



**AGENDA FOR PUBLIC MEETING**

**DATE:** Monday, October 18, 2021

**LOCATION: 6:00pm Zoom Meeting Instructions for Regular Meeting**

Join Zoom Meeting <https://us02web.zoom.us/j/86218700389>

Meeting ID: 862 1870 0389; Passcode: 520979 **OR** Dial: +1 253 215 8782

**5pm – 5:30pm Work Session with the Fort Vancouver Regional Library Foundation**

Zoom Meeting: <https://us02web.zoom.us/j/82459045189>

Meeting ID: 824 5904 5189 ; Passcode: 620993 **OR** Dial: 1 253 215 8782

1. Call to Order

**5:30 - 5:55 p.m. Executive Session** Topic: Personnel: RCW 42.30.110 (g)

**6:00 p.m. Regular Meeting**

- 2. Agenda Approval ACTION
- 3. Chair Announcements INFORMATION
- 4. Citizen Comments (limited to 3 minutes)
- 5. Reports:
  - 5.1 Executive Director Organizational Report: Amelia Shelley
  - 5.2 Stevenson Community Library report – David Wyatt, Branch Manager
- 6. Consent Agenda ACTION
  - 6.1 Minutes Approval – September 20, 2021 meeting
  - 6.2 FVRL Expenditure Approval: Reviewed by Kelsi Gilkey
  - 6.3 VLCFA Expenditure Approval: Reviewed by Kelsi Gilkey
- 7. Business
  - 7.1 Personnel Committee
    - Executive Director Review INFORMATION
  - 7.2 Finance Committee
    - 2021 Budget Revision (first reading) INFORMATION
    - 2021 Reserve Plan INFORMATION
    - 2022 Preliminary Budget (first reading) INFORMATION
    - VLCFA Report INFORMATION
  - 7.3 Policy Committee
    - Fiscal Management Policy (2<sup>nd</sup> reading) INFORMATION
    - Asset Management Policy (2<sup>nd</sup> reading) INFORMATION

1007 E MILL PLAIN BLVD. VANCOUVER WASHINGTON 98663 • 360-906-5000 • [www.fvrl.org](http://www.fvrl.org)

Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



- 7.4 Resolution 2021-12: Approval of Contract Closeout
- 8. Board comments
- 9. Setting of next regular meeting – November 15, 2021 TBD
- 10. Adjournment

**ACTION  
INFORMATION**



## OCTOBER 2021 - ORGANIZATIONAL REPORT

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

- All locations open a minimum of 10 am to 6 pm Monday - Friday
  - No meeting room use
  - No in-person programs

### 2. Capital Projects

- Operations Center/Grand Blvd. building
  - Repairs continuing
  - Delays with flooring and lights
  - Space planning with interior designer/architect
- Woodland Community Library
  - Foundation survey
- Washougal Community Library
  - Build the Library team meeting
  - Lone Wolf Development/Hacker on site planning
- Battle Ground Community Library
  - Staff area refresh - delayed

### 3. Executive Director's Activities: September 21 - October 18, 2021

- All Staff Day
- Yale Valley Community Library - Grand Opening
- Washougal Building - Community Advisory Group
- Coffee Talk - Operations Center staff
- Comprise Smart Kiosk Demo
- Hybrid meeting equipment test
- IT Manager interview
- Urban Libraries Council - Directors meeting
- AMH demos
- City of Washougal - parking discussion
- City of Vancouver - purchase document review
- 2021 Revised Budget/2022 Budget - review and development
- VLCFA budget and levy
- Finance, Facilities and Policy Committee meetings
- Yale Valley Library District Board meeting
- Branch Managers and Supervisors meetings
- Hands On Museum in Olympia - research visit

**Fort Vancouver Regional Libraries**  
**Finance Report**  
September 30, 2021

**Cash Position**

Year to date revenue is \$22,616,423 and year to date expenditures are \$20,813,248 with ending September cash at \$19,834,226, representing an overall increase in cash of \$1,803,175 from the beginning of the year starting cash of \$18,031,051.

**Revenue**

**Property tax:** Revenues for September are \$671,632, with year to date collections at 60.89%. Last year at this time collections were at 59.31%.

**State Forest Boards:** Cowlitz County made an error in 2020 and gave the District the Partial Rural County Library District's (Longview) Forest Excise Tax. The district paid \$18,099 back to Cowlitz County during the month of September to correct this error. Receipts for September are \$1,214. State Forest Boards are running significantly over budget year to date.

**Yale Valley Library District:** Receipts of \$7,583 are reimbursement to FVRL for payment of construction costs paid to the general contractor, Pacific Tech.

**Investment income:** Revenue for September is \$9,316, year to date is running under budget. The Federal Reserve has dropped interest rates to near zero and the first increase is expected in 2022.

**Foundation Reimbursements:** We received \$12,906 for summer reading supplies and Three Creeks media material, and \$436,600 in reimbursement for Ridgefield project costs during the month of October.

**Expenses**

**Personnel:** Costs are running about 8% under budget year to date. There are currently 29 open positions. Hiring has been a challenge, as positions get filled internally, another position within the organization remains open.

**Supplies:** Expenditures are 11% over budget year to date due to flood recovery and on-going pandemic expenses.

**Technology:** Expenses are running 15% over budget year to date. This is a combination of chrome books for patron checkout and recovery technology expenses covered by insurance.

**Electronic Resources:** Over budget by 14% due to demand. Offset by Library Books and Materials being under budget due to a media shift in the pandemic.

**Professional Services:** Expenditures were \$117,903 for September and are running 4% over budget year to date. This is a combination of additional costs due to the payroll position filled with a temp for the first half of year, additional cleaning of branches and insurance recovery expenses included in revenue.

**Capital Outlay: Buildings Owned:** Expenditures are 6% over budget due YTD due to the Ridgefield Library new construction completed in the first half of the year and the Operations Center repairs starting in June.

## Fort Vancouver Regional Library District

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

	2021 Budget (Approved 12/20)	September 2021 Revenues	All Revenue Received thru September 2021	Year - to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Taxes - Clark	23,469,214	649,216	14,117,192	60.15%
311.10 Property Taxes - Skamania	664,136	6,595	427,951	64.44%
311.10 Property Taxes - Klickitat	1,196,404	13,056	890,063	74.39%
311.10 Property Taxes - Cowlitz	326,395	2,765	185,650	56.88%
<b>Total Property Taxes</b>	<b>25,656,149</b>	<b>671,632</b>	<b>15,620,856</b>	<b>60.89%</b>
<b>Other Taxes</b>				
311.11 Other General Tax	0	0	0	0.00%
318.20 Leasehold Excise Tax	92,000	644	112,483	122.26%
<b>Total Other Taxes</b>	<b>92,000</b>	<b>644</b>	<b>112,483</b>	<b>122.26%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
332.00 Federal in-lieu of Taxes	5,000	0	922	18.45%
333.00 Grants through ESD 112	0	3,550	3,550	0.00%
336.02 State In-lieu of Taxes	0	0	10,486	0.00%
334.84 State Grants	0	0	5,102	0.00%
335.05 State Forest Boards	170,000	-16,879	218,403	128.47%
338.72 Yale Valley Library Dist	730,000	7,583	712,586	97.61%
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>-5,746</b>	<b>951,550</b>	<b>98.45%</b>
<b>Charges for Services</b>				
341.60 Equipment Use Fees	20,000	1,839	5,775	28.88%
347.21 Non-Resident Borrower Fee	2,000	494	4,492	224.62%
347.90 Lost / Damaged Material Fee	5,000	8,333	18,971	379.43%
347.50 Collection Agency Referral Fee	5,000	370	1,840	36.80%
<b>Total Charges for Services</b>	<b>32,000</b>	<b>11,036</b>	<b>31,079</b>	<b>97.12%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	177,000	9,316	102,642	57.99%
362.00 Rental Income	2,500	0	0	0.00%
367.09 Restricted Contribution - GD	0	0	0	0.00%
367.10 Gifts/Contributions	3,351	105	12,333	368.05%
369.90 Library Friends Groups' Reimbursements	660,000	31	1,831	0.28%
369.90 Library Foundation Reimbursements	2,136,000	12,906	1,943,860	91.00%
369.40 Insurance Reimbursements	1,500,000	0	3,682,175	245.48%
369.90 Miscellaneous	8,500	50	190	2.24%
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	156,814	78.41%
395.00 Sale of Assets	12,000	9	610	5.08%
<b>Total Miscellaneous</b>	<b>4,701,851</b>	<b>22,417</b>	<b>5,900,455</b>	<b>125.49%</b>
<b>Total Operating Revenue</b>	<b>\$ 31,448,500</b>	<b>\$ 699,982</b>	<b>\$ 22,616,423</b>	<b>71.92%</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>\$ 699,982</b>	<b>\$ 22,616,423</b>	<b>71.92%</b>

