



## AGENDA FOR PUBLIC MEETING

**DATE:** Monday, March 15, 2021 at 6:00pm

**LOCATION:** Zoom Meeting

Join Zoom Meeting

<https://zoom.us/j/96526631217?pwd=WGoyQkgxc0tpQ3I3SVNYWUtnZXdrdz09>

Meeting ID: 965 2663 1217; Passcode: 161970

OR

Dial 1 253 215 8782 US

### **5:45 – 6:00p.m. Executive Session**

Topic: Real Estate: RCW 42.30.110 (1) (b)

### **6:00 – 6:30 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/Organizational Report
  - 4.2 Branch Report – Three Creeks; Barbara Jorgenson, Branch Manager
5. Consent Agenda ACTION
  - 5.1 Minutes Approval: February 16, 2020 meeting
  - 5.2 FVRL Expenditure Approval: Reviewed by Sandra Day
  - 5.3 2021 Budget Report
6. Business ACTION
  - 6.1 Yale Valley Library District Operations Agreement ACTION
  - 6.2 Resolution 2021-07: ServPro Close Out Contract ACTION
7. Board comments
8. Setting of next regular meeting – Monday, April 19, 2021 (Virtual)
9. Adjournment
10. Work Session – Strategic Planning



## MARCH 2021 - ORGANIZATIONAL REPORT

### **1. COVID-19 Service & Staffing Response**

- Started Library in 5 on March 1
- Investigation and Advocacy re: vaccine opportunities and requirements
- Preparing for extended visits of up to 45 minutes
- Posted several vacant positions to support re-opening
- Started circulating Chromebook kits

### **2. Facilities Update**

- 2nd Emergency Declaration for Operations Center flood-related damage
- Contracts with Union Corner Construction and LSW Architects
- Review of building by City of Vancouver
- Consultation with attorneys regarding contracts and insurance claims
- Yale Valley Library nearing completion (shelving, furniture, books)
- Ridgefield Library progressing well (light fixtures, casework, flooring)

### **3. Strategic Planning Process**

- Led by Justin Keeler and Sam Wallin
- 2nd round of staff Town Halls
- Board input
- Community Town Halls - late April, early May

### **4. Executive Director's Activities: February 19 - March 14**

- Clark County Treasurer's Quarterly Investment Pool meeting
- Strategic Planning
- Juror - Clark County 2021 Poet Laureate
- Washington Public Library Directors Meeting (weekly)
- Legislative Committee call with Public Libraries of Washington (weekly)
- Urban Libraries Council (bi-monthly Director's call)
- Fort Vancouver Regional Library Foundation Board Meeting (monthly)
- Yale Valley Library District Board of Trustees Meeting (monthly)
- Vancouver Chamber of Commerce - Women Who Mean Business
- Finance and Policy Committees
- Ridgefield Friends Grand Opening Planning
- Cascade Park Teen Council - Teen Area Makeover presentation
- Municipal Research and Services Association class - Public Works
- Demand to bargain meetings with WPEA and AFSCME
- Library Journal Summit - Building the Next Normal

# Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2021  
For the Month Ending February 2021 (With year-to-date totals)

	2021 Budget (Approved 12/20)	February 2021 Revenues	All Revenue Received thru February 2021	Year - to - Date Annual Budget Percent	
<b>Property Taxes</b>					
311.10	Property Taxes - Clark	\$23,469,214	\$120,719	\$189,177	0.81%
311.10	Property Taxes - Skamania	\$664,136	\$3,191	\$32,897	4.95%
311.10	Property Taxes - Klickitat	\$1,196,404	\$4,551	\$39,206	3.28%
311.10	Property Taxes - Cowlitz	\$326,395	\$341	\$836	0.26%
	<b>Total Property Taxes</b>	<b>\$25,656,149</b>	<b>\$128,803</b>	<b>\$262,116</b>	<b>1.02%</b>
<b>Other Taxes</b>					
311.11	Other General Tax	\$0	\$0	\$0	0.00%
318.20	Leasehold Excise Tax	\$92,000	\$28,516	\$30,977	33.67%
	<b>Total Other Taxes</b>	<b>\$92,000</b>	<b>\$28,516</b>	<b>\$30,977</b>	<b>33.67%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>					
332.00	Federal in-lieu of Taxes	\$5,000	\$0	\$0	0.00%
333.00	Grants through ESD 112	\$0	\$0	\$0	0.00%
336.02	State In-lieu of Taxes	\$0	\$0	\$6,543	0.00%
334.84	State Grants	\$0	\$0	\$0	0.00%
335.05	State Forest Boards	\$170,000	\$27,403	\$31,710	18.65%
338.72	Yale Valley Library Dist	\$730,000	\$92,820	\$325,853	44.64%
338.72	INET City of Vancouver (PEG)	\$61,000	\$0	\$0	0.00%
338.72	Contracts - Clark County Jail	\$500	\$0	\$500	100.00%
	<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>\$966,500</b>	<b>\$120,222</b>	<b>\$364,606</b>	<b>37.72%</b>
<b>Charges for Services</b>					
341.60	Equipment Use Fees	\$20,000	\$146	\$264	1.32%
347.21	Non-Resident Borrower Fee	\$2,000	\$758	\$981	49.04%
347.90	Lost / Damaged Material Fee	\$5,000	\$957	\$1,581	31.63%
347.50	Collection Agency Referral Fee	\$5,000	\$100	\$170	3.40%
	<b>Total Charges for Services</b>	<b>\$32,000</b>	<b>\$1,961</b>	<b>\$2,996</b>	<b>9.36%</b>
<b>Miscellaneous</b>					
361.11	Investment Interest	\$177,000	\$12,443	\$26,870	15.18%
362.00	Rental Income	\$2,500	\$16	\$16	0.64%
367.09	Restricted Contribution - GD	\$0	\$0	\$0	0.00%
367.10	Gifts/Contributions	\$3,351	\$2,627	\$3,132	0.00%
369.90	Library Friends Groups' Reimbursements	\$660,000	\$0	\$0	0.00%
369.90	Library Foundation Reimbursements	\$2,136,000	\$0	\$0	0.00%
369.40	Insurance Reimbursements	\$1,500,000	\$0	\$1,921,832	128.12%
369.90	Miscellaneous	\$8,500	\$10	\$28	0.33%
367.11	Private Grants	\$2,500	\$0	\$0	0.00%
369.90	Postage Contributions	\$0	\$0	\$0	0.00%
369.90	Other Miscellaneous - E-Rate	\$200,000	\$11,644	\$11,644	5.82%
395.00	Sale of Assets	\$12,000	-\$1	-\$1	-0.01%
	<b>Total Miscellaneous</b>	<b>\$4,701,851</b>	<b>\$26,739</b>	<b>\$1,963,521</b>	<b>41.76%</b>
	<b>Total Operating Revenue</b>	<b>\$31,448,500</b>	<b>\$306,242</b>	<b>\$2,624,217</b>	<b>8.34%</b>
	<b>Transfer in from Reserves</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
	<b>Total Revenues and Transfer from Reserve</b>	<b>\$31,448,500</b>	<b>\$306,242</b>	<b>\$2,624,217</b>	<b>8.34%</b>

2/12 months = 16.67%

Jan.-Dec. 2021 Fiscal Year

**Fort Vancouver Regional Library District**  
Statement of Expenses - Calendar Year 2021  
For the Month Ending February 2021 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2021 Budget (Approved 12/20)	February 2021 Expenditures	Year-to-Date Totals thru February 2021	Year to Date Annual Budget Percentage
Personnel					
572.00	Wages	11,563,314	848,817	1,743,509	15.08%
572.24	Benefit - Medical	2,501,458	-145,050	67,684	2.71%
572.24	Benefit - Dental	306,644	23,185	46,570	15.19%
572.24	Benefit - Life, LTD, STD	132,891	8,578	16,696	12.56%
572.22	Benefit - PERS	1,459,354	108,473	221,903	15.21%
572.21	Benefit - FICA	871,318	63,246	129,967	14.92%
572.25	Benefit - L & I - Workers Compensation	117,603	5,117	10,353	8.80%
572.25	Benefit - PFML	17,941	1,245	2,558	14.26%
572.28	Unemployment Expense	10,000	1,600	1,600	16.00%
	<b>Personnel Subtotal:</b>	<b>16,980,523</b>	<b>915,211</b>	<b>2,240,840</b>	<b>13.20%</b>
Supplies					
572.30	Supplies	400,000	29,800	73,929	18.48%
572.35	Small Equipment (FF&E)	500,000	16,441	27,160	5.43%
572.38	Technology	525,000	190,430	208,289	39.67%
572.33	Professional Collection / Tech	300,000	24,219	31,603	10.53%
	<b>Supplies &amp; Small Equipmt/Tech Subtotal:</b>	<b>1,725,000</b>	<b>260,890</b>	<b>340,981</b>	<b>19.77%</b>
Library Books / Materials					
572.34	Library Books & Materials	2,400,000	158,931	248,278	10.34%
572.39	Electronic Resources	1,400,000	135,284	150,751	10.77%
	<b>Library Materials Subtotal:</b>	<b>3,800,000</b>	<b>294,215</b>	<b>399,029</b>	<b>10.50%</b>
Other Services / Charges					
572.41	Professional Services	1,238,000	75,331	158,075	12.77%
572.42	Communications	419,400	35,829	60,148	14.34%
572.43	Training / Travel	108,000	876	975	0.90%
572.44	Advertising	29,000	365	910	3.14%
572.45	Rentals / Leases	519,200	86,837	168,635	32.48%
572.46	Insurance	223,700	1,692	-5,833	-2.61%
572.47	Utilities	408,500	24,886	49,763	12.18%
572.48	Repairs & Maintenance	775,000	28,532	39,652	5.12%
572.49	Misc / Dues / Printing / Other	131,200	-78	9,115	6.95%
572.50	Intergovernmental Services	2,500	240	480	19.20%
	<b>Other Charges &amp; Services Subtotal:</b>	<b>3,854,500</b>	<b>254,510</b>	<b>481,920</b>	<b>12.50%</b>
Capital Outlay					
572.62	Buildings / Non-Owned	2,000,000	0	0	0.00%
594.62	Buildings / Owned	2,000,000	7,727	347,526	17.38%
597.62	Yale Project	730,000	95,778	188,598	25.84%
594.64	Machinery & Equipment	196,477	64	5,508	2.80%
	<b>Capital Outlay Subtotal:</b>	<b>4,926,477</b>	<b>103,569</b>	<b>541,632</b>	<b>10.99%</b>
Reserved Amount					
572.41	Professional Services-2021 Projects	0	0	0	0.00%
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Operating Expenditures:</b>		<b>\$ 31,286,500</b>	<b>\$ 1,828,395</b>	<b>\$ 4,004,402</b>	<b>12.80%</b>
<b>Total Reserved Projects</b>		<b>162,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Grand Total All Expenditures:</b>		<b>\$ 31,448,500</b>	<b>\$ 1,828,395</b>	<b>\$ 4,004,402</b>	<b>12.73%</b>

February is the 2nd month of the fiscal year. Year-to-date budget percentages should be at 16.67%, representing 2/12 months.

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## MARCH BRANCH HIGHLIGHTS

March 15, 2021

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### LIBRARY IN 5

- Seven libraries (**Battle Ground, Cascade Park, Stevenson, Three Creeks, Vancouver, White Salmon Valley and Woodland**) reopened their doors on March 1<sup>st</sup> to welcome patrons into the library to pick up holds, print jobs, library samplers and for short account/information interactions. Here are some of the best moments:



**Left:** An ecstatic patron asked her husband to take a photo of her to memorialize the moment and to celebrate this milestone (reopening) for the library and for herself at the White Salmon Valley Library.

**Other reports from staff:**

“Patrons were excited to see that there is progress toward recovery. Many comments on how happy we made them. One person said, “ I just really missed the smell of the library. Thanks for letting me in.”

“The day not only lifted the spirits of the community but mine too. Amelia, thanks for pushing me to move forward.” (from a staff)

### SUPPORTING STUDENT SUCCESS

- **Ridgefield** staff continue to keep our younger patrons engaged with Experience and Craft Kits. 30 Experience Kits also went to the Family Resource Center at Union Ridge Elementary.
- **Goldendale** manager Terra McCleod and **White Salmon** manager Ruth Shafer have started attending the Native American School Supports weekly virtual meetings. This is a new group that has people from different organizations working together to support Native American youth in the Gorge (on both sides of the river). They may take turn in the future.

### BUILDING CONNECTED COMMUNITIES

- Both **Cascade Park** (CP) and **Stevenson** (ST) hosted a blood drive with the Red Cross in February. The CP drive brought in 17 units of blood (two from staff!) which could save up to 51 lives. The ST one was fully booked as well.
- **Vancouver** and **Cascade Park** Public Services Librarians, Laura Meeker and Rebekah Cheverny partnered with SCORE for the final installment of the Social Media Marketing Series; E-Blasts and Digital Marketing. The next series, “Simple Steps to Growing Your Business,” will begin in May as part of the City of Vancouver’s Small Business Month.

### FOSTERING A CULTURE OF INNOVATION

- Recently, Google Meet integrated an interactive whiteboard feature into its platform called Jamboard. **Cascade Park** Senior Library Assistant Steve has been using it to great effect for his virtual book group, Dungeons and Dragons, and a presentation he made at our staff meeting. It’s a great way to create more interactive and flexible presentations and we are excited by his innovation.
- **Friends of Woodland Library’s** fundraiser, [Stories with the Stars of Woodland](#) ended officially, but the website is still up and people can continue to donate. The stories with publisher permission restrictions have been disabled, but there are still many entertaining videos available for the whole family! If you haven’t peeked at what [Love Street Playhouse](#) did with the “Wonderful Wizard of Oz” you should take a look.

- This month **La Center** Senior Library Assistants, Becky & Donna's Take & Make kits included: dreamcatchers, Valentine' Day cards, button charms, paper pillow boxes, and even a teen project of bird seed cookies for those feathered friends.

### PATRON COMMENTS / INTERACTIONS WITH STAFF

- From a patron about the virtual Owl Pellet Program hosted by **Vancouver Mall** staff: "Thank you, all the moderators, and FVRL so much for putting the owl pellet program together. My child had so much fun. She doesn't engage in programs, but she loved this. It was really great seeing her smile and to be able to experience this amazing opportunity. She was constantly calling out what she found and that we come look. Even after the program she was still finding bones."
- A patron told **Goldendale** Public Library Assistant Tony that he really appreciated the service we were providing, and another told Public Library Assistant Jen that we were a lifesaver.
- "This is such a fun way to find and read new authors! My kids and I love opening our bags to see what books we get each time. Also the card craft with the lightbulb and battery was a huge hit with all my kids!! Such a fun idea! Thanks for all you are doing to keep the wonder of libraries and books alive during this difficult time." (**Three Creeks Library Sampler** patron)
- "This has been something great that came from covid... the library sampler has been a blast!" (**Stevenson** patron)
- Someone returned **Goldendale** library's DVDs with "Thank You's" written all over the return slips!



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

*February 16, 2021*

**1. CALL TO ORDER**

Chair Smith called the meeting to order at 6:00 pm.

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

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

*Excused:* Kate Maple

*Administrative Team:* Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director (absent); 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

**2. AGENDA**

Shelley amended the meeting agenda, adding Resolution 2021-05 (Item 6.1) and revising Item 6.3 Vehicle Usage Policy to be a second reading.

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of the amended agenda. The motion carried unanimously via roll call.

**3. CHAIR ANNOUNCEMENTS**

Chair Smith welcomed the Board and noted the citizen comments received were reviewed by all Board members. This meeting does not have a public comment period scheduled.

**4. REPORTS**

**4.1 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.

**4.2 Branch Reports**

Mary Abler/Cascade Park Branch Manager and Brandon Cruz/Vancouver Mall Branch Manager gave updates on their branches' activities.

**4.3 Ridgefield Community Library and Operations Center Updates**

Shelley updated the Board on the status of the Ridgefield Library construction as well as an update on Operations Center. Ridgefield has Kathy Winters fundraising for her 85th birthday, 85% of \$5K for an audio system. Brief updates on Washougal Library, Woodland Library, and Brush Prairie property. The lease duration left on FVRL Ops Center is 11 years.

## **5. CONSENT AGENDA**

**5.1** Minutes Approval – January 19, 2021 meeting

**5.2** FVRL Expenditure Approval: Reviewed by Kelly Smith

**MOTION:** Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the Consent Agenda. The motion carried unanimously via roll call.

## **6. BUSINESS**

**6.1** FVRL Operations Center Construction Agreement (AIA A103): Resolution 2021-05  
Shelley requested approval of Resolution 2021-5 to allow the Executive Director to negotiate an agreement with Union Corner Construction to undertake the repair and restoration of the FVRL Operations Center. FVRL is still operating under an emergency declaration. Shelley shared that the type of contract is for the service of the construction and not a set price. We would decide with the contractor what costs would be spent on what items. Shelley will follow up with the auditors to see what is needed. The only restrooms required to be brought up to ADA code are the bathrooms directly impacted by the flood.

