



AGENDA FOR PUBLIC MEETING

DATE: Monday, April 19, 2021 at 6:00pm
LOCATION: Zoom Meeting <https://us02web.zoom.us/j/84593679746>
Meeting ID: 845 9367 9746; Passcode: 821145
OR
Dial: 253 215 8782

5:30 – 6:00p.m. Executive Session

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

6:00 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 Washougal Branch Report: Rachael Ries, Branch Manager
 - 4.3 FVRL Foundation Report: Rick Smithrud
 - 4.4 Equity Diversity Inclusion Report: Lee Strehlow
- 5. Consent Agenda ACTION
 - 5.1 Minutes Approval: March 1, 2021 meeting
 - 5.2 Minutes Approval: March 15, 2021 meeting
 - 5.3 FVRL Expenditure Approval: Reviewed by Kelsi Gilkey
- 6. Business
 - 6.1 Families First Coronavirus Cares Act (FFCRA) leave DISCUSSION
 - 6.2 Library Vehicle Usage Policy – Second Reading INFORMATION
 - 6.3 Library Privileges Policy – First Reading INFORMATION
 - 6.4 Security Monitoring Policy – First Reading INFORMATION
- 7. Board comments
- 8. Setting of next regular meeting – Monday, May 17, 2021 (Virtual)
- 9. Adjournment

Fort Vancouver Regional Library District

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

	2021 Budget (Approved 12/20)	March 2021 Revenues	All Revenue Received thru March 2021	Year - to - Date Annual Budget Percent
Property Taxes				
311.10 Property Taxes - Clark	\$23,469,214	\$2,183,957	\$2,373,134	10.11%
311.10 Property Taxes - Skamania	\$664,136	\$4,794	\$37,692	5.68%
311.10 Property Taxes - Klickitat	\$1,196,404	\$3,916	\$43,122	3.60%
311.10 Property Taxes - Cowlitz	\$326,395	\$956	\$1,792	0.55%
Total Property Taxes	\$25,656,149	\$2,193,624	\$2,455,740	9.57%
Other Taxes				
311.11 Other General Tax	\$0	\$0	\$0	0.00%
318.20 Leasehold Excise Tax	\$92,000	\$492	\$31,470	34.21%
Total Other Taxes	\$92,000	\$492	\$31,470	34.21%
Intergovernmental, Grants & Contracts				
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	\$556	\$32,266	18.98%
338.72 Yale Valley Library Dist	\$730,000	\$95,778	\$421,631	57.76%
338.72 INET City of Vancouver (PEG)	\$61,000	\$0	\$0	0.00%
338.72 Contracts - Clark County Jail	\$500	\$0	\$500	100.00%
Total Intergovernmental, Grants & Contracts	\$966,500	\$96,334	\$460,940	47.69%
Charges for Services				
341.60 Equipment Use Fees	\$20,000	\$16	\$280	1.40%
347.21 Non-Resident Borrower Fee	\$2,000	\$573	\$1,554	77.68%
347.90 Lost / Damaged Material Fee	\$5,000	\$465	\$2,047	40.93%
347.50 Collection Agency Referral Fee	\$5,000	\$60	\$230	4.60%
Total Charges for Services	\$32,000	\$1,114	\$4,110	12.84%
Miscellaneous				
361.11 Investment Interest	\$177,000	\$10,981	\$37,852	21.39%
362.00 Rental Income	\$2,500	\$0	\$16	0.64%
367.09 Restricted Contribution - GD	\$0	\$0	\$0	0.00%
367.10 Gifts/Contributions	\$3,351	\$0	\$3,132	0.00%
369.90 Library Friends Groups' Reimbursements	\$660,000	\$645	\$645	0.10%
369.90 Library Foundation Reimbursements	\$2,136,000	\$504,986	\$504,986	23.64%
369.40 Insurance Reimbursements	\$1,500,000	\$0	\$1,921,832	128.12%
369.90 Miscellaneous	\$8,500	-\$1	\$27	0.32%
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	\$0	\$11,644	5.82%
395.00 Sale of Assets	\$12,000	\$160	\$159	1.32%
Total Miscellaneous	\$4,701,851	\$516,771	\$2,480,292	52.75%
Total Operating Revenue	\$31,448,500	\$2,808,335	\$5,432,552	17.27%
Transfer in from Reserves	0	\$0	\$0	0.00%
Total Revenues and Transfer from Reserve	\$31,448,500	\$2,808,335	\$5,432,552	17.27%

3/12 months = 25.00%

Jan.-Dec. 2021 Fiscal Year

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

<u>Bars</u>	<u>Description</u>	2021 Budget (Approved 12/20)	March 2021 Expenditures	Year-to-Date Totals thru March 2021	Year to Date Annual Budget Percentage
Personnel					
572.00	Wages	11,563,314	804,762	2,548,271	22.04%
572.24	Benefit - Medical	2,501,458	525,203	592,887	23.70%
572.24	Benefit - Dental	306,644	22,574	69,145	22.55%
572.24	Benefit - Life, LTD, STD	132,891	8,521	25,217	18.98%
572.22	Benefit - PERS	1,459,354	102,447	324,350	22.23%
572.21	Benefit - FICA	871,318	59,943	189,910	21.80%
572.25	Benefit - L & I - Workers Compensation	117,603	5,399	15,752	13.39%
572.25	Benefit - PFML	17,941	1,181	3,738	20.83%
572.28	Unemployment Expense	10,000	0	1,600	16.00%
	Personnel Subtotal:	16,980,523	1,530,030	3,770,870	22.21%
Supplies					
572.30	Supplies	400,000	70,661	144,590	36.15%
572.35	Small Equipment (FF&E)	500,000	68,624	95,784	19.16%
572.38	Technology	525,000	66,347	274,636	52.31%
572.33	Professional Collection / Tech	300,000	7,765	39,368	13.12%
	Supplies & Small Equipmt/Tech Subtotal:	1,725,000	213,397	554,378	32.14%
Library Books / Materials					
572.34	Library Books & Materials	2,400,000	182,500	430,778	17.95%
572.39	Electronic Resources	1,400,000	310,823	461,574	32.97%
	Library Materials Subtotal:	3,800,000	493,323	892,352	23.48%
Other Services / Charges					
572.41	Professional Services	1,238,000	122,369	280,444	22.65%
572.42	Communications	419,400	52,293	112,442	26.81%
572.43	Training / Travel	108,000	3,726	4,701	4.35%
572.44	Advertising	29,000	592	1,502	5.18%
572.45	Rentals / Leases	519,200	150,087	318,723	61.39%
572.46	Insurance	223,700	-22	-5,855	-2.62%
572.47	Utilities	408,500	32,228	81,991	20.07%
572.48	Repairs & Maintenance	775,000	28,488	68,140	8.79%
572.49	Misc / Dues / Printing / Other	131,200	15,150	24,265	18.49%
572.50	Intergovernmental Services	2,500	277	757	30.28%
	Other Charges & Services Subtotal:	3,854,500	405,188	887,110	23.01%
Capital Outlay					
572.62	Buildings / Non-Owned	2,000,000	0	0	0.00%
594.62	Buildings / Owned	2,000,000	805,810	1,020,567	51.03%
597.62	Yale Project	730,000	115,181	303,779	41.61%
594.64	Machinery & Equipment	196,477	49,620	55,128	28.06%
	Capital Outlay Subtotal:	4,926,477	970,611	1,379,475	28.00%
Reserved Amount					
572.41	Professional Services-2021 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 31,286,500	\$ 3,612,549	\$ 7,484,185	23.92%
Total Reserved Projects		162,000	0	132,769	81.96%
Grand Total All Expenditures:		\$ 31,448,500	\$ 3,612,549	\$ 7,616,954	24.22%

March is the 3rd month of the fiscal year.
 Year-to-date budget percentages should
 be at 25.00%, representing 3/12 months.



APRIL 2021 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- Started Limited In-Person Service on April 12
- All staff eligible for vaccinations on April 15
- Allowing extended visits of up to 45 minutes
- Hiring resumed
- Started circulating Chromebook kits

2. Facilities Update

- Tour of Navigation Center for Administrative team
- Review of Operations Center by City of Vancouver
- Consultation with attorneys regarding contracts and insurance claims
- Yale Valley Library near completion (flag pole, shed, concrete pads, fencing)
- Ridgefield Library progressing well (HVAC, shelving installed, lighting complete)

3. Strategic Planning Process

- Led by Justin Keeler and Sam Wallin
- Reviewed content to date with consultant
- Community Town Halls - late April, early May

4. Executive Director's Activities: March 14 - April 19

- Fourth Plain Forward discussion with COV staff
- VPS/COV/FVRL Operating agreement
- Foundation Board Chair Paul Montague and Director Rick Smithrud with Chair Smith
- Duncan Brown with PFM on district financing
- Georgia Lomax, Pierce County Library District, organizational structure
- Planning for Limited In-person Branch Service
- Public Libraries of Washington weekly legislative calls
- Foundation Board meeting
- Ridgefield Internal Project/Facilities Planning meeting
- Battle Ground Village Retail Center Association
- Reviewed submittals/selected finalists - Washougal architects RFQ
- Staffing plans for Yale Valley and Yacont
- Donor recognition planning, signage review for Ridgefield and Yale Valley
- Yale Valley Board meeting
- for Yale Valley and Ridgefield
- Clark County Council meeting - Poet Laureate selection
- Woodland Friends meeting

APRIL BRANCH HIGHLIGHTS

April 19, 2021

SUPPORTING STUDENT SUCCESS

- This month, **Battle Ground Library** Senior Library Assistant (SLA), **Gen**, presented two Yacolt virtual storytimes. She saw a total of 13 children and had a lot of fun talking about birds, mimicking their sounds (penguins are hard!), and singing funny songs.
- **Washougal Library** SLA, **Deena White**, moderated a virtual Tween Book Group that was full to capacity and had fun coming up with a craft to accompany the discussion. She also learned to work with a new technology called Google Jamboard. This has been a very rewarding experience for her because of the district wide collaboration on these events.