9/12 months = 75.00%

Jan.-Dec. 2021 Fiscal Year

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

<u>Bars</u>	<u>Description</u>	2021 Budget (Approved 12/20)	September 2021 Expenditures	Year-to-Date Totals thru September 2021	Year to Date Annual Budget Percentage
<b>Personnel</b>					
572.10	Wages	11,563,314	889,964	7,734,451	66.89%
572.24	Benefit - Medical	2,501,458	188,987	1,748,541	69.90%
572.24	Benefit - Dental	306,644	23,179	209,180	68.22%
572.24	Benefit - Life, LTD, STD	132,891	9,232	77,508	58.32%
572.22	Benefit - PERS	1,459,354	89,064	946,639	64.87%
572.21	Benefit - FICA	871,318	66,462	576,982	66.22%
572.25	Benefit - L & I - Workers Compensation	117,603	5,744	50,466	42.91%
572.25	Benefit - PFML	17,941	1,306	11,343	63.22%
572.28	Unemployment Expense	10,000	0	1,600	16.00%
	<b>Personnel Subtotal:</b>	<b>16,980,523</b>	<b>1,273,938</b>	<b>11,356,710</b>	<b>66.88%</b>
<b>Supplies</b>					
572.30	Supplies	400,000	38,885	339,610	84.90%
572.35	Small Equipment (FF&E)	500,000	8,900	233,799	46.76%
572.38	Technology	525,000	6,118	471,279	89.77%
572.33	Professional Collection / Tech	300,000	3,063	148,835	49.61%
	<b>Supplies &amp; Small Equipmt/Tech Subtotal:</b>	<b>1,725,000</b>	<b>56,966</b>	<b>1,193,523</b>	<b>69.19%</b>
<b>Library Books / Materials</b>					
572.34	Library Books & Materials	2,400,000	123,659	1,106,477	46.10%
572.39	Electronic Resources	1,400,000	126,450	1,240,047	88.57%
	<b>Library Materials Subtotal:</b>	<b>3,800,000</b>	<b>250,109</b>	<b>2,346,524</b>	<b>61.75%</b>
<b>Other Services / Charges</b>					
572.41	Professional Services	1,238,000	117,903	914,612	73.88%
572.42	Communications	419,400	38,253	329,798	78.64%
572.43	Training / Travel	108,000	13,428	33,378	30.91%
572.44	Advertising	29,000	960	8,910	30.72%
572.45	Rentals / Leases	519,200	79,116	802,019	154.47%
572.46	Insurance	223,700	9,464	201,108	89.90%
572.47	Utilities	408,500	34,001	237,254	58.08%
572.48	Repairs & Maintenance	775,000	84,521	460,144	59.37%
572.49	Misc / Dues / Printing / Other	131,200	5,822	64,813	49.40%
572.50	Intergovernmental Services	2,500	280	2,718	108.72%
	<b>Other Charges &amp; Services Subtotal:</b>	<b>3,854,500</b>	<b>383,748</b>	<b>3,054,754</b>	<b>79.25%</b>
<b>Capital Outlay</b>					
594.62	Buildings / Non-Owned	2,000,000	51,746	565,831	28.29%
594.62	Buildings / Owned	2,000,000	4,904	1,617,807	80.89%
595.62	Yale Project	730,000	4,420	424,452	58.14%
594.64	Machinery & Equipment	196,477	0	120,879	61.52%
	<b>Capital Outlay Subtotal:</b>	<b>4,926,477</b>	<b>61,070</b>	<b>2,728,968</b>	<b>55.39%</b>
<b>Reserved Amount</b>					
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>\$ 2,025,831</b>	<b>\$ 20,680,479</b>	<b>66.10%</b>
<b>Total Reserved Projects</b>		<b>162,000</b>	<b>0</b>	<b>132,769</b>	<b>81.96%</b>
<b>Grand Total All Expenditures:</b>		<b>\$ 31,448,500</b>	<b>\$ 2,025,831</b>	<b>\$ 20,813,248</b>	<b>66.18%</b>

September is the 9th month of the fiscal year. Year-to-date budget percentages should be at 75.00%, representing 9/12 months.

---

## OCTOBER BRANCH HIGHLIGHTS

October 18, 2021

---

### SUPPORTING STUDENT SUCCESS

- Washougal Branch Manager, Rachael Ries and Washougal High School Librarian, Hillary Marshall, are doing Washougal READS this year with one community read in the Fall and one in the Spring. The fall book is the *Patron Saints of Nothing* by Randy Ribay and the spring read is *Dry* by Neal Shusterman
- Woodland Branch Manager, Jennifer Hauan, reported that Summer @ Your Library (SAYL) went pretty well in Woodland. They appreciated having the Story Walks and experience kits to hand out. One of their young patrons won the grand prize for their age group!
- September brought an "I Spy board" to the children's area at Three Creeks Library with both an indoor and an outdoor challenge.



### BUILDING CONNECTED COMMUNITIES

- September has been a busy month at the Yale Valley Community Library! They continue to welcome community members that are new to FVRL, and have signed up many with new library accounts. The Telepen access has been very well received. A picture of the device (right) was included in their Facebook page this month to help showcase this unique feature. Many patrons utilize the library computers, wifi, printing and copying because they live off the grid or just do not have access to wifi, so the library has been a huge benefit to many in this community.
- La Center Library felt honored to have one of their regular voracious teen readers ask to have her senior high school photos taken inside their library at off hours!
- The Klickitat County (GD) bookmobile has a comic strip contest where winners will win a custom badge and the entries will be displayed on the bus (behind the desk). They're looking forward to getting some creative entries!





- After a long process that included the support from many people in the district including Amelia, Communication Division, Facilities, Purchasing and Accounting, the print from the Exquisite Gorge project in 2019 at the Goldendale Library was finally framed and mounted, and CMD is working on a plaque.

### STAFF – COMMUNITY ENGAGEMENT

- Vancouver Community Library Manager, Kelly Lamm and Washougal Community Library Manager, Rachael Ries staffed the table at the Multicultural Fair which the Library was one of the sponsors. They gave out a lot of books donated by the Foundation and craft kits even with the morning starting out rainy.
- For outreach at Ridgefield Library, roughly 158 people were contacted through the local Multicultural Fair, 50 at Experience Ridgefield and 75 through take home experience kits, reaching about 283 in September.



### PATRON COMMENTS / INTERACTIONS

- La Center had a young child donate \$3 to the library this month because they'd really enjoyed the Take & Make Kits that the library offered!
- The Goldendale staff had been working with a patron over a few weeks. The patron had been trying to renew her green card, but was having trouble due to shutdowns in relation to the pandemic. Various staff members assisted by not only providing needed paperwork, but finding the closest office, calling to help make an appointment where they call her (she had been calling the main office and been on hold for hours with no luck), getting computer and printing help where needed, and offered a chromebook kit to take home--which helped her tremendously. On top of this, her mother had passed away and she needed to get her green card renewed so she could attend the funeral in Canada. With everyone's help, she let us know that after all that was said and done, she made it to the funeral with minutes to spare, and was very grateful for everyone's help.
- Patron's comment from Vancouver: "This library is amazing. It keeps us here. We visited another area and had a keen interest in moving as it had so much for our children; then we visited the library. It's very hard to find libraries that compare to this one."
- A patron at Battle Ground wanted to express a "million thanks" for how the library has handled all the challenges of the pandemic, particularly curbside service early on. She had a family member from Colorado visit last year, and they were so impressed! She also particularly enjoyed the surprises of new authors in the Sampler bags.



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

*September 20, 2021*

**1. CALL TO ORDER**

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

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

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

*Administrative Team:* Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Dave Josephson, Facilities Director, Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant; Guest: Holland Christie, BattleGround Community Library Branch Manager

**2. AGENDA**

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

**3. CHAIR ANNOUNCEMENTS**

Chair Smith is resigning her position on the Board of Trustees due to a move to Ridgefield effective September 30, 2021. Chair Smith thanked everyone she has worked with.

**4. REPORTS**

**4.1 Executive Director's Organizational Report and FVRL COVID-19 Response: Amelia Shelley and Administrative Team**

Shelley and the Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the Covid-19 pandemic.

**4.2 Branch Report: Battle Ground Community Library, Holland Christie, Branch Manager**

Christie provided an overview of Battle Ground Community Library's activities over the past year.

**5. CONSENT AGENDA**

**5.1 Minutes Approval – August 16, 2021 meeting**

**5.2 FVRL Expenditure Approval: Reviewed by Brian Carrico**

**5.3 Equity Policy**

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

**BUSINESS**

**6.1 Finance Committee Report**

- a. 2022 Draft Budget – This is an early view of what to expect next year. Shelley gave an overview of the budget calendar, property tax levy income, 2022 budget goals, 2022 revenue forecast, personnel goals and new expenditures. This item will be brought back to the Board for a first reading at the October Board meeting.

- b. 2021 Amended Budget – Shelley gave an overview of the 2021 amended budget. This item will be brought back to the Board for a first reading at the October Board meeting.

**6.2 Nominating Committee Report**

- a. Election of Chair

**MOTION:** Kelsi Gilkey moved and Jane Higgins seconded the nomination of Brian Carrico to Board Chairman. The motion carried unanimously via roll call.

**6.3 Policy Committee Report**

- a. Asset Management Policy – First Reading
  
- b. Fiscal Management Policy – First Reading

**6.4 Resolution 2021-11: Appointment of Auditing Officers**

**MOTION:** Jane Higgins moved and Brian Carrico seconded approval of Resolution 2021-11. The motion carried unanimously via roll call.

**7. CITIZEN COMMENTS**

Written comments were received from: Ed Nunnally, Dawn Vaillencourt, Dennis Anderson, David Ross, Cynthia K. Allen, Carol Meyer, Lori Judkins, Rebecca Shefchek, Kristin Mangino, Henry Harbert, W.O. Jackson, Quill Onstead, Gary Wilson, Eduard Goncharuk, Alla Voronko, Molly Karlson, Margo Logan

**8. BOARD COMMENTS**

Jane Higgins thanked Kelly Smith for her service on the Board and her role as Board Chair. Brian Carrico seconded Higgin’s comments. Carrico also thanked staff who have been working through the pandemic noting the luxury of others to work from home while they must remain on the front line. He said “Thank you for managing so much change and we are hopeful things will get better.” Kelly Smith seconded Carrico’s comments noting the impact of a flood, a pandemic, supply chain issues, and employee morale as our challenges.

**9. NEXT REGULAR MEETING**

The next meeting is Monday, October 18, 2021 (TBD)

**10. ADJOURNMENT**

The meeting adjourned at 7:45pm

Approved:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelsi Gilkey, Secretary

\_\_\_\_\_  
Date

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

Approval of Claims

As of

**October 18, 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, October 18, 2021, The Board of Directors, by a \_\_\_\_\_  
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued  
September 1, 2021 through September 30, 2021

<b>Accounts Payable Warrants Issued</b>	Numbers	<u>113170</u>	Through	<u>113400</u>	<u>\$ 1,000,710.83</u>
<b>Accounts Payable EFT Payments</b>		<u>EFT00963</u>	Through	<u>EFT00986</u>	<u>\$ 52,087.49</u>
<b>Accounts Payable Warrants Voided</b>	Numbers	105008,105080,105082,105086,105091,105721,106066, 106080,106087,106497,107663,107673,107556,108881 113273,113272,113271,113270,113269,113268,113267 113266,113265,113264,113263,113217,112894,11343 113381			<u>( \$ 10,806.13 )</u>
<b>Payroll Warrants Issued</b>	Numbers	_____	Through	_____	<u>\$ -</u>
<b>Payroll Transactions Voided</b>	Numbers	_____			<u>( \$ 1,278.44 )</u>
<b>Payroll Direct Deposits Issued</b>	Numbers	<u>9/9/2021</u>	Through	<u>9/20/2021</u>	<u>\$ 822,659.77</u>
<b>Electronic Fund Transfers Completed</b>					
<i>Vendor</i>	<i>Date</i>				<i>Amount</i>
WA Dept. of Revenue	9/27/2021				332.86
Kaiser	9/22/2021				15,972.28
Kaiser	9/28/2021				58.50
WA Dept of Retirement	9/13/2021				6,425.27
WA Dept of Retirement	9/16/2021				74,360.09
WA Dept of Retirement	9/24/2021				6,471.17
WA Dept of Retirement	9/28/2021				71,543.08
					<u>\$ 175,163.25</u>
<b>Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids</b>					<u>\$ 2,038,536.77</u>
<b>Total Transactions for Approval</b>					<u>\$ 2,038,536.77</u>