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of Resolution 2021-05. The motion carried unanimously via roll call.

### **6.1** Yale Valley Library District Operating Agreement

Shelley outlined the details of FVRL's relationship with Yale Community Library and reviewed their operating agreement. There was a discussion on the relationship between FVRL and Yale Valley Library. This agreement is a draft and will be on the March meeting consent agenda.

### **6.2** Vehicle Usage Policy

This is the second reading of this policy. Shelley explained that much of the content in the first reading will be moved to the Personnel Manual

### **6.3** Annual Board Retreat

Shelley discussed with the Board her ideas for the March Board Retreat, possible agenda items, and discussed different scheduling options. Shelley will work to find a date(s) that work for all.

## **7. CITIZEN COMMENTS**

Written comments were received from: Alex Kolodko, Aleksandr Zhukov, Angela Z, Doug Coop, Allen Kvalvik, Alan Ray, Diana Knous, Dana Ostapenko, Aaron Grimes, Carol Dye Haynes, I.A., Frank Mounce, Jim Whittaker, Ellen Niemann, Kristin Mikalson-Mangino, KS Taylor Anderson, Marilyn Roggenkamp, Patty Harris, Shannon Roberts, Dennis Anderson, Oksana Vuziy, Jim Randol, Afton Foltz, Laura Jeppson, Richard Lewis, Jim Prew, Taylor Weber, Kateryna Borovska, Tom Wake, Gary Wilson, Rebecca Shefchek, Teresa Cothorn, Diana Meadowcroft, Carolina Ortiz Hinton, Rep. Vicki Kraft, Eduard Goncharuk, Annette Wesolowski, Lana Maz, Wes & Pauline Nordlund, Quill Onstead

## **8. BOARD COMMENTS**

Sandra Day noted that with the advent of additional support for Yale Valley Community Library, FVRL should consider moving forward with filling the Deputy Director position. Kelly Smith congratulated the White Salmon book club on the article in the Columbian newspaper. She also gave congratulations to the Friends of the Woodland Library. Smith also asked for the source of



the assertion that “suicide rates are 40 times higher for transgendered individuals” mentioned in the citizen comments. She thanked the members of the community for being on the call.

**9. NEXT REGULAR MEETING**

The next meeting is Monday, March 15, 2021 (virtual).

**10. ADJOURNMENT**

The meeting adjourned at 8:12 pm.

**Approved:**

\_\_\_\_\_  
Kelly Smith, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Day, Secretary

\_\_\_\_\_  
Date

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Approval of Claims**

**As of**

**March 15, 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, March 15, 2021, The Board of Directors, by a \_\_\_\_\_  
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued  
February 1, 2021 through February 28, 2021

<b>Accounts Payable Warrants Issued</b>	Numbers	<u>111598</u>	Through	<u>111746</u>	<u>\$ 920,866.22</u>
<b>Accounts Payable EFT Payments</b>		<u>EFT00858</u>	Through	<u>EFT00862</u>	<u>21,640.55</u>
<b>Accounts Payable Warrants Voided</b>	Numbers				<u>( \$ - )</u>
<b>Payroll Warrants Issued</b>	Numbers	<u>                    </u>	Through	<u>                    </u>	<u>\$ -</u>
<b>Payroll Transactions Voided</b>	Numbers	<u>                    </u>			<u>( \$ - )</u>
<b>Payroll Direct Deposits Issued</b>	Numbers	<u>2/9/2021</u>	Through	<u>2/24/2021</u>	<u>\$ 778,431.47</u>
<b>Electronic Fund Transfers Completed</b>					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
WA Dept. of Revenue	2/25/2021	997.75			
Endicia (postage)	2/1/2021	7,000.00			
Kaiser	2/25/2021	16,977.13			
WA Dept of Retirement	2/17/2021	6,424.19			
WA Dept of Retirement	2/16/2021	86,832.83			\$ 117,931.90
<b>Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids</b>					<u>\$ 1,838,870.14</u>
<b>Total Transactions for Approval</b>					<u>\$ 1,838,870.14</u>

\_\_\_\_\_  
 AUDITING TRUSTEE

\_\_\_\_\_  
 EXECUTIVE DIRECTOR

**BOARD COVER WORKSHEET**

**BOARD DATE:** March 15, 2021

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>	<u>Void/Cancel Amounts</u>
<b>Accounts Payable</b>			
February 5, 2021	111598-111631	218,971.96	
February 18, 2021	111632-111692	447,181.21	
February 22, 2021	111693-111746	254,713.05	
Total Accounts Payable Warrants Issued		<u>920,866.22</u>	

<b>Accounts Payable EFT Payments</b>			
February 5, 2021	EFT00858	24.92	
February 18, 2021	EFT00859 - EFT00860	2,735.02	
February 22, 2021	EFT00861 - EFT00862	18,880.61	
Total Accounts Payable EFT Payments		<u>21,640.55</u>	

**Accounts Payable Voids and Cancels**

Total Accounts Payable Warrant Voids and Cancels 0.00

**Total ADP ACH Auto Pull**

February 9, 2021		290,312.68	
February 9, 2021	State Family & Medical Leave	1,697.05	
February 9, 2021	Federal	94,053.79	
February 9, 2021	Oregon	3,238.51	
February 24, 2021		291,498.75	
February 24, 2021	State Family & Medical Leave	1,698.32	
February 24, 2021	Federal	92,822.36	
February 24, 2021	Oregon	3,110.01	
Total Payroll Direct Deposit Transfers		<u>778,431.47</u>	

**ACH EFT Transfer**

February 25, 2021	WA Department of Revenue	997.75	
February 1, 2021	Endicia (postage)	7,000.00	
February 25, 2021	Kaiser	16,677.13	
February 17, 2021	WA Dept of Retirement	6,424.19	
February 16, 2021	WA Dept of Retirement	86,832.83	
Total ACH EFT Transfers		<u>117,931.90</u>	

**Payroll Voids/Cancels**

0.00

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids 1,838,870.14 0.00

**Total Funds to Approve for Disbursement** 1,838,870.14

Finance Director Reviewed

Carrie Greenwood

Date

3/10/21



FVRLibraries  
FORT VANCOUVER REGIONAL LIBRARIES

# BUDGET 2021

# Library District Overview

Fort Vancouver Regional Library District (FVRL) serves residents of southwest Washington including all of Klickitat and Skamania Counties, all of Clark County except for the City of Camas, and the City of Woodland and the Yale Valley Library District in Cowlitz County. FVRL supports thirteen staffed locations, two self-serve libraries, and two bookmobiles in rural, suburban, and urban settings, and provides books-by-mail services to

those living far from established library locations. FVRL has over 670,000 physical items that can be borrowed without fear of overdue fines. Our libraries also host a robust collection of over 128,000 eBook and eAudio items as well as vast digital resources such as eMagazines, streaming music and video platforms, and educational databases available 24/7 to anyone who holds a library card. FVRL offers a wide variety of programs for the public with a focus on early literacy, life-long learning, and the opportunity to learn about your community through its best assets - our citizens, businesses, and organizations.

## **FVRL Board of Trustees**

Kelly Smith, Chair (Vancouver)  
Jane Higgins, Vice-Chair (Clark County)  
Brian Carrico (Vancouver)  
Sandra Day (Clark County)  
Mary Ann Duncan Cole (Skamania County)  
Kelsi Gilkey (Clark County)  
Kate Maple (Klickitat County)

## **Executive Director**

Amelia Shelley

## **Division Directors**

Lynne Caldwell  
*Collections and Technology  
Services Director*

Carrie Greenwood  
*Finance Director*

Dave Josephson  
*Facilities and Fleet Director*

Justin Keeler  
*Outreach and Community  
Partnerships Director*

Tak Kendrick  
*Communications and Marketing Director*

Amy Lee  
*Public Services Director*

Lee Strehlow  
*Human Resources Director*

## **Governance**

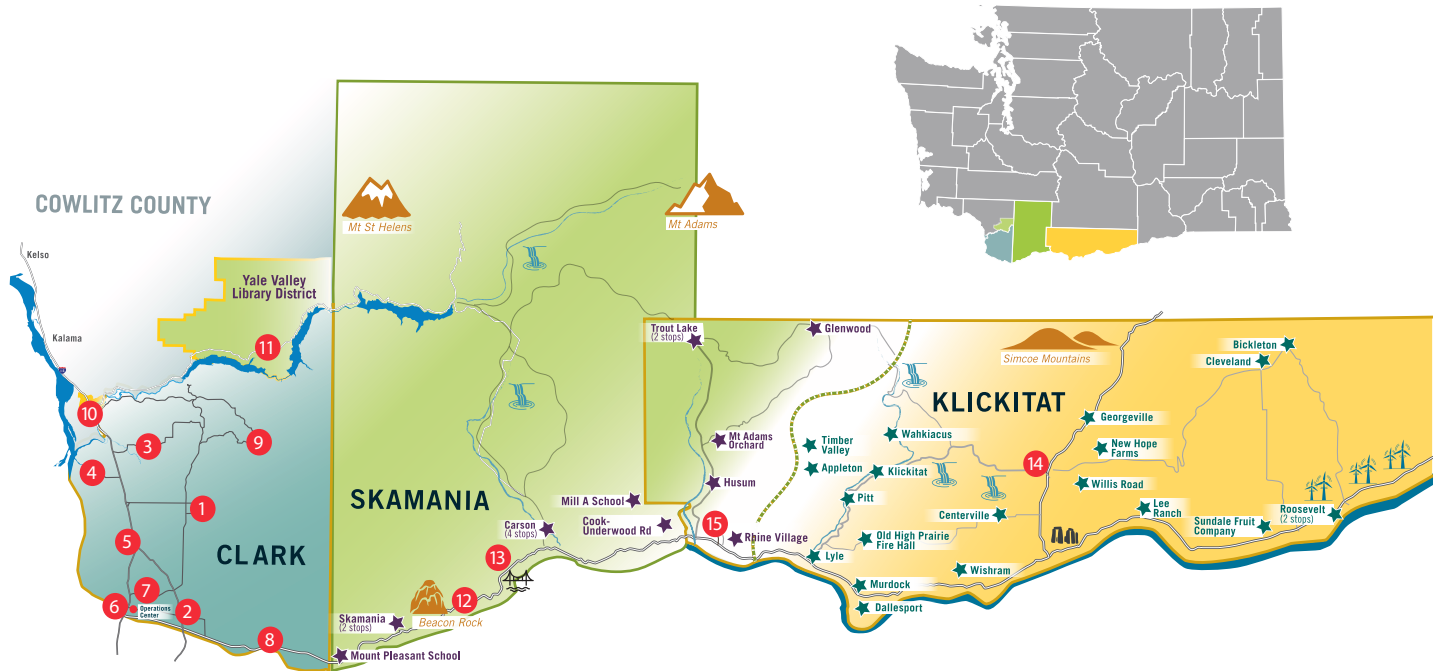
FVRL began in 1950 as Washington's first inter-county rural library district. It's now the fifth-largest library district in Washington State. FVRL is an independent taxing district and is governed by a seven-member board of trustees in accordance with RCW 27.12. Three board members are appointed by the Clark County Council, two by the Vancouver City Council, and one each by the Klickitat and Skamania County Commissions. Three of the counties in our service area (Clark, Skamania, and Klickitat) confirm the appointees. The board hires the executive director, adopts the library district's annual operating budget, sets an annual property tax levy, and approves the district's long-range strategic plan. Trustees serve voluntarily and agree to uphold the mission, vision, and values of FVRL.

## **Leadership**

Responsible for the overall strategic direction and leadership of the district, the executive director ensures that FVRL operates within its approved budget while providing relevant programs, services, and materials that meet the needs of the diverse communities FVRL serves. The executive director's leadership team includes directors for Public Services, Facilities, Human

Resources, Communications and Marketing, Finance, Collections and Technology Services, and Outreach and Community Partnerships. The leadership team partners closely with the twelve community librarians who serve as the branch managers of FVRL's libraries, as well as the director of the Fort Vancouver Regional Library Foundation.

# FVRLibraries Service Locations



## Clark County

- 1 Battle Ground Community Library  
*Holland Christie, Branch Manager*
- 2 Cascade Park Community Library  
*Mary Abler, Branch Manager*
- 3 La Center Community Library  
*Jurinda Swingruber, Branch Manager*
- 4 Ridgefield Community Library  
*Sean McGill, Branch Manager*
- 5 Three Creeks Community Library  
*Barbara Jorgenson, Branch Manager*
- 6 Vancouver Community Library  
*Kelly Lamm, Branch Manager*
- 7 Vancouver Mall Library  
*Brandon Cruz, Branch Manager*
- 8 Washougal Community Library  
*Rachael Ries, Branch Manager*
- 9 Yacolt Library Express  
*Holland Christie, Branch Manager*

## Cowlitz County

- 10 Woodland Community Library  
*Jennifer Hauan, Branch Manager*
- 11 Yale Library Express  
*Jennifer Hauan, Branch Manager*

## Skamania County

- 12 North Bonneville Community Library  
*David Wyatt, Branch Manager*
- 13 Stevenson Community Library  
*David Wyatt, Branch Manager*

## Klickitat County

- 14 Goldendale Community Library  
*Terra McLeod, Branch Manager*
- 15 White Salmon Valley Community Library  
*Ruth Shafer, Branch Manager*

● LIBRARY LOCATION    ★ Bookmobile Stop

# Message from Executive Director

In creating our annual budget, the FVRL Board of Trustees asked that we use the principles of equity, sustainability, and stewardship when investing the public's tax dollars in library services, resources, and programs. We look to provide equitable services in each of the communities we serve, ensure that we budget responsibly so those services can be sustained, and seek to provide a good return on the community's investment. These same principles inform FVRL's service priorities of Access, Engagement, and Support. For FVRL, Access offers services where and when people need them, Engagement finds creative ways to reach our users, and Support provides adequate resources to meet these demands.



**Even with buildings closed, branches like Vancouver Community Library have continued to do art shows for the public. In 2021 we will continue to find innovative ways to connect with and brighten our communities.**

Upholding these values and priorities in 2020 has been challenging, especially when our traditional model for library services has been up-ended due to the pandemic. Despite these difficulties, FVRL has worked hard to remain an essential community service in new ways - offering curbside service when buildings were closed, taking library programs online to reach homebound users, creating ways to help readers find books when they couldn't browse, opening our first Little Lending Library at Vancouver

Mall Library and increasing digital collections and resources to meet new demand. It's not been all that we wished it could be, but it has been safe and sustainable, and we are proud of our team for their efforts. We can also see that many of the new services that were created out of necessity will need to be sustained. Many of our patrons appreciate the convenience of curbside pickup and the increased access afforded by online programs. FVRL will need to build capacity to continue these services.

Most importantly, FVRL recognizes that the past year has had a devastating impact on our communities. We understand that a lack of access to the library's computers has been a hardship on many of our most vulnerable users, and finding a way to provide adequate access remains a top priority. While many of the library services we know our communities depend upon were curtailed, FVRL expanded Books by Mail, streaming services, and access to databases. We offered programs online increasing access for those usually unable to attend in person. We improved digital equity by circulating wifi hotspots last fall and are adding laptop computers for checkout this year.

As we face the coming year, FVRL must ensure that our budget offers the flexibility to allow us to respond to rapidly changing circumstances during continuing uncertainty. To help improve access to these needed

services, our 2021 work plan includes deploying Chromebook computers and wireless hotspots for checkout, expanding the reach of our Wi-Fi access further into our parking lots, and sustaining our telephone and online staff support should we face another lockdown.

FVRL suffered its own setback with a catastrophic flood at our Operations Center in October, making planned reopenings for our libraries even more challenging from the loss of workspace and resources, as well as equipment, supplies, technology, and vehicles. We estimate that the repair of the Operations Center could take more than a year. While we are not yet able to determine the total cost of the recovery, we have added estimates on both sides of the budget as placeholders for these costs. We anticipate that all flood-related expenses will be offset by insurance and not borne by our taxpayers.



**Reflected in our 2021 budget is repairs and recovery after a flood impacted our Operations Center last fall.**

In our 70th year of serving southwest Washington, the 2021 budget reflects a continued focus on the library's mission which guides our work: *To strengthen our communities through knowledge, experiences, and*

*creativity.* We will continue to fund core library services of collections, programs, and services, and offer meaningful experiences for patrons and staff to share their love of books and libraries, as well as support facility operations and improvements. We will also be developing a new strategic plan this year that will guide our efforts as we look to build upon our work of the past three years. This process will allow for public input as we value your thoughts and ideas as well as your investment in our resources, personnel, and buildings.