BUILDING CONNECTED COMMUNITIES

- **La Center Library** was named as a beneficiary in the estate of Gail Hayden for a donation over \$10,000. Branch Manager **Jurinda Swingruber** hopes to use some of the funds to provide books for their youth discussion groups since the old Casino funds (donations) are no longer available.
- Craft and experience kits have created so many connections and goodwill between the library and our patrons. **Washougal Library** received yet another positive message from a patron on March 3rd, "Hello, I picked up a few of your Arts & Crafts projects and mailed them to my 5 year old grandson in New Jersey. Zeppelin and his Mom enjoyed putting the puzzle collage together. Thank you!"



Friends of **Vancouver Community Library** approved the purchase of Claudia Carter's sculpture, *Elephant Goddess*, which will be on permanent display in the Vancouver Room. Claudia is thrilled to have her favorite piece in the library, and we are all very happy to have this piece on display. Claudia has been a wonderful friend, volunteer, and supporter of the library for many years. We will have a small dedication ceremony at the end of April

- **Vancouver** Librarian, **Diane Clark**, did virtual presentations about library resources and navigating the FVRL website to two ESL classes and one Parenting Class at Clark College

STAFF – COMMUNITY ENGAGEMENT

- **Goldendale** Branch Manager, **Terra McLeod** gave a brief interview with KLCK AM radio in early March as well as an introductory interview with the Goldendale Sentinel.
- **Stevenson** Branch Manager, **David Wyatt** has joined the Stevenson Downtown Association board, and is co-chairing their design committee and working on a community clean up day for May 1, "Spruce Up Stevenson."

FOSTERING A CULTURE OF INNOVATION

- On March 13, SLAs from **Vancouver Mall Library, Heather and Amanda**, along with SLA, **Steven Williams**, from **Casacade Park Library** hosted “Un-Mute: Open Mic Night”, FVRL’s first virtual open mic program for 22 performances. It was a rousing success and an excellent opportunity for people to perform and have fun over Zoom. Enjoy some of the feedback comments and photos below:



- “I was amazed at how good ALL the poetry was! I'm not a poet and have a difficult time even understanding most poetry, but I enjoyed every single person who did poetry this evening. I enjoyed myself very much and hope the others in the program enjoyed my two tunes as well.”
- “Thank you for this. I have no suggestions for improvement, I thought it was wonderful. I was so moved to see these neighbors and fellow library lovers all together and entertaining and supporting each other. Truly grateful and happy tonight.”
- “Library programs are keeping me going during covid! “
- “Great job moderating and what positive energy from the attendees. Very uplifting!!!”
- “This is the most connected to our community that I’ve felt in a year (or more!).”
- Patron was effusive about how FVRLibraries rocked the pandemic and is grateful for how understanding we've been for the last year (extending due dates/holds/check out limits etc). She attended and was blown away by the local talent shown at the Open Mic program and hopes that we'll host more in the future. (Three Creeks Library patron)

- **White Salmon Valley Library** Branch Manager, **Ruth Shafer** shares a HOTSPOT story:
A local teen checked out a hotspot which she has been carrying with her everywhere. While driving to and from “away volley ball games”, she fires it up and anyone on the bus who wants to use it can. Recently she was at a game, White Salmon Valley vs Stevenson. The schools have been live streaming games on facebook due the limitation on fans in the stands. The only way many parents and grandparents have been able to watch the games has been on Facebook. At this game the Stevenson school district lost its internet connection and was unable to stream the game. Enter our WSV teen.....she brought our hotspot over to the officials who were able to log on and live stream the game for dozens of people to watch in both Klickitat and Skamania counties. Just one more way that we support our community....and thanks to ingenuity of this teen!

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

March 1, 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, Sandra Day, Jane Higgins, Kelsi Gilkey, Brian Carrico, Kate Maple

Excused: Mary Ann Duncan Cole

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

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

3. CHAIR ANNOUNCEMENTS

Chair Smith noted that FVRL is opening 7 branches with limited service starting today, Monday March 1, 2021. Congratulations to all who made that happen and the community thanks you for your efforts.

4. BUSINESS

4.1 Operations Center Emergency Declaration: Resolution 2021-6

FVRL is seeking a second Emergency Declaration from its Board of Trustees due to the prolonged nature of the effort to have electricity restored to the building after the October 3, 2020 flood. The lack of electricity and heat that were beyond FVRL's control have led to additional damage to the building including broken pipes due to freezing temperatures and the inability to begin necessary demolition work.

MOTION: Jane Higgins moved and Brian Carrico seconded approval of Resolution 2021-06. The motion carried unanimously via roll call.

5. NEXT REGULAR MEETING

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

6. ADJOURNMENT

The meeting adjourned at 6:30pm.

Approved:

Kelly Smith, Chair

Date

Sandra Day, Secretary

Date

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

March 15, 2021

5:45pm Executive Session

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

1. CALL TO ORDER

Chair Smith called the regular 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, Kate Maple, Brian Carrico (joined at consent agenda); Mary Ann Duncan-Cole

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; Guests: Sam Wallin, Barbara Jorgenson

2. AGENDA

MOTION: Jane Higgins moved and Sandra Day seconded approval of the agenda. The motion carried unanimously via roll call with the exception of Mary Ann Duncan-Cole and Brian Carrico who were not present for this motion.

3. CHAIR ANNOUNCEMENTS

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

4. REPORTS

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

Shelley 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 Report

Barbara Jorgenson, Branch Manager at Three Creeks Library showed a video and gave an update on the branch's activities. Kate Maple said this is a wonderful presentation and appreciates it. Sandra day liked "grab and go" concept on experience (craft) bags.

5. CONSENT AGENDA

5.1 Minutes Approval – February 16, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Sandra Day

5.3 2021 Budget Report

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

6. BUSINESS

6.1 Yale Valley Library District Operating Agreement

Shelley reviewed the revisions to the Yale Operating Agreement. Jane Higgins moved and Kate Maple seconded the revised Yale Valley Library District Operating Agreement.

6.2 Resolution 2021-07: ServPro Close Out Contract

MOTION: Mary Ann Duncan-Cole moved and Kelsi Gilkey seconded approval of Resolution 2021-07. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Dan Durringer, James Judkins, Christine Hawes, Kirk VanGelder, Richard Rylander, Jeff and Carol Lewis, Gary Wilson, Eduard Goncharuk, Quill Onstead, Dawn Seaver, Dawn Land

8. BOARD COMMENTS

Chair Smith thanked Lynne Caldwell and Gary Wilson for responding to the questions she posed at the end of the February Board meeting.

9. NEXT REGULAR MEETING

The next meeting is Monday, April 19, 2021 (Virtual)

10. ADJOURNMENT

The meeting adjourned at 6:40pm. Immediately following the adjournment of the regular meeting, a work session on strategic planning was held with consultant Stephanie Chase leading the session. This work session comprised a quorum of the Board present, but no decisions were made and the public was able to attend.

