Notice of Public Hearing

North Olympic Library System
2210 S. Peabody Street
Port Angeles, WA 98362

Public Hearing on Draft 2027 Operating Budget

Thursday, October 22, 2026, 5:30pm
Port Angeles Main Library
2210 South Peabody Street, Port Angeles, WA 98362

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's draft 2027 Operating Budget during the Board's regular meeting on Thursday, October 22, 2026, at 5:30pm. The Library's budget for 2026 is $7,323,969 and the proposed budget for 2027 is $7,421,727.

Members of the public are encouraged to share their thoughts at the October Board meeting, or if you cannot attend, by emailing the Executive Director, Noah Glaude, at Director@nols.org, or by emailing LibraryBoard@nols.org.

Library budget and financial information is available on the Library's website at nols.org/board-administration/.

A second public hearing and adoption of the 2027 Budget is scheduled for Monday, November 16, 2026, at 5:30pm at the Port Angeles Main Library. Public comment is encouraged at this meeting as well.

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Board of Trustees Regular Meeting

Thursday, October 22, 2026 5:30pm
Port Angeles Main Library

REMOTE ACCESS

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

PUBLIC COMMENTS

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

AGENDA

1. Call to Order, Roll Call and Introductions
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of minutes for regular meeting of September 24, 2026
5. Communications
6. Public Comments
7. Financial Reports: September 2026
8. Approval of Vouchers: September 2026
9. Unfinished Business
   None
10. New Business
    - N.1. Review and discussion of proposed 2027 Operating Budget
    - N.2. Public Hearing on the proposed 2027 Operating Budget
11. Reports
    - R.1. Monthly Statistics Reports: September 2026

R.2. Monthly Activity Reports: September 2026
R.3. Customer Comments: September 2026
R.4. Highlight Log: September 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 agendize a matter of business on a future agenda.

14. Next meeting: 5:30pm, Monday, November 16, 2026

15. Agenda items for next meeting

16. Executive session to discuss Collective Bargaining Negotiations

17. Action on executive session, if any

18. Adjournment

Upcoming Board Meetings

Date	***Time***		***Location***
Monday, *November 16, 2026*	*5:30pm*	*Regular meeting*	*Forks*

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

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Regular Meeting
Thursday, September 24, 2026 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
   Board Vice Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Jennifer Pelikan, Cyndi Ross, Betty Marcoux, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Facilities Manager Brian Phillips, and West End Library Manager Troi Gale Velasquez.

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 August 27, 2026
   Motion by Cyndi Ross to approve the minutes from the August 27, 2026 regular meeting. Motion seconded by Betty Marcoux. Motion carried.

5. Communications

6. Public Comments

7. Presentation: Accessible Pathways Project Tour of Completed Work

8. Financial Reports: August 2026
   The financial reports for August 2026 were accepted as presented.

9. Approval of Vouchers: August 2026
   Motion by Cyndi Ross to approve the August 2026 vouchers, numbered #761 through #865, in the amount of $573,668.51. Motion seconded by Betty Marcoux. Motion carried.

10. Unfinished Business
    None

11. New Business
    N.1. Background Information: Budget/Levy/Fiscal Planning (no action)

    N.2. NOLS 2027 Budget Guidelines
    Motion by Cyndi Ross to approve 2027 Budget Guidelines. Motion seconded by Betty Marcoux. Motion carried.

    N.3. Awarding a contract to FE Technologies for new Holds Lockers

Motion by Betty Marcoux to approve contract to FE Technologies. Motion seconded by Cyndi Ross. Motion carried.

Motion by Cyndi Ross to approve the amendment to the first motion. Motion seconded by Betty Marcoux. Motion carried.

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

15. Next meeting: 5:30pm, Thursday, October 22, 2026

16. Agenda items for next meeting

    First public hearing for the NOLS 2027 Operating Budget

17. Executive session to discuss performance of a public employee

    At 7:12pm the Vice Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 25 minutes.

    At 7:37 the Vice Chair announced that the Board would extend the executive session to 7:50pm.

    At 7:50 the Vice Chair announced that the Board would extend the executive session to 8:00pm.

    At 7:59pm the Chair announced that the Board had concluded its executive session and would now return to open session.

18. Adjournment

    There being no further business, the meeting was adjourned by the Vice Chair at 7:59pm.

"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: October 22, 2026
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for September 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 $16,970, including $15,000 from Friends of Sequim Library. NOLS 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 totaled $32,077, which include payments of $29,844 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 $321,120 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 August are $384,422.

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

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Revenue Report*

September 30, 2026

Operating Revenue				9/12ths is	75.0%
	Budgeted	**Current**	**YTD**	**Difference**	**Percent**
Property Taxes	4,894,378	86,559	3,032,258	1,862,120	62.0
Grants, Entitlements, Other Payments	27,000	63	21,234	5,766	78.6
Goods and Services	21,325	6,795	18,654	2,671	87.5
Library Fees	15,000	1,161	10,058	4,942	67.1
Miscellaneous Revenues					
Pool Fund Investment Interest	262,500	16,740	149,916	112,584	57.1
Facilities Leases (Short Term)	1,600	495	2,813	(1,213)	175.8
Contributions and donations [1]	96,000	16,473	92,337	3,663	96.2
Other Miscellaneous Revenue	126,234	469	5,987	120,247	4.7
Total Miscellaneous Revenues	486,334	34,177	251,053	235,281	51.6
Nonrevenues (excise taxes) [2]	1,100	173	1,323	(223)	120.2
Total Operating Revenue	**5,445,137**	**128,927**	**3,334,581**	**2,110,556**	**61.2**

[1] *Includes anticipated grants from Friends of the Library groups and other donors.*

[2] *Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.*

Capital Revenue					
Donations & Grants	689,500	515	612,896	76,604	88.9
Timber Revenues (received in 2026)	-	25,514	177,628	-	-
Total Capital Revenue		**26,029**	**790,524**		
Grand Total Revenues		**154,956**	**4,125,105**		

*All amounts are rounded to the nearest dollar

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report*

September 30, 2026

Operating Expenditures	Budgeted	Current	Year To Date	9/12ths is Difference	75.0% Percent
Personnel					
Salaries and Wages	3,773,681	287,220	2,566,588	1,207,093	68.0
Benefits	1,519,505	97,202	982,820	536,685	64.7
Total Personnel	5,293,186	384,422	3,549,408	1,743,778	67.1
Supplies					
Supplies, Office and Operating	110,400	10,164	83,320	27,080	75.5
Fuel	8,900	910	9,631	(731)	108.2
Collection Materials	455,000	17,755	186,053	268,947	40.9
Merchandise purchased for resale	1,230	8	4,955	(3,725)	402.8
Small Tools/Equip (<$200)	16,750	843	11,802	4,948	70.5
Total Supplies	592,280	29,680	295,760	296,520	49.9
Services					
Professional Services	384,425	45,207	261,233	123,192	68.0
Communication	177,473	13,547	149,787	27,686	84.4
Travel	28,650	1,149	13,045	15,605	45.5
Taxes and Operating Assessments	6,780	-	3,005	3,775	44.3
Operating Rentals and Leases	22,055	-	27,579	(5,524)	125.0
Insurance	161,576	-	148,937	12,639	92.2
Public Utilities	112,427	10,486	88,627	23,800	78.8
Repair and Maintenance	185,782	15,379	92,259	93,523	49.7
Miscellaneous Services	6,500	-	1,553	4,947	23.9
Dues	5,310	84	2,640	2,670	49.7
Total Services	1,090,978	85,851	788,666	302,312	72.3
Intergovernmental Services	1,020	18	450	570	44.2
Nonexpenditures (excise taxes) [(1)]	1,100	154	1,246	(146)	113.3
Debt Repayment	151,405	-	147,645	3,760	97.5
Interest & Other Debt Service Costs	194,000	-	98,625	95,375	50.8
Total Operating Expenditures	**7,323,969**	**500,125**	**4,881,801**	**2,442,168**	**66.7**

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

*All amounts are rounded to the nearest dollar.

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report*

September 30, 2026

			9/12ths is	75.0%

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	706,500	18,958	570,721	135,779	80.8
Other Improvements	14,500	12,863	13,697	803	94.5
Machinery & Equipment	232,000	12,506	59,908	172,092	25.8
Construction of Capital Assets	918,681	30,694	794,938	123,743	86.5
Total Capital Outlays	**1,871,681**	**75,021**	**1,439,264**	**432,417**	**76.9**
Grand Total All Expenditures	**9,195,650**	**575,146**	**6,321,066**	**2,874,584**	**68.7**

*All amounts are rounded to the nearest dollar.

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Account Balances*

September 30, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
Board Designated Accounts	*Board Designated Accounts*				
Fiscal Emergency Reserve [1]	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve [2]	532,350	-	25,514	-	557,864
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]	178,752	-	-	26,948	151,804
PA Capital Fund[4]	89,541	-	-	15,997	73,544
Sequim Capital Fund[4]	34,355	-	515	32,077	2,794
Total Board Designated Accounts	3,074,171	-	26,029	75,021	3,025,178
Grants and Donations					
Clallam Bay Donations Fund	7,183	-	-	-	7,183
Clallam Bay Friends Donations	2,864	-	-	47	2,817
Forks Donations Fund	18,812	-	-	700	18,112
Forks Friends Donations	1,724	-	-	281	1,443
NOLS Materials Fund	18,548	-	-	-	18,548
NOLS Donations Fund	76,218	-	450	3,599	73,069
Port Angeles Donations Fund	22,088	-	21	-	22,108
Port Angeles Friends Donations	31,690	-	-	1,146	30,544
Sequim Donations Fund	22,951	-	1,000	-	23,951
Sequim Friends Donations	11,211	-	15,000	627	25,584
NOLF Donations Fund	1,500	-	-	-	1,500
Outreach Donations Fund	15,073	-	-	-	15,073
Total Grants and Donations	229,862	-	16,471	6,401	239,932
Unclaimed Property Account	3,326	-			3,326
Total Designated Cash	3,307,359	-	42,499	81,422	3,268,436
Undesignated Cash Operating Funds	1,735,827	(381,267)			1,354,560
Total WA State Local Investment Pool	5,043,186	(381,267)	42,499	81,422	4,622,996

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.*

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Account Balances*

September 30, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	5,043,186	(381,267)	42,499	81,422	4,622,996
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	81	-	81	6,000
Payroll Account (US Bank 1301)	200	321,120	-	321,120	200
Merchant Account (FF 7401)	1,000	(1,553)	1,656	103	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
Total Branch Change Funds	520	-	-	-	520
Total Imprest Accounts	7,720	319,648	1,656	321,304	7,720
Total Cash	7,720	319,648	1,656	321,304	7,720
Total Cash and Investments	5,050,906	(61,619)	44,155	402,726	4,630,716