FVRL remains committed to providing vibrant, vital library services to all of our communities and users. That includes providing robust access to books and materials online, at curbside, and in our buildings, once our libraries can safely reopen. We look forward to a new year with new possibilities, and hopefully, a full return to the libraries you know and love.

With warm regards,

*Amelia Shelley*  
*Executive Director*



**Curbside delivery of library materials has become a popular service.**



# Message from FVRL Board

I am pleased to share the Fort Vancouver Regional Library District (FVRL) 2021 budget with you. Setting an annual budget is part of the fiduciary duties set forth for library trustees in the state statutes governing the operation of library districts. Under these laws, library districts are allowed to set an annual increase of up to one percent or less, depending upon the economy. Our 2021 levy is a little over \$.34 cents per \$1000 of value, or about \$120 on a \$350,000 home. Residents inside the Vancouver city limits pay slightly more based on a bond passed in 2008 to support new libraries.

The return on the investment (ROI) in libraries for most property owners is significant when compared to what borrowed books and other library resources would have cost if you chose to purchase them. The consumer cost of a typical print or ebook is between \$15 and \$30, requiring only about 5 library checkouts to match the value for your taxes. While that does not make the expense trivial, especially for those who choose not to use the library, it does represent significant savings for those who do. By loaning items repeatedly, libraries leverage tax dollars to provide more access at a lower cost.

Like all local and state government agencies during most of 2020, our libraries were asked to help stem the spread of COVID-19 by limiting services to curbside pick-up to reduce exposure for everyone. Our twelve branch locations were able to support patrons with over 350,000 checkouts this way. Our patrons accessed over 1.3 million e-books, e-audiobooks and streamable media sessions this past year.

In December, the Board also amended FVRL's 2020 budget to better reflect that actual revenues and expenditures were reduced by about \$4 million last year. These were funds we anticipated when we created the budget in 2019, but did not receive or expend. Our 2021 budget reflects approximately the same total amount as the original 2020 budget, as we anticipate those delayed capital projects will occur in 2021. FVRL posts its financial statements monthly on their website and is audited annually by the state.

At the end of December, FVRL had \$18.3 million in cash on hand., of which \$8.5 million is reserved for capital projects (like new libraries). That includes funds set aside for projects in Ridgefield, Washougal, and Woodland, as well as future projects or emergencies. The rest of FVRL's reserve represents the funds that pay the monthly bills between property tax collections in the spring and fall. By Board policy, we must maintain a minimum Reserve of 60 days of operational funds at all times, also known as our budget stabilization fund or "rainy day" fund, which amounts to about \$4.5 million.

We welcome your questions. You can write to the Board of Trustees at [trustees@fvrl.org](mailto:trustees@fvrl.org) or to our Executive Director, Amelia Shelley at [ashelley@fvrl.org](mailto:ashelley@fvrl.org). I also encourage you to attend a Board meeting if you are interested. Information about meetings, agendas, and other information is available on our website.

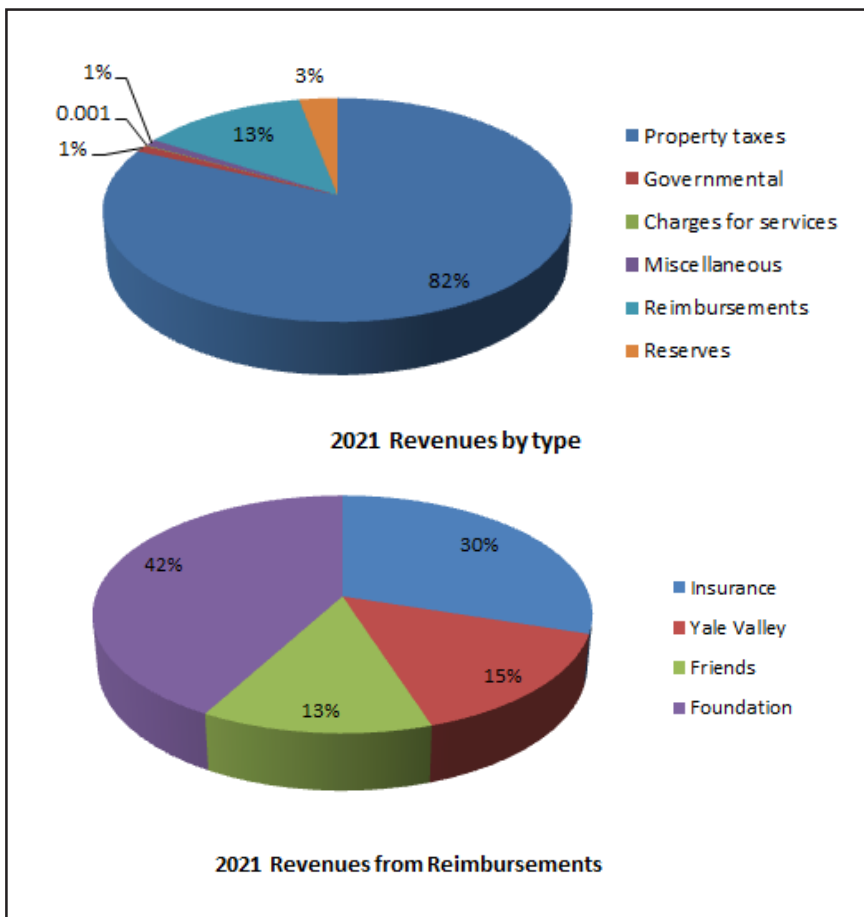
*Kelly Smith*  
*Chair*  
*FVRL Board of Trustees*

# 2021 Revenue and Expenditures

## HOW IS FVRL FUNDED?

Property taxes are collected in April and October by the Clark, Cowlitz, Klickitat, and Skamania County treasurers, accounting for eighty-two percent of FVRL's revenue. As a vital component of our comprehensive financial planning, and in accordance with our policies, FVRL maintains an adequate fund balance to sustain ongoing operations during the months between revenue collection periods. This allows our libraries to ensure continuity of operations and avoid the need to borrow funds or cut services, should there be an unforeseen shortfall of revenues.

Public library districts are allowed a levy rate of \$.50 per \$1,000 of property value by state statute. This amount declines over time if property values rise, as they have throughout southwest Washington. Annual budget growth for taxing districts in Washington is limited to 1%, unless there is an additional limit based on the Implicit Price Deflator (IPD), employed during economic downturns when the inflation rate falls below 1%. An IPD of .602% was announced by the State in September for 2021 and the Board chose to accept the IPD rate for an increase of \$150,318.13, and resolved to bank the excess capacity of \$54,206.15 should the district need it in the future. The total assessed value of properties increased by just under 5% between 2020 and 2021. The levy includes \$492,255.73 in new construction and state assessed utilities, increasing FVRL's revenue by 2.59% over 2020's property tax revenues. FVRL's levy rate for 2021 (\$.3427465249) is almost a full cent lower than the 2020 levy rate (\$.3527081393).



## Other 2021 revenue sources:

- Other taxes, grants, and contracts
- Charges for services
- Investment interest
- E-Rate
- Reimbursements

In 2021, FVRL anticipates that charges for services will remain low. Generally, these revenues are payments for lost materials, printing and copying fees, and meeting room rentals. This past year we have suspended or waived many of these fees to support our communities. Due to the October flooding of FVRL's Operations Center, we anticipate some significant reimbursements this year from our insurance provider to cover the cost of renovation of the lower level of the building. Additionally, we also expect reimbursements from the Yale Valley Library District and from the Fort Vancouver Regional Library Foundation to cover new construction

costs in Ariel and Ridgefield. Both of these new libraries are expected to open in 2021.

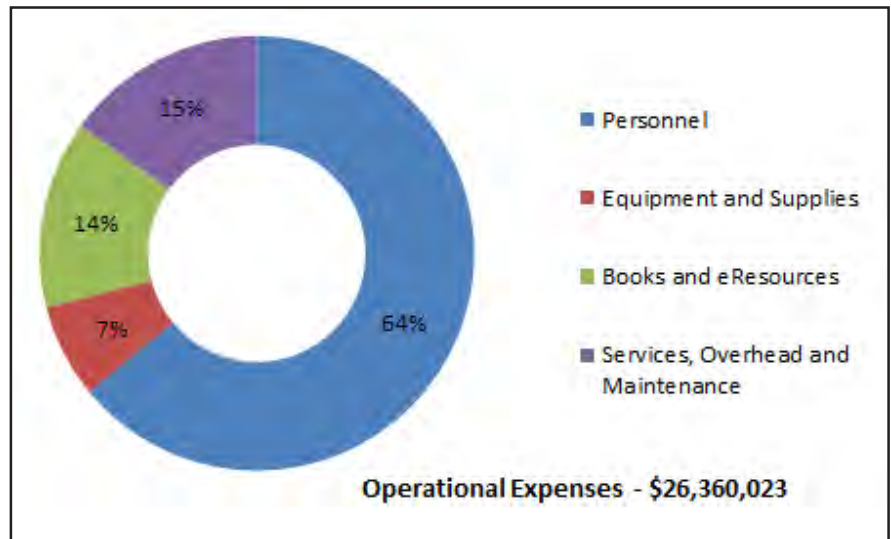
### HOW DOES FVRL SPEND THESE FUNDS?

FVRL's operational expenditures do not represent a significant increase over 2020 due to several factors. There was a hiring freeze in place for most of 2020, with a total of 21 positions currently empty. We are anticipating adding staff for Yale Valley and Ridgefield as those new facilities open. FVRL was pleasantly surprised that our medical and dental insurance did not increase for 2021. There are significant increases in capital expenses, related either to the flood damage repairs at the Operations Center or our other capital construction projects. We anticipate that the majority of losses related to the flood recovery will be covered by insurance.

### 2021 OPERATIONAL EXPENSES

#### Personnel: Wages and Benefits

FVRL currently has 231 employees (223.5 FTE). All regular employees who work 24 hours or more a week receive benefits. The past year has seen a significant decline in the use of substitute hours as we have not needed the additional coverage. Although we have indicated an average of a two percent increase in wages, there are several factors to consider: a continued freeze for positions in locations where we are not providing all of our typical services; growth and development increases for AFSCME and non-represented staff; new hires for Ridgefield and Yale as those buildings open to the public; and the restoration of a deputy director position at the administrative level. We will also be bargaining with both unions (AFSCME and WPEA) in the coming year for new contracts.



#### Equipment: Technology and Supplies

A substantial increase in this category is due to the near-total loss of all equipment, furnishings, and supplies in the Operations Center's lower level. FVRL will be replacing office furniture and cubicle walls, computers, and other technology, as well as a large amount of equipment used for facilities maintenance and improvements. Some of the things that were lost - historic books, one-of-a-kind art, and historic records - are irreplaceable. An ongoing effort to recover wet documents will hopefully yield the retention of files necessary for compliance with state public records retention rules.

FVRL has added several new software products this past year including a new Human Resources Information System, expanded our digital reference platform to support additional services, and purchased products to facilitate distance meetings and remote access. In 2021, we are looking to add a system for managing accounts payable invoices online to reduce paperwork and streamline payments.

#### Resources: Books, Materials, and e-Resources

This segment of the budget has increased slightly for 2021 but was substantially underspent in 2020 due to



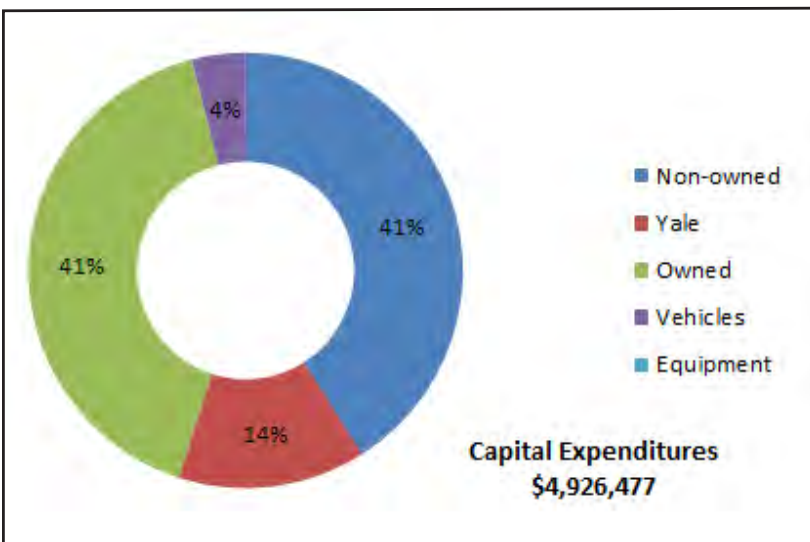
**New libraries in Yale Valley (left) and Ridgefield (right) are under construction and will be completed in 2021.**

challenges caused by the COVID-19 pandemic. The coming year will see these trends continue with slightly more spending, particularly eBook and eAudio titles in OverDrive as well as the Kanopy streaming video database, and continued support of new databases and additional capacity for user access. We will also be adding to the collections for Ridgefield and Yale Valley.

**Operations: Professional Services, Utilities, and Maintenance**

Most of this category is applied to custodial services, utility costs, maintenance contracts, and facility upkeep and repairs. FVRL also requires the assistance of professional architects, engineers, and others to support our capital projects in 2021. Staff training will continue to be online until it is safe to travel and attend meetings and conferences in person again. Some portions of this budget, primarily maintenance, custodial, leases, and other service agreements have small annual increases that are contractually stipulated.

**Capital Projects: New, Existing, and Future Libraries**



FVRL will undertake several smaller projects this year in our existing libraries in addition to the relatively large project of restoring the lower level of the district's Operations Center, and the opening of new facilities in Yale Valley and Ridgefield. Some site work will occur on our recently acquired property in Washougal and on our Woodland property as we continue our fundraising campaigns for both of these projects.

Fort Vancouver Regional Library District  
Statement Of Revenue Budget - Fiscal Year 2021

		2020 Budget (Amended)	2021 Budget	Dollar Difference	Percent Change
<b>Property Taxes</b>					
311.10	Property Taxes - Clark	22,653,394	23,469,214	\$815,820	3.48%
311.10	Property Taxes - Cowlitz	306,098	326,395	\$20,297	0.06218539
311.10	Property Taxes - Klickitat	1,361,830	1,196,404	-\$165,426	-0.1382693
311.10	Property Taxes - Skamania	640,376	664,136	\$23,760	0.0357758
<b>Total Property Taxes</b>		<b>24,961,698</b>	<b>25,656,149</b>	<b>\$694,451</b>	<b>2.78%</b>
<b>Other Taxes</b>					
311.11	Other General Tax	70,000	0	-\$70,000	0.00%
318.20	Leasehold Excise Tax	90,000	92,000	\$2,000	2.17%
<b>Total Other Taxes</b>		<b>160,000</b>	<b>92,000</b>	<b>-\$68,000</b>	<b>-42.50%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>					
332.00	Federal in-lieu of Taxes	5,000	5,000	\$0	0.00%
335.05	State Forest Boards	150,000	170,000	\$20,000	13.33%
338.72	INET City of Vancouver (PEG)	61,296	61,000	-\$296	-0.48%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>		<b>216,796</b>	<b>236,500</b>	<b>\$19,704</b>	<b>9.09%</b>
<b>Charges for Services</b>					
341.60	Equipment Use Fees	72,000	20,000	-\$52,000	-260.00%
347.21	Non-Resident Borrower Fee	6,000	2,000	-\$4,000	-200.00%
347.90	Lost / Damaged Material Fee	50,000	5,000	-\$45,000	-900.00%
347.50	Collection Agency Referral Fee	17,000	5,000	-\$12,000	-240.00%
<b>Total Charges for Services</b>		<b>145,000</b>	<b>32,000</b>	<b>-\$113,000</b>	<b>-77.93%</b>
<b>Miscellaneous</b>					
361.11	Investment Interest	200,000	177,000	-\$23,000	-11.50%
362.00	Rental Income	10,000	2,500	-\$7,500	-75.00%
367.10	Gifts/Contributions	5,000	3,351	-\$1,649	-32.98%
369.90	Miscellaneous	8,500	8,500	\$0	0.00%
369.90	Grants	366,600	2,500	-\$364,100	
369.90	Other Miscellaneous - E-Rate	130,000	200,000	\$70,000	53.85%
395.00	Sale of Assets	12,000	12,000	\$0	0.00%
<b>Total Miscellaneous</b>		<b>732,100</b>	<b>405,851</b>	<b>-\$326,249</b>	<b>-44.56%</b>
<b>Subtotal-Operating Revenues</b>		<b>26,215,594</b>	<b>26,422,500</b>	<b>206,906</b>	<b>0.79%</b>
<b>Reserves</b>					
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	0	0	\$0	0.00%
<b>Total Transfers</b>		<b>0</b>	<b>0</b>	<b>\$0</b>	<b>100.00%</b>
<b>Reimbursements</b>					
369.40	Insurance Payments	2,500	1,500,000	\$1,497,500	99.83%
338.72	Yale Valley Library District	350,000	730,000	\$380,000	108.57%
369.90	Library Friends Groups	180,000	660,000	\$480,000	266.67%
369.90	Fort Vancouver Regional Library Foundation	50,000	2,136,000	\$2,086,000	4172.00%
<b>Total Reimbursements</b>		<b>582,500</b>	<b>5,026,000</b>	<b>\$4,443,500</b>	<b>762.83%</b>
<b>Grand Total Revenue</b>		<b>26,798,094</b>	<b>31,448,500</b>	<b>\$4,650,406</b>	<b>17.35%</b>

