.*
11. Reports
  - R.1. Monthly Statistics Reports: March 2026
  - R.2. Monthly Activity Reports: March 2026
  - R.3. Customer Comments: March 2026
  - R.4. Highlight Log: March 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, May 28, 2026

15. Agenda items for next meeting

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:57pm.

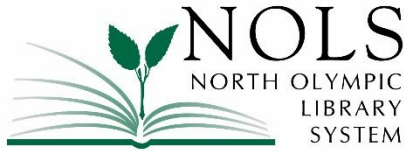
“Nurturing imagination, connection, and understanding,  
to improve lives and strengthen community.”

NOLS Mission Statement  
Adopted 11/22/16

**CERTIFIED AS TRUE AND CORRECT**

\_\_\_\_\_  
Chair

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



## Staff Report

Meeting Date: May 28, 2026  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for April 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 \$31,721. Included in this amount is a gift of \$10,000 from Port Angeles Friends of the Library and a \$17,500 gift from the North Olympic Library Foundation. A \$3,000 grant was also received from WSU Clallam County Extension. NOLS greatly appreciates their wonderful generosity!

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

**Expenditures:** Capital construction costs for the Sequim Library Expansion and Renovation Project this month are \$39,515 which includes payments of \$19,434 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 \$314,291 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in April are \$407,434.

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





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

April 30, 2026

Operating Revenue			4/12ths is	33.3%	
	Budgeted	Current	YTD	Difference	Percent
Property Taxes	4,799,650	1,872,013	2,502,185	2,297,465	52.1
Grants, Entitlements, Other Payments	33,000	654	13,058	19,942	39.6
Goods and Services	18,010	1,577	5,486	12,524	30.5
Library Fees	15,000	1,151	5,165	9,835	34.4
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	180,000	18,156	57,997	122,003	32.2
Facilities Leases (Short Term)	1,200	200	743	458	61.9
Contributions and donations <sup>(1)</sup>	128,862	13,778	56,438	72,424	43.8
Other Miscellaneous Revenue	127,393	116	1,953	125,440	1.5
<b>Total Miscellaneous Revenues</b>	<b>437,455</b>	<b>32,251</b>	<b>117,130</b>	<b>320,325</b>	<b>26.8</b>
Nonrevenues (excise taxes) <sup>(2)</sup>	1,100	153	533	567	48.4
<b>Total Operating Revenue</b>	<b>5,304,215</b>	<b>1,907,799</b>	<b>2,643,557</b>	<b>2,660,658</b>	<b>49.8</b>
<i>Capital Revenue</i>					
Donations & Grants	689,500	17,943	153,614	535,886	22.28
Timber Revenues (received in 2026)	-	22,230	71,604	-	-
<b>Total Capital Revenue</b>	<b>689,500</b>	<b>40,173</b>	<b>225,219</b>	<b>535,886</b>	<b>22.3</b>
<b>Grand Total Revenues</b>		<b>1,947,972</b>	<b>2,868,776</b>		

<sup>(1)</sup> Includes anticipated grants from Friends of the Library groups and other donors.

<sup>(2)</sup> Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.



## Expenditure Report<sup>™</sup>

### April 30, 2026

	Budgeted	Current	Year To Date	4/12ths is Difference	33.3% Percent
<b>Operating Expenditures</b>					
<i>Personnel</i>					
Salaries and Wages	3,773,681	283,026	1,139,831	2,633,850	30.2
Benefits	1,519,505	124,408	467,411	1,052,094	30.8
<b>Total Personnel</b>	<b>5,293,186</b>	<b>407,434</b>	<b>1,607,242</b>	<b>3,685,944</b>	<b>30.4</b>
<i>Supplies</i>					
Supplies, Office and Operating	110,400	13,667	33,945	76,455	30.7
Fuel	8,900	1,163	3,777	5,123	42.4
Collection Materials	455,000	24,297	84,281	370,719	18.5
Merchandise purchased for resale	1,230	444	812	418	66.0
Small Tools/Equip (<\$200)	16,750	881	6,762	9,988	40.4
<b>Total Supplies</b>	<b>592,280</b>	<b>40,452</b>	<b>129,578</b>	<b>462,702</b>	<b>21.9</b>
<i>Services</i>					
Professional Services	384,425	25,038	84,183	300,242	21.9
Communication	177,473	15,001	80,735	96,738	45.5
Travel	28,650	3,661	7,912	20,738	27.6
Taxes and Operating Assessments	6,780	3,005	3,005	3,775	44.3
Operating Rentals and Leases	22,055	3,664	26,905	(4,850)	122.0
Insurance	161,576	-	17,775	143,801	11.0
Public Utilities	112,427	11,012	41,701	70,726	37.1
Repair and Maintenance	185,782	11,648	45,632	140,150	24.6
Miscellaneous Services	6,500	1,098	1,281	5,219	19.7
Dues	5,310	-	415	4,895	7.8
<b>Total Services</b>	<b>1,090,978</b>	<b>74,126</b>	<b>309,545</b>	<b>781,433</b>	<b>28.4</b>
<i>Intergovernmental Services</i>	1,020	56	207	813	20.3
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	1,100	140	477	623	43.3
<i>Debt Repayment</i>	151,405	-	12,945	138,460	8.5
<i>Interest &amp; Other Debt Service Costs</i>	194,000	-	-	194,000	0.0
<b>Total Operating Expenditures</b>	<b>7,323,969</b>	<b>522,209</b>	<b>2,059,993</b>	<b>5,263,976</b>	<b>28.1</b>

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



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

### April 30, 2026

4/12ths is **33.3%**

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	706,500	3,737	7,925	698,575	1.1
Other Improvements	14,500	-	-	14,500	0.0
Machinery & Equipment	232,000	-	15,491	216,509	6.7
Construction of Capital Assets	918,681	39,515	570,661	348,020	62.1
<b>Total Capital Outlays</b>	<b>1,871,681</b>	<b>43,252</b>	<b>594,078</b>	<b>1,277,603</b>	<b>31.7</b>
<b>Grand Total All Expenditures</b>	<b>9,195,650</b>	<b>565,461</b>	<b>2,654,071</b>	<b>6,541,579</b>	<b>28.9</b>

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





## Account Balances\*

April 30, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>					
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	429,610	-	22,230	-	451,840
Operating Reserve <sup>(3)</sup>	603,359	-	-	-	603,359
PA Capital Reserve <sup>(3)</sup>	315,794	-	-	-	315,794
Sequim Capital Reserve <sup>(3)</sup>	13,001	-	-	-	13,001
NOLS Capital Fund <sup>(4)</sup>	225,160	-	-	-	225,160
PA Capital Fund <sup>(4)</sup>	357,811	-	-	3,737	354,075
Sequim Capital Fund <sup>(4)</sup>	484,440	-	17,771	43,822	458,390
<b>Total Board Designated Accounts</b>	<b>3,736,194</b>	<b>-</b>	<b>40,001</b>	<b>47,558</b>	<b>3,728,637</b>
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	7,174	-	5	-	7,179
Clallam Bay Friends Donations	4,884	-	-	763	4,120
Forks Donations Fund	22,637	-	3,000	1,074	24,563
Forks Friends Donations	4,842	-	-	993	3,849
NOLS Materials Fund	18,108	-	90	-	18,198
NOLS Donations Fund	73,752	-	743	700	73,795
Port Angeles Donations Fund	21,998	-	15	-	22,013
Port Angeles Friends Donations	27,316	-	10,000	1,638	35,678
Sequim Donations Fund	22,869	-	109	160	22,819
Sequim Friends Donations	28,279	-	-	2,490	25,789
NOLF Donations Fund	(1,000)	-	-	1,250	(2,250)
Outreach Donations Fund	16,075	-	-	1	16,075
<b>Total Grants and Donations</b>	<b>246,934</b>	<b>-</b>	<b>13,963</b>	<b>9,070</b>	<b>251,827</b>
<i>Unclaimed Property Account</i>	<i>3,326</i>	<i>-</i>			<i>3,326</i>
<b>Total Designated Cash</b>	<b>3,986,454</b>	<b>-</b>	<b>53,964</b>	<b>56,628</b>	<b>3,983,791</b>
<i>Undesignated Cash Operating Funds</i>	<i>1,664,697</i>	<i>2,664</i>			<i>1,667,360</i>
<b>Total WA State Local Investment Pool</b>	<b>5,651,151</b>	<b>2,664</b>	<b>53,964</b>	<b>56,628</b>	<b>5,651,151</b>

Notes:

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

\* All amounts are rounded to the nearest dollar.



## Account Balances\*

April 30, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Total Investments</b>	5,651,151	2,664	53,964	56,628	5,651,151
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	1,382,511			1,382,511
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	314,291	-	314,291	200
Merchant Account (FF 7401)	1,000	(494)	523	29	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
<i>Total Branch Change Funds</i>	520	-	-	-	520
<b>Total Imprest Accounts</b>	7,720	313,797	523	314,320	7,720
<b>Total Cash</b>	7,720	1,696,308	523	314,320	1,390,231
<b>Total Cash and Investments</b>	5,658,871	1,698,972	54,487	370,948	7,041,382.37

\* All amounts are rounded to the nearest dollar.



