



AGENDA FOR PUBLIC MEETING

DATE: Monday, December 19, 2022 at 6:00pm

LOCATION: **In Person:** Vancouver Community Library; 901 C Street, Columbia Room

Zoom Link: <https://us02web.zoom.us/j/87489618497>
Meeting ID: 874 8961 8497
Passcode: 475246
or
Dial by your location: 1 253 215 8782

6:00 Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Public Comments (limit 3 minutes each)
5. Reports: INFORMATION
 - 5.1 FVRL Organizational Report, Administrative Team
 - 5.2 Branch Report: Vancouver Community Library, Blake Kincaid
 - 5.3 November Financial Statements: Attar Bhargal
 - 5.4 FVRL Foundation Report: Rick Smithrud
6. Consent Agenda ACTION
 - 6.1 Minutes Approval: November 14, 2022
 - 6.2 Minutes Approval: December 5, 2022
 - 6.3 FVRL Expenditure Approval: Reviewed by Penny Love-Henslee
 - 6.4 Placement of New Library Facilities
7. Business
 - 7.1 Finance Committee:
Public Hearing – 2023 Budget Approval
Resolution 2022-26 (2023-02) ACTION
 - 7.2 Policy Committee:
Collection Policy (second reading) DISCUSSION
 - 7.3 Foundation Memorandum of Understanding DISCUSSION
 - 7.4 FVRL Board Meeting Schedule ACTION
 - 7.5 Election of Board Officers ACTION
 - 7.6 Board Responsibilities and Logistics DISCUSSION
8. Board Comments
9. Setting of next regular meeting: Tuesday, January 17, 2023 (Cascade Park Community Library/Zoom)
10. Adjournment



DECEMBER 2022 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- County Health Director urges masking in public places
- Updated COVID protocols to staff

2. Capital Projects

- Woodland Community Library
 - Design development continues
- Grand Boulevard building
 - Demolition complete
 - Construction started

3. Executive Director's Activities: November 15 - December 18, 2022

- Clark County Investment Pool Committee
- Woodland Library - architect meeting
- FVRL Staff Listening Session
- 2020/2021 SAO audit with Finance team
- Build the Libraries Committee (WA/WD)
- City of Woodland - Public Works re: site improvements
- Board Committees - Policy and Finance
- New Employee Orientation
- Hacker Architects: value engineering Woodland
- Foundation Board meeting
- Grand Blvd. Operations Center - staff tour
- Battle Ground Village Retail Assoc
- 2023 Custodial - Contract approval
- Southwest Washington Community Foundation
- Statistics Visualization - ad hoc staff committee
- Levy Certifications - FVRL and Yale Valley
- Yale Valley Library District - Board meeting and 2023 budget
- Special Board meeting - WPEA MOU approval
- Regional Library Districts Meet Up
- CREDC Legislative Outlook
- Meet with new Trustee re: on-boarding
- Branch Managers meeting
- Vancouver Chamber - Women's Executive Council
- Flooring - Grand Blvd.
- Supervisor's meeting

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending November 2022 (With year-to-date totals)

December 31, 2021 Ending Cash Balance	\$19,672,242
Year-to-date Revenue Received	\$28,122,867
Year-to-date Expenditures	-\$24,609,345
Add back Expenditures incurred but unpaid	9,759
Cash Balance November 30, 2022	<u><u>\$23,195,523</u></u>

January 01, 2022 - December 31, 2022 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

December 31, 2021 Ending Cash Balance	\$19,672,242
November 2022 Cash Balance:	\$23,195,523
Reserve Plan Objectives 1-4:	-\$10,398,282
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$12,797,240

Restatement of cash balance with cash reserve plan detail -

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	<u>\$19,672,242</u>
Reserve Fund	
Objective 1 Capital Repairs and Maintenance	\$550,000
Objective 2 Replacement Vehicles	\$48,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,300,000
Brush Prairie	\$500,000
Unrestricted Capital	\$158,695
Objective 4 Innovation	\$68,467
Objective 5 Budget Stabilization Fund	1,364,526
<u>Total Reserve Plan Objectives 1-5</u>	<u>\$10,398,282</u>
Operational Fund > 60 to 90 days of annual operational budget	\$12,797,240

Cash Balance November 30, 2022	<u><u>\$23,195,523</u></u>
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Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2022
For the Month Ending November 2022 (With year-to-date totals)

	2022 Budget (Approved 12/21)	November 2022 Revenues	All Revenue for the eleven- months ended November 2022	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.1 Property Taxes - Clark	24,250,000	1,082,661	24,123,701	99.48%
311.10.1 Property Taxes - Skamania	675,000	193,670	644,054	95.42%
311.10.1 Property Taxes - Klickitat	1,345,500	310,442	1,212,575	90.12%
311.10.1 Property Taxes - Cowlitz	325,000	107,969	293,547	90.32%
Total Property Taxes	26,595,500	1,694,742	26,273,877	98.79%
Other Taxes				
312.10. Other General Tax	-	66,643	88,905	0.00%
318.20 Leasehold Excise Tax	120,000	26,760	120,931	100.78%
Total Other Taxes	120,000	93,404	209,836	174.86%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	-	11,549	230.98%
335.05 State Forest Boards	225,000	1,991	34,542	15.35%
333.00 Federal Grants	-	-	132,618	-
338.7 Yale Valley Library Dist	162,500	-	114,666	70.56%
338.72 INET City of Vancouver (PEG)	61,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	454,000	1,991	293,375	64.62%
Charges for Services				
341.60 Equipment Use Fees	20,000	2,090	25,400	127.00%
347.21 Non-Resident Borrower Fee	6,000	33	6,698	111.63%
347.90 Lost / Damaged Material Fee	25,000	472	31,608	126.43%
347.50 Collection Agency Referral Fee	5,000	21	2,639	52.78%
Total Charges for Services	56,000	2,616	66,345	118.47%
Miscellaneous				
361.11 Investment Interest	120,000	36,869	186,628	155.52%
362.00 Rental Income	2,500	-	124,074	4962.97%
367.1 Restricted Contribution - BG	-	-	1,911	-
367.1 Restricted Contribution - GD	-	-	200	-
367.1 Restricted Contribution - WS	-	-	200	-
367.10 Gifts/Contributions	15,000	-	-	0.00%
369.90 Library Friends Groups' Reimbursements	150,000	5,230	132,756	88.50%
369.90 Library Foundation Reimbursements	1,000,000	4,351	142,696	14.27%
369.40 Insurance Reimbursements	250,000	-	228,181	91.27%
369.90 Miscellaneous	2,500	175	11,066	442.64%
367.1 Private Grants	150,000	22	293,654	195.77%
369.90 Other Miscellaneous - E-Rate	200,000	-	158,068	79.03%
395.00 Sale of Assets	20,000	-	-	0.00%
Total Miscellaneous	1,910,000	46,647	1,279,435	66.99%
Total Operating Revenue	\$ 29,135,500	1,839,400	28,122,867	96.52%
Transfer in from Reserves	\$ 2,400,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 31,535,500	1,839,400	28,122,867	89.18%

Jan.-Dec. 2022 Fiscal Year

November is the 11th month of the fiscal year. Year-to-date budget percentages should be at 92%, representing 11/12 months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2022
For the Month Ending November 2022 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	November 2022 Expenditures	All Expenses for the eleven-months ended November 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	976,158	10,399,263	86.66%
572.24	Benefit - Medical	2,560,000	176,705	1,999,470	78.10%
572.24	Benefit - Dental	300,000	21,970	246,926	82.31%
572.24	Benefit - Life, LTD, STD	125,000	11,032	119,170	95.34%
572.22	Benefit - PERS	1,540,000	98,455	1,039,867	67.52%
572.21	Benefit - FICA	910,000	72,560	777,412	85.43%
572.25	Benefit - L & I - Workers Compensation	100,000	6,672	69,882	69.88%
572.25	Benefit - PFML	20,000	1,551	16,649	83.24%
572.28	Unemployment Expense	10,000	4,506	5,336	53.36%
	Personnel Subtotal:	17,565,000	1,369,609	14,673,973	83.54%
Supplies					
572.30	Supplies	392,525	33,479	348,376	88.75%
572.35	Small Equipment (FF&E)	266,700	2,493	247,286	92.72%
572.38	Technology	433,000	76,837	433,295	100.07%
572.33	Professional Collection / Tech	350,000	7,505	146,571	41.88%
	Supplies & Small Equipmt/Tech Subtotal:	1,442,225	120,314	1,175,527	81.51%
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	158,787	1,232,681	53.59%
572.39	Electronic Resources	1,600,000	307,111	1,591,697	99.48%
	Library Materials Subtotal:	3,900,000	465,898	2,824,378	72.42%
Other Services / Charges					
572.41	Professional Services	1,725,000	136,125	1,844,683	106.94%
572.42	Communications	387,800	35,282	381,217	98.30%
572.43	Training / Travel	108,000	14,875	94,347	87.36%
572.44	Advertising	30,000	653	7,621	25.40%
572.45	Rentals / Leases	567,925	21,534	527,777	92.93%
572.46	Insurance	220,000	-	240,466	109.30%
572.47	Utilities	458,855	35,715	376,748	82.11%
572.48	Repairs & Maintenance	704,250	309,535	897,568	127.45%
572.49	Misc / Dues / Printing / Other	165,700	7,736	101,097	61.01%
572.50	Intergovernmental Services	3,640	336	3,229	88.71%
	Other Charges & Services Subtotal:	4,371,170	561,790	4,474,753	102.37%
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	-	74,839	14.97%
594.62	Buildings / Owned	3,392,105	14,782	1,376,246	40.57%
595.62	Yale Project	40,000	-	31	0.08%
594.64	Machinery & Equipment	325,000	-	9,597	2.95%
	Capital Outlay Subtotal:	4,257,105	14,782	1,460,713	34.31%
Grand Total All Expenditures:		31,535,500	2,532,394	24,609,345	78.04%

November is the 11th month of the fiscal year.
Year-to-date budget percentages should be at
92%, representing 11/12 months.

Jan.-Dec. 2022 Fiscal Year

Foundation Update

Thank You

to all our sponsors, volunteers and guests for making our 2022 Authors & Illustrators Dinner a huge success!

Presented by



With generous support from



Columbia Bank • Friends of Battle Ground Community Library
 Friends of Cascade Park Community Library • Friends of Vancouver Community Library
 Pacific Premier Bank • Paul Montague Tax Preparation • Peterson & Associates, CPA's, PS
 Static Photography • Ultimate Truck Service • Umpqua Bank • University Village

Thanks to everyone who attended, sponsored, donated, volunteered, staffed, or otherwise supported this year's Authors & Illustrators Dinner & Silent Auction with author Susan Orlean—it was a wonderful night, and we couldn't have done it without all of you!

Great News!

- The Foundation was awarded a \$75,000 grant through the Working Washington Grants Program designated for support of the Foundation's operating expenses.
- The Friends of Washougal Community Library added \$8,000 to their investment account.
- The Foundation's partnership with ThriftBooks generated \$4,308.17 in revenue in October from the online sale of used books.
- Both the Friends of Cascade Park Community Library and the Friends of Ridgefield Community Library are now Cornerstone Society-level donors supporting the Washougal Community Library and the Woodland Community Library building projects.

Upcoming Events

Monday, November 14

[FVRL Trustee Meeting](#)

Hybrid: Washougal Community Center and Zoom
6:00pm–8:00pm

Thursday, November 24

All libraries will be closed in recognition of Thanksgiving

Friday, November 25

All libraries will be closed in recognition of Native Heritage Day

Tuesday, November 29

Giving Tuesday

Thursday, December 8

FVRL Foundation Board Meeting

Location TBC

3:00pm–4:00pm

Monday, December 19

[FVRL Trustee Meeting](#)

Hybrid: Vancouver Community Library and Zoom
6:00pm–8:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 43 Cornerstones,
2 Stepping Stones,
and 2 Keystones.

Woodland has 33 Cornerstones,
3 Stepping Stones, 6 Keystones, and
4 Capstones.

**Please note: some Cornerstones have graduated to Stepping Stones, which is why some Cornerstone totals have decreased.*

How Board Members Can Help

–Spread the word about the Fred Meyer Rewards program:

fredmeyer.com/i/community/community-rewards

–Support FVRL Foundation through Amazon Smile:

smile.amazon.com/

Upcoming Friends' Sales

- Friends of Woodland Library Holiday Gift Sale: Saturday, November 19, 10:00–3:00
- Friends of Vancouver Library mini book sale: Saturday, 12/3, through Saturday, 12/10, 11:00–5:00 every day

Giving Tuesday is Coming!



Show your support of FVRL Foundation on November 29 as part of the national Giving Tuesday campaign—the biggest national celebration of generosity of the year!

Foundation Update



Wishing you and yours wonderful holidays!
 May you have good health, peace, and much happiness
 throughout this season and in the New Year.

Great News!

- The Foundation received an unrestricted \$11,930 gift from a local charitable trust.
- A local family made a \$10,006.66 Capstone Society-level contribution to the Woodland Library Building Fund by directing a portion of their retirement account's annual required minimum distribution to go to the Foundation.
- Umpqua Bank Charitable Foundation has awarded the Foundation a \$5,000 grant to help support the Summer Learning at Your Library program.
- The Foundation's partnership with ThriftBooks generated \$3,056.19 in revenue in October from the online sale of used books.
- The Clark County Realtors Foundation awarded a \$1,000 grant to the Foundation to benefit Early Learning Programs.

Upcoming Events

Monday, December 19

FVRL Trustee Meeting

Hybrid: Vancouver Community Center and Zoom
6:00pm–8:00pm

Saturday and Sunday,
December 24 and 25

All libraries will be closed in recognition of Christmas

Sunday, January 1

All libraries will be closed in recognition of New Year's Day

Monday, January 9 –
Sunday, January 22

Vancouver Community Library will be closed for new carpet and maintenance

Curbside pickup of holds will still be available.

Thursday, January 26

FVRL Foundation Board Meeting

Location TBC

3:00pm–4:00pm

Tuesday, January 17 (TBC)

FVRL Trustee Meeting

Hybrid: Cascade Park Community Library and Zoom (TBC)
6:00pm–8:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 43 Cornerstones,
2 Stepping Stones,
and 2 Keystones.

Woodland has 33 Cornerstones,
3 Stepping Stones, 6 Keystones, and
5 Capstones.

**Please note: some Cornerstones have graduated to Stepping Stones, which is why some Cornerstone totals have decreased.*

How Board Members Can Help

–Spread the word about the Fred Meyer Rewards program:

fredmeyer.com/ii/community/community-rewards

Rick Smithrud and Debbie Jennerjohn accept a check from the Clark County Realtors Foundation to benefit Early Learning Programs.



Amazon donates when you shop at smile.amazon.com.



amazon smile

The holidays are coming, and AmazonSmile is a GREAT way for you to support FVRL Foundation while you shop! It's easy...and FREE—you can even use your existing Amazon account!

