



AGENDA FOR PUBLIC MEETING

DATE: Tuesday, January 19, 2021 at 6:00pm

LOCATION: Zoom Meeting

Join Zoom Meeting <https://us02web.zoom.us/j/83437185513>

Meeting ID: 834 3718 5513

Passcode: 731048

OR

Dial +1 253 215 8782

6:00 p.m. Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Reports: INFORMATION
 - 4.1 FVRL COVID-19 Response: Amelia Shelley/Administrative Team
 - 4.2 District-Wide Branch Report
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: December 14, 2020 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins
6. Business INFORMATION
 - 6.1 2021 Work Plan
 - 6.2 Vehicle Usage Policy INFORMATION
7. Board comments
8. Setting of next regular meeting – Tuesday, February 16, 2021 (Virtual)
9. Adjournment

DIRECTOR ORGANIZATIONAL REPORT

JANUARY 19, 2021

FACILITIES

- Ridgefield Community Library project is on schedule. Drywall is nearly finished, most of the windows are in, shelving is ordered and furniture is almost finalized. The Friends of the Ridgefield Library had a tour of the facility on December 15.
- Yale Valley Community Library exterior is painted, the interior drywall is almost complete. The painters anticipate the interior of the building to take 2-3 days to paint, carpeting and casework install is scheduled next. We are still looking at the end of January to wrap everything up.
- The Operations Center is still waiting on power. The transformer is installed but there has been a delay in getting the interior boxes located. A review of the insurance adjuster's assessment is complete and we are waiting on final numbers for the furnishings, fixtures and equipment.
- The lighting control system at the Vancouver Library has been replaced. Dave is orchestrating the training for staff on the new system.
- Work is continuing to problem solve issues with the Internet at the Crestwood location.

DISTRICT

- Staff at almost all locations have been busy coming up with unique ways to market books from inside the building. Most have used available window space to put up thematic or topical displays that patrons can point at to select with ideas for readers of all ages. To help get a jump on the Winter Reading program *Books like Us*, the Vancouver Mall Library made their December display with staff picks.
- Cascade Park's created an amazing display that really captured the warmth and coziness of winter in the PNW. Angela Mayo created a superb fireplace display, complete with light up fire (fake, of course!) that also moved thanks to a well-hidden fan, and photos on top of staff and patrons. It was paired with a "Staff Comfort Picks" display, chosen by staff and coordinated by Kristen Buehner, that were their cozy go-to's when it's cold and wintry outside.
 - The North Bonneville Library is a COVID success story where staff are using the bookmobile to serve the community as a hold pick up location since City Hall is closed. Circulation in November was only down 10% compared to a year ago.
 - Courier Leslie Garner has been single-handedly managing Clark County deliveries until recently when Facilities Assistant Richard Taitano joined her to assist with the ever increasing workload.
 - Communications and Marketing Director Tak Kendrick held a focus group with Branch Managers on the process for promoting library programs.

COMMUNITY

- The Woodland Library partnered with Woodland Care Center via the Read, Return, Repeat book borrowing program. Residents are enjoying having a variety of books to browse conveniently located at their place of residence. FVRL now has four Read Return Repeat locations.
- The Ridgefield Library has been soliciting favorite book titles from the community for integration into the design of the service desk. Staff have reached out to the schools, community and businesses for ideas. So far over 600 titles have been submitted.
- Stevenson Library staff distributed free books to community partners who serve local families such as Washington Gorge Action Programs, Skamania County Council on Domestic Violence & Sexual Assault, and a small Saturday soup kitchen.
- Washougal Library's Teen book group and Washougal READS partnership with the school district both had good attendance in December.