## Voucher Approval for April 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 #315 through #449 are approved in the amount of \$565,480.50 this 28th day of May 2026.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
315	Acila Consulting LLC	PO 557 Capital Construction - SQ Expansion Project - SQ CPA	4,506.25
316	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 02-28-26) - NOLS	1,054.81
317	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-2026) - EFT 1210	274,764.92
318	AHBL Inc	PO 679 Buildings & Structures - PA Accessible Pathways Project - PACR	3,736.53
319	Amazon.com	Collection Materials	104.73
320	Amazon.com	Collection Materials	16.74
321	Amazon.com	Collection Materials	74.95
322	Amazon.com	Collection Materials	82.96
323	Amazon.com	Collection Materials	87.88
324	AW Rehn & Associates Inc	PO 570-573 HRA Reimbursements & Services - NOLS	11,081.01
325	Bizy Boys LLC	PO 546, 548 Groundskeeping - PA and SQ Lawn Care, - FAC	1,567.85
326	Bridge Wynelle	C-08 2025 Programming - Clallam County Poet Laureate (NOLF) - NOLS	1,250.00
327	Brito Angeles	Travel - Business - Mileage Reimbursement - NOLS	42.67
328	Brodart Company	Collection Materials	437.54
329	Brodart Company	Collection Materials	574.79
330	Brodart Company	Collection Materials	185.79
331	Center Point Large Print	Collection Materials	98.28
332	Center Point Large Print	Collection Materials	202.56
333	Center Point Large Print	Collection Materials	29.21
334	CenturyLink 300511187 FO	Communications - Voice - FO	16.67
335	CenturyLink 300561130 CB	Communications - Voice - CB	37.25
336	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	172.59
337	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	61.75
338	CenturyLink PA 333561247	Communications - Fax - PA	339.32
339	Cherbib Miriame	PO 512 Professional Services - Leadership Coaching - NOLS	1,110.00
340	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
341	Clallam County Treasurer	2026 Taxes and Assessments - Stormwater and Weed Control - NOLS	3,004.97
342	Clallam County Treasurer	MAR 2026 Investment Service Fee paid in APR - EFT 1218	50.00

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
343	Commercial Filter Sales & Service	PO 538 Maintenance Supplies - Filters - FAC	1,100.06
344	Compensation Connections	PO 688 Professional Services - Comp. Study 2nd Installment - NOLS	6,384.00
345	Convergence Design and Apparel	PO 535 Merch for Resale - 50 Mushroom/Acorn Tote Bags - NOLS	353.38
346	Crescent School District	PO 685 Professional Services - Street Banner - MKT	300.00
347	Curtis Kathryn	Travel - Business/Training - Mileage Reimbursement - NOLS	86.36
348	Decker City Hardware	PO 485 Maintenance Supplies -Velcro Electrical Outlet- FAC	6.28
349	Dept of Enterprise Services	PO 493 Training and Conferences - WA Govt to Govt Training - NOLS	241.56
350	Dept. of Labor & Industries	Q1 2026 L&I - NOLS	10,224.12
351	Dept. of Retirement Systems	DRS OASI for 2025 Tax Year	25.00
352	Dept. of Retirement Systems	PERS and DCP (PPE 03-31-2026) - EFT 1211	39,319.67
353	Dept. of Revenue - Use/Sales Tax	March 2026 Sales & Use Tax - EFT 1213	206.64
354	Dickinson Electric LLC	PO 678 Repair & Maintenance - FO Outside Light Sensor - FAC	212.64
355	Dokken Jaiden	PO 520 Programming - Custom Stamp, Poem for SQ Opening (FOSL)	310.00
356	Employment Security Dept	Q1 2026 Unemployment Insurance	3,563.52
357	Evergreen Collision	PO 537, 543 568, Vehicle Maintenance - FAC	2,099.39
358	Evergreen Collision	PO 593 Vehicle Maintenance -Red Forester Alignment, Tires - FAC	460.65
359	Evergreen Collision	PO 689 Repair & Maint - Pacifica HVAC Repair, Oil Change - FAC	638.97
360	Fatbeam LLC	PO 539 Communications - Internet Services - NOLS	11,755.65
361	Felton Jina	Cell Phone Reimbursement - Jan-Apr 2026 - ADM	80.00
362	Forks City of	PO 687 Professional Services - SRP Banner Space Reservation - MKT	125.00
363	Forks City of	Public Utilities - FO	155.98
364	Gale Troi	Travel - Business - Mileage Reimbursement - NOLS	191.01
365	Gale/CENGAGE Learning	Collection Materials	426.58
366	Gale/CENGAGE Learning	Collection Materials	31.03
367	Gale/CENGAGE Learning	Collection Materials	274.00
368	Glaude Noah	Travel - Business - Mileage Reimbursement - NOLS	1,363.54
369	Gussman John	PO 561 Professional Services - Aerial Photography (SQDF)	160.00
370	Haggard & Ganson LLP	PO 558 Legal Services - Legal Council - ADM	520.00
371	Hamilton Guides LLC	C-04 Programming - Balance for Seniors (CBFOL/FODF)	400.00
372	Hartnagel Building Supply	PO 499 Maint Supplies - Outlet Cover Plates, Screddriver Bits - FAC	18.52
373	HD Supply	PO 487 Maintenance Supplies - Gloves, Wall Spackle - FAC	55.20
374	HD Supply	PO 682 Maintenance Supplies - Cleaner - FAC	99.48
375	Health Care Authority	Medical (PPE 03-31-2026)	57,417.29
376	Hillis Clark Martin & Peterson	PO 560 Legal Services - Levy Lid Lift - ADM	3,869.60
377	Hi-Tech Security Inc.	PO 676 Maintenance Supplies - Alarm Battery Replacement - FAC	54.45
378	Hoch Construction Inc	PO 684 Capital Construction - SQ Project - SQ CPA	19,434.29
379	Hooper Katie	Travel - Business - Mileage Reimbursement - NOLS	7.98
380	Ingram Library Services	Collection Materials	2,363.42
381	Ingram Library Services	Collection Materials	3,656.34
382	Ingram Library Services	Collection Materials	2,738.83
383	Ingram Library Services	Collection Materials	1,436.29
384	Ingram Library Services	Collection Materials	6,899.96
385	Johnston Diane	C-09 Programming - Hidden Layers (FOSL)	300.00
386	KCDA Purchasing Cooperative	PO 434, 490 Maintenance Supplies, Copy/printer paper - FAC, NOLS	2,312.57
387	KCDA Purchasing Cooperative	PO 525, 534 Maint Supplies - Towels, Dlspenser & First Aid - FAC	1,988.52

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
388	KCDA Purchasing Cooperative	PO 666, 680 Maintenance Supplies - Cleaner, Ice Packs, Velcro - FAC	81.13
389	Koenig Chevrolet	PO 521 Repair & Maint - Chevy Van Maint - FAC	117.43
390	Langan Adrienne	Travel - Business - Mileage Reimbursement - NOLS	26.46
391	Lawrence Public Library	PO 693 Interlibrary Loan Fees - Material Replacement - NOLS	31.03
392	LeMay Mobile Shredding	PO 569 Professional Services - Annual Shredding - ADM	214.50
393	Les Schwab Tires	PO 503, 519 Vehicle Maint - Chevy Van Tires, Wheel Alignment - FAC	1,050.52
394	Lumen	Communications - VOiP - NOLS	499.27
395	Materials Testing & Consulting Inc	PO 653 Capital Construction - SQ Project Air Barrier Testing - SQ CPA	6,985.00
396	McGrew Charlotte	Travel - Business - Mileage Reimbursement - SQ	16.75
397	McNish Family II LLC	SQ Temp Bldg Lease - April 2026 - SQ CPA	3,644.38
398	Midwest Tape	Collection Materials	768.31
399	Midwest Tape	Collection Materials	850.87
400	Midwest Tape	Collection Materials	469.67
401	Midwest Tape	Collection Materials	687.78
402	Murreys Disposal Company Inc.	Public Utilities - SQ	129.58
403	Olympic Laundry & Dry Cleaners Inc.	PO 547 Professional Services - Laundry - FAC	194.00
404	Olympic Printers Inc	PO 542 Printing and Binding - Annual Report - NOLS	1,097.71
405	Olympic Springs Inc	PO 549 Operating Rentals - SQ Temp Water Service - SQ2	19.49
406	OverDrive Inc	Collection Materials	768.77
407	OverDrive Inc	Collection Materials	47.32
408	OverDrive Inc	Collection Materials	898.92
409	Pacific Office Equipment Inc.	Copier & Paper Use Charges March 26 - PA	1,760.24
410	Paup Byrnes Lauren	Travel - Business - Mileage Reimbursement - NOLS	27.43
411	Peninsula College	C-05 Programming -Spring Into Coding (PAFOL)	1,100.00
412	PermaCard	PO 515 Office Supplies - Blank Mailer - TS	490.92
413	Playaway Products LLC	Collection Materials	392.79
414	Port Angeles City of/Peabody St.	Public Utilities - PA	5,481.87
415	Port Angeles High School	Collection Materials	50.00
416	Port Angeles/Dump	PO 594 Utilities - Solid Waste - Refrigerator Disposal - FAC	55.51
417	Port Angeles/Orcas Avenue	Public Utilities - PA	297.18
418	PUD Clallam County	Public Utilities - FO	518.49
419	PUD Clallam County	Public Utilities - SQ, SQ2	1,262.30
420	PUD Clallam County	Public Utilities - SQ2, CB	1,501.82
421	PUD Clallam County	Public Utilities - SQ	1,239.08
422	Radio Pacific Home Show	PO 509 Program Supplies - KONP Carpet Booth Fee (PAFOL)	150.00
423	Rainbow Sweepers Inc.	PO 545 Groundskeeping - PA Parking Lot Sweeping 3-1-26 - FAC	250.47
424	Raivo Jessica	Travel - Business - Mileage Reimbursement - NOLS	5.80
425	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	68.57
426	Sanchez Delbert	C-10 Program Supplies - Design for SRP Shirts & Bags (NDF)	500.00
427	Scholastic Inc	PO 501, 513 Program Supplies - SRP Prize Books (PAFOL/FOSL)	682.28
428	Sequim City of	Public Utilities - SQ	236.75
429	Shield Erin	Travel - Training - IUG 2026 Mileage - NOLS	107.30
430	SHKS Architects	PO 559 Capital Construction - SQ Library Expansion Project - SQ CPA	8,239.23
431	Sly Emily	Travel - Business - Mileage Reimbursement - NOLS	44.39
432	Sound Energy Systems	PO 677 Repair & Maintenance - PA HVAC Controls - FAC	1,018.22

No.	Claimant	Purpose	Amount
433	Springshare LLC	PO 536 Technology Services - Patron Point/SMS Module Usage - MKT	258.65
434	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	59.89
435	Summit Law Group	PO 690 Professional Fees - Legal Services - ADM	792.00
436	Suslick Megan	C-07 Programming - Chicken Keeping 101 (FOFOL/CBFOL)	200.00
437	Swain's General Store, Inc.	Chocks - FAC	156.65
438	Uline	PO 562 Small Tools & Equipment - Trash Cans, Bags - SQ CPA	502.03
439	Unique Management Services Inc.	Professional Services - Debt Collection	256.10
440	US Bank	Credit Card Services - April 2026	18,335.69
441	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
442	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
443	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	606.00
444	Volkmer Jeremiah	PO 577 Business Fuel - White Subaru - NOLS	46.22
445	WCIF	Vi/Li/EAP (PPE 03-31-2026)	1,325.63
446	West Waste & Recycling	Public Utilities - FO & CB	77.11
447	Whitmarsh Christine	Travel - Business - Mileage Reimbursement - NOLS	14.50
448	WSCCCE - WPAS Inc	Dental Premiums (PPE 03-31-2026) - MAY Coverage	7,864.45
449	WSCCCE-Council 2 AFSCME AFL-CIO	Union Dues (PPE 03-31-2026)	2,249.70
			<b>565,480.50</b>