Approved:

Kelly Smith, Chair

Date

Sandra Day, Secretary

Date

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

April 19, 2021

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

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

Accounts Payable Warrants Issued	Numbers	<u>111747</u>	Through	<u>112030</u>	<u>\$ 2,572,355.11</u>
Accounts Payable EFT Payments		<u>EFT00863</u>	Through	<u>EFT00876</u>	<u>30,828.51</u>
Accounts Payable Warrants Voided	Numbers	111655			<u>(\$ 4,829.11)</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	<u>\$ -</u>
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Direct Deposits Issued	Numbers	<u>3/9/2021</u>	Through	<u>3/19/2021</u>	<u>\$ 735,186.19</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>			<i>Amount</i>	
WA Dept. of Revenue	3/23/2021			813.89	
Kaiser	3/2/2021			58.50	
Kaiser					
WA Dept of Retirement	3/3/2021			6,317.18	
WA Dept of Retirement	3/11/2021			78,648.84	
WA Dept of Retirement	3/30/2021			6,398.25	
WA Dept of Retirement	3/31/2021			85,093.97	
					<u>\$ 177,330.63</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 3,510,871.33</u>
Total Transactions for Approval					<u>\$ 3,510,871.33</u>

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

BOARD COVER WORKSHEET

BOARD DATE:

April 19, 2021

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
Accounts Payable			
March 3, 2021	111747-111774	470,892.12	
March 5, 2021	111775-111812	505,084.90	
March 12, 2021	111813-111859	196,439.28	
March 18, 2021	111860-111925	668,208.40	
March 22, 2021	111926	52,356.48	
March 26, 2021	111927-111978	158,041.22	
March 31, 2021	111979-112030	521,332.71	
Total Accounts Payable Warrants Issued		2,572,355.11	
Accounts Payable EFT Payments			
March 5, 2021	EFT00863-EFT00866	5,987.99	
March 16, 2021	EFT00867	618.72	
March 22, 2021	EFT00868-EFT00871	2,780.07	
March 26, 2021	EFT00872	100.00	
March 31, 2021	EFT00873-EFT00876	21,341.73	
Total Accounts Payable EFT Payments		30,828.51	
Accounts Payable Voids and Cancels			
March 11, 2021	111655		4,829.11
Total Accounts Payable Warrant Voids and Cancels			4,829.11
Total ADP ACH Auto Pull			
March 9, 2021	Payroll Direct Deposits/Check	263,407.50	
March 9, 2021	State Family & Medical Leave	1,549.19	
March 9, 2021	Federal	84,939.36	
March 9, 2021	Oregon	3,006.81	
March 19, 2021	Payroll Direct Deposits/Check	286,624.91	
March 19, 2021	State Family & Medical Leave	1,669.84	
March 19, 2021	Federal	90,911.05	
March 19, 2021	Oregon	3,077.53	
Total Payroll Direct Deposit Transfers		735,186.19	
ACH EFT Transfer			
March 23, 2021	WA Department of Revenue	813.89	
March 2, 2021	Kaiser	58.50	
March 30, 2021	Kaiser	55.25	
March 26, 2021	Kaiser	16,610.47	
March 10, 2021	Endicia (postage)	7,000.00	
March 3, 2021	WA Dept of Retirement	6,317.18	
March 19, 2021	WA Dept of Retirement	6,350.28	
March 11, 2021	WA Dept of Retirement	78,648.84	
March 18, 2021	WA Dept of Retirement	86,799.16	
March 30, 2021	WA Dept of Retirement	6,398.25	
March 31, 2021	WA Dept of Retirement	85,093.97	
Total ACH EFT Transfers		294,145.79	
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids		3,632,515.60	4,829.11
Total Funds to Approve for Disbursement			3,627,686.49

Finance Director Reviewed Camie Hancock

Fort Vancouver Regional Library District
Staff Report 2021-07
Vehicle Usage Policy

To: Board of Trustees

From: Amelia Shelley

Date: 02/16/21

Subject: New Policy related to operating District vehicles

Key Points:

- Clarifies requirements and standards for operating library vehicles
- Identifies need for planned maintenance and replacement

Overview:

Currently, driving a FVRL vehicle is covered in the Personnel Manual under *Use of Library Vehicles*. There have been several instances over the past few years where additional clarity around the responsibilities of drivers would have been helpful to provide clear expectations and guidance, particularly when dealing with accidents. The FVRL Personnel Manual needs to be modified to provide additional guidance and will be expanded upon to meet this purpose.

Action Requested:

In combination with FVRL's Personnel Handbook (attachment A), develop a policy that clarifies the responsibilities of staff who drive for FVRL

Advantages:

Provides direction from applicable RCWs

Disadvantages:

None

ATTACHMENT A - Excerpt from FVRL Personnel Manual

Use of library vehicles

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

The following expectations regarding use apply:

Eligibility and allowability

- FVRL vehicles are for official use only. **Official use includes driving as a condition of employment, between work and outreach or library locations, and attending training, meetings and other professional activities.**
- For insurance purposes, all drivers are required to provide, in advance of first use of an FVRL vehicle, their current driver's license number and information about any accidents or moving violations in the previous three years. They must report any new driving infractions (work related or personal) to Human Resources as they are incurred. Records will be verified through the district's insurance carrier or by a Human Resources staff member.
- **Any FVRL employee with a driver's license in good standing and sound driving skills may check out and operate a vehicle owned or leased by FVRL. They must be current library employees and must have a valid, current motor vehicle operator license from the State of Washington or Oregon and have their license in their possession while operating a library vehicle.**
- Employees authorized to operate library vehicles must immediately report any change in the status of their license, such as a driving infraction, restrictions or suspensions, to FVRL's Human Resources Office.
- Employees are required to pay for all parking or traffic tickets incurred while driving an FVRL vehicle.
- Non-employees are not permitted to operate FVRL vehicles but may ride in vehicles as passengers when on library business. Picking up hitchhikers is prohibited.
- Smoking in FVRL vehicles is prohibited.
- Personal use of library vehicles is strictly prohibited per RCW 46.08.065 for any activity other than taking a required break or mealtime or in an emergency. When a library vehicle is taken to out-of-town meetings, conferences or workshops, employees may use the vehicle for other reasonable purposes if they have no other form of transportation. **Overnight use of FVRL vehicles requires advance written approval from the Executive Director.**
- Any approved personal use of FVRL vehicles, including transportation to and from work, is considered taxable by the Internal Revenue Service and must be logged and reported.
- All employees who regularly drive FVRL vehicles will be required to participate in training at regular intervals.
- Employees are expected to observe all federal, state, and local laws and regulations and posted speed limits. Employees are expected to exercise highly responsible driving practices when using FVRL vehicles.

- Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations. Multiple infractions or accidents may lead to disciplinary action.
- If an employee is in an accident involving a library owned vehicle, they must report it immediately to their supervisor and file an FVRL incident report. If the accident involves another vehicle or a driving infraction, the employee must contact the local police. The employee's immediate supervisor will inform the Facilities and Fleet Manager and the Executive Director.

Fort Vancouver Regional Library District

Library Vehicle Usage Policy

Second Reading - 04/19/2021

PURPOSE

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

POLICY

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

Personal use of library vehicles is strictly prohibited per RCW 46.08.065 for any activity other than taking a required break or mealtime or in an emergency. When a library vehicle is taken to out-of-town meetings, conferences or workshops, employees may use the vehicle for other reasonable purposes if they have no other form of transportation. **Specific rules for operating library vehicles are outlined in Chapter 2 of the FVRL Personnel Manual.**

The transport of library personnel (FVRL employees, **Foundation employees**, board members, **volunteers and official guests**) to library related events, meetings and conferences, workshops, and seminars, and the delivery of library materials to homebound residents and bookmobile patrons living in the library's district and other tasks are subject to **FVRL's rules when traveling as passengers in FVRL vehicles.**

FVRL's Facilities and Fleet Division will be responsible for maintaining any library owned or leased vehicle in a safe and sound working condition through regularly scheduled maintenance and repair. When necessary, Facilities and Fleet will recommend replacement of vehicles based on need and availability of funds.

DEFINITIONS

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

ADMINISTRATION

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

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or

circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

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

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

Relevant policies: Personnel

Board approval:

Fort Vancouver Regional Library District
Staff Report 2021-11
Library Privileges Policy

To: Board of Trustees

From: Amelia Shelley

Date: 04/19/21

Subject: Revision of existing policy

Key Points:

- Simplifies requirements for getting a library card
- Employs new format
- Eliminates details that are procedural

Overview:

Currently, FVRL's Library Privileges Policy is extremely proscriptive in terms of details about different privilege levels and what that includes. Reducing it to a single library card with access based on whether the user is a resident, non-resident or reciprocal user or works as an educator greatly simplifies the policy. Other updates bring the policy in line with other policies in terms of content, references and associated policies.

Action Requested:

This is the first reading and for your review.

Advantages:

Clarity and simplicity for staff and the public.

Disadvantages:

None

Fort Vancouver Regional Library District Library Privileges Policy

DRAFT

PURPOSE

The Fort Vancouver Regional Library District (FVRL) Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment and has a great deal of trust in our borrowers. Our fine-free system is an expression of that faith. Therefore, the Board has established rules for the borrowing of materials intended to provide equitable and convenient access to the resources of the Library District.

POLICY

FVRL supports and encourages access by all borrowers, regardless of age, education, ethnicity, language, income, physical limitations

Library accounts are free to resident and reciprocal borrowers of any age, with the provision of current physical address and proof of identity.

Library accounts with limited privileges are available to resident and reciprocal borrowers who have not provided proof of current physical address, who lack identification, or for minors under the age of 18 without the signature of a parent/guardian.

Library accounts are available to non-resident borrowers for a single household fee paid annually. The fee will be the equivalent of the amount paid by the average household in the FVRL service district. This fee will be set annually by the Executive Director.

Educator accounts are available to those who can provide proof of employment as a classroom educator at a daycare, public or private K-12 school within FVRL's service area OR are a homeschool provider of a child under 18 (valid Declaration of Intent required over age 8). Educator accounts are not intended for personal use. Patrons holding both a personal account and an educator account must keep both accounts in good standing or risk loss of privileges for both.