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

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

**BOARD COVER WORKSHEET**

**BOARD DATE:** October 18, 2021

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
<b>Accounts Payable</b>			
September 1, 2021	113170-113203	108,770.71	
September 9, 2021	113204-113273	149,056.27	
September 15, 2021	113274-113312	109,154.01	
September 22, 2021	113313-113345	421,368.89	
September 29, 2021	113346-113400	212,360.95	
<b>Total Accounts Payable Warrants Issued</b>		<b>1,000,710.83</b>	

<b>Accounts Payable EFT Payments</b>			
September 1, 2021	EFT00963	9.00	
September 10, 2021	EFT00964-EFT00966	193.85	
September 17, 2021	EFT00967-EFT00976	10,866.75	
September 24, 2021	EFT00977-EFT00980	1,600.00	
September 29, 2021	EFT00981-EFT00986	39,417.89	
<b>Total Accounts Payable EFT Payments</b>		<b>52,087.49</b>	

<b>Accounts Payable Voids and Cancels</b>			
September 1, 2021	105008,105080,105082,105086,105091,105721,106066, 106080,106087,106497,107683,107673,107556,106881		293.93
September 14, 2021	113273,113272,113271,113270,113269,113268,113267 113266,113265,113264,113263,113217		208.76
September 15, 2021	112894		6,029.90
September 23, 2021	113343		87.00
September 30, 2021	113381		4,186.54
<b>Total Accounts Payable Warrant Voids and Cancels</b>			<b>10,806.13</b>

<b>Payroll Void</b>			
September 14, 2021	51455697,51462207		<b>1,278.44</b>

<b>Total ADP ACH Auto Pull</b>			
September 9, 2021		312,080.37	
September 9, 2021	State Family & Medical Leave	1,803.58	
September 9, 2021	Federal	101,970.52	
September 9, 2021	Oregon	3,650.42	
September 20, 2021		301,097.47	
September 20, 2021	State Family & Medical Leave	1,756.49	
September 20, 2021	Federal	96,776.58	
September 20, 2021	Oregon	3,524.34	
<b>Total Payroll Direct Deposit Transfers</b>		<b>822,659.77</b>	

<b>ACH EFT Transfer</b>			
September 27, 2021	WA Department of Revenue	332.86	
September 22, 2021	Kaiser	15,972.28	
September 28, 2021	Kaiser	58.50	
September 13, 2021	WA Dept of Retirement	6,425.27	
September 16, 2021	WA Dept of Retirement	74,360.09	
September 24, 2021	WA Dept of Retirement	6,471.17	
September 28, 2021	WA Dept of Retirement	71,543.08	
<b>Total ACH EFT Transfers</b>		<b>175,163.25</b>	

**Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids** 2,050,621.34 12,084.57

**Total Funds to Approve for Disbursement** 2,038,536.77

Finance Director Reviewed Carie Greenwood

Date 10/14/21 Page 19 of 53

VANCOUVER LIBRARY CAPITAL FACILITY AREA  
VOUCHER/CHECK REGISTER  
**For September 2021**

VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER AS REQUIRED BY RCW 42.24.080, AND THOSE EXPENSE REIMBURSEMENT CLAIMS CERTIFIED AS REQUIRED BY RCW 42.24.090 HAVE BEEN RECORDED ON A LISTING WHICH HAS BEEN MADE AVAILABLE TO THE BOARD.

AS OF THIS DATE, October 18, 2021, THE BOARD, BY A \_\_\_\_\_ VOTE DOES APPROVE FOR PAYMENT THE FOLLOWING VOUCHERS/CHECKS:

WARRANT # :	2138	\$	2,500.00
	<b>TOTAL</b>	\$	2,500.00
	<b>GRAND TOTAL</b>		<b><u>\$2,500.00</u></b>

\_\_\_\_\_  
REGIONAL LIBRARY - AUDITING OFFICER

\_\_\_\_\_  
BOARD CHAIR

# Vancouver Library Capital Facilities Area ?

## Claim Voucher

DIGI0001 DIGITAL ASSURANCE CERTIFICATION LLC  
 315 EAST ROBINSON STREET  
 ORLANDO, FL 32801

Date 06/04/2021  
 Warrant **2138**  
 Amount \$2,500.00

Date	Invoice / Account Number	Description	Type	Amount
06/01/2021	54241 201-100-594-10-41-03	ANNUAL FEE - PROF SVCS ADMIN PROF SVCS MISC	Invoice	\$2,500.00 \$2,500.00

See Attached Invoices

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just due and unpaid obligation against the Vancouver Library Capital Facilities Area and that I am authorized to authenticate and certify to said claim.

APPROVED FOR PAYMENT



Digital Assurance Certification, LLC
315 East Robinson St. Suite 300
Orlando, FL 32801
407-515-1100
Billing@DACBond.com
www.DACBond.com

BILL TO
Vancouver Downtown
Redevelopment Auth.
P.O. Box 5000
Vancouver, WA 98666

INVOICE 54241

DATE 06/01/2021 TERMS Due upon receipt

DUE DATE 06/01/2021

Table with 5 columns: ACTIVITY, DESCRIPTION, QTY, RATE, AMOUNT. Row 1: Annual Fee EC, Ongoing Fee, 1, 2,500.00, 2,500.00

Dissemination Type: Annual

Professional Services Rendered to Vancouver Downtown Redevelopment Authority for centralized document repository for client filings, cover sheet creation, even dissemination to EMMA and investors, links to and from client web-site (if requested), email reminders keyed to continuing disclosure agreement, creation of templates for operating data, staffed help desk and access to Continuing Professional Education (CPE) credits.

Handwritten table with columns: Date, Rec'd by, Date, Apprd by, Directors Signature, Budget number, Amount. Includes handwritten entries like 6/13/2021, CMC, and 201-100-594-10-41-03 \$2500.00

Wire funds to:
Bank of America
ABA #026009593

For credit to:
Digital Assurance Certification (DAC)
Account # 898104038892

Thank you for your business. Our Federal EIN-59-3536820

TOTAL DUE \$2,500.00

Thank you for your business. Our Federal EIN:59-3536820

**Fort Vancouver Regional Library District**  
**Staff Report 2021-34**  
**2021 Amended Budget (draft-revised)**

**TO: FVRL Board of Trustees**

**FROM:** Finance Committee, Carrie Greenwood, Amelia Shelley

**DATE:** 10/18/2021

**SUBJECT:** 2021 Amended Budget - Revenues and Expenses

**SUMMARY:** FVRL is required to amend the annual budget to reflect any unanticipated income within the year by our Fiscal Management Policy. Staff believes it is prudent to indicate where unanticipated income is used to offset expenses, and that those revised expenses should also be reflected in the amended budget. **See the 2021 Budget Amendment REV & EXP for details.**

**UNANTICIPATED REVENUE: \$4,832,149**

Revenues were stronger than anticipated in a few categories as well as one category that was significantly lower than projected. The largest amount was insurance reimbursements for the Operations Center flood damage. Additionally, the purchase of the Grand Blvd. building will necessitate drawing down \$2.5 million from our undesignated capital reserves.

**LEASEHOLD EXCISE TAX: \$120,000**

Revenue is more than we anticipated.

**STATE FOREST BOARDS: \$250,000**

Revenue is more than we anticipated.

**GIFTS/CONTRIBUTIONS: \$15,000**

Gifts to the District have come in stronger than anticipated due to a donation from the Cowlitz Tribe in lieu of property taxes they would have paid had they been required to pay them.

**GRANTS: \$300,000**

FVRL received three unanticipated grants from the Washington State Library associated with funds awarded to them through the Covid Aid, Relief and Economic Security (CARES) Act, the American Rescue Plan Act of 2021 and the Institute of Museum and Library Services. We anticipate receiving these funds before the end of 2021.

**TRANSFER FROM RESERVES: \$2,500,000**

FVRL anticipates transferring funds from the undesignated capital Reserve Fund to use toward the purchase of the Grand Boulevard building from the City of Vancouver. The purchase of the building was



not anticipated in the 2021 budget.

**INSURANCE REIMBURSEMENTS: \$4,000,000**

We were not able to predict the full amount of damages that occurred prior to finalizing the 2021 budget. Insurance coverage has come in \$2.5 million higher than anticipated.

**YALE VALLEY LIBRARY DISTRICT: \$800,000**

The amount of money expended to complete the Yale Valley Community Library is approximately \$70,000 more than anticipated due to a few changes the Yale Valley Board decided on after the completion of the project. Those additional costs resulted in additional income to FVRL in the form of reimbursements.

**LIBRARY FRIENDS: \$5,000**

FVRL anticipated \$660,000 in reimbursements from the Friends of the Ridgefield Library that were paid through their account with the Foundation. The difference between what has been received and what was anticipated created a significant reduction that needed to be reflected to provide a more accurate picture of anticipated revenues.

**CHANGES TO EXPENSES: \$4,832,149**

To provide clarity, staff recommends making a few changes to the expense side of the budget due to unanticipated expenses that carry sizable impact in the budget.

**RENTALS/LEASES: \$1,300,000**

The need to lease temporary spaces for FVRL staff due to the flood in October was again an unknown expense at the time the budget was being finalized. The increase of \$780,800 is primarily due to the leases for a full year in three locations being added to the budget.

**CAPITAL PROJECTS: YALE VALLEY COMMUNITY LIBRARY: \$800,000**

The final price for the Yale Valley Community Library project came in about \$70,000 higher than anticipated. There is a match to this amount on the revenue side as all costs for the project were reimbursed by Yale Valley Library District to FVRL.

**CAPITAL PROJECTS: BUILDINGS OWNED: \$5,750,000**

This amount reflects the addition of the purchase of the Grand Blvd. building in 2021.

**RESERVE PROJECTS: \$393,349**

This amount reflects the anticipated spending of professional services for the Washougal architect and a down payment on the new AMH equipment from Capital Projects: Equipment.