<b>* Detail - NOLS US Bank Credit Card Purchases -- Voucher #440</b>			
1	Adobe Creative Cloud	PO 554 Technology Services - 6 Creative Cloud Licenses - IT	209.94
2	Airport Express	PO 550 Travel - Training - IUG 2026 Transportation - NOLS	78.00
3	Amazon	PO 357 Office Supplies - Batteries, Note Pads - ADM	43.90
4	Amazon	PO 357 Office Supplies - Gel Pens - ADM	17.41
5	Amazon	PO 358 Small Tools & Equipment - Screen Protector - IT	127.40
6	Amazon	PO 368 Program Supplies - Watch Party (FOFOL)	49.92
7	Amazon	PO 372 Merchandise for Resale - Flash Drives - NOLS	91.04
8	Amazon	PO 382 Program Supplies - Sensory Kit (FOSL)	59.92
9	Amazon	PO 424 Program Supplies - Misc. Supplies (FOFOL/CBFOL)	220.55
10	Amazon	PO 427 Program Supplies - Stuffie Story Time, Sticker Event (CBFOL/FOFOL)	74.97
11	Amazon	PO 436 Program Supplies - PA Teen Lit Bags (PAFOL)	35.34
12	Amazon	PO 439 Office Supplies - 3 Ring Binder - TS - Refunded	(21.75)
13	Amazon	PO 439 Office Supplies - 3 Ring Binder, Markers - TS	47.45
14	Amazon	PO 468 Small Tools & Equipment - Cable Management Supplies - IT	38.85
15	Amazon	PO 475 Maintenance Supplies - Floor Repair Kit, File Holder - FAC	45.72
16	Amazon	PO 489 Office Supplies - 3 Ring Binder - TS	32.66
17	Amazon	PO 531 Program Supplies - Spring Egg Adventure (FOFOL/CBFOL)	53.13
18	Amazon	PO 532 Program Supplies - String Art (FOFOL/CBFOL)	41.16
19	Amazon	PO 564 Program Supplies - D?a del Ni?o (FODF)	372.70
20	Amazon	PO 574 Program Supplies - German Art Program (FOFOL)	45.97
21	Amazon	PO 578 Office Supplies - Sharpers, Sign Holders, Highlighters - SQ	65.39
22	Amazon	PO 602 Program Supplies - Kid's Area Toys (FOSL)	56.56
23	Amazon	PO 608 Program Supplies - One Book One Coast (FODF)	126.71

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
24	Amazon	PO 609 Program Supplies - Programming Microwave (FODF)	74.76
25	Amazon	PO 610 Program Supplies - Food Prep Supplies (CBFOL)	144.77
26	Amazon	PO 621 Maintenance Supplies - Countertop Repair Kit - FAC	43.49
27	Amazon	PO 623 Program Supplies - Tabling Events (PAFOL)	62.69
28	Amazon	PO 628 Office Supplies - NI100 Masks - NOLS	57.15
29	Amazon	PO 636 Small Tools & Equipment - Baskets - SQ CPA	94.13
30	Amazon	PO 636 Small Tools & Equipment - Labels - SQ CPA	11.68
31	Amazon	PO 636 Small Tools & Equipment - Magnets - SQ CPA	16.48
32	Amazon	PO 636 Small Tools & Equipment - Organizer Trays - SQ CPA	42.91
33	Amazon	PO 636 Small Tools & Equip - Supplies for Labels & Kid's Area - Refunded	(76.85)
34	American Library Association	PO 627 Training and Conf. - PLA Webinar: The Power of Boundaries	57.85
35	Arco	PO 367 Courier Fuel - Pacifica - OR	27.28
36	Campus Parking	PO 582 Travel - Training - Govt to Govt Training Parking - NOLS	16.00
37	Circle K	PO 486 Business Fuel - Transit Van - NOLS	46.83
38	City Floor Supply	PO 364 Maintenance Supplies - Floor Wax - FAC	182.92
39	Clallam County Auditor	PO 648 Capital Construction - Land Recording - SQ CPA	309.50
40	Clallam County Auditor	PO 648 Capital Construction - Land Recording Service Fee - SQ CPA	7.74
41	Clarkesworld Magazine	PO 629 Collection Materials - NOLS	13.99
42	Costco	PO 528 Program Supplies - Friday Night Movie, Youth Programs (FOSL)	77.96
43	Costco	PO 601 Program Supplies - Books and Trivia (FOSL)	62.92
44	Costco	PO 622 Program Supplies - Community Engagement (PAFOL)	71.97
45	Costco Fuel	PO 508 Business Fuel - White Subaru - NOLS	60.47
46	Decker City Hardware	PO 612 Office Supplies - Ant Bait - FO	6.61
47	Delta Air	PO 1636 (2025) Travel - Training - PLA 2026 Flight - NOLS - Refunded	(546.97)
48	Demco Inc.	PO 365 Program Supplies - Storytime (FOSL)	726.46
49	Demco Inc.	PO 437 Office Supplies - Circulation Label - TS	45.65
50	Don de la Columbiana	PO 581 Travel - Training - Govt to Govt Training Meal - NOLS	18.11
51	Dungeness Kids	PO 599 Program Supplies - Kid's Area Toys (FOSL)	59.22
52	E-Fax	PO 563 Technology Services - Confidential HR Fax Line - ADM	36.84
53	Evergreen 76	PO 544 Business Fuel - Prius - NOLS	45.79
54	Expedia	PO 580 Travel - Training - Govt to Govt Training Hotel - NOLS	108.92
55	EZCater	PO 604 Program Supplies - Housing Rights & Kids Book Club (FOFOL)	62.86
56	Floor Guy Supply	PO 356 Maintenance Supplies - Floor Cleaner - FAC	37.90
57	Forks Outfitters	PO 495 Program Supplies - Family Dance Party (FOFOL)	78.29
58	Forks Outfitters	PO 496 Program Supplies - String Art (FOFOL/CBFOL)	64.76
59	Forks Outfitters	PO 497 Program Supplies - Teen Hangout - WSU Prevention Grant (FODF)	12.18
60	Forks Outfitters	PO 529 Program Supplies - Spring Egg Adventure (FOFOL/CBFOL)	38.46
61	Forks Outfitters	PO 605 Program Supplies - Housing Rights & Kids Book Club (FOFOL)	7.18
62	Full Western Tire	PO 423 Vehicle Maintenance - White Forester Safety Inspection - FAC	235.55
63	Grocery Outlet	PO 494 Program Supplies - Spring Egg Adventure (FOFOL/CBFOL)	51.49
64	Grocery Outlet	PO 530 Program Supplies - Spring Egg Adventure (FOFOL)	12.99
65	Home Depot	PO 650 Small Tools & Equipment - Spot Lights for Flag - SQ	103.39
66	Home Depot	PO 651 Office Supplies - Hand Sanitizer, Padlocks - SQ	71.53
67	Hotels.com	PO 625 Travel - Training - WLA Conference Hotel - NOLS	431.88

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
68	Hotels.com	PO 626 Travel - Training - WLA Conference Hotel - NOLS	383.06
69	Illinois Library Association	PO 607 Program Supplies - SRP Books (FOFOL/CBFOL)	81.98
70	Illinois Library Association	PO 607 Program Supplies - SRP Books (FOFOL/CBFOL) - Mischarged	81.98
71	Illinois Library Association	PO 607 Program Supplies - SRP Books (FOFOL/CBFOL) - Refunded	(81.98)
72	La Quinta Hotel	PO 480 Travel - Training - WLA Conference Hotel - NOLS	557.88
73	La Quinta Hotel	PO 482 Travel - Training - 2026 WLA Conference Hotel - NOLS	523.75
74	Labels Direct, Inc.	PO 438 Office Supplies - Label Printers - TS	210.00
75	Lighbulb Wholesaler	PO 498 Maintenance Supplies - Emergency Light - FAC	53.37
76	Lincoln Street Station	PO 649 Capital Construction - Notary; Copies of Easement Docs - SQ CPA	33.05
77	Lower Elwha Food & Fuel	PO 366 Business Fuel - Bookmobile - OR	35.15
78	Lower Elwha Food & Fuel	PO 400 Business Fuel - Bookmobile - OR	52.65
79	Lower Elwha Food & Fuel	PO 422 Business Fuel - White Subaru - NOLS	53.61
80	Lower Elwha Food & Fuel	PO 469 Business Fuel - Bookmobile - OR	42.03
81	Lower Elwha Food & Fuel	PO 506 Business Fuel - Bookmobile - OR	70.85
82	Lower Elwha Food & Fuel	PO 507 Business Fuel - Bookmobile - OR	79.86
83	Lower Elwha Food & Fuel	PO 524 Business Fuel - Bookmobile - OR	41.03
84	Lower Elwha Food & Fuel	PO 541 Business Fuel - Bookmobile - OR	69.69
85	Lower Elwha Food & Fuel	PO 587 Business Fuel - White Subaru - NOLS	49.37
86	Lower Elwha Food & Fuel	PO 588 Business Fuel - Bookmobile - OR	45.93
87	Meta (Facebook)	PO 445 Professional Services - Sponsored Posts - Program Ad - MKT	17.39
88	Meta (Facebook)	PO 631 Professional Services - Sponsored Posts - Program Ad - MKT	16.24
89	Mi Luna	PO 583 Travel - Training - Govt to Govt Training Meal - NOLS	27.44
90	Michael's Store	PO 598 Program Supplies - Kid's Area Toys (FOSL)	8.48
91	Michael's Store	PO 600 Program Supplies - Art in the Library (FOSL)	29.90
92	Michael's Store	PO 635 Office Supplies - Collection Call Number Signs - SQ CPA	28.54
93	Michael's Store	PO 635 Office Supplies - Collection Call Number Signs - SQ CPA	50.78
94	Michael's Store	PO 635 Office Supplies - Collection Call Number Signs - Refunded	(28.54)
95	Michael's Store	PO 647 Copy/Printer Paper - Paper for Collection Signs - SQ	30.45
96	Microsoft	PO 429 Technology Services - A5 Licensing - IT	525.20
97	Microsoft	PO 430 Technology Services - A3 Licensing - IT	419.54
98	National Notary Association	PO 431 Training and Conferences - Notary Training - NOLS	65.00
99	Pacific Pizza	PO 505 Program Supplies - Family Dance Party Gift Card (FOFOL)	25.75
100	Paradise Cafe	PO 526 Program Supplies - 2nd Sat. Book Discussion Group (FOSL)	21.06
101	PayPal	PO 565 Program Supplies - D?a del Ni?o (FODF)	288.10
102	Port Angeles Auto Glass	PO 404 Vehicle Maintenance - Pacifica Front Passenger Window - FAC	751.41
103	Port Angeles Auto Glass	PO 620 Vehicle Maint - Red Forester Windshield Replacement - FAC	532.52
104	POS Supply Solutions	PO 492 Office Supplies - Receipt Tape - NOLS	208.00
105	Price Ford	PO 516 Vehicle Maint - Transit Van Oil Change, Tire Rotation - FAC	120.19
106	Safeway	PO 361 Business Fuel - Red Subaru - NOLS	27.76
107	Safeway	PO 440 Courier Fuel - Pacifica - OR	29.58
108	Safeway	PO 444 Program Supplies - Fair Housing Program (PAFOL)	29.03
109	Safeway	PO 523 Courier Fuel - Pacifica - OR	36.67
110	Safeway	PO 527 Program Supplies - Yarn Circle (FOSL)	14.97
111	Safeway	PO 611 Program Supplies - Spring Egg Adventure (CBFOL)	8.52