See **Definitions** for more information on Borrower types.

Borrower types:

Everything card (full privileges):

Can check out up to 50 items and place up to 50 holds.

Access to all online resources.

- Includes all residents living in Clark, Skamania and Klickitat County with the exception of the City of Camas; all residents living within the city limits of Woodland, WA, and within the Yale Valley Library District service area in Cowlitz County; and property owners in the Library District's service area, even if they live elsewhere.
- Cards will need to be renewed after 2 years

eCard:

- Access to all online resources for residents of FVRL service areas.
- Eligible only if you do not already possess a full privileges card.

- Cards will need to be renewed after 2 years

Limited card:

- Adults and minors (pre-K through high school) in our service area who lack proof of address at registration.
- Limit of three (3) physical items checked out at a time.
- Includes access to all online resources.
- Does not require a photo ID or parental signature.
- Limited cards do not allow interlibrary loan.
- Cards will need to be renewed after 1 year

Reciprocal card:

- Can check out up to 50 items and place up to 50 holds.
- Access to most online resources.
- Reciprocal cards do not allow interlibrary loan.
- Oregon residents of Clackamas, Hood River, Multnomah, and Washington Counties, and Washington residents of Camas and other tax-supported public library jurisdictions with which FVRL has a reciprocal agreement. A full list of Washington and Oregon reciprocal partners is available on our website.

Non-resident card:

- Non-resident borrowers pay an annual fee that can be paid quarterly.
- Can check out up to 50 items and place up to 50 holds.
- Access to all online resources.
- Can use interlibrary loans.
- Non-residents are defined as Washington residents from areas where there is no tax-supported public library, jurisdictions without reciprocal agreements or temporary residents from out-of-state (except as listed above).

Educator Card:

- Patrons holding both a personal library card and an educator library card must keep both in good standing or risk losing borrowing privileges of both.
- Proof of employment as a classroom educator at a daycare, public or private K-12 school within FVRL's service area OR
- Be a homeschool provider of a child under 18 (valid Declaration of Intent required over age 8)
- Cards will expire after 1 year and can be renewed by presenting proof of employment or a valid Declaration of Intent as a home educator.
- Eligible to check out up to 100 items and place up to 100 holds.
- Eligible for extended due dates.
- Access to all online resources.
- Educator cards do not allow interlibrary loan.
- Intended for education-related items only. Personal use may result in loss of privileges.

Lost, stolen and replacement library cards

Patrons must report lost or stolen cards to the library to avoid being held responsible for materials checked out on their cards after the loss or theft is reported. If a patron reports a card lost or stolen, they must present ID in accordance with policy to be issued a new card.

Rules for borrowing

Library materials are loaned to individual library users with valid library cards for a specified period of time. The borrower is expected to return or renew the materials no later than the due date.

When a patron moves, changes their phone number, or email address, it is their responsibility to inform the library of the change to their account.

There are no fines for overdue materials; however, individuals are charged for lost and damaged materials.

Borrowers are responsible for everything checked out on their cards, even if those items are lost or stolen. Borrowing privileges of an individual cardholder will be suspended when limits established for the following activities are exceeded:

- Overdue materials
- Dollar amount owed for lost or damaged materials
- Interlibrary loan items lost

The Executive Director is authorized to establish and enforce reasonable limits for these privileges and will regularly keep the board informed of changes to the limits.

Restoration of borrowing privileges

Borrowing privileges will generally be restored when the patron has returned or paid for sufficient materials to be within the established limits. Exceptions for suspending, limiting or restoring privileges may be made at the discretion of the Executive Director or designee in consultation with the Library Board policy committee.

Intentionally damaging or retaining materials

It is a violation of state law and Library Privileges Policy to intentionally injure, deface, destroy or retain library property. Any person violating this subsection will have their library borrowing privileges suspended and may be prosecuted to the full extent of the law. Library borrowing shall remain suspended or limited at the discretion of the Executive Director, or designee, in consultation with the Library Board policy committee, regardless of whether the library is fully compensated for damaged materials.

Implementation and Appeal Rights

Library staff, as delegated by the Executive Director, will implement this policy. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner. Any person whose borrowing privileges have been suspended may appeal to the Executive Director to have their privileges restored or limited to a lesser extent. Library users who question the way that this policy has been applied to them may use the appeal process established by the Appeal Rights of Patrons Policy.

DEFINITIONS

Resident: Includes individuals living in Clark, Skamania and Klickitat County with the exception of the City of Camas; living within the city limits of Woodland, WA, and within any contracting district service area; and property owners in the Library District's service area, even if they live elsewhere.

Reciprocal: Oregon residents of Clackamas, Hood River, Multnomah, and Washington Counties, and Washington residents of Camas and other tax-supported public library jurisdictions with which FVRL has a reciprocal agreement. A full list of Washington and Oregon reciprocal partners is available on our website.

Non-resident: Individuals from counties geographically adjacent to the FVRL service area where there is no tax-supported public library, jurisdictions without reciprocal agreements or temporary residents from out-of-state (except as listed above).

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

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

CONTINUANCE

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

Relevant policies: Appeal Rights of Patrons, Confidentiality of Patron and Circulation Records, Library Internet Use, Rules of Conduct.

References: Authority for this policy is in 27.12.270 RCW Rules and regulations –Free Use of Libraries; 27.12.280 RCW Use by Non-residents-Exchange of Books; 27.12.290 RCW Violators May Be Excluded; 27.12.330 Penalty for Injury to Property; 27.12.340 RCW Willfully Retaining Books-Infraction; 9.91.010 RCW Denial of civil rights – Terms defined.

Board Approvals: Original Policy 10/14/1991; Revised 10/11/1993; Revised 5/2/1994; Revised 9/12/1994; Revised and combined with the Policy on Loaning of Materials 7/08/2002; Revised 12/13/2004; Revised 05/09/2005 – Implemented 8/01/2005 (formerly titled Borrowing Privileges; Revised 4/11/2006; Revised 8/10/2009; Revised 4/12/2010; Revised 5/15/2015; Revised 7/16/2018, Revised

Fort Vancouver Regional Library District Library Privileges Policy

DRAFT - CLEAN

PURPOSE

The Fort Vancouver Regional Library District (FVRL) Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment and has a great deal of trust in our borrowers. Our fine-free system is an expression of that faith. Therefore, the Board has established rules for the borrowing of materials intended to provide equitable and convenient access to the resources of the Library District.

POLICY

Library cards

FVRL supports and encourages access by all borrowers, regardless of age, education, ethnicity, language, income, physical limitations

Library accounts are free to resident and reciprocal borrowers of any age, with the provision of current physical address and proof of identity.

Library accounts with limited privileges are available to resident and reciprocal borrowers who have not provided proof of current physical address, who lack identification, or for minors under the age of 18 without the signature of a parent/guardian.

Library accounts are available to non-resident borrowers for a single household fee paid annually. The fee will be the equivalent of the amount paid by the average household in the FVRL service district. This fee will be set annually by the Executive Director.

Educator accounts are available to those who can provide proof of employment as a classroom educator at a daycare, public or private K-12 school within FVRL's service area OR are a homeschool provider of a child under 18 (valid Declaration of Intent required over age 8). Educator accounts are not intended for personal use. Patrons holding both a personal account and an educator account must keep both accounts in good standing or risk loss of privileges for both.

See **Definitions** for more information on Borrower types.

Lost, stolen and replacement library cards

Patrons must report lost or stolen cards to the library to avoid being held responsible for materials checked out on their cards after the loss or theft is reported. If a patron reports a card lost or stolen, they must present ID in accordance with policy to be issued a new card.

Rules for borrowing

Library materials are loaned to individual library users with valid library cards for a specified period of time. The borrower is expected to return or renew the materials no later than the due date.

When a patron moves, changes their phone number, or email address, it is their responsibility to inform the library of the change to their account.

There are no fines for overdue materials; however, individuals are charged for lost and damaged

materials.

Borrowers are responsible for everything checked out on their cards, even if those items are lost or stolen. Borrowing privileges of an individual cardholder will be suspended when limits established for the following activities are exceeded:

- Overdue materials
- Dollar amount owed for lost or damaged materials
- Interlibrary loan items lost

The Executive Director is authorized to establish and enforce reasonable limits for these privileges and will regularly keep the board informed of changes to the limits.

Restoration of borrowing privileges

Borrowing privileges will generally be restored when the patron has returned or paid for sufficient materials to be within the established limits. Exceptions for suspending, limiting or restoring privileges may be made at the discretion of the Executive Director or designee in consultation with the Library Board policy committee.

Intentionally damaging or retaining materials

It is a violation of state law to intentionally injure, deface, destroy or retain library property. Any person violating this subsection will have their library borrowing privileges suspended and may be prosecuted to the full extent of the law. Library borrowing shall remain suspended or limited at the discretion of the Executive Director, or designee, in consultation with the Library Board policy committee, regardless of whether the library is fully compensated for damaged materials.