** All amounts are rounded to the nearest dollar.*

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Voucher Approval for September 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 #866 through #994 are approved in the amount of $575,506.39 this 22th day of October 2026.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
866	Acila Consulting LLC	PO 1432 Buildings & Structures - PA Accessible Pathways Project - PACR	1,531.25
867	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 08-31-26) - NOLS	2,067.55
868	ADP Tax/Financial Services	Payroll and Payroll Tax PPE 08-31-2026 - EFT 1242	281,332.51
869	AHBL Inc	PO 1422 Buildings & Structures - PA Accessible Pathways Project - PACR	1,602.50
870	Ali Peter	C-25 Programming - Songs from the Heart (FODF)	700.00
871	Alliance 2020 Inc	PO 1310 Professional Services - Background Check - NOLS	39.13
872	Alliance 2020 Inc	PO 1370 Professional Services - Background Check - NOLS	39.13
873	Amazon.com	Collection Materials	7.00
874	Amazon.com	Collection Materials	113.69
875	Amazon.com	Collection Materials	55.42
876	Amazon.com	Collection Materials	55.48
877	Anime Kat	C-44 Programming - Magic: The Gathering Tournament (PAFOL)	400.00
878	AW Rehn & Associates Inc	PO 1308 Professional Services - HRA Services AUGUST - ADM	223.25
879	AW Rehn & Associates Inc	PO 1441 HRA Reimbursements - August 2026 - NOLS	2,236.99
880	Bizy Boys LLC	PO 1314 Groundskeeping - PA Lawn Care - FAC	895.57
881	Brito Angeles	PO 1369 Program Supplies, Mileage Reimbursement - (FOFOL) NOLS	101.12
882	Brodart Company	Collection Materials	374.20
883	Brodart Company	Collection Materials	448.18
884	Campbell Brooke	Travel - Business - Mileage Reimbursement - NOLS	28.65
885	Castro Cordova Jose	Travel - Business - Mileage Reimbursement - NOLS	10.32
886	Castro Cordova Jose	Travel - Business - Mileage Reimbursement - NOLS	334.70
887	Center Point Large Print	Collection Materials	53.46
888	Center Point Large Print	Collection Materials	202.56
889	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	93.06
890	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	57.40
891	CenturyLink PA 333561247	Communications - Fax - PA	345.72
892	Cerium Networks Inc	PO 1390 Professional Services - 10 Support Hours - IT	2,450.25

No.	Claimant	Purpose	Amount
893	ChargePoint, Inc.	Merchant Service Fees	58.13
894	Cherbib Miriame	PO 1309 Professional Services - Leadership Coaching - NOLS	879.00
895	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	63.28
896	Clallam County Treasurer	AUG 2026 Investment Service Fee paid in SEPT - EFT 1248	50.00
897	Compensation Connections LLC	PO 1353 Professional Services - Compensation Study Installment - NOLS	6,384.00
898	Convergence Design and Apparel	PO 1283 Program Supplies - SRP T-Shirts (NDF)	676.88
899	Convergence Design and Apparel	PO 1437 Program Supplies - SRP T-Shirts & Tote Bags (NDF)	1,422.47
900	Cook Claire	PO 1435 Business Fuel - White Forester - NOLS	30.00
901	Decker City Hardware	PO 1265 Maintenance Supplies - Gloves, Bleach, Adhesive - FAC	19.84
902	Decker City Hardware	PO 1371 Maintenance Supplies - Concrete Mix, Trowel - FAC	23.98
903	Dept. of Retirement Systems	PERS and DCP PPE 08-31-2026 - EFT 1243	39,614.91
904	Dept. of Revenue - Use/Sales Tax	August 2026 Sales & Use Tax - EFT 1241 Check #9957461	172.93
905	Ednetics, Inc.	PO 1334 Technology - Meraki Licensing and Support - IT	2,173.19
906	Evergreen Collision	PO 1304, 1305 Vehicle Maintenance - Prius and Ariya Inspections - FAC	634.81
907	Evergreen Collision	PO 1389 Vehicle Maintenance - Transit Van Alignment, Oil Change - FAC	509.09
908	Far West Technologies Inc	PO 1403 Buildings & Structures - FO Door Card Readers - FO	14,955.31
909	Fatbeam LLC	Communications - Internet Services - NOLS	10,353.51
910	Fire Chief Equipment Co. Inc.	PO 1364 Repair & Maintenance - PA Inspection, Extinguisher Service - FAC	2,668.03
911	Follett Content Solutions LLC	Collection Materials	37.55
912	Forks City of	Public Utilities - FO	169.01
913	Forks High School	Collection Materials	45.00
914	Gale/CENGAGE Learning	Collection Materials	340.59
915	Gale/CENGAGE Learning	Collection Materials	120.06
916	Gale/CENGAGE Learning	Collection Materials	119.25
917	Glaude Noah	Travel - Business - Mileage Reimbursement - NOLS	426.69
918	Glaude Noah	Travel - Business - Mileage Reimbursement - NOLS	20.50
919	Haggard & Ganson LLP	PO 1317 Professional Services - Legal Services - ADM	747.50
920	HD Supply	PO 1105 Maintenance Supplies - Dog Waste Station - FAC	158.55
921	HD Supply	PO 1355, 1356 Maint Supplies, Small Tools - Waste Station Sign, Level - FAC	125.83
922	Health Care Authority	Medical EE PPE 08-31-2026	50,292.16
923	Hi-Tech Security Inc.	PO 1279 Repair & Maintenance - CB Fire Alarm Monitoring - FAC	847.08
924	Hi-Tech Security Inc.	PO 1342, 1368 Repair & Maint - FO Alarm Monitoring, SQ Panel Repair - FAC	568.51
925	Hi-Tech Security Inc.	PO 1401 Repair & Maintenance - PA Fire Alarm Test - FAC	525.00
926	Hi-Tech Security Inc.	PO 1440 Repair & Maintenance - PA Security Alarm Monitoring - FAC	496.45
927	Hoch Construction Inc	PO 1395 Capital Construction - SQ Project Closeout - SQ CPA	29,843.68
928	Ingram Library Services	Collection Materials	1,274.59
929	Ingram Library Services	Collection Materials	839.69
930	Ingram Library Services	Collection Materials	1,341.93
931	Ingram Library Services	Collection Materials	3,591.61
932	Ingram Library Services	Collection Materials	3,354.09
933	Johnson Electric Company	PO 1388 Machinery & Equipment - PA Parking Lot Light Replacement	7,697.05
934	KCDA Purchasing Cooperative	PO 1315, 1327 Maintenance Supplies - Tissue, Towels, Cleaners - FAC	2,158.99
935	KCDA Purchasing Cooperative	PO 1416 Maintenance Supplies - Trash Bags, Cleaners - FAC	391.51
936	King County Library System	PO 1288 Professional Services - ILL Loan Fee - NOLS	17.95

No.	Claimant	Purpose	Amount
937	Langan Adrienne	Travel - Business - Mileage Reimbursement - NOLS	23.87
938	Libraria	Collection Materials	132.53
939	Libraria	Collection Materials	66.92
940	Libraria	Collection Materials	39.10
941	Lumen	Communications - VOiP - NOLS	146.00
942	Midwest Tape	Collection Materials	651.17
943	Midwest Tape	Collection Materials	767.48
944	Midwest Tape	Collection Materials	1,188.18
945	Murreys Disposal Company Inc.	Public Utilities - SQ	444.47
946	North Olympic Library System	Patron Refunds #2541 #2563 #2562 #2564	80.89
947	Olympia Sheet Metal Inc.	PO 1377 Repair & Maintenance - PA HVAC Maintenance - FAC	3,974.85
948	Olympic Laundry & Dry Cleaners Inc.	PO 1290 Professional Services - Laundry - FAC	222.49
949	OverDrive Inc	Collection Materials	434.29
950	OverDrive Inc	Collection Materials	814.62
951	OverDrive Inc	Collection Materials	882.51
952	Pacific Office Equipment Inc.	Copier & Paper Use Charges Aug 26 - NOLS	1,688.81
953	Paypal	Merchant Service Fees	45.08
954	Peterson Alex	Travel - Business - Mileage Reimbursement - NOLS	2.40
955	Playaway Products LLC	Collection Materials	442.60
956	Port Angeles City of/Peabody St.	Public Utilities - PA	6,673.56
957	Port Angeles Regional Chamber of Commerce	PO 1354 Dues/Memberships - Annual Membership Dues 2026 - PA	84.00
958	Port Angeles/Orcas Avenue	Public Utilities - PA	300.21
959	PUD Clallam County	Public Utilities - CB	470.79
960	PUD Clallam County	Public Utilities - FO	511.08
961	PUD Clallam County	Public Utilities - SQ	588.79
962	Rainbow Sweepers Inc.	PO 1292 Groundskeeping - PA Parking Lot Sweeping 8/2 - FAC	250.47
963	Rainbow Sweepers Inc.	PO 1341 Other Improvements - PA Parking Lot Striping - PA	8,412.53
964	Renell Melissa	Travel - Business - Mileage Reimbursement - NOLS	21.33
965	Ross-Hurtado Sophia	Travel - Business - Mileage Reimbursement - NOLS	15.23
966	Ross-Hurtado Sophia	Travel - Business - Mileage Reimbursement - NOLS	0.74
967	Ross-Hurtado Sophia	Travel - Business - Mileage Reimbursement - NOLS	13.68
968	Seevers Dana	Travel - Business - Mileage Reimbursement - NOLS	26.10
969	Seevers Dana	Travel - Business - Mileage Reimbursement - NOLS	1.26
970	SenSource Inc	PO 1271 Machinery & Equipment - SQ People Counter - SQ CPA	1,383.00
971	Sequim City of	Public Utilities - SQ	1,290.62
972	Sequim High School	Collection Materials	65.00
973	Silver Kite Community Arts Consulting LLC	PO 1275 Programming - Online Art Workshop (FOSL)	200.00
974	Smathers Jennifer	Travel - Business - Mileage Reimbursement - NOLS	163.86
975	Sound Options Cadre LLC	PO 1352 Professional Services - Employee Coaching & Mediation - NOLS	3,200.00
976	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	55.83
977	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	2.64
978	Summit Law Group	PO 1419, 1420 Professional Services - Legal Services - ADM	19,220.00
979	Swain's General Store, Inc.	PO 1438 Maintenance Supplies - Landscape Edging, Light Bulb - FAC	53.42
980	Swank Movie Licensing USA	PO 1311 Professional Services - Annual Copyright Compliance License	1,388.00

No.	Claimant	Purpose	Amount
981	Tapp Eric	PO 1277, 1278 Maintenance Supplies - Concrete, Post, Tools - FAC	289.80
982	Tapp Eric	PO 1340 Maintenance Supplies - Batteries - FAC	30.64
983	Unique Management Services Inc.	Professional Services - Debt Collection	197.00
984	US Bank	Credit Card Services - September 2026	22,022.82
985	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
986	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
987	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	595.59
988	**Vick Ventures LLC**	PO 1402 Professional Service - Carpet Cleaning - FAC	1,700.20
989	**Volkmer Jeremiah**	PO 1270 Business Fuel - White Subaru - NOLS	57.48
990	**Washington State Dept of Ecology**	PO 1291 Capital Construction - SQ Project Permitting - SQ CPA	850.00
991	**WCIF**	Vi/Li/EAP PPE 08-31-2026	1,221.88
992	**West Waste & Recycling**	Public Utilities - FO & CB	97.68
993	**WSCCCE - WPAS Inc**	Dental Premiums PPE 08-31-2026 - OCT Coverage	7,522.42
994	**WSCCCE-Council 2 AFSCME AFL-CIO**	Union Dues PPE 08-31-2026	2,201.15
			575,506.39

*** Detail - NOLS Revolving Fund Account -- Voucher #946**

2541	NOLS Patron	Patron Refund	22.95
2562	NOLS Patron	Patron Refund	34.95
2563	NOLS Patron	Patron Refund	7.00
2564	NOLS Patron	Patron Refund	15.99
			80.89

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #984**

1	1Password	PO 1262 Technology Services - Password Manager 18 Users - IT	2,108.84
2	Adobe Creative Cloud	PO 1321 Technology Services - 6 Creative Cloud Licenses - IT	209.94
3	Adobe Creative Cloud	PO 1325 Technology Services - Adobe Acrobat Pro - ADM	40.27
4	Amazon.com	PO 1165 Office Supplies - White Board, Name Labels - ADM	56.07
5	Amazon.com	PO 1170 Office Supplies - Markers, White Board, Sticky Notes - PA	36.87
6	Amazon.com	PO 1170 Program Supplies - Kinusaiga Crafting (PAFOL)	18.13
7	Amazon.com	PO 1178 Program Supplies - Magic Draft Tournament (PAFOL)	44.68
8	Amazon.com	PO 1204 Program Supplies - Various Youth Programs (FOSL)	127.30
9	Amazon.com	PO 1211 Small Tools & Equipment - Server Hard Drives - IT	294.04
10	Amazon.com	PO 1216 Office Supplies - Glue Strips - TS	94.92
11	Amazon.com	PO 1230 Toner & Ink - TS	91.92
12	Amazon.com	PO 1242 Maintenance Supplies - Foam Tape - FAC	20.51
13	Amazon.com	PO 1267 Office Supplies - Archival Newspaper Boxes - PA	241.68
14	Amazon.com	PO 1281 Office Supplies - Sign Holders, Lens Wipes - PA	53.33
15	Amazon.com	PO 1293 Program Supplies - StoryWalk 2026 (PAFOL)	27.20
16	Amazon.com	PO 1313 Merchandise for Resale - Flash Drives - NOLS	69.01
17	Amazon.com	PO 1332 Program Supplies - Kids & Tweens Book Club (PAFOL)	216.40
18	Amazon.com	PO 1333 Program Supplies - Storytime and Maker Box (PAFOL)	151.96
19	Amazon.com	PO 1336 Program Supplies - FO Kids Book Club (FOFOL)	112.80
20	Amazon.com	PO 1348 Maintenance Supplies - SQ First Aid Kit AED - FAC	18.49

