



**AGENDA FOR PUBLIC MEETING  
AMENDED**

**DATE:** Tuesday, January 17, 2023

**LOCATION:** In Person: Cascade Park Library, 600 NE 136<sup>th</sup> Avenue; Vancouver, WA  
Community Room  
**Zoom Link:** <https://us02web.zoom.us/j/89057239972>  
Meeting ID: 890 5723 9972 Passcode: 829143  
Or Dial +1 206 337 9723 US

**6:00 PM 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: Ryan Ellis, Interim Branch Manager
- 5.3 December Financial Statements: Attar Bhargal
- 5.4 FVRL Foundation Report: Rick Smithrud

**6. Consent Agenda** ACTION

- 6.1 Minutes Approval: December 19, 2022
- 6.2 FVRL Expenditure Approval: Reviewed by Megan Dugan
- 6.3 2023 Committee Roster

**7. Business**

**7.1 Foundation Memorandum of Understanding** DISCUSSION

- 7.2 Facilities Committee:**
- Capital Projects Update INFORMATION
  - Lakeshore ROW Dedication
  - Resolution 2023-03: Lakeshore ROW Dedication ACTION

- 7.3 Finance Committee:**
- Revolving Cash Funds - Resolution 2023-04 ACTION
  - Non-Resident Borrower Fees - Resolution 2023-05 ACTION
  - Clark County Treasurer Investment Agreement - Resolution 2023-06 ACTION
  - Vancouver Mall Lease Agreement (expires March 2023) INFORMATION

**7.4 Policy Committee:**  
Collection Policy (second reading) DISCUSSION

**8. Board Comments**

**9. Setting of next regular meeting: Tuesday, February 21, 2023 6 PM** (Vancouver Community Library/Zoom)

**10. Adjournment**



# January 2023 - ORGANIZATIONAL REPORT

## 1. COVID-19 Service & Staffing Response

- Updated COVID protocols to staff

## 2. Capital Projects

- Woodland Community Library
  - Design development at 50%
- Grand Boulevard building
  - Framing underway
  - Plumbing
  - Electrical

## 3. Executive Director's Activities: December 20, 2022 - January 17, 2023

- Woodland Library - finishes selection
- FVRL Staff Listening Session
- 2020/2021 SAO audit wrap up
- City of Woodland - Public Works re: site improvements
- Policy Committee
- Finance Committee
- New Employee Orientation
- Hacker Architects: value engineering Woodland Library
- Grand Blvd. Operations Center - Owner/Architect/Contractor meetings
- Battle Ground Village Retail Assoc
- Statistics Visualization - ad hoc committee
- Budget Certifications - FVRL, VLCFA and Yale Valley
- Public Libraries of Washington Legislative Committee
- Meet with new Trustee re: on-boarding
- Flooring - Grand Blvd.
- Interviews - Executive Assistant
- Facilities Committee
- Battle Ground Library - Umtuch family
- Door schedule review - Grand Blvd.
- Friends of the Woodland Community Library
- Grand Boulevard - Q&A
- AFSCME - Grievance review
- FVRL 2023 budget and workplan - final draft
- FVRL 2023 budget upload
- Quarterly staff reviews

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

***December 19, 2022 – Vancouver Community Library/Hybrid Meeting***

**1. CALL TO ORDER**

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

**ATTENDEES:**

*Board Members Present:* Jane Higgins, Megan Dugan, Penny Love-Henslee, Kristy Morgan, Olga Hodges

*Board Members Excused:* Vikram Kotwani, Mary Ann Duncan-Cole

*Administrative Team:* Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Special Guests: Blake Kincaid, Acting Branch Manager; Rick Smithrud, FVRL Foundation Director; Recording: Sami Bretherton, Executive Assistant

**2. AGENDA**

Agenda was amended to reflect that Amelia Shelley will deliver the November Financial report in place of Attar Bhargal.

**MOTION:** Kristy Morgan moved and Penny Love-Henslee seconded approval of the amended agenda. The motion carried via roll call.

**3. CHAIR ANNOUNCEMENTS**

Amelia Shelley thanked Jane Higgins for her 14 years of service to FVRL and presented her with a commemorative gift. Higgins thanked Shelley and welcomed the audience to the meeting.

**4. PUBLIC COMMENTS**

*Written comments in support of inclusive programming in the library:* Madeline Kearney, Trista Ueckert, Kattie Gardner, Nigel, Shelly Williams, Kelsi Gilkey, Alan Taylor, Rachel Brooks, Ryan Tashma, Tessa Snow, Valerie Steele, League of Women Voters, Erin Stepanek, Laura Duerr, Michael Beanland, Anna Hansen, Andrew Brown, Stephanie Kay, Megan Hight, Brian Wilga, Ann Karr, Heather Troupe, Patrick Catacutan, Kaaren Spanski-Dreffin, Jesse LeGault, Kelley Pearce, Susan Tracy, Kyle La Hara, Lindsey Justice, Nathan Palmer, Aaron Bird, Megan Justice, Carol Fisher, Mark Hasse, Sam Buechler, Tommy Ortale, Renny Christopher, Zachary Justice, Sam Lohmann

*Written comments against Drag Queen Story Hour (DQSH) programs in the library:* Sharon Benson, Terrance Popravak, Melinda Stenersen, Marisa Lee, Lori Judkins, David Funk, Virginia Griffiths, WA Citizens for Responsible Government (Chuck Miller), Larisa Damian, Dr. Greg Rominem, Gracie Brannock, Emily, Allison Cooper, Rita Scott, Anna, Leisel Spafford, Gary Wilson, Laura Cherrington, Donny Cherrington, Jim Roberts, Julie Martin, Michele ReMillard, Tina Swab, Valerie Anderson, Dawn Land, KS Taylor Anderson