Implementation and appeal rights

Library staff, as delegated by the Executive Director, will implement this policy. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner. Any person whose borrowing privileges have been suspended may appeal to the Executive Director to have their privileges restored or limited to a lesser extent. Library users who question the way that this policy has been applied to them may use the appeal process established by the *Appeal Rights of Patrons Policy*.

DEFINITIONS

Resident: Includes individuals living in Clark, Skamania and Klickitat County with the exception of the City of Camas; living within the city limits of Woodland, WA, and within any contracting district service area; and property owners in the Library District's service area, even if they live elsewhere.

Reciprocal: Oregon residents of Clackamas, Hood River, Multnomah, and Washington Counties, and Washington residents of Camas and other tax-supported public library jurisdictions with which FVRL has a reciprocal agreement. A full list of Washington and Oregon reciprocal partners is available on our website.

Non-resident: Individuals from counties geographically adjacent to the FVRL service area where there is no tax-supported public library, jurisdictions without reciprocal agreements or temporary residents from out-of-state (except as listed above).

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

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

CONTINUANCE

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

Relevant policies: Appeal Rights of Patrons, Confidentiality of Patron and Circulation Records, Library Internet Use, Rules of Conduct.

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Board Approvals: Original Policy 10/14/1991; Revised 10/11/93; Revised 5/2/1994; Revised 9/12/1994; Revised and combined with the Policy on Loaning of Materials 7/08/2002; Revised 12/13/2004; Revised 05/09/2005 – Implemented 8/01/2005 (formerly titled Borrowing Privileges; Revised 4/11/2006; Revised 8/10/2009; Revised 4/12/2010; Revised 5/15/2015; Revised 7/16/2018, Revised

Fort Vancouver Regional Library District Library Privileges Policy

The Fort Vancouver Regional Library District (FVRL) Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment and has a great deal of trust in our borrowers. Our fine-free system is an expression of that faith. Therefore, the Board has established rules for the borrowing of materials intended to provide equitable and convenient access to the resources of the Library District.

1. Borrower types:

Everything card (full privileges):

- Can check out up to 50 items and place up to 50 holds.
- Access to all online resources.
- Includes all residents living in Clark, Skamania and Klickitat County with the exception of the City of Camas; all residents living within the city limits of Woodland, WA, and within the Yale Valley Library District service area in Cowlitz County; and property owners in the Library District's service area, even if they live elsewhere.
- Cards will need to be renewed after 2 years

eCard:

- Access to all online resources for residents of FVRL service areas.
- Eligible only if you do not already possess a full privileges card.
- Cards will need to be renewed after 2 years

Limited card:

- Adults and minors (pre-K through high school) in our service area who lack proof of address at registration.
- Limit of three (3) physical items checked out at a time.
- Includes access to all online resources.
- Does not require a photo ID or parental signature.
- Limited cards do not allow interlibrary loan.
- Cards will need to be renewed after 1 year

Reciprocal card:

- Can check out up to 50 items and place up to 50 holds.
- Access to most online resources.
- Reciprocal cards do not allow interlibrary loan.
- Oregon residents of Clackamas, Hood River, Multnomah, and Washington Counties, and Washington residents of Camas and other tax-supported public library jurisdictions with which FVRL has a reciprocal agreement. A full list of Washington and Oregon reciprocal partners is available on our website.

Non-resident card:

- Non-resident borrowers pay an annual fee that can be paid quarterly.
- Can check out up to 50 items and place up to 50 holds.
- Access to all online resources.
- Can use interlibrary loans
- Non-residents are defined as Washington residents from areas where there is no tax-supported public library, jurisdictions without reciprocal agreements or temporary residents from out-of-state (except as listed above).

Educator Card:

- Patrons holding both a personal library card and an educator library card must keep both in good standing or risk losing borrowing privileges of both.
- Proof of employment as a classroom educator at a daycare, public or private K-12 school within FVRL's service area OR
- Be a homeschool provider of a child under 18 (valid Declaration of Intent required over age 8)
- Cards will expire after 1 year and can be renewed by presenting proof of employment or a valid Declaration of Intent as a home educator.
- Eligible to check out up to 100 items and place up to 100 holds.
- Eligible for extended due dates.
- Access to all online resources.
- Educator cards do not allow interlibrary loan.
- Intended for education-related items only. Personal use may result in loss of privileges.

2. Lost, stolen and replacement library cards

Patrons must report lost or stolen cards to the library to avoid being held responsible for materials checked out on their cards after the loss or theft is reported. If a patron reports a card lost or stolen, they must present ID in accordance with policy to be issued a new card.

3. Rules for borrowing

Library materials are loaned to individual library users with valid library cards for a specified period of time. The borrower is expected to return or renew the materials no later than the due date.

When a patron moves, changes their phone number, or email address, it is their responsibility to inform the library of the change to their account.

There are no fines for overdue materials; however, individuals are charged for lost and damaged materials.

Borrowers are responsible for everything checked out on their cards, even if those items are lost or stolen. Borrowing privileges of an individual cardholder will be suspended when limits established for the following activities are exceeded:

- Overdue materials
- Dollar amount owed for lost or damaged materials
- Interlibrary loan items lost

The Executive Director is authorized to establish and enforce reasonable limits for these privileges and will regularly keep the board informed of changes to the limits.

4. Restoration of borrowing privileges

Borrowing privileges will generally be restored when the patron has returned or paid for sufficient materials to be within the established limits. Exceptions for suspending, limiting or restoring privileges may be made at the discretion of the Executive Director or designee in consultation with the Library Board policy committee.

5. Intentionally damaging or retaining materials

It is a violation of state law and Library Privileges Policy to intentionally injure, deface, destroy or retain library property. Any person violating this subsection will have their library borrowing privileges suspended and may be prosecuted to the full extent of the law. Library borrowing shall remain suspended or limited at the discretion of the Executive Director, or designee, in consultation with the Library Board policy committee, regardless of whether the library is fully compensated for damaged materials.

6. Implementation and Appeal Rights

Library staff, as delegated by the Executive Director, will implement this policy. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner. Any person whose borrowing privileges have been suspended may appeal to the Executive Director to have their privileges restored or limited to a lesser extent. Library users who question the way that this policy has been applied to them may use the appeal process established by the Appeal Rights of Patrons Policy.

Authority for this policy is in the RCW.

Policy history:

Board Approved - Original Policy 10/14/1991

Revised 10/11/1993

Revised 5/2/1994

Revised 9/12/1994

Revised and combined with the Policy on Loaning of Materials 7/08/2002

Revised 12/13/2004

Revised 05/09/2005 – Implemented 8/01/2005 (formerly titled Borrowing Privileges)

Revised 4/11/2006

Revised 8/10/2009

Revised 4/12/2010

Revised 5/15/2015

Revised 7/16/2018

Revised: 3/18/2019

**Fort Vancouver Regional Library District
Staff Report 2021-12
Security Monitoring Policy**

To: Board of Trustees

From: Amelia Shelley

Date: 04/19/21

Subject: Revision of existing policy

Key Points:

- Updates policy to match current law
- Employs new format

Overview:

FVRL's Security Monitoring Policy needs to modify the length of time we retain digital images from security cameras to be in compliance with 42.56 RCW Public Records Act pertaining to the retention of and access to digital security camera images. Other updates bring the policy in line with other policies in terms of content, references and associated policies.

Action Requested:

This is the first reading and for your review.

Advantages:

Compliant with state law.

Disadvantages:

None

Fort Vancouver Regional Library District Security Monitoring Policy DRAFT

PURPOSE

Security Monitoring Policy Purpose Fort Vancouver Regional Library District (FVRL) employs recorded digital ~~video~~ **images** to ensure the physical security of the libraries' facilities, patrons, staff, materials and equipment.

POLICY

~~In pursuit of this objective,~~ FVRL properties may be equipped with security cameras. FVRL's ~~video~~ digital security system shall be used only for the protection and safety of patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws.

A sign will be posted at the building entrance disclosing the use of digital ~~video~~ **security** cameras. Cameras are not monitored continuously. Neither FVRL nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely only be examined in the event of a security or safety related incident.

Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment and deterrence of behavior that violates the FVRL's Rules of Conduct.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Access to ~~video~~ **security camera** records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.

Any images retained from FVRL's security system are stored digitally. It is the intent of FVRL to retain all recorded images for **30 days** ~~approximately 14 days~~. Images will be erased after that time unless an incident occurs that requires retaining the ~~video~~ **digital** record longer. Any records produced by FVRL's ~~the video~~ security system shall be kept in a secure manner and managed appropriately ~~by FVRL~~ to protect legal obligations.

Use and Disclosure of ~~Video~~ **Digital Security Camera** Records

- ~~Video~~ **Digital Security Camera** records may be used to identify a person or persons responsible for FVRL policy violations, criminal activity or actions considered disruptive to normal FVRL operations.
- ~~Video~~ **Digital Security Camera** records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- ~~Video~~ **Digital Security Camera** records are subject to the Washington State Public Records Law.
- Only the Executive Director or their designees shall be authorized to release ~~Video~~ **Digital Security Camera** records to law enforcement.