No.	Claimant	Purpose	Amount
21	Amazon.com	PO 1381 Office Supplies - Envelopes - OR	38.10
22	Amazon.com	PO 1382 Office Supplies - Markers, File Organizers - OR	41.33
23	Arco	PO 1234 Courier Fuel - Pacifica - OR	50.38
24	Arco	PO 1255 Courier Fuel - Pacifica - OR	33.63
25	Arco	PO 1287 Courier Fuel - Pacifica - OR	53.25
26	Arco	PO 1385 Business Fuel - Bookmobile - OR	62.78
27	Arco	PO 1386 Business Fuel - Bookmobile - OR	58.80
28	Barnes & Noble	PO 1295 Program Supplies - SRP Gift Card (NDF)	100.00
29	Budget Blinds	PO 1329 Machinery & Equipment - Blinds for PA Alcove Down Payment	2,055.00
30	Budget Blinds	PO 1329 Machinery & Equipment - Blinds for PA Alcove Final Payment	1,371.44
31	Chapter of York Online	Fraud Charges	49.67
32	Chapter of York Online	Fraud Charges	24.85
33	Chapter of York Online	Fraud Charges Reversed	-49.67
34	Chapter of York Online	Fraud Charges Reversed	-24.85
35	Circle K	PO 1357 Business Fuel - Blue Prius - NOLS	41.79
36	Clarkesworld Magazine	PO 1343 Collection Materials - NOLS	13.99
37	Costco	PO 1375 Program Supplies - Art Walk (FOSL)	139.13
38	Custom Playground Equipment	PO 1345 Other Improvements - Outdoor Trash Cans - PA	4,450.54
39	Demco Inc.	PO 1229 Office Supplies - Book Tape, Labels - TS	236.74
40	Domino's	PO 1222 Program Supplies - SRP Teen Night (FOSL)	45.00
41	E-Fax	PO 1319 Technology Services - HR Fax - ADM	36.84
42	Elm USA	PO 1231 Office Supplies - Processing Supplies - TS	177.45
43	Forks Outfitters	PO 1256 Program Supplies - SRP Banana Splits (CBFOL)	33.06
44	Forks Outfitters	PO 1257 Program Supplies - SRP Teen Game Day (FOFOL)	37.74
45	Forks Outfitters	PO 1258 Program Supplies - SRP Giant Bubbles (CBFOL)	14.28
46	Forks Outfitters	PO 1259 Program Supplies - Catherine of Siena (FOFOL)	30.24
47	Home Depot	PO 1376 Maintenance Supplies - Backer Rod for Book Drop - FAC	9.74
48	KCDA Purchasing Cooperative	PO 1228 Office Supplies - Book Adhesive - TS	252.91
49	Lego Store	PO 1294 Program Supplies - SRP Gift Card (NDF)	100.00
50	Lego Store	PO 1297 Program Supplies - 3 SRP Gift Cards (NDF)	300.00
51	Lego Store	PO 1298 Program Supplies - 2 SRP Gift Cards (NDF)	200.00
52	Lego Store	PO 1301 Program Supplies - SRP Gift Card (NDF)	100.00
53	Library Juice	PO 1241 Training & Conferences - Cataloging Training 2 Employees	500.00
54	Lower Elwha Food & Fuel	PO 1232 Business Fuel - Bookmobile - OR	48.08
55	Lower Elwha Food & Fuel	PO 1233 Business Fuel - Bookmobile - OR	61.08
56	Lower Elwha Food & Fuel	PO 1273 Business Fuel - Bookmobile - OR	51.77
57	Lower Elwha Food & Fuel	PO 1286 Business Fuel - Chevy Van - NOLS	128.63
58	Lower Elwha Food & Fuel	PO 1296 Courier Fuel - White Subaru - OR	43.52
59	Lower Elwha Food & Fuel	PO 1306 Business Fuel - Prius - NOLS	39.58
60	Lower Elwha Food & Fuel	PO 1330 Business Fuel - Bookmobile - OR	46.44
61	Lower Elwha Food & Fuel	PO 1384 Business Fuel - Bookmobile - OR	61.53
62	Luis's Lawn Care	PO 1346 Buildings & Structures - FO Exterior Masonry Repair - FO	868.80
63	Meta (Facebook)	PO 1362 Professional Services - Sponsored Posts - Program Ads - MKT	41.24
64	Meta (Facebook)	PO 1362 Professional Services - Sponsored Posts - Recruitment Ad - ADM	29.28

No.	Claimant	Purpose	Amount
65	Microsoft	PO 1196 Technology Services - A5 Licenses - IT	525.20
66	Microsoft	PO 1197 Technology Services - Shared Space Additional Licenses - IT	38.89
67	Microsoft	PO 1202 Technology Services - A3 Licenses - IT	419.54
68	National Safety Council	PO 1238 Training & Conferences - Online Defensive Driving Course - NOLS	55.72
69	Ninja Forms	PO 1195 Technology - Recurring License for Website Form - IT	99.00
70	Ninja Forms	PO 1318 Technology - Recurring License for Save Progress - IT	29.00
71	Odyssey Book Shop	PO 1301 Program Supplies - 3 SRP Gift Cards (NDF)	300.00
72	Odyssey Book Shop	PO 1323 Office Supplies - Thank you Cards - ADM	53.90
73	Office Sign Company	PO 1320 Office Supplies - Magnetic Nametags - NOLS	79.48
74	Phone Soap	PO 1350 Small Tools & Equipment - SQ Air Cleaner - FAC	355.32
75	Port Book and News	PO 1300 Program Supplies - 2 SRP Gift Cards (NDF)	200.00
76	Port Book and News	PO 1307 Program Supplies - SRP Gift Card (NDF)	100.00
77	Port Townsend Marine Science Center	PO 1221 Collection Materials - NOLS	10.94
78	POS Supply Solutions	PO 1312 Office Supplies - Receipt Tape - NOLS	190.02
79	Premio	PO 1339 Technology - Recurring License for Website - IT	18.75
80	Public Libraries of Washington	PO 1324 Training & Conferences - PLW Summer 2026 Registration - ADM	75.00
81	QFC	PO 1194 Program Supplies - SRP Jump Rope Party (FOSL)	6.52
82	Safeway	PO 1249 Program Supplies - County Fair Booth (PAFOL)	19.98
83	Safeway	PO 1269 Office Supplies - Distilled Water for Disc Repair - TS	22.08
84	Safeway	PO 1302 Maintenance Supplies - Hand Sanitizer - FAC	21.81
85	Safeway	PO 1322 Program Supplies - Teen Tuesday (PAFOL)	36.27
86	Safeway	PO 1326 Training Supplies - Working Meeting Refreshments - ADM	32.10
87	Safeway	PO 1366 Program Supplies - Art in the Library (PAFOL)	149.36
88	Safeway	PO 1374 Program Supplies - Art Walk (FOSL)	37.98
89	Safeway	PO 1383 Program Supplies - Unity of Effort - OR	10.33
90	Safeway Fuel	PO 1179 Courier Fuel - Pacifica - OR	41.52
91	Shadowline Burger & Brew	PO 1299 Program Supplies - SRP Gift Card (NDF)	100.00
92	SOVA	PO 1284 Maintenance Supplies - SQ Baby Changing Station Straps - FAC	87.08
93	Stamps.com	PO 1163 Postage - TS	250.00
94	Stamps.com	PO 1185 Postage - TS	100.00
95	Stamps.com	PO 1203 Freight - TS	6.23
96	Stamps.com	PO 1203 Postage - TS	243.77
97	Stamps.com	PO 1243 Postage - TS	250.00
98	Stamps.com	PO 1266 Postage - TS	250.00
99	Stamps.com	PO 1272 Technology Services - Monthly Service Charges - TS	22.86
100	Stamps.com	PO 1276 Postage - TS	250.00
101	Stamps.com	PO 1282 Postage - TS	250.00
102	Sticker Giant	PO 1240 Professional Services - Stickers - MKT	558.66
103	Sweetwater Sound	PO 1268 Program Supplies - Teen Volunteer Party (FOSL)	45.61
104	Tracfone	PO 1247 Communications - Voice - CB Tracfone 3-Month Service Plan - IT	28.89
105	Tracfone	PO 1247 Communications - Voice - FO Tracfone 3-Month Service Plan - IT	28.89
106	Tracfone	PO 1247 Communications - Voice - PA Tracfone 3-Month Service Plan - IT	28.89
107	Tracfone	PO 1247 Communications - Voice - SQ Tracfone 3-Month Service Plan - IT	28.89
108	Uprinting	PO 1153 Professional Services - Fall Bookmarks - MKT	302.52

No.	Claimant	Purpose	Amount
109	Uprinting	PO 1285 Program Supplies - StoryWalk 2026 (PAFOL)	71.68
110	WA Food Worker Card	PO 1367 Training & Conferences - Food Handler Card - NOLS	10.00
111	Walmart	PO 1246 Program Supplies - Clallam County Fair (PAFOL)	10.34
112	Walmart	PO 1251 Maintenance Supplies - Insect Control - FAC	13.01
113	Walmart	PO 1274 Maintenance Supplies - Insect Control - FAC	51.36
114	Walmart	PO 1372 Program Supplies - Art Show Name Tags (FOSL)	4.31
115	Walmart	PO 1373 Program Supplies - Art Walk (FOSL)	21.39
116	Whitehead's Auto Parts	PO 1337 Small Tools & Equipment - Car Code Reader - FAC	41.26
			22,022.82

* **Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services**			
1242	**ADP Tax/Financial Services**	Payroll and Payroll Tax (PPE 08-31-2026)	281,332.51
1243	**Dept. of Retirement Systems**	PERS and DCP (PPE 08-31-2026)	39,614.91
			320,947.42

2027
Proposed Operating Budget
(October Draft)

First Board Review and Public Hearing
October 22, 2026

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Staff Report

Meeting Date:	October 22, 2026
To:	Library Board of Trustees
From:	Noah Glaude, Executive Director
Subject:	Review of Draft Operating Budget for Fiscal Year 2027 Public Hearing on the Draft Proposed Budget
Attachments:	2027 Summary Operating Budget Draft 2027 Budget Guidelines

Topic/Issue: The Library Board of Trustees will review a draft of the Library's operating budget for 2027, and conduct the first public hearing on the budget. The Board is not required to adopt the budget at this time.

Background: The public hearing is an opportunity for members of the public to review the draft budget and provide feedback to the Board. It is also an opportunity for the Board to provide guidance and direction to staff, who will be finalizing the budget between now and mid-November. The Board may direct staff to make revisions up until the second public hearing and adoption of the budget at the Board's November meeting.

Background information on NOLS' levy, budget, and fiscal outlook is detailed in the Library's *Fiscal Factors Overview* document. A copy of this document was provided to the Board at the September meeting, and is always available to the public on the NOLS website.