Fort Vancouver Regional Library District  
Statement of Expenditure Budget - Fiscal Year 2021

Library Operating Budget		2020 Budget (Amended)	2021 Budget	Dollar Difference Between 2020 & 2021	Percentage Increase or Decrease
Bars	Description				
<b>Personnel: Waqes &amp; Benefits</b>					
572.00	Wages	11,133,575	11,563,314	429,739	3.72%
572.24	Benefit - Medical	2,476,458	2,501,458	25,000	1.00%
572.24	Benefit - Dental	304,144	306,644	2,500	0.82%
572.24	Benefit - Life, LTD, STD	131,891	132,891	1,000	0.75%
572.22	Benefit - PERS	1,459,354	1,459,354	0	0.00%
572.21	Benefit - FICA	853,521	871,318	17,797	2.04%
572.25	Benefit - L & I	117,656	117,603	-53	-0.05%
572.2X	Benefit - PFMLA	17,891	17,941	50	0.28%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	<b>Personnel Subtotal:</b>	<b>16,504,490</b>	<b>16,980,523</b>	<b>476,033</b>	<b>2.88%</b>
<b>Equipment: Technology &amp; Supplies</b>					
572.30	Supplies	362,885	400,000	37,115	9.28%
572.35	Small Equipmt (FFE)	348,000	500,000	152,000	30.40%
572.38	Technology	350,000	525,000	175,000	33.33%
572.33	Library Software and Professional	282,000	300,000	18,000	6.00%
	<b>Equipment Subtotal:</b>	<b>1,342,885</b>	<b>1,725,000</b>	<b>382,115</b>	<b>28.45%</b>
<b>Resources: Books, Materials &amp; e-resources</b>					
572.34	Library Books & Materials	2,100,000	2,400,000	300,000	14.29%
572.39	Electronic Resources	1,360,000	1,400,000	40,000	2.94%
	<b>Resources Subtotal:</b>	<b>3,460,000</b>	<b>3,800,000</b>	<b>340,000</b>	<b>9.83%</b>
<b>Operations: Services, Overhead and Maintenance</b>					
572.41	Professional Services	1,255,488	1,238,000	-17,488	-1.39%
572.42	Communications	383,652	419,400	35,748	2.00%
572.43	Training / Travel	108,000	108,000	0	0.00%
572.44	Advertising	30,000	29,000	-1,000	-3.33%
572.45	Rentals / Leases	540,000	519,200	-20,800	-3.85%
572.46	Insurance	205,000	223,700	18,700	9.12%
572.47	Utilities	430,000	408,500	-21,500	-5.00%
572.48	Repairs & Maintenance	750,000	775,000	25,000	3.33%
572.49	Misc / Dues / Printing / Other	166,579	131,200	-35,379	-21.24%
572.50	Intergovernmental Services	15,000	2,500	-12,500	-83.33%
	<b>Operations Subtotal:</b>	<b>3,883,719</b>	<b>3,854,500</b>	<b>-29,219</b>	<b>-0.75%</b>
	<b>Subtotal-Operating Expenditures</b>	<b>25,191,094</b>	<b>26,360,023</b>	<b>1,168,929</b>	<b>4.64%</b>
<b>Capital Projects: Library Improvements</b>					
572.62	Buildings / Non-Owned	91,000	2,000,000	1,909,000	2097.80%
572.62	Yale	641,000	730,000	89,000	13.88%
594.62	Buildings / Owned	800,000	2,000,000	1,200,000	150.00%
594.64	Machinery & Equipment	75,000	196,477	121,477	161.97%
	<b>Capital Projects Subtotal:</b>	<b>1,607,000</b>	<b>4,926,477</b>	<b>3,319,477</b>	<b>206.56%</b>
<b>Reserves-Library Development - transfer out</b>					
572.38	Reserve Projects	0	162,000	162,000	100.00%
<b>Reserves - Library Development - transfer in</b>					
572	Budget Stabilization Account	0	0	-	0.00%
	<b>Reserves Subtotal:</b>	<b>\$ 0</b>	<b>162,000</b>	<b>162,000</b>	<b>100.00%</b>
<b>Grand Total All Expenditures:</b>		<b>\$26,798,094</b>	<b>\$ 31,448,500</b>	<b>\$ 4,650,406</b>	<b>17.35%</b>

# Plans for 2021

This year marks the beginning of a **new strategic planning cycle**, one that will build upon the work of the past three years. Since 2018, FVRL has focused on three areas of development: Supporting Student Success, Building Connected Communities, and Fostering a Culture of Innovation. To continue to move FVRL forward, even during the restrictive environment presented by the COVID-19 pandemic, the district began a strategic planning process that will include input from stakeholders: staff, the board, volunteers, and the communities we serve. Plans include hosting online conversations with the communities as well as within the organization and with our trustees to determine our priorities for the next three years. The new strategic plan will cover initiatives beginning in 2021 through 2023.

## OUTCOMES AND BENCHMARKS

In 2019, FVRL established ten desired outcomes for users of their public libraries. These outcomes are the basis for how FVRL plans, evaluates, and improves upon its five library core service areas: **Collections, Customers, Programs, Spaces, and Technologies**. Our outcomes are evaluated against benchmarks for each core service area annually, and refinements and improvements to these areas are driven through staff-based initiatives and the annual budget. Our focus for 2020 was Customer Service, and due to the interruptions caused by the pandemic, we will continue to work on and refine these benchmarks to support the new strategic plan. Our work plan for 2021 also reflects these desired outcomes in our focus on supporting community needs, helping our patrons improve their lives, and making our libraries easier to use and access.

## COLLECTIONS

FVRL will implement a new catalog module that will allow for those with **new book suggestions** to receive updates and responses on those titles. This feature is something long-sought-after by our staff and patrons. FVRL's **website** will be updated to a more recent version of our web platform (Drupal). The catalog will be improved by creating a tabbed display that will include article results from our subscription databases supporting our **ConnectFVRL** student library access program through our local schools.

## CUSTOMERS

One of FVRL's organizational values is Exceptional Service. The past year has led FVRL to establish many new practices to put materials into patrons' hands during the COVID-19 pandemic including **curbside pick up** and expanded **books by mail** deliveries. As we plan to restore **in-library services** in the coming year, we will ensure that all of our actions will be compliant with the State's safety guidelines and standards. FVRL will continue to offer a number of these new services as long as is necessary, perhaps even beyond the end of the pandemic



**Successful services like curbside pick up and library samplers will continue to help get materials to our communities.**

should they prove to be successful. FVRL plans on implementing an improved online library card registration portal that will allow new patrons to apply for a full-privileges library card to allow for faster access to all of our digital resources. All FVRL library locations will continue to be **open at least six days a week**, and we have standardized our open hours to provide more equitable access to our communities.

## PROGRAMS

Library staff will continue to offer **virtual programs** for adults, teens, and children into 2021. Staff are creating programming with an associated literacy component to promote and encourage viewers to check out related library materials. We are hopeful that the **2021 Summer Learning Program** will build upon last year's success with online participation unless we can host some in-person events. Whether in person or online, we will once again offer a community-wide reading opportunity for our users through our **Revolutionary Reads** program.



## SPACES

**Yale Valley Community Library** should open in the spring of 2021, barring any unforeseen delays due to the pandemic. The new **Ridgefield Community Library** will be completed and open by mid-summer. Site work and fundraising for a new **Woodland Community Library** will continue throughout the year, and conceptual design work for the new **Washougal Community Library** should begin early in 2021.

Upgrades and improvements to existing facilities include replacement of flooring in our **Battle Ground, Vancouver, and White Salmon Valley Community Libraries**. Additionally, we will complete the remodel of the teen area begun in 2020 at **Cascade Park** and install exterior sound panels in the garden at **Three Creeks**. Improvements to **Stevenson's** basement staff area, the lighting in **Vancouver's** teen area, replacing **Three Creeks'** front doors, improving the landscape at **Cascade Park** and **Goldendale**, and several other smaller projects are planned. Finally, renovation of the flood-damaged **Operations Center** should continue throughout the year.



## TECHNOLOGIES

FVRL has been making strides in the area of **digital equity** due to the constraints of limiting patron access to our libraries. Through a Washington State Library grant in 2020, we are now lending **hotspots** and will monitor the popularity of this service to determine if additional devices are needed to support our

**Construction of the new Ridgefield (top) and Yale Valley (below) Community Libraries will be completed in 2021.**

communities. Early in 2021, we will be adding **Chromebooks** for patron checkout. These devices are intended to support those who lack access and need to connect online for school, work, or other activities.



In addition to these core services activities, FVRL is also engaged in several activities that provide critical support to our libraries and patrons.

### UPGRADING SYSTEMS

FVRL will begin the process of replacing one or more of our **automated materials handlers** in our libraries. Four of our five machines are at or near the end of their expected life cycle. FVRL's **technology plan** will be updated to include more contemporary goals and measures, as it has been several years since the last update. The new tech plan will also include **disaster recovery planning** learned through our recent experience of a flood in our Operations Center, as well as other unforeseen catastrophic events such as fires and earthquakes. As part of this effort, we are improving staff access to phones when our libraries are closed, and rebuilding our **phone answering system** for more responsive access to help.

### SUPPORTING COMMUNITY PARTNERSHIPS

FVRL is working toward building a more holistic approach to **partnerships** in 2021. We work with a wide variety of outside groups, all around our service area, and our libraries have deep and meaningful partnerships with early learning providers, assisted living facilities, and many others. These partners often provide programs, materials, and services at the local level. A new initiative called **Read, Return, Repeat** places library materials at assisted living facilities and other community locations. These collections place high-quality library materials in facilities or locations where people experience challenges to accessing library materials.

### REACHING OUT TO NEW POPULATIONS

We will focus on developing projects with these partners that will **reduce barriers to access** for populations that do not use library services. These barriers may include being homebound, lacking transportation, or belonging to a systemically non-dominant population. To facilitate new approaches to improving access, FVRL will be purchasing an outreach vehicle that will be equipped to deliver library materials and programs to populations that may have difficulty accessing a physical library. This vehicle will see initial use primarily in Clark County, delivering pop-up opportunities for communities to gain access to library materials and services such as books and computer access.

### BUILDING AN INCLUSIVE WORKPLACE

This will be the second year of FVRL's work on an **Equity, Diversity, and Inclusion (EDI)** initiative with the EDI committee established to accomplish this work for the district. The initial project for this committee has been the development of an equity statement and lens tool to utilize in the evaluation and recommendation



**A patron uses FVRL's wifi outside of Woodland Community Library. 2021's plans include expansion of services like checkout of wifi hotspots to also include Chromebooks for patron use to help bridge the digital equity divide.**

of changes to our policies, procedures, and initiatives for their effectiveness in addressing and improving our accessibility to our Black, Indigenous, and People of Color (BIPOC) community members. Once these tools are developed, the committee will conduct a district-wide conversation and develop training for our teams. The EDI committee will also be reviewing and making recommendations regarding district processes such as recruitment, hiring, and on-boarding of new employees in the coming year and will present their findings to the board.

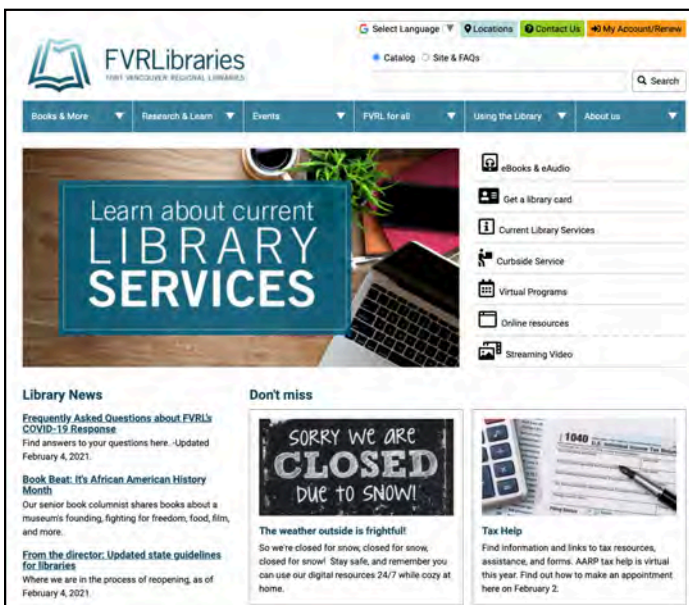
### EQUITABLE EARLY LEARNING PROGRAMS

Also in 2020, FVRL staff from large and small, urban and rural locations, began working on an **anti-bias education framework** for children’s programming. This tool will support the development and delivery of programming that holds equity and inclusion at its center. After input from community organizations and

partners has been gathered and evaluated, we will be seeking to develop an approach to children’s programs that will provide the opportunity for children belonging to systemically non-dominant groups to see themselves, their families, and their communities reflected in more of our library program offerings.

### CRITICAL COMMUNICATIONS

FVRL will further our strategic communications goals by developing a new process for planning, promoting, and marketing FVRL’s services, resources, and programs. In 2021, this will include working with the EDI committee and Digital Equity workgroup to improve communications materials, develop signage parameters, and inform how we promote FVRL programs and events. FVRL will also be **updating our web platform** in the coming year to ensure that our online presence continues to be the hub for library information and services, as well as adding new features and evaluating and updating existing content



In addition to security enhancements, our updated website will add features to make it easier for patrons to find the services they need and get help from library staff.

as needed. Our communications team supports FVRL by developing marketing materials for programs and facility signage as well as fundraising materials for the Foundation and Friends groups related to our building projects and fundraising events.

### FISCAL RESPONSIBILITY

We will be automating **cash receipts** and **accounts payable** processes to allow for invoices to be managed remotely and reviewed online, and to set vendors up for electronic payments. Automation will save paper, time, and expense by creating a digital audit file format, eliminating the need for file storage space. Automation software will allow FVRL to pay vendors promptly, with no mail delays or lost invoices. An additional benefit would be electronic transfer so that paperwork does not have to be mailed or transported. In 2021, FVRL will also continue to improve **LEAN practices for public works projects** including the use of the Public Works Flowchart, refinement of tracking processes, and collaboration with all stakeholders.

# 2020 Year in Review

Although the past year has posed challenges to almost every aspect of our organization, there have also been opportunities for meaningful change. When libraries closed due to COVID-19, FVRL rapidly adapted library programs to an online audience and launched new services to meet community needs. The following areas continued to build on our strategic priorities, including:

**Community Partnerships:** Partnerships, both district and local, enable us to expand our impact, increase our visibility, and actively support our communities. Employees assisted Clark Regional Emergency Services Agency (CRESA) with the development of a PPE warehouse and distribution system. Staff supported residents at the Clark County Juvenile Detention Center with book talks and an author visit. The ConnectFVRL program continued to expand, with nearly 70,000 public school students in nine school districts being able to access our electronic resources via their student ID numbers. Early learning partnerships with school districts and early learning providers allowed us to pilot library-led emergent literacy programming for parents.

**Equity, Diversity, and Inclusion (EDI):** Based on our commitment to ensure equity among those we serve, our EDI committee has continued to meet and work on an equity statement and lens tool to use in the evaluation, potential revision, or creation of library policies and programs. These tools will also be used to make enhancements to our recruitment and on-boarding programs. This committee will continue its work with our consultant into 2021 to complete these deliverables. Additionally, our Outreach and Youth Services staff worked on an EDI framework for early literacy programming that utilizes partnerships to reach new audiences.

**New Facilities:** New library buildings were started in 2020 in Yale Valley and Ridgefield. Yale Valley Community Library is a project in partnership with the Yale Valley Library District, who contract with FVRL for services. Their new 2,000-square-foot library building is anticipated to open in early 2021. The new Ridgefield



Library partnerships like this one helped provide free meals for needy families in our communities.

Community Library is the expansion and remodel of the former library and Ridgefield Community Center. The new library will be just over 8,000 square feet and offer separate children's and teen areas, an adult reading lounge and tech bar, a community room, and an expanded collection. FVRL worked with Hacker Architects to develop a conceptual design for a new Woodland Community Library.