*In person comments in support of inclusive programming in the library:* Ash DeBuse, Leah Kooiman, Janet Hedgepath, Sarah Blanchette, Wendi, Kattie Gardner, Wendy Wick, Julie Bristol, Jessica Cole, Darrell Haynes, Megan VanRees, Patt Doyle, Monica Garcia, Julia Leyes, Jamie Bair, Autumn Yothers, Esmeralda Garcia, Colleen Saylor, Heather Kahl, Quill Onstead, Kat North, Karl Bonner, Kati Emerick

*In person comments against Drag Queen Story Hour (DQSH) programs in the library:* Randy Schmidt, Phil Kronenbusch, Dawn Seaver, Karina Rocha

## 5. **REPORTS**

### 5.1 FVRL Organizational Report, Administrative Team

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

### 5.2 Branch Report: Vancouver Community Library, Blake Kincaid

Kincaid reported on the Vancouver Community Library activities for the past year.

### 5.3 November Financial Statements, Amelia Shelley

Shelley shared an overview of the November revenues and expenses.

### 5.4 FVRL Foundation Report, Rick Smithrud

Smithrud reviewed the events of the Foundation.

## 6. **CONSENT AGENDA**

### 6.1 Minutes Approval – November 14, 2022 meeting

### 6.2 Minutes Approval – December 5, 2022 meeting

### 6.3 FVRL Expenditure Approval: Reviewed by Penny Love-Henslee

### 6.4 Placement of New Library Facilities Policy

**MOTION:** Penny Love-Henslee moved and Kristy Morgan seconded approval of the consent agenda. The motion carried via roll call.

## 7. **BUSINESS**

### 7.1 Finance Committee

#### Public Hearing: 2023 Budget Approval

Shelley presented information on the 2023 Budget prior to calling for comments.

**MOTION:** Megan Dugan moved and Penny Love-Henslee seconded the opening of the public hearing. The motion carried unanimously via roll call.

No public comments were received.

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

#### Resolution 2022-26 (2023-02)

**MOTION:** Kristy Morgan moved and Penny Love-Henslee seconded approval of Resolution 2022-26 (2023-02). The motion carried unanimously via roll call.

### 7.2 Policy Committee: Collection Policy (~~second reading~~) (First reading)

This is actually the first reading of this policy. Discussion on the use of “accuracy” as a criteria for selection. Shelley reviewed the changes to the collection policy. This item will be on the January meeting agenda for a second reading.

### 7.3 Foundation Memorandum of Understanding

Both the FVRL Foundation and FVRL Board Members discussed the MOU changes and will continue the discussion at the January 2023 meeting.

7.4 FVRL Board Meeting Schedule

The 2023 Board Meeting Schedule was approved.

7.5 Election of 2023 Board Officers

Nominations are: Kristy Morgan, Chair; Megan Dugan, Vice Chair; and Mary Ann Duncan-Cole, Secretary.

**MOTION:** Penny Love-Henslee moved and Olga Hodges seconded the election of the 2023 Board Officers. The motion carried unanimously via roll call.

7.6 Board Responsibilities and Logistics - Due to time limits, this item was postponed to the January 2023 meeting.

**8. BOARD COMMENTS**

Amelia Shelley welcomed Marie Coffey to the Board. She will begin her term in January.

Penny Love-Henslee made this statement to the public: *"I am sorry to see the increasing angst and anxiety during the public comments. I understand the Board of Trustee Bylaws and Ethics. I make my own decisions according to both documents and Washington State laws. My decisions are not controlled by anyone or by any group."*

Kristy Morgan agreed with Love-Henslee’s comment and think the board members are changing well.

Olga Hodges appreciated the sharing in a public setting. She stated “If someone says something, it doesn’t mean it’s true. No one here wants to ban books.”

**9. NEXT REGULAR MEETING**

The next meeting is Tuesday, January 17, 2023 (Cascade Park Community Library/Zoom)

**10. ADJOURNMENT**

The meeting adjourned at 9:32 pm.

**Approved:**

\_\_\_\_\_  
Jane Higgins, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Penny Love-Henslee, Vice Chair

\_\_\_\_\_  
Date

# FORT VANCOUVER REGIONAL LIBRARY DISTRICT

## BOARD OF TRUSTEES

### 2023 Committee Members

<b>Committee</b>	<b>Members</b>
<b>Executive</b>	Kristy Morgan Megan Dugan
<b>Personnel</b>	Olga Hodges (Chair) Kristy Morgan Marie Coffey Megan Dugan (alternate)
<b>Finance</b>	Vikram Kotwani (Chair) Kristy Morgan Penny Love-Henslee Mary Ann Duncan-Cole (alternate)
<b>Policy</b>	Kristy Morgan (Chair) Megan Dugan Olga Hodges Vikram Kotwani (alternate)
<b>Facility and Service Planning</b>	Megan Dugan (Chair) Marie Coffey Mary Ann Duncan-Cole Penny Love-Henslee (alternate)
<b>Nominating</b>	Marie Coffey (Chair) Vikram Kotwani Mary Ann Duncan-Cole Olga Hodges (alternate)
<b>Foundation Liaison</b>	Penny Love-Henslee

#### **2023 Board Officers:**

Chair – Kristy Morgan

Vice-Chair – Megan Dugan

Secretary – Mary Ann Duncan-Cole

## **FVRL Board Committees**

### Executive Committee: standing

- Assists the ED with difficult decisions or issues encountered by FVRL
- Sets direction for the Board
- 2 members (Chair and Vice Chair) plus the ED
- Meets as needed