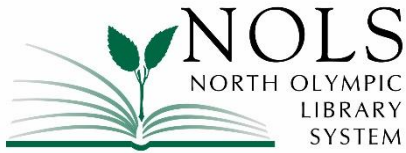
No.	Claimant	Purpose	Amount
I12	Scholastic Inc	PO 502 Program Supplies - SRP Books (FOFOL/CBFOL)	293.50
I13	Sebo	PO 500 Maintenance Supplies - Vac Filter Cover - FAC	59.74
I14	Sequim City of	PO 640 Professional Services - Street Banner Reservation - NOLS	180.00
I15	Sequim City of	PO 640 Professional Services - Street Banner Reservation Fee - NOLS	6.75
I16	Sequim Irrigation Festival	PO 637 Programming - Family Fun Day Registration (FOSL)	30.00
I17	Shell	PO 533 Business Fuel - Transit Van - NOLS	84.05
I18	Shell	PO 556 Business Fuel - Chevy Van - NOLS	95.00
I19	Shell	PO 566 Business Fuel - Chevy Van - NOLS	67.28
I20	Shell	PO 589 Business Fuel - White Subaru - NOLS	55.64
I21	Sherwin-Williams	PO 467 Maintenance Supplies - Brush Handle, Sponges - FAC	7.29
I22	Stamps.com	PO 399 Postage - TS	250.00
I23	Stamps.com	PO 435 Postage - TS	250.00
I24	Stamps.com	PO 470 Postage - TS	250.00
I25	Stamps.com	PO 510 Postage - TS	250.00
I26	Stamps.com	PO 511 Technology Services - Monthly Service Charge - TS	22.86
I27	Stamps.com	PO 522 Postage - TS	250.00
I28	Tech Soup	PO 540 Tech Services - Quickbooks Online Subscription & Migration - ADM	919.00
I29	Uline	PO 567 Maintenance Supplies - Chair Mats - FAC	583.93
I30	Uprinting	PO 518 Professional Services - Bookmarks - MKT	218.61
I31	UPS	PO 555 Freight - Customs Fee for Hard Drive - IT	22.00
I32	Vispronet	PO 517 Professional Services - Street Banner - MKT	578.52
I33	VistaPrint.com	PO 552 Program Supplies - Poetry Walk Signs (NDF/PAFOL)	348.92
I34	Walmart	PO 397 Program Supplies - Kid's Book Club (PAFOL)	11.42
I35	Walmart	PO 446 Small Tools & Equip - Dish Pans - SQ CPA - Refunded	(17.34)
I36	Walmart	PO 466 Office Supplies - Hanging Folders, Storage Containers	23.07
I37	Walmart	PO 597 Program Supplies - Maker Boxes (FOSL)	10.06
I38	Walmart	PO 638 Program Supplies - Opening Week New Library (FOSL)	66.38
I39	Walmart	PO 639 Small Tools & Equipment - Storage Bins - SQ CPA	29.03
I40	Walmart	PO 641 Office Supplies - Velcro Straps, Labels - SQ	71.37
I41	Washington Library Association	PO 476 Training and Conferences - WLA 2026 Registration	412.30
I42	Washington Library Association	PO 481 Training and Conferences - WLA 2026 Registration	477.40
I43	Washington Library Association	PO 553 Training and Conferences - WLA 2026 Registration	244.13
I44	Washington Library Association	PO 606 Training and Conferences - WLA 2026 Registration	244.13
I45	Washington Library Association	PO 624 Training and Conferences - WLA 2026 Registration	412.30
I46	Whole Sale Glass & Supplies	PO 504 Maintenance Supplies - Door Hinges - FAC	68.38
I47	Whole Sale Glass & Supplies	PO 504 Maint Supplies - Door Hinges - FAC - Refunded	(68.38)
I48	Wilder Auto Center	PO 433 Vehicle Maint - Ariya Inspection & Tire Rotation	89.59
I49	Wilder Auto Center	PO 619 Vehicle Maint - Ariya Brakes and Multipoint Insp.	742.85

**18,335.69**

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

<b>1210 ADP Tax/Financial Services</b>	Payroll and Payroll Tax (PPE 03-31-2026)	274,764.92
<b>1211 Dept. of Retirement Systems</b>	PERS and DCP (PPE 03-31-2026)	39,319.67
		<b>314,084.59</b>





## Staff Report

Meeting Date: April 23, 2026  
To: Library Board of Trustees  
From: Brian Phillips, Facilities Manager  
Subject: Approval of Resolution 26-05-08 Authorizing Disposal of Surplus Equipment & Furniture

Attachments: Resolution 26-05-08

### 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

As part of the Sequim Library Expansion and Renovation Project, new furniture and equipment was purchased for the Sequim Library. When the temporary Sequim Library space was shut down at the end of January 2026, NOLS staff began relocating older furniture that could be used at other locations. Many chairs, tables, shelving units and cabinets were identified that could be used in Clallam Bay, Forks and Port Angeles. Reusing the extra Sequim Library furniture allowed furniture in poor condition to be removed from the branches and for improved furniture configurations to be implemented (e.g. aisle widths and desk heights that meet ADA standards).

During the past several months, furniture that has been replaced and is no longer needed has been moved from all NOLS locations to the temporary Sequim Library space, allowing for an efficient space to sort and organize the items before donation or disposal.

NOLS has notified Friends of the Library groups and the other library systems on the Olympic Peninsula of the furniture that will be available. These groups have expressed interest in the furniture. After the library-related organizations have had a chance to review the items, local nonprofits will be given an opportunity to review the items before they are disposed of.

Depending on the number of items left after NOLS donates items, the Washington State Department of Enterprise Services Surplus Disposal Program may be used to remove the final items.

**Motion**

That the Library Board of Trustees approve Resolution 26-05-08, approving surplus and disposal of items no longer needed by NOLS.



**Resolution 26-05-08**  
 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
Monitor Arm	6
Wood Display/Shelving Unit	6
Bench	1
Computer Desk	7
Wood Desk	4
Wood Chair	20
Wall-Mounted CD Shelf	1
Metal Mobile Shelving Unit	6
Book Cart	8
Manual Height Adjustable Desk	3
Square Table	4
Rectangle Table	2
Children's Wood Table	4
Children's Wood Chair	8
Café Table	3
Metal Chair	4
Standing Height Catalog Desk	1
Wood Lectern	2
Wingback Chair	2
Arm Chair	10

Stacking Plastic Chair	30
Task Chair	14
File Cabinet	10
Stacking Fabric Chair	30
Outdoor Book Return	3
Couch	1
Teak Chair and Cushions	6
Varidesk Adjustable Desk Convertor	2
Free-standing Poster Sign Holder	1
Wall-mounted shelf	8

**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 28th day of May, 2026.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Attested by:

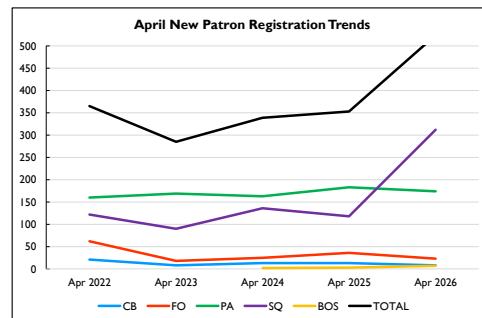
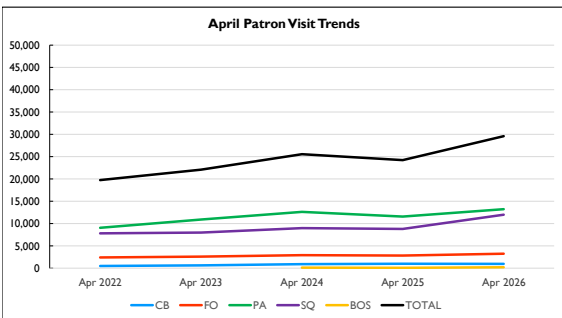
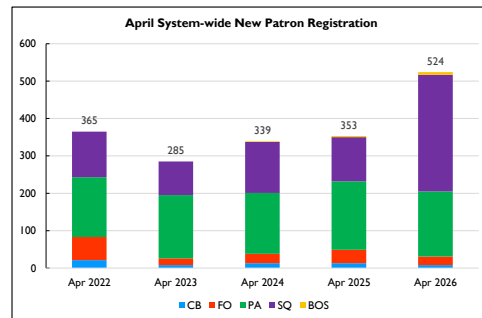
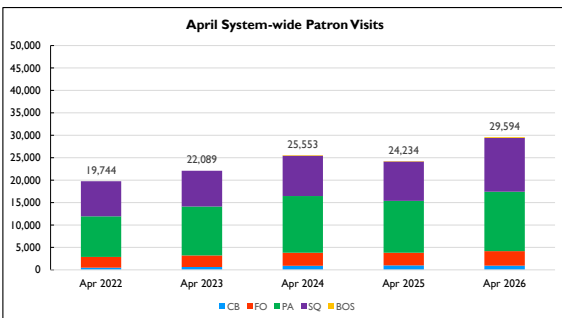
\_\_\_\_\_  
Secretary to the Board

Patron Visits		
	2026	% of System
<b>Port Angeles</b>	13,224	44.7%
Children	7%	
<b>Sequim</b>	11,986	40.5%
Children	8%	
<b>Forks</b>	3,236	10.9%
Children	6%	
<b>Ciallam Bay</b>	950	3.2%
Children	11%	
<b>Bookmobile</b>	198	0.7%
<b>Total</b>	29,594	100.0%

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

\* The Sequim Branch Library did not have a patron counter on its east/rear entrance in April 2026.