**REQUESTED ACTION:** Staff is requesting that the Finance Committee support the proposed amendments to the 2021 budget.

Fort Vancouver Regional Library District

DRAFT Budget Amendment - Fiscal Year 2021

		2021 Budget	2021 Budget (Amended)	Dollar Difference	Percent Change
<b>Property Taxes</b>					
311.10	Property Taxes - Clark	23,469,214	23,469,214	\$0	0.00%
311.10	Property Taxes - Cowlitz	326,395	326,395	\$0	0
311.10	Property Taxes - Klickitat	1,196,404	1,196,404	\$0	0
311.10	Property Taxes - Skamania	664,136	664,136	\$0	0
<b>Total Property Taxes</b>		<b>25,656,149</b>	<b>25,656,149</b>	<b>\$0</b>	<b>0.00%</b>
<b>Other Taxes</b>					
311.11	Other General Tax	0	0	\$0	0.00%
318.20	Leasehold Excise Tax	92,000	120,000	\$28,000	23.33%
<b>Total Other Taxes</b>		<b>92,000</b>	<b>120,000</b>	<b>\$28,000</b>	<b>30.43%</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	170,000	250,000	\$80,000	47.06%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0	0.00%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>		<b>236,500</b>	<b>316,500</b>	<b>\$80,000</b>	<b>33.83%</b>
<b>Charges for Services</b>					
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	2,000	2,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	5,000	5,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	5,000	\$0	0.00%
<b>Total Charges for Services</b>		<b>32,000</b>	<b>32,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>Miscellaneous</b>					
361.11	Investment Interest	177,000	177,000	\$0	0.00%
362.00	Rental Income	2,500	2,500	\$0	0.00%
367.10	Gifts/Contributions	3,351	15,000	\$11,649	347.63%
369.90	Miscellaneous	8,500	8,500	\$0	0.00%
369.90	Grants	2,500	300,000	\$297,500	
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	12,000	12,000	\$0	0.00%
<b>Total Miscellaneous</b>		<b>405,851</b>	<b>715,000</b>	<b>\$309,149</b>	<b>76.17%</b>
<b>Subtotal-Operating Revenues</b>		<b>26,422,500</b>	<b>26,839,649</b>	<b>417,149</b>	<b>1.58%</b>
<b>Reserves</b>					
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	0	2,500,000	\$2,500,000	100%
<b>Total Transfers</b>		<b>0</b>	<b>2,500,000</b>	<b>\$2,500,000</b>	<b>100.00%</b>
<b>Reimbursements</b>					
369.40	Insurance Payments	1,500,000	4,000,000	\$2,500,000	62.50%
338.72	Yale Valley Library District	730,000	800,000	\$70,000	9.59%
369.90	Library Friends Groups	660,000	5,000	-\$655,000	-99.24%
369.90	Fort Vancouver Regional Library Foundation	2,136,000	2,136,000	\$0	0.00%
369.9	Reserves	0	0	\$0	
<b>Total Reimbursements</b>		<b>5,026,000</b>	<b>6,941,000</b>	<b>\$1,915,000</b>	<b>38.10%</b>
<b>Grand Total Revenue</b>		<b>31,448,500</b>	<b>36,280,649</b>	<b>\$4,832,149</b>	<b>15.37%</b>

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

**Library Operating Budget**

Bars	Description	2021 Budget	2021 Budget (Amended)	Dollar Difference	Percentage Increase or Decrease
<b>Personnel: Wages &amp; Benefits</b>					
572.00	Wages	11,563,314	11,563,314	0	0.00%
572.24	Benefit - Medical	2,501,458	2,501,458	0	0.00%
572.24	Benefit - Dental	306,644	306,644	0	0.00%
572.24	Benefit - Life, LTD, STD	132,891	132,891	0	0.00%
572.22	Benefit - PERS	1,459,354	1,459,354	0	0.00%
572.21	Benefit - FICA	871,318	871,318	0	0.00%
572.25	Benefit - L & I	117,603	117,603	0	0.00%
572.2X	Benefit - PFMLA	17,941	17,941	0	0.00%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	<b>Personnel Subtotal:</b>	<b>16,980,523</b>	<b>16,980,523</b>	<b>0</b>	<b>0.00%</b>
<b>Equipment: Technology &amp; Supplies</b>					
572.30	Supplies	400,000	400,000	0	0.00%
572.35	Small Equipmt (FFE)	500,000	500,000	0	0.00%
572.38	Technology	525,000	525,000	0	0.00%
572.33	Library Software and Professional	300,000	300,000	0	0.00%
	<b>Equipment Subtotal:</b>	<b>1,725,000</b>	<b>1,725,000</b>	<b>0</b>	<b>0.00%</b>
<b>Resources: Books, Materials &amp; e-resources</b>					
572.34	Library Books & Materials	2,400,000	2,400,000	0	0.00%
572.39	Electronic Resources	1,400,000	1,400,000	0	0.00%
	<b>Resources Subtotal:</b>	<b>3,800,000</b>	<b>3,800,000</b>	<b>0</b>	<b>0.00%</b>
<b>Operations: Services, Overhead and Maintenance</b>					
572.41	Professional Services	1,238,000	1,238,000	0	0.00%
572.42	Communications	419,400	419,400	0	2.00%
572.43	Training / Travel	108,000	108,000	0	0.00%
572.44	Advertising	29,000	29,000	0	0.00%
572.45	Rentals / Leases	519,200	1,300,000	780,800	150.39%
572.46	Insurance	223,700	223,700	0	0.00%
572.47	Utilities	408,500	408,500	0	0.00%
572.48	Repairs & Maintenance	775,000	775,000	0	0.00%
572.49	Misc / Dues / Printing / Other	131,200	131,200	0	0.00%
572.50	Intergovernmental Services	2,500	2,500	0	0.00%
	<b>Operations Subtotal:</b>	<b>3,854,500</b>	<b>4,635,300</b>	<b>780,800</b>	<b>20.26%</b>
<b>Subtotal-Operating Expenditures</b>		<b>26,360,023</b>	<b>27,140,823</b>	<b>780,800</b>	<b>2.96%</b>
<b>Capital Projects: Library Improvements</b>					
572.62	Buildings / Non-Owned	2,000,000	2,000,000	0	0.00%
572.62	Yale	730,000	800,000	70,000	9.59%
594.62	Buildings / Owned	2,000,000	5,750,000	3,750,000	187.50%
594.64	Machinery & Equipment	196,477	196,477	0	0.00%
	<b>Capital Projects Subtotal:</b>	<b>4,926,477</b>	<b>8,746,477</b>	<b>3,820,000</b>	<b>77.54%</b>
<b>Reserves-Library Development - transfer out</b>					
572.38	Reserve Projects	162,000	393,349	231,349	58.82%
<b>Reserves - Library Development - transfer in</b>					
572	Budget Stabilization Account	0	0	-	0.00%
	<b>Reserves Subtotal:</b>	<b>\$ 162,000</b>	<b>393,349</b>	<b>231,349</b>	<b>58.82%</b>
<b>Grand Total All</b>		<b>\$ 31,448,500</b>	<b>\$ 36,280,649</b>	<b>\$ 4,832,149</b>	<b>15.37%</b>

**Fort Vancouver Regional Library District  
Staff Report 2021-38  
2021 Reserve Fund Plan**

**To:** Board of Trustees  
**From:** Amelia Shelley  
**Date:** 10/18/2021

**Subject: Reserve Fund Allocations for 2021**

**Key Points to Consider:**

- 2020 unanticipated income remains unallocated
- Must be allocated by the end of the year

Reserve Fund	Current Amount	Recommended
<b>Repairs and Maintenance</b>	\$100,000	\$550,000
<b>New vehicles</b>	\$48,380	\$48,380
<b>Innovation</b>	\$68,467	\$68,467
<b>Budget Stabilization</b>	\$926,025	\$1,364,526
<b>Unrestricted Capital</b>	\$5,903,559	\$5,903,559
<b>Washougal</b>	\$1,547,814	\$1,547,814
<b>Woodland</b>	\$915,536	\$915,536
<b>Unallocated</b>	<b>\$888,501</b>	<b>0</b>
<b>Total Reserved</b>	\$10,398,282	\$10,398,282

**Overview:**

As part of the FVRL Fiscal Management Policy, the Board of Trustees are required to adopt a Reserve Plan and review it annually. At the end of 2020, FVRL had \$888,501 in unanticipated revenue that was placed into reserves. Staff are asking the Board to consider possible allocation of the 2020 unanticipated revenue to one or more of the existing funds.

**Staff recommendation:**

**Allocate \$450,000 to Repairs and Maintenance**

Current balance of \$100,000 will be expended toward new AMH systems for Cascade Park, Three Creeks and Vancouver. Total cost for new AMH equipment will be billed in two payments;

half in 2021 and half in 2022. Estimated total cost for new AMH equipment is between \$500,000 and \$900,000, depending on the selected vendor(s). FVRL has an additional \$134,000 grant from the Washington State Library for the project. Additionally, there is currently \$250,000 in Capital: Machinery and Equipment in the 2022 budget to apply toward the second payment.

**Allocate remainder to Budget Stabilization Fund**

Our goal is to build FVRL's operational reserve fund to 60 to 90 days of revenue to help FVRL sustain operations during an economic downturn. Currently, there is \$926,025 in the Budget Stabilization Reserve Fund. Any remaining funds could be allocated to help build this reserve.

**Advantages:**

Creates clarity for the start of the 2022 budget process and realigns funds toward FVRL's long-term priorities. The Fiscal Management Policy requires that any unanticipated income be allocated within the following year.

**Disadvantages:**

None

**Fort Vancouver Regional Library District**  
**Staff Report 2021-35**  
**2022 Draft Budget**

**TO: FVRL Board**

**FROM: Finance Committee, Carrie Greenwood, Amelia Shelley**

**DATE: 10/18/2021**

**SUBJECT: 2022 Budget Revenues and Expenses**

**SUMMARY:** FVRL is statutorily required to create and approve a budget as part of the Board of Trustees annual obligations. The 2022 budget reflects the new strategic plan as well as needed capital and expenditures to better serve our communities.