### Personnel Committee: as needed

- Leads the selection and hiring process for FVRL's Executive Directors
- 2 members plus the Board Chair and the HR Director
- Convenes every August for annual review of current ED

### Finance Committee: standing

- Reviews FVRL financials, expenditures and revenues in conjunction with the ED
- 3 board members plus the Finance Manager and ED
- Meets monthly

### Policy Committee: standing

- Reviews and provides input on FVRL policies in conjunction with the ED and the
- 3 board members plus the HR Director, a Branch Manager, the Deputy Director and the ED
- Meets monthly

### Facilities Committee: standing

- Provides input on issues and long-term planning regarding FVRL facilities
- 3 board members plus Facilities Director and ED
- Meets every other month

### Nominating Committee: ad hoc

- Develops criteria and qualifications for Board leadership positions
- Identifies candidates, recruits, reviews and nominates candidates for election to the Board Chair, Vice Chair and Secretary positions
- 3 board members
- Convenes in October or November as directed by the Board Chair

**BOARD COVER WORKSHEET**

**BOARD DATE:** January 17, 2023

Date Paid	Warrant Numbers	Amount
<b>Accounts Payable</b>		
December 8, 2022	116408 - 116441	\$ 91,903.86
December 14, 2022	116442 - 116464	\$ 171,001.93
December 21, 2022	116465 - 116536	\$ 545,369.43
December 28, 2022	116537 - 116565	\$ 301,715.30
December 29, 2022	116566	\$ 11,782.00
Subtotal Accounts Payable Warrants Issued		<b>\$ 1,121,772.52</b>
<b>Accounts Payable EFT Payments</b>		
December 8, 2022	EFT01473 - EFT01476	\$ 3,330.20
December 14, 2022	EFT01477	\$ 4,834.98
December 21, 2022	EFT01478 - EFT01492	\$ 34,981.28
December 28, 2022	EFT01493 - EFT01499	\$ 26,847.43
December 29, 2022	EFT01500 - EFT01501	\$ 1,893.05
Subtotal Accounts Payable EFT Payments		<b>\$ 71,886.94</b>
Subtotal Accounts Payable Warrants & EFT Payments		<b>\$ 1,193,659.46</b>
<b>Accounts Payable Voids and Cancels</b>		
December 26, 2022	116373	\$ (524.05)
December 14, 2022	116450	\$ (42.55)
Subtotal Accounts Payable Voids		<b>\$ (566.60)</b>
Subtotal A/P Warrants, EFTs, Voids		<b>\$ 1,193,092.86</b>
<b>Subtotal ADP Payroll Debits</b>		
December 9, 2022	Payroll	\$ 350,997.38
December 9, 2022	Federal Payroll Taxes	\$ 115,699.50
December 9, 2022	OR State Payroll Taxes	\$ 3,268.29
December 9, 2022	WA State PFML Taxes	\$ 2,952.44
December 23, 2022	Payroll	\$ 605,864.25
December 23, 2022	Federal Payroll Taxes	\$ 233,598.96
December 23, 2022	OR State Payroll Taxes	\$ 4,612.23
December 23, 2022	WA State PFML Taxes	\$ 5,212.74
Subtotal Payroll Transfers		<b>\$ 1,322,205.79</b>
<b>Other ACH Debits</b>		
December 23, 2022	ADP Payroll Fees	\$ 4,500.03
December 23, 2022	Endicia	\$ 9,500.00
December 29, 2022	KAISER HSA	\$ 15,529.32
December 29, 2022	KAISER HSA	\$ 45.50
December 27, 2022	WA DOR Sales/Use Tax	\$ 1,596.90
December 14, 2022	WA DRS - DCP	\$ 6,436.42
December 29, 2022	WA DRS - DCP	\$ 8,324.72
December 13, 2022	WA DRS - PERS	\$ 82,174.54
December 28, 2022	WA DRS - PERS	\$ 145,851.07
Subtotal Other ACH Debit Transfers		<b>\$ 273,958.50</b>
<b>Payroll Voids/Cancels</b>		
<b>Total Funds to Approve for Disbursement</b>		<b>\$ 2,789,257.15</b>