Fort Vancouver Regional Library District
Statement Of Revenue - Fiscal Year 2020
For the Month Ending December 2020 (With year-to-date totals)

	2020 Budget (Amended 12/20)	December 2020 Revenues	All Revenue Received thru December 2020	Year - to - Date Annual Budget Percent
Property Taxes				
311.10	\$22,653,394	\$64,341	\$22,635,560	99.92%
311.10	\$640,376	\$206,331	\$642,727	100.37%
311.10	\$1,361,830	\$125,875	\$1,330,714	97.72%
311.10	\$306,098	\$21,021	\$312,862	102.21%
Total Property Taxes	\$24,961,698	\$417,568	\$24,921,862	99.84%
Other Taxes				
311.11	\$70,000	\$0	\$0	0.00%
318.20	\$90,000	\$26,523	\$114,458	127.18%
Total Other Taxes	\$160,000	\$26,523	\$114,458	71.54%
Intergovernmental, Grants & Contracts				
332.00	\$5,000	\$1,263	\$9,572	191.44%
333.00	\$0	\$0	\$350	0.00%
336.02	\$0	\$0	\$11,762	0.00%
334.84	\$0	\$0	\$20,000	0.00%
335.05	\$150,000	\$64,089	\$277,703	185.14%
338.72	\$350,000	\$0	\$495,082	141.45%
338.72	\$61,296	\$61,100	\$61,100	99.68%
338.72	\$500	\$0	\$0	0.00%
Total Intergovernmental, Grants & Contracts	\$566,796	\$126,452	\$875,569	154.48%
Charges for Services				
341.60	\$72,000	\$0	\$15,500	21.53%
347.21	\$6,000	\$1,172	\$2,260	37.67%
347.90	\$50,000	\$1,722	\$21,572	43.14%
347.50	\$17,000	\$370	\$5,778	33.99%
Total Charges for Services	\$145,000	\$3,264	\$45,110	31.11%
Miscellaneous				
361.11	\$200,000	\$16,574	\$249,157	124.58%
362.00	\$10,000	-\$116	\$2,196	21.96%
367.09	\$5,000	\$0	\$0	0.00%
367.10	\$0	\$0	\$609	0.00%
369.90	\$180,000	\$77	\$179,263	99.59%
369.90	\$50,000	\$19,669	\$68,998	138.00%
369.40	\$2,500	\$172,685	\$285,901	11436.04%
369.90	\$8,500	\$1,202	\$5,349	62.92%
367.11	\$366,600	\$0	\$5,600	0.00%
369.90	\$0	\$0	\$0	0.00%
369.90	\$130,000	\$0	\$272,019	209.25%
395.00	\$12,000	\$0	\$13,057	108.81%
Total Miscellaneous	\$964,600	\$210,091	\$1,082,149	112.19%
Total Operating Revenue	\$26,798,094	\$783,898	\$27,039,149	100.90%
Transfer in from Reserves	0	\$0	\$0	0.00%
Total Revenues and Transfer from Reserve	\$26,798,094	\$783,898	\$27,039,149	100.90%