Policy Considerations: NOLS Policy 5.15, Fiscal Management Policy states the North Olympic Library System Board of Trustees establishes Fiscal Management Policy in order to ensure that the Library's fiscal, financial, and budget practices are conducted according to sound and accepted financial procedures and policies, and to support responsible and sustainable stewardship of public resources.

Discussion: The Management Team played a key role in the development of this draft budget. The Management Team sets system-wide priorities which reflect NOLS' Strategic Roadmap and Initiatives and branch and department work plans for the coming year. Managers developed their respective branch/department budgets, and then worked together to jointly review and finalize this draft. Finance Manager Amy Hough built the 2027 personnel detail spreadsheet. The personnel detail calculates salary and benefit costs for all NOLS positions for the coming year. Personnel costs

represent approximately 73% of the total 2027 budget, so having accurate salary and benefits projections is crucial to having an accurate budget. The Board's Finance Committee has reviewed this draft of the proposed budget.

Total Operating Expenditures budgeted in the current draft of the 2027 Operating Budget stand at $7,421,727, an increase of 1.3% from the 2026 approved Operating Budget Expenditures of $7,323,969.

Tax Revenue Estimates

Property tax revenues are levied and collected on the Library's behalf by Clallam County. Official estimates of the County's Assessed Valuation (AV) and new construction values are generally not available during the September/October period during which the first draft of the Library budget is prepared. The October draft of the Library's budget generally reflects a conservative estimate of the expected tax revenues. These are calculated based on the preliminary estimates of the Assessed Valuation for the County as provided by the Assessor, and applying the limiting factors imposed by Washington State tax laws. These calculations will be updated as the Assessor's figures for AV and new construction become available.

This October draft of the 2027 Operating Budget projects revenue utilizing the county's 2026 taxable assessed value (AV) of $17,256,940,521 and the levy rate voters approved in spring 2026 (the new levy rate will not go into effect until 2027). The Library's levy rate will increase from the 2026 rate of 28¢ per thousand of AV to 45¢ per thousand of AV in 2027, bringing in an estimated $7,765,623 in property taxes, a 58.7% increase over 2026.

Approximately 94% of revenue received in 2027 will derive from property taxes.

Library Fees

Revenues for 2027 from lost and damaged materials fees have been estimated at $12,000. In 2019, the Library stopped charging fines for overdue material.

Miscellaneous Revenues

This version of the budget includes $262,500 of investment interest income, the same amount budgeted in 2026. The bulk of NOLS operating funds are invested via the State Pool. This amount will be updated in the final version of the budget based on latest interest rate on State Pool funds and an estimate of the monthly average amount NOLS will have invested in the State Pool.

A total of $47,000, representing donations from the four Friends of the Library groups, has been included as estimated revenue. For the most part, Friends' donations are directed toward support for library programming and events. NOLS' exceptional array of public programming is almost entirely dependent on the generous support of the Friends groups.

E-rate revenues are received as part of the federal reimbursement program related to telecommunications. E-rate reimbursements have been estimated at $103,000 for 2027. This reimbursement is tied to network upgrades and internet service provided throughout the system.

Other miscellaneous revenues include $3,500 in credit card rebates and $3,000 for EV charging fees at the Sequim Branch Library.

Transfers-in / Transfers-out
The recent approval of the levy lid lift will ensure sufficient revenue in upcoming years and allow NOLS to rebuild its reserves. In adopting the Budget Guidelines for 2027, the Board of Trustees recognized that reserves, which have been carefully nurtured as a buffer against a shrinking levy rate, will play a critical role in balancing the budget in future years. Inflation and the costs of doing business, such as insurance, medical benefits and utilities, are not expected to stay within the 1% limit of property tax revenue growth after the levy rate is raised in 2027. Despite the positive transfers expected in the next few years, within the next decade, NOLS will likely need to pull from reserves again to balance its budget.

The draft 2027 Operating Budget, as it currently stands, will allow a transfer-out to the Operating Reserve in the amount of $1,167,721. As of September 30, 2026, NOLS had $603,359 in the Operating Reserve account.

As NOLS is currently negotiating new collective bargaining agreements that may have significant impacts on the personnel budget, the amount that can be transferred to the Operating Reserve in 2027 will likely change when the Operating Budget is presented to the Board again in November.

The draft 2027 Operating Budget also includes transfers in from the NOLS Donation Fund and several Branch Donation Funds. There will be $2,000 transferred from the Clallam Bay Donations Fund and $7,000 from the Forks Donation Fund to help cover programming costs at those branches. Purchasing program prizes and giveaways with donations helps avoid any possible concerns about gifts of public funds that can arise when utilizing property tax revenue to purchase program prizes.

The draft 2027 Operating Budget also includes a $322,375 transfer from the Sequim Capital Project Account to pay the LOCAL Program financing costs associated with Sequim Library Expansion and Renovation Project. The Sequim Capital Project Account has been funded by a mix of timber revenue, grants and donations.

Timber Revenue
In accordance with the Fiscal Management Policy, and established Board practice, projected revenues from timber and forest products are not included in the Operating Budget for 2027. The Board will be presented with a draft of the Capital Budget for 2027 at the January meeting. Revenue for the Capital Budget is drawn from the Capital Budget Account. The Finance Committee will have opportunities to review drafts of the 2027 Capital Budget prior to its presentation to the Board in January 2027.

Personnel Expenditures
Personnel costs (salaries and benefits) currently represent 72.6% of the total expenditures in the draft 2027 Operating Budget. Personnel costs stand at $5,384,827 in this draft of the Operating Budget, up from the $5,293,186 budgeted in 2026, an increase of 1.7%.

Personnel expense calculations reflect the NOLS staffing array as of August 2026 and current salaries and benefit rates plus annual step increases each employee is scheduled to receive in 2027. The current personnel costs **do not** include any cost of living adjustments or other adjustments that may be agreed to and ongoing collective bargaining agreement negotiations.

The 2027 Budget Guidelines recognize that the compensation study commissioned in 2026 will be utilized to ensure employees are compensated appropriately and that the Library can retain and recruit excellent employees, its most important resource.

Additionally, administrative staff continues to gather information about increases to medical and dental premiums, L&I rate increases, and the Public Employees' Retirement System (PERS) rates in 2027.

Due to the ongoing negotiations and information gathering, personnel expenditures are expected to increase in the next version of the 2027 Operating Budget, but it is not appropriate for NOLS to estimate those impacts fully until collective bargaining negotiations are complete.

Supplies Expenditures

Friends of the Library contributions are essential to NOLS' ability to provide library programming. For budgeting purposes, Friends' support for programming is split between *Supplies* and *Services;* in the 2027 Operating Budget, Friends' funding for program supplies stands at an estimated total of $23,500. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. Friends' donations provide a majority of the funding necessary for programming supplies and presenters/services. NOLS truly could not provide this core service without support from the Library's wonderful and generous Friends of the Library groups.

Collection materials (books, DVDs, downloadable audio books, e-books, online databases and other library materials) are included in the Supplies category. The proposed 2027 Operating Budget increases the amount budgeted for collection materials by 1% to $460,000.

The fuel budget was reduced significantly in recent years due to NOLS utilizing EV and hybrid vehicles for courier services between the branches across Clallam County. Due to the unexpected fuel price increases in 2026, including the record high prices for diesel used by the Bookmobile, the draft 2027 Operating Budget includes a 70.8% increase for fuel – an increase from $8,900 in 2026 to $15,200 in 2027.

The Small Tools & Minor Equipment budget line has increased from $16,750 in 2026 to a proposed $21,250 in 2027 due to a decision by NOLS staff to shift most items that cost less than $2,000, such as IT peripherals, from the Capital Budget to the Operating Budget. The change aligns with best financial practices recommended by the state.

Professional Services

Expenditures under this category include a wide variety of services such as software subscriptions and digital advertising, training fees and legal counsel.

Consultants that assisted NOLS' with previous strategic initiatives, such as the compensation study, are no longer needed now that their work is complete, so the amount budgeted for professional services has been reduced by 13.7%. NOLS will continue to budget for an E-rate consultant to ensure the Library is fully and efficiently utilizing the Federal E-rate program. In the 2027 draft, $8,010 is budgeted for the E-rate consultant, but the Library plans to receive approximately $103,000 in revenue back from the program.

Communications
All internet, phone and data contracts have been reviewed carefully by IT staff during the past year. They have been able to eliminate some unneeded legacy services, but plans are being developed to add additional cell phones at the branches and for staff to improve emergency preparedness and best practices. Even with these changes, the communications budget is expected to remain relatively consistent with just a 1.7% increase from 2026 to 2027.

Travel
To reduce the amount NOLS needed to pull from reserves in 2026, the amount budgeted for conference travel was reduced significantly. Staff training and professional development continues to be a priority for NOLS, so the draft 2027 Operating Budget restores funding travel, increasing the training travel budget from $21,650 in 2026 to $36,900. As NOLS' ongoing investment in this area continues to expand skill sets and staff abilities, the Library will continue to refine this budget line to best address staff professional development needs.

The amount budgeted for NOLS business travel has also increased from $8,000 to $13,000, based on the federal mileage reimbursement rate (currently 76 cents per mile), the likelihood of that rate increasing, and the ongoing need of employees to use their personal vehicles to conduct NOLS business.

Operating Rentals and Leases
NOLS no longer needs to budget for the temporary building and storage used for the Sequim Library Expansion and Renovation Project, resulting in the 98.5% drop in this budget line. The remaining $340 budgeted in 2027 is for a safe deposit box and a post office box.

Insurance
The 2027 insurance premiums are still being determined, so the amount budgeted has remained similar to 2026. Updated insurance information and expected costs will be provided at the November 2026 Board meeting.

Utilities
Utility costs at each facility have been projected based on current use trends and all other data available. In the current draft of the 2027 Operating Budget, utility costs remain stable compared to 2026. Despite rising rates, the new Sequim Branch Library is currently using significantly less energy than the smaller older building. We will be closely analyzing energy usage in Sequim through the fall and winter months to get a more accurate understanding of how it is performing.

Intergovernmental Services
The Office of the Washington State Auditor is scheduled to complete an audit of NOLS in 2027. Based on the cost of the 2024, audit, $30,000 has been budgeted for this required work.

Capital Outlays
As noted elsewhere in this report, all capital outlay expenditures are reflected in the 2027 Capital Budget, which will be presented to the Library Board of Trustees in January 2027. The Capital budget is funded through the Capital Budget account and expenditures are generally scaled to align with

timber/forest product revenues received during the previous fiscal year. Timber revenues of $177,628 have been received through September 30, 2026. The 2026 Capital Budget is still in a very early stage of development. Both Capital Budget revenue and expenditure projections will change between now and adoption of the Capital Budget.

Alternatives for Consideration:
There are several budget elements that are subject to revision between now and the Board's November meeting, when the District's budget will be adopted. One or more of the following may happen:

Expenditure estimates may change as a result of:

- Refinement of department and project budgets;
- Ongoing collective bargaining negotiations;
- Changes to NOLS personnel array;
- Board direction to staff to revise the proposed budget.

Revenue estimates my change as a result of:

- Ongoing adjustments to the Assessor's AV and new construction estimates;
- Board input regarding transfers from reserves and/or use of gift funds.

A number of factors may affect the bottom line between this review and finalization of the budget at the November 16, 2026 meeting. Staff will continue to explore strategic revenue and expenditure adjustments as the final draft of the Operating Budget is prepared.

Action/Motion:

- No motion is required at this time.
- The Board must conduct the first Public Hearing on the proposed 2027 Operating Budget at the October 22, 2026 meeting.
- The Board may call for additional information, or make recommendations.