Visit smile.amazon.com and select **Fort Vancouver Regional Library Foundation** as your charity. Every time you purchase through smile.amazon.com (remember to go through this site for your purchases to count), Amazon donates .5% back to the Foundation.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting Minutes

November 14, 2022 – Washougal Community Library/Hybrid Meeting

1. CALL TO ORDER

Chair Higgins called the regular meeting to order at 6:00 pm. Higgins immediately convened an Executive Session on the topics of Personnel: RCW 42.30.110 (g); Real Estate: RCW 42.30.110 (1) (b) (c) which adjourned at 6:35pm and returned to the regular meeting.

ATTENDEES:

Board Members Present: Jane Higgins, Mary Ann Duncan-Cole, Penny Love-Henslee, Olga Lukomsky Hodges, Megan Dugan, Kristy Morgan

Board Members Virtual: Vikram Kotwani

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Dave Josephson, Facilities Director; Tak Kendrick, Communications & Marketing Director; Attar Bhargal, Finance Manager; Special Guests: Terra McLeod, Goldendale Branch Manager; Zoe Nash, Washougal Branch Manager, Rick Smithrud, FVRL Foundation Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

MOTION: Mary Ann Duncan-Cole moved and Penny Love-Henslee seconded approval of the agenda. The motion carried via roll call.

3. CHAIR ANNOUNCEMENTS

Chair Higgins shared these comments:

First, I want to thank the staff of the Washougal Community Library and the Washougal Friends for hosting our meeting tonight. It is always good to be in Washougal.

I want to call the Board's attention to the articles and webinars we have been linked to regarding collection development. That policy is currently under review. The more knowledge from all points of view we can bring to the table, the better policy we will have at the end. Even if the policy will be finished before the webinars, policy will always be a work in progress, especially as new formats and platforms develop. I encourage everyone to read and/or participate as they are able.

Last month I announced that in order to encourage public speakers on a wider range of topics, we would no longer accept oral comment on DQSH at our business meetings, although written comment would still be welcome. That was within the law as written. However, the State Attorney General's office has told us that court rulings subsequent to the law have interpreted that to mean that if one topic is restricted, all oral comment must be restricted from the meeting. Since the purpose of my decision was to encourage a wide-ranging offering of public opinion, limiting DQSH testimony defeats that. So, DQSH speakers are again welcome. In fairness, if there is someone who came tonight specifically to speak on DQSH, I will adjourn the meeting for five minutes while you fill out a form to speak. If you have already turned in a form to speak on another topic, that form will be pulled. The rules state that one person can speak to only one topic per meeting. And what you speak to must match what is on the registration form. Is there someone who wishes to speak to DQSH and didn't fill out a form earlier?

4. PUBLIC COMMENTS

Written comments were received in support of inclusive programming and collection policies and Freedom to Read rights: Patricia Presson, Kattie Gardner, MacKenzie Leggett, Liz Thompson, Laura Nagel, Julie Gorham, L.J.

Written comments were received against Drag Queen Story Hour (DQSH) programs in the library: Jon Anderson, Dennis Anderson, Lori Judkins, Marilyn Roggenkamp, Anna, Afton Foltz, Susan Wilson, Dawn Land

In Person comments:

Merrie and Glenn Thompson welcomed the Board of Trustees and the public to the Washougal Library. Quill Onstead and Rose spoke against censorship.

Summer Fontenot spoke in support of keeping the library safe for everyone.

Wendy Wick spoke about equity of representation within curation.

Randy Schmidt, Gary Wilson, Margo Logan, Dawn Land, Dawn Seaver, Chuck Miller spoke against DQSH programming in the library and voiced their right to continue to provide comment on the topic at public meetings.

5. REPORTS

5.1 FVRL Organizational Report, Administrative Team

The Administrative team updated the Board on their work and projects.

5.2 Branch Report: Goldendale Community Library, Terra McLeod

McLeod reported on the Goldendale Library activities for the past year.

5.3 October Financial Statements, Attar Bhargal

Bhargal shared an overview of the October revenues and expenses.

5.4 FVRL Foundation Report, Rick Smithrud

Smithrud reviewed the events of the Foundation. The Foundation Board presented information on the relationship between the FVRL and the Foundation and presented a draft Memorandum of Understanding to the FVRL Board for review.

6. CONSENT AGENDA

6.1a Minutes Approval - October 17, 2022 meeting

Kristy Morgan asked for an amendment to the October 17, 2022 Minutes to include Chair Higgins full comments.

MOTION: Kristy Morgan moved and Penny Love-Henslee seconded approval of the amended October Minutes. The motion carried via roll call with abstentions from Megan Dugan and Kristy Morgan.

6.1b FVRL Expenditure Approval: Reviewed by Kristy Morgan

MOTION: Kristy Morgan moved and Megan Dugan seconded approval of the October expenditures. The motion carried via roll call.

7. BUSINESS

7.1 Policy Committee

Placement of New Library Facilities - second reading

The Policy Committee has combined two existing FVRL policies concerning the siting of new libraries into a single revised policy. Procedures associated with siting new facilities and services were revised to include using the equity lens as a guide for site selection and criteria for closing an existing location. This policy will be on the January meeting's consent agenda.

7.2 Finance Committee

2023 Levy - Public Hearing

Shelley presented information on the 2023 levy and budget prior to calling for comments.

MOTION: Megan Dugan moved and Kristy Morgan seconded the opening of the public hearing. The motion carried unanimously via roll call.

No public comments were received.

MOTION: Kristy Morgan moved and Penny Love-Henslee seconded closing the public hearing. The motion carried unanimously via roll call.

Resolution 2022-22: 2023 Levy

MOTION: Megan Dugan moved and Kristy Morgan seconded approval of Resolution 2022-22. The motion carried unanimously via roll call.

7.3 2023 Preliminary Budget (second reading)

Shelley reviewed the details of the 2023 Preliminary Budget. This budget will be on the December meeting's consent agenda.

7.4 Energy Northwest EVCS Lease Agreement

Energy Northwest seeks the option to lease a portion of the Stevenson Community Library parking lot for electric vehicle charging stations. Shelley presented information on the project and the lease agreement and responded to Board questions.

Resolution 2022-24: Electronic Vehicle Charging Station Agreement

MOTION: Olga Hodges moved and Megan Dugan seconded approval of Resolution 2022-24. The motion carried unanimously via roll call.

7.5 Nominating Committee: Slate of 2023 Officers/Committee Appointments

Trustees received a draft 2023 meeting schedule for review. Please share via email to administration any conflicts you may have. The suggested slate of 2023 officers will be voted on at the December meeting. Nominations are: Kristy Morgan, Chair; Megan Dugan, Vice Chair; and Mary Ann Duncan-Cole, Secretary.

7.6 Personnel Committee: Executive Director's Annual Review

The Executive Director received her annual review in writing.

Resolution 2022-23: Executive Director's Compensation

MOTION: Penny Love-Henslee moved and Mary Ann Duncan-Cole seconded approval of Resolution 2022-23. The motion carried unanimously via roll call.

8. **BOARD COMMENTS**

Kristy Morgan thanked Chair Higgins for reinstating public comment for items not on the agenda. Morgan was impressed with the 3D printer technology the libraries provide noting the medical devices they can create at low cost. Olga Hodges thanked Amelia Shelley for guiding her through the budget and numbers. Jane Higgins thanked the Foundation for coming to the meeting and delivering a draft MOU for consideration.

9. NEXT REGULAR MEETING

The next meeting is Monday, December 19, 2022 (Vancouver/Zoom)

10. ADJOURNMENT

The meeting adjourned at 8:55pm.

Approved:

Jane Higgins, Chair

Date

Mary Ann Duncan-Cole, Secretary

Date

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

December 5, 2022 – Vancouver Community Library/Hybrid Meeting

1. CALL TO ORDER

Vice-Chair Henslee called the special meeting to order at 6:17pm.

ATTENDEES:

Board Members Present: Penny Love-Henslee, Megan Dugan

Board Members Virtual: Vikram Kotwani, Kristy Morgan

Board Members Excused: Olga Lukomsky Hodges, Mary Ann Duncan-Cole, Jane Higgins

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

The agenda was amended to postpone item 5 for the December 19 Board meeting.

MOTION: Megan Dugan moved and Kristy Morgan seconded approval of the amended agenda. The motion carried via roll call.

3. CHAIR ANNOUNCEMENTS

Vice-Chair Henslee welcomed everyone to the meeting.

4. BUSINESS

4.1 WPEA Agreement

Resolution 2022-25: WPEA MOU – 2021 Market Salary Review

MOTION: Megan Dugan moved and Penny Love-Henslee seconded approval of Resolution 2022-25. The motion carried unanimously via roll call.

5. Discussion – Board of Trustee logistics **(This topic was moved to the December 19 meeting.)**

6. BOARD COMMENTS

Megan Dugan thanked Lee Strehlow and the team for all of their hard work on this agreement. She then congratulated WPEA staff and thanked them for their work in service to FVRL.

7. NEXT REGULAR MEETING

The next meeting is Monday, December 19, 2022 (Vancouver/Zoom)

8. ADJOURNMENT

The meeting adjourned at 6:31pm.

Approved:

Penny Love-Henslee, Vice-Chair

Date

Megan Dugan, Trustee

Date

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

December 19, 2022

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, December 19, 2022, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
November 1, 2022 through November 30, 2022

Accounts Payable Warrants Issued	Numbers	<u>116192</u>	Through	<u>116407</u>	<u>\$ 1,432,856.53</u>
Accounts Payable EFT Payments		<u>EFT01425</u>	Through	<u>EFT01472</u>	<u>\$ 60,782.91</u>
Accounts Payable Warrants Voided	Numbers	116159			<u>(\$ 46.72)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 1,493,592.72</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	<u>\$ -</u>
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20221007</u>	Through	<u>20221025</u>	<u>\$ 918,878.11</u>
Other Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>			<i>Amount</i>	
ADP Payroll Fees	November 18, 2022			\$ 4,525.61	
KAISER HSA	November 30, 2022			\$ 15,795.99	
KAISER HSA	November 30, 2022			\$ 48.75	
WA DOR Sales/Use Tax	November 28, 2022			\$ 2,493.59	
WA DRS - DCP	November 9, 2022			\$ 6,242.96	
WA DRS - DCP	November 29, 2022			\$ 6,287.52	
WA DRS - PERS	November 8, 2022			\$ 80,056.22	
WA DRS - PERS	November 28, 2022			\$ 80,156.68	
					<u>\$ 195,607.32</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 2,607,878.15</u>
Total Transactions for Approval					<u>\$ 2,607,878.15</u>

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

BOARD COVER WORKSHEET

BOARD DATE: December 19, 2022

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>
Accounts Payable		
November 2, 2022	116192 - 116216	\$ 137,885.86
November 9, 2022	116217 - 116251	\$ 99,089.99
November 16, 2022	116252 - 116314	\$ 463,796.00
November 28, 2022	116315 - 116339	\$ 439,570.93
November 30, 2022	116340 - 116407	\$ 292,513.75
Subtotal Accounts Payable Warrants Issued		<u>\$ 1,432,856.53</u>
Accounts Payable EFT Payments		
November 2, 2022	EFT01425 - EFT01426	\$ 1,903.06
November 9, 2022	EFT01427 - EFT01429	\$ 8,734.40
November 16, 2022	EFT01430 - EFT01447	\$ 11,767.08
November 28, 2022	EFT01448 - EFT01450	\$ 4,635.17
November 30, 2022	EFT01451 - EFT01472	\$ 33,743.20
Subtotal Accounts Payable EFT Payments		<u>\$ 60,782.91</u>
Subtotal Accounts Payable Warrants & EFT Payments		<u>\$ 1,493,639.44</u>
Accounts Payable Voids and Cancels		
November 30, 2022	116159	\$ (46.72)
Subtotal Accounts Payable Voids		<u>\$ (46.72)</u>
Subtotal A/P Warrants, EFTs, Voids		<u>\$ 1,493,592.72</u>
Subtotal ADP Payroll Debits		
November 10, 2022	Payroll	\$ 335,135.60
November 10, 2022	Federal Payroll Taxes	\$ 110,103.06
November 10, 2022	OR State Payroll Taxes	\$ 2,896.28
November 10, 2022	WA State PFML Taxes	\$ 2,865.49
November 23, 2022	Payroll	\$ 344,099.61
November 23, 2022	Federal Payroll Taxes	\$ 117,682.89
November 23, 2022	OR State Payroll Taxes	\$ 2,970.68
November 23, 2022	WA State PFML Taxes	\$ 2,924.50
Subtotal Payroll Transfers		<u>\$ 918,678.11</u>
Other ACH Debits		
November 18, 2022	ADP Payroll Fees	\$ 4,525.61
November 30, 2022	KAISER HSA	\$ 15,795.99
November 30, 2022	KAISER HSA	\$ 48.75
November 28, 2022	WA DOR Sales/Use Tax	\$ 2,493.59
November 9, 2022	WA DRS - DCP	\$ 6,242.96
November 29, 2022	WA DRS - DCP	\$ 6,287.52
November 8, 2022	WA DRS - PERS	\$ 80,056.22
November 28, 2022	WA DRS - PERS	\$ 80,156.68
Subtotal Other ACH Debit Transfers		<u>\$ 195,607.32</u>
Payroll Voids/Cancels		
Total Funds to Approve for Disbursement		<u><u>\$ 2,607,878.15</u></u>

Finance Manager Reviewed Atta Chongal

Date 12/17/2022

**Fort Vancouver Regional Library District
Staff Report 2022-60
Placement of New Library Facilities Policy**

TO: Board of Trustees
FROM: Amelia Shelley, Policy Committee
DATE: 12/19/2022
SUBJECT: Policy Approval

1. Placement of New Library Facilities Policy

SUMMARY: The Policy Committee has combined two existing FVRL policies concerning the siting of new libraries; [Purchase, Lease, Exchange, and Sale of Real Property](#), and [Provision of Library Service to New Areas](#) into a single revised policy: **Placement of New Library Facilities Policy**. We have also revised the procedures associated with siting new facilities and services to include using the equity lens as a guide for site selection and criteria for closing an existing location.

KEY POINTS:

- Policies are combined to improve clarity on how new sites within and without the District's boundaries are selected.
- Criteria in the *Guidelines for Library Facility Siting, Acquisition and Disposition of Real Property* are updated to better reflect the District's current strategic plan and [Equity Policy](#).
- Guidelines are updated to include criteria for closing a location.

ACTION REQUESTED: Approve as part of the consent agenda.

Guidelines for Library Facility Siting, Acquisition and Disposition of Real Property

Fort Vancouver Regional Library District (FVRL) has established the following guidelines to be considered in siting library facilities. **It is understood, however, that not all of these conditions will be able to be met in all situations.** Priority is dependent on local community needs and conditions. Site selection should always consider the current long range facility plan.

Legal considerations:

- In accordance with [27.12 RCW](#), FVRL policy will prevail in all matters related to FVRL facilities.
- No easements or other legal considerations that would unduly restrict use of the property or impose financial or other liability on FVRL.
- Zoning requirements for library use can be achieved within a reasonable time period.