Finance Manager Reviewed

Attian Bhargal

Date

1/6/2023



## December 2022 AP Board Report

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
360D0001	Payment	12/8/2022	116408	360 DIRT WORKS LLC	\$ 11,116.42
ACTI0002	Payment	12/28/2022	116537	ACTION TECHNOLOGY SYSTEMS	\$ 216.00
AFSC0001	Payment	12/28/2022	116538	AFSCME	\$ 2,303.00
ALI0001	Payment	12/21/2022	EFT01478	PETER ALI	\$ 1,800.00
ALLE0011	Payment	12/29/2022	EFT01500	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	\$ 1,837.80
ALLE0014	Payment	12/29/2022	EFT01501	ALLEGIANCE BENEFIT PLAN MGMT - FEES	\$ 55.25
ALLY0001	Payment	12/21/2022	116465	ALLYNS BUILDING CENTER	\$ 38.85
ALLY0001	Payment	12/28/2022	116539	ALLYNS BUILDING CENTER	\$ 47.11
AMAZ0001	Payment	12/21/2022	116466	AMAZON.COM CREDIT	\$ 880.31
ARON0001	Payment	12/21/2022	116467	ADT COMMERCIAL	\$ 225.14
ASPE0002	Payment	12/28/2022	116540	ASPEN PEST CONTROL	\$ 172.52
AT&T0001	Payment	12/8/2022	116409	AT & T	\$ 369.87
AT&T0003	Payment	12/14/2022	116442	AT&T MOBILITY	\$ 1,424.13
AVIS0001	Payment	12/28/2022	116541	AVISTA UTILITIES	\$ 116.25
BAKE0002	Payment	12/14/2022	116443	BAKER & TAYLOR	\$ 8,627.34
BAKE0002	Payment	12/21/2022	116468	BAKER & TAYLOR	\$ 16.63
BATT0001	Payment	12/14/2022	116444	CITY OF BATTLE GROUND	\$ 593.09
CASC0010	Payment	12/8/2022	116410	CANOPY	\$ 497.65
CENT0001	Payment	12/21/2022	116469	CENTER POINT PUBLISHING	\$ 426.66
CENT0010	Payment	12/8/2022	116411	CENTER POINTE SIGNS, INC	\$ 2,537.00
CHIC0004	Payment	12/21/2022	116470	CHICAGO DISTRIBUTION CENTER	\$ 201.00
CITG0002	Payment	12/28/2022	116542	CIT GROUP- DW LEASE	\$ 15,101.13
CITY0005	Payment	12/28/2022	116543	CITY OF NORTH BONNEVILLE	\$ 240.00
CLAR0004	Payment	12/8/2022	116412	CLARK PUD	\$ 2,357.80
CLAR0004	Payment	12/14/2022	116445	CLARK PUD	\$ 9,160.63
CLAR0004	Payment	12/21/2022	116471	CLARK PUD	\$ 3,245.99
CLAR0004	Payment	12/28/2022	116544	CLARK PUD	\$ 1,394.59
CLAR0026	Payment	12/8/2022	116413	CLARK REG WASTEWTR	\$ 85.04
CLAR0038	Payment	12/21/2022	116472	CLARK COUNTY AUTO	\$ 48.54
CLOU0001	Payment	12/21/2022	EFT01479	66 DEGREES, LLC	\$ 269.15
COLU0005	Payment	12/28/2022	116545	COLUMBIAN	\$ 750.00
COLU0032	Payment	12/8/2022	116414	COLUMBIA RIVER DISPOSAL	\$ 84.53
COMC0002	Payment	12/21/2022	116473	COMCAST INSTITUTIONAL NETWORKS	\$ 11,421.36
COMP0006	Payment	12/21/2022	116474	COMPRISE TECHNOLOGIES, INC	\$ 22,560.00
COWL0001	Payment	12/28/2022	116546	COWLITZ COUNTY PUD	\$ 473.64
CRAI0001	Payment	12/21/2022	116475	CRAIG WALKER COMMUNICATIONS, INC	\$ 197.47
CRUZ0003	Payment	12/21/2022	EFT01480	CRUZ, BRANDON	\$ 84.27
CRUZ0003	Payment	12/28/2022	EFT01493	CRUZ, BRANDON	\$ 13.13
CYBE0001	Payment	12/21/2022	116476	CYBERREEF SOLUTIONS, INC.	\$ 1,872.00
DELL0001	Payment	12/21/2022	116477	DELL MARKETING LP	\$ 29,258.91
DEMC0001	Payment	12/21/2022	116478	DEMCO	\$ 136.35
DUNP0001	Payment	12/21/2022	EFT01481	DUNPHY, MIKE	\$ 30.00
EBSC0001	Payment	12/21/2022	116479	EBSCO INFORMATION SERVICES	\$ 124,966.65
EMBA0001	Payment	12/14/2022	116446	CENTURYLINK formerly Embarq	\$ 402.66
EMBA0001	Payment	12/28/2022	116547	CENTURYLINK formerly Embarq	\$ 7.25
EMPL002	Payment	12/28/2022	116548	EMPLOYMENT SECURITY DEPARTMENT	\$ 98.06
ENTE0001	Payment	12/8/2022	116415	ENTEK CORPORATION	\$ 4,878.74
FEIN0001	Payment	12/8/2022	EFT01473	FEINSTEIN, SHERI	\$ 111.00
FIND0001	Payment	12/21/2022	116480	FINDAWAY WORLD, LLC	\$ 1,585.43
FORT0002	Payment	12/28/2022	116549	FVRL FOUNDATION	\$ 30.00
FRON0002	Payment	12/8/2022	116416	FRONTIER	\$ 82.32
FRON0002	Payment	12/21/2022	116481	FRONTIER	\$ 99.76
FVRL0001	Payment	12/8/2022	116417	FVRL PETTY CASH FUND	\$ 55.00
GALE0002	Payment	12/14/2022	116447	GALE GROUP	\$ 1,985.65