**Strategic Communications:** Google Meet and Zoom webinar platforms were introduced to conduct FVRL's staff and board meetings. Social and print media were used to promote library services, hours, programs, and resources. FVRL partnered with the Office of Financial Management to develop a mailer that went to every household in our district to cross-promote the 2020 Census and how easy it was to use library services to help enter census data. Additional phone lines were added to support the increased volume of callers.

**Responsive Library Services:** Popular library programs were adapted for online audiences, and a new curbside hold-pickup service was launched. Library Samplers provide curated collections of materials on request, and patrons can get reader's recommendations through our personalized reading suggestions service. The digital collections budget was increased and several new databases were added including Value Line (online version) and Ferguson's Career Guidance Center. The ConnectFVRL program was expanded to currently include ten school districts supporting the distance learning needs of 70,000 students.

**Reduce Barriers to Library Access:** FVRL eliminated blocked card limits and suspended billed items during the closure, to ensure patrons had maximum access to library materials and resources. We also standardized branch hours across the district to a minimum of forty-eight hours a week with a minimum schedule of 10 am to 5 pm, six days a week. Books by mail services have temporarily been extended to any patron, and patrons can request a small amount of free printing or copying each day.

**Internal Systems Improvements:** The implementation of a new human resources information system (HRIS) has improved payroll automation and integrates the payroll process with other financial and human resources tasks. FVRL utilized this new system to conduct our benefits open enrollment in October and saw a significant decrease in the Human Resources workload regarding this processing. We will continue to work on integrating the final modules of this system. The HRIS also provided significant improvements to our payroll processing, allowing us to streamline and automate this task. FVRL is proud of its clean 2019 audit thanks to our exceptional Finance team.

**Administrative Actions:** FVRL signed a new lease agreement for the Operations Center property with the City of Vancouver to allow for the development of Vancouver Innovation, Technology and Arts Elementary School.



**Virtual Programs took some of our most popular events and programs and put them online in 2020.**

Administrative staff also successfully negotiated the donation of property in Washougal for a new library on Durgan Street between Main and C Streets, and served on several statewide committees during the past year including the Broadband Advisory Council. Late in the year, attention turned to coping with the October 3 flood at the Operations Center and starting the long process of recovery.

**Gratitude:** FVRL has a tremendous team who have truly risen to the occasion to find new and creative ways to engage our readers. Many of our employees were also juggling family responsibilities and other challenges brought on by the pandemic. Despite this, staff worked together to ensure that our library services were covered. FVRL instituted a hiring freeze last March and has looked for ways to contain costs for the many new activities required relating to safety, sanitation, processing and handling books, as well as advertising and marketing new services. We appreciate everyone’s willingness to learn new things, adopt new procedures, and be prepared for changes as they came our way.

FVRL received a tremendous amount of support from our patrons over the past year, despite the challenges we all faced as part of the pandemic restrictions. FVRL has also been fortunate to partner with other organizations to assist with community efforts such as the 2020 US Census, Red Cross Blood Drives, and CRESA’s PPE warehouse. While we are still not sure when the need for pandemic protocols will end, we remain positive that your libraries will be here to serve you through the challenges ahead.

## Library patrons love their libraries!

**“Thank you so much for being there and carrying on. It’s a wonderful service you provide.”**

**“Thank you for the take-n-make craft kit (finger knitting). I really enjoy it and the yarn colors were beautiful. The kit inspired me to start crocheting, and I am having so much fun learning ‘amigurumi,’ the Japanese art of crocheting little animals.”**

**“You have been some of our heroes during the past 6 months. We are so grateful to still have access to library books - that has always been an important part of our family life.”**

**“During this very challenging year, we want to thank you for all the work you do. We appreciate the variety of help by phone and online.”**

**“My kids (and me, too!) have had so much fun with the kit and I had a great time with the ‘Insect Storytime and Crafts’ with my son while his big sister did her distance learning.”**

**AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY OPERATIONAL AND ADMINISTRATIVE SERVICES  
between  
FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
and  
YALE VALLEY LIBRARY DISTRICT**

THIS Amended and Restated Intergovernmental Agreement for Library Operational and Administrative Services (this Agreement), dated \_\_\_\_\_, between the FORT VANCOUVER REGIONAL LIBRARY DISTRICT, an intercounty rural library district (FVRL), and the YALE VALLEY LIBRARY DISTRICT, a rural partial-county library district (YVLD)

WITNESSETH:

WHEREAS, FVRL operates libraries in Clark, Skamania, and Klickitat counties and in the City of Woodland in Cowlitz County; and

WHEREAS, YVLD was created to provide library services for its residents; and

WHEREAS, pursuant to an existing Agreement for Library Services, dated \_\_\_\_\_, 2010, between FVRL and YVLD, FVRL provides the residents of YVLD with resources and library services generally available throughout the FVRL service area, and furnishes library services to the extent deemed reasonable and equitable by the FVRL Board of Trustees in view of its regional service responsibilities; and

WHEREAS, YVLD has recently constructed and developed a new library facility in Ariel, Washington known as the Yale Valley Community Library (the Library); and

WHEREAS, FVRL and YVLD desire to update their existing agreement to include changes reflecting the addition and operation of the Library;

NOW, THEREFORE, in consideration of the mutual benefits to be derived, the parties hereto agree to amend and restate the Agreement to read as follows:

## **SECTION 1. LIBRARY CARDS AND PRIVILEGES**

1.01 FVRL will issue library cards to the residents of YVLD following the same guidelines, policies and procedures as for residents of FVRL.

1.02 Holders of the FVRL library cards issued pursuant to this Agreement shall be entitled to all of the privileges of library use accorded to the residents of the FVRL service area, and such library cards may be used at any FVRL location.

## **SECTION 2. LIBRARY SERVICES**

2.01 FVRL will operate the Library on behalf of YVLD. Services provided at the Library pursuant to this Agreement will be commensurate with those provided at other FVRL locations. All FVRL policies and procedures shall apply to YVLD patrons.

2.02 FVRL will supply the Library with a collection of materials to circulate to patrons including but not limited to books, DVDs, kits, audio books, electronic devices and other formats.

2.03 All materials in the Library will be part of FVRL's collection and may float to other locations as they are requested by other FVRL patrons. There is no guarantee that a specific item will be available in the Library in perpetuity. Exceptions may be made for items associated with local history.

2.04 FVRL's Collections Policy shall guide the acquisition and retention of all materials at the Library.

## **SECTION 3. LIBRARY PERSONNEL AND OPERATIONAL SUPPORT SERVICES**

3.01 FVRL will provide to YVLD the operational support services for the Library as set forth in Exhibit A.

3.02 FVRL agrees to hire and maintain a workforce to staff the Library for a minimum of        hours per week. They will be represented by FVRL's employee unions for their respective positions.

3.03 FVRL will pay the salaries and benefits for persons employed at the Library, and they will be considered employees of FVRL and shall be supervised by FVRL.

3.04 FVRL will set a schedule for the Library employees in alignment with FVRL's other libraries and within the collective bargaining agreements of FVRL's unions.

3.05 FVRL's Personnel Manual and other terms of employment will supersede any verbal or written agreements made with Library staff by the YVLD Board or by members of the Friends of the Yale Valley Library District.

3.06 FVRL will provide regular courier deliveries to the Library twice a week. Schedule to be determined by the need and volume of materials requested.

3.07 FVRL will provide regular maintenance support to the Library through its Facilities Department and staff.

3.08 Emergency repairs, long-term maintenance expenses and damage caused by acts of vandalism, nature or unexpected incidents at the Library shall be solely covered by YVLD. FVRL shall be named as an additional insured on all YVLD insurance policies.

#### **SECTION 4. ADMINISTRATIVE SERVICES**

4.01 FVRL will provide to YVLD administrative support services, including those necessary to maintain YVLD as a rural partial-county library district, as set forth in Exhibit B.

4.02 YVLD will cause the Cowlitz County Treasurer, serving as Treasurer to YVLD, to forward all YVLD revenue (property tax, timber revenue and any other revenue) on a monthly basis to the Clark County Treasurer. The Clark County Treasurer will establish and maintain a separate fund for YVLD.

4.03 FVRL will process and pay all bills for YVLD as outlined in this agreement. FVRL may seek reimbursement for any payments made on behalf of YVLD that exceed the compensation paid by YVLD pursuant to this Agreement; provided, that all non-contractual expenses must be approved by the YVLD Board prior to reimbursement.

#### **SECTION 5. COMPENSATION**

5.01 For each calendar year that this Agreement is in effect, YVLD shall pay FVRL a fee equal to 100% of the amount levied for YVLD by Cowlitz County for collection in that year.

5.02 Each subsequent year's fee due under this Agreement will be based on the prior year's levy amount multiplied by 101%.

5.03 FVRL will provide an annual accounting to YVLD's Board in October of each year as a basis for determining whether the amount of the fee payable in that year needs to be **increased** or reduced as it relates to actual costs and to establish a budget for the following year.

5.04 Annual fees payable by YVLD to FVRL under this Agreement shall be paid in two approximately equal installments, each due after the property taxes are deposited by the Cowlitz County Treasurer into the YVLD fund established in the Clark County Treasurer's office, generally no later than July and December of each year.

5.05 YVLD may receive grants, donations and other revenues intended to fund and support the Library separate from the levy amounts described in this Agreement. Those funds will be paid to and held by the Clark County Treasurer, and considered to be reserved for Library expenses as determined by the YVLD Board.

#### **SECTION 6. TERM OF AGREEMENT**



6.01 This Agreement commences upon signature of all parties.

6.02 This Agreement will remain in effect until either party requests termination of the Agreement. Either party must give six (6) months' notice to the other party, in writing by certified letter, of its desire to terminate this Agreement.

## **SECTION 7. SEVERABILITY AND CONTINUANCE**

7.01 The provisions of this Agreement are declared to be separate and severable. The invalidity of any section or other portion of this Agreement shall not affect the validity of the remainder of the Agreement. Further, this Agreement shall be construed and applied as a continuation of the provisions of the Agreement, if amended, insofar as applicable, and the repeal of any part of the Agreement shall not be construed as affecting such continuous application.

## **SECTION 8. INDEMNIFICATION**

8.01 To the extent permitted by law, YVLD shall indemnify and hold harmless FVRL and its officers, directors, trustees, agents and employees from any and all demands, claims, causes of action, losses, damages, liabilities, obligations, remedies, penalties, costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of, pertaining to or in connection with (i) any acts or omissions of YVLD, its successors, assigns or agents subsequent to the date of this Agreement with respect to or in relation to the Library or any of the improvements, equipment or furnishings therein or any of the services provided pursuant to this Agreement, (ii) YVLD's breach of any representation or warranty made herein and (iii) any failure by YVLD to comply with any and all federal, state and local laws, rules and regulations that govern or pertain to YVLD and/or any of its activities, actions, duties and responsibilities.

8.02 To the extent permitted by law, FVRL shall indemnify and hold harmless YVLD and its officers, directors, trustees, agents and employees from any and all demands, claims, causes of action, losses, damages, liabilities, obligations, remedies, penalties, costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of, pertaining to or in connection with (i) any acts or omissions of FVRL, its successors, assigns or agents subsequent to the date of this Agreement with respect to or in relation to the Library Facility or any of the improvements, equipment or furnishings therein or any of the services provided pursuant to this Agreement, (ii) FVRL's breach of any representation or warranty made herein; and (iii) any failure by FVRL to comply with any and all federal, state and local laws, rules and regulations that govern or pertain to FVRL and/or any of its activities, actions, duties and responsibilities.

## **SECTION 9. WASHINGTON LAW**

9.01 This Agreement shall be governed by and construed under the laws of the State of Washington. Both parties agree that any judicial dispute shall be brought in Clark County Superior Court of the State of Washington.

FORT VANCOUVER REGIONAL  
LIBRARY DISTRICT

YALE VALLEY LIBRARY  
DISTRICT

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EXECUTIVE DIRECTOR

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BOARD CHAIR

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DATE

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DATE

DRAFT

**Fort Vancouver Regional Library District**  
**Staff Report 2021-07**  
**Operations Center ServPro Flood Damage Contract Closeout**

**To: Finance Committee**

**From:** Amelia Shelley

**Date:** 03/15/21

**Subject: ServPro contract closeout**

**RE: Status Report**

**KEY POINTS:**

- FVRL Operations Center was flooded - October 3, 2020
- FVRL contracted with ServPro for the clean-up of the site - Oct. 8, 2020
- Liberty Mutual has made a partial payment to FVRL for ServPro invoices (pending)
- Liberty Mutual/Young and Associates reviewing final ServPro invoice
- Board must approve close out of ServPro contract
- Close out of ServPro contract and final payment pending

**OVERVIEW:**

The Fort Vancouver Regional Library District (FVRL) Operations Center at 1007 East Mill Plain Boulevard, Vancouver, WA 98663, was flooded on the evening of October 3, 2020 with approximately a million gallons of water from a broken City of Vancouver (COV) water main located directly behind the building. The breakage was caused by Nutter Corporation , a contractor working on replacing a sewer line on FVRL's leased property.

Nutter Corp. contacted ServPro, who arrived on site the evening of October 3 offering their restoration services. After consultation with FVRL's insurer, and to avoid any further delays, the Executive Director decided to continue the restoration operation with ServPro to perform the mitigation of water and mud from the building in the immediate aftermath of the flood. FVRL entered into a contract on October 8, 2020. FVRL worked with its insurer (Liberty Mutual) to assess the damages and material losses through Young and Associates and TOSCO, and to determine the necessary actions for the repair and restoration of the building.

ServPro submitted a preliminary bill to Liberty Mutual in November. Liberty Mutual approved a portion of the charges on that statement and directed ServPro to directly bill FVRL for those approved charges. FVRL paid ServPro **\$841,927.31** in December 2020 and was reimbursed for that expense January 2021 , 2021. An additional hurdle to the reimbursement checks is that they are made out to FVRL and the City of Vancouver as an additional named entity on FVRL's policy. The City of Vancouver's Chief Financial Officer must co-sign any reimbursements made to FVRL.

There remains an additional invoice from ServPro approved by Liberty Mutual and Young and Associates of **\$104,148.60** pending payment. This includes work performed by Squires Electric to restore power to the building. FVRL will withhold 5% retainage per RCW 60.28.011 until the close out of the ServPro work is complete.

**ACTION REQUESTED:**

Staff is seeking Board approval of the close out process for the ServPro contract.

**Advantages:**

Close out is a necessary step required by the State of Washington to close out all public works contracts in excess of \$35,000 require closeout. The Board of Trustees approve close outs in excess of \$300,000.

**Disadvantages:**

None.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**RESOLUTION: 2021-07**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES, AUTHORIZING THE CLOSEOUT OF THE SERVPRO CONTRACT RELATED TO THE MITIGATION OF THE OPERATIONS CENTER BUILDING TO ADDRESS FLOOD-RELATED DAMAGE.**

A meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Monday, March 1, 2021 attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

**WHEREAS**, the FVRL Operations Center is located at 1007 East Mill Plain Boulevard, Vancouver WA 98663 and is owned by City of Vancouver and leased to FVRL, and

**WHEREAS**, the building was severely damaged in a flood on October 3, 2020, and the Board of Trustees declared an emergency for the restoration of the damages on October 9, 2020 in Resolution 2020-12, and

**WHEREAS**, the mitigation of water and water-related damages to the building was completed under a contract agreed upon with FVRL’s insurer and Quality Restoration, Inc.(ServPro), and

**WHEREAS**, the work that was within the scope of ServPro’s contract has been completed and approved by FVRL’s insurer (Liberty Mutual), and

**WHEREAS**, the State of Washington requires that a Notice of Completion is filed prior to the final payment of retainage on public works contracts exceeding \$35,000, and

**WHEREAS**, all public works contracts in excess of \$300,000 require Board approval prior to submission for closeout to the State,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the closeout of the ServPro contract for flood-related mitigation at the FVRL Operations Center.