North Olympic Library System

2027 Summary Operating Budget

October 2026 DRAFT

	2026 Approved Budget	2027 Draft Budget	Change from 2026 Approved Budget to 2027 Draft Budget
Operating Revenue			
Property Taxes	4,894,378	7,765,623	58.7%
Intergovernmental Revenues	-	-	
Grants, Entitlements, Other Payments	27,000	26,000	-3.7%
Goods and Services	21,325	26,550	24.5%
Library Fees	15,000	12,000	-20.0%
Miscellaneous Revenues			
Pool Fund and Investment Interest	262,500	262,500	0.0%
Facilities Rentals (short term)	1,600	2,400	50.0%
Contributions and Donations (1)	96,000	47,000	-51.0%
E-Rate Reimbursements	122,234	103,000	-15.7%
Other Miscellaneous Revenues	4,000	6,500	62.5%
Total Miscellaneous Revenues	486,334	421,400	-13.4%
Nonrevenues (excises taxes) (2)	1,100	1,500	36.4%
Total Operating Revenue	**5,445,137**	**8,253,073**	**51.6%**
Transfers In/Out			
NOLS Materials Gift Fund	45,825	5,000	-89.1%
Branch Donations Funds	22,000	9,000	-59.1%
NOLS Donations Fund	15,000		-100.0%
Sequim Capital Project Reserve	345,000	322,375	-6.6%
Operating Reserve	677,199	(1,167,721)	-272.4%
Fiscal Emergency Reserve	773,808		-100.0%
Total Transfers In/Out	1,878,832	(831,346)	-144.2%
Operating Funds	**7,323,969**	**7,421,727**	**1.3%**

(1) Includes anticipated grants from Friends of the Library groups, the North Olympic Library Foundation, and other donors.

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

North Olympic Library System

2027 Summary Operating Budget

October 2026 DRAFT

	2026 Approved Budget	2027 Draft Budget	Change from 2026 Approved Budget to 2027 Draft Budget
Expenditures			
Personnel			
Salaries and Wages	3,773,681	3,785,424	0.3%
Benefits	1,519,505	1,599,403	5.3%
Total Personnel	5,293,186	5,384,827	1.7%
Supplies			
Collection Materials	455,000	460,000	1.1%
Supplies, Office and Operating (1)	110,400	80,690	-26.9%
Fuel	8,900	15,200	70.8%
Merchandise Purchased for Resale	1,230	1,230	0.0%
Small Tools/Equipment	16,750	21,250	26.9%
Total Supplies	592,280	578,370	-2.3%
Services			
Professional Services (1)	384,425	331,676	-13.72%
Communication	177,473	180,393	1.65%
Travel	28,650	49,900	74.17%
Taxes and Operating Assessments	6,780	6,780	0.00%
Operating Rentals and Leases	22,055	340	-98.46%
Insurance	161,576	161,626	0.03%
Utilities	112,427	113,200	0.7%
Repair and Maintenance	185,782	220,550	18.7%
Miscellaneous Services	11,810	14,440	22.3%
Total Services	1,090,978	1,078,905	-1.1%
Intergovernmental services	1,020	30,970	2936.3%
Nonexpenditures (excise taxes) (2)	1,100	1,500	36.4%
Long-term Liabilities	151,405	156,405	3.3%
Debt Service	194,000	190,750	-1.7%
Total Expenditures	**7,323,969**	**7,421,727**	**1.3%**

(1) Includes anticipated grants from Friends of the Library groups, the North Olympic Library Foundation, and other donors.

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

2027 BUDGET GUIDELINES

With the 2027 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently utilizing the following guidelines:

1. In Spring 2026, Clallam County voters approved increasing the Library's compressed levy rate, allowing the NOLS 2027 budget to emphasize maintaining current library services and staffing levels.

2. The Library's 2026-2030 Strategic Roadmap, in addition to ongoing community feedback, will provide guidance on which services, programs, and projects will be prioritized.

3. The compensation study commissioned in 2026 will be utilized to ensure employees are compensated appropriately and that the Library can retain and recruit excellent employees, its most important resource.

4. The Library will maintain Board Designated Reserve Accounts as described in Fiscal Management Policy 5.15 and recognizes that the Operating Reserve will need to be built back up to prepare for the inevitable shrinking of the Library's levy rate in future years.

5. The Board agrees that prudence and fiscal responsibility require that operational efficiencies will be continually sought, identified, and swiftly implemented wherever appropriate.

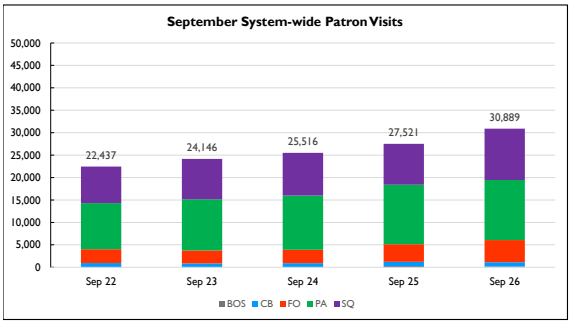
Adopted by the NOLS Board of Trustees
Proposed for adoption on September 24, 2026

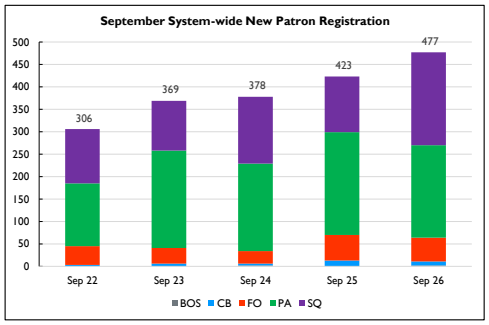
September 2026
Monthly Statistics Report

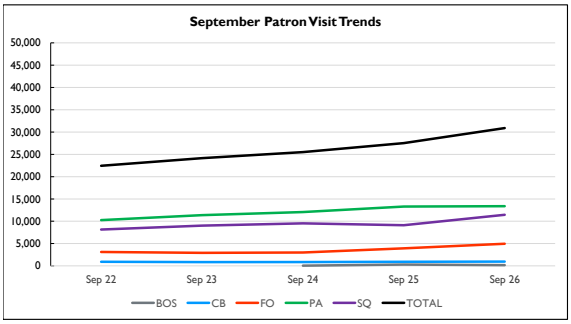
Patron Visits		
	2026	% of System
Port Angeles	13,381	43.3%
Children	6%	
Sequim	11,448	37.1%
Children	8%	
Forks	4,955	16.0%
Children	4%	
Clallam Bay	955	3.1%
Children	7%	
Bookmobile	150	0.5%
Total	30,889	100.0%

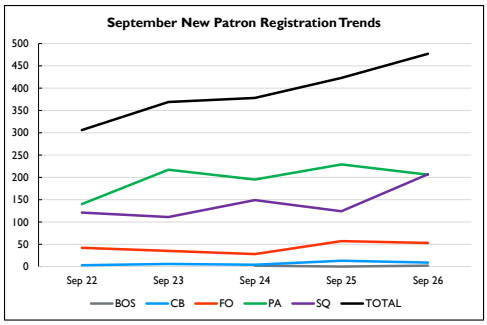
**Door sensors count objects less than 4'7" as children.*

New Patron Registration		
	2026	% of System
PA	206	43.2%
SQ	207	43.4%
FO	53	11.1%
CB	9	1.9%
BOS	2	0.4%
Total	477	100.0%









** The Sequim Branch Library started operating out of a temporary location in April 2024 - March 2026.*

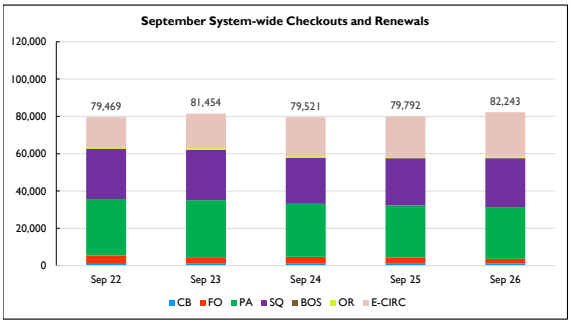
** The Sequim Branch Library did not have a patron counter on its east/rear entrance March-September 2026.*

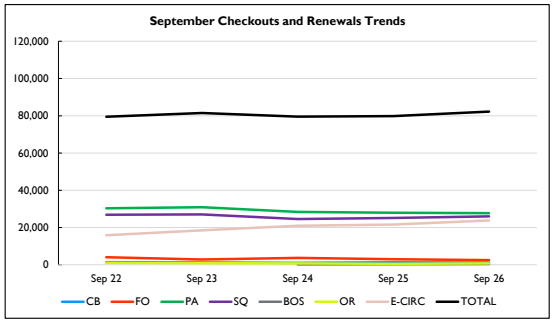
Checkouts & Renewals		
	2026	**% of System**
Port Angeles		
Checkouts	16,030	27.1%
% From Self-Check	79%	
% From Holds	29%	
Renewals	11,671	50.3%
Total	**27,701**	**33.7%**
Sequim		
Checkouts	15,686	26.6%
% From Self-Check	76%	
% From Holds	37%	
Renewals	10,319	44.5%
Total	**26,005**	**31.6%**
Forks		
Checkouts	1,994	3.4%
% From Self-Check	30%	
% From Holds	31%	
Renewals	497	2.1%
Total	**2,491**	**3.0%**
Clallam Bay		
Checkouts	655	1.1%
% From Self-Check	22%	
% From Holds	35%	
Renewals	497	2.1%
Total	**1,152**	**1.4%**
Outreach		
Checkouts	658	1.1%
% From Holds		
Renewals	40	0.2%
Total	**698**	**0.8%**
Bookmobile		
Checkouts	225	0.4%
% From Holds	20%	
Renewals	173	0.7%
Total	**398**	**0.5%**
Electronic Circulation *(OverDrive/Libby, Hoopla & Kanoopy checkouts do not renew)*		
Checkouts	**23,798**	**28.9%**
Systemwide Totals		
Checkouts	59,046	
Renewals	23,197	
System Total	**82,243**	

Interlibrary Loan Services	
Items borrowed from other libraries	189
Items loaned to other libraries	126

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	**Avg Days to Fill**
PA	4,610	20.85
SQ	5,870	20.57
FO	609	20.26
CB	228	15.98
OR	600	9.54
BOS	79	7.27
Total	11,996	19.93





** The Sequim Branch Library started operating out of a temporary location in April 2024 - March 2026.*

Library Programs		
	Programs/Attendees	% of System
Port Angeles	36/460	40%/35%
Sequim	29/421	33%/32%
Forks	12/129	13%/10%
Clallam Bay	2/7	2%/1%
NOLS	0/0	0%/0%
Virtual	10/311	11%/23%
Total	89/1328	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	52/528	50%/73%
Sequim	38/110	36%/15%
Forks	11/70	10%/10%
Clallam Bay	4/19	4%/3%
Total	105/727	100%/100%

Proctor Exams Administered		
Port Angeles	4	100.0%
Sequim	0	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	4	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	44.5	7
Sequim	0	0
Forks	1	3
Clallam Bay	0	0
Outreach	0	0
NOLS	35.25	1
Total	81	11

Community Outreach Events		
	Events/Attendees	% of System
PA	1/114	14%/24%
SQ	2/126	29%/26%
FO	1/29	14%/6%
CB	1/103	14%/21%
OR	2/113	29%/23%
NOLS	0/0	0%/0%
Total	7/485	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	253
Read & Ride (Clallam Transit Buses)	51
Dolly Parton Imagination Library	1,265
Library Programs & Outreach	126
Clallam County Correctional Facility	0
Total	1695

Outreach Delivery Services	
Deliveries/Pickups	91
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	20

Bookmobile	
Routine Stops	15
Special Stops	-
Library Pop-Ups (no bookmobile)	2
Appearance (e.g. parade)	-
Miles Traveled	1,336

Notary Services	
Number of Notary Service Users	3
Documents Notarized	4

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	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	24	1,712	1,634	31.4%
Sequim	10	1,010	623	28.7%
Forks	8	332	286	16.5%
Clallam Bay	8	236	285	22.3%
Total	50	3,290	2,829	27.2%

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	6	408	103	7.9%
Sequim	3	334	89	13.7%
Forks	3	81	16	2.5%
Clallam Bay	0	n/a	n/a	n/a
Total	12	823	209	8.0%