**December 2022 AP Board Report**

<b>Vendor ID</b>	<b>Document Type</b>	<b>Document Date</b>	<b>Document Number</b>	<b>Vendor Name</b>	<b>Document Amount</b>
GASK0002	Payment	12/21/2022	116482	SEAN GASKELL	\$ 850.00
GETP0001	Payment	12/8/2022	EFT01474	GET PROGRAM	\$ 353.00
GETP0001	Payment	12/28/2022	EFT01494	GET PROGRAM	\$ 353.00
GOLD0003	Payment	12/14/2022	116448	CITY OF GOLDENDALE	\$ 268.45
GORG0009	Payment	12/28/2022	116550	COLUMBIA GORGE NEWS	\$ 275.00
GROO0003	Payment	12/14/2022	116449	GRO OUTDOOR LIVING	\$ 829.92
GROO0003	Payment	12/21/2022	116483	GRO OUTDOOR LIVING	\$ 32,756.54
H2OR0001	Payment	12/14/2022	116450	H2OREGON	\$ 42.55
H2OR0001	Payment	12/14/2022	116464	H2OREGON	\$ 42.55
HARR0001	Payment	12/21/2022	116484	HARRYS KEY SERVICE, INC.	\$ 1,365.42
HERM0004	Payment	12/21/2022	116485	WORKPLACE RESOURCE was Herman Miller	\$ 9,239.56
HOME0001	Payment	12/8/2022	116418	HOME DEPOT CREDIT SERVICES	\$ 924.69
HUNT0006	Payment	12/21/2022	116486	SARAH LYNNE HUNTER	\$ 5,000.00
ICMA0001	Payment	12/8/2022	116419	ICMA RETIREMENT CORPORATION	\$ 8,045.89
ICMA0001	Payment	12/28/2022	116551	ICMA RETIREMENT CORPORATION	\$ 8,419.95
INFO0005	Payment	12/21/2022	116487	INFO USA MARKETING INC	\$ 18,526.00
INGR0001	Payment	12/14/2022	116451	INGRAM	\$ 14,379.89
INTE0021	Payment	12/14/2022	116452	INTEGRA TELECOM	\$ 2,839.16
J2BL0001	Payment	12/21/2022	116488	J2 BLUEPRINT SUPPLY CO	\$ 10.74
JOHN0042	Payment	12/21/2022	116489	JOHNSTON ARCHITECTS	\$ 2,442.50
JOSE0001	Payment	12/8/2022	EFT01475	JOSEPHSON, DAVE	\$ 311.00
JRTM0001	Payment	12/21/2022	116490	JRT MECHANICAL, INC	\$ 2,667.63
JRTM0001	Payment	12/28/2022	116552	JRT MECHANICAL, INC	\$ 1,734.87
KAIS0001	Payment	12/28/2022	116553	KAISER FOUNDATION HEALTH PLAN	\$ 231,436.37
KANO0001	Payment	12/21/2022	116491	KANOPY LLC	\$ 8,088.00
KETE0001	Payment	12/14/2022	116453	KETER ENVIRONMENTAL SERVICES INC	\$ 95.79
KLIC0002	Payment	12/8/2022	116420	KLICKITAT COUNTY PUD	\$ 1,545.56
KLIC005	Payment	12/14/2022	116454	KLICKITAT COUNTY ER&R DEPT.	\$ 589.21
LABO0001	Payment	12/28/2022	116554	DEPT OF LABOR AND INDUSTRIES	\$ 1,023.00
LABO0003	Payment	12/28/2022	116555	DEPT OF LABOR & INDUSTRIES	\$ 59.80
LACE0003	Payment	12/8/2022	116421	CITY OF LA CENTER	\$ 76.60
LAZE0004	Payment	12/21/2022	116492	GISI MARKETING GROUP	\$ 1,614.49
LAZE0004	Payment	12/28/2022	116556	GISI MARKETING GROUP	\$ 710.27
LESS0001	Payment	12/21/2022	116493	LES SCHWAB TIRE CENTER	\$ 508.73
LEXA0001	Payment	12/21/2022	EFT01482	REBECCA LEXA	\$ 150.00
LEXI0005	Payment	12/21/2022	116494	LEXISNEXIS	\$ 311.95
LING0003	Payment	12/21/2022	116495	LINGUAVA	\$ 68.25
MANU0001	Payment	12/21/2022	116496	MANUFACTURERS NEWS INC	\$ 136.90
MART0011	Payment	12/21/2022	EFT01483	YUKI MARTIN	\$ 400.00
MART0015	Payment	12/21/2022	EFT01484	MARTIN, ELIZABETH	\$ 14.06
MARY0001	Payment	12/21/2022	116497	MARYHILL MUSEUM OF ART	\$ 500.00
MIDW0001	Payment	12/21/2022	116498	MIDWEST LIBRARY SERVICE	\$ 73.61
MIDW0002	Payment	12/14/2022	116455	MIDWEST TAPE	\$ 12,013.67
MIDW0002	Payment	12/21/2022	116499	MIDWEST TAPE	\$ 6,064.99
MILL0032	Payment	12/21/2022	EFT01485	MILLER, LESLEY	\$ 78.75
MINN003	Payment	12/21/2022	EFT01486	CALDWELL-MINNICK, LYNNE	\$ 75.00
MKSO0001	Payment	12/29/2022	116566	MK SOLUTIONS, INC.	\$ 11,782.00
MTAD0001	Payment	12/21/2022	116500	MT ADAMS CHAMBER OF COMMERCE	\$ 85.00
NASH0002	Payment	12/21/2022	116501	ZOE NASH	\$ 40.37
NELS0007	Payment	12/21/2022	EFT01487	SARAH NELSEN	\$ 375.00
NELS0007	Payment	12/28/2022	EFT01495	SARAH NELSEN	\$ 150.00
NEOP0002	Payment	12/21/2022	116502	NEOPOST INC	\$ 195.30
NEWT0004	Payment	12/8/2022	116422	NEW TERRA LANDSCAPE & DESIGN	\$ 4,144.70
NORT0005	Payment	12/8/2022	116423	NORTHWEST NATURAL GAS COMPANY	\$ 1,705.89