Site Selection:

- Define need for services based on distance from other locations, demographics of local area, and other relevant criteria.
- Establish demand for services through metrics including but not limited to number of active library cards, percentage of users versus non-users, and other output measures.
- Determine the needed service level needed including self-serve, remote or full service, open hours and staffing.
- Establish value of site based on costs and availability of space, opportunity for donated land or buildings, available capital funding and other factors.
- Identify how this site builds equity for underserved populations including identifying who is served and how access to library resources impacts their lives.

Site capacity and infrastructure:

- Large enough to provide a sufficient “footprint” for parking, landscaping, and the desired building size and possible future expansion.
- Allows placement of the building in such a way as to allow for safe and convenient entrance/exit for library users and deliveries.
- Has accessible technology and utility infrastructures.

Accessibility:

- Located where as many people as possible in the service area can easily reach it.
- On a route where people to be served may easily combine use of the library with other activities.

- Easily and safely accessible by as many means of transportation as possible such as by bicycles, automobiles, public transportation or on foot.
- Has the availability of adequate, well-lit off-street or other safe parking, and walkways.
- **Meets ADA requirements for access and egress.**

Visibility and neighborhood suitability:

- Facility should be compatible in appearance with the neighborhood and its surroundings.
- Site should be easily visible from the street.
- Placement of the library on the site should have minimal adverse environmental impact and fit within the historical context of the neighborhood.

Minimizing costs:

- Necessary utilities should be readily available.
- Land should be free of hazardous material or such material should be easily mitigated or stabilized.
- Cost of the site and needed site improvements must be considered as to their effect on the overall cost of the project.
- Funds adequate to complete the purchase must be in place.

Site capacity and infrastructure for service outlets other than buildings:

- Distance to a full service library responsible for servicing the outlet is reasonable.
- Technology infrastructure which provides reasonable access speed is already on site.
- Safe and convenient entrance/exit for library users and deliveries is available.
- Located in proximity to the existing population and/or in an area frequented by people living in an area.
- Sheltered from the weather and provides reasonable protection from vandalism.
- **Adequate parking adjacent** to the location should be available.

Acquisition

Multiple acquisition options will be considered when acquiring or constructing new library facilities. Among those options are: purchase, commercial lease, lease-purchase, agreements with governmental jurisdictions including Library Capital Facility Areas and agreements with nonprofit organizations. See the **Asset Management Policy** for more information.

Purchase

When possible, the purchase of real property is the preferred method for FVRL to acquire new library locations. Land or existing buildings may be acquired based on the needs of the community and FVRL's resources. FVRL will actively seek to procure property in a manner that maximizes the taxpayer's investment.

Lease or Lease-Purchase

When the facility is owned by a governmental jurisdiction, FVRL may enter into an intergovernmental agreement. For lease from a governmental jurisdiction a term of twenty-five (25) years or more is expected.

When the facility is owned by a non-profit or commercial entity, FVRL may enter into an agreement for the purchase or lease of said facility. For commercially leased facilities, a ten-year lease with a ten-year option to renew is the preferred terms.

All agreements and contracts, other than purchase agreements, shall specify the responsibilities of the parties for maintenance, repair and operation of the facility. Purchase agreements may include common area maintenance responsibilities.

If the facility will at some time become the property of FVRL through a lease-purchase agreement, the agreement shall specify the terms of the transfer and the timeline.

Exchange or Donation

FVRL may accept land or buildings in exchange for other real property or as a donation to FVRL. The property must be in FVRL's best interest to accept on behalf of its stakeholders and meet the above criteria for siting and accessibility.

Sale

Sale of real property will follow Washington State Statute for the disposition of assets and require a public hearing prior to the sale of the property.

Closure

Facilities may be considered for closure when necessary, based but not limited to the criteria outlined below. *Board action is required any time a branch is considered for closure.*

- Establishment of an adjacent location that supplants the facility.
- Cost of operations exceeds available revenue.
- Cost of leased space exceeds the available budget.
- Limited opportunity for future growth.
- Demand for library access and resources exceeds available space.
- Demographics of the area change over time and reduce need.
- The District experiences financial duress.
- Damage caused by natural disasters.
- The ownership status changes on leased properties.

References: 27.12 RCW Public Libraries, 39.33.020 RCW Disposal of Public Property and 39.33.010 RCW Sale, exchange, transfer, lease of public property authorized—Section deemed alternative

Applicable Policy: Fiscal Management Policy, Asset Management Policy, Placement of New Library Facilities Policy

Fort Vancouver Regional Library District
Staff Report 2022-62
Finance Committee - 2023 Budget - Final Draft

TO: Board of Trustees

FROM: Finance Committee, Amelia Shelley

DATE: 12/14/2022

SUBJECT: 2023 Budget - Final Draft

SUMMARY: FVRL's 2023 budget supports our mission to build stronger communities by providing access to comfortable facilities, robust library resources and highly trained staff. Our 2023 budget seeks to maintain staffing at current levels, increase spending in key areas such as technology and repair and maintenance, and support the wages and benefits we have established as competitive through our market review.

We will continue to fill vacant positions as we are able. Our staff is back to offering in person programs at all locations and we are planning carefully to maintain what we start based on our capacity. Our library meeting rooms, programs and other services are all seeing steadily increasing use as more people return to public spaces.

We will continue to invest in our communities through new facilities. The Woodland Community Library should break ground next spring, and we are remodeling 2018 Grand Boulevard to serve as the District's Operations Center. Our existing Operations Center is leased through the City of Vancouver and our lease expires at the end of 2023. We anticipate moving to the new building mid year. Capital reserve funds will help fund these projects, as well as grants and other funds provided through our Foundation.

The 2023 budget document should contain the same type of information that it has for the past: library mission, values and strategic Plan. There is a general overview of revenues and expenditures, as well as information on how the levy works. Revenue for 2023 will be about 3% greater than the previous year, including new construction estimated at \$700,000.

The budget assumes full use of the property tax levy capacity available to FVRL. The levy rate on property is projected to approximately decrease from about \$0.32 per \$1,000 of assessed value in 2022 to just under \$0.28 in 2023. The inflation rate used to calculate the allowable levy increase is greater than 1%, so no Board resolution of substantial need is necessary for 2023.

Other revenue sources include other taxes, grants, and contracts, charges for services, investment interest, reserves and reimbursements, and add \$5.4 million for a total estimated 2023 revenue of \$33,902,500, an increase of 7.5% from 2022.

REVENUE

The 2023 budget assumes full use of the 1% property tax levy capacity available to FVRL and will account for 81% of FVRL's total budget this year. Other revenue sources include other taxes, grants, and contracts, charges for services, investment interest, capital reserves and reimbursements, which add \$5.4 million for a total estimated 2023 revenue of \$33,902,500, an increase of 7.5% from 2022.

LEVY RATE

Clark County's 2023 taxable assessed value increased by 15% over 2022. However, there is a 1% cap on revenue for governmental entities in Washington. Any growth in taxable assessed value causes our levy rate to drop. The 2023 levy rate will be just under 28 cents per \$1,000 of assessed value, equaling about \$27.6 million in property tax revenue.

If FVRL held a levy lid lift election this year for the statutory limit for library special districts of 50 cents, it would result in a substantial increase in revenue to over \$48 million. Tax revenues continue to grow annually based on both the 1% allowable increase as well as new construction and state assessed utilities. The chart below shows annual revenues from 2008 to 2022, with an estimate for 2023.

FVRL's general fund represents all of the cash the District has on hand. The fund needs to be adequate to carry FVRL in between receipt of tax revenues in April and October. It also holds any assigned funds (aka reserves) for capital projects and other expenses. In 2022, the assigned portion of the general fund was just over \$10 million set aside mostly for new libraries in Woodland, Washougal and Brush Prairie.

BUDGET OBJECTIVES

As always, the main objective for our budget is to provide **robust library services** and **exceptional customer service** for southwest Washington. A big part of the 2023 budget is the full return to pre-pandemic levels of service and staffing. These objectives include making **access to library resources and facilities** a priority through adequate staffing and hours of service, pursuing **capital projects** that were slowed by uncertainty and considering **opportunities for small scale growth**. We are also focused on our **strategic initiatives** of ensuring **equity** in our practices, building community **partnerships**, creating meaningful **connections**, and improving our **organizational culture**.

OPERATIONAL EXPENDITURES

PERSONNEL

FVRL budgets enough funding to cover anticipated expenses for the coming year. These can include routine monthly costs as well as one time expenses. Total personnel costs represent 55% of the total budget of \$33,902,500 which includes capital projects, or 65% of the Operational Budget of \$28,602,500.

WAGES

Currently, about 62% of our budget is spent on salaries and benefits. The 2023 budget for wages is \$12,750,000, a 6.25% increase from 2022. There are a number of factors which went into determining this increase. In 2022, we added extra capacity to wages to absorb the anticipated impact

implementation of the 2021 salary review. This has helped to some degree, but we still had some substantial ground to make up to get all staff to 100% of the market during a period of extreme inflation.

An additional factor in wage growth has been the Washington minimum wage increase to \$15.74 on January 1, 2023. Our successful bargaining efforts with both of our unions led to new market-based wages for all employees, with public library assistants starting at \$15.83 plus benefits, for those working over 24 hours a week.

Supervisors are required to complete quarterly performance reviews for all employees, including union members as an aspect of our Collective Bargaining Agreements (CBA). Employees must also pass a probationary period of six months to one year during their initial employment. Probationary periods can be extended if necessary to address performance issues.

The 2023 budget currently includes an anniversary step increase of 2.5% for all WPEA employees per our CBA, if they are not in a performance improvement plan. AFSCME represented employees will receive a 2.5% increase in wages on July 1, 2023 per the current CBA. Non-represented employees will also receive this same increase at that time to keep the similar classifications of positions commensurate with each other. AFSCME and non-represented staff are also eligible for growth and development increases on anniversary milestones that have been factored into the budget.

BENEFITS

The largest cost of benefits to FVRL are health insurance and retirement. The Public Employees Retirement System (PERS) [employer contribution](#) for 2023 is 10.39%. Medical insurance costs are increasing by approximately 5%, but overall costs will actually decrease due to a change in numbers and options. Dental coverage and long term disability remain flat. We will be using a new COBRA vendor, resulting in significant savings in that area.

Additionally, FVRL pays the employers' share of the cost for Workman's Compensation and Paid Family Medical Leave (WAPFML), both programs administered by the state. PFML rates will be going up to 8% January 1, 2023, the employer and employee share contributions. Our LNI rates vary annually based on our claims history and risk classes. We do not yet have our Workman's Comp rates for 2023, but [early indications](#) are that it could be an overall increase by 4.8%.

EQUIPMENT, TECHNOLOGY AND SUPPLIES

The 2023 budget for equipment, technology and supplies amounts to 4% of the total. We will continue to focus on our cybersecurity efforts and will be adding dedicated Help Desk staff to the IT team which should improve our response to staff tickets and allow time and concentration on larger district IT projects. We will also be updating our Self Check software after reviewing the current market.

The **supply** budget increase is related to moving the costs currently reimbursed by the Foundation for outreach and summer reading activities to the operational budget. The Foundation has indicated an interest in reducing the amount of funds they are raising for regular programming at FVRL to focus on capital projects. The small equipment budget will also be slightly reduced in the coming year.

Supplies also include **fuel for vehicles** which spiked in 2022. Our Facilities' team has been working on reducing the number of trips and increasing efficiencies to save money and reduce our carbon footprint in this area. This category includes software for public facing services such as Overdrive, Kanopy and Libby as well as internal functions such as accounting, web management, maintenance and data analysis.

LIBRARY BOOKS AND MATERIALS

This category includes all of the print and other materials purchased for physical circulation in our libraries. Multiple copies of new and popular items are acquired and shared throughout our service area through a floating collection. It also includes e-books and e-audio, as well as online databases for music, magazines and movies. This category accounts for 13% of the budget and is slightly reduced from 2022.

PROFESSIONAL SERVICES, OVERHEAD AND MAINTENANCE

This category makes up 14% of the total 2023 budget. FVRL anticipates an increase in **professional services** in 2023, due to architect and engineering fees for the Operations Center and Woodland projects. The Woodland costs will be partially offset by reimbursements from the Foundation.

We are well into our **third year** of our work on the **Equity, Diversity, and Inclusion (EDI)** initiative. We have completed the mandated Equity Foundational Training for all staff, conducting the class quarterly to provide it to new employees. We have also provided training on the information contained in and use of our Equity Toolkit. Much of our new strategic plan includes a focus on this work and become integrated into our processes.

Other consultant services anticipated in 2023 include a strategic facilities study, contracting for network security services, and increased support for translations. Our **custodial** contracts were bid this fall and we brought on a new contractor to service about half of our facilities. We are forecasting increases in **communications, insurance** and **repair and maintenance** costs, and are negotiating a new five year **lease for the Vancouver Mall. Training and Travel** will remain flat. **Utilities** are anticipated to increase this winter, especially natural gas and electricity.

LIBRARY CAPITAL PROJECTS

Our 2023 capital projects make up 15% of our total 2023 budget. The new **Woodland Community Library** building should break ground in late spring/early summer 2023. We are continuing to work on getting the price down on this project through value engineering, and are considering bringing on a general contractor early to assist with this process on the project. The current design has been estimated at \$7 million, with about 17% of the cost being attributed to the site, due to the need to mitigate the impact of poor soils.

The remodel of the new FVRL **Operations Center** located at 2018 Grand Blvd. will start in late October/early November, based on a go ahead from the Board to increase the budget. The low bid for

the project came in at \$2.5 million, \$200,000 over the estimated budget. The schedule is for construction to take about seven months to complete. There are concerns about [continued](#) supply chain issues for certain construction materials that could impact cost and schedules.

Two other potential projects remain under consideration: The possibility of opening a small, limited service location in **Brush Prairie** and remodeling the **North Bonneville** location into a self-serve library. Both of these will be dependent on the capacity of staff to add them into their work plans.

We are planning a number of other capital projects next year throughout the District. Larger projects include seal coating and striping the parking lot in **La Center**, replacing the front doors at the **Three Creeks** and **Mall** libraries, and finishing the remodel of the first floor at **Vancouver**. Smaller projects are happening in every location and range from adding sound absorbing panels at **Ridgefield**, **Cascade Park** and **White Salmon** to installing security cameras at **Battle Ground** to tree trimming at **Goldendale**. We are exploring grants for installing EV charging stations at **Stevenson** and to replace exterior single pane windows to improve energy efficiency on that building. We will continue to fundraise for the **Washougal** Community Library project and undertake a ten-year strategic facility study.

FVRL's objective for the 2023 budget is to support our vision that *everyone in our communities is valued and empowered to succeed*, by financing our strategic goals and priorities, along with the traditional services that our users depend upon to serve their needs. Our staff has developed this proposed budget rooted in our mission to strengthen our communities through knowledge, experience and creativity, and through our shared values of inclusion, collaboration and access. FVRL's 2023 proposed budget is based on all of our community library buildings being fully open to the public, along with a comprehensive offering of library programs, and services.