No one should assume that the presence of a **digital security camera system** at FVRL facilities guarantees safety for persons or property at any time nor should they assume that all cameras will be functioning properly at all times.

DEFINITIONS

"Public agency" means any state agency, board, commission, department, institution of higher education, school district, political subdivision, or unit of local government of this state including but not limited to municipal corporations, quasi-municipal corporations, special purpose districts, and local service districts. "Governing body" means the policy-making body of a public agency.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

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

CONTINUANCE

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

Relevant policies: Rules of Conduct; Confidentiality of Patron and Circulation Records, Special Use of Library Facilities and Grounds Policy, Appeal Rights of Patrons

References: 42.56 RCW Public Records Act

Board Approved: Original Policy June 9, 2008; Revised and Approved by the Board of Trustees: November 19, 2018; **Revised and Approved by the Board of Trustees**

Fort Vancouver Regional Library District
Security Monitoring Policy
DRAFT - CLEAN

PURPOSE

Security Monitoring Policy Purpose Fort Vancouver Regional Library District (FVRL) employs recorded digital image to ensure the physical security of the libraries' facilities, patrons, staff, materials and equipment.

POLICY

FVRL properties may be equipped with security cameras. FVRL's digital security system shall be used only for the protection and safety of patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws.

A sign will be posted at the building entrance disclosing the use of digital **security** cameras. Cameras are not monitored continuously. Neither FVRL nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely only be examined in the event of a security or safety related incident.

Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment and deterrence of behavior that violates the FVRL's Rules of Conduct.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Access to ~~video~~ **security camera** records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.

Any images retained from FVRL's security system are stored digitally. It is the intent of FVRL to retain all recorded images for **30 days**. Images will be erased after that time unless an incident occurs that requires retaining the **digital** record longer. Any records produced by **FVRL's** security system shall be kept in a secure manner and managed appropriately to protect legal obligations.

Use and Disclosure of **Digital Security Camera** Records

- **Digital Security Camera** records may be used to identify a person or persons responsible for FVRL policy violations, criminal activity or actions considered disruptive to normal FVRL operations.
- **Digital Security Camera** records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- **Digital Security Camera** records are subject to the Washington State Public Records Law.
- Only the Executive Director or their designees shall be authorized to release **Digital Security Camera** records to law enforcement.

No one should assume that the presence of a **digital security camera system** at FVRL facilities guarantees safety for persons or property at any time nor should they assume that all cameras will be functioning properly at all times.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

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

CONTINUANCE

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

Relevant policies: Rules of Conduct; Confidentiality of Patron and Circulation Records, Special Use of Library Facilities and Grounds Policy, Appeal Rights of Patrons

References: 42.56 RCW Public Records Act

Board Approved: Original Policy June 9, 2008; Revised and Approved by the Board of Trustees: November 19, 2018; **Revised and Approved by the Board of Trustees**



Security Monitoring Policy

Purpose

Fort Vancouver Regional Library District (FVRL) employs recorded digital video images to ensure the physical security of the libraries' facilities, patrons, staff, materials and equipment. In pursuit of this objective, FVRL properties may be equipped with security cameras. FVRL's video security system shall be used only for the protection and safety of patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws.

Practice

A sign will be posted at the building entrance disclosing the use of digital video cameras. Cameras are not monitored continuously. Neither FVRL nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely only be examined in the event of a security or safety related incident.

Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment and deterrence of behavior that violates the FVRL's Rules of Conduct.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Access to video records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.

Any images retained from FVRL's security system are stored digitally. It is the intent of FVRL to retain all recorded images for approximately 14 days. Images will be erased after that time unless an incident occurs that requires retaining the video record longer. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by FVRL to protect legal obligations.

Use and Disclosure of Video Records:

- Video records may be used to identify a person or persons responsible for FVRL policy violations, criminal activity or actions considered disruptive to normal FVRL operations.



- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video records are subject to the Washington State Public Records Law.
- Only the Executive Director or their designees shall be authorized to release video records to law enforcement.

No one should assume that the presence of a security video system at FVRL facilities guarantees safety for persons or property at any time nor should they assume that all cameras will be functioning properly at all times.

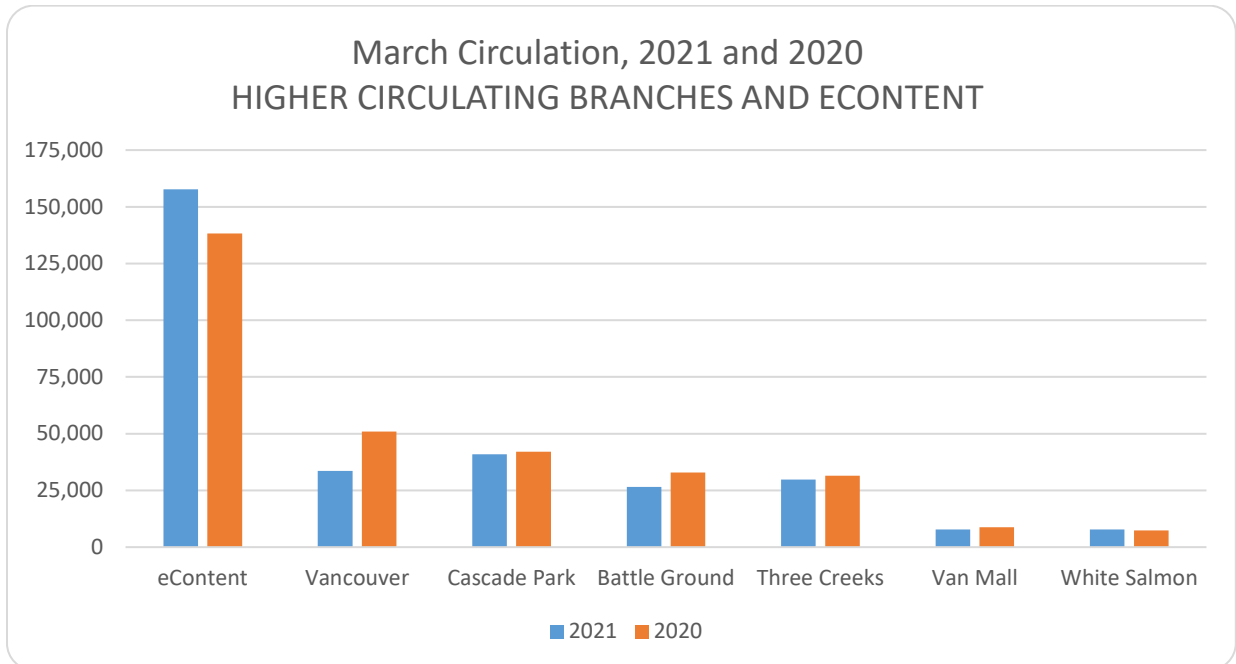
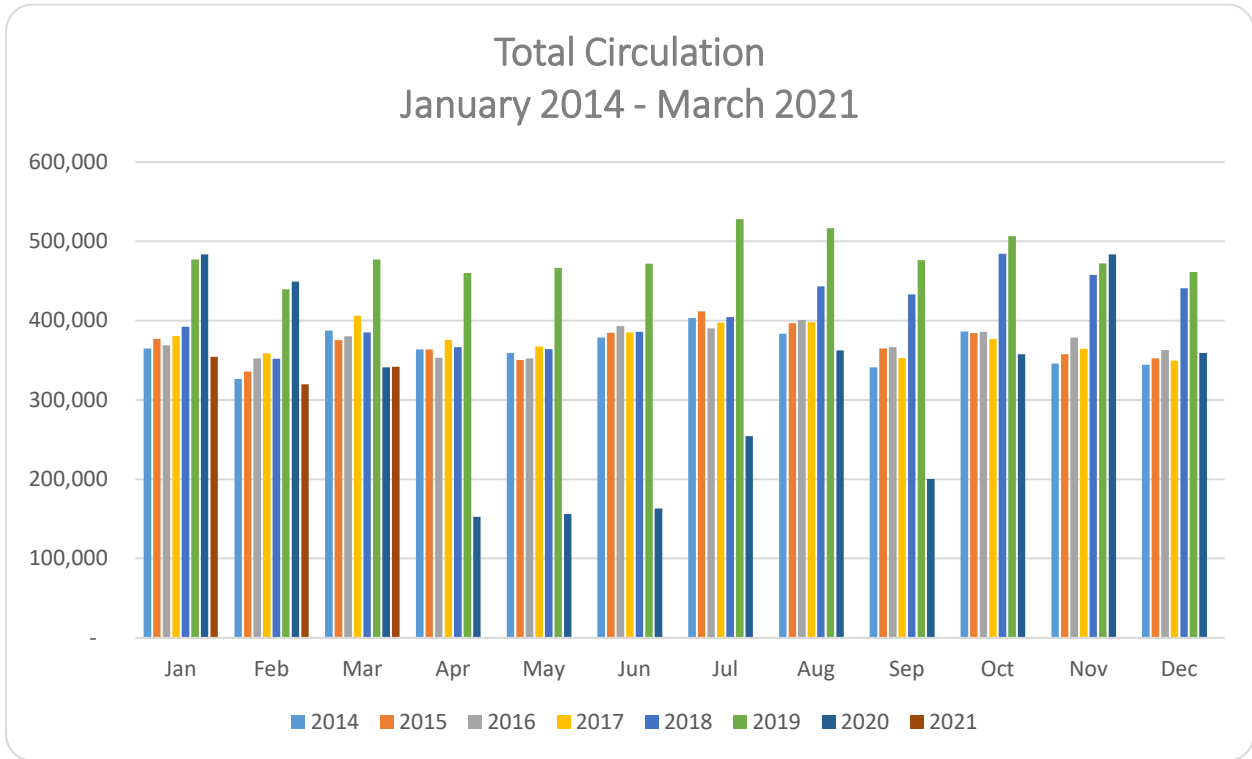
Board Approved: Original Policy June 9, 2008