**Key points for 2022:**

**REVENUES**

- Anticipating a full 1% increase will be available to governmental entities
- New construction/state assessed utilities later in September
- Anticipating growth in some fees (printing, space rental, fines)
- State grant for equipment
- Foundation support for capital projects (Woodland)

**EXPENDITURES**

**Personnel:**

- 2021 Compensation study
- Union contracts impact
- Anticipating slow return to full staffing
- Insurance cost increases low
- New holiday, other changes to benefits
- Diversity initiative (Library Aides)
- Social Services Coordinator (new)
- Bi-lingual Outreach Librarian (new)

**Supplies and Equipment**

- Anticipating increases in PPE, fuel, technology
- Improve computer replacement schedule

**Library Materials**

- Increase print and digital budget (12%)

**Professional Services**

- Diversity consultant, translation services
- Increased Printing (new catalog)
- Training - PLA in Portland
- Communications
- Leases
- Community partnership support

**Capital Projects**

- New Sprinter van for north county
- Replacement AMHs - CP, TC, VA
- Landscaping - CP, GD, TC
- HVAC - TC
- Roof - LC
- Grand Blvd. building remodel

Fort Vancouver Regional Library District

Statement Of Revenue Budget - Fiscal Year 2022

	2021 Budget Amended	2022 Budget	Dollar Difference	Percent Change
<b>Property Taxes</b>				
311.10	Property Taxes - Clark	23,469,214		
311.10	Property Taxes - Cowlitz	326,395		
311.10	Property Taxes - Klickitat	1,196,404		
311.10	Property Taxes - Skamania	664,136		
	<b>Total Property Taxes</b>	<b>25,656,149</b>	<b>\$26,434,850</b>	<b>\$778,701</b> <b>3.04%</b>
<b>Other Taxes</b>				
311.11	Other General Tax	0	0	\$0 0.00%
318.20	Leasehold Excise Tax	92,000	92,000	\$0 0.00%
	<b>Total Other Taxes</b>	<b>92,000</b>	<b>92,000</b>	<b>\$0 0.00%</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	170,000	200,000	\$30,000 17.65%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0 0.00%
338.72	Contracts - Clark County Jail	500	500	\$0 0.00%
	<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>236,500</b>	<b>266,500</b>	<b>\$30,000</b> <b>12.68%</b>
<b>Charges for Services</b>				
341.60	Equipment Use Fees	20,000	5,000	-\$15,000 -75.00%
347.21	Non-Resident Borrower Fee	2,000	3,500	\$1,500 75.00%
347.90	Lost / Damaged Material Fee	5,000	10,000	\$5,000 100.00%
347.50	Collection Agency Referral Fee	5,000	2,500	-\$2,500 -50.00%
	<b>Total Charges for Services</b>	<b>32,000</b>	<b>21,000</b>	<b>-\$11,000</b> <b>-50.00%</b>
<b>Miscellaneous</b>				
361.11	Investment Interest	177,000	75,000	-\$102,000 -57.63%
362.00	Rental Income	2,500	1,000	-\$1,500 -60.00%
367.10	Gifts/Contributions	15,000	15,000	\$0 0.00%
369.90	Miscellaneous	8,500	2,500	-\$6,000 -70.59%
369.90	Grants	150,000	50,000	-\$100,000 -66.67%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0 0.00%
395.00	Sale of Assets	12,000	20,000	\$8,000 66.67%
	<b>Total Miscellaneous</b>	<b>565,000</b>	<b>363,500</b>	<b>-\$201,500</b> <b>-35.66%</b>
	<b>Subtotal-Operating Revenues</b>	<b>26,581,649</b>	<b>\$27,177,850</b>	<b>596,201</b> <b>2.24%</b>
<b>Reserves</b>				
397.10	Transfer in (unrestricted)	0	0	\$0 0.00%
397.10	Transfer in (restricted)	1,328,851	2,300,000	\$971,149 236.83%
	<b>Total Transfers</b>	<b>1,328,851</b>	<b>2,300,000</b>	<b>\$971,149</b> <b>73.08%</b>
<b>Reimbursements</b>				
369.40	Insurance Payments	4,000,000	250,000	-\$3,750,000 -93.75%
338.72	Yale Valley Library District	800,000	122,500	-\$677,500 -84.69%
369.90	Library Friends Groups	660,000	150,000	-\$510,000 -77.27%
369.90	Fort Vancouver Regional Library Foundation	2,136,000	750,000	-\$1,386,000 -64.89%
	<b>Total Reimbursements</b>	<b>8,924,851</b>	<b>1,272,500</b>	<b>-\$6,323,500</b> <b>-70.85%</b>
	<b>Grand Total Revenue</b>	<b>35,506,500</b>	<b>\$30,750,350</b>	<b>-\$4,756,150</b> <b>-13.40%</b>



Fort Vancouver Regional Library District  
Statement of Expenditure Budget - Fiscal Year 2022

**Library Operating Budget**

Bars	Description	2021 Budget Amended	2022 Budget	Dollar Difference Between 2021 & 2022	Percentage Increase or Decrease
<b>Personnel: Wages &amp; Benefits</b>					
572.00	Wages	11,563,314	12,175,850	612,536	5.03%
572.24	Benefit - Medical	2,501,458	2,400,000	-101,458	-4.23%
572.24	Benefit - Dental	306,644	300,000	-6,644	-2.21%
572.24	Benefit - Life, LTD, STD	132,891	132,891	0	0.00%
572.22	Benefit - PERS	1,459,354	1,525,454	66,100	4.33%
572.21	Benefit - FICA	871,318	908,172	36,854	4.06%
572.25	Benefit - L & I	117,603	100,000	-17,603	-17.60%
572.2X	Benefit - PFMLA	17,941	17,861	-80	-0.45%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	<b>Personnel Subtotal:</b>	<b>16,980,523</b>	<b>17,570,228</b>	<b>589,705</b>	<b>3.47%</b>
<b>Equipment: Technology &amp; Supplies</b>					
572.30	Supplies	400,000	\$388,232	-11,768	-3.03%
572.35	Small Equipmt (FFE)	500,000	\$400,000	-100,000	-25.00%
572.38	Technology	525,000	\$400,000	-125,000	-31.25%
572.33	Library Software and Professional	300,000	350,000	50,000	14.29%
	<b>Equipment Subtotal:</b>	<b>1,725,000</b>	<b>1,651,827</b>	<b>-186,768</b>	<b>-10.83%</b>
<b>Resources: Books, Materials &amp; e-resources</b>					
572.34	Library Books & Materials	2,400,000	2,300,000	-100,000	-4.17%
572.39	Electronic Resources	1,400,000	1,600,000	200,000	14.29%
	<b>Resources Subtotal:</b>	<b>3,800,000</b>	<b>3,900,000</b>	<b>100,000</b>	<b>2.63%</b>
<b>Operations: Services, Overhead and Maintenance</b>					
572.41	Professional Services	1,238,000	1,250,000	12,000	0.97%
572.42	Communications	419,400	450,000	30,600	2.00%
572.43	Training / Travel	108,000	108,000	0	0.00%
572.44	Advertising	29,000	35,000	6,000	20.69%
572.45	Rentals / Leases	1,000,000	525,000	-475,000	-47.50%
572.46	Insurance	223,700	230,000	6,300	2.82%
572.47	Utilities	408,500	415,000	6,500	1.59%
572.48	Repairs & Maintenance	775,000	800,000	25,000	3.23%
572.49	Misc / Dues / Printing / Other	131,200	175,000	43,800	33.38%
572.50	Intergovernmental Services	2,500	2,500	0	0.00%
	<b>Operations Subtotal:</b>	<b>4,335,300</b>	<b>3,990,500</b>	<b>-344,800</b>	<b>-7.95%</b>
	<b>Subtotal-Operating Expenditures</b>	<b>26,840,823</b>	<b>27,112,555</b>	<b>158,137</b>	<b>0.59%</b>
<b>Capital Projects: Library</b>					
572.62	Buildings / Non-Owned	\$2,000,000	300,000	-1,700,000	-85.00%
572.62	Yale	\$800,000	2,500	-797,500	-99.69%
594.62	Buildings / Owned	\$2,000,000	610,295	-1,389,705	-69.49%
594.64	Machinery & Equipment	\$196,477	325,000	128,523	65.41%
	<b>Capital Projects Subtotal:</b>	<b>4,996,477</b>	<b>1,237,795</b>	<b>-3,758,682</b>	<b>-75.23%</b>
<b>Reserves-Library Development - transfer out</b>					
572.38	Reserve Projects	3,669,200	2,400,000	-1,269,200	-52.88%
<b>Reserves - Library Development - transfer in</b>					
572	Budget Stabilization Accour	0	0	-	0.00%
	<b>Reserves Subtotal:</b>	<b>\$ 3,669,200</b>	<b>2,400,000</b>	<b>-1,269,200</b>	<b>-52.88%</b>
<b>Grand Total All</b>		<b>\$35,506,500</b>	<b>\$ 30,750,350</b>	<b>-\$ 4,756,150</b>	<b>-13.40%</b>

**Fort Vancouver Regional Library District  
Staff Report 2021-40  
Vancouver Library Capital Facilities Area**

**To: Board of Trustees**

**From:** Amelia Shelley, Carrie Greenwood

**Date:** 10/18/21

**Subject: Vancouver Library Capital Facilities Area (VLCFA) Budget and Levy Report**

**KEY POINTS:**

- VLCFA represents bonds sold to pay for the Vancouver, Cascade Park and a small amount of the Mall Library construction projects and the levy covers annual debt service payments.

**OVERVIEW:**

The Vancouver Library Capital Facility Area (VLCFA) is an independent taxing area formed by voter approval in the Nov. 8, 2005 election. The boundaries of the VLCFA are the same boundaries as the City of Vancouver.

The Board of Trustees for the VLCFA is the Clark County Councilors. The VLCFA Board contracted with Fort Vancouver Regional Library District (FVRL) through an Interlocal agreement to carry out three building projects approved by voters in the Sept. 19, 2006 bond election. These projects included construction of the Cascade Park Community Library which opened in December 2009 and the Vancouver Community Library which opened in July 2011, and equipment purchased for the Vancouver Mall Library in 2010 and 2013.

On June 5, 2007 and on June 16, 2009 the Vancouver Library Capital Facility Area (VLCFA) issued 20 year bonds to pay for the acquisition of land, and the construction, furnishing and equipping of library facilities in the City of Vancouver. Both series of bonds were refinanced by FVRL in 2016, which reduced the tax payer's burden by \$2.95 million over the life of the bonds. Since 2008, property taxes have been collected for the repayment of the bonds which are due to be paid off at the end of 2028.