Fort Vancouver Regional Library District
Statement Of Revenue - Budget - Fiscal Year 2023
DRAFT 12/14/2022

REVENUE	2022 Approved	2023 DRAFT Budget	Dollar Difference	Percent Change	
311.10	Property Taxes - Clark	\$24,250,000	\$25,300,000	\$1,050,000	4.33%
311.10	Property Taxes - Cowlitz	\$325,000	\$315,000	-\$10,000	-3.08%
311.10	Property Taxes - Klickitat	\$1,345,500	\$1,315,000	-\$30,500	-2.27%
311.10	Property Taxes - Skamania	\$675,000	\$690,000	\$15,000	2.22%
	Property Taxes	26,595,500	\$27,620,000	\$1,024,500	3.85%
311.11	Other General Tax	0	25,000	\$25,000	0%
318.20	Leasehold Excise Tax	120,000	95,000	-\$25,000	-20.83%
	Other Taxes	120,000	120,000	\$0	0.00%
	State grants	0	25,000	25,000	0%
332.00	Federal in-lieu of Taxes	5,000	15,000	\$10,000	200.00%
335.05	State Forest Boards	225,000	150,000	-\$75,000	-33.33%
338.72	INET City of Vancouver (PEG)	61,000	0	-\$61,000	-100.00%
338.72	Yale Valley Library District	162,500	180,000	\$17,500	10.77%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	454,000	370,500	-\$108,500	-23.90%
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	6,000	6,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	25,000	25,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	0	-\$5,000	-100.00%
	Charges for Services	56,000	51,000	-\$5,000	-8.93%
361.11	Investment Interest	120,000	200,000	\$80,000	66.67%
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	2,500	2,500	\$0	0.00%
369.90	Grants	150,000	50,000	-\$100,000	-66.67%
369.40	Insurance	250,000	2,500	-\$247,500	-99.00%
369.90	Other Miscellaneous - E-Rate	200,000	150,000	-\$50,000	-25.00%
395.00	Sale of Assets	20,000	20,000	\$0	0.00%
	Miscellaneous	760,000	441,000	-\$319,000	-41.97%
	Subtotal-Operating Revenues	27,985,500	\$28,602,500	592,000	2.12%
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	2,400,000	2,500,000	\$100,000	4.17%
	Transfer from Reserves	2,400,000	2,500,000	\$100,000	4.17%
369.90	Library Friends Groups	150,000	300,000	\$150,000	100.00%
369.90	Fort Vancouver Regional Library Foundation	1,000,000	2,500,000	\$1,500,000	150.00%
	Reimbursements	1,150,000	2,800,000	\$1,650,000	143.48%
	Grand Total Revenue	31,535,500	\$33,902,500	\$2,342,000	7.43%

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2023

Library Operating Budget

Bars	Description	2022 Approved Budget	2023 Draft Budget	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	12,000,000	12,750,000	750,000	6.25%
572.24	Benefit - Medical	2,560,000	2,300,000	-260,000	-10.16%
572.24	Benefit - Dental	300,000	240,000	-60,000	-20.00%
572.24	Benefit - Life, AD&D, LTD	125,000	75,000	-50,000	-40.00%
572.22	Benefit - PERS	1,540,000	1,324,725	-215,275	-13.98%
572.21	Benefit - FICA	910,000	975,375	65,375	7.18%
572.25	Benefit - L & I	100,000	100,000	0	0.00%
572.2X	Benefit - PFMLA	20,000	27,785	7,785	38.92%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	Personnel Subtotal:	17,565,000	17,802,885	237,885	1.35%
Equipment: Technology & Supplies					
572.30	Supplies	\$392,525	\$458,000	65,475	16.68%
572.35	Small Equipmt (FFE)	\$266,700	\$250,000	-16,700	-6.26%
572.38	Technology	\$433,000	\$462,000	29,000	6.70%
572.33	Library Software and Professional	\$350,000	\$300,000	-50,000	-14.29%
	Equipment Subtotal:	1,442,225	1,470,000	27,775	1.93%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	\$2,300,000	\$1,903,500	-396,500	-17.24%
572.39	Electronic Resources	\$1,600,000	\$1,896,500	296,500	18.53%
	Resources Subtotal:	3,900,000	3,800,000	-100,000	-2.56%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	\$1,725,000	\$2,079,225	354,225	20.53%
572.42	Communications	\$387,800	\$410,000	22,200	5.72%
572.43	Training / Travel	\$108,000	\$108,000	0	0.00%
572.44	Advertising	\$30,000	\$30,000	0	0.00%
572.45	Rentals / Leases	\$567,925	\$560,000	-7,925	-1.40%
572.46	Insurance	\$220,000	\$250,000	30,000	13.64%
572.47	Utilities	\$458,855	\$450,000	-8,855	-1.93%
572.48	Repairs & Maintenance	\$704,250	\$870,000	165,750	23.54%
572.49	Misc / Dues / Printing / Other	\$165,700	\$163,750	-1,950	-1.18%
572.50	Intergovernmental Services	\$3,640	\$3,640	0	0.00%
	Operations Subtotal:	4,371,170	4,924,615	553,445	12.66%
	Subtotal-Operating Expenditures	27,278,395	27,997,500	719,105	2.64%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	\$500,000	\$300,000	-200,000	-40.00%
572.62	Yale	\$40,000	\$40,000	0	0.00%
594.62	Buildings / Owned	\$3,392,105	\$5,500,000	2,107,895	62.14%
594.64	Machinery & Equipment	\$325,000	\$65,000	-260,000	-80.00%
	Capital Projects Subtotal:	4,257,105	5,905,000	1,647,895	38.71%
	Grand Total All Expenditures:	\$31,535,500	\$ 33,902,500	\$ 2,367,000	7.51%

FVRL 2023 Budget FINAL 12.19.22

Category	2021			2022	2023	2024	2025	2026
	2019	2020	(IPD/Amended)					
Property Taxes	\$ 24,199,335	\$ 24,921,863	\$ 25,967,515	\$ 26,595,500	\$ 27,620,000	\$ 28,215,166	\$ 29,061,621	\$29,933,470
Other Taxes	\$ 238,603	\$ 114,458	\$ 144,563	\$ 120,000	\$ 120,000	\$ 122,400	\$ 124,848	\$127,345
Intergovernmental, Grants & Contract	\$ 443,408	\$ 875,569	\$ 1,203,136	\$ 454,000	\$ 370,500	\$ 395,550	\$ 399,951	\$409,482
Charges for Services	\$ 148,213	\$ 45,110	\$ 52,850	\$ 56,000	\$ 51,000	\$ 75,000	\$ 100,000	\$110,000
Miscellaneous	\$ 814,563	\$ 1,082,149	\$ 6,624,694	\$ 1,910,000	\$ 3,241,000	\$ 1,841,000	\$ 841,000	\$841,000
Reserves	\$ 465,858	\$ 27,671	\$ -	\$ 2,400,000	\$ 2,500,000	\$ 2,000,000	\$ 2,000,000	\$1,000,000
Total Revenue	\$ 26,309,980	\$ 27,066,820	\$ 33,992,758	\$ 31,535,500	\$ 33,902,500	\$ 32,649,116	\$ 32,527,420	\$32,421,297
Personnel	\$ 15,597,773	\$ 15,656,739	\$ 15,776,511	\$ 17,565,000	\$ 17,802,885	\$ 18,176,914	\$ 18,766,213	\$19,475,973
Supplies & Small Equipmt/Tech	\$ 1,233,622	\$ 742,356	\$ 1,455,403	\$ 1,442,225	\$ 1,470,000	\$ 1,489,320	\$ 1,508,926	1,528,822
Library Materials	\$ 3,505,075	\$ 2,625,240	\$ 3,307,049	\$ 3,900,000	\$ 3,800,000	\$ 4,253,395	\$ 4,311,997	4,372,357
Other Charges & Services	\$ 3,691,744	\$ 3,558,131	\$ 4,202,345	\$ 4,371,170	\$ 4,924,615	\$ 5,082,561	\$ 5,141,261	5,200,725
Capital Outlay	\$ 889,883	\$ 1,969,153	\$ 3,745,595	\$ 1,857,105	\$ 3,905,000	\$ 940,400	\$ 940,804	941,212
Reserves	\$ 465,858	\$ 1,626,023	\$ 3,863,711	\$ 2,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	1,000,000
Debt Service					\$ -	\$ 300,000	\$ 300,000	300,000
Total Operating Expenditures:	\$ 25,383,955	\$ 26,177,642	\$ 32,350,614	\$ 31,535,500	\$ 33,902,500	\$ 32,242,590	\$ 32,969,200	\$ 32,819,088
Activity	\$ 926,025	\$ 889,178	\$ 1,642,144	\$ 0	\$ (0)	\$ 406,526	\$ (441,781)	\$ (397,791)
Ending	\$ 926,025	\$ 889,178	\$ 1,642,144	\$ 0	\$ (0)	\$ 406,526	\$ (441,781)	\$ (397,791)

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Resolution 2022-26
(Budget Resolution 2023-02)

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING ADOPTION OF THE 2023 BUDGET.

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held December 19, 2022 at the Vancouver Community Library and online, attended by a quorum of the Board 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 then attending.

WHEREAS, the Fort Vancouver Regional Library District was established in 1950 as an intercounty rural regional library district, and levies property taxes pursuant to the Revised Code of Washington 27.12.150, and

WHEREAS, funds for the establishment and maintenance of the library service of the district shall be provided by the boards of county commissioners of the respective counties by means of an annual tax levy on the property in the district of not more than fifty cents per thousand dollars of assessed value per year, and

WHEREAS, the tax levy in the several counties shall be at a uniform rate and shall be based on a budget to be compiled by the Board of Trustees of the intercounty rural library district who shall determine the uniform tax rate necessary and certify their determination to the respective boards of county commissioners, and

WHEREAS, an overview of the draft 2023 Budget was presented to the FVRL Board of Trustees on September 19, 2022, with a first reading of the preliminary 2022 Budget on October 17, 2022, then a second reading of the budget on November 14, 2022, and a final public hearing on December 19, 2022 to consider the District's budget for 2023.

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2022 budget in the amount of \$33,902,500.

Adopted this 19th day of December, 2022.

Jane Higgins, Chair

Vikram Kotwani

Penny Love-Henslee, Vice Chair

Kristy Morgan

Mary Ann Duncan-Cole, Secretary

Olga Hodges

Megan Dugan

**Fort Vancouver Regional Library District
Staff Report 2022-61
Policy Committee Report**

TO: Board of Trustees
FROM: Amelia Shelley, Policy Committee
DATE: 12/19/2022
SUBJECT: Collection Policy Review

[Collection Policy](#) - Current version for comparison

SUMMARY: The committee discussed FVRL's Collection Policy and is bringing our first draft to the Board for discussion and a first reading. No formal action is needed at this time.

KEY POINTS:

- Policy has not been updated since 2009 and is due for review.
- Ensure the policy still matches our organizational values and practices.
- Update to match formatting for current policies.

BACKGROUND:

Collections and Technology Services Director Lynne Caldwell provided the Committee with an update to the existing policy for discussion. They reviewed Collection policies from numerous other public libraries in the region and researched the [Collection Development](#) resources on the American Library Association's website. Lynne looked for language in other policies that would provide needed updates to the existing policy. Additionally, the policy was reformatted to fit with our current policy template, and the use of Library as the organizational identifier has been changed to FVRL or District where needed to be consistent with FVRL's style sheet.

SUGGESTED CHANGES:

Purpose - (new) *and recognizes that the libraries' physical and digital collections are contained in varied, evolving and divergent materials and formats.*

Policy Statement - (new) *FVRL is committed to a collection of library materials and resources that allow for free access to ideas and information to reflect the broad range of interests of the communities we serve.*

Collection Objectives - (new) *FVRL is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.*

(deleted) The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs:

(new) *The primary objectives of the collection will be:*

- *To educate and inform*
- *To promote the pleasure of reading*
- *To develop the skills and abilities needed for personal success*
- *To encourage and enhance personal, artistic, and intellectual growth*

(new) *Selection of materials by FVRL does not mean the District endorses the contents or the views expressed in those materials.*

(new) *The Board recognizes that FVRL's resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, as well as electronic and other methods of information access, are valid and necessary ways of meeting patron needs.*

Access: (new) *until a final court ruling is made after all appeals are exhausted.*

Selection: (new) *staff members qualified for this duty by education, training, and job classification*

Criteria (new)

- *present collection composition*
- *critical merit*
- *level of demand*
- **accuracy** (see below)
- *diversity of formats to meet user needs*
- *cost, availability and durability of formats*

Criteria (deleted)

- *existing subject coverage*
- *audience for material*
- *current or historical significance of author or subject*
- *support for lifelong learning*
- *effective expression*
- *creativity*
- *imagination*
- *reading, listening or viewing enjoyment*
- *popularity*
- *nature of media*
- *quality of production*

For discussion: The Policy Committee had a lively discussion about the term accuracy as a criteria for selection. The intent of the inclusion of the word is to clarify the need to remove items that become superseded with new information over time. An example might be a book on a country's government structure that has changed or health information that has been updated to reflect current treatments. A concern was raised over the possibility of some items being removed from the collection for not being viewed as "true." The Committee asks the full Board for their input on this topic.

Some alternative words to consider:

Current

Up-to-date

Contemporary

Collection Review: (added *Requests for Reconsideration*)

(new) A formal material challenge is initiated when a fully completed and signed copy of the Collection Review Form is received by FVRL. Collection Review Forms, available at any library branch and online, will be accepted only from residents within the Fort Vancouver Regional Library District service area for items owned by the District.

(new) The committee will consist of the Collection Manager, a Collection Development Librarian, a site supervisor from the branch where the challenge was received, and other appointed staff as needed to perform an independent review of the challenged item.

Small changes to the final paragraph were added for clarity.

Discarding Materials: no changes

Administration, Severability and Continuance (added to all policies when revised)

Relevant Policies and References (added to all policies when revised)

COLLECTION POLICY

DRAFT REVISIONS - NOV 2022

PURPOSE

The Fort Vancouver Regional Library District (FVRL) offers a collection of library materials and information resources (collection) in keeping with its mission and values. The Board of Trustees (Board) has a strong commitment to support the acquisition and maintenance of a balanced library collection and recognizes that the libraries' physical and digital collections are contained in varied, evolving and divergent materials and formats.

POLICY STATEMENT

FVRL is committed to a collection of library materials and resources that allow for free access to ideas and information to reflect the broad range of interests of the communities we serve.

COLLECTION OBJECTIVES

FVRL is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

~~The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs:~~

The primary objectives of the collection will be:

- To educate and inform
- To promote the pleasure of reading
- To develop the skills and abilities needed for personal success
- To encourage and enhance personal, artistic, and intellectual growth

The collection will be selected and maintained to enable each individual to choose materials and information according to her or his own free choice. The collection as a whole will be a diverse source of information representing as many viewpoints as possible. FVRL neither encourages or discourages any particular viewpoint. No material will not be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of either the author or the material. Selection of materials by FVRL does not mean the District endorses the contents or the views expressed in those materials.

The Board recognizes that FVRL's resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, as well as electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

ACCESS

The Board believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

FVRL does not stand in place of the parent (in loco parentis). Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

The collection will be organized and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled because of controversy about the author or the subject matter.