12/12 months = 100.00%

Jan.-Dec. 2020 Fiscal Year

Fort Vancouver Regional Library District
Statement of Expenses - Fiscal Year 2020
For the Month Ending December 2020 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2020 Budget (Amended 12/20)	December 2020 Expenditures	Year-to-Date Totals thru December 2020	Year to Date Annual Budget Percentage
Personnel					
572.00	Wages	11,133,575	884,399	10,500,594	94.31%
572.24	Benefit - Medical	2,476,458	217,975	2,511,737	101.42%
572.24	Benefit - Dental	304,144	23,257	286,766	94.29%
572.24	Benefit - Life, LTD, STD	131,891	7,783	103,528	78.50%
572.22	Benefit - PERS	1,459,354	157,298	1,372,292	94.03%
572.21	Benefit - FICA	853,521	64,921	780,859	91.49%
572.25	Benefit - L & I - Workers Compensation	117,656	5,234	58,234	49.50%
572.25	Benefit - PFML	17,891	1,274	15,457	86.40%
572.28	Unemployment Expense	10,000	145	278	2.78%
	Personnel Subtotal:	16,504,490	1,362,286	15,629,745	94.70%
Supplies					
572.30	Supplies	362,885	45,027	265,892	73.27%
572.35	Small Equipment (FF&E)	348,000	44,909	113,595	32.64%
572.38	Technology	350,000	28,174	186,602	53.31%
572.37	Professional Collection / Tech	282,000	24,250	176,267	62.51%
	Supplies & Small Equipmt/Tech Subtotal:	1,342,885	142,360	742,356	55.28%
Library Books / Materials					
572.34	Library Books & Materials	2,100,000	81,893	1,001,117	47.67%
572.39	Electronic Resources	1,360,000	227,465	1,624,123	119.42%
	Library Materials Subtotal:	3,460,000	309,358	2,625,240	75.87%
Other Services / Charges					
572.41	Professional Services	1,255,488	134,098	1,022,515	81.44%
572.42	Communications	383,652	47,457	383,254	99.90%
572.43	Training / Travel	108,000	837	53,108	49.17%
572.44	Advertising	30,000	3,106	10,579	35.26%
572.45	Rentals / Leases	540,000	136,965	635,880	117.76%
572.46	Insurance	205,000	1,285	210,138	102.51%
572.47	Utilities	430,000	38,075	354,312	82.40%
572.48	Repairs & Maintenance	750,000	390,079	754,350	100.58%
572.49	Misc / Dues / Printing / Other	166,579	16,197	131,105	78.70%
572.50	Intergovernmental Services	15,000	260	2,890	19.27%
	Other Charges & Services Subtotal:	3,883,719	768,359	3,558,131	91.62%
Capital Outlay					
572.62	Buildings / Non-Owned	91,000	858,425	974,967	1071.39%
594.62	Buildings / Owned	800,000	909,032	1,842,621	230.33%
597.62	Yale Project	350,000	91,845	366,329	104.67%
594.64	Machinery & Equipment	75,000	29,487	120,258	160.34%
	Capital Outlay Subtotal:	1,316,000	1,888,789	3,304,176	251.08%
Reserved Amount					
572.41	Professional Services-2020 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 26,507,094	\$ 4,471,152	\$ 25,859,648	97.56%
Total Reserved Projects		291,000	0	291,000	100.00%
Grand Total All Expenditures:		\$ 26,798,094	\$ 4,471,152	\$ 26,150,648	97.58%

December is the 12th month of the fiscal year. Year-to-date budget percentages should be at 100.00%, representing 12/12 months.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting**

December 14, 2020

CALL TO ORDER

Chair Carrico called the meeting to order at 6:00 pm, noting that there was an Executive Session held at 5:30pm on the topic of Real Estate: RCW 42.30.110 (1) (b) (c) and no decisions were made in that session.

ATTENDEES: All participation was virtual per Governor's proclamation #20-25.2.

Board Members: Brian Carrico, Kelly Smith, Jane Higgins, Mary Ann Duncan Cole, Kate Maple, Kelsi Gilkey, Sandra Day

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Tak Kendrick, Communications & Marketing Director; Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant

1. AGENDA

MOTION: Kelly Smith moved and Sandra Day seconded approval of the agenda as presented. The motion carried unanimously.

2. CHAIR ANNOUNCEMENTS

Chair Carrico thanked the staff and members of the public for attending the meeting.

3. REPORTS

3.1 FVRL Foundation Report

Rick Smithrud gave an overview of the work of the FVRL Foundation including setting up a trust agreement at the beginning of the year for \$28,000 annually, the 2020 Love your Library event raised \$37,000, a lot of grant writing in the spring and new Board members joined the Foundation's Board.

3.2 Executive Director's Organizational Report and FVRL COVID-19 Response

Shelley and the FVRL Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the pandemic.

4. CONSENT AGENDA

4.1 Minutes Approval – November 16, 2020 meeting

4.2 FVRL Expenditure Approval: Reviewed by Kate Maple

4.3 VLCFA Expenditure Approval: Reviewed by Amelia Shelley

MOTION: Kate Maple moved and Kelly Smith seconded approval of the Consent Agenda. The motion carried unanimously with Sandra Day abstaining since she was absent for the November meeting.

5. BUSINESS

5.1 Budget Amendment 2020

FVRL is requesting an amendment to the 2020 Budget to identify unanticipated reserved revenues and some changes to anticipated reimbursements and expenditures that were significant enough to require a change. The novel coronavirus COVID-19 has played a significant role in dictating the District's activities over the past ten months. Overall, the 2020 budget is reduced by \$4,232,001.

Chair Carrico asked about the naming of the line item Private Grants. FVRL doesn't have a line item for Government Grants so why do we have Private Grants specified. It should just be called Grants. Shelley and Greenwood discussed BARS and the limitations on naming adjustments.