**2022 BUDGET & LEVY:**

FVRL asks the Clark County Council to approve the VLCFA budget and levy. The Council holds a public hearing (Nov. 2, 2021 at 10 am) and approves the levy and budget. The Clark County Assessor receives the levy request and collects taxes from the property owners within the Vancouver Library Capital Facility Area. The levy covers the debt service payment principal and interest, as well as provides a \$2500 management fee to the bond agent. The levy for 2022 is \$3,280,075.

## 2022 VLCFA Budget

REVENUE CATEGORY	AMOUNT
Tax Collections	\$ 3,280,075
Debt Service Fund Reserve	\$ -
<b>Total Revenue</b>	<b>\$ 3,280,075</b>
EXPENSE CATEGORY	AMOUNT
<b>DEBT SERVICE</b>	
Principal Payment	\$ 2,485,000
Interest Payment	\$ 792,575
Debt related fees	\$ 2,500
<b>AUDIT FEES</b>	\$ -
Uncollected Taxes Reserve	-
<b>TOTAL BUDGET</b>	<b>\$ 3,280,075</b>

**Fort Vancouver Regional Library District**  
**Staff Report 2021-37**  
**Fiscal and Asset Management Policies**

**TO:** FVRL Board of Trustees

**FROM:** Board Policy Committee, Amelia Shelley, Lee Strehlow, Amy Lee, Kelly Lamm

**DATE:** 10/18/2021

**SUBJECT:** Review of Fiscal and Asset Management Policies (2nd reading)

**SUMMARY:** Earlier this year, as part of the 2022 budget planning process, we discovered some areas in our existing [Fiscal Management](#) and [Asset Management](#) Policies that needed updating to better reflect FVRL's need for financial oversight of these areas. The Policy Committee, along with FVRL staff, have taken a first pass at these changes for the Board's review. This is a first reading of the proposed changes to existing policies.

1. [Asset Management Policy](#) (Draft version)

**KEY POINTS:**

- Revised Collections to Materials
- Added insurance to Protection
- Added "within secure library areas" to section on Lost or Stolen Property
- Added "actual value" to Depreciation

2. [Fiscal Management Policy](#) (Draft version)

**KEY POINTS:**

- Added section on Accounts Payable
- Revised Annual Budget to reflect requiring 5-year rolling budget forecasts
- Added requirement for Auditing Officers and Expenditure Certification
- Added section on Cash Receipting
- Added section on Debt Management
- Added section on Disbursement Controls and Expenditure Certification
- Added review to Investments
- Revised minimum fund balance to reflect 60 to 90 days of annual operational expenditures
- Added two items to staff related expenses
- Added section on segregation of duties

## Fiscal Management Policy

### DRAFT 10.13.21

#### PURPOSE

Fort Vancouver Regional Library District (FVRL), as an intercounty rural library district as defined by the state of Washington in RCW 27.12.090, recognizes it has financial responsibility for the management and investment of taxpayers' money. To set direction, monitor and review the FVRL's financial health, and to fulfill the obligations of the public trust, the Board of Trustees (Board) of the FVRL establishes the following fiscal management policy:

#### POLICY

It shall be the goal of FVRL to achieve and maintain a strong financial position that provides the necessary resources to sustain library operations and pay for unanticipated emergencies, withstand downturns in the local, regional and global economies, ensure timely payment of all fiscal obligations, and meet all debt obligations. These goals will be achieved through the following practices. FVRL will manage both one-time and ongoing expenditures within current resources, establish and adequately fund reserve accounts, regularly monitor and report on budget performance, evaluate the fiscal impact of new services prior to implementation, operate as efficiently as possible, and constantly review library services for appropriateness and effectiveness.

**Accounts Payable:** FVRL will make every effort to pay bills within 30 days of receipt. For Public Works projects, all applicable Intents and Affidavits must be submitted to LNI prior to payment.

**Annual Budget:** The Board will adopt and maintain a balanced annual operating budget. FVRL's staff will prepare an annual budget based on anticipated revenues and expenses, and present it to the Board for approval. The process will follow an established calendar and include a public hearing for the final reading. The annual levy for tax collection purposes must be set and sent to the Clark County Assessor by November 30 of each year.

Staff will build and maintain a five-year rolling forecast of the budget to be presented to the Board as part of the annual budget and long-term planning process to ensure FVRL's financial stability is managed and maintained.

**Auditing Officers and Expenditure Certification:** The Executive Director will serve as an Auditing Officer pursuant to RCW 42.24.080. The Executive Director can appoint the Deputy Director or other FVRL Director as a designee in their absence to ensure the timely payment of warrants.

All FVRL Trustees are designated as Auditing Officers and share duties for auditing and approving monthly expenditures in the course of their duties. An annual calendar for Trustee audits shall be established to ensure continuity and timely action.

**BARS:** FVRL will follow the prescribed Budget, Accounting, and Reporting System (BARS) as outlined by the Washington State Auditor’s Office.

**Capital project funding:** Library facilities may be built using bond funds, Library Capital Facility Area (LCFA) bond funds, special levies, fundraising and/or operating funds when appropriate. FVRL will prioritize capital maintenance and replacement schedule over new construction when establishing the annual budget.

**Cash Receipting:** FVRL staff will maintain physical security of cash receipts, designate who can approve steps and actions related to cash receipts (such as adding a new receipts location, deposits or accepting credit cards), and have procedures in place to monitor and record transactions.

**Cash reserves:** A portion of the funds held by FVRL are set aside for short, mid and long-term sustainability and will be maintained at sufficient levels to protect FVRL’s financial position and responsibilities to the public.

- Reserve funds can be restricted or unrestricted, as determined by the Board. The Board will adopt a Reserve Plan and review it annually.
- Any year-end operating surpluses will be considered unappropriated and available for use in maintaining reserve levels set by policy or will be available for project specific and/or "one-time" only expenditures.
- FVRL’s reserves may include funds for budget stabilization, ongoing long-range capital repairs and maintenance objectives, replacement of equipment and vehicles, and other objectives as deemed appropriate by the Board.
- Employee leave liabilities are carried as part of the operating budget but may be set aside as a reserve as the Board deems appropriate to reduce exposure.

**Debt Management:** As a junior taxing district, FVRL has a few options in determining the method of taking on debt. Those include short term loan obligations, limited tax general obligation or “councilmanic” bonds, unlimited tax general obligation or “voted” bonds, and other types of debt including leases, as well as intergovernmental and Local Option Capital Asset Lending (LOCAL) loans. Long-term debt is only to be used to finance capital improvements and should *never* be used to support current operations.

**Disbursement systems controls:** FVRL shall establish and maintain control systems for each major disbursements process, including payroll and accounts payable, as well as controls over transactions from initiation to payment, account monitoring, and fraud protection. Monthly audits by the Executive Director and a Trustee will be conducted to assure compliance.

**Expenditure Certification:** Pursuant to RCW 42.24.080, the Finance Director is designated to certify all claims made against FVRL for payment. The Executive Director shall certify payments in the absence of the Finance Director.

**Financial Reporting:** FVRL's financial reporting will be on a cash basis. Financial reports shall be submitted to the Board at the regular monthly public meeting. The Board shall receive a copy of the annual report after it is filed with the Washington State Auditor's Office. Forecasts will encompass five years and be updated annually. Balanced revenue and expenditure forecasts will be prepared to examine FVRL's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements.

**Fiscal Agent:** In accordance with RCW 27.12.070 and 27.12.160, FVRL maintains an agreement with the Clark County Treasurer to serve as the District's fiscal agent.

**Fund Manager:** FVRL designates the Finance Director or their designee as the Fund Manager.

**Investments:** FVRL adopts the Clark County Investment Policy as its investment policy and will participate in the Clark County Investment Pool. Staff will share quarterly Investment reports with the Board as they are received **and will regularly review investments to ensure compliance with any direction from the State Auditor's Office.**

**Insurance:** FVRL will maintain adequate insurance policies or self-insurance reserves to pay all claims against the District.

**Liabilities:** FVRL is the custodian for employee accounts held under IRS plan 457 and has no liability for losses under such plans, but does have the duty of due care that would be required of a prudent investor. FVRL will not use these assets to satisfy the claims of general creditors.

**Minimum Balance:** FVRL's fund balance represents the net cash after all revenues have been deposited and all expenses have been paid. **While FVRL budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters.** The minimum balance for the fund should not be less than **60 to 90 days** of annual operational expenditures to ensure adequate funding to maintain services between property tax collections. **The Board delegates the responsibility of maintaining an adequate fund balance to the Executive Director to maintain sufficient cash available for the operational needs of the District.**

**Revenue Sources:** Although library services are primarily funded through property taxes, FVRL will seek information **on alternative funding** from multiple sources, e.g. grants, partnerships and fees. FVRL will monitor and take appropriate action concerning legislation affecting the funding of library districts.

**Staff-related expenses:**

FVRL will follow these general guidelines for expenses directly related to expenditures for staff or board-related activities.

1. FVRL will pay membership fees and participation expenses for Board or staff members when doing so will provide a benefit to the library. Authority to cover these costs is vested in the Executive Director or their designee.

2. The Board authorizes reimbursement for eligible expenses related to travel on behalf of the libraries. The Executive Director shall establish and administer travel procedures that are deemed beneficial to FVRL.
3. FVRL may provide food in conjunction with day long training or meetings when such meals provide sustained periods of time for working together without undue interruption.
4. FVRL may provide clothing or other library branded items to staff as a provision of employment.
5. FVRL may provide cell phones or laptop computers to designated staff for job-related communication purposes. Devices will be returned when requested.
6. FVRL may provide items to the public that support use of the library and enhance literacy in the community, including books, book bags, writing materials and other library or literacy-related resources.
7. All travel and training requests will be pre-approved by the Executive Director or their designee except for cases where unforeseen circumstances (weather or other delays) may incur additional expenses on the employees' behalf.

**Segregation of Duties:** Duties shall be segregated to ensure that there is appropriate separation from assets by those empowered to approve expenditures. These include signatories not having access to the ability to print checks or access FVRL's accounts. Duties for authorization, reconciliation, recording, asset inventory, surplusing and other accounting duties shall be delegated among the Finance staff to ensure compliance.

## 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.



## Asset Management Policy

**DRAFT 10.13.21**

### Purpose

The purpose of this policy is to establish criteria for the identification, depreciation, **physical** inventory, protection, and disposition of **the Fort Vancouver Regional Library District's (FVRL)** assets and to comply with the Washington State Office of Financial Management's Financial and *Administrative Policies, Regulations, Procedures and Guidelines*.