## December 2022 AP Board Report

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
NORT0005	Payment	12/14/2022	116456	NORTHWEST NATURAL GAS COMPANY	\$ 561.54
NORT0005	Payment	12/21/2022	116503	NORTHWEST NATURAL GAS COMPANY	\$ 4,713.05
NORT0005	Payment	12/28/2022	116557	NORTHWEST NATURAL GAS COMPANY	\$ 7,212.55
NORT0056	Payment	12/28/2022	EFT01496	NORTH PACIFIC MANAGEMENT	\$ 11,801.00
OETC0001	Payment	12/21/2022	116504	OETC	\$ 40,430.90
OETC0001	Payment	12/28/2022	116558	OETC	\$ 2,120.09
OFFI0001	Payment	12/21/2022	116505	OFFICE DEPOT CARD PLAN	\$ 1,719.22
OFFI0001	Payment	12/28/2022	116559	OFFICE DEPOT CARD PLAN	\$ 95.32
OREG0002	Payment	12/14/2022	116457	OREGON EQUIPMENT COMPANY, INC	\$ 954.60
OREG0043	Payment	12/21/2022	116506	OREGON ELECTRIC GROUP	\$ 1,448.02
OVER0004	Payment	12/14/2022	116458	OVERDRIVE	\$ 79,290.11
OVER0004	Payment	12/21/2022	116507	OVERDRIVE	\$ 644.61
PAMP0002	Payment	12/21/2022	116508	PAMPLIN PRINTING	\$ 1,588.75
PARK0008	Payment	12/21/2022	116509	PARKROSE HARDWARE/BLUE TARP	\$ 36.06
PBS0001	Payment	12/28/2022	116560	PBS ENVIRONMENTAL (PDX)	\$ 20,573.75
PEAC0001	Payment	12/21/2022	116510	PEACHSTATE HOBBY DISTRIBUTION	\$ 275.64
PLAT0001	Payment	12/21/2022	116511	PLATT ELECTRIC SUPPLY	\$ 864.54
POLI0003	Payment	12/21/2022	116512	POLICY MAP, INC.	\$ 1,550.00
PORT0032	Payment	12/21/2022	EFT01488	FRANCES PORTILLO	\$ 17,500.00
QUIP0001	Payment	12/21/2022	EFT01489	THE QUIPU GROUP, LLC	\$ 5,408.00
QWES0001	Payment	12/21/2022	116513	CENTURY LINK formerly Qwest	\$ 1,866.47
QWES0001	Payment	12/28/2022	116561	CENTURY LINK formerly Qwest	\$ 162.79
REPU0001	Payment	12/8/2022	116424	REPUBLIC SERVICES #487	\$ 60.31
REVC0001	Payment	12/21/2022	116514	REV.COM, INC	\$ 120.00
RIDG0001	Payment	12/21/2022	116515	RIDGEFIELD HARDWARE	\$ 16.49
ROSE0001	Payment	12/21/2022	116516	ROSEN PUBLISHING GROUP	\$ 7,250.00
RUBE0001	Payment	12/21/2022	116517	RUBENSTEIN'S	\$ 176,705.55
SENT0001	Payment	12/21/2022	116518	SENTRUM BOOKSTORE	\$ 161.20
SKAM0001	Payment	12/8/2022	116425	SKAMANIA COUNTY PUD #1	\$ 639.31
SMAR0005	Payment	12/21/2022	116519	SMARSH	\$ 3,335.27
SOHA0001	Payment	12/21/2022	116520	SOHA SIGN CO INC	\$ 447.15
SQBO0001	Payment	12/21/2022	116521	SQBOX SOLUTIONS LTD	\$ 5,200.00
STAM0002	Payment	12/21/2022	116522	STAMP-CONNECTION.COM	\$ 55.95
STAN0013	Payment	12/21/2022	116523	STANLEY CONVERGENT SECURITY SOLUTIONS, INC.	\$ 209.88
STAR0001	Payment	12/21/2022	116524	STAR RENTALS	\$ 2,727.14
STER0002	Payment	12/21/2022	116525	STERICYCLE, INC	\$ 31.08
STEV0001	Payment	12/8/2022	116426	CITY OF STEVENSON	\$ 278.37
STOE0001	Payment	12/21/2022	EFT01490	STOEL RIVES LLP	\$ 5,806.50
TDJC0001	Payment	12/21/2022	EFT01491	TERESA D. JOHNSON CPA, INC.	\$ 2,915.55
TDST0001	Payment	12/14/2022	116459	TDS TELECOM	\$ 203.41
TECT0001	Payment	12/21/2022	116526	ENAVATE MANAGED SERVICES, INC	\$ 250.00
TECT0001	Payment	12/28/2022	116562	ENAVATE MANAGED SERVICES, INC	\$ 3,046.25
THOM0015	Payment	12/21/2022	116527	THOMSON REUTERS-WEST PUBLISHING CORP	\$ 802.90
THOR0001	Payment	12/21/2022	EFT01492	THORNTON, STEFANIE	\$ 75.00
TOWN0007	Payment	12/28/2022	116563	THE TOWN OF YACOLT	\$ 200.00
ULIN0001	Payment	12/21/2022	116528	ULINE	\$ 1,454.89
UNUM0002	Payment	12/8/2022	116427	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$ 26,035.03
UNUM0002	Payment	12/14/2022	116460	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$ 13,095.60
USAM0002	Payment	12/14/2022	116461	USA MECHANICAL	\$ 14,932.74
VANC0001	Payment	12/8/2022	116428	CITY OF VANCOUVER UTILITIES	\$ 878.51
VANC0025	Payment	12/21/2022	116529	CITY OF VANCOUVER- FINANCIAL SERVICES	\$ 57.00
VERI0004	Payment	12/28/2022	116564	STERLING VOLUNTEERS	\$ 884.50
VISAABLE	Payment	12/8/2022	116429	VISAABLE	\$ 438.28
VISABARRO	Payment	12/8/2022	116430	VISABARRO	\$ 1,389.26