5.2 Resolution 2020-13 (Budget 2021-03): 2020 Budget Amendment

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of Resolution 2020-13. The motion carried unanimously.

5.3 2020 Reserve Allocation

At the end of 2019, FVRL had unanticipated revenue required to go into a reserve. The FVRL Board of Trustees and FVRL Administration recognize that having an operational reserve enables the District to respond to unanticipated events or emergencies during the years, or to guard against economic downturns. The Trustees have set objectives to define specific purposes for the cash reserve fund in an effort to be open and transparent. The Board held a public reading and discussion of these objectives to consider the cash reserve plan.

5.4 Resolution 2020-15: Reserve Allocation

MOTION: Jane Higgins moved and Sandra Day seconded approval of Resolution 2020-15. The motion carried unanimously.

5.5 Public Hearing: 2021 Budget

Public comment given by Gary Wilson.

5.6 2021 Budget (Final)

Shelly gave an overview of the 2021 budget considerations. This is the fourth and final reading of the 2021 Budget.

5.7 Resolution 2020-14 (Budget 2021-04): 2021 Budget Approval

MOTION: Sandra Day moved and Kelly Smith seconded approval of Resolution 2020-14. The motion carried unanimously.

5.8 2021 Board Officer/Committee Appointments

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the 2021 Board Officers and Committee Appointments with these changes: Replace Brian Carrico with Kelly Smith on the Executive Committee; Add Kelsi Gilkey to Facility and Service Planning and Nominating Committees. The motion carried unanimously.

5.9 2021 Board Meeting Schedule & Financial Review Assignments

MOTION: Jane Higgins moved and Mary Ann Duncan Cole seconded approval of the 2021 Board Meeting Schedule and Financial Review Assignments with this change: Revise

December 2021 board meeting date from December 20 to December 13, 2021. The motion carried unanimously.

6. CITIZEN COMMENTS

Written comments were received from Quill Onstead, Dawn Seaver and Gary Wilson.

7. BOARD COMMENTS

Jane Higgins thanked Brian Carrico for his many years of service as Board Chair. Sandra Day and Kelly Smith echoed those sentiments.

8. NEXT REGULAR MEETING

The next meeting is Tuesday, January 19, 2021 (virtual).

9. ADJOURNMENT

The meeting adjourned at 7:53pm.

Approved:

Brian Carrico, Chair

Date

Sandra Day, Secretary

Date

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

January 19, 2021

As required by RCW 42.24.080 and RCW 42.24.090, vouchers audited and certified by the Auditing Officer of the Fort Vancouver Regional Library District and those expense reimbursement claims which have been certified as required, have been recorded on a list and made available to the Board of Directors for approval.

As of this date, January 19, 2021, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
December 1, 2020 through December 31, 2020

Accounts Payable Warrants Issued	Numbers	<u>111159</u>	Through	<u>111412</u>	<u>\$ 3,347,534.11</u>
Accounts Payable EFT Payments		<u>EFT00807</u>	Through	<u>EFT00825</u>	<u>14,426.43</u>
Accounts Payable Warrants Voided	Numbers	110908, 100942, 100943, 100936, 100947, 101122, 101065, 101172, 101387, 101381, 104058 102152, 103136, 103372, 104028, 104026, 104120, 104396			<u>(\$ 2,470.05)</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	_____
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Direct Deposits Issued	Numbers	<u>12/9/2020</u>	Through	<u>12/23/2020</u>	<u>\$ 813,640.77</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>				<i>Amount</i>
WA Dept. of Revenue	12/21/2020				795.75
Endicia (postage)	12/21/2020				7,000.00
Kaiser	12/24/2020				15,733.00
Kaiser	12/29/2020				55.25
WA Dept of Retirement	12/1/2020				84,318.94
WA Dept of Retirement	12/15/2020				88,576.24
WA Dept of Retirement	12/23/2020				90,427.67
					<u>\$ 286,906.85</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 4,460,038.11</u>
Total Transactions for Approval					<u>\$ 4,460,038.11</u>

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

BOARD COVER WORKSHEET

BOARD DATE:

January 19, 2021

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
Accounts Payable			
December 4, 2020	111159-111198	99,076.58	
December 8, 2020	111199	444,599.99	
December 11, 2020	111200-111226	469,330.08	
December 16, 2020	111227-111317	1,625,277.44	
December 25, 2020	111318-111343	147,504.13	
December 31, 2020	111344-111412	561,745.89	
Total Accounts Payable Warrants Issued		3,347,534.11	

Accounts Payable EFT Payments			
December 4, 2020	EFT00807-EFT00811	8,889.69	
December 11, 2020	EFT00812-EFT00816	139.26	
December 18, 2020	EFT00817-EFT00822	2,285.16	
December 31, 2020	EFT00823-EFT00825	3,112.32	
Total Accounts Payable EFT Payments		14,426.43	

Accounts Payable Voids and Cancels			
November 13, 2020	110908		74.63
February 27, 2017	100942, 100943, 100936, 100947		47.98
March 21, 2017	101122, 101065		101.00
March 31, 2017	101172		11.77
April 21, 2017	101387, 101381		81.97
July 31, 2017	102152		1,056.91
November 30, 2017	103136		138.21
December 22, 2017	103372		140.20
March 9, 2018	104028, 104026		17.95
March 23, 2018	104058, 104120		576.96
April 30, 2018	104396		222.47
Total Accounts Payable Warrant Voids and Cancels			2,470.05

Total ADP ACH Auto Pull			
December 9, 2020		301,167.65	
December 9, 2020	State Family & Medical Leave	1,721.24	
December 9, 2020	Federal	96,761.38	
December 9, 2020	Oregon	3,142.84	
December 22, 2020		305,160.90	
December 22, 2020	State Family & Medical Leave	1,751.59	
December 22, 2020	Federal	100,868.49	
December 22, 2020	Oregon	3,066.68	
Total Payroll Direct Deposit Transfers		813,640.77	

ACH EFT Transfer			
December 21, 2020	WA Department of Revenue	795.75	
December 21, 2020	Endicia (postage)	7,000.00	
December 24, 2020	Kaiser	15,733.00	
December 29, 2020	Kaiser	55.25	
December 1, 2020	WA Dept of Retirement	84,318.94	
December 15, 2020	WA Dept of Retirement	88,576.24	
December 15, 2020	WA Dept of Retirement	6,331.89	
December 31, 2020	WA Dept of Retirement	6,040.15	
December 31, 2020	WA Dept of Retirement	90,427.67	
Total ACH EFT Transfers		286,906.85	

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids 4,462,508.16 2,470.05

Total Funds to Approve for Disbursement 4,460,038.11

Finance Director Reviewed Candice Greenwood

Date 1/13/2021 Page 9 of 34

**Fort Vancouver Regional Library District
Staff Report 2021-01
Vehicle Usage Policy**

To: Board of Trustees

From: Amelia Shelley

Date: 01/19/2021

Subject: New Policy related to operating District vehicles

Key Points:

- Clarifies requirements for ability to operate library vehicles
- Identifies expectations for licensing, rules of operation and reporting
- Sets standards for use of vehicles
- Identifies responsibilities for maintenance, repair and replacement

Overview:

Currently, driving a FVRL vehicle is covered in the Personnel Manual under *Use of Library Vehicles*. Other important details pertaining to repairs and maintenance, here have been several instances over the past few years where some additional clarity around the responsibilities of drivers would have been helpful to provide clear expectations and guidance, particularly when dealing with accidents. The FVRL Personnel Manual provides some guidance (Attachment A) and could be expanded upon to meet this purpose or reduced if a standalone policy better serves this purpose.

Action Requested:

Approve a policy that clarifies the responsibilities of staff who drive for FVRL.

Advantages:

Provides clarity for staff who drive.

Disadvantages:

May be confusing with Personnel Manual content. Would recommend eliminating redundant content.

ATTACHMENT A - Excerpt from FVRL Personnel Manual

Use of library vehicles

FVRL maintains a fleet of various types and sizes of vehicles to support the transportation needs of a 4,200-square-mile district. Staff are expected to use FVRL vehicles for FVRL-related travel when a vehicle is available.