### Scope

**FVRL's** Board of Trustees authorizes the purchase of all assets, whether capitalized or not, with the approval of the District's annual budget per RCW 27.12.210. **FVRL shall have procedures and guidelines identifying the processes used to safeguard, control and account for inventories of supplies and fixed assets; and a capital maintenance and replacement schedule. The Finance Director is responsible for creating procedures for managing and maintaining fixed assets.**

### Capitalization

All assets purchased by or donated to the District valuing \$5,000 or more per single item (including sales tax, accessories, and shipping) and an estimated life of one (1) year or more shall be considered a Capital Asset. This threshold is applied to individual assets rather than to an aggregation of assets. **D**

### Small and Attractive Assets

Small and Attractive Assets are items costing less than \$5,000 but more than \$300 that are particularly vulnerable to loss such as electronic devices (e.g. computers, tablets, printers, cell phones) and other equipment. Although Small and Attractive Assets do not meet the District's capitalization threshold, they are considered assets for purposes of marking and identification, records keeping, and tracking. A list of small and attractive assets shall be maintained for inventory and tracking purposes.

### Library ~~Collection~~ Materials

Print materials, DVDs, CDs, and other library materials intended for customers' use are not considered Capital Assets or Small and Attractive Assets for the purposes of this policy. **Disposition of library materials is covered under the Collections Policy.**

### Risk Assessment

An annual risk assessment shall be completed to determine which assets or asset categories are small and attractive assets. The assessment shall be conducted by the Finance Director in conjunction with department managers. A list of Small and Attractive Assets will be maintained.

## Inventory

FVRL shall adequately maintain its Capital and Small and Attractive Assets to protect its investment and to minimize future maintenance and replacement costs. All Capital and Small and Attractive Assets shall have a numbered identifying tag attached when purchased. A record of these assets and related tag number shall be maintained.

A physical inventory of all Capital and Small and Attractive Assets will be conducted on a three-year revolving basis. Certain Capital Assets, such as land, infrastructure, buildings, and improvements other than buildings, do not require a physical inventory due to their stationary nature.

## Protection

The Finance Director shall establish an internal control structure for Capital Assets and Small and Attractive Assets that provides reasonable assurance of effective and efficient operations, security, reliable tracking and reporting, and compliance with applicable laws and regulations. The Executive Director will implement and supervise procedures for insuring assets to protect the District's investment from loss.

## Lost or stolen property

When suspected or known losses of inventoried assets occur within secure library areas, FVRL will conduct a search for the missing property. The search should include transfers to other locations, storage areas or surplus goods. For suspected or known thefts, staff will comply with RCW 43.09.185 and immediately report the loss to the State Auditor's Office.

## Depreciation

In accordance with the *Budgetary, Accounting and Reporting System* (BARS) for Library Districts, Capital Assets are expensed during the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset. All Capital Assets will be expensed when purchased and actual value will be retained for insurance purposes.

## Maintenance and Replacement Schedules

A maintenance schedule shall be established for all capitalized assets. This may include maintenance contracts and regularly scheduled vehicle maintenance. A replacement schedule shall be identified for all capitalized assets and other significant equipment. A general facility maintenance program shall also be established. This program will include both owned and non-owned facilities that FVRL is responsible for maintaining.

## Disposition

The Board of Trustees must approve the disposition of all Capital Assets prior to the asset being removed from inventory, including but not limited to real property such as land, buildings, building improvements, etc. The Finance Director is authorized to declare any single item of **FVRL** personal property with a current fair market value of \$1000 or less as surplus property without Board approval. Surplus property items will at a minimum be past their useful life (see WA Office of Financial Management's *Useful Life Schedule*).

The Finance Director or her/his designee shall establish the current fair market value prices for any surplus items. **Items with restrictions on disposition such as grants, debt or gifts will be managed by the Finance Director or their designee.**

## 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.

Applicable Policies: Fiscal Management, Purchase Card, Purchasing and Procurement

Applicable Law: RCW 27.12.210

Approved:

**Fort Vancouver Regional Library District**  
**Staff Report 2021-39**  
**UCC - Operations Center Flood Recovery Contract Closeout**  
**Resolution 2021-12**

**To: Board of Trustees**

**From:** Amelia Shelley, Carrie Greenwood

**Date:** 10/18/21

**Subject: Union Corner Construction (UCC) contract closeout**

**KEY POINTS:**

- FVRL Operations Center was flooded - October 3, 2020
- The Board of Trustees declared an emergency on 10/19/20, restated 3/1/21
- FVRL contracted for repairs with UCC on March 8, 2021
- Majority of repairs to the building are complete
- Board must approve close out of UCC contract
- 5% retainage is held until the project is closed out by the state

**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 City of Vancouver (COV) water main located directly behind the building. The water main was broken by a subcontractor (Nutter Corporation) working on the VITA school project for the Vancouver School District. The repairs are covered by insurance and are estimated not to exceed \$1.2 million on a time and materials agreement (AIA A103-2017), which includes a contractor's fee of 8% overhead and 5% profit.

**ACTION REQUESTED:**

Staff is seeking Board approval of Resolution 2021-12 authorizing the close out of UCC's 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. The Board of Trustees approves close outs in excess of \$300,000. Approval of this resolution allows the close out to occur when necessary, based on completion of the project.

**Disadvantages:**

None

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**RESOLUTION: 2021-12**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES, AUTHORIZING THE CLOSEOUT OF THE UNION CORNER CONSTRUCTION CONTRACT FOR THE RESTORATION AND REPAIR OF THE FVRL OPERATIONS CENTER**

A meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Monday, October 18, 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 Blvd. in the former and leased to FVRL by City of Vancouver (COV), and

**WHEREAS**, on October 3, 2020, Nutter Corporation (a subcontractor to VITA School contractor Roberson and Olson) broke a City of Vancouver water main, causing a significant flooding of the Operations Center, rendering the building unsafe for occupancy and functionally inoperative, and

**WHEREAS**, FVRL’s Board of Trustees declared a state of emergency on October 9, 2020 and FVRL engaged Union Corner Construction to assist with the recovery and restoration of the damaged Operations Center, and

**WHEREAS**, the Board of Trustees restated that Emergency Declaration on March 1, 2021, after which a permit was issued by the COV and repairs began in May of 2021, 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 Union Corner Construction contract for the repairs performed to the FVRL Operations Center.

Adopted this 18th day of October, 2021

Approved: \_\_\_\_\_  
Brain Carrico, Chair

Attested: \_\_\_\_\_  
Kelsi Gilkey, Secretary

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

	September Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	44,702	27,960	59.88%	308,522	221,647	39.20%
Cascade Park Community Library	65,025	42,639	52.50%	456,177	274,148	66.40%
La Center Community Library	7,294	4,279	70.46%	51,792	25,486	103.22%
Ridgefield Community Library	10,405	5,263	97.70%	61,315	29,118	110.57%
Three Creeks Community Library	45,856	31,228	46.84%	335,192	226,819	47.78%
Vancouver Community Library	53,908	46,771	15.26%	372,371	355,850	4.64%
Vancouver Mall Library	11,584	9,395	23.30%	88,680	67,602	31.18%
Washougal Community Library	7,940	6,834	16.18%	69,082	40,453	70.77%
Green Mountain Library Express	1	92	-98.91%	93	535	-82.62%
Yacolt Library Express	4,402	2,380	84.96%	27,235	20,444	33.22%
LibCabinet at Vancouver Mall	133	692	-80.78%	6,518	893	629.90%
<b>Clark County Total</b>	<b>251,250</b>	<b>177,533</b>	<b>41.52%</b>	<b>1,776,977</b>	<b>1,262,995</b>	<b>40.70%</b>
Woodland Community Library	5,313	4,200	26.50%	40,107	25,953	54.54%
Yale Library Express	660	175	277.14%	3,092	1,692	82.74%
<b>Cowlitz County Total</b>	<b>5,973</b>	<b>4,375</b>	<b>36.53%</b>	<b>43,199</b>	<b>27,645</b>	<b>56.26%</b>
Goldendale Community Library	5,849	4,356	34.27%	40,058	34,322	16.71%
White Salmon Valley Community Library	10,098	7,578	33.25%	80,820	52,896	52.79%
Klickitat County Bookmobile	546	435	25.52%	1,639	4,095	-59.98%
<b>Klickitat County Total</b>	<b>16,493</b>	<b>12,369</b>	<b>33.34%</b>	<b>122,517</b>	<b>91,313</b>	<b>34.17%</b>
North Bonneville Community Library	503	431	16.71%	4,836	2,549	89.72%
Stevenson Community Library	3,988	3,721	7.18%	33,107	26,500	24.93%
Skamania County Bookmobile	983	495	98.59%	4,305	3,977	8.25%
<b>Skamania County Total</b>	<b>5,474</b>	<b>4,647</b>	<b>17.80%</b>	<b>42,248</b>	<b>33,026</b>	<b>27.92%</b>
District-wide renewals	478	230	107.83%	2,558	1,645	55.50%
Mail	1,569	1,634	-3.98%	34,269	7,700	345.05%
InterLibrary Loan Materials		0	#DIV/0!	971	1,164	-16.58%
<b>Misc Total</b>	<b>2,047</b>	<b>1,864</b>	<b>9.82%</b>	<b>37,798</b>	<b>10,509</b>	<b>259.67%</b>
Downloadable eBooks	56,575	66,513	-14.94%	541,834	563,985	-3.93%
eMagazines	2,248		#DIV/0!	22,123	21,419	3.29%
Downloadable & streaming audiobooks	51,056	46,663	9.41%	468,279	413,405	13.27%
Downloadable & streaming music	21,438	22,972	-6.68%	209,976	207,487	1.20%
Streaming video	8,949	8,746	2.32%	85,887	78,014	10.09%
<b>eContent Total</b>	<b>140,266</b>	<b>144,894</b>	<b>-3.19%</b>	<b>1,328,099</b>	<b>1,284,310</b>	<b>3.41%</b>
<b>TOTAL</b>	<b>421,503</b>	<b>345,682</b>	<b>21.93%</b>	<b>3,350,838</b>	<b>2,709,798</b>	<b>23.66%</b>

[tdn.com /news/local/yale-valley-library-district-celebrates-first-brick-and-mortar-branch-sunday-in-ariel/articl...](https://www.tdn.com/news/local/yale-valley-library-district-celebrates-first-brick-and-mortar-branch-sunday-in-ariel/article...)