New Patron Registration		
	2026	% of System
<b>PA</b>	174	33.2%
<b>SQ</b>	312	59.5%
<b>FO</b>	23	4.4%
<b>CB</b>	8	1.5%
<b>BOS</b>	7	1.3%
<b>Total</b>	524	100.0%



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

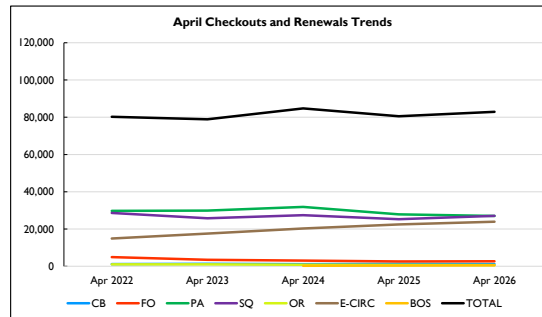
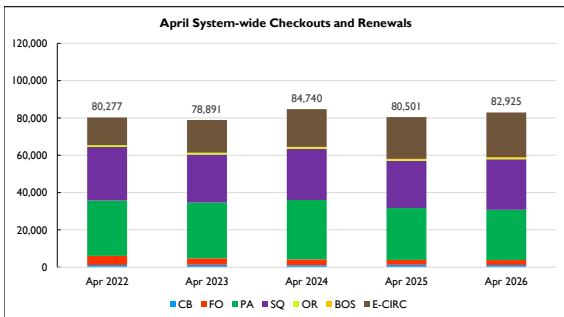
\* The new Sequim Branch Library opened on March 21, 2026. April 2026 was its first full month of operation.

Checkouts & Renewals		
	2026	% of System
<b>Port Angeles</b>		
Checkouts	15,189	25.5%
% From Self-Check	78%	
% From Holds	31%	
Renewals	11,809	50.7%
<b>Total</b>	<b>26,998</b>	<b>32.6%</b>
<b>Sequim</b>		
Checkouts	16,758	28.1%
% From Self-Check	76%	
% From Holds	34%	
Renewals	10,303	44.2%
<b>Total</b>	<b>27,061</b>	<b>32.6%</b>
<b>Forks</b>		
Checkouts	2,201	3.7%
% From Self-Check	34%	
% From Holds	30%	
Renewals	455	2.0%
<b>Total</b>	<b>2,656</b>	<b>3.2%</b>
<b>Clallam Bay</b>		
Checkouts	689	1.2%
% From Self-Check	25%	
% From Holds	28%	
Renewals	455	2.0%
<b>Total</b>	<b>1,144</b>	<b>1.4%</b>
<b>Outreach</b>		
Checkouts	621	1.0%
% From Holds		
Renewals	16	0.1%
<b>Total</b>	<b>637</b>	<b>0.8%</b>
<b>Bookmobile</b>		
Checkouts	259	0.4%
% From Holds	16%	
Renewals	254	1.1%
<b>Total</b>	<b>513</b>	<b>0.6%</b>
<b>Electronic Circulation</b> <i>(OverDrive/Libby, Hoopla &amp; Kanopy checkouts do not renew)</i>		
Checkouts	23,916	28.8%
<b>Systemwide Totals</b>		
Checkouts	59,633	
Renewals	23,292	
<b>System Total</b>	<b>82,925</b>	

Interlibrary Loan Services	
Items borrowed from other libraries	192
Items loaned to other libraries	117

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

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,700	19.35
SQ	5,656	19.79
FO	662	14.66
CB	192	13.53
OR	765	8.48
BOS	82	8.16
<b>Total</b>	<b>12,057</b>	<b>18.44</b>



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

\* The new Sequim Branch Library opened on March 21, 2026. April 2026 was its first full month of operation.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	49/868	44%/54%
Sequim	29/512	26%/32%
Forks	16/102	14%/6%
Clallam Bay	10/42	9%/3%
NOLS	0/0	0%/0%
Virtual	8/94	7%/6%
<b>Total</b>	<b>112/1618</b>	<b>100%/100%</b>

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	45/748	65%/86%
Sequim	6/19	9%/2%
Forks	14/84	20%/10%
Clallam Bay	4/21	6%/2%
<b>Total</b>	<b>69/872</b>	<b>100%/100%</b>

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	47.5	7
Sequim	0	0
Forks	6.5	1
Clallam Bay	1.5	1
Outreach	0	0
NOLS	33.5	1
<b>Total</b>	<b>89</b>	<b>10</b>

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

\* The new Sequim Branch Library opened on March 21, 2026. April 2026 was its first full month of operation.

Community Outreach Events		
	Events/Attendees	% of System
PA	2/18	50%/17%
SQ	1/21	25%/20%
FO	1/68	25%/64%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
<b>Total</b>	<b>4/107</b>	<b>100%/100%</b>

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	150
Read & Ride (Clallam Transit Buses)	36
Dolly Parton Imagination Library	1,211
Library Programs & Outreach	35
Clallam County Correctional Facility	70
<b>Total</b>	<b>1466</b>

Outreach Delivery Services	
Deliveries/Pickups	89
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	15

Bookmobile	
Routine Stops	23
Special Stops	1
Library Pop-Ups (no bookmobile)	4
Appearance (e.g. parade)	1
Miles Traveled	1,712

<b>General Public Computer Use</b> (excludes Special Computer Use)				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	24	1,914	1,839	33.9%
Sequim	10	925	629	27.8%
Forks	8	275	200	11.0%
Clallam Bay	7	253	269	23.0%
<b>Total</b>	<b>49</b>	<b>3,367</b>	<b>2,937</b>	<b>27.5%</b>

<b>Special Computer Use</b> (ADA, Express, Microfilm, Scanner)				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	5	406	123	10.9%
Sequim	3	260	68	10.0%
Forks	3	116	23	3.3%
Clallam Bay	0	-	-	0.0%
<b>Total</b>	<b>11</b>	<b>782</b>	<b>214</b>	<b>8.6%</b>

<b>Computer Prints Made</b>		
	# of Prints	% of System
Port Angeles	12,190	54.5%
Sequim	7,970	35.7%
Forks	1,489	6.7%
Clallam Bay	699	3.1%
<b>Total</b>	<b>22,348</b>	<b>100.0%</b>

<b>Wi-Fi Access</b>		
	Wi-Fi Accessed	% of System
Port Angeles	4,472	47.5%
Sequim	2,775	29.4%
Forks	1,532	16.3%
Clallam Bay	644	6.8%
<b>Total</b>	<b>9,423</b>	<b>100.0%</b>

<b>Website Visits</b>	
Total Visits	41,539
Unique Visitors	11,745
Average Time on Site	1m 0s

<b>Database Access</b>	
Total Sessions on all Databases	7,712

<b>Facebook Activity</b>	
Followers	6,304
Content Published	53
Reach (unique accounts)	16,751
Reactions/Likes/Comments, etc.	2,102

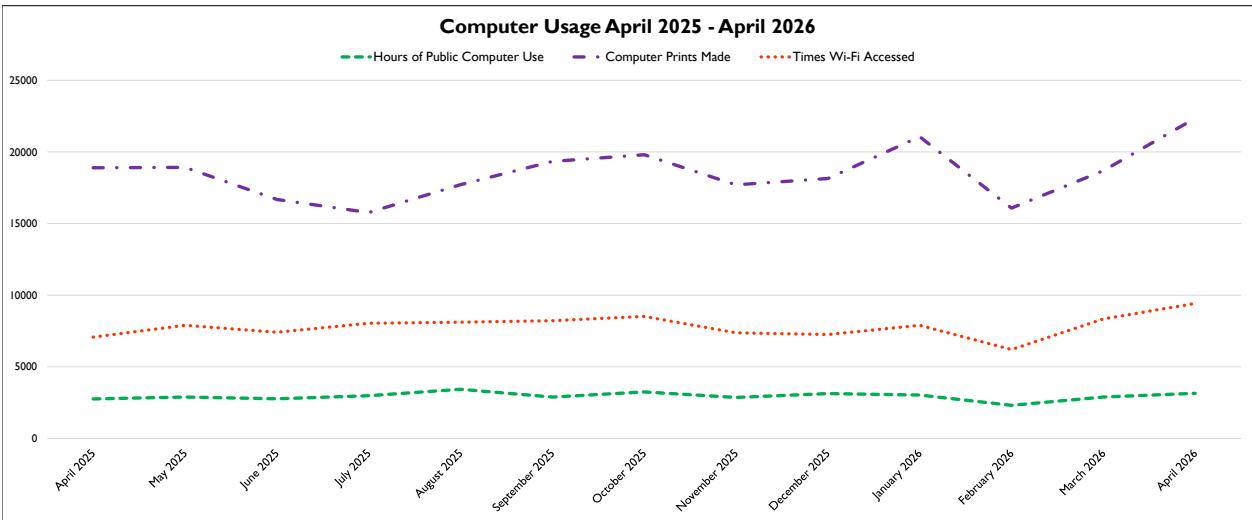
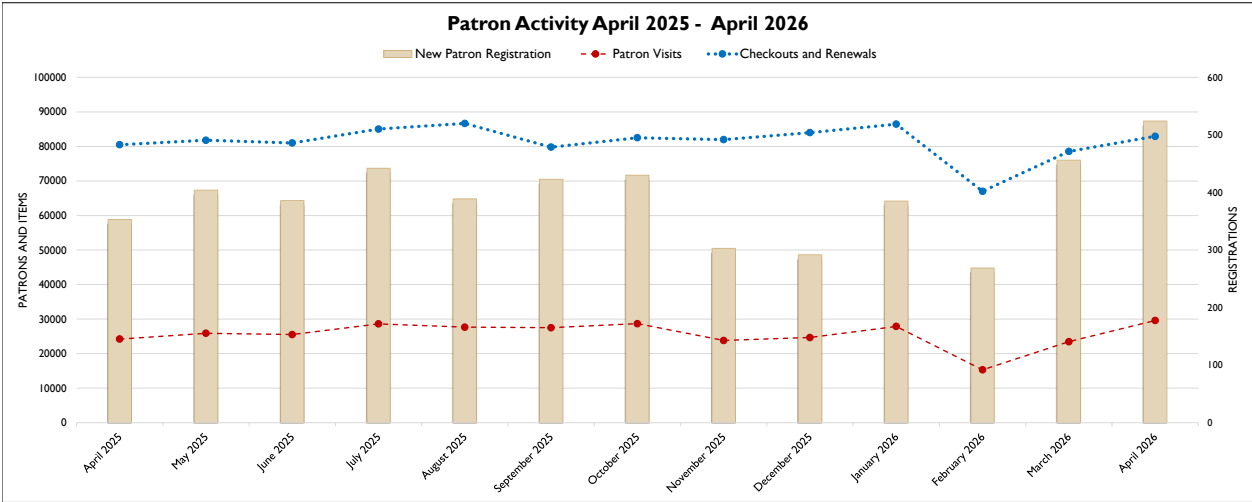
<b>YouTube Activity</b>	
Subscribers	488
Videos Published	1
Program Recordings	-
Views (lifetime content)	1,263
Watch Time (hours)	31