Revised and Approved by the Board of Trustees: November 19, 2018

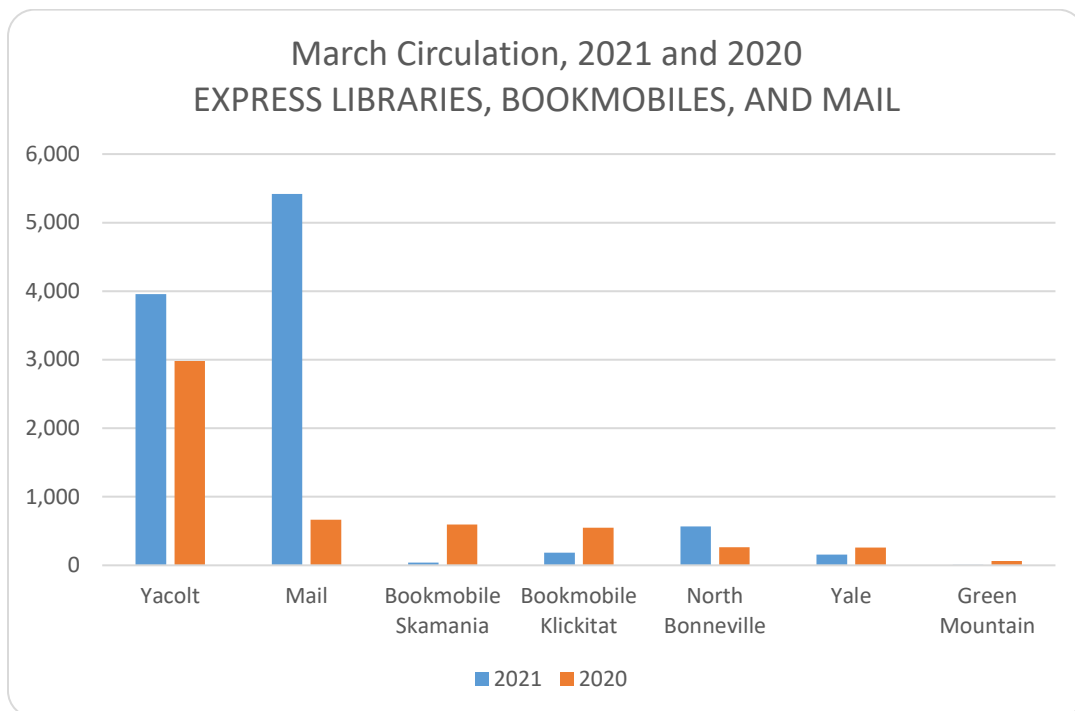
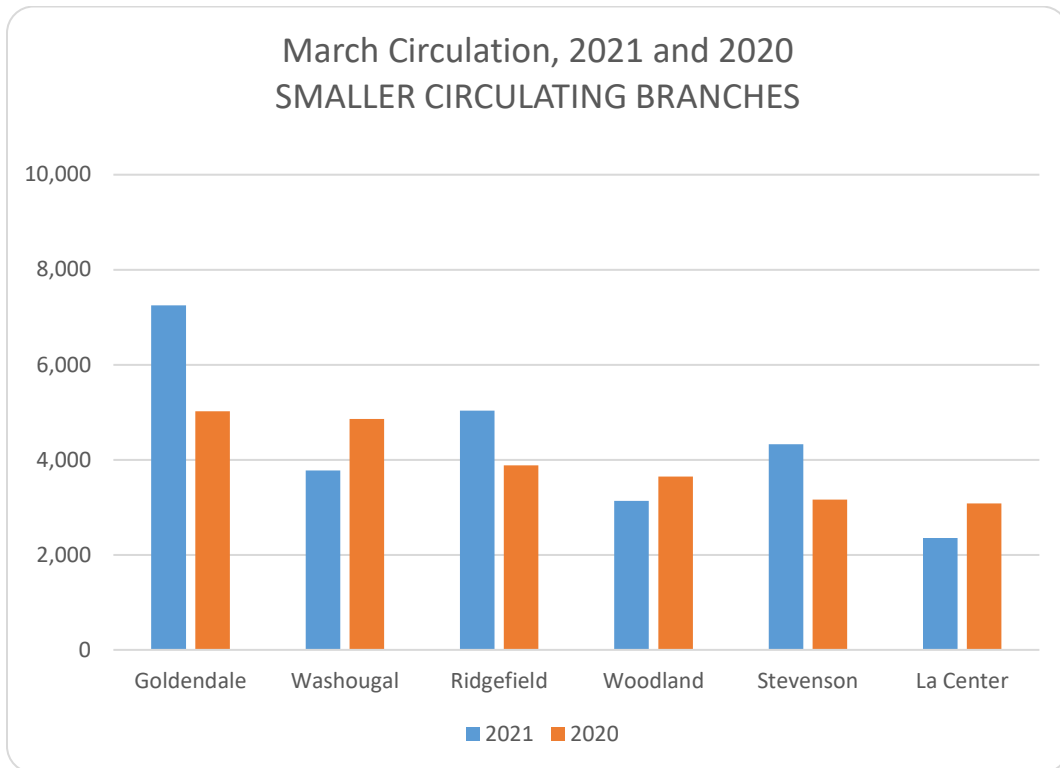
Fort Vancouver Regional Libraries

	March Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	26,617	32,912	-19.13%	77,560	145,004	-46.51%
Cascade Park Community Library	40,899	42,042	-2.72%	118,136	157,317	-24.91%
La Center Community Library	4,325	3,160	36.87%	13,556	14,842	-8.66%
Ridgefield Community Library	5,037	3,882	29.75%	14,627	15,998	-8.57%
Three Creeks Community Library	29,736	31,470	-5.51%	85,444	142,335	-39.97%
Vancouver Community Library	33,588	50,984	-34.12%	103,947	228,986	-54.61%
Vancouver Mall Library	7,812	8,709	-10.30%	24,154	42,332	-42.94%
Washougal Community Library	7,251	5,023	44.36%	21,665	23,286	-6.96%
Green Mountain Library Express	7	62	-88.71%	83	386	-78.50%
Yacolt Library Express	2,357	3,085	-23.60%	7,560	14,360	-47.35%
LibCabinet at Vancouver Mall	1,323			3,528		
Clark County Total	158,952	181,329	-12.34%	470,260	784,846	-40.08%
Woodland Community Library	3,958	2,980	32.82%	11,845	15,630	-24.22%
Yale Library Express	155	259	-40.15%	451	1,191	-62.13%
Cowlitz County Total	4,113	3,239	26.98%	12,296	16,821	-26.90%
Goldendale Community Library	3,777	4,863	-22.33%	10,982	22,653	-51.52%
White Salmon Valley Community Library	7,833	7,300	7.30%	22,255	33,508	-33.58%
Klickitat County Bookmobile	39	595	-93.45%	392	3,165	-87.61%
Klickitat County Total	11,649	12,758	-8.69%	33,629	59,326	-43.31%
North Bonneville Community Library	566	265	113.58%	1,712	1,489	14.98%
Stevenson Community Library	3,139	3,646	-13.91%	9,947	16,809	-40.82%
Skamania County Bookmobile	184	550	-66.55%	543	2,883	-81.17%
Skamania County Total	3,889	4,461	-12.82%	12,202	21,181	-42.39%
District-wide	278	224	24.11%	698	926	-24.62%
Mail	5,418	664	715.96%	14,017	3,121	349.12%
InterLibrary Loan Materials	19	220	-91.36%	81	943	-91.41%
Misc Total	5,715	1,108	415.79%	14,796	4,990	196.51%
Downloadable eBooks	64,984	58,250	11.56%	194,895	158,197	23.20%
eMagazines	2,894	2,291	26.32%	8,777	9,737	-9.86%
Downloadable & streaming audiobooks	55,874	45,526	22.73%	159,975	131,921	21.27%
Downloadable & streaming music	24,335	23,717	2.61%	79,839	67,758	17.83%
Streaming video	9,622	8,742	10.07%	30,370	19,296	57.39%
eContent Total	157,709	138,526	13.85%	473,856	386,909	22.47%
TOTAL	342,027	341,421	0.18%	1,017,039	1,274,073	-20.17%

Circulation – April 2021



Circulation – April 2021



Vancouver weighs selling Navigation Center

[columbian.com/news/2021/mar/11/vancouver-weighs-selling-navigation-center](https://www.columbian.com/news/2021/mar/11/vancouver-weighs-selling-navigation-center)

Calley Hair



Vancouver leaders are considering selling the Navigation Center, the beleaguered day shelter for the homeless temporarily closed by COVID-19, so it can serve as a new library headquarters.