Adopted this 15th day of March, 2021

Approved: \_\_\_\_\_  
Kelly Smith, Chair

Attested: \_\_\_\_\_  
Jane Higgins, Vice Chair

Date: \_\_\_\_\_



Disaster Recovery Authorization and Service Contract

The Service Contract (the Contract) is entered into on this 8th day of October, 2020 by and between Quality Restoration Inc. dba SERVPRO® Disaster Recovery Team Friermuth ("Service Provider"), an independently owned and operated franchise, and FORT VANCOUVER REGIONAL LIBRARY DIST ("Customer"). Address: 1007 E MILL PLAIN BLVD, City: VANCOUVER State: WA Zip: 98663

- 1. Services: Service Provider hereby agrees to furnish all labor, materials, equipment, and subcontracted items reasonably necessary to complete the work described in the Scope of Work (Exhibit A). Service Provider and Customer may make changes in the Scope of Work by written change order agreed to in writing by both parties. Customer acknowledges that Service Provider is independent of the Customer's insurance company and that only the parties hereto have the authority to enter into this Contract. Service Provider and Customer acknowledge that the property which is the subject of the Scope of Work has been damaged by a fire, flood, or other catastrophe and that, while Service Provider agrees to perform the Scope of Work according to industry standards, cannot guarantee that any of the property will be fully operational or free from defects following completion of work.
2. Terms: This Contract shall commence on the date signed below and shall continue until the services set forth in the Scope of Work and any applicable change order(s) ("Services") have been completed.
3. Price: Work performed hereunder shall be priced according to the Time and Materials Commercial Pricing (Exhibit B), plus any applicable taxes and costs, permits, fees, special licenses, and other reasonably necessary expenses and permitted subcontractors (cumulatively, "Charges"). Customer will make the facility accessible to accommodate Service Provider and take all steps necessary or convenient to enable Service Provider to complete Services. All rates quoted are exclusive of Federal, State and Local Sales or Use taxes and costs associated with any applicable Federal, State or Local approvals, consents, permits, licenses and order incident to performance of the work. Service Provider will bill for and Customer shall pay for all such actual incurred costs. Customer agrees that only the work set forth on Exhibit A will be performed for the agreed pricing on this Contract. Additional work will be billed separately.

Invoicing and Payment: Service Provider shall submit to Customer itemized invoice(s) setting forth the total Charges due. Customer agrees to pay such fees and charges for the Scope of Work in accordance with the following schedule: see addendum AS 10/8/20

- a. \_\_\_\_\_
b. \_\_\_\_\_
c. \_\_\_\_\_

If payments are not received within thirty (30) days, Customer agrees to pay all costs of collections up to and including court costs, reasonable attorney's fees and interest charges at the lesser of 1) 1.5% per month; or 2) the maximum lawful interest rate permitted by applicable law. In the event Customer shall fail to pay any periodic installment payment, such failure shall constitute a breach authorizing Service Provider to cease work without breach pending payment or resolution of any dispute.

- 4. Responsibility for Payment: By signing below, Customer hereby instructs Customer's insurance carrier to pay Service Provider directly for Services, emergency or otherwise, less any deductible actually paid by Customer. Customer shall remain primarily liable and fully responsible for payment and agrees to make such payment in a timely manner in accordance with the terms of this Contract. If for any reason Customer receives a check or

draft from insurance company made payable to Customer. Customer agrees to remit payment immediately to Service Provider and hereby assigns to Service Provider the right to any such payment. Customer agrees to make payment for Charges, regardless of whether Customer or another person or entity is legally responsible for payment or whether Customer is entitled to reimbursement for such costs from some other person or entity or insurance carrier(s).

5. **General Lien:** Customer agrees that Service Provider shall have a general lien on any and all real and personal property of the Customer and in Customer's possession, custody or control for all claims, Charges or advances incurred by Service Provider generally and under this Contract. Customer represents that he/she is the owner of said property and/or is authorized to enter into this Contract and to bind the Customer and property owner to each and every term and condition contained herein.
6. **Environmental:** Customer represents and warrants that no hazardous materials and/or hazardous substances as defined by law are present at the property location. Customer is responsible for notification, identification, removal and disposing of all materials containing any such hazardous materials including, without limitation, asbestos and lead. Customer assumes all liability associated with such materials located on Customer's property and jobsites and agrees to hold the Service Provider harmless from disturbance of any such undisclosed materials. Customer assumes all liability for effects such materials may have on Service Provider's employees, temporary or contractual employees and subcontractors associated with this project. The Service Provider shall not be responsible for any such hazardous materials removal, handling or disposal, unless specifically identified as follows:

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Mold remediation, if any, must be set forth in the Scope of Work and must be directed by an Industrial Hygienist protocol and clearance testing.

7. **Disposal:** Disposal of any hazardous material and/or hazardous substances (including specimens or samples) agreed to be performed by Service Provider under this Contract will be made in the name of the Customer and under any Customer generator number or other identification of the Customer.
8. **Limited Warranty:** SERVICE PROVIDER WARRANTS FOR TWO YEARS THAT THE WORKMANSHIP OF THE SERVICES PERFORMED PURSUANT TO THIS CONTRACT WILL BE OF THE QUALITY GENERALLY ACCEPTED IN THE EMERGENCY PROPERTY DAMAGE WATER, FIRE AND SMOKE CLEANUP, MITIGATION/RESTORATION AND MOLD REMEDIATION SERVICES INDUSTRY. SERVICE PROVIDER ALSO WARRANTS FOR ONE YEAR THAT ALL MATERIALS FURNISHED IN CONNECTION WITH THE SERVICES WILL BE NEW, OF GOOD QUALITY, AND FREE FROM DEFECTS. IF THE SERVICES PROVIDED BY SERVICE PROVIDER FAIL TO MEET INDUSTRY STANDARDS, SERVICE PROVIDER AGREES TO PROVIDE RE-SERVICE AT NO ADDITIONAL COST FOR UP TO TWO YEARS. THIS PROVISION EXCLUDES RE-SERVICE ASSOCIATED WITH NORMAL WEAR AND TEAR, NORMAL RE-SOILING, IMPROPER CARE, IMPROPER MAINTENANCE AND NEW LOSS EVENTS. ANY ITEMS WARRANTED BY A MANUFACTURER WILL BE GOVERNED BY THAT WARRANTY, AND SERVICE PROVIDER WILL TAKE ALL STEPS NECESSARY TO TRANSFER ANY SUCH WARRANTY TO THE CUSTOMER. THE PARTIES SPECIFICALLY AGREE AND STIPULATE THAT THERE IS NO OTHER WARRANTY OF ANY TYPE OR NATURE WHATSOEVER, INCLUDING BUT NOT LIMITED TO, CONSUMER WARRANTIES, WARRANTY OF FITNESS FOR PARTICULAR PURPOSES, AND/OR WARRANTY OF MERCHANTABILITY.
9. **Causes Beyond Control:** Service Provider shall not be liable for any delay due to circumstances beyond the control of Service Provider including, but not limited to, flood, fire, strikes or other labor difficulty, act of God, casualty, unavailability of materials, weather conditions, building department requests, intervention by governmental authority, civil disturbance, sabotage, fuel or energy shortage, transportation delay, equipment breakdown, natural catastrophes, inability to obtain necessary labor, materials or manufacturing facilities or any other cause beyond Service Provider's reasonable control.

10. **Consents and Permits:** Any Federal, State or Local permits or consents required for the performance of the Scope of Work are the responsibility of the Customer; provided that, if made a part of the Scope of Work, Service Provider may obtain such permits and consents at Customer's expense. Both Service Provider and Customer will comply with all applicable governmental regulations, statutes, laws and ordinances.
11. **Indemnity:** Each party agrees to indemnify and hold harmless the other party hereto and the other party's shareholders, directors, Franchisor, officers, permitted subcontractors, employees and agents, from and against any and all claims, demands, causes of action and liabilities of any nature, including without limitation damages to property or personal injury and/or condition of the property, to the extent that any such claim, demand, cause of action and/or liability arises out of or is related to the breach of contract, negligence or other fault of the indemnifying party.
12. **Cancellation:** Service Provider shall have the right to cancel, cease or postpone any incomplete work without notice to Customer in the event that Customer becomes insolvent, adjudicated bankrupt, petitions for or consents to any relief under any bankruptcy reorganization statute, does not pay Service Provider, or becomes unable to meet its financial obligations in the normal course of business.
13. **Limitation of Liability:** In no event shall Service Provider, its owners, officers, directors, employees or agents, Franchisor, or affiliates be responsible for indirect, special, nominal, incidental, punitive, or consequential losses or damages, or for any penalties, regardless of the legal or equitable theory asserted, including contract, negligence, warranty, strict liability, statute, or otherwise.
14. **Jurisdiction and Governing Law:** The parties hereby irrevocably consent to the jurisdiction of the state or federal courts of the State of Washington in connection with any action or proceeding arising out of or relating to this Contract, any document or instrument delivered pursuant to, in connection with, or simultaneously with this Contract, or a breach of this Contract or any such document or instrument. This Contract shall be construed in accordance with the laws of the State of Washington.
15. **Entire Agreement:** This Contract and the Exhibits hereto comprise the complete and entire agreement of the parties respecting the Services to be performed. No engagements, promises, representations, or warranties have been made by either party except as is expressly stated in this Contract and its Exhibits. All modifications to the Contract shall be in writing, signed by both parties hereto. The express written terms and conditions in the Contract apply in lieu of any course of dealing between the parties or usage of trade in the industry.
16. **Waiver of Rights:** A failure to either party to exercise any right provided herein shall not be deemed to be a waiver of any rights hereunder.
17. **Right To Repair/Limitations Period:** Any claim by Customer for faulty performance, non-performance, or breach under this contract shall be made in writing to Service Provider within ninety (90) days after the earlier of completion of the work or date any such performance, non-performance or breach would have been discovered exercising reasonable diligence. Failure to make such a written claim for any matter which could have been corrected by Service Provider shall be deemed waived by Customer. No action, regardless of form, relating to the subject matter of this contract may be brought more than one year after such date.
18. **Prevailing Rate:** If in an unforeseen circumstance a prevailing rate is instituted, Customer agrees that labor rates will be adjusted accordingly.
19. **Captions:** The captions and headings throughout this Contract are for convenience only. They are not part of this Contract and shall not be used in construing it.
20. **Severability:** If any provision of this contract is found to be ineffective, unenforceable or illegal for any reason under present or future laws, such provision shall be fully severable, and this contract shall be construed and enforced as if such provision never comprised a part of this contract. The remaining provisions of this contract

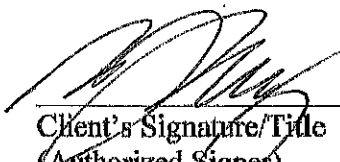


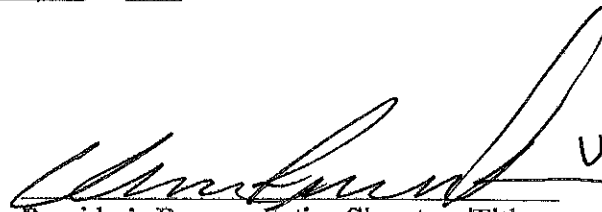
shall remain in full force and effect and shall not be affected by the ineffective, unenforceable or illegal provision or by its severance from this contract.

21. Attachments: The following documents (if box is checked) are attached and incorporated herein by reference:

- Exhibit A, Scope of Work
- Exhibit B, Rate Schedule
- Exhibit C, Other: \_\_\_\_\_

Agreed to and accepted this 8 day of October, 2020

  
Client's Signature/Title  
(Authorized Signer) Executive Director

  
Provider's Representative Signature/Title Vice President

Amelia Shelley  
Printed Name

Kevin D Friermuth  
Quality Restoration Inc

1007 East Mill Plain Blvd.  
Address Vancouver, WA 98663

d/b/a  
SERVPRO® Team Friermuth

Restoration Services to be Performed  
At Customer's Location

Date: 10/8/2020

Customer(s) Name: FORT VANCOUVER REGIONAL  
LIBRARY DISTRICT

Project Location: 1007 E MILL PLAIN BLVD.  
VANCOUVER, WA 98663

Project Name: FURL OPERATIONS CENTER

Franchises will begin work on 6 day of October, 2020.

Franchises expect to complete work by the 27 day of October, 2020.

Scope of services to be provided:

Loss mitigation as agreed with insurance  
company representatives.

**Liberty Mutual Commercial**  
**TIME AND MATERIALS PRICING**

**Time and Materials**  
**Over \$50,000**

**Schedule A – Labor Rates:**

<b>Job Title</b>	<b>Rate</b>	<b>Overtime Rate</b>	<b>Unit</b>
Project Coordinator (PC)	\$120.00	\$180.00	Hour
Senior Project Manager (SPM)	\$104.00	\$156.00	Hour
Project Manager (PM)	\$88.00	\$132.00	Hour
Assistant Project Manager (APM)	\$75.00	\$112.50	Hour
Production Supervisor (PS)	\$56.00	\$84.00	Hour
Production Technician (PT)	\$45.00	\$67.50	Hour
Health and Safety Officer (HSO)	\$85.00	\$127.50	Hour
Resource Coordinator (RC)	\$58.00	\$87.50	Hour
Project Auditor (PA)	\$55.00	\$82.50	Hour
Clerical/Administrative (C/A)	\$37.50	\$57.75	Hour
Technical Specialist (TS)	\$85.00	\$127.50	Hour
**General Labor** (GL)	\$27.50		Hour
Skilled Labor/Tradesman (SL/TM)	\$54.00		Hour
***Management Fee***	\$3.50		Hour

**Additional Labor Provisions:**

- Overtime or special rates will apply to all hours over 40 per week, or in compliance with prevailing law of the state in which work is performed.
- Rates for work performed on all SERVPRO® recognized holidays will be 2 times regular rate.
- Travel time for personnel will be billed at regular rates.
- \*\*Temporary/casual/day General Labor is subject to any local union labor rates and local labor market conditions such as major metropolitan modifiers, subject to prior notice and mutual consent.\*\*
- \*\*\*Management Fee applies to management of each customer employee on project (if customer wishes to use its own employees), plus supervisor's hourly rate. Customer is responsible for payroll, taxes and benefits for each customer employees on project. \*\*\*
- All labor will be billed at the rates listed in Schedule A.

*PS* 10/8/20  
Initial

**Schedule B – Consumables (Ready-to-Use):**

Description	UOM	Price
Beneffect Disinfectant	Gallon	70.50
Blankets, Furniture	Each	29.10
Box - Large	Each	5.00
Box – Legal Size (1.2 Cubic Feet)	Each	5.45
Box - Medium	Each	4.20
Box - Small	Each	3.80
Brite-N-Neutral Cleaner	Gallon	1.65
Carpet and Upholstery Green Clean	Gallon	4.02
Carpet Knife	Each	17.30
CitraSolvent	Gallon	69.70
Citrus Deodorizer, Water-Based	Gallon	4.88
Cleaning Towel	Dozen	16.50
Cleaning/Dusting Cloth	50/Bag	50.90
Coil Cleaner	Aerosol	17.00
Contempo Stat®	Gallon	1.72
Cotton Mop Head	Each	14.30
Defoamer	Gallon	3.07
Duct Sealer	Gallon	67.90
EnviroShield™ ES-100 (Clear)	3 Gal. Pail	329.90
EnviroShield™ ES-90 (White)	3 Gal. Pail	329.90
Extreme Laundry Detergent	9 lb. Box	2.61
Filter – Activated Carbon 2000 cfm	Each	174.60
Filter – Activated Carbon 500 cfm	Each	71.64
Filter – HEPA 2000 cfm	Each	349.20
Filter – HEPA 500 cfm	Each	271.90
Filter Material	Box	34.80
Filter – AFD – Primary – 898	Each	6.30

Description	UOM	Price
Filter – AFD – Secondary – 898/12 pak	12/Case	59.00
Filter-Back Pak Vacuum Kit	Each	33.80
Filter- Desiccant Dehumidifier – 5000 cfm	Each	13.90
Filter – HEPA	Each	522.00
Filter – Refrigerant Dehumidifier – 754	Each	31.30
Filter – Upright Vacuum- Kit	Each	33.80
Fire Star	Gallon	3.94
Fixi Clamp Poles	Each	59.50
Fixi Clamps	Each	51.80
Flame Stop	Gallon	65.30
Floor Protection	Roll	228.00
Foam Wood Blocks	Box	66.00
Fuel Oil Degreaser	Gallon	7.50
Furniture Polish	Aerosol	13.50
Glass Cleaner, Ready- to-Use	Gallon	16.60
Gloves, Chemical Resistant	Dozen	82.40
Gloves, Leather Safety/Work	Dozen	96.00
Gloves, Nitrile	Box/100	25.12
Grease Deodorizer	Gallon	8.86
Hearing Protection	20/Box	24.50
Heavy Duty Degreaser	Gallon	3.50
Industrial Cleaner	Gallon	4.74
Lay Flat (Roll-250' x 14")	Each	110.00
Lay Flat (Roll – 500' x 33")	Each	650.00
Lemon Fresh Deodorizer	Gallon	1.86
Lemon Oil Polish	Gallon	49.00