The Board considers materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution. If a person claims that a particular item is not constitutionally protected, the burden of proof rests with that person.

If a court having jurisdiction over the District decides that any material in the collection is not protected by these constitutions, such material will be removed immediately. Material under court consideration will remain available **until a final court ruling is made after all appeals are exhausted.**

SELECTION

Selection of materials is vested in FVRL's Executive Director, who may authorize **staff members qualified for this duty by education, training, and job classification** to assist. The Executive Director has full authority to use her or his judgment in interpreting this Policy. Materials selected will be deemed to have been selected by the Board.

Criteria to be considered in adding specific materials, to the collection include, but are not limited to:

- collection objectives
- **present collection composition**
- public interest
- community relevance
- **critical merit**
- patron requests
- **level of demand**
- **accuracy**
- timeliness of topic
- diversity of viewpoint
- **diversity of formats to meet user needs**
- **cost, availability and durability of formats**
- ~~existing subject coverage~~
- ~~audience for material~~
- ~~current or historical significance of author or subject~~
- ~~support for lifelong learning~~
- ~~effective expression~~
- ~~creativity~~
- ~~imagination~~
- ~~reading, listening or viewing enjoyment~~
- ~~popularity~~
- ~~nature of media~~
- ~~quality of production~~

Items selected must meet one or more of these criteria but not every item that meets one or more of them will be selected. FVRL strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection. Requests may be met through purchase, resource sharing with other libraries, electronic delivery or other means.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Gift items are subject to the same selection criteria used for purchased materials.

COLLECTION REVIEW (REQUESTS FOR RECONSIDERATION)

The Board recognizes the right of individuals or groups to question materials in the collection and FVRL will give serious consideration to each opinion so expressed. A formal material challenge is initiated when a fully completed and signed copy of the [Collection Review Form](#) is received by FVRL. Collection Review Forms, available at any library branch and online, will be accepted only from residents within the Fort Vancouver Regional Library District service area for items owned by the District.

The collection Review Form will be sent to the Executive Director, who will refer it to a staff committee for review. The committee will consist of the Collection Manager, a Collection Development Librarian, a site supervisor from the branch where the challenge was received, and other appointed staff as needed to perform an independent review of the challenged item. Material under consideration will remain available to patrons until a decision is made.

The review committee will give the Executive Director their recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy. Because of the need to accommodate individual as well as group requests, the number of forms received will not be a factor in reaching a recommendation. The Executive Director will make a final decision regarding the material and reply to the individual or groups in writing as soon as practical.

DISCARDING MATERIALS

The Board recognizes that discarding materials is an important part of maintaining the collection in order to keep the collection fresh and free of outdated and worn/damaged materials. Discarding materials is vested in the Executive Director, who may authorize qualified staff to assist. Materials discarded will be deemed to have been discarded by the Board.

When discarding materials, the District will consider the same criteria as for selecting materials, as well as physical condition. Materials will not be removed because of controversy. Replacement of materials will be based on collection objectives.

The District is not a library of historical record. To ensure a vital collection of continuing value to the communities we serve, except in the area of local history, materials that are not well used may be withdrawn.

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, Asset Management, Fiscal Management, Gifts and Recognition, Public Liability, Purchasing and Procurement, Trustee Ethics and Responsibilities

References: 27.12 RCW, 42.56.310 RCW

Approved by the Board of Trustees: *Original Policy: November 29, 1972; Revised and Adopted: October 26, 1981; Revised and Reaffirmed: September 11, 1989; Revised and Reaffirmed: October 14, 1991; Revised and Reaffirmed: August 16, 1993; Revised and Reaffirmed: August 30, 1995; Revised and Reaffirmed: August 14, 2000; Revised: April 21, 2008 (replaces former policy titled "Selecting and Discarding Materials"); Revised and Reaffirmed:*

COLLECTION POLICY

DRAFT REVISIONS CLEAN - NOV 2022

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**Fort Vancouver Regional Library District
Staff Report 2022-66
Foundation Memorandum of Understanding**

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 12/19/2022

SUBJECT: Fort Vancouver Regional Library Foundation Memorandum of Understanding

SUMMARY: At the November Trustee meeting in Washougal, the Fort Vancouver Regional Library Foundation (Foundation) Board provided an amended version of our joint Memorandum of Understanding (MOU) to the Board for their consideration.

FVRL and the Foundation have a long-standing relationship that is codified in the District's [Gifts and Recognition Policy](#). The policy outlines the relationship and addresses a number of the items that the Foundation has requested to be added to the MOU. Below, I have provided for you information on both FVRL's and the Foundation's suggested amendments in order.

KEY PROVISIONS OF CURRENT MOU

- FVRL currently provides office and storage space, phones, utilities, computers, internet access, IT help desk support, graphics and design services, volunteer management, use of library vehicles, meeting rooms and library equipment such as tables and chairs for events, office supplies, and copy and printing services to the Foundation.
- The agreement requires that FVRL receive a commensurate value of funding from the Foundation in exchange for these services, spaces and equipment and determines that amount through an annual accounting.
- FVRL provides a budget request to the Foundation each spring for the coming fiscal year. The Foundation is obligated to provide an annual report to FVRL of its activities.

REVIEW OF CHANGES TO MOU: See the staff report from the November Board packet for additional information and background on the MOU. Changes requested by FVRL are in **BLUE** and changes requested by the Foundation are in **RED**.

SECTION I - ACCOUNTABILITY

One of the issues that has been most difficult to resolve in FVRL's relationship with the Foundation is professional communication between our organizations. FVRL believes that the Foundation intentionally restricts information and is not transparent in its activities taken on FVRL's behalf.

A Library Trustee is expected to serve as the Foundation Board Liaison. For the last few years, FVRL's Board Liaison and Executive Director have only been allowed to attend the last 15 minutes of the Foundation's Board meetings, and only learn of their activities from reading the

prior month's Foundation Board minutes. Regular meetings between the Directors of both organizations have been canceled by the Foundation. The Foundation has failed to formally approve FVRL's budget requests for the past two years, although they have continued to pay requested invoices.

Section 1.11 - (new - request by FVRL) Communicate and collaborate with FVRL on grant applications that are specific to library facilities, including but not limited to sharing drafts of applications and final versions before submission.

Section 2.8 (new - request by Foundation) The LIBRARY agrees to provide full and complete information to the FOUNDATION related to the programs, services and projects that the FOUNDATION is seeking support for. The FOUNDATION will be notified of any changes in information including description, scope, cost, or other detail that may impact the FOUNDATION's efforts.

2.11 (new - request by Foundation) The LIBRARY will work with the FOUNDATION to determine what fundraising efforts are feasible and prepare a written agreement as to the amount and time needed to complete the fundraising.

2.13 (new - request by Foundation) The LIBRARY will provide records and documentation necessary to complete reporting requirements the FOUNDATION may have encumbered from donors or grantors in its efforts.

Section 1.11 was added by FVRL to illustrate a problem with our current relationship with the Foundation. They do not share drafts or finished grant applications with the District, even though the requests are made for our benefit. Twice we have had to request copies of grants from state offices that the Foundation has refused to provide to us. The most recent, an application for a capital grant for the construction of the Washougal Community Library (attached), lists *Amelia Shelley* as the project manager. It also includes erroneous information about the start date for construction and the project budget that could have been corrected if I had had the opportunity to review it.

Section 2.8, 2.11 and 2.13 were added by the Foundation and asks that FVRL provide the Foundation with full and complete information related to the programs, services and projects that require their support. It seems odd that the Foundation asks for FVRL to provide information in a free and open manner when requested, but that the Foundation can consider information pertaining to their operations proprietary. FVRL can see no way for this relationship to be professional without an express commitment from both entities to open communication and sharing of information including grant applications and donor requests made on FVRL's behalf.

FVRL respectfully requests that regular and open communication become the norm in this partnership. **Staff recommends combining the text of these four clauses.**

New Combined text for 1.11, 2.8, 2.11 & 2.13:

1.11 *FVRL and the Foundation agree to provide full and complete information related to the programs, services and projects that includes but is not limited to sharing plans, drafts of applications and final versions of any requests prior to submission. Both entities agree to notify each other of any changes in information including description, scope, cost, or other detail that may impact scope or fundraising efforts and to provide all necessary records and documentation to complete reporting requirements.*

1.12 (new - request by FVRL) Provide the LIBRARY with a clear accounting of what specific items the FOUNDATION has received through donations and when the LIBRARY can anticipate compensation for the expense.

1.13 (new - request by FVRL) Collaborate on donor materials and provide information to FVRL on any library furnishings, fixtures or equipment that have been paid for through donations, including the amount of money collected and any details that are pertinent to the donor agreement.

Section 1.12 and 1.13 ask the Foundation to provide a clear accounting of what funds have been raised from donors and how much was received for specific sold items and to collaborate on development of donor materials related to those requests.

FVRL respectfully requests donor information pertaining to what a donor has purchased and how much was paid for the item, when the Foundation sells naming rights for items in a new or existing library. Sometimes funds for purchased items are raised well ahead of the actual purchase and may not cover the actual expense. FVRL wants to be able to understand what was promised, what they are obligated to purchase, and what amount can be requested for reimbursement of the expense. **Staff recommends combining the text of these two items.**

New combined text for 1.12 & 1.13:

Provide the LIBRARY with a clear accounting of what specific items the FOUNDATION has received through donations and when the LIBRARY can anticipate compensation for the expense. Collaborate on donor materials and provide information to FVRL on any library furnishings, fixtures or equipment that have been paid for through donations, including the amount of money collected and any details that are pertinent to the donor agreement.

1.14 (new - request by FVRL) Provide timely recognition for donors (within X days or months) with mutually agreed upon signage in library locations. Recognition for donated items should be installed within a year of purchase. Work with LIBRARY staff to ensure chosen materials and language meets the needs of both entities.

The Ridgefield Community Library opened on July 9, 2021. At this writing, there is still no donor recognition wall. This is a community that worked hard to accomplish this project and failing to

adequately follow through on providing donor recognition is unthinkable. FVRL and the Foundation worked together ahead of the opening to design a donor wall location and selected material for the backing. It is unclear why this step has not been accomplished and emails to the Foundation for a timeline or an explanation have gone unanswered. Staff recommends including 1.14 in the new MOU to ensure there is a clear expectation of timeliness and recognition. This could also be accomplished by amending the [Gifts and Recognition Policy](#).

SECTION II - ACCOMMODATIONS AND CONSIDERATIONS

OFFICE SPACE, STORAGE, EQUIPMENT AND PARKING:

2.1 (existing - new text by Foundation) Provide to the FOUNDATION office and storage space, utilities, office and computer equipment, **secure parking space for Foundation and employee vehicles**, and furnishings all in a standard equivalent to LIBRARY administration and staff offices.

The Foundation has expressed their displeasure of the space available in the new Operations Center, even though every department is having to scale back the size of their work spaces. It is difficult to go from a 40,000 square foot building to a 26,000 square foot building without some loss of space. While we understand their concerns, it is something everyone at FVRL will need to come to terms with as our employees and partners.

SUPPLIES AND PERIPHERALS:

2.2 (existing - new text by FVRL) Provide the FOUNDATION with consumable office supplies, telephone and internet service, general utilities, and **leased copier and printing equipment duplicating services**. **Copies or prints that exceed the annual agreed upon allotment for that equipment will be compensated for by the FOUNDATION**

There are two parts of copiers - monthly lease costs and copy totals. The Foundation's use of its copiers has increased significantly over the past few years. FVRL would like to see a cap placed on the number of total copies with a reimbursement plan for excess copies.

MARKETING AND COMMUNICATIONS:

2.3 (existing - new text by FVRL) Provide professional staff and services, including graphic services **through a separate agreement with the Communications and Marketing Division of FVRL as agreed upon by both the FOUNDATION and the LIBRARY**.

FVRL's Communications and Marketing Division (CMD) supports the work of the 14 staff locations throughout the District, as well as operational services, with their work. All of FVRL's staff understands the limitations of CMD by respecting deadlines and understanding limitations. The Foundation frequently does not follow guidelines set forth and expect staff to accommodate their needs on short notice. CMD has requested that they draft a separate agreement with the Foundation that fits the needs of both organizations.

IT SUPPORT:

2.4 (new - request by FVRL) Provide IT help desk support services for all computer issues within the scope of their abilities for FVRL installed and maintained software. This includes the installation, upgrade and maintenance of all desktop computers, printers and copiers. Any additional IT-related services including additional software, servers, websites, web hosting services and email accounts used by the FOUNDATION will be the sole responsibility of the Foundation to purchase and maintain.

New section added by FVRL intended to outline specific services and parameters for support.

ALTERNATIVE to 2.1 - 2.4

FVRL would like to propose an alternative to support the Foundation through an annual stipend, that could be reimbursable as submitted for payment or up front, to cover the costs outlined in 2.1 to 2.4 for their organization at an alternative location. Currently, FVRL spends about \$50,000 on behalf of the Foundation for overhead costs (see annual audit) but that does not include rent, and another \$50,000 in staff time.

FVRL recommends a stipend of \$100,000 to provide the Foundation with the ability to rent space elsewhere. Based on the direction FVRL has received from the State Auditor's Office, this agreement would also require that the Foundation provide a commensurate amount of support for FVRL's projects and programs. This alternative could begin with the Foundation's 2023-2024 fiscal year starting on July 1, 2023.

SOLE PROVIDER OF FUNDRAISING SERVICES:

2.7 (new - request by Foundation) Recognize the FOUNDATION as the primary, private fundraising entity to pursue and secure charitable funds for the LIBRARY'S programs, services, and projects. The LIBRARY will identify the FOUNDATION as the fundraising arm of the LIBRARY on its printed materials, websites, and other materials.

FVRL's [Gifts and Recognition Policy](#) states, *Donors are encouraged to make financial contributions to the Fort Vancouver Regional Library Foundation (Library Foundation) or the Friends of the Library group at their local branch. Tax-deductible donations can also be made directly to FVRL.*

LIBRARY STAFF OR CONSULTANTS CANNOT FUNDRAISE WITHOUT PRIOR AGREEMENT:

2.8 (new - request by Foundation) Agree that the LIBRARY will not maintain its own fundraising staff or authorize any other entity to provide fundraising services for the LIBRARY without a written agreement between the FOUNDATION and the LIBRARY detailing the nature and terms of the arrangement.

No. FVRL is unwilling to exclude the possibility of needing to use an outside consultant to assist with fundraising efforts if the Foundation falls short of its obligations or will not agree to improve communication between the organizations.

GRANTS AND DONATIONS:

2.11 (new - request by Foundation) The LIBRARY will recognize that the FOUNDATION views its donor records, fundraising proposals, grant materials, and research efforts to be its work product and intellectual property.

2.12 (new - request by Foundation) The LIBRARY will recognize grants and donations formally secured by the FOUNDATION for programs, services, and projects that cannot be distributed to the LIBRARY without proper documentation and process as being “pending” support.