## Yale Valley Library District celebrates first brick-and-mortar branch Sunday in Ariel

Hayley Day : 2-2 minutes



The Yale Valley Community Library opened in June after nearly 15 years in the making.

ARIEL — After nearly 15 years and \$1 million in donations, the Yale Valley Library District is celebrating its first brick-and-mortar branch at a ribbon cutting ceremony 2 to 6 p.m. Sunday at its Lewis River Road site.

Fort Vancouver Regional Libraries Executive Director Amelia Shelley said the district graduated from a bookmobile, to a makeshift library in an elementary school lobby, to the new stand-alone building.

“To finally have a library for the community is a huge goal and real milestone,” she said.

The roughly 2,000 square-foot-building opened in June, and recently increased its hours, Shelley added. She said the library is “self-serve,” meaning patrons can enter the building

during business hours by scanning their library card at the door and check out materials on their own. The branch will be staffed about 15 hours a week, and include about 3,800 items including books, DVDs and books on tape, she added.



# Fort Vancouver Regional Libraries to host shoe drive Saturday

[columbian.com/news/2021/sep/22/fort-vancouver-regional-libraries-to-host-shoe-drive-saturday](https://www.columbian.com/news/2021/sep/22/fort-vancouver-regional-libraries-to-host-shoe-drive-saturday)

Monika Spykerman



Fort Vancouver Regional Libraries is hosting the “Soles 4 Souls” shoe drive 10 a.m. to 2 p.m. Saturday. The library district is collecting new and gently used shoes for those in need.

Drive in and drop off shoes at Vancouver Mall’s north parking lot, 8700 N.E. Vancouver Mall Drive.

Shoes should be tied together or bundled in bags.

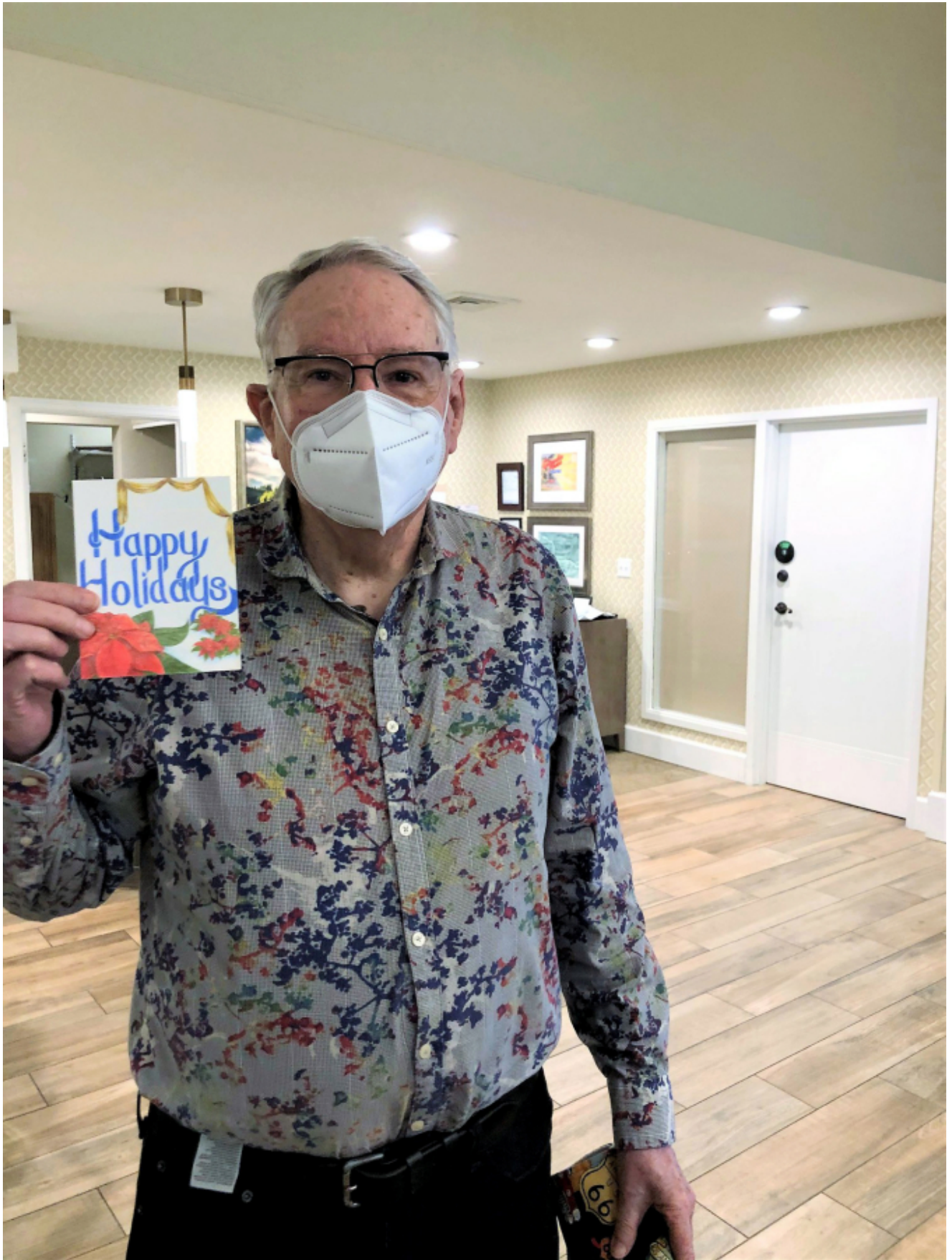
For more details, call 360-906-5075.

# FVRLibraries' Letters to Seniors program spreads handmade cheer

---

 [columbian.com/news/2021/sep/26/fvrlibraries-letters-to-seniors-program-spreads-handmade-cheer](https://columbian.com/news/2021/sep/26/fvrlibraries-letters-to-seniors-program-spreads-handmade-cheer)

Monika Spykerman



Cards and letters can't take the place of a face-to-face conversation and they don't have the immediacy of phone calls or Zoom chats, but they do have one advantage: They can be kept as cherished reminders that someone cares.

That's the idea behind FVRLibraries' Letters to Seniors program, which has been spreading handmade and heartfelt love to seniors in care facilities and nursing homes since December 2020. Sherry Braga, the library district's volunteer coordinator, developed the program to let isolated seniors know that they're remembered and appreciated while providing a safe way for volunteers to contribute their time. The program is still going strong, having delivered nearly 2,500 cards to residents of 12 care facilities in Clark, Skamania and Klickitat counties.

"It was much more successful than I ever even dreamed," Braga said. "I had a lot of people that were tired of being home and they asked, 'What can I do to help?' I thought, 'We'll try it and see if there's interest.' I was just blown away with how many people were sending cards."

Before the pandemic, between 1,500 and 1,600 volunteers offered their help to a variety of library programs, Braga said, putting in a combined 32,000 hours of labor per year. Many of these volunteers were still more than eager to help during the pandemic; they just needed something to do safely at home.

"That's what the library is about. We help others. We provide resources and connections," Braga said. "We love helping people. We do a lot of that through providing information, through print and digital and all of those ways, but this is another way we can help others through this difficult time in the history of the world."

The program is especially meaningful for Braga, whose parents moved into a care facility during the pandemic. Even though the library district had provided services to local nursing homes, such as free craft activity kits and mobile library visits, Braga saw firsthand that some residents felt lost or forgotten.

"A lot of the seniors didn't understand that the pandemic was happening. They just didn't know why people weren't coming to visit them. You're a little bit removed from the world's happenings in a care facility," Braga said. "You can only watch so much TV. The experience kits and the cards gave them something else to do that is also good for the brain and produces good feelings."

The cards and craft kits really made an impact on the residents at Van Mall Senior Living, said the facility's program supervisor Destiny Gordon, especially during the long months of 2020.

"We received letters and cards on major holidays — Christmas, Easter, St. Patrick's Day, Valentine's Day — and they all just delighted our residents," Gordon said.

When residents could leave their rooms, they'd show their cards to each other, she said. The cards made new residents feel special, Gordon said, while for others, it was a physical reminder that they mattered.

"I'd say, 'Hey, I have something for you,' and their eyes would light up," Gordon said. "It could be just a simple saying in the card, but it's the idea that, 'Hey, someone's thinking of me.'"

The cards reflect seasonal or holiday themes and contain simple, encouraging phrases; the library offers a list of suggestions, like "We're thinking of you," or "Have a great fall." Every card is signed, "Your library friend." Braga said that volunteers appreciate the program's flexibility and creativity. Cards can be made anywhere, any time, using whatever is at hand — construction paper and crafty odds and ends, buttons, pictures from magazines, fabric and felt, sewing notions, ribbon, dried flowers, tissue paper, even cut-up bits from other cards. It's fun as a solo activity but it's also a memorable family activity.

Erika Albright's 17-year-old daughter, Sophie, signed up for the Letters to Seniors program in 2020, but the whole family participated in card-making.

"It was all five of us, my husband and our three kids, and we did them as a family," Erika Albright of Vancouver said.

Albright said that even the family's rescue dog, Maple, helped out by serving as inspiration for Sophie's extra-artful cards. Albright appreciates how card-making brought the family together and got them talking and laughing. Sophie is now a freshman at a Seattle-area art college, but Albright cherishes the family memories.



[Follow The Columbian on Instagram](#)

[Follow](#)

"It was something we could do with conversation," Albright said. "It was a time of connection where none of us were engaged in anything else, just the project we were working on."

Vancouver resident Aron Clark Joslin's preschool-age children started making cards in February with their grandmother, Ellen Joslin, who watched the kids during the day while Clark Joslin was at work. Though Clark Joslin didn't make any cards himself, he thought it

would be a perfect way for his then-5-year-old son, Erik, to get a head start on kindergarten skills.

Since Clark Joslin's mother, 67, is a retired early education specialist, he figured it was a win-win.

"She went down to the dollar store and picked up a bunch of supplies," Clark Joslin said.

Erik's younger sister Emily, who turned 3 in March, helped by painting glitter onto the cards. Erik is now a few weeks into kindergarten and "he's done an excellent job cutting on the lines, so apparently our practice paid off," Clark Joslin quipped.

Braga said that the Letters to Seniors program welcomes volunteers of all ages and backgrounds, and no crafting or art experience is necessary.

Completed cards can be dropped into any FVRLibraries book return, attention Sherry Braga/Letters to Seniors. If you're ready to make some cards, email Braga at [volunteer@fvrl.org](mailto:volunteer@fvrl.org) or call 360-906-5075.