<b>Instagram Activity</b>	
Followers	2,036
Content Published	46
Reach (unique accounts)	3,757
Reactions/Likes/Comments, etc.	935

<b>eNewsletter</b>	
Number Sent	23,297
Read Rate	0
Click-Through Rate	0

<b>Advertising</b>	
Ads Run	5
Reach (unique accounts)	7,398

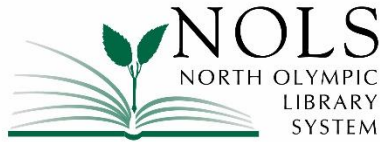
<b>Notices</b>	
Number Sent	14,689
Read Rate	59%



**Significant Events During the Past 13 Months:**

- April 2024 - January 2026 - The Sequim Branch Library operated out of a temporary space while a new building was constructed.
- 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.
- March-April 2026 - The Sequim Branch Library opened its new building on March 21, 2026. April 2026 was its first full month of operation.
- April 2026 - The Sequim Branch Library did not have a patron counter on its east/rear entrance in April 2026.
- April 2026 - NOLS had a levy lid lift on the April 28 special election ballot.





# Monthly Activity Report

Meeting Date: May 28, 2026  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for April 2026

## Port Angeles Main Library

*Meghan Sullivan, Public Services Director*

### Port Angeles Programming:

- **Baby Storytime** – 160 participants at 5 events.
- **Toddler Storytime** – 210 participants at 8 events.
- **Family Storytime** – 8 participants at 4 events.
- **Storytime Studio** – 3 participants at 1 event.
- **Children’s Montessori School Class Visit** – 36 participants. The class received a library tour, book care talk, and the opportunity to check out books. Later in the week, their teacher presented Youth Services Librarian, Jennifer L., with a very colorful and sweet thank you card with a \$90 donation to the library to go towards children’s picture books. Students collected the pennies all school year by doing kind deeds at home and brought their earnings to school to place in a jar. Each year, the school selects a community organization to donate their “Pennies for Peace” to and this year they chose the library!
- **Queen of Angeles Kindergarten Class Visit** – 23 participants.
- **Queen of Angeles Fifth Grade Class Visit and Library Tour** – 31 participants.
- **Kids Book Club** – 10 participants. Students in grades 1-3 read, *Zoey and Sassafras: The Pod and the Bog* by Asia Citro, and voted on their favorite books the group has read throughout the year. Participants decorated terracotta flower pots as their craft to connect with the book.
- **Build It! with LEGO** – 37 participants.
- **Spring into Coding: Scratch Quest Creators (Grades 4-6)** – 9 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!
- **Tween Thursday (Grades 4-6)** – 65 participants at 5 events.
- **Magic Monday (Grades 4-12)** – 42 participants at 4 events.
- **Teen Tuesday** – 22 participants at 4 events including Games & Art, Teen Advisory Board, Books & More, and Creative Writing.

- **Haiku Contest for Teens (Grades 7-12)** – 4 participants. In celebration of National Poetry Month, Port Angeles teens were invited to write a haiku and see how much impact they could make in just three lines! Grand prize winner, Allie (Grade 8) won a \$25 gift certificate to Fat Yeti Froyo, and runners-up Audrey (Grade 8) and Sapphire (Grade 10) won notebooks and pens to continue their poetry writing.
- **Teen Lit Bags** – 16 participants subscribed for the monthly service.
- **Art & Writing: A Storyteller Face-Off!** – 10 participants. This lively, interactive, and entraining program was presented by authors/artists Kristin Varner and Rachel Michelle Wilson. They each gave a strong argument for championing art or writing. The culmination of the event was a story written by everyone in the audience. Both youth and adults participated in the drawing prompts and the debate brought joy to all!
- **Tabletop Role-Playing Game Night** – 11 participants.
- **Puzzle Contest & Swap** – 30 participants.
- **Poetry Fest** – 29 participants. Visiting poet, Rodrigo Rojas, and student poet, Harmony, composed new poems at interactive stations before the poetry reading, and read their new pieces for the audience!



- **Port Angeles Community Quilt: Sewing Session** – The community was invited to come together and sew their Community Quilt squares with others. A total of 28 quilt squares were turned in during the month of April.
- **Computer Class with NorthStar Digital Literacy** – 3 participants.
- **Peninsula College ESL Class Visit** – 20 participants. Everyone left with a library card and either hoopla or Libby (or both!) downloaded to a personal device with the assistance of Public Services Librarians Amber K. and Sarah M., and Public Services Specialist, Vik G.
- **Plant and Seed Swap** – 50 participants. Houseplants, seeds, and clean pots were all swapped or given away to community members looking to grow their plan collection or garden.
- **Second Wednesday Book Group** read *This One We Call Ours* by Martha Silano – 3 participants. Everyone was excited to discuss a book of poems during National Poetry Month. Everyone took turns reading their favorite poems aloud to the group. Reading a collection of poetry that was so very PNW was very appreciated!
- **Fourth Wednesday Evening Book Group** read *Annie Bot* by Sierra Greer – 8 participants.

- **Poetry Walks** – Community members are able to enjoy poetry along the trails in Olympic National Park, North Olympic Land Trust areas, and Dungeness Wildlife Refuge in April and May.
- **AARP Tax-Aide Assistance:** Every Saturday from February 7 to April 11, community volunteers with AARP Tax-Aide provided free assistance with 2025 Tax Returns at the Port Angeles Library. They prepared 422 tax returns (including a few prior years and amended returns) which result in tax refunds of approximately \$525,000 and taxes due of approximately \$144,000. Almost 70% of the returns were for clients who live in Port Angeles and the remaining 30% were for Forks and Sequim residents.

#### Port Angeles Community Engagement:

- Youth Services Librarian, Clair D., met with the **Port Angeles High School Student Book Club** to hear what books they are reading next. The club has been focusing on reading heavily challenged and/or banned books this school year and plans to keep that focus next year. – 3 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. – 11 attendees.
- Youth Services Librarian, Jennifer L., visited three Head Start classrooms for outreach storytimes at **Mount Angeles Headstart**. – 48 participants
- Port Angeles Public Services Staff (Chad S., Katie H., and Meghan S.) tabled at the **Lower Elwha Klallam Tribe Wellness Fair** to celebrate health and connection while sharing information about NOLS services and programs.
- Port Angeles Public Services Specialist, Katie H., provided NOLS program and service information alongside other community resources at the Port Angeles **Department of Social and Health Services Wraparound Services**. – 7 participants

#### Port Angeles Staff Activity:

- Port Angeles Public Services Staff (Jamie W., Leslie B., Sarah M.) attended the Washington Library Association (WLA) Conference in Yakima, WA. This conference brings together library professionals from across the state for three days of learning, collaboration, and community.
- Public Services Librarian, Sarah M., attended every other week meetings with the Washington Digital Library Consortium’s Executive Advisory Committee and the quarterly meeting of State Depository Libraries.
- Jennifer L., Youth Services Librarian, attended a quarterly meeting for the Perinatal Mental Health Task Force. One topic of discussion was, “More than the Blues: Perinatal Mental Health Awareness” Art Exhibition that will be held in the Port Angeles Library

beginning on May 1. Other agenda items included, the Community Connections Baby Shower and the Perinatal Mental Health & Substance Use Care Pathways Survey Project.

- The Port Angeles Library Programming Team (Travis P., Leslie B., Amber K., Sarah M., Clair D., Jennifer L.), and Public Services Director, Meghan S., met with Jessie Young from Field Arts & Event Hall to discuss collaboration opportunities to bring free arts education to library.
- Port Angeles Public Services staff continue to participate on a number of NOLS system-wide 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*

Sequim Programming:

- **Baby Storytime** (new weekly program in Sequim!)– 16 participants at 2 events.
- **Family Storytime** – 295 participants at 5 events.



- **Drop-In After School Programs** – 24 participants. A variety of drop-in activities (Legos, crafts, coloring, playdough, board games) have been offered on Tuesday and Thursday afternoons from 3-4pm.
- **SilverKite: Acrylic Painting - Loveable Lilacs** – 29 virtual participants
- **Teen Advisory Board** - 4 participants
- **Yarn Circle** – 65 participants at 4 events
- **Drop-In Tech Help** - 12 participants at 4 events
- **Books and Trivia Competition** - 21 participants

- **Haiku Contest for Teens (Grades 7-12)** – 10 participants
- **Teen Lit Bags** – 19 participants
- **Friday Night Movie: *Eternity*** – 25 participants



- **Family Movie Matinee: *Zootopia*** – 4 participants
- **End of Life Ready Workshop** – 20 participants
- **Second Saturday Book Discussion Group** – 15 participants

Sequim staff supported Bookmobile stops at Carrie Blake Park and Elk Creek Apartments. Librarian Corrina D. attended the Sequim Dungeness Chamber of Commerce volunteer training, to share information about the library.

April was a busy month at the new library – the first full month open. Staff are getting into rhythm with new procedures and the new building, and every day brings opportunities to learn something new about the library and how people use the space. Staff continue to hear feedback from patrons about how much they love the new library, especially all of the natural light.

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

*Troi K. Gale, Library Manager*

### **West End Daily Operations:**

- FarWest continued working on the lobby doors at the Forks Branch Library. All card readers are now operational.
- Staff continued to engage with professional development opportunities.

- Public Services Specialists started inventorying the children’s section of the Forks Library in advance of Summer.
- West End Public Services Staff continued to support Outreach services on the West End

### West End Programming

- 6 patrons attend the Bilingual Poetry Reading. This poetry event was led by Poet Laureate Nellie Bridge and Chilean poet and translator, Rodrigo Rojas. During this event, both poets shared their works and translations of their works. This event welcomed both Spanish-speakers and English-speakers.
- Both the Forks and the Clallam Bay Kids Book Club is thriving. Children are enjoying the books and gathering to discuss them the following month. Youth Services Specialist Angeles B. has promoted the program within schools, and attendance is growing. There has been positive feedback from parents.
- YSS Angeles B. conducted a String Art workshop for the Clallam Bay and Forks branches. Students learned how to safely use hammers and nails to create their art. Clallam Bay students returned after school to make even more art and invited additional friends to join in the fun.