The assertion that the Foundation’s documents are proprietary when they *identify FVRL as the recipient* is not acceptable. At this time, both FVRL and the Foundation can apply for grants, sometimes from the same entities. While we understand the desire of the Foundation to be able to count these funds toward their annual earnings, it does not always make sense for FVRL to accept the Foundation as the only entity to apply for grants on behalf of the District. This holds true for the State Department of Commerce grants for library capital construction as well as others.

Some grants do require a 501c3, and those should be the exclusive purview of the Foundation. FVRL would not agree to have the Foundation be the sole source for grants as many grants that apply to library programs would be inappropriate for them to control and would increase the amount of time and paperwork required for reimbursements. FVRL should not agree to these terms.

DONORS AND DONATIONS:

2.14 (new - request by Foundation) The LIBRARY will recognize the FOUNDATION as the preferred recipient of all gifts of stock, real estate, real property, or bequests unless the donor or funder specifically requests that it not be directed to the FOUNDATION.

2.15 (new - request by Foundation) The LIBRARY will refrain from encouraging donors to not direct their gifts to the FOUNDATION.

2.16 (new - request by Foundation) The LIBRARY will recognize the FOUNDATION as the principal-agent for managing donor relations.

FVRL is able to accept charitable donations on its own behalf and should continue to do so. The *Gifts and Recognition Policy* states that FVRL will encourage donors to direct their donations to the Foundation and we do. However, in some cases, such as bequests, we are unable to change the recipient of the funds based on the wishes of the donor or the estate. Additionally, we receive some specific donations, such as for the purchase of materials, that would be made

more cumbersome if they had to go through the Foundation first. FVRL is happy to provide the Foundation with any requested information pertaining to donor and grant related projects (2.16).

Action Requested: None at this time. Would like to provide the Foundation with the attached MOU revision after the December 17, 2022 Board meeting.

**AGREEMENT BETWEEN
THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
AND
THE FORT VANCOUVER REGIONAL LIBRARY FOUNDATION**

THIS AGREEMENT is made and entered into this _____ of _____, 2022 by and between the Fort Vancouver Regional Library District, a municipal corporation herein after referred to as "LIBRARY", and the Fort Vancouver Regional Library Foundation, a 501(c)(3) non-profit corporation designed to provide assistance and aid in the development, maintenance and promotion of growth and preservation of the LIBRARY, herein after referred to as the "FOUNDATION."

WITNESSETH:

WHEREAS, the LIBRARY, pursuant to RCW 27.12.300 is empowered to hold title to money or property given to or for the use or benefit of the LIBRARY, to be held and used according to the terms of the gift; and

WHEREAS, the LIBRARY has, from this express power to receive property, the implied power to solicit the same; and

WHEREAS, the LIBRARY has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the Washington State Auditor's Office (SAO) compels the LIBRARY to ensure that no public funds are to be spent for FOUNDATION purposes unless such costs are reimbursed. The LIBRARY must account for, and receive, full market value for any services including but not limited to facilities, personnel, equipment, etc.) as anything else would be considered a gift, and

WHEREAS, the FOUNDATION is a 501(c)(3) nonprofit corporation duly organized for such purposes as maintaining, developing, increasing, and extending the facilities and services of the LIBRARY; and

WHEREAS, the FOUNDATION includes all Friends of the Library and affiliated library groups that operate under the 501(c)(3) status and tax identification number of the FOUNDATION, and

WHEREAS, the FOUNDATION is empowered to solicit and receive property and to make contributions, grants, and gifts and transfers of property to the LIBRARY; and

WHEREAS, the FOUNDATION has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the FOUNDATION represents and warrants that its Articles of Incorporation and Bylaws restrict the use of all assets (with the exception of those held on behalf of third parties) and earnings of the FOUNDATION for the benefit of LIBRARY purposes.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL EXCHANGE OF SERVICES AND OTHER GOOD AND SUFFICIENT CONSIDERATION HEREIN MADE BY EACH PARTY TO THE OTHER IT IS AGREED AS FOLLOWS:

I.

The FOUNDATION, its Board of Directors, officers and members hereby agree to:

- (1) Encourage continuous and special philanthropic support, benefactions and relationships for the benefit of the LIBRARY. For this purpose, it will design and implement programs and procedures to solicit and receive such money and property and also to acquire such property by purchase, lease, exchange or otherwise, all to further the purposes of the FOUNDATION which benefit the LIBRARY.
- (2) Establish policies, rules, and procedures for the necessary management of all affairs of the FOUNDATION in consonance with the laws and regulations described in section 501(c)(3), of the Internal Revenue Code as now enacted or hereafter amended or supplemented and with Washington State law provided such law does not conflict with Federal law.
- (3) Accept, hold, administer, invest and disburse such funds and properties of any kind or character as from time to time may be given to it by persons absolutely or in trust as the case may be, and to employ and retain property, employees, agents, experts, consultants, accountants, counselors, advisors and investment advisors for the property so accepted, held, administered, invested and disbursed and to make disbursement of such funds and properties of any kind and character, and in general to do all things that may be necessary and useful in accomplishing these purposes.
- (4) No part of the FOUNDATION's assets and earnings shall benefit any director, officer, member or employee of the FOUNDATION or LIBRARY, except in payment of reasonable compensation for services actually rendered or expenses necessarily incurred.
- (5) Engage in fund raising and disbursement of funds for any and all lawful activities permitted by the laws and regulations governing tax-exempt charitable corporations at time of disbursement, and which may be necessary or incidental to the furtherance of the purposes of this FOUNDATION.
- (6) Use reasonable portions of its funds and income to pay the administrative expenses of the FOUNDATION.
- (7) Tender to the LIBRARY all donations it may receive for which the donor names the LIBRARY as recipient, and be responsible for and account for in its own records all donations where the donor names the FOUNDATION as recipient.
- (8) Maintain its stated purpose of existence as set forth herein and in its Articles of Incorporation and Bylaws during the lifetime of this agreement.
- (9) Maintain Foundation Board membership such that no member of the Library Board of Trustees or employee of the LIBRARY may be a voting officer of the FOUNDATION.
- (10) Provide the LIBRARY with a written report annually to confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, and endowments for the benefit of the LIBRARY and set forth its progress in furtherance of the identified activities and services and list its other accomplishments for the preceding year. For this purpose, the FOUNDATION will share with the LIBRARY its revenue and expense statement for the preceding year and its end-of-year balance sheet.

- (11) ~~Communicate and collaborate with FVRL on grant applications that are specific to library facilities, including but not limited to sharing drafts of applications and final versions before submission.~~ FVRL and the Foundation agree to provide full and complete information related to the programs, services and projects that includes but is not limited to sharing plans, drafts of applications and final versions of any requests prior to submission. Both entities agree to notify each other of any changes in information including description, scope, cost, or other detail that may impact scope or fundraising efforts and to provide all necessary records and documentation to complete reporting requirements. (1.11, 2.10, 2.11 & 2.13 combined)
- (12) ~~Provide the LIBRARY with a clear accounting of what specific items the FOUNDATION has received through donations and when the LIBRARY can anticipate compensation for the expense.~~ Provide the LIBRARY with a clear accounting of what specific items the FOUNDATION has received through donations and when the LIBRARY can anticipate compensation for the expense. Collaborate on donor materials and provide information to FVRL on any library furnishings, fixtures or equipment that have been paid for through donations, including the amount of money collected and any details that are pertinent to the donor agreement.
- (13) ~~Collaborate on donor materials and provide information to FVRL on any library furnishings, fixtures or equipment that have been paid for through donations, including the amount of money collected and any details that are pertinent to the donor agreement.~~
- (14) Provide timely recognition for donors (within X days or months) with mutually agreed upon signage in library locations. Recognition for donated items should be installed within a year of purchase. Work with LIBRARY staff to ensure chosen materials and language meets the needs of both entities.

II.

For and in consideration of the FOUNDATION promising to operate solely for the benefit of the LIBRARY and to carry out the aforementioned activities, the LIBRARY agrees to:

- (1) Provide to the FOUNDATION office and storage space, utilities, office and computer equipment, **secure parking space for Foundation and employee vehicles**, and furnishings all in a standard equivalent to LIBRARY administration and staff offices.
- (2) Provide the FOUNDATION with consumable office supplies, telephone **and internet** service, general utilities, and **leased copier and printing equipment** ~~duplicating services~~. **Copies or prints that exceed the annual agreed upon allotment for that equipment will be compensated for by the FOUNDATION.**
- (3) Provide professional staff and services, including graphic services **through a separate agreement with the Communications and Marketing Division of FVRL.** ~~as agreed upon by both the FOUNDATION and the LIBRARY.~~
- (4) **Provide IT help desk support services for all computer issues within the scope of their abilities for FVRL installed and maintained software. This includes the installation, upgrade and maintenance of all desktop computers, printers and copiers. Any additional IT-related services including additional software, servers, websites, web hosting services and email accounts used by the FOUNDATION will be the sole responsibility of the Foundation to purchase and maintain.**
- (5) Provide Friends of the Library with space within Library facilities as mutually agreed by the LIBRARY and individual Friends groups. Such space is the LIBRARY'S contribution

toward the fair exchange of value between the LIBRARY and the Friends groups. An annual calculation of the value of such exchange shall be conducted by the LIBRARY **within 90 days of the FOUNDATION'S fiscal year-end.**

- (6) Share its plans, objectives and funding needs annually with the FOUNDATION and coordinate with the FOUNDATION on its fund-raising initiatives.
- (7) ~~Recognize the FOUNDATION as the primary, private fundraising entity to pursue and secure charitable funds for the LIBRARY'S programs, services, and projects. The LIBRARY will identify the FOUNDATION as the fundraising arm of the LIBRARY on its printed materials, websites, and other materials. See 1.11~~
- (8) ~~Agree that the LIBRARY will not maintain its own fundraising staff or authorize any other entity to provide fundraising services for the LIBRARY without a written agreement between the FOUNDATION and the LIBRARY detailing the nature and terms of the arrangement. No - FVRL should not be limited in its own ability to pursue grants and other funds~~
- (9) ~~The LIBRARY agrees to provide full and complete information to the FOUNDATION related to the programs, services and projects that the FOUNDATION is seeking support for. The FOUNDATION will be notified of any changes in information including description, scope, cost, or other detail that may impact the FOUNDATION'S efforts. See Gifts and Recognition Policy~~
- (10) ~~The LIBRARY will work with the FOUNDATION to determine what fundraising efforts are feasible and prepare a written agreement as to the amount and time needed to complete the fundraising. See 1.11~~
- (11) ~~The LIBRARY will recognize that the FOUNDATION views its donor records, fundraising proposals, grant materials, and research efforts to be its work product and intellectual property. No~~
- (12) ~~The LIBRARY will recognize grants and donations formally secured by the FOUNDATION for programs, services, and projects that cannot be distributed to the LIBRARY without proper documentation and process as being "pending" support. No~~
- (13) The LIBRARY will provide records and documentation necessary to complete reporting requirements the FOUNDATION may have encumbered from donors or grantors in its efforts.
- (14) ~~The LIBRARY will recognize the FOUNDATION as the preferred recipient of all gifts of stock, real estate, real property, or bequests unless the donor or funder specifically requests that it not be directed to the FOUNDATION. See Gifts and Recognition Policy~~
- (15) ~~The LIBRARY will refrain from encouraging donors to not direct their gifts to the FOUNDATION. See Gifts and Recognition Policy~~
- (16) The LIBRARY will recognize the FOUNDATION as the principle agent for managing donor relations.

- (17) Maintain accounting records reflecting the costs of services rendered by the LIBRARY on behalf of the FOUNDATION. It is expected that the annual costs expended by the LIBRARY to benefit the FOUNDATION will be fully offset by FOUNDATION donations to the LIBRARY on an annual basis unless a separate agreement is reached.
- (18) Prepare a year-end accounting of the tangible economic benefits and costs incurred in connection with delivering the expected benefits of this Agreement.

III.

The parties hereby agree that the support and other services provided by the LIBRARY under Article II of this agreement shall be full compensation for the activities of the FOUNDATION.

IV.

Independent Capacity: The FOUNDATION and LIBRARY mutually agree that the FOUNDATION and the LIBRARY are separate organizations and at all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

Employees: The LIBRARY acknowledges that the FOUNDATION is an employer and the FOUNDATION will be responsible for all compensation, including benefits and taxes, for the FOUNDATION staff. The LIBRARY acknowledges that supervision and direction of such staff will come from the FOUNDATION Board of Directors.

No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority and shall be responsible for all costs incurred by the other as a result of any negligent act or conduct undertaken by either party which act or conduct causes injury, damage or loss to the other party, or creates liability for damage or loss to the other party. The costs shall include attorneys' fees.

Insurance: The FOUNDATION will carry its own liability insurance, and director's errors and omissions insurance.

No Assignment: This Agreement shall not be assignable by either party, in whole or in part.

Governing Law and Disputes: This agreement shall be governed by the laws of the State of Washington, provided such laws are not superseded by Federal laws. Before instituting any legal action hereunder, a party, through its director and board chair, shall meet with the director and board chair of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Clark County Superior Court.

Entire Agreement: This constitutes the entire Agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. However, the parties may enter into other stand-alone Agreements on specific subjects. All such agreements shall be in writing and signed by both parties.

Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.

Review: This agreement shall be reviewed periodically, but no less frequently than every 5 years by representatives from both the FOUNDATION and LIBRARY. Any mutually desired changes

shall be made in writing at that time, and become valid upon signature by both parties

Termination: This agreement shall continue until terminated. It may be terminated by either party anytime, upon written notice to the other party at least ninety (90) days in advance thereof.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on
The ___ day of _____, 202X.

FORT VANCOUVER REGIONAL LIBRARY FOUNDATION

Upon Board Approval on: _____

By: _____
Debbie Jennerjohn, Chair, Fort Vancouver Regional Library Foundation

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Upon Board Approval on: _____

By: Chair Fort Vancouver Regional Library District

DRAFT

2023 FVRL Regular Board Meeting Dates/Locations/Bill Review

Meetings are generally held in the evening.

Questions can be directed to the Executive Director's office at 360-906-5011

DATE	LOCATION	FINANCE REVIEW
January 17 (Tues)	Cascade Park	Megan
February 21 (Tues)	Vancouver	Vikram
March 18 (Sat) RETREAT	Three Creeks	Penny
April 17 (Mon)	Washougal	Mary Ann
May 15 (Mon)	Stevenson	Olga
June 20 (Tues)	Goldendale	Kristy
July 17 (Mon)	White Salmon	Vikram
August 21 (Mon)	Ridgefield	Marie
September 18 (Mon)	Battle Ground	Penny
October 16 (Mon)	La Center	Megan
November 20 (Mon)	Woodland	Mary Ann
December 18 (Mon)	Vancouver	Kristy

Fort Vancouver Regional Library District
Staff Report 2022-63
Board Responsibilities and Logistics

TO: FVRL Board of Trustees

FROM: Tak Kendrick, Director, Communications and Marketing Division

DATE: 12/19/22

SUBJECT: Board Media Communication Protocols

SUMMARY: From time-to-time reporters or other members of the media ask to talk to our Trustees about the Fort Vancouver Regional Library District (FVRL). The Board has requested an opportunity to discuss FVRL's internal procedures pertaining to such requests. As a reminder, the ability for the full Board to discuss a media request before responding is not protected by Executive Session, and any discussion involving more than three members constitutes a meeting.