The following expectations regarding use apply:

Eligibility and allowability

- Any FVRL employee with a driver's license in good standing and sound driving skills may check out and operate an FVRL vehicle.
- FVRL vehicles are for official use only.
- For insurance purposes, all drivers are required to provide, in advance of first use of an FVRL vehicle, their current driver's license number and information about any accidents or moving violations in the previous three years. They must report any new driving infractions (work related or personal) to Human Resources as they are incurred. Records will be verified through the district's insurance carrier or by a Human Resources staff member.
- Non-employees are not permitted to operate FVRL vehicles but may ride in vehicles as passengers when on library business. Picking up hitchhikers is prohibited.
- Employees are expected to exercise highly responsible driving practices when using FVRL vehicles. Unsafe, reckless or illegal driving of FVRL vehicles is prohibited.
- Employees are required to pay for all parking or traffic tickets incurred while driving an FVRL vehicle.
- Smoking in FVRL vehicles is prohibited.
- Personal use of FVRL vehicles is prohibited except with advance written approval of the FVRL Executive Director.
- Any approved personal use of FVRL vehicles, including transportation to and from work, is considered taxable by the Internal Revenue Service and must be logged and reported.
- All employees who regularly drive FVRL vehicles will be required to participate in training at regular intervals.

Fort Vancouver Regional Library District

Library Vehicle Usage Policy

DRAFT

PURPOSE

The Fort Vancouver Regional Library District (FVRL) maintains a fleet of vans, trucks, bookmobiles and passenger vehicles for use in the daily operations of the library. This policy is intended to direct the use and operation of any library vehicle. Any employee driving on behalf of FVRL is a representative of our organization and expected to follow all driving rules and regulations.

POLICY

This policy applies to the driver of any vehicle owned or leased by FVRL driven by authorized employees for official library business including travel between locations, travel for assigned duties, travel for meetings or training, and travel as a condition of employment.

- Operators of any vehicle owned or leased by FVRL must be current library employees and must have a valid, current motor vehicle operator license from the State of Washington or Oregon in their possession while operating a library vehicle.
- Employees authorized to operate library vehicles must immediately report any change in the status of their license, such as a driving infraction, restrictions or suspensions, to FVRL's Human Resources Office.
- Employees are expected to observe all federal, state, and local laws and regulations and posted speed limits. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations. Multiple infractions or accidents may lead to disciplinary action.
- If an employee is in an accident involving a library owned vehicle, they must report it immediately to their supervisor and file an FVRL incident report. If the accident involves another vehicle or a driving infraction, the employee must contact the local police. The employee's immediate supervisor will inform the Facilities and Fleet Manager and the Executive Director.
- Personal use of library vehicles is strictly prohibited per RCW 46.08.065 for any activity other than taking a required break or mealtime or in an emergency. When a library vehicle is taken to out-of-town meetings, conferences or workshops, employees may use the vehicle for other reasonable purposes if they have no other form of transportation. Specific allowable activities are outlined in Chapter 2 of the FVRL Personnel Manual.
- FVRL's Facilities and Fleet Division will be responsible for maintaining any library owned or leased vehicle in a safe and sound working condition through regularly scheduled maintenance and repair. When necessary, Facilities and Fleet will request replacement of vehicles based on need and availability of capital funds.

DEFINITIONS

Official library business is defined as activities such as purchasing library materials and supplies, maintenance and repair functions, transport of library materials and property between library facilities

and program locations, the transport of library personnel (employees, board members) to library related events, meetings and conferences, workshops, and seminars, and the delivery of library materials to homebound residents and bookmobile patrons living in the library's district and other tasks.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures and rules for its implementation and for making the policy available to the public.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