Computer Prints Made

	Public Computer Prints	Remote Device Prints	Total Pages Printed	% of System
Port Angeles	8,530	1,418	9,948	45.5%
Sequim	7,899	1,075	8,974	41.0%
Forks	1,590	711	2,301	10.5%
Clallam Bay	582	65	647	3.0%
Total	18,601	3,269	21,870	100.0%

Wi-Fi Access

	Wi-Fi Accessed	% of System
Port Angeles	4,789	44.5%
Sequim	3,279	30.4%
Forks	2,178	20.2%
Clallam Bay	525	4.9%
Total	10,771	100.0%

Website Visits

Total Visits	41,122
Unique Visitors	12,849
Average Time on Site	50 sec

Database Access

Total Sessions on all Databases	8,737
Total Law Library Computer Sessions	10

Facebook Activity

Followers	6,516
Content Published	34
Reach (unique accounts)	11,613
Reactions/Likes/Comments, etc.	445

YouTube Activity

Subscribers	499
Videos Published	-
Program Recordings	-
Views (lifetime content)	1,009
Watch Time (hours)	25

Instagram Activity

Followers	2,125
Content Published	58
Reach (unique accounts)	1,489
Reactions/Likes/Comments, etc.	288

eNewsletter

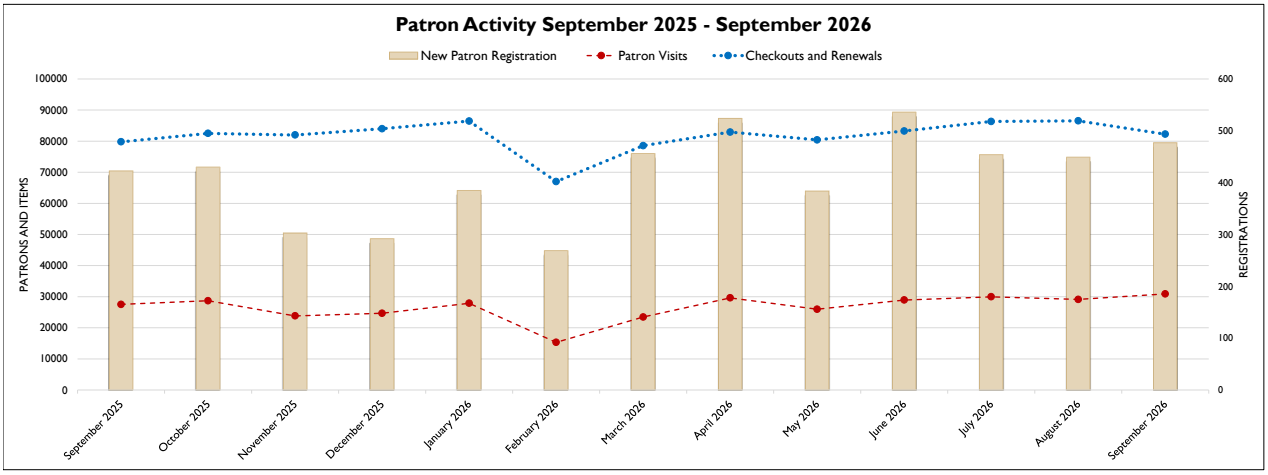
Number Sent	24,253
Read Rate	38%
Click-Through Rate	3%

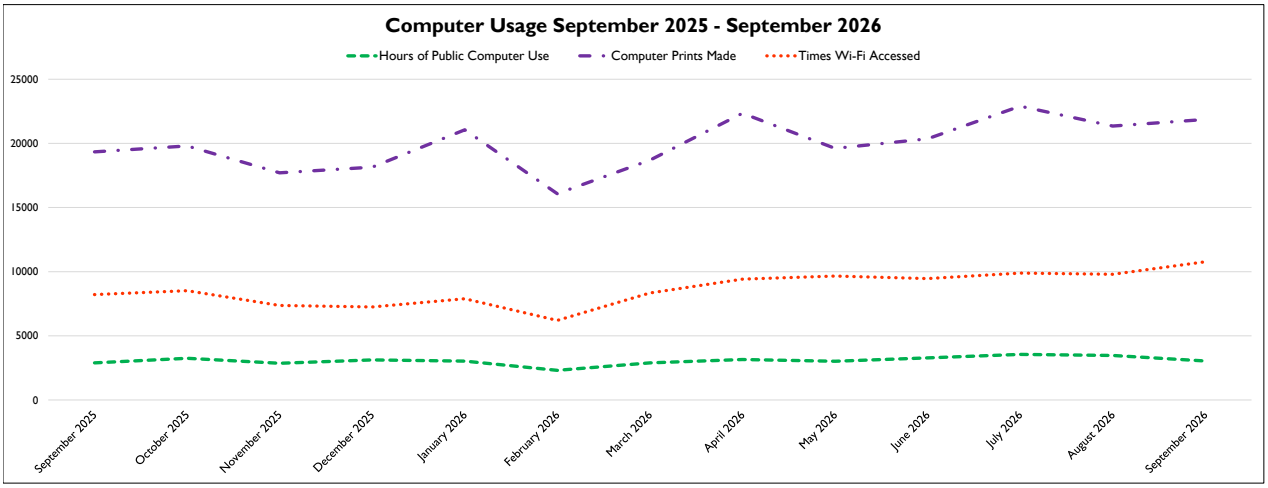
Advertising

Ads Run	2
Reach (unique accounts)	3,644

Notices

Number Sent	16,293
Read Rate	63%





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-September 2026 - The Sequim Branch Library did not have a patron counter on its east/rear entrance.

April 2026 - NOLS had a levy lid lift on the April 28 special election ballot.

May 2026 - All branches were closed for one day for All Staff Training Day (this one-day closure has traditionally been held in April).

Monthly Activity Report

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

Port Angeles Main Library

Travis Porter, Library Manager

September programming at the Port Angeles Library reflected a strong return to regular school-year patterns featuring storytimes, after-school programs, homeschool programming, teen activities, and monthly adult programs.

Early learning programs continued to draw families through Baby, Toddler, and Preschool Storytimes, while school-age children connected through the new Homeschool Hangout and returning favorites like Magic Monday. Tween and teen programs also saw steady participation, offering creative, social, and gaming-based opportunities after school.

Outreach remained an important part of the month, with staff connecting with students through the Port Angeles High School Career Fair, Crescent School's 4th grade library visit, and a Queen of Angels Kindergarten classroom visit.

Port Angeles Programming

I. Early Learning / Pre-K Programs

Baby Storytime – 63 participants across 3 events.

Toddler Storytimes – 124 participants across 6 events.

Preschool Storytime – 19 participants across 4 events.

II. Elementary Age Programs

Homeschool Hangout – 60 participants across 3 events.
Homeschool Hangout attendees are very excited about this new program just for them. The group discussed what types of activities they would like to see in the future. Some attendees were new to the library, and only two of the families already knew each other.

Magic Monday – 30 participants across 3 events.

III. Tween Programs

Tween Thursday – 38 participants across 4 events.

IV. Teen/Tween Programs

Teen Lit Bags – 16 participants subscribed for the monthly service.

Teen Tuesday – 37 participants across 5 events.

Magic: The Gathering Draft Tournament with Anime Kat – 6 participants.

V. Adult Programs

Puzzle Contest and Swap – 21 participants.

NorthStar Computer Class – 6 participants.

Fourth Wednesday Book Discussion Group – 6 participants.

Port Angeles Outreach / Community Events

- Port Angeles High School Career Fair – 114 engagements. Clair D. represented NOLS at the Port Angeles High School Career Fair, handed out information about job and career resources available with a library card, and spoke with students about career pathways in libraries and museums.
- Crescent School 4th Grade Library Visit – 19 participants. Jennifer L. welcomed Crescent School's 4th grade class to the library. She shared library information, gave a tour, helped students check out library books, and led them through a library scavenger hunt. When their teacher asked if they enjoyed their visit, every student gave a thumbs up, and one student added, "This is the best library ever!"
- Queen of Angels Kindergarten Visit – 21 participants. Jennifer L. visited the Queen of Angels Kindergarten class at their school to talk about book care and give students a brief overview of what to expect when they visit the library. She also read A Perfectly Messed-up Story by Patrick McDonnell, which brought many bursts of giggles from the class.

Port Angeles Staff Activity

Jennifer L. attended the quarterly meeting for the Clallam-Jefferson Counties Perinatal Mental Health Task Force, sponsored by First Step Family Support Center. The meeting was held in person for the first time and took place in the Raymond Carver Room. Representatives from many organizations across Clallam and Jefferson Counties were in attendance.

Sarah M. attended one Washington Digital Library Consortium Executive Advisory Committee meeting.

Jennifer L. was invited by United Way of Clallam County to speak on a "Literacy Changes Everything" panel for their campaign kickoff. She shared information about the importance of early literacy and Dolly Parton's Imagination Library.

Port Angeles Public Services staff continue to support NOLS through programming, outreach, collection work, staff training, community partnerships, and systemwide collaboration.



Photo: Jennifer L. participates on panel discussion how "Literacy Changes Everything"



Photo: Magic:the Gathering Draft Tournament with Anime Kat



Photo: Teen Tuesday: Zines to Songs with Peninsula Performs!

Sequim Branch Library
Emily Sly, Library Manager

September programs in Sequim included:

- **9/11 Film and Discussion** - 7 participants. In honor of the 25th anniversary of the September 11th attacks, a short documentary film was shown followed by a discussion among participants.
- **Baby Storytime** – 52 participants at 3 events.
- **Board and Card Games: Grades 4-7** – 8 participants. Tweens had fun playing the game *Book Nook*.
- **Build It!** – 10 participants. Regular attendees were glad that the program Build It! is back and offering a place to come and build with Lego, magnet-tiles and other building materials.
- **Drop-In Tech Help** – 2 participants at 4 events.
- **End of Life Ready Workshop** – 11 participants. Led by End of Life Washington representatives, attendees discussed topics such as choosing a health care agent, preparing and completing an Advanced Directive and how to initiate difficult discussions on end-of-life choices for yourself or others in your care.
- **Family Storytime** – 171 attendees at 4 events. Always a well-attended event, families enjoy listening to great stories, learning new songs and shaking those wiggles out every week.
- **Financial Beginnings for Tweens - with First Federal** – 10 participants. This event, geared for tweens, taught kids and their grown-ups about money planning and investing through games and activities.
- **Financial Beginnings for Teens - with First Federal** – 3 participants. Although attendance was low, attendees had a great time eating pizza, chatting about money and building their financial literacy skills.
- **Friday Night Movie** – 20 participants. This month featured the film *Waitress.*
- **Kids Book Club** – 15 participants came in to pick up a free copy of the book, *Ella Josephine and the Apartment on Poppy Hill.* This book will be discussed at next month's Kids Book Club.
- **Kids Lead: Grades 4-7** – 3 participants. This was the first meeting of a new program for tweens to provide input into library programs.
- **Second Saturday Book Discussion Group** – 13 participants. This month the group read and discussed the book *Annie Bot* by Sierra Greer.
- **SilverKite –** 48 virtual participants at 2 virtual programs. This month attendees learned how to paint cloud imaginings with watercolors and dahlias with acrylic paints.
- **Teen Lit Bags** –15 participants
- **Teen Night: Nature Jeopardy - with Dungeness River Nature Center** – 7 participants.
- **Teen Advisory Board** – 7 participants
- **Tabletop Role-Playing Games –** 2 participants
- **Yarn Circle** – 43 participants at 4 events. Yarn Circle is great place for beginning knitters to advanced embroiderers to gather and share not only their current work in

progress but their knowledge of fiber arts. Attendees always leave this group with a smile.

- **Poetry Appreciation Class** – 12 participants. Clallam County Poet Laureate Nellie Bridge led a reading and discussion of D.H. Lawrence poems.