**December 2022 AP Board Report**

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
VISAEMPL01	Payment	12/8/2022	116431	VISAEMPLO1	\$ 1,008.34
VISAFEIN	Payment	12/8/2022	116432	VISAFEIN	\$ 239.85
VISAGETS	Payment	12/8/2022	116433	VISAGETS	\$ 12,263.68
VISAGIFF	Payment	12/8/2022	116434	VISAGIFF	\$ 222.90
VISAJOSE	Payment	12/8/2022	116435	VISAJOSE	\$ 364.28
VISAKEND	Payment	12/8/2022	116436	VISAKEND	\$ 1,099.81
VISAKRES	Payment	12/8/2022	116437	VISAKRES	\$ 680.24
VISAMCCU	Payment	12/8/2022	116438	VISAMCCU	\$ 1,507.87
VISATRAV	Payment	12/8/2022	116439	VISATRAV	\$ 1,353.99
WALT0001	Payment	12/21/2022	116530	WALTER E NELSON COMPANY	\$ 3,523.14
WAST0001	Payment	12/8/2022	116440	WASTE CONNECTIONS INC	\$ 4,778.37
WAVE0001	Payment	12/14/2022	116462	WAVE	\$ 5,419.24
WEST0004	Payment	12/28/2022	EFT01497	US CENTENNIAL VANCOUVER MALL LLC	\$ 8,881.53
WEXB0001	Payment	12/14/2022	EFT01477	WEX BANK	\$ 4,834.98
WHEE0006	Payment	12/21/2022	116531	WHEELERCREEK STUDIO INC.	\$ 27.50
WHIT0001	Payment	12/8/2022	116441	CITY OF WHITE SALMON	\$ 157.76
WILL0024	Payment	12/28/2022	116565	WILLAMETTE GLASS	\$ 2,811.24
WOOD0001	Payment	12/14/2022	116463	CITY OF WOODLAND	\$ 3,250.00
WPEA0001	Payment	12/8/2022	EFT01476	WPEA	\$ 2,555.20
WPEA0001	Payment	12/28/2022	EFT01498	WPEA	\$ 3,799.63
WPEA0003	Payment	12/28/2022	EFT01499	WPEA UFCW	\$ 1,849.14
ZZZZ0383	Payment	12/21/2022	116532	HAINLINE, REBECCA	\$ 35.00
ZZZZ0384	Payment	12/21/2022	116533	HERVI, TYREL ROBERT	\$ 30.00
ZZZZ0385	Payment	12/21/2022	116534	SAND, SHANNON	\$ 15.00
ZZZZ0386	Payment	12/21/2022	116535	TAYLOR, SUSAN	\$ 25.00
ZZZZ0387	Payment	12/21/2022	116536	WELTIN, JENNIFER	\$ 25.00
				<b>Subtotal Warrant &amp; EFT Transactions</b>	<b>\$ 1,193,659.46</b>
Vendor ID	Document Type	Void Date	Document Number	Vendor Name	Document Amount
GREY0001	Payment	12/26/2022	116373	GREY HOUSE PUBLISHING	\$ (524.05)
H2OR0001	Payment	12/14/2022	116450	H2OREGON	\$ (42.55)
				<b>Subtotal Void Transactions</b>	<b>\$ (566.60)</b>
				<b>Subtotal Warrants, EFTs, Voids</b>	<b>\$ 1,193,092.86</b>
<b>Payroll</b>					
Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	12/9/2022	Payroll 12/09/2022	ADP - Payroll	\$ 350,997.38
ADP0001	Payment	12/9/2022	Payroll 12/09/2022	ADP - Federal Payroll Taxes	\$ 115,699.50
ADP0001	Payment	12/9/2022	Payroll 12/09/2022	ADP - OR State Payroll Taxes	\$ 3,268.29
ADP0001	Payment	12/9/2022	Payroll 12/09/2022	ADP - WA State PFML Taxes	\$ 2,952.44
ADP0001	Payment	12/23/2022	Payroll 12/23/2022	ADP - Payroll	\$ 605,864.25
ADP0001	Payment	12/23/2022	Payroll 12/23/2022	ADP - Federal Payroll Taxes	\$ 233,598.96
ADP0001	Payment	12/23/2022	Payroll 12/23/2022	ADP - OR State Payroll Taxes	\$ 4,612.23
ADP0001	Payment	12/23/2022	Payroll 12/23/2022	ADP - WA State PFML Taxes	\$ 5,212.74
				<b>Subtotal Payroll Debit Transactions</b>	<b>\$ 1,322,205.79</b>
Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	12/23/2022	0000000000109213	ADP - Payroll Fees	\$ 4,500.03
ENDI0001	Payment	12/23/2022	0000000000109214	ENDICIA	\$ 9,500.00
KAIS0005	Payment	12/29/2022	0000000000109259	KAISER HSA	\$ 15,529.32
KAIS0005	Payment	12/29/2022	0000000000109260	KAISER HSA	\$ 45.50
WASH0007	Payment	12/27/2022	0000000000109258	WASHINGTON DEPT OF REVENUE	\$ 1,596.90

**December 2022 AP Board Report**

<b>Vendor ID</b>	<b>Document Type</b>	<b>Document Date</b>	<b>Document Number</b>	<b>Vendor Name</b>	<b>Document Amount</b>
WASH0008	Payment	12/14/2022	00000000000109211	WASHINGTON STATE TREASURER	\$ 6,436.42
WASH0008	Payment	12/29/2022	00000000000109212	WASHINGTON STATE TREASURER	\$ 8,324.72
WASH0013	Payment	12/13/2022	00000000000109209	WASH DEPT OF RETIREMENT SYSTEM	\$ 82,174.54
WASH0013	Payment	12/28/2022	00000000000109210	WASH DEPT OF RETIREMENT SYSTEM	\$ 145,851.07
				<b>Subtotal Other ACH Debit Transactions</b>	<b>\$ 273,958.50</b>
				<b>Total Disbursements</b>	<b>\$ 2,789,257.15</b>

**December 2022 Voids**

Vendor ID	Vendor Name	Document Type	Document Date	Document Number	Current Trx Amount	Void GL Posting Date	Voided
GREY0001	GREY HOUSE PUBLISHING	Payment	11/30/2022	116373	\$ 524.05	12/26/2022	Yes
H2OR0001	H2OREGON	Payment	12/14/2022	116450	\$ 42.55	12/14/2022	Yes
Note:	Warrant 116373 was a duplication of payment 116215.						
Note:	Vendor Deluxe provided check 116450 as a sample for refill orders.						