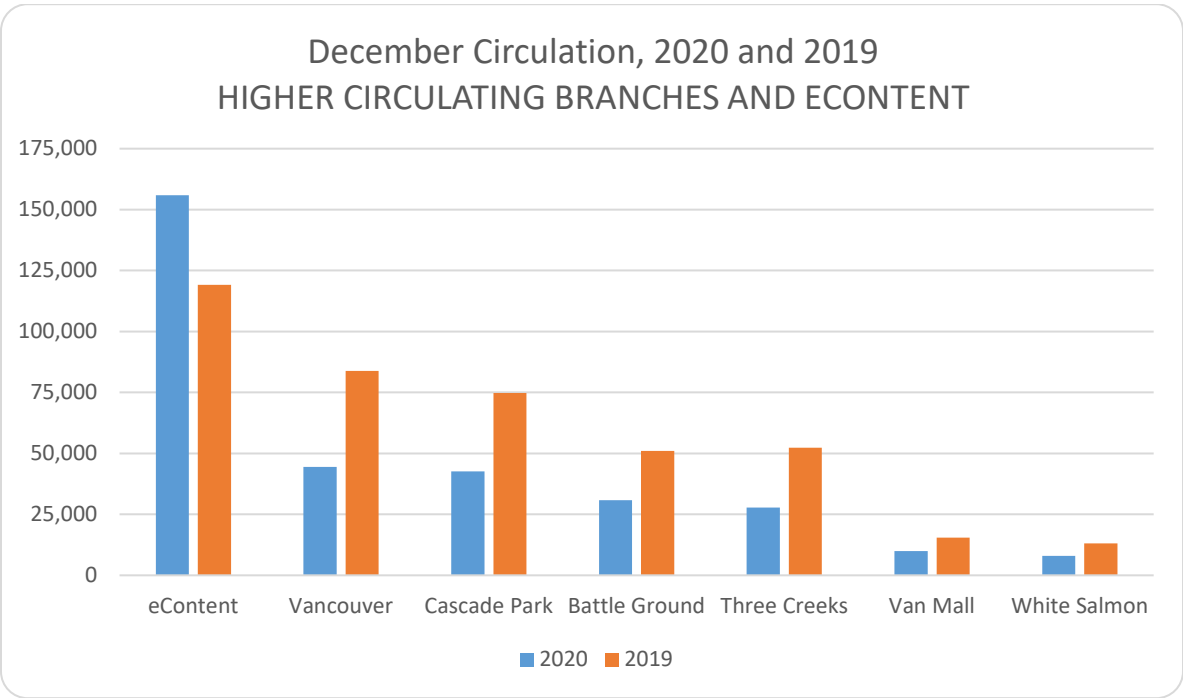
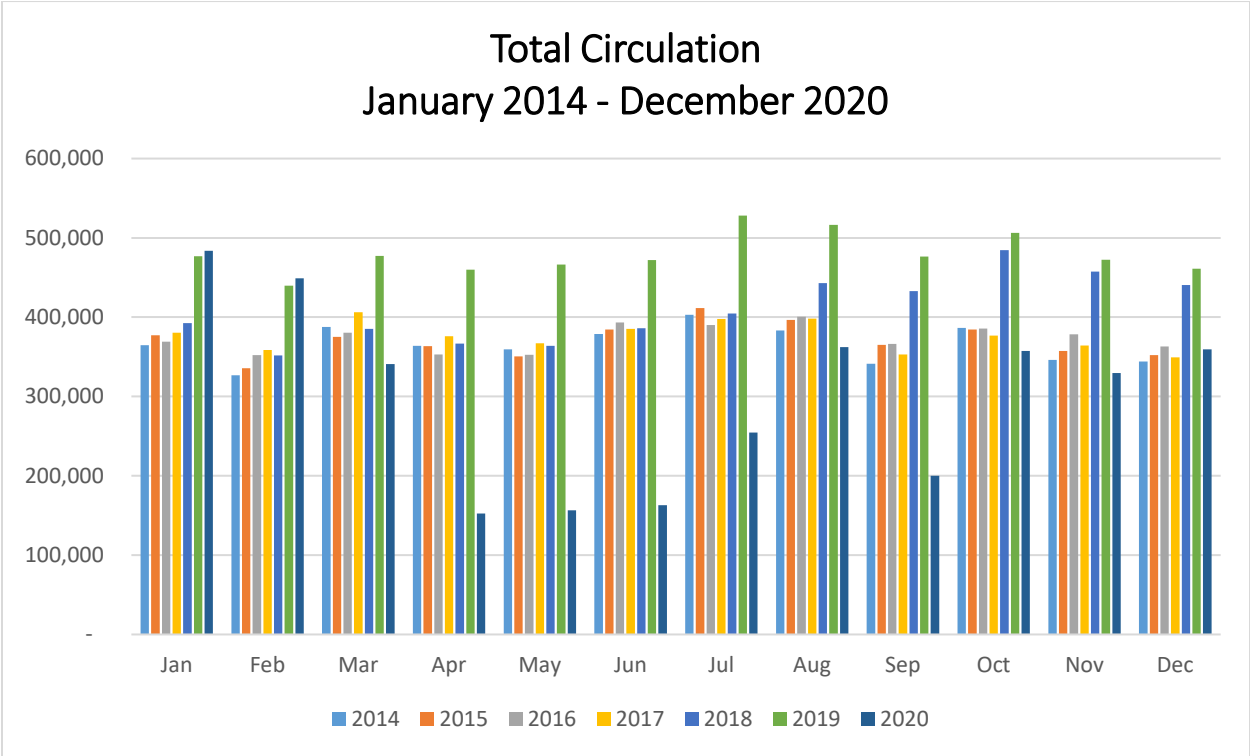
Applicable law: [RCW 46.61 Rules of the Road](#), [RCW 46.08.065 Publicly Owned Vehicles to be Marked](#), [RCW 43.19.637 Clean-fuel Vehicles - Purchasing Requirements](#)