BACKGROUND: Media requests for interviews with FVRL officials (including staff and Board) are generally handled through the Communications and Marketing Department (CMD)'s relationships with the media. Sometimes the media is requesting information about a story that CMD has been working with them on, other times they are working on their own story separate from CMD's marketing or relationship building. Keep in mind that the media would prefer to talk to one or two representatives (as opposed to all seven Board Members) and are frequently working on tight deadlines necessitating a quick decision and turnaround.

While the media may ask to speak to whomever they want, historically, it has been FVRL and CMD's practice to connect them to spokespeople based on the story and staff/board roles and responsibilities.

Examples:

- **Information about district or library operations, programs, or initiatives:**
 - **District-wide or related to multiple locations:** Executive Director or their designees (generally Deputy Director, Communications Director, or Administrative Directors)
 - **Branch specific library operations or programs:** Branch library management and/or Executive Director (or their designees)
 - **Board representation for "feel good" stories** (eg. story about a new building or special project at a location): Board Chair or Board Member representing that region
- **Information about Board Policies or decisions, including setting of budget, policy decisions, approval of union or Executive Director contracts, or real estate decisions:**
 - If a specific Board Member(s) or representation is requested (eg. media asks for "Board member from X county" or the "Board Treasurer"): Connect media to requested Board member(s)
 - General questions or comment about Board policies/decisions: Board chair
- **Information about Foundation or Friends of the Library:** Handled through Foundation

Please note: Members of the media may contact FVRL Board Members directly without making a request through CMD – though this is infrequent, it is possible. In the event this happens, a best practice has been for the Board Member to send a note to the Executive Director and CMD Director about the content of the interview so that they may follow up as needed.

FOR DISCUSSION:

Board of Trustee Bylaws Section 4.10 states, ***The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these bylaws.*** Further, in Bylaws section 5.2, ***the Executive Director serves as the representative to the communities and the general public.***

1. **How does section 4.10 of the Bylaws get interpreted when it comes to media communications?**
2. **Are there concerns about the procedures FVRL and the CMD Director have taken historically?**
3. **Should the Bylaws identify a Trustee as spokesperson (see examples below)?**
4. **Is there a recommendation for a different process for when the media requests to speak to a Board Member?**
5. **Should the response depend on whether or not the issue is time or location sensitive?**

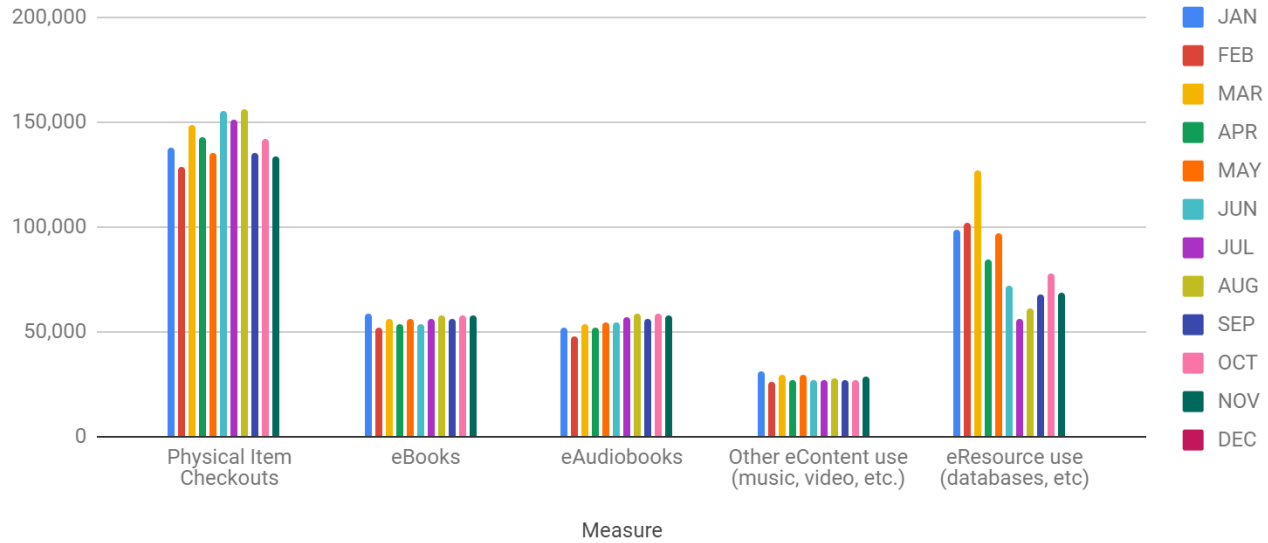
Examples of other Washington Library Board Bylaw Policies:

[Jefferson County Library District](#) (see section 4.03)

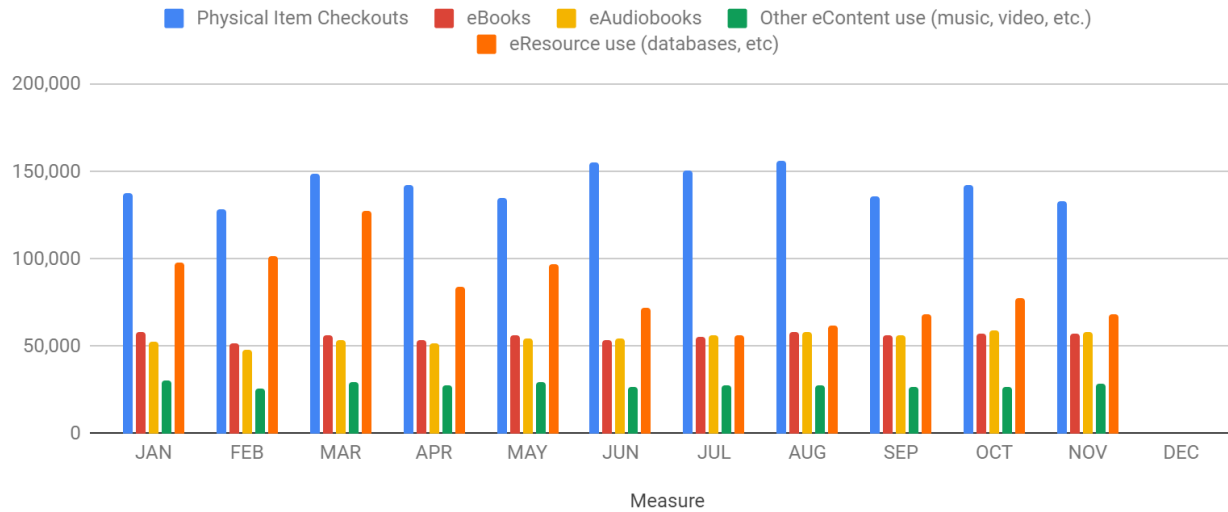
[Stevens County Library District](#) (see section 3.2)

	November Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	42,355	42,188	0.40%	481,906	395,858	21.74%
Cascade Park Community Library	64,531	63,577	1.50%	731,643	584,716	25.13%
La Center Community Library	6,385	6,821	-6.39%	72,827	65,604	11.01%
Ridgefield Community Library	9,656	9,342	3.36%	111,852	80,546	38.87%
Three Creeks Community Library	47,156	45,037	4.71%	518,698	427,572	21.31%
Vancouver Community Library	59,839	51,659	15.83%	647,924	479,217	35.20%
Vancouver Mall Library	11,016	11,793	-6.59%	126,640	112,478	12.59%
Washougal Community Library	8,729	7,882	10.75%	90,864	84,457	7.59%
Green Mountain Library Express	191	117	63.25%	1,640	282	481.56%
Yacolt Library Express	4,559	4,319	5.56%	51,202	35,945	42.45%
LibCabinet at Vancouver Mall	0	31	-100.00%	38	612	-93.79%
Clark County Total	254,417	242,766	4.80%	2,835,234	2,267,287	25.05%
Woodland Community Library	5,368	4,914	9.24%	56,417	50,136	12.53%
Yale Library Express	874	680	28.53%	9,886	4,433	123.01%
Cowlitz County Total	6,242	5,594	11.58%	66,303	54,569	21.50%
Goldendale Community Library	6,605	5,725	15.37%	68,254	51,937	31.42%
White Salmon Valley Community Library	10,381	10,283	0.95%	112,217	101,743	10.29%
Klickitat County Bookmobile	1,104	748	47.59%	9,893	3,094	219.75%
Klickitat County Total	18,090	16,756	7.96%	190,364	156,774	21.43%
North Bonneville Community Library	460	453	1.55%	4,388	5,857	-25.08%
Stevenson Community Library	4,372	4,199	4.12%	48,920	41,590	17.62%
Skamania County Bookmobile	957	986	-2.94%	11,129	6,545	70.04%
Skamania County Total	5,789	5,638	2.68%	64,437	53,992	19.35%
District-wide renewals	198	217	-8.76%	1,629	3,122	-47.82%
Mail	1,313	919	42.87%	12,339	36,528	-66.22%
InterLibrary Loan Materials	388	260	49.23%	2,904	1,769	64.16%
Misc Total	1,899	1,396	36.03%	16,872	41,419	-59.27%
Downloadable eBooks	57,662	55,150	4.55%	614,923	653,134	-5.85%
eMagazines	1,684	2,218	-24.08%	17,128	26,870	-36.26%
Downloadable & streaming audiobooks	57,770	49,330	17.11%	602,393	569,592	5.76%
Downloadable & streaming music	18,137	21,992	-17.53%	196,003	253,054	-22.54%
Streaming video	8,405	8,151	3.12%	88,137	102,833	-14.29%
eContent Total	143,658	136,841	4.98%	1,518,584	1,605,483	-5.41%
TOTAL	430,095	408,991	5.16%	4,691,794	4,179,524	12.26%

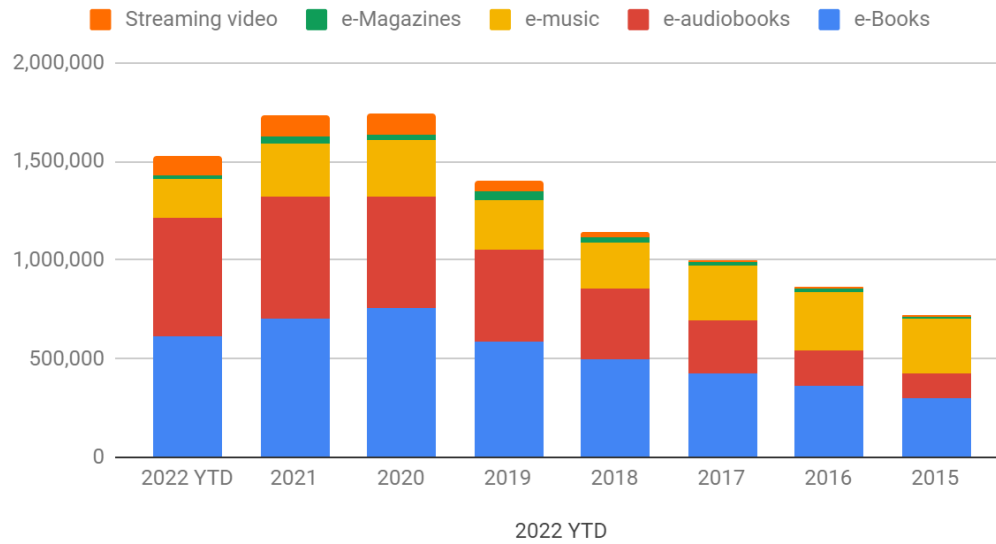
Physical and eContent use, month by month