*AS* 10/8/20  
Initial

**Schedule B – Consumables (Ready-to-Use):**

Description	UOM	Price
Light Bulbs, Incandescent	Each	1.00
Liquid Emulsifier	Gallon	2.23
Mop Bucket & Wringer Assembly	Each	144.00
Mop Head & Handle	Each	32.36
Multi-Purpose Glass Cleaner	Aerosol	6.50
Packing Paper (36"x24" – 140 count-recycled)		39.98
Paper Towels (Roll)	Each	3.00
Plastic Sheeting .31 mil-9'x400' – roll	Each	39.96
Plastic Sheeting 3.5 mil-10'x25' Roll	Each	19.96
Plastic Sheeting 6 mil-20'x100' Roll	Each	196.00
Plastic Sheeting Hangers/Blue	Case	510.00
Powdered Emulsifier	Gallon	3.12
Pre-Spray & Traffic Lane Cleaner	Gallon	6.08
Rayon Mop Head	Each	17.80
Respirator Cartridges – Ammonia	Each	24.40
Respirator Cartridges – Organic	Each	21.50
Respirator – Full Mask	Each	339.94
Respirator – Half Mask	Each	22.96
Respirator N 95 Paper Respirator	Box/20	41.20
Rusticide	Quart	26.30
Safety Glasses	Each	4.50
Safety Goggles (chemical splash)	Each	18.90
SERVPRO® All Purpose Green Cleaner	Gallon	2.75
SERVPRO® Green	Gallon	2.24
SERVPRO® Orange	Gallon	3.94

Description	UOM	Price
SERVPRO® SealER	5 Gal. Pail	256.00
Shampoo Super Concentrate	Gallon	2.05
Shoe Covers	150/Case	97.00
Smoke Deodorizer	Gallon	6.34
Solvent Additive	Gallon	4.46
Solvent Booster	Gallon	4.18
Sponge Dry Clean	48/Case	132.14
Sporicidin®	Gallon	51.90
Spray Bottle/Trigger (complete set)	Each	3.10
Stainless Steel Cleaner	Aerosol	12.30
Stone and Porcelain Cleaner	Gallon	16.15
Tacky Mats-37"x26"	Pad/30	128.00
Tape, Caution-3"x1000'HDX	Roll	15.94
Tape, Duck-2"x60yds	Roll	7.56
Tape, HVAC-2"x50yds	Roll	15.76
Tape, Masking/Painter-2x60yds.	Roll	13.16
Tape, Poly/Box-2"x109 yds	Roll	7.94
Tarp-24'x16'-HVDTY	Each	119.96
Tile & Grout Cleaner	Gallon	26.48
Trash Bags, Contractor – 3 mil	Box 20	15.20
Trash Bags, Environmental – 6 mil	Each	1.96
Tyvek (Bio-Shield Coveralls)	Case/25	206.00
Ultra Content CleanER	Gallon	43.40
Ultrasonic Cleaning Agent	Gallon	2.09
Vacuum Cleaner Bags	Pak/10	32.50
Vacuum Cleaner Bags – Back Pack HEPA	Pak/10	36.00

*PS 10/8/20*  
Initial

**Schedule B – Consumables (Ready-to-Use):**

Description	UOM	Price
Vacuum Cleaner Bags – Canister HEPA	Pak/6	25.80
Vanquish	Gallon	1.33
Wall and All Plus	Gallon	5.68
Wall Zippers (2 pack)	Each	30.50
Wax Application Mop	Each	19.80
Wintergreen Deodorizer	Gallon	1.64
Wrap, Bubble- 12"x125'	Roll	39.94
Wrap, Shrink 16"x1500'	Roll	30.00
Zip Door Kit	Each	59.90
Zip Ties – 14" – Industrial	Pak/20	21.55
Zip Ties – 36" – Industrial	Pak/10	34.40
Zip Ties -48" -- Industrial	Pak/10	46.25
ZipWall Kit – 4 Poles	Each	602.00

*RS* 10/8/20  
Initial

**Schedule C: Equipment Rental**

DESCRIPTION:	RATE:	UNIT:
100' Cable	27.00	Day
50' Cable	16.00	Day
Accounting Package	125.00	Day
Air Compressor, Portable	40.00	Day
Air Mover, Axial	42.00	Day
Air Mover, Carpet	30.00	Day
Air Scrubber, 2000 cfm	150.00	Day
Air Scrubber, 500 cfm	75.00	Day
Airless Sprayer	125.00	Day
Cable Ramps	15.95	Day
Camera, Infrared	125.00	Day
Dehumidifier – Large Commercial >25 gallon	129.50	Day
Dehumidifier – Medium Commercial <25 gallon	92.75	Day
Desiccant, 1,000 cfm	575.00	Day*
Desiccant, 3,000 cfm	875.00	Day*
Desiccant, 5,000 cfm	1,475.00	Day*
Dry Force Injectidry (Wall Cavity)	125.00	Day
DX Unit 1 Ton	275.00	Day
DX Unit 10 Ton	975.00	Day
DX Unit 25 Ton	1,225.00	Day
Flex-Duct	25.00	Day
Fogger/Macromist	40.00	Day
Fogger/Thermal	120.00	Day
Generator Cable, 5 Band	75.00	Day
Generator, 100kW	600.00	Day*
Generator, 150kW	800.00	Day*
Generator, 20kW	365.00	Day*
Generator, 200 kW	925.00	Day*
Generator, 50 kW	400.00	Day*
Generator, Portable	110.00	Day*
HVAC Cleaning System	560.00	Day
Hydroxyl	300.00	Day
Media Blasting Machine	475.00	Day
Mobile Phones/Radios	25.00	Day
Moisture Meter	42.50	Day
Orbital Floor Machine	42.50	Day
Ozone Generator, activated oxygen	125.00	Day
Personal Fall Protection	75.00	Day
Portable Carpet Machine	325.00	Day
Portable Dry Cleaning Machine	325.00	Day

*MS 10/8/20*  
Initial

<b>Schedule C: Equipment Rental</b>		
<b>DESCRIPTION:</b>	<b>RATE:</b>	<b>UNIT:</b>
Portable Extractor	132.50	Day
Power Distribution, 100-200 Amp	120.00	Day
Pressure Washer	125.00	Day
Pressure Washer – Hot	176.00	Day
Pump – Sump	63.00	Day
Pump – Trash	115.00	Day
Scaffolding, Bakers	42.50	Day
Spider Box	35.00	Day
Truck Mount Carpet Machine	475.00	Day
Ultrasonic Cleaning Station	375.00	Day
Vacuum – Upright Vacuum Cleaner	26.25	Day
Vacuum, Back Pack HEPA	125.00	Day
Vacuum, Wet/Dry HEPA	183.75	Day
Vapor Shark	76.50	Day
Vehicle – Auto/Pick-Up	125.00	Day
Vehicle – Box Truck	175.00	Day
Vehicle – Cargo Van	125.00	Day
Vehicle – Mobile Command Center	200.00	Day
Vehicle – Onsite Recovery Trailer (53')	150.00	Day
Vehicle – Semi-Tractor	350.00	Day
Vehicle – Trailer	125.00	Day
*Plus Fuel		
*3% Small Tools Charge (* i.e., 3% of total labor charges)		
**Pricing will be determined by geographic proximity and availability.		

**Schedule D: Subcontract/Rental Equipment**

- Scaffolding and erection, high-lift, personal man-lifts, lighting, power generation, water, portable toilets, personal protection equipment, front loaders, dumpsters, trailers, desiccant, and other necessary rentals will be invoiced at cost plus 10% overhead and 10% profit. Subcontract services will be also invoiced at cost plus 10% overhead and 10% profit.

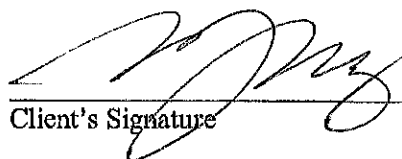
**Schedule E: Miscellaneous Expense**

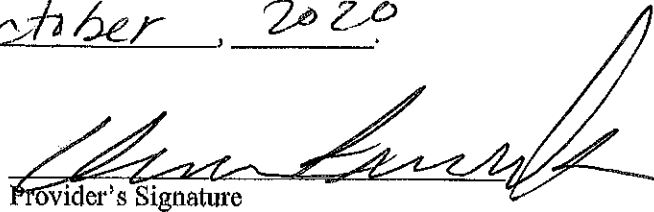
- Miscellaneous expenses (i.e., travel, lodging, meal per diem @ \$45/day, freight, utilities, etc.) will be invoiced at cost plus 10% overhead and 10% profit.
- Products other than those itemized in Schedule B will be invoiced at cost plus 10% overhead and 10% profit.

*RS* 10/8/20  
Initial



Agreed and accepted on this the 8<sup>th</sup> day of October, 2020.

  
Client's Signature

  
Provider's Signature

Amelia Shelley  
Printed Name


Quality Restoration Inc.  
Franchise Legal Name

1007 E Mill Plain Blvd.  
Address

Corporation  LLC  Partnership or  
 Sole Proprietorship

Vancouver WA 98663

d/b/a SERVPRO® of Team Friermuth

 10/8/20  
Initial



October 08, 2020

Atlanta • Austin • Bangor • Boston • Chicago • Cincinnati • Dallas  
Denver • Detroit • Hartford • Green Bay • Houston • Indianapolis  
Jackson • Jacksonville • Kansas City • Los Angeles • Memphis  
Miami - Fort Lauderdale • Minneapolis • Myrtle Beach • Nashville  
New Orleans • New York • Oklahoma City • Philadelphia  
Phoenix • Portland • Sacramento • San Antonio • San Diego  
San Francisco • Seattle • St. Louis • Washington, D.C.

YA is a construction consulting group that assists their clients with establishing fair and reasonable cost within a given area with current market conditions.

Services rendered at the rate of Time + Material are subject to review for actual costs incurred as well as proficiency. It is the service provider's responsibility to submit supportive documentation that justifies their invoice for compensation of services rendered.

The following list has been found to be fair and reasonable for the 98663-zip code area (AKA Vancouver, WA):

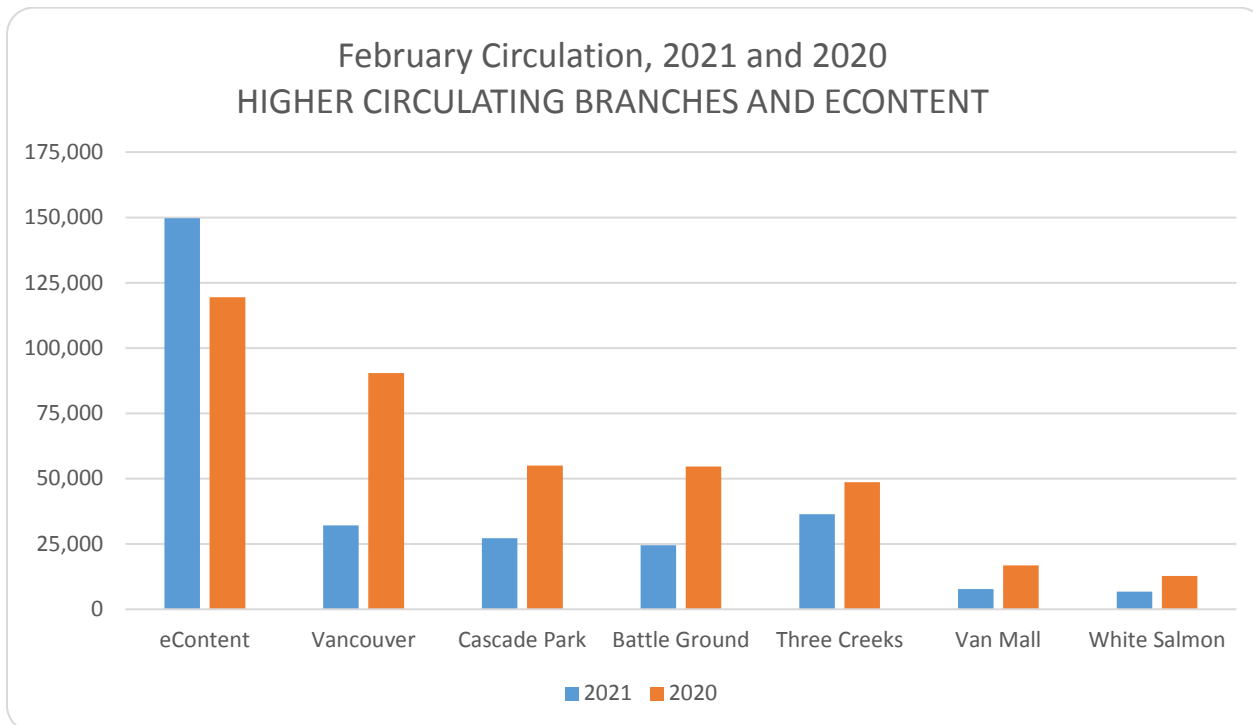
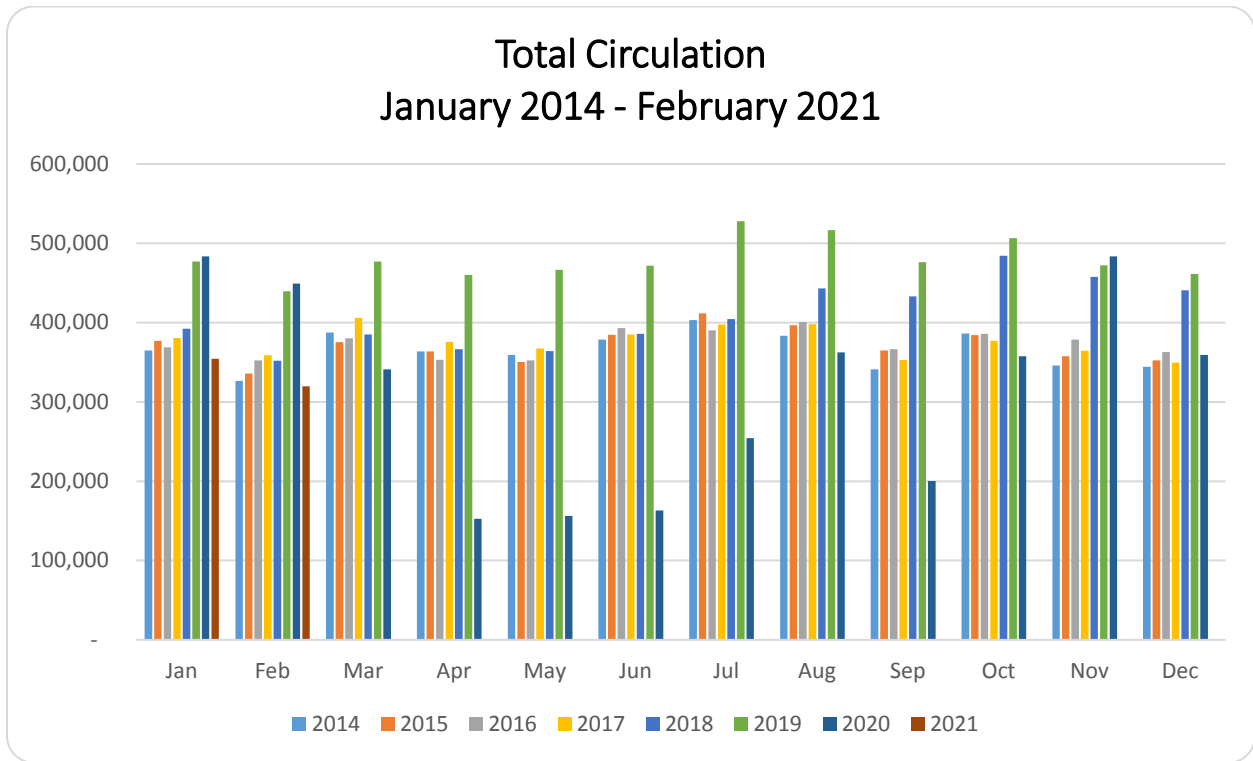
- Time and Expense: 10% Profit and 10% Overhead on third party labor, materials and consumables are the agreed terms. (Expenses)
- All estimates from third party companies will be submitted and agreed to prior to implementing.
- Equipment rental: Weekly rates (4 daily rates is equivalent to a 7-day rental), monthly rates (3 weekly rates is equivalent to 4 - 7-day periods).
- Personnel (Employee Classification) required to complete tasks associated with the work to be agreed to in writing prior to implementing. Supervision shall be no less than 8 laborers per 1 supervisor unless agreed to in writing prior to implementing.
- Travel expenses will not be invoiced unless agreed to in writing prior to implementing.
- OT (Overtime) will not be considered unless agreed to in writing prior to implementing.
- Small tools are expected as part of the employee's premium rate and are not to be invoiced with the exception, 3% on third party general labor.
- There will be no allowance for personal vehicle charges, an individual is responsible to provide their own transportation to and from the work place. No travel time within 30 min travel one way.
- Preparing invoices is not part of the Time and Expense contract. Invoicing is considered an overhead and will not be added to the Time and Expense invoice. Except when invoicing in excess of \$500,000.00 as a fair and reasonable amount.
- The Contractor will submit daily email reports to the Insured, Adjuster and the Consultant stating what was accomplished that day and their intentions for the following day. Reports will be accompanied with sign in / out sheets, equipment usage and placement sheets, moisture mapping if relative, tool and consumable sheets.