- The Haiku Contest for teens was a success. Clallam Bay Branch received 17 entries, the most of all branches. This program took place in April to honor Poetry Month. YSS Angeles looks forward to bringing this back next year.
- The Dia del Niño event was very well attended with a wide array of participants from various walks of life. YSS Angeles B. included bilingual books as free giveaways for every child who attended. Manager Troi G. and Public Services Specialist Amellia L. participated in the festivities. The Library received multiple community donations which helped make this event a huge success.



- The "Balance for Seniors: How to Prevent Falls" presentation was held at both West End branches. Forks had five attendees, and Clallam Bay had two.
- Megan Suslick, a local chicken breeder, presented the Chicken Keeping 101 program at both West End branches, with 8 attendees in Forks and 7 in Clallam Bay.



- Forks Bad Art Night continues to be well attended, with eleven participants creating paintings themed around April Showers.
- During Forks Rainfest, two people stopped to color a quilt block of their choice.

**West End Community Visits:**

- Adult Library Services Specialist Jennifer S. attended the Quileute Job Fair in La Push, where she spoke with various community groups and patrons.

**Outreach Services: Bookmobile and Delivery Services**

*José E. Castro, Outreach Library Manager*

**Outreach Daily Operations:**

- 89 outreach deliveries were made, 4 new patrons registered for delivery services, 621 items were checked out and 16 items renewed for delivery service patrons.

- Couriers transported 769 totes between NOLS branches, plus 27 more for Outreach Deliveries.
- The Bookmobile travelled 1712 miles.

**Programs and Community Outreach:**

- **Welcoming The Whales – 4/10/2026 (Invitation to represent the library):** Community Outreach Librarian, Adrienne L. attended alongside more than 100 attendees from across the Quileute Tribe and community members. Adrienne shared: “I had the privilege of attending the Welcoming the Whales ceremony hosted by the Quileute Tribe, which took place on First Beach. Quileute Tribal School students were a main contributor to the ceremony, participating in song and dance to welcome the whales. Many people from across the county attended to witness this event. I’m very grateful to have been in attendance! I even recognized some of the students who visit the Bookmobile during the ceremony, which was exciting.”
- **NWIRP and Resource Fair in Forks – 4/26/2026, 15 connections (Spanish event title: *Consultas Legales y Feria de Recursos*):** The intention of this event was to connect Spanish-speaking community members with free legal aid services and local resources. The organization Derechos Humanos de Forks invited NOLS to participate in the event, which primarily served Spanish-speaking attendees. Outreach Library Manager, José C. attended and was able to strengthen community connections while sharing information about library services and resources. Several attendees were already library users and were excited to learn more about the Kanopy and NOLS’ online databases. In addition, a community partner from Clallam-Jefferson County Pro Bono Lawyers expressed enthusiasm about NOLS’ Law Library terminal.
- **Quileute Job Fair, La Push, WA - 4/28/2026, 10 connections:** Outreach Library Manager, José C. attended and connected with the Tribe’s events coordinator regarding moving the regular Bookmobile stop from the Quileute Tribal School to the Quileute Akalat Center during the summer.

**Pop-Up Libraries and Bookmobile:**

- **Quileute Senior Center Pop-Up Library:** (16 visitors at 2 events)
- **Sekiu Community Center Senior Friday Lunch Pop-Up Library:** (11 visitors)
  - **We had a special request to bring the Bookmobile their Senior Lunch.** Community Outreach Specialists, Becki N. and Kayla A. shared: “Had a lovely visit at the Sekiu Seniors Luncheon. We brought the bookmobile and had “touch-a-truck” time with the Seniors. We heard many tales of the previous iterations of the Bookmobile. Many patrons still remembered the librarian’s name and how impactful the Bookmobile was to the rural school kids!”
- **Routine Bookmobile Stops:**
  - Neah Bay Community Gym (90 visitors at 4 stops)
  - Makah Recovery Drop-In Center ( 3 visitors at 1 stop)
  - Sail River Heights Longhouse – Neah Bay (4 visitors at 1 stop)
  - Beaver Grocery Store (0 visitors at 5 stops)
  - Quileute Tribal School (32 visitors at 2 stops)
  - Carrie Blake Park in Sequim (3 visitors at 2 stops)
  - Elk Creek Apartments with Sequim Mobile Pantry (24 visitors at 2 stops)

- Port Angeles Food Bank (8 visitors at 1 stop)
- Joyce Mobile Market at Crescent School (5 visitors at 1 stop)
- Crescent School (21 visitors at 2 stops)
- Joyce Plaza (0 visitors at 2 stops)

**Other Activities for Outreach Staff:**

- April was the start of NOLS Poetry Walks—signs with nature-themed poems were posted along trails within the Olympic National Park, North Olympic Land Trust conservation areas and new this year—The Dungeness Wildlife Refuge in Sequim. Poems will stay up until May 31.
- Outreach Librarian, Adrienne L., attended the Washington Library Association (WLA) conference in Yakima, WA and took in sessions pertaining to library programming and participatory design and safety around using AI.

**Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* HVAC maintenance and filter change; replaced refrigerator; cleaned alcove carpet; repaired Tiny Olympic Library at City Pier; installed new air cleaner in office space; installed light shade above office desk; dealt with stranded car in parking lot; swept parking lot; lawn care.

*Port Angeles Accessible Pathways Project:* Finalized construction contract with Interwest Construction, Inc.; hired Construction Inspection Services for special inspections; renewed permit; met with Holy Trinity Lutheran Church to discuss parking lot impacts, access, and risk mitigation; held preconstruction kick-off meeting and set the start date for May 4, 2026; notified staff, neighboring apartment complex, and service providers who perform routine work in the parking lot.

*Sequim Library Project:* Dispose of surplus computer equipment stored in the Sequim Temporary Library and relocated reusable furniture to various NOLS locations; stopped potable water service to temp space; new furniture punch list items completed; continued addressing lighting and HVAC commissioning issues.

*West End Libraries:* Forks Library backflow prevention inspection (passed); troubleshooted Clallam Bay front entrance ADA buttons; completed Forks front entrance card reader installation; replaced Forks exterior light sensor; purchased new battery powered weed eater; yard work and lawn care.

*Vehicles:* Bookmobile new rear tires, transmission fluid replacement, brakes inspection and software updates; Nissan Ariya alignment; white Forester new brakes and maintenance; Chrysler Pacifica maintenance and air conditioner repair; Chevy van pinion seal repair; Prius multipoint service.

*Other:* Replaced Annex security system back-up battery.

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

*Erin Shield, Technical Services Manager*

In April, IT worked on a lot of small Sequim clean-up both on-the-ground work and behind-the-scenes tasks, including help coordinate the tech surplus pick-up with no cost to NOLS. They improved email security with various automatic monitoring of reports. Additionally, staff continued audits of phone invoices and plans across the system to help identify cost savings and unneeded redundancies.

### Tasks completed:

- 59 tickets resolved
  - Clallam Bay phone issue
  - Server hard drive failure
  - Outlook not responding
  - Fixed policy issue after rebuilding domain controllers
  - Several phones off-line in Port Angeles
  - Phone system call queues and overhead paging troubleshooting
  - Duplicate receipt printer
- Coordinated tech surplus pick-up from temp location
- Continued honing in and standardizing Lumen/Century Link services and billing
- Post Sequim clean-up
  - Audit devices in RMM system, AD, and hardware
  - Reconfigured call queues
- Anti-harassment training completed by all staff
- Cleaned up pricing for items in Polaris to eliminate penny obsolescence
- Cleaned up mobile phone carrier listings in Polaris
- Identified how to use prepaid Cerium support hours
- Wireless printing configuration testing
- QB backed-up in order to migrate to online version
- Improved email security with DKIM signing and DMARC report monitoring
- Redesigned and updated the Art in the Library web page
- Supported the Polaris upgrade by prepping staff and helping with implementation
- Updated the meeting rooms web page to reflect all of the new rooms and reservation changes in Port Angeles and Sequim.

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

In April, Technical Services completed Round I of the Beginning Chapter book recataloging project and started a new recataloging project to clean up J Graphic Novel series and title

information for better accessibility and findability in the catalog. The second half of the Beginning Chapter book project will commence in May.

Technical Services staff participated in trainings, webinars, tasks and meetings in April related to ILS Team, NOLS Gear team, Materials Request Subcommittee, Web Team, Sequim building project, Collection Management Team, Health and Safety Committee, Clallam County Law Library Board, and Management Team.

Notable in April:

- Received a nice note from a patron in a returned InterLibrary Loan from Topeka, Kansas thanking us for sending a book. (Technical Services Lead, Wendy O.)
- Learning about uploading custom images in the catalog – particularly vertical files and archives. (Processor Mark J.)
- Worked with Public Services Specialist Audra D. on updating the Port Angeles staff evacuation routes. I feel really good about the changes that we made and think they will be much more intuitive and easier for staff to remember under the pressure of an event. (Technical Services Specialist Jennifer F.)
- EDI ordering with Brodart set up! (Technical Services Manager Erin S.)
- Appreciating the Technical Services Team. (Technical Services Specialist Cindy T.)

Statistics:

- 988 physical items processed;
- 421 print materials repaired, including 245 recats;
- 99 media items repaired;
- 21 physical donations added to collection;
- 192 InterLibrary Loan requests for NOLS' patrons filled;
- 117 items loaned to other libraries;
- 31 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
- All Staff Training Day Team Support

- Routine Management Team, Equity Diversity and Inclusion Team meetings.

**Recruitments:**

- None

**New Hires:**

- Travis Porter – Port Angeles Library Manager – PA

**Separations:**

- Daniel Steele – Courier – OR
- Jina Felton – Training Coordinator – ADM

**Marketing and Communications**

*Karyn Bocko, Marketing and Communications Manager*

- Provided marketing and communications support for levy information and significant preparatory work for the Summer Reading Program.
- The levy informational postcard arrived in mailboxes the same week as the ballot.
- Marketing Lead Lexi W. created a video recapping the Sequim Library opening day.
- To celebrate National Library Week, NOLS displayed a banner over Washington Street in Sequim, encouraging library card signup and services for all ages. Additionally, as a benefit of our participation in the KONP Home Show and through the additional generosity of KONP, the station produced a 60-second radio spot that aired throughout National Library Week.
- Submitted artwork for a promotional banner to be displayed in Joyce on the Crescent School fence along Highway 112 in support of their senior class.