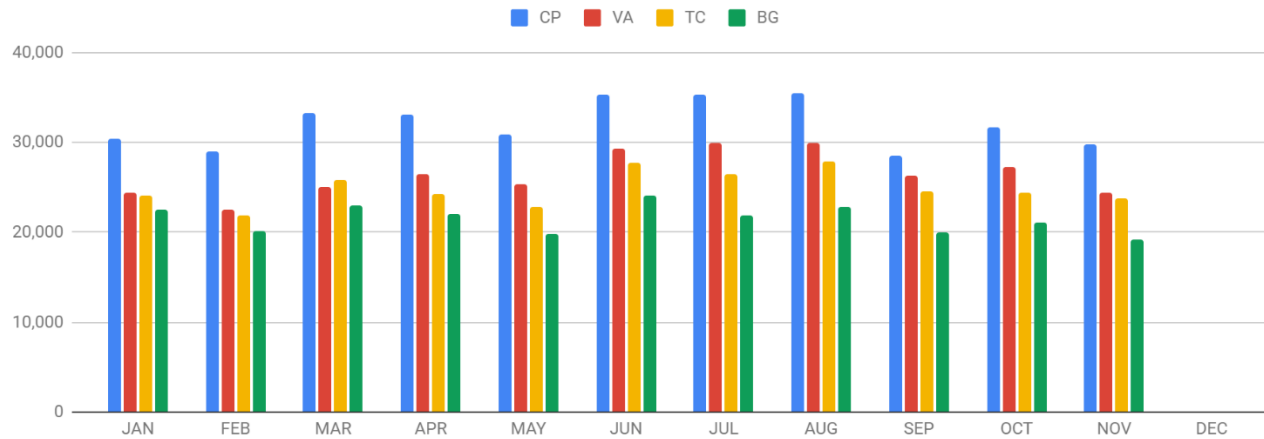
Physical and eContent use by month



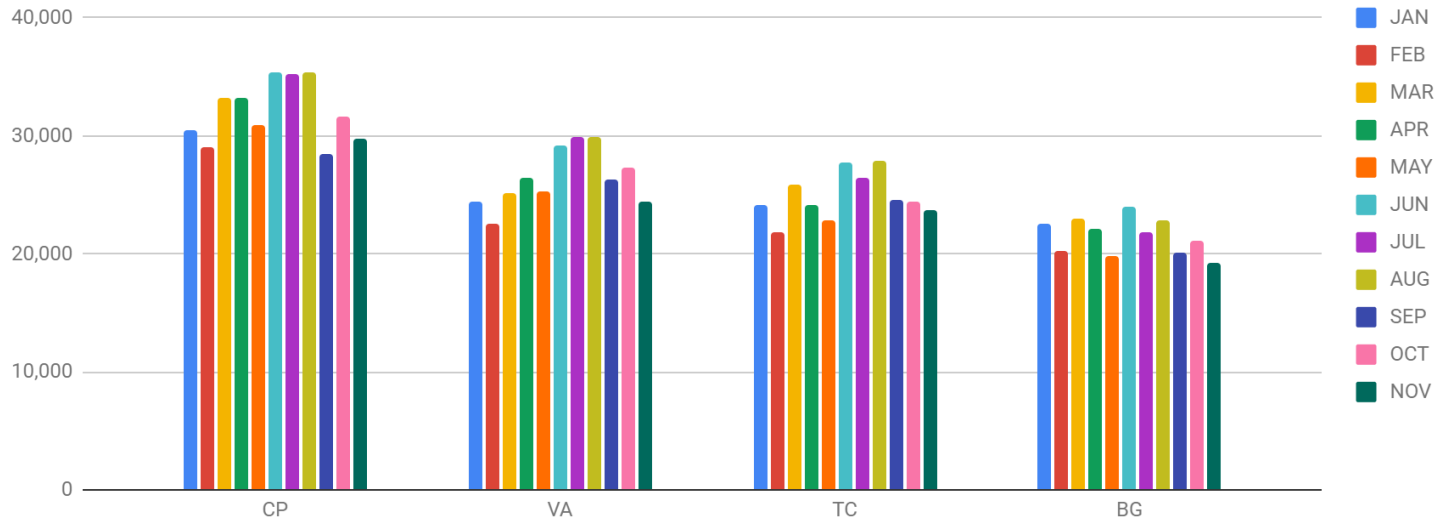
eContent Year by Year



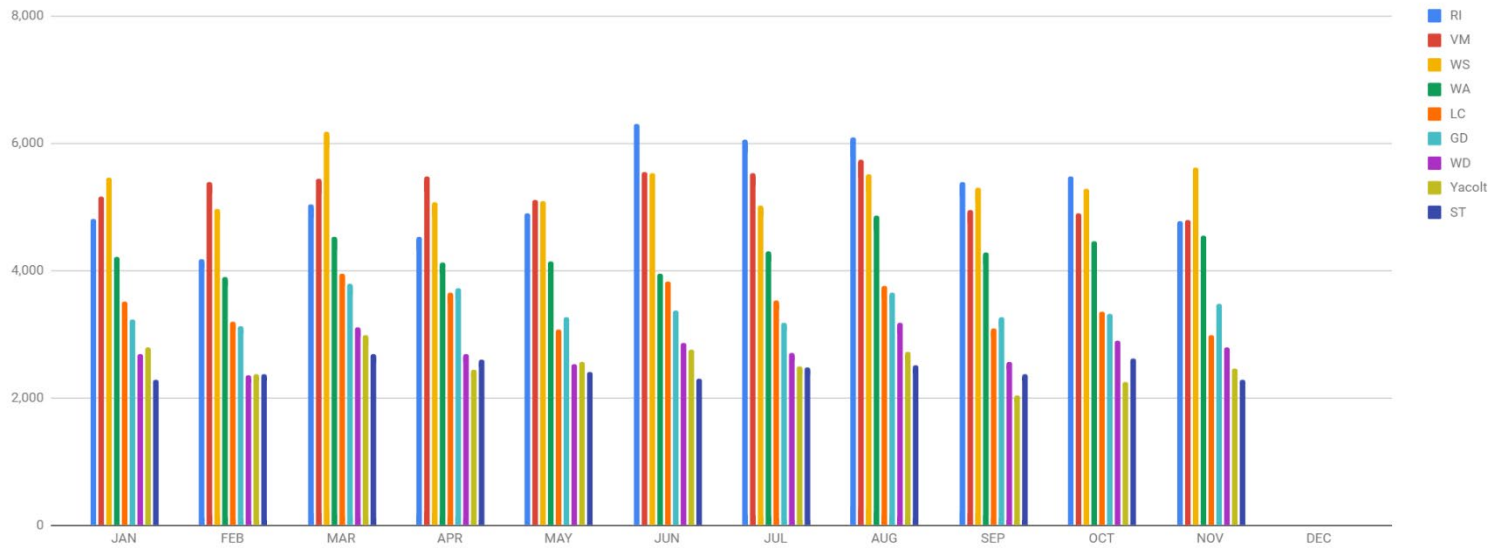
first time checkouts per month, four largest libraries



first time checkouts by library, month by month, four largest libraries



first time checkouts by month, smaller and rural locations



Opposition to drag queen story hours roils FVRLibraries

[columbian.com/news/2022/dec/06/opposition-to-drag-queen-story-hours-roils-fvrlibraries](https://www.columbian.com/news/2022/dec/06/opposition-to-drag-queen-story-hours-roils-fvrlibraries)

Griffin Reilly



For over three years, the monthly Fort Vancouver Regional Library Board of Trustees’ meetings have spiraled out of control.

Between February and December of 2019, the Vancouver Community Library held three drag queen story hours — events where performers dressed in drag read children’s storybooks featuring tales of inclusion and acceptance.

Proposed from within the community and widely attended, the event was an early piece of FVRLibraries’ dive into hosting events that highlighted diversity, equity and inclusion.

Soon after the events started being previewed on social media, however, an opposition group started forming: claiming without proof that the story hours were harmful to children and that they contributed to “gender confusion” — a concept that’s widely used to discriminate against and invalidate the LGBTQ community.

Month-by-month, the group has shifted its stance and its goals: moving to ban books, claiming without proof that supporters of drag queen story hours were “groomers.” Its members boast that they’re gaining control of local policymakers and are threatening to vote

against levy measures.

Since the meetings returned to an in-person format in March 2022, library employees and community members have expressed concern that the rhetoric used by protesters has grown more and more discriminatory and targeted to the point that they said they no longer feel safe meeting in person.

“Lately it’s gotten increasingly hostile, volatile — demanding is probably the best word,” said Jane Higgins, who chairs the FVRLibraries Board of Trustees. “We’re losing sight of the fact that we are conducting a business meeting, this is the only time each month we’re all together.”

What is drag queen story hour?

In 2019, FVRLibraries hosted over 2,300 story time sessions across its 15 locations in Southwest Washington. The events invite families into the library to have a reader go through a popular or informative storybook.

Three of those 2,300 events featured performers dressed in drag, reading stories highlighting gender inclusion to families who choose to attend. Known as drag queen story hours, they were paid for by the Friends of the Vancouver Community Library, not taxpayer dollars. Each event, according to library officials, maxed out library capacity.

“We got overwhelmingly positive feedback, we even turned people away because (the auditorium) was so full,” said Amelia Shelley, FVRLibraries’ executive director. “We anticipated pushback and had seen opposition elsewhere but didn’t let that deter us. We felt that the planning we had put into the program and how it was being executed was effective and well-done.”

The series was one of FVRLibraries’ first steps into approaching the integration of equity, diversity and inclusion endeavors into their programming. Prioritizing efforts like hiring more multilingual staff and conversation circles for language learners, however, have fallen by the wayside as protesters have kept a focus on the drag queen story hours — even though there hasn’t been such an event since 2019.

In October, following a particularly hectic September meeting, board chair Higgins moved to remove drag queen story hour as a topic for public comment. Higgins had previously made changes to meeting structure to keep them productive, such as pushing all vocal comment to the end, so that those waiting to comment would have to hear each and every thing the board was prepared to hear and evaluate that evening. The effort, however, didn’t stop protesters from focusing on drag queen story hours.

“We used to have people who would come on a variety of topics during public comment,” Higgins said. “But now more and more of them are saying that they’d love to come talk to us about this or that but that they aren’t comfortable with the mob in the hallways.”

After reviewing state laws and court interpretations, however, Higgins realized she couldn’t limit the topic in conversation — if they were to do so, they’d have to end public comments altogether.

“If I were to exclude the one topic, I’d have to exclude all topics and we’d have no oral testimony at all,” she said. “I thought, that defeats the entire purpose. So if I had to ban it all, I wouldn’t.”

What opposition looks like

In early 2019, Gary Wilson, one of the group’s persistent leaders, posted a message on Facebook and created a website — called Keep The Library Safe for Children — urging people to join him in condemning the events.

At first, the group requested that FVRLibraries hold background checks on all performers — a request that was granted and implemented soon after.

The group then claimed that certain books that are in the library’s adult section are available to children, and that other books highlighting nonbinary storylines or LGBTQ+ characters are efforts of “groomers” trying to take advantage of young children. The term is widely used to falsely claim that members of the trans community are pedophiles trying to influence children.

Wilson declined to be interviewed for this story. Instead, he emailed The Columbian a document reiterating views he and his group have previously expressed.

The trend of trying to ban books is seen nationwide, with the American Library Association reporting the highest number of book challenges in its history in 2021, and expecting the record to be broken again in 2022.

Opponents now claim to have collected 4,500 signatures for a petition to vote against the next FVRLibraries levy measure unless the board officially condemns drag queen story hours and agrees to never hold such an event again.

In written statements and at board meetings, speakers misgender drag performers and label them as pedophiles without proof and falsely claim that the drag queen story hours are “sending kids down a path” to self-harm and suicide.

A more recent Facebook post from Wilson in September claimed that three of the FVRLibraries board of trustees’ members “share their view” and that “the majority of our Clark County Council” would appoint a new board member that also shares their view.

Wilson directly mentions Olga Hodges, the most recent member of the FVRLibraries board, as an ally to his group.

Hodges, who was not available for comment for this story, posted a video to YouTube in August of police removing her from the Goldendale library branch. In the video, Hodges claimed a book contains “pornographic” material and repeatedly pressed the library manager to agree with her.

“It concerns me when someone is bragging of controlling interest in a governing body,” chair Higgins said. “But decisions have been made, and I have every confidence the library will go on as an excellent library system.”

Rhetoric becomes personal, dangerous

As the protesters’ presence became regular at board meetings, some community members began returning the favor, speaking with approval of drag queen story hour and other equity-focused programs.

“Coming from a liberal family, running in liberal circles, I think (these protests) were my wake-up call to homophobia in my own life,” said Quill Onstead, a self-identified member of Vancouver’s genderqueer community. “I kept attending board meetings, but after the second or third, I thought, no, I need to speak on this.”

Onstead worked at FVRLibraries for 10 years before exiting the career this past spring and served on the system’s equity committee. At meetings, however, they speak exclusively as a community member.

“It is deeply affecting me whenever I have someone come to a meeting with me, they wonder how I can put up with this rhetoric and language used about my community,” they said. “I’m able to laugh it off to a certain extent, but it is still deeply hurtful to be told that members of my community are inherently dangerous, sexual and the idea of us should not be something that children are exposed to.”

At a meeting in 2021, Onstead expressed concern that anti-trans rhetoric may initially come from a place of misinformation or confusion, but can accelerate to violence. Onstead said the testimony was misinterpreted by the protesters as a claim that they were intentionally inciting violence.

“Seeing hate attacks like what happened in Colorado and the murder of Nikki Kuhnhausen, I said this kind of rhetoric, this ideology, is what ultimately leads to trans people being attacked and murdered. And that is not OK,” Onstead said. “I said the ideology. I did not imply any of the protesters would condone such violence. But it’s a fact of life and watching this in conjunction with the wave of anti-trans legislation across the country is deeply troubling.”

Going forward

This isn't the first time that FVRLibraries has dealt with particularly vocal groups urging libraries to remove content, according to Higgins.

“When Madonna’s book came out and we bought seven copies of them, that was another time that was very, very difficult. When internet filtering was a big issue, which was during a bond time for the library, that was a huge issue and very hostile,” she said. “We’ve been here before.”

Following Higgins’ move back to holding public comments on drag queen story hour, library workers expect the protests to continue.

“On my best days, I can see where they’re coming from, and I understand they’re coming from a place of concern and fear,” Onstead said. “But I don’t think other people’s fears should dictate how I am able to live my life and how society should treat the LGBTQIA+ community at large.”

Shelley and Higgins both hope that, in their leadership and policy, FVRLibraries can remain a place that showcases multiple perspectives — both with the goal of showcasing diverse voices and challenging visitors to reconsider preconceived notions.

“The protesters often like to talk about how terrible it is for kids to be exposed to things like ‘gender dysphoria,’ and I think they’re absolutely missing the point of how much ostracizing people damages our ability to get along,” Shelley said. “I really think children are open slates. They need the opportunity, if this is what their family wants, to meet and engage with people who approach the world differently.”

Higgins concurred, adding that the trend might just be a symptom of troubled political times.

“Stepping back and looking at the bigger picture of politics in our country — people are exhausted and they are just very vulnerable to angry rhetoric,” Higgins said. “I think that in better times, maybe this wouldn’t be such an attraction.”

FVRLibraries hasn’t planned any future drag queen story hours. No books have been banned as a result of the protests.

The next board of trustees meeting is scheduled for 6 to 8 p.m. on Monday, Dec. 19 at Vancouver Community Library, in the Columbia Room, as well as virtually.

In Our View: Don't like drag queen events? Then don't go

[columbian.com/news/2022/dec/08/in-our-view-dont-like-drag-queen-events-then-dont-go](https://www.columbian.com/news/2022/dec/08/in-our-view-dont-like-drag-queen-events-then-dont-go)

The solution seems simple: If you are offended by a performer, usually a man, dressed in flamboyant women's clothing and reading books to children, then don't attend.

But nothing is simple in our age of online outrage, misinformation and performative politics. So it is not surprising that a group of local residents routinely protest "drag queen story hour" at the Vancouver Community Library — even though no such event has been held there since 2019.

As detailed in an article by Columbian reporter Griffin Reilly, "For over three years, the monthly Fort Vancouver Regional Library Board of Trustees' meetings have spiraled out of control."

Jane Higgins, chair of the Board of Trustees, said: "Lately it's gotten increasingly hostile, volatile — demanding is probably the best word. We're losing sight of the fact that we are conducting a business meeting; this is the only time each month we're all together."

Higgins added: "We used to have people who would come on a variety of topics during public comment. But now more and more of them are saying that they'd love to come talk to us about this or that but that they aren't comfortable with the mob in the hallways."

Throughout the country, "mob" has become the appropriate nomenclature for protesters of drag queen story hours.

On Saturday, a planned event at a church in Columbus, Ohio, was canceled after protesters showed up, several in military garb and carrying long guns. On Tuesday, a group that organizes story hours in Kentucky put future events on hold because of security concerns. Protests have occurred elsewhere, with people in drag becoming the latest pawn in the culture wars.

Typically, protesters say that drag queen story hours sexualize children, that men in drag are pedophiles who are "grooming" children, and that the events are "sending kids down a path" to self-harm and suicide. The claims are hateful and unfounded, and they ignore the fact that men dressing as women is as old as the theater itself. They also ignore the fact that more explicit sexuality can be seen on network TV.

As one family therapist told the Associated Press, "Many parents are OK with children dressing as assassins, evil villains or grim reapers, yet they seldom take the costume choice to mean anything more than playful and fun."

At their most extreme, such accusations pose a genuine threat. The Department of Homeland Security last week issued a warning about domestic terrorism threats against marginalized groups, including the LGBTQ+ community. In November, a shooting at a gay nightclub in Colorado Springs, Colo., killed five people and wounded 19 others.

In 2019, FVRLibraries hosted more than 2,300 storytime sessions across its 15 locations. Three of those featured performers in drag, with the events financially supported by Friends of the Vancouver Community Library rather than taxpayers. “We got overwhelmingly positive feedback; we even turned people away because (the auditorium) was so full,” Executive Director Amelia Shelley told *The Columbian*.

Yet transgender people have become the latest target of the far-right outrage machine, leading to local protests against something that happened three years ago. It is a small-minded response to events that were attended voluntarily, and it contradicts the love of individual freedom that people on the far right claim to hold dear.

Such hypocrisy seems to be unnecessary sound and fury when a more mature approach is obvious: If local libraries resume drag queen story hour, you don’t have to attend.