Sequim September community outreach and class visits to the library:

- **Back to School Night** – 46 engagements at Sequim High School. Librarian Charlotte M. attended this outreach event at SHS to talk about library services for teens, including Teen Lit Bags, Teen Advisory Board, volunteering at the library and much more.
- **Career Fair** – 80 engagements. Librarians Charlotte M. and Sophia R-H attended this outreach event at the Sequim High School to talk to teens about careers in libraries, along with career resources available at NOLS.
- **Class Visit** – 40 participants. Local preschool Faith Lutheran came for a tour of the Sequim Library and special storytime.

Vape sensor monitoring was launched in the public restrooms. Staff have enjoyed seeing the influx of after-school visits from students and families again, with school back in session. Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, and Health and Safety Team.





West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- The parenting collection weeding materials was conducted by Youth Services Specialist (YSS) Angeles B. across the entire system.
- The team prepared to welcome two new employees October 1.
- The Forks circulation area had some minor updates completed to amplify staff safety and workflows.

West End Programming:

- For the Forks Twilight Festival, the Forks Branch Library set up a Twilight Wonders Crafting Station. 121 festivalgoers stopped by and created a Welcome to Forks sign from popsicle sticks and bedazzled Twilight-themed books designed by Public Services Specialist (PSS) Katy.
- Bad Art Night in Forks started up again after the summer break. PSS Katy had 8 people attend and created artwork with a Northern Lights theme.
- Local community member Katherine Jackson presented Job Skills: Intro to Phone Sales.
- Craft and Connect: Bling Your Book at the Clallam Bay Branch had 7 people bling their bookmarks and their personal book jackets.
- History and Taste: Tamales - Though a cozy turnout of five, the event was a fantastic learning experience filled with great conversation. It even won over a first-time tween taster, who ended up absolutely loving the dish.

West End Community Visits:

- Library Manager Troi attended the Hoh Health Fair and engaging with 29 community members. It was a great day connecting and sharing about Library Services.
- David McDonald attended the Sekiu community lunch and enjoyed connecting with the community.
- Adult Service Library Services Specialist Jennifer attended the Back to School Blessing at Neah Bay School. During the event, she spoke with 103 people about various services, including the bookmobile, printing, notary services, and employment opportunities. A total of 40 items were given away, and she issued 2 new library cards. It was a fun event, with many attendees expressing their love for the bookmobile.
- YSS Angeles conducted her first preschool outreach at Forks ECEAP this school year, visiting three classes. Each student received a free book and stuffed animal in partnership with the Quileute Tribe. A total of 42 students and teachers participated.
- YSS Angeles participated in the Suicide Prevention Walk in partnership with the Quileute Health Clinic. Resources were shared, and people spoke about how suicide has impacted this community and the importance of being available and having resources.

Outreach Services: Bookmobile and Delivery Services

José E. Castro, Outreach Library Manager

Outreach Daily Operations:

- 91 outreach deliveries were made, 2 new patrons registered for delivery services, 658 items were checked out and 40 items renewed for delivery service patrons.
- Couriers transported 868 totes between NOLS branches, plus 34 more for Outreach Deliveries returns
- The Bookmobile travelled 1336 miles.

Programs and Community Outreach:

Clallam Mosaic - 9/16/2026

Adrienne celebrated Clallam Mosaic and highlighted the following: "Today at Clallam Mosaic, we read stories and facts about rocks and minerals--I brought rocks to show the group and they in turn brought out their own big collection of rocks. We each picked one and tried to identify them with the books I brought from the library. Always an amazing time exploring new topics with this group!"

Día de Culturas – 9/26/2026

Becki and Meghan attended the Día de Culturas hosted by Peninsula College at Forks High School. The event was a celebration of culture and community and NOLS was able to connect with many current and potential patrons. Staff discussed upcoming programs, library services, and community resources with the attendees. Spanish and bilingual books were given to children and families in attendance. It was a fun evening full of laughter and dancing.

Pop-Up Libraries and Bookmobile:

- **Sekiu Community Center Senior Friday Lunch Pop-Up Library:** (30 visitors at 1 stop)
- **Makah Recovery Drop-In Center Pop-Up Library** (1 visitor at 1 stop)
- **Routine Bookmobile Stops:**
    - Neah Bay Community Gym (92 visitors at 4 stops)
    - Makah Senior Center: (3 visitors at 1 event)
    - Sail River Heights Longhouse – Neah Bay (3 visitors at 1 stop)
    - Beaver Grocery Store (3 visitors at 2 stops)
    - Lake Pleasant (2 visitors at 2 stops)
    - Quileute Tribal School (34 visitors at 1 stop)
    - Elk Creek Apartments with Sequim Mobile Pantry (10 visitors at 2 stops)
    - Joyce & Co. Café (3 visitors at 2 stops)

Community Updates:

The library resumed its regular Bookmobile stop at Quileute Tribal School through a back-to-school open house. We are grateful to the La Push Tribal Administration for welcoming us at

the Akalat throughout the summer. We look forward to continuing to serve the community as we transition back to our regular stop at Quileute Tribal School.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Parking lot striping; potable, irrigation and fire sprinkler backflow inspections; fire alarm test; serviced fire extinguishers; repaired restroom faucet; repaired baby changing station; assisted with office reconfigurations; changed HVAC filters; applied high visibility paint to uneven sidewalk seams; installed new outdoor trash can; trimmed trees and shrubs, weeded beds and lawn care.

Sequim Library: HVAC maintenance; potable, irrigation and fire sprinkler backflow inspections; serviced fire extinguishers; additional lighting system training; repaired exterior outlet; mapped outdoor drain basin locations (for maintenance routine); assisted IT with people counter installation; cleaned windows.

West End Libraries: Checked emergency lights and changed HVAC filters in Clallam Bay; cleaned out parking lot drain basin in Clallam Bay; repaired Forks front door lock; lawn care and weeding.

Vehicles: Serviced Nissan Ariya, Toyota Prius and Ford Transit van.

Other: Repaired Tiny Olympic Libraries in Clallam Bay and Port Angeles; repaired a vacuum.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

IT worked on several projects in September. Getting staff prepared for moving to Polaris client-based software to a browser-based software (called Leap) requires some configuration and software implementation. The new configuration allows options for receipt and spine label printing. It was piloted in August and fully implemented in Port Angeles in September. Other branches will be moved to the new printing configuration in October. IT has also been preparing the infrastructure for staff to be able to run reports using Leap. Reporting is currently not integrated in Leap as it is in the Polaris staff client. These changes will help streamline processes for front line staff and put less pressure on IT staff to support multiple formats of the interface. For several years, all enhancements are only applied to the browser-based version. Almost ready to go!

Tasks completed:

- 56 tickets resolved
- 3,269 remote prints

- Vendor-provided training on lighting in Sequim
- Decommissioned StaffNet Sharepoint site
- Removed old Barracuda email filter service
- Emergency Access accounts configured
- Renewed Meraki networking equipment licensing
- Cassie test environment configured and tested for upcoming upgrade
- Holds Lockers meetings
- Audited Uninterruptible Power Supplies (UPS) for battery capacity, age and configuration
- LibreOffice tested as an alternative to Microsoft Publisher
- New Sequim people counter for East entrance installed and configured
- Staff survey about IT ticketing process
- New web page and form created for the Comic Art in the Library exhibition
- New web page and form created for the Spooky Story kid's contest

Technical Services Department

Erin Shield, Technical Services Manager

The newest Technical Services Specialists Annie Dahlquist and Kim van der Elst completed training on tasks, workflows, and procedures for InterLibrary Loans, Serials, Shipping, and Acquisitions. They also started their Cataloging training with an online course. Cataloging is the most time-intensive component of training and is expected to continue throughout 2026.

Technical Services staff participated in trainings, webinars, tasks and meetings in September related to ILS Team, Materials Request Subcommittee, Health and Safety Committee, EDI Committee, Public Services, and Management Team.

Notable in September:

- Jennifer finished the J Graphic Novel recataloging project. This project ensured consistency for series information, author, and other various points of access. Over 1,300 records were updated
- Wendy worked on some remaining issues with ordering process with new collection materials vendor
- Database clean-up projects – lots!

Statistics:

- 767 physical items processed;
- 232 print materials repaired, including 54 recataloged items;
- 94 media items repaired;

- 64 physical donations added to collection;
- 189 InterLibrary Loan requests for NOLS' patrons filled;
- 114 items loaned to other libraries;
- 877 issues resolved by the Cataloging Team including incorrect cover images, titles not displaying properly, and a variety of other issues;
- Acquisitions Team: Under one day for the 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:

- Union Negotiations
- EDI Implementation Plan Project Meeting with EDI and Management Teams
- Health Reimbursement Arrangement (HRA) new vendor search
- Routine Management Team, All Staff Training Day, and Equity, Diversity, and Inclusion Team meetings.

Recruitments:

- Community Outreach Specialist – West End
- On-Call Public Services Assistant – West End
- Public Services Lead – West End
- Public Services Specialist – West End
- Shelver – Port Angeles
- Clallam Bay Facilities Technician 1 – Facilities
- Marketing Specialist – Marketing
- Public Services Specialist – Sequim

New Hires:

- Cynthia French – Marketing and Communications Manager – Marketing

Separations:

- Angela Disque – Shelver – Port Angeles
- Karen Sargent – Clallam Bay Facilities Technician 1 – Facilities

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

Highlights from the Marketing Team:

- Promoted Library Card Sign-Up Month and began work on two additional library card designs to be announced by the end of the year.
- Updated procedural documents for event exports and calendar/program guide creation.
- Navigated social media account changes due to Meta One subscription updates.
- Published webpages including: Teen Two-Sentence Spooky Story Contest (Sept. 28–Oct. 16), Poet Laureate Open Call (applications accepted Oct. 14–Dec. 9), and StoryWalk at the Lyre Conservation Area (Nov. 1–Dec. 12).
- Filmed Poet Laureate Nellie Bridge in the library and at a Clallam Mosaic event.
- Cedar sunshade information was published to the Sequim Library Construction blog.
- Announced the open call for *Drawn Here: Comic Art in the Library*.

News Releases & Articles:

- Issued 14 news releases.
- The monthly "Off the Shelf" Sequim Gazette article featured Back-to-School resources, programs and book recommendations, contributed by librarian Charlotte McGrew.
- The "Borrow This Book" book review column in the Sequim Gazette was written by librarian Adrienne Langan about *Poetry* and *Poetry Northwest* magazines, calling attention to NOLS print and digital magazine collection, and upcoming NOLS poetry events.

Financial Operations

Amy Hough, Finance Manager

- Attended the Washington Finance Officers Association annual conference.
- Activities related to the 2027 personnel budget.
- Participated in routine Management Team meetings.

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Recruitment activities for the West End Community Outreach Specialist and Port Angeles Shelver positions.
- Activities for GEU and MEU Collective Bargaining Negotiations.
- Activities for 2027 Operating Budget Planning.
- Implementation tasks for environmental sensors in the Sequim public restrooms.
- Attended "Dia de Culturas: A Celebration of Hispanic Culture" with Outreach staff at the Forks High School.
- Attended Celebrate United 2026: Literacy Changes Everything in support of the Dolly Parton Imagination Library and panelist Youth Services Librarian, Jennifer L.

- Routine branch visits to the Forks and Sequim libraries.
- Routine Management Team, Branch Manager, Health & Safety Team, ILS Team, Beanstack Team, Collection Management Team, Adult Services Team, Youth Services Team, Port Angeles and Sequim Branch Staff Meetings, IT Department Meeting, All-Staff Meeting, and individual One-on-One Meetings.

Executive Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- 2027 Budget Planning
- Collective Bargaining Negotiations
- Onboarding new Marketing and Communications Manager
- Attended Public Libraries of Washington meeting in Mt. Vernon, WA
- Recruitment activities for Marketing Specialist position
- Preparation for Holds Lockers
- Child and Adult Care Food Program (CACFP) training
- Sequim Library Expansion and Renovation Project
    - Address punch-list items
    - Identify and develop plans for post-occupancy issues
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team

Customer Comments
September 2026

The following comments were received by the Library during the month of September 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:
I find the Post Office display in the Port Angeles library incredibly offensive and I kindly ask that you take it down. The U.S. Postal Service is currently working to create procedures that will reject 10,000 ballots at once from being delivered due to one typo on one envelope, because President Trump doesn't support vote by mail. By having this display, you are politicizing the library. Please take it down.