Relevant policies: Personnel

Board approval:

	December Circulation			YTD Circulation		
	2020	2019	Change	2020	2019	Change
Battle Ground Community Library	27,730	52,306	-46.99%	283,752	640,229	-55.68%
Cascade Park Community Library	42,667	74,772	-42.94%	367,984	944,500	-61.04%
La Center Community Library	4,996	5,701	-12.37%	37,301	76,489	-51.23%
Ridgefield Community Library	5,436	5,542	-1.91%	41,774	73,980	-43.53%
Three Creeks Community Library	30,867	50,989	-39.46%	295,882	669,569	-55.81%
Vancouver Community Library	44,398	83,811	-47.03%	446,327	1,078,411	-58.61%
The Mall Library Connection	9,987	15,516	-35.63%	89,439	210,229	-57.46%
Washougal Community Library	7,459	8,546	-12.72%	58,514	109,949	-46.78%
Green Mountain Library Express	42	91	-53.85%	609	905	-32.71%
Yacolt Library Express	3,020	5,555	-45.63%	26,595	65,182	-59.20%
Clark County Total	176,602	302,829	-41.68%	1,648,177	3,869,443	-57.41%
Woodland Community Library	4,055	6,343	-36.07%	36,187	76,079	-52.43%
Yale Library Express	206	391	-47.31%	2,061	3,808	-45.88%
Cowlitz County Total	4,261	6,734	-36.72%	38,248	79,887	-52.12%
Goldendale Community Library	4,384	8,858	-50.51%	44,203	110,394	-59.96%
White Salmon Valley Community Libra	8,004	13,126	-39.02%	71,304	157,883	-54.84%
Klickitat County Bookmobile	219	863	-74.62%	4,539	11,693	-61.18%
Klickitat County Total	12,607	22,847	-44.82%	120,046	279,970	-57.12%
North Bonneville Community Library	610	596	2.35%	3,908	6,358	-38.53%
Stevenson Community Library	3,656	6,538	-44.08%	34,590	75,531	-54.20%
Skamania County Bookmobile	261	1,050	-75.14%	4,328	12,791	-66.16%
Skamania County Total	4,527	8,184	-44.68%	42,826	94,680	-54.77%
District-wide renewals	1,019	324	214.51%	2,809	5,049	-44.37%
Mail	4,423	1,155	282.94%	17,052	18,815	-9.37%
InterLibrary Loan Materials	10		#DIV/0!	906	7,720	-88.26%
Misc Total	5,452	1,479	268.63%	20,767	31,584	-34.25%
Downloadable eBooks	64,709	48,184	34.30%	759,844	582,743	30.39%
eMagazines	2,272	3,000	-24.27%	27,913	37,866	-26.28%
Downloadable & streaming audiobook	50,884	40,160	26.70%	565,237	468,081	20.76%
Downloadable & streaming music	28,283	22,154	27.67%	284,374	256,626	10.81%
Streaming video	9,729	5,620	73.11%	104,920	56,677	85.12%
eContent Total	155,877	119,118	30.86%	1,742,288	1,401,993	24.27%
TOTAL	359,326	461,191	-22.09%	3,612,352	5,757,557	-37.26%

Circulation – January 2021



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