Note: It is the work performed by the employee, not the worker's title or qualifications, which determines the applicable classification.

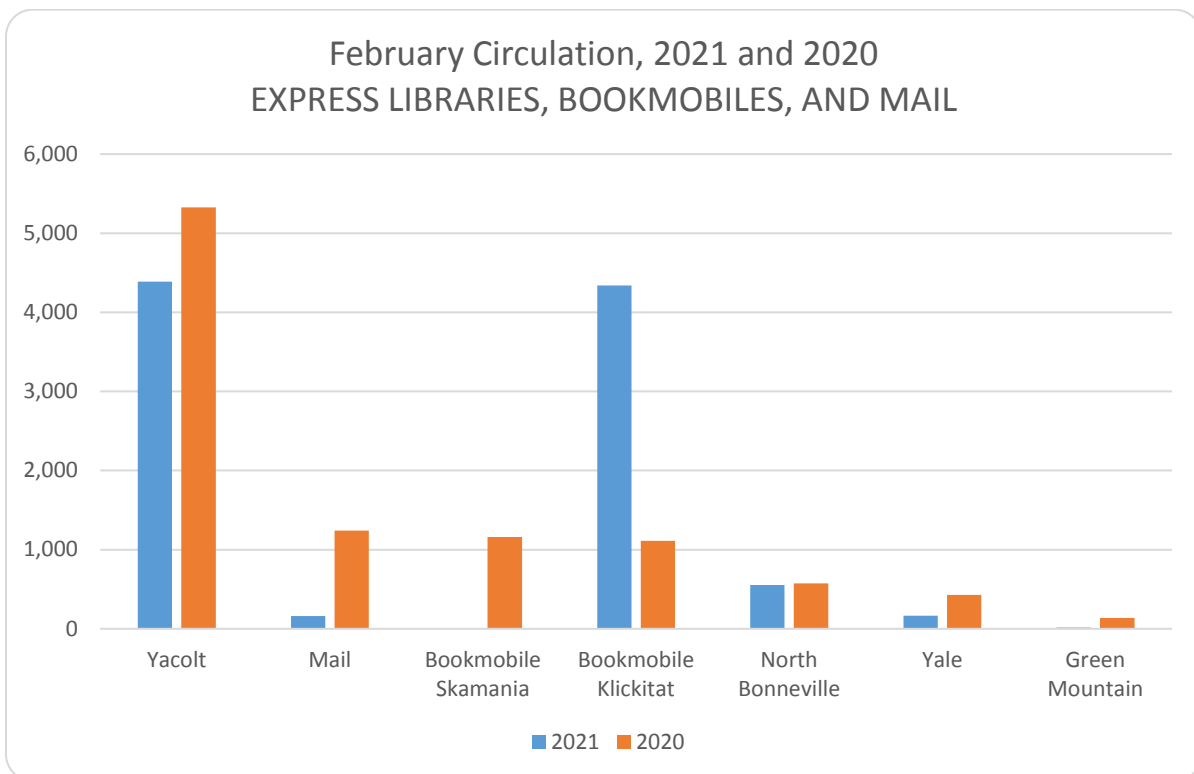
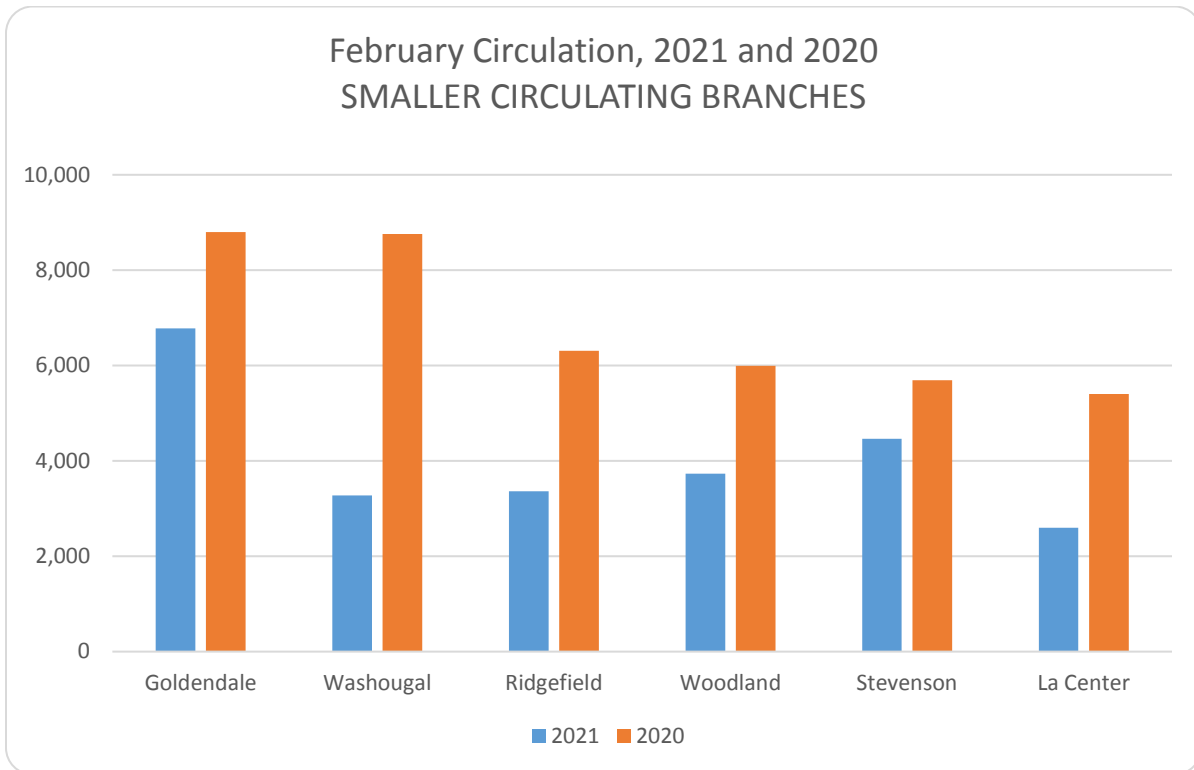
Time and Expense Invoices are expected to be submitted in an itemized daily format with support documentation of all costs. Computerized estimating programs will not be considered as a Time & Expense Invoice.

	February Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	24,464	54,614	-55.21%	50,943	112,092	-54.55%
Cascade Park Community Library	36,357	48,677	-25.31%	77,237	115,275	-33.00%
La Center Community Library	4,389	5,328	-17.62%	9,231	11,682	-20.98%
Ridgefield Community Library	4,460	5,692	-21.64%	9,590	12,116	-20.85%
Three Creeks Community Library	27,202	55,026	-50.57%	55,708	110,865	-49.75%
Vancouver Community Library	32,142	90,367	-64.43%	70,359	178,002	-60.47%
Vancouver Mall Library	7,695	16,836	-54.29%	16,342	33,623	-51.40%
Washougal Community Library	6,776	8,796	-22.96%	14,414	18,263	-21.08%
Green Mountain Library Express	16	136	-88.24%	76	324	-76.54%
Yacolt Library Express	2,596	5,402	-51.94%	5,203	11,275	-53.85%
LibCabinet at Vancouver Mall	1,130	0	100.00%	2,205	0	100.00%
<b>Clark County Total</b>	<b>147,227</b>	<b>290,874</b>	<b>-49.38%</b>	<b>311,308</b>	<b>603,517</b>	<b>-48.42%</b>
Woodland Community Library	3,730	5,994	-37.77%	7,887	12,650	-37.65%
Yale Library Express	166	430	-61.40%	296	932	-68.24%
<b>Cowlitz County Total</b>	<b>3,896</b>	<b>6,424</b>	<b>-39.35%</b>	<b>8,183</b>	<b>13,582</b>	<b>-39.75%</b>
Goldendale Community Library	3,277	8,760	-62.59%	7,205	17,790	-59.50%
White Salmon Valley Community Library	6,716	12,726	-47.23%	14,422	26,208	-44.97%
Klickitat County Bookmobile	160	1,242	-87.12%	353	2,570	-86.26%
<b>Klickitat County Total</b>	<b>10,153</b>	<b>22,728</b>	<b>-55.33%</b>	<b>21,980</b>	<b>46,568</b>	<b>-52.80%</b>
North Bonneville Community Library	552	573	-3.66%	1,146	1,224	-6.37%
Stevenson Community Library	3,363	6,308	-46.69%	6,808	13,163	-48.28%
Skamania County Bookmobile	150	1,112	-86.51%	359	2,333	-84.61%
<b>Skamania County Total</b>	<b>4,065</b>	<b>7,993</b>	<b>-49.14%</b>	<b>8,313</b>	<b>16,720</b>	<b>-50.28%</b>
District-wide renewals	206	384	-46.35%	420	702	-40.17%
Mail	4,341	1,160	274.22%	8,599	2,457	249.98%
InterLibrary Loan Materials	25		#DIV/0!	62	723	-91.42%
<b>Misc Total</b>	<b>4,572</b>	<b>1,544</b>	<b>196.11%</b>	<b>9,081</b>	<b>3,882</b>	<b>133.93%</b>
Downloadable eBooks	61,327	47,455	29.23%	129,911	99,947	29.98%
eMagazines	3,022	2,709	11.55%	5,883	7,446	-20.99%
Downloadable & streaming audiobooks	49,067	41,611	17.92%	104,101	86,395	20.49%
Downloadable & streaming music	25,880	22,742	13.80%	55,504	44,041	26.03%
Streaming video	10,374	4,974	108.56%	20,748	10,554	96.59%
<b>eContent Total</b>	<b>149,670</b>	<b>119,491</b>	<b>25.26%</b>	<b>316,147</b>	<b>248,383</b>	<b>27.28%</b>
<b>TOTAL</b>	<b>319,583</b>	<b>449,054</b>	<b>-28.83%</b>	<b>675,012</b>	<b>932,652</b>	<b>-27.62%</b>

## Circulation – March 2021



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NEW YORK TIMES BESTSELLER



NATURE'S  
BEST HOPE

A New Approach  
to Conservation That  
Starts in Your Yard

DOUGLAS W. TALLAMY

*Author of Bringing Nature Home*

You might think that someone who loves nature would rather be outside than inside, bent over a book. You'd be right, with one notable exception: the members of the Nature Lovers' Book Club, based out of the White Salmon Valley Community Library in White Salmon. Members meet via Zoom (for now) at 4 p.m. on the first Friday of every month.

The club's founder, White Salmon resident and self-professed "nature nerd" Marion Fox, attended White Salmon's annual Wild About Nature event featuring natural history lectures and art displays. The event drew quite a crowd and Fox was excited to be among so many other nature enthusiasts. She longed to learn more about the natural world and to have a group of like-minded folks to exchange ideas with. Fox decided to start a book club featuring nonfiction books about natural subjects.

"It's nice to share your enthusiasm and share information," Fox said. "It makes you more appreciative of what you're seeing and smelling and experiencing out in nature when you learn more about it."

Like a seed that sprouts underground, the idea needed fertile soil to develop. Fox first approached the White Salmon Library's newly hired branch manager, Ruth Shafer, who said the group could meet at the library even though the book club wasn't officially connected with the Fort Vancouver Regional Library system. Fox put up flyers on the library's bulletin board and started spreading the word.

"I think at the first meeting there were three of us: me and Ruth, our librarian, and Joy Markgraf, the organizer of Wild About Nature. It was pretty discouraging," Fox said. "In spite of that, we had a great talk about what we could read."

The club continued meeting through 2019, drawing more attendees each time, "and then you know what happened in 2020," Fox quipped.

Meetings were suspended for many months while the pandemic rolled on. Fox and Shafer kept in touch and met for walks a few times a month, taking solace in the outdoors, as have so many others. Nature, it seems, has become more important than ever. The club decided to reconvene over Zoom, drawing attendees from as far afield as Ridgefield and The Dalles, Ore. March 5 will be the group's fourth online get-together.

"You could actually join from anywhere in the world if you could find us," Shafer said. "It's not restricted to people in the Fort Vancouver Regional Library system. You don't even need a library card."

To join, all you need is need a computer screen or mobile device and to fill out the registration form at [fvrl.librarymarket.com/nature-lovers-book-group-22](https://fvrl.librarymarket.com/nature-lovers-book-group-22). Shafer tries to ensure there are extra copies of the book available through the White Salmon library, but if not, ask at your local library — wherever that may be — or purchase it online.

The featured book on March 5 is “Nature’s Best Hope: A New Approach to Conservation that Starts in Your Yard” by Douglas W. Tallamy. (It’s also available from Vancouver’s Vintage Books for \$29.95; order it at [vintage-books.net](http://vintage-books.net).) Upcoming meetings will focus on “Coyote America: A Natural and Supernatural History,” by Dan Flores, and “Octopus! The Most Mysterious Creature in the Sea,” by Katherine Harmon Courage.

“Every book that I’ve read, when I am out in nature, has taught me to look at nature in a different way,” said Shafer, who attends every meeting. “We’ve read some books that are about the big picture, the environment, and other books about microscopic creatures. We’ve read books about beavers, bees, animal language. I learned so much about fungus I can’t even believe it.”

Even though the composition of the group (anywhere from eight to 12 people, mostly retirees with some younger women) has changed because of the pandemic, participants’ enduring fascination with and exuberant love of nature isn’t new. Curiosity about the natural world is timeless, as old as humanity itself. “This has nothing to do with COVID, really,” Fox said. “It’s all the time. We want to share our enthusiasm with people who share it back with us.”

Fox appreciates that folks bring different passions and interests to the group and that’s what makes it so interesting.

“Not everyone’s a rock-turner. People care about different things. Some are birders, some are ecologists or conservationists, some like to look at wildflowers,” Fox said. “It’s not limited to one thing. Plants, animals, fungi — we’re all over the place. I want it to be a wide-ranging group.”

Thanks to Fox and Shafer, nature lovers everywhere have a place where they can talk about what matters to them and make the time they do spend outside even more meaningful.

“Some of the writing is so spectacular it brings nature to life even if you’re indoors,” Shafer said, “but then, when you go outdoors, it brings nature to life because you know more.”

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## Artist, cancer patient curates Black history exhibit at Vancouver library

[columbian.com/news/2021/feb/17/artist-cancer-patient-curates-black-history-exhibit](https://www.columbian.com/news/2021/feb/17/artist-cancer-patient-curates-black-history-exhibit)

Wyatt Stayner



When Lynda Tang met Claudia Carter in July, Carter had a singular focus.

Tang, who specializes in palliative care for Vancouver Clinic, likes to ask patients when she first meets them what their hopes and concerns are.

Carter, who was diagnosed with pancreatic cancer in February 2020, listed no concerns and only one hope, according to Tang's notes from that meeting last summer.

"I want to do another Black history event," the notes say.

Carter, a 66-year-old Vancouver resident, has built a presence in Clark County for her artwork and her continued efforts to educate the community about Black history.

So it's fitting that what might be Carter's last major wish was something for the community, not just something for herself. Carter has realized her hope, curating for a fourth year a Black History Month exhibit at the Vancouver Community Library in downtown Vancouver.

Carter was also able to bring her Black history exhibit to Clark County schools for the first time in the form of an educational video and study guide that helps students interact with and learn from the video.

“It is important for me to show African American kids that they have roots in Vancouver,” Carter said.

Bridgette Fahnbulleh, former president of NAACP Vancouver Branch 1139, said Carter has always been a kind person, focused on doing the right thing. Fahnbulleh is Carter’s younger sister.

Because of the cancer diagnosis, Fahnbulleh said times have been hard for their family, but Fahnbulleh says she continues to draw inspiration from her sister’s perseverance through her stage 4 cancer.

“Her biggest wish for Vancouver has come true,” Fahnbulleh said. “She wanted kids to see history in their community. They can understand they come from somewhere.”

Carter said she’s driven by a desire to represent Black people in her art, some of which is on display at the library. When Carter was growing up, she said it was rare to see people who looked like her in public art.

Carter said the lack of representation has an impact, because “art feeds the spirit,” which means that if there’s a lack of representation in art, there’s a lack of nourishment from art.

“The art that I saw around town didn’t represent me. I want Black children to see themselves in art,” Carter said. “To have a community, you have to have a connection to that community.”

Tang said she often gets to learn about patients’ lives while helping them, but her relationship with Carter has been particularly special, because she has been able to help Carter reach her goal of at least one more Black history exhibit, which benefits the community.

Tang said people often mistake palliative care as depressing, but she said Carter’s story is an example of how fulfilling and uplifting her job usually is.

“People tell me about their joy, what they are looking forward to,” Tang said. “I have a lot more good stories than I have bad stories.”