**News Releases & Articles:**

- Issued 11 news releases, including an announcement about the West Coast’s “One Book, One Coast” community reading program.
- Local news outlets covered the levy lid lift proposition and unofficial results.
- The monthly “Off the Shelf” Sequim Gazette article featured new books about birds—from mystery to memoir—to align with Olympic BirdFest, contributed by columnist by Sequim Branch Manager Emily Sly.

**Financial Operations**

*Amy Hough, Finance Manager*

- Migrated from QuickBooks Desktop to the lower cost QuickBooks Online. There will be a learning curve as we recreate reports and learn the new system.

- Participated in the Government Finance Officers Association Small Governments Forum Internal Controls for Small Governments webinar.
- Completed Preventing Harassment in the Workplace training.

## **Public Service Director's Report**

*Meghan Sullivan, Public Services Director*

- Supported onboarding and training activities for new Port Angeles Library Manager, Travis P.
- Coordinated meeting room planning and staff training for the Sequim Library.
- Participated in planning meetings and activities for the Port Angeles Library Accessible Pathways Project.
- Supported Summer Reading 2026 planning activities including all-staff communications.
- Organized and supported Port Angeles Public Services staff at the Lower Elwha Klallam Tribe's Wellness Warrior Fair.
- Attended Clallam County America250 planning meeting with other community organizations.
- Met with United Way of Clallam County Director, Christy Smith, and Youth Services Librarian, Jennifer L., to discuss the Dolly Parton Imagination Library service.
- Facilitated a meeting with Jessie Young, Field Arts & Event Hall, and the Port Angeles Library Programming Team to discuss future collaboration opportunities.
- Attended monthly Port Angeles Friends of the Library Board Meeting.
- Completed assigned sections of the Washington State 2025 Public Libraries Survey.
- Multiple site visits to Clallam Bay, Forks, and Sequim Libraries.
- Routine Management Team, Branch Manager, Outreach Services, Health & Safety Team, Programming Team, Beanstack 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:

- Levy Lid Lift Informational Campaign
  - Prepare Materials
  - Community Presentations at each branch
  - Sunrise Rotary of Sequim presentation
  - Clallam Bay/Seki Community Action Team presentation
  - Nor'Wester Rotary Presentation
  - Clallam County EDC Presentation
- Sequim Library Expansion and Renovation Project
  - Address punch-list items

- Identify and develop plans for post-occupancy issues
  - Grant documentation
  - Temporary Space cleanup
- Port Angeles Accessible Pathways Project
  - Contract Preparation
  - Grant Paperwork
  - Contractor Kickoff Meeting
  - Public Announcements
- Compensation Study meetings
- Clallam County Revenue Advisory Committee meetings
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team



# Customer Comments

## April 2026

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

Thank you for having books in Spanish! I'm sure our Spanish speaking community appreciates it and those of us who are learning Spanish also find them to be a valuable resource.

**Response:**

Thank you for the positive feedback. The additional shelving that was added to the new Sequim Library allowed for some of the existing Spanish Collection at the Forks and Port Angeles Libraries to be shifted to Sequim. It's been great to see the Spanish Collection being browsed at the Sequim Library.

**Comment:**

Thank you, Port Angeles library staff, NOLS library staff, and the Washington State library system, for being so terrific! You help expand my horizons and broaden my world. I support you! I hope this message puts smiles on your faces. No need to respond.

**Response:**

None

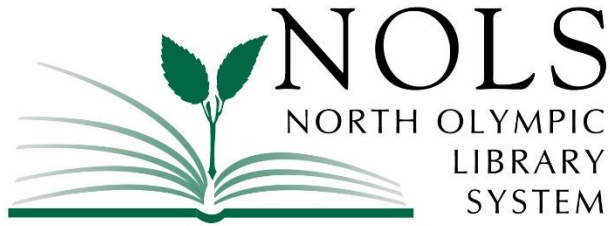
**Comment:**

I'd like to suggest one or two parking spaces that are reserve for short term (15 minute) parking. This would be a huge help for people who just need to stop by and run in to pick up a hold. I've been three times now to pick up a hold and have not been able to find a parking spot. The area in the way back was blocked off and every other, non-ADA / non-EV spot was taken. I'm hoping trip number 4 today will be more productive! A couple of short-term spots would be fantastic.

**Response:**

Thank you for the suggestion. I'm sorry to hear you've had issues with the parking at the Sequim Library. We will be continuing to fine-tune the new building and site in the coming months, and will definitely take your suggestion into consideration. Additionally, a holds locker

will be added to the site later this year, which will allow for holds to be picked up outside regular business hours, including Sundays and evenings.



**Highlight Log**  
(April 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.*

**04/01/2026 – Port Angeles**

After I did an outreach delivery in downtown Port Angeles, I drove up Cherry Street between 8th and 15th Street. Saw no less than 8 library levy signs on front lawns. Thanks for the support Port Angeles neighbors!

**04/01/2026 – Port Angeles**

Spring into Coding: Scratch Quest Creators, an intro to coding camp for tweens, was a success! This was our first time partnering with Peninsula College to offer one of their coding camps at the library. Each tween created their own game, and the range in topics and styles was impressive. From cats catching mice to battling a vampire squirrel as the Final Boss, tweens worked hard on their code, their character creation, and testing games to give feedback.



**04/02/2026 – Forks**

An older gentleman came in today to gift Mimi and I flowers as a thank you for helping him yesterday with technology. He was appreciative of the support, as Washington state is transitioning hunting & fishing licenses to the digital app on your cellular device. Overall a great customer service moment and good conversation with a fellow angler.

**04/03/2026 – Port Angeles**

Poetry Fest was a lot of fun and featured Clallam County Poet Laureate Nellie Bridge, visiting Chilean

poet Rodrigo Rojas, and a student poet as our readers for the evening. One highlight was that both Rodrigo and the student poet spent time at one of the poetry stations before the reading started and wrote new poems--and then read them on the mic! It was fun to see the creative spirit of the stations in action.

**04/03/2026 – Port Angeles**

While at the desk in the Children's area today, I've shown many families the new Beginning Chapter Book collection. Kids and parents alike are very excited to have books at their level all in one spot, and so many to choose from! Thank you, Tech Services, for your work recataloging so many books to make this collection a reality!

**04/03/2026 – Port Angeles**

Overheard in the library:

Dad - "This is one of those Japanese manga books that you read the opposite way, are you sure you want that?"

1st grader - "Yeah, I know that! I know how to read those."

Dad - "Wow, you're so worldly! I didn't know that when I was your age."

Proof that a library can open doors to all different cultures for readers of all ages! (And that a love of cats cannot be contained to books originally published in English.)

**04/09/2026 – Sequim**

A patron brought in a colorful bouquet of flowers to congratulate us on the opening of the new library. Here exact words were, "It's beautiful, really beautiful!"

**04/11/2026 – Port Angeles**

After voting a person came into the library to get a library card--they were excited and said how great of a community resource the library is and shared that they didn't know why they waited so long to get a card and that the ballot was a great reminder!

**04/13/2026 – Port Angeles**

I just had a lovely interaction with a patron who came up to tell me how thankful he was for all of the people who put up Staff Picks! He said he has found so many books and movies on that shelf that he would have never found otherwise! So great job to anyone and everyone who puts out Staff Picks! Our patrons really appreciate the extra effort and recommendations!

**04/13/2026 – Port Angeles**

As her family was heading out, a mom returned the Book Menu binder to its shelf and told me, "This is SO good! So many great recommendations!" She had been browsing it and seemed to be looking up books to place holds or taking photos of relevant pages.

**04/20/2026 – Clallam Bay**

The writing session with the Poet Laureate was full of focus and fun. Writing prompts had everyone

scribbling poems. During sharing there were readings of the poems participants created, discussions, questions, some tears over a heart-felt poem and lots of giggles and smiles.

One of the winning artists for the library card artwork came in, and one of her children picked out her mom's library card design as her very first library card! Mom and kids were very excited to get their first library cards.

#### **04/21/2026 – Forks**

A couple from Sequim made the trip to Forks so they could see our branch. They were impressed with our collection, especially the Spanish section. They agreed that the Forks Branch library is quite cozy!

#### **04/21/2026 – Sequim**

A couple came in to get library cards today and check out the new building. They saw our display for 'One Book One Coast' and they both said (at the same time) "That's why we're here!". They got the last copy we had, took a pic of the flyer and are excited to come back for the related programs.

#### **04/22/2026 – Port Angeles**

A family with a baby were enjoying the play area and thanked us for having a fun space to relax and play. They were waiting for the ferry and said, "It's bad weather, we didn't know where to go... so we thought, what about the library? This is great!"

#### **04/22/2026 – Sequim**

Was refilling the lobby sale shelves and overheard two women raving about Corrina. They LOVE her movie nights and her movie picks!

#### **04/23/2026 – Port Angeles**

A patron came in to drop off their community quilt square and was so excited to see that there were other people participating in the community quilt! We talked about the quilting bee and how much fun it will be to have the whole quilt put together! Yay for bringing the community joy!

#### **04/23/2026 – Port Angeles**

I was shopping at Safeway last night when a patron came up to me and verified that I work for the library. He said he's been meaning to come in to thank me for helping him find a space in the library to do an interview, because he got his scholarship as a result! He and his family are always very grateful for the library and all the staff he interacts with here.

#### **04/23/2026 – Port Angeles**

Tweens who met because of library programming are going to each others' birthday parties, having sleepovers, making their parents exchange phone numbers to set up hangouts... it is really fun to see kids who otherwise might not have met becoming really solid friends at/because of the library!

#### **04/23/2026 – Port Angeles**

Last week the Children's Montessori School in Port Angeles visited the library for a field trip. Today, I was presented with a very sweet and colorful thank you card with a \$90 donation to go towards children's picture books. Students collected pennies all school year by doing kind deeds at home and

brought their earnings to school to place in a jar. Each year, the school selects a community organization to donate their 'Pennies for Peace' to and this year they choice the library!

**04/24/2026 – Port Angeles**

A patron complimented the Port Angeles Library's "warm, welcoming, friendly" feeling, telling me she enjoys that we have up art and other creations by children. She noted that she lives in Sequim and is excited to watch the new Sequim Library grow and establish its own unique community and feeling. "It takes time, but I know they'll do it!"

**04/25/2026 – Port Angeles**

Another happy family discovering the BC (Beginning Chapter) book collection! Thank you Tech. Services for making this new collection more accessible for our young readers. Parent said, "This is great! I'm sure we will discover new series we didn't even know about."