Response
The "Moving the Mail" exhibit, presented by the North Olympic History Center was created with the support of a Clallam County Heritage Advisory Board grant. Since January 2026, the exhibit has been displayed at the Clallam County Courthouse, City of Sequim Civic Gallery, Clallam Bay Library, Forks Library, and Sequim Museum. It will remain at the Port Angeles Library through October 17, 2026.

The exhibit is a representation of the past and is not connected to any current events. It traces the evolution of mail delivery across the Peninsula, where more than 70 different post offices operated in Clallam County over the years. Mail was often the only link with the outside world in many remote communities. As populations shifted and new technologies developed, the speed and method of mail delivery changed from the coastal deliveries of the Mosquito fleet and Tribal canoes to wagon roads and eventually rail and air.

Comment:
Please….more BAD ART Nights. It was so fun and enjoyable. Something to look forward to. 😊

Response:
Thank you for the positive feedback. Your suggestion will be shared with the NOLS Programming Team.

Comment:
Please bring the puzzle competition to Sequim also. Not just having it Port Angeles.

Response:
Thank you for your suggestion. It will be shared with the Sequim Library Programming Team.

Comment: It would be fun to have a puzzle day like they have in Port Angeles.

Response:
Thank you for your suggestion. It will be shared with the Sequim Library Programming Team.

Comment:
Are there any plans to add a station in the library to transfer analog materials to digital formats? Our library in Ohio added one called The Memory Lab and we used it frequently. The machines were able to handle VHS, cassettes, reel-to-reel, slides and negatives. We just reserved a time slot and brought whatever memory device we wanted to use--usually thumb drives. I don't know if it had capacity to convert LPs/45s/78s to a CD or thumb. I have a number of my parents' albums from other countries that will never be available here. If the equipment isn't too expensive we could start a Memory Lab fund separate from any tax levies. Seems like enough of us analog folks would make it worth it.

Response:
Thank you for sharing this suggestion! NOLS will definitely look into this idea further and we agree the library could be a great place for this sort of equipment.

In addition to having high quality scanners at each branch that can be used for digitizing photographs and documents, there is currently also a VCR connected to a computer at the Port Angeles Library that will allows for the digitization of VHS tapes. This service isn't well advertised, so we'll look into how to make the community more aware of the options.

If NOLS pursued additional digitization equipment, the one-time cost may be something that could be covered by the annual Capital Budget, but there may be other funding sources available, such as the Washington State Library's Digital Heritage Grant, which NOLS has been awarded in the past for digitizing local photo collections.

Again, thanks for the suggestion and we look forward to exploring it further next year.

Highlight Log

(September 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.

9/2/2026 – Sequim

A very happy looking patron came up to the front desk with an armful of books. She told us she had just retired that day, and the first stop was the library to get a stack of novels. "This is how I'll be spending my days now!"

9/4/2026 – Sequim

Saw a mom taking a picture of her very proud looking daughter in front of the library yesterday. The little girl was holding up her library card and the book she checked out on it. It was her first library card and she was so excited.

9/5/2026 – Sequim

Patron needed to print from email. She said the printer at her senior apartment complex is unreliable and staff are unhelpful. When she downloaded the app and printed her documents and THEN found out about the free printing credit, she said that she was on the verge of tears of happiness.

9/11/2026 – Sequim

The 9/11 Film and Discussion program brought together several community members (young adults to older adults) who had a thoughtful conversation about the ways 9/11 impacted them individually and its broader impacts. One attendee shared about his experience at Ground Zero for 2 weeks during the immediate recovery period. He mentioned that he hadn't talked about this in a long time and appreciated the opportunity. There were meaningful connections and conversations.

9/14/2026 – Sequim

Spoke with an Outreach patron for a while on the phone today and she told me that Becki usually delivers her books to her. She called her "an absolute angel on earth" and said that she so appreciates the delivery service we offer and everyone who works here (but especially Becki!).

9/14/2026 – Port Angeles

A dad of a regular Magic Monday program attendee was asking me more information about the Magic: The Gathering Draft Tournament this weekend. He was shocked that it is a free event, that participants get to keep their cards, and that there are additional prizes for 1st, 2nd, and 3rd place. He was so excited for his son to attend and said, "This is so generous!"

9/15/2026 – Port Angeles

Last Saturday, I spoke with a family about the new Homeschool Hangout program and one of the adults said, "Thank you, that's such a great resource for our community!" Today was the first session and six different families with a total of twenty-five humans attended! The youth ranged in ages preschool to high school. All seemed happy to make new connections.

9/15/2026 – Bookmobile

A local FedEx driver stopped by the Bookmobile at Beaver today and said, "My son desperately wants one of these stickers. Do you have any?" They showed me a screenshot of the Bookmobile's "Mossy" mascot sticker, and I was happy to oblige! They took one for themselves and one for their kiddo.

9/16/2026 – Outreach

Today at Clallam Mosaic, we read stories and facts about rocks and minerals—I brought rocks to show the group and they in turn brought out their own big collection of rocks. We each picked one and tried to identify them with the books I brought from the library. Always an amazing time exploring new topics with this group!

9/16/2026 – Clallam Bay

A teacher from Clallam Bay School came over to collect donated items from the Quileute Tribe. She was surprised by the quantity and noticed several students in the library. She asked for their assistance, and all the teens and tweens eagerly helped move everything. Their enthusiasm and willingness to support their teacher and library staff was wonderful to see.

9/17/2026 – Sequim

After the End of Life Ready Workshop, a patron said, "This is exactly what I needed." Other patrons expressed gratitude to the library for hosting such an event. The volunteers from End of Life Washington did an excellent job providing information and listening to patrons.

9/17/2026 – Clallam Bay

Today, I completed my first notary service. While assisting a patron with printing documents, they inquired about notary services. I explained that appointments are usually required, but I was available to help. The patron was thrilled to have everything taken care of and even received a library card.

9/18/2026 – Sequim

The inaugural third Friday tween monthly meet-up kicked off today, with board/card games, snacks, and lots of rowdy joy! A group of middle schoolers (previously 4th graders in the Battle of the Books/Books and Trivia program) who have been coming in to play video games and asking when they could come hang out and get snacks got to join and said they'd be coming back every time! We had a few different games going, one of which was Book Nook, a game where you build your library by making words.

9/19/2026 – Forks

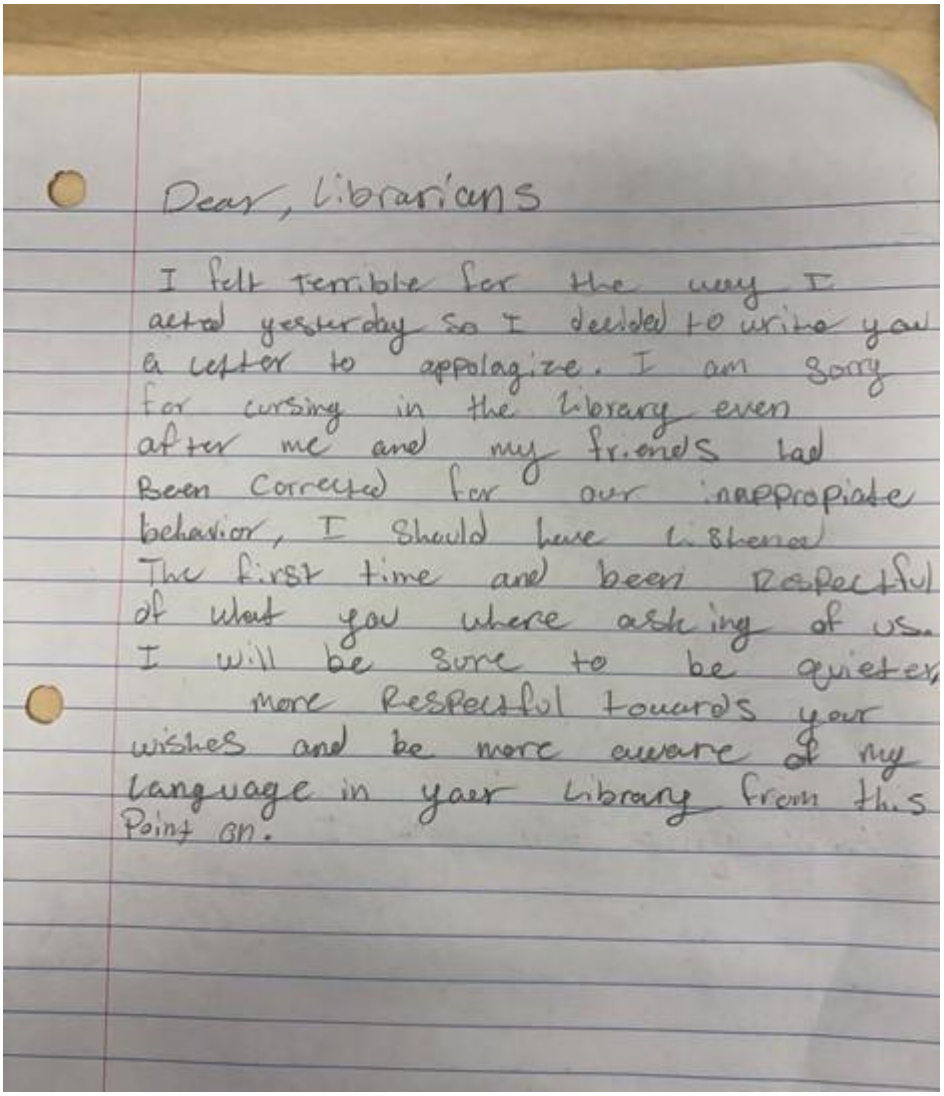
A frequent patron let me know that she is most likely moving to Sequim or Port Angeles. She said the part that she is saddest about most is not being near the Forks Library. She shared that the Forks Library has been her safe place and that staff have gone above and beyond to help her feel safe, secure, and provide access to information when she has needed it most. She shared that staff truly have made a positive and impactful experience on her life.

9/22/2026 – Port Angeles

A patron made a monetary donation in appreciation for the help given to him by Vik when using the scanner. Patron enthusiastically praised Vik's kindness, patience, and knowledge.

9/22/2026 – Port Angeles

A group of teen patrons who were excluded for the day last week respectfully approached the front desk to ask a question. After about ten minutes of being in the library, one of them came back to the desk with an apology letter in hand (from the whole group) about their behavior last week.



Dear, Librarians

I felt Terrible for the way I acted yesterday so I decided to write you a letter to appologize. I am Sorry for cursing in the library even after me and my friends had Been Corrected for our inappropiate behavior, I Should have Listened The first time and been Respectful of what you where asking of us. I will be Sure to be quieter, more Respectful towards your wishes and be more aware of my language in yaer Library from this Point on.

9/23/2026 – Port Angeles

Anime Kat made a post on social media about the Magic: The Gathering Draft Tournament at the Port Angeles Main Library last weekend, including this lovely message about NOLS: "I also want to thank the North Olympic Library System for inviting Anime Kat to help with the event. The library has been building a regular Magic community through its weekly Magic Monday program, and it was fun getting to bring a more structured tournament experience into that space."

9/25/2026 – Port Angeles

A patron complimented whoever does the upkeep on the hanging flower baskets here in Port Angeles, they said they can tell a lot of care has gone into them to look this good so late in the season! Great job Port Angeles Facilities team!

9/29/2026 – Port Angeles

The career fair at Port Angeles High School (with Seaview and Lincoln students also visiting) was great! I got to talk to a handful of students who had great questions about going into museums and libraries and others who had questions about NOLS, using eBooks, and online resources to help with job and career searches.