Mayor Anne McEnerny-Ogle told The Columbian on Wednesday that the city council still needs to discuss the proposition at Monday's meeting. But on her end, selling is something she would "absolutely" support.

A few administrative staffers with Fort Vancouver Regional Libraries had been working in the vacant Navigation Center building since mid-December, after a burst pipe flooded their current headquarters facility at the corner of East Mill Plain Boulevard and Fort Vancouver Way.

Tak Kendrick, the library's communications and marketing director, said the library is using around 3,000 square feet of the 26,578-square-foot building.

“We certainly are potentially interested in the space, or at least having more formal discussions,” Kendrick said.

The Navigation Center, located at 2018 Grand Blvd. in central Vancouver, has proved a good fit for library operations in the meantime, McEnerny-Ogle said. Library leaders approached Vancouver City Manager Eric Holmes about potentially buying the property, she added.

“They needed to have a temporary move to the Grand building because they were flooded out,” McEnerny-Ogle said. “But I think they looked at the Grand Boulevard building with a new set of eyes.”

The transaction would additionally open up the existing library headquarters – owned by the city, available to the library district through a low-to-no-cost lease that doesn’t expire until 2030 – to other uses.

Vacating that building will allow both organizations to pursue their shared vision of an arts and innovation-focused community campus, including a K-5 school already under construction and funded by a voter-approved bond. The library headquarters was already being eyed as an eventual community arts space once the lease expired, but vacating the building earlier could accelerate the timeline.

“It’s a domino effect,” McEnerny-Ogle said. “We have buildings available now, so we’ll take one building at a time and see what we can do with it.”

Selling the Navigation Center would permanently shutter its day shelter for unhoused people. The shelter has been out of operation for nearly a year due to the pandemic.

Should the city move forward with the sale, it would likely put the profit in a homelessness services fund. Currently, no other properties are being formally considered by the city for a replacement shelter.

“We haven’t had that discussion,” McEnerny-Ogle said. “All we know is we’re taking this one step at a time.”

A rocky history

The Navigation Center opened in November 2018 to offer unhoused people a free and safe place to shower, use a restroom, do their laundry and charge their electronics.

The day center also served as a hub to connect clients with additional resources. Service providers for job assistance programs, transitory housing and health care would regularly meet with people on-site.

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From the clients' perspective, the day shelter was an unrivaled success. The Navigation Center operator reported that the facility had blown by its original goal of providing basic needs assistance to at least 300 people within its first year – six months in, staff and volunteers had helped 1,412.

Though the city of Vancouver owned the facility, it was operated by local homelessness nonprofit Share.

“Overall, we’re really pleased with the amount of people we’re able to serve and the services we’re able to offer,” the center’s then-manager, Jillian Daleiden, said at the time.

For residents of surrounding neighborhoods, however, the higher-than-expected traffic at the center wasn’t a positive feature.

Outside shelter hours of 7 a.m. to 5 p.m., residents reported that unhoused people would remain in the surrounding Central Park, Fourth Plain Village, Harney Heights, Maplewood and Rose Village neighborhoods. Residents and business owners started showing up to city council meetings to report incidents of harassment, drug activity and people defecating on their property.

Those anecdotes tracked with a formal report from the Vancouver Police Department: calls for service in the quarter-mile radius around the Navigation Center more than doubled compared to the year prior, up 131 percent in the facility’s first six months of operation.

“I would suggest that’s not abnormal, given the clientele being served,” VPD Chief James McElvain told the city council in July 2019.

By then, city councilors had already started to lose confidence in the facility, expressing frustration with its staffing and security limits and ordering a third-party review to ensure the center was aligned with best practices.

It went downhill from there. Share announced it would no longer serve as the center’s daily operator, officially halting its management of the facility in February 2020. A few weeks later, the city’s first-ever homeless resources manager resigned after six months on the job.

In the meantime, staff from Vancouver's Parks and Recreation Department stepped in to manage the shelter's day-to-day as city leaders continued a search for a permanent operator.

They'd found a promising prospect in a Seattle faith-based nonprofit, but it ultimately didn't matter; the Navigation Center closed its doors to its unhoused clients on March 19.

Since then, a handful of secondary COVID-safe services have been offered from the building. Former clients could swing by during very limited hours to pick up their mail, use the restroom, wash their hands or stock up on water bottles. Those who kept their belongings in storage lockers could continue to do so, with the opportunity to access them during those windows.

"We are actively looking for a more permanent site to provide those services," McEnerny-Ogle said Wednesday.

The city council plans to discuss the potential sale at its meeting at 6:30 p.m. on Monday.

Vancouver moves ahead with sale of Navigation Center

[columbian.com/news/2021/mar/16/vancouver-moves-ahead-with-sale-of-navigation-center](https://www.columbian.com/news/2021/mar/16/vancouver-moves-ahead-with-sale-of-navigation-center)

Calley Hair



Vancouver will move forward with the sale of its day shelter for the homeless, the city council decided Monday, and begin negotiations with Fort Vancouver Regional Libraries staff looking to purchase the facility and transform it into its new headquarters.

Selling the Navigation Center will permanently shut down its daytime shelter program, already temporarily closed due to COVID-19. When operational, the center provided restrooms, laundry, showers and other resources to a daily average of 160 people.

Julie Hannon, Vancouver's parks and recreation manager, oversaw the facility before it closed last year. She told the city council that the building had recently been appraised at \$4.325 million.

"If sold, we feel these net profits should go to dedicated resources and reinvestment in programs that support the homeless community," Hannon said.

Each of the city councilors agreed the city should push forward with the sale. However, they remained divided on whether they should turn their attention toward pursuing a replacement day shelter.

City moves forward on exploring sale of Grand Boulevard building to Fort Vancouver Regional Library

vbj.vbjusa.com/news/news-briefs/city-moves-forward-on-exploring-sale-of-grand-boulevard-building-to-fort-vancouver-regional-library

Joanna Yorke

March 19, 2021



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Mar 19, 2021

At its March 15 meeting, Vancouver City Council authorized the city to engage in negotiations with the Fort Vancouver Regional Library District (FVRL) on the potential sale of the city-owned building located at 2018 Grand Blvd. The sale creates opportunities for the Grand Boulevard building and the city-owned FVRL district operations building at 1007 E. Mill Plain Blvd.

FVRL began temporarily been using space in the Grand Boulevard building after its district operations building was extensively damaged last fall by a waterline break. FVRL has expressed interest in purchasing the Grand Boulevard space to provide a long-term stable location to house its administrative offices.

“The Fort Vancouver Regional Library has a longstanding relationship with the city, and we are encouraged by the opportunity to consider purchase of the Grand Boulevard building for our headquarters,” said FVRL Executive Director Amelia Shelley. “Our lease requires that FVRL have an exit plan from the old library building in the near future. We look forward to engaging with the surrounding neighborhoods and the city as we further explore this potential solution.”

The Grand Boulevard building formerly operated as the Navigation Center, which briefly served as a day center for people experiencing homelessness to receive services. If the sale of the building is successful, the city has committed to reinvesting revenue from the sale back into homelessness programs and services as part of the larger regional effort to address these needs in partnership with Clark County and other entities.

A potential sale and move of library offices would also spur an opportunity to consider new uses within the historic library building on Mill Plain Boulevard and optimize use of city properties.

“To ensure the best use of public assets we’re seeking to not only serve current community needs but to look ahead to the future of Vancouver,” said Vancouver City Manager Eric Holmes. “This includes providing the Grand Boulevard building for stable use suited to the surrounding neighborhoods and exploring turning the old library into an exciting new multiuse space whether that’s an arts destination, innovation incubator or other envisioned use that best serves our community.”

In 2018, the city, FVRL and Vancouver Public Schools developed a shared vision for the old library as a robust community center, including adaptive reuse as a community arts and innovation space and possible future inclusion of a midsize performing arts center. An elementary school for arts and innovation is already under construction on the site, funded by a voter-approved bond measure.

In determining the best uses of the former library building, the city will complete a facility use study to examine opportunities for the building that address community needs and will tap the city’s Culture, Art & Heritage Commission and others to help in that assessment.

Staff from the city and FVRL will facilitate conversations with neighborhood stakeholders around the Grand Boulevard building to gather feedback on the proposed sale and use of the building.

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