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Approval of Claims**

**As of**

**January 17, 2023**

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

As of this date, January 17, 2023, The Board of Directors, by a \_\_\_\_\_  
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued  
December 1, 2022 through December 31, 2022

<b>Accounts Payable Warrants Issued</b>	Numbers	<u>116408</u>	Through	<u>116566</u>	<u>\$ 1,121,772.52</u>
<b>Accounts Payable EFT Payments</b>		<u>EFT01473</u>	Through	<u>EFT01501</u>	<u>\$ 71,886.94</u>
<b>Accounts Payable Warrants Voided</b>	Numbers	116373, 116450			<u>( \$ 566.60 )</u>
<b>Subtotal FVRL General Fund Warrants, EFTS, Voids</b>					<u>\$ 1,193,092.86</u>
<b>Payroll Warrants Issued</b>	Numbers	_____	Through	_____	<u>\$ -</u>
<b>Payroll Transactions Voided</b>	Numbers	_____			<u>( \$ - )</u>
<b>Payroll Electronic Fund Transfers</b>	Numbers	<u>20221209</u>	Through	<u>20221223</u>	<u>\$ 1,322,205.79</u>
<b>Other Electronic Fund Transfers Completed</b>					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
ADP Payroll Fees	December 23, 2022	\$ 4,500.03			
Endicia	December 23, 2022	\$ 9,500.00			
KAISER HSA	December 29, 2022	\$ 15,529.32			
KAISER HSA	December 29, 2022	\$ 45.50			
WA DOR Sales/Use Tax	December 27, 2022	\$ 1,596.90			
WA DRS - DCP	December 14, 2022	\$ 6,436.42			
WA DRS - DCP	December 29, 2022	\$ 8,324.72			
WA DRS - PERS	December 13, 2022	\$ 82,174.54			
WA DRS - PERS	December 28, 2022	\$145,851.07			
					<u>\$ 273,958.50</u>
<b>Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids</b>					<u>\$ 2,789,257.15</u>
<b>Total Transactions for Approval</b>					<u><u>\$ 2,789,257.15</u></u>

\_\_\_\_\_  
 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

\_\_\_\_\_  
 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

## Fort Vancouver Regional Foundation MOU Response 01\_12\_2023

The FVRLF would like to take this opportunity to comment upon the current status of a possible new Memorandum of Understanding (MOU) and reply to staff's comments from the Trustees meeting on December 19, 2022, regarding a replacement MOU for the existing MOU between the Fort Vancouver Regional Library Foundation (Foundation) and the Fort Vancouver Regional Library District (District).

While members of the Foundation's Board met with members of the District's Board of Trustee over the last six months of 2022 in a good faith effort to work out the terms of a new MOU, it is apparent to the Foundation that the conversation regarding a new MOU is being driven by District staff, and the terms being discussed are not acceptable to the Foundation at this stage of the game.

As a separate 501 (c)3 organization formed in 1991 under the authority of the Internal Revenue Service, the Foundation is deemed a private foundation, and is not in any way a subsidiary or related organization of the District and is not bound or compelled by District policies or by financial statements of obligation by District staff without prior discussion and formal agreement.

The Foundation is a co-equal organization formed for the purpose to "Extend the reach and enhance the depth of public library services to residents of Southwest Washington."

Our mission is to strengthen and enhance Fort Vancouver Regional Library District's capacity to dynamically serve its communities, engage with these communities to promote literacy, communicate the value of the Library, and inspire civic support, and seek and welcome gifts to expand Library facilities, programs, and services.

In addition to over \$5,260,303 in capital funding through procured grants and donations and funds provided by various friends groups, the Foundation provided:

\$53,083 in program funding in 2022,  
\$38,113 in 2021,  
\$80,224 in 2020,  
\$70,298 in 2019.

As a 501(c)3 organization, the Foundation has fiduciary responsibilities to ensure that all funds are responsibly spent as intended and be able to report this to our donors, grantors, and other funders. To this end, we are required to confirm that money we give to the District for their program requests are spent responsibly and for the stated purposes.

We have expressed concerns about program spending previously for many years. Expenses for District programs approved by the Foundation Board in June of 2021 have been paid as they were submitted. **Given our concerns about program spending, the Board has not previously**



approved program requests for the 2022-2023 year, but as a goodwill gesture will be approving them at our next Board meeting.

The Foundation believes it is a partner with the District in raising funds for each of the capital building projects, but the District has ultimate responsibility for procuring total funding for each of these projects.

The initial informal agreement made between the Foundation and the District in 2014 structured funding goals for each (at the time) of the Ridgefield (\$3M), Woodland (\$3M) and Washougal (\$3M) at \$9M in total, with one third (\$3M) coming from the Foundation, one third (\$3M) coming from District reserves, and one third (\$3M) coming from publicly funded bond measures.

To date, through the procurement of donations and grants, and through Friends group donations, the Foundation has far exceeded its initial \$3M Foundation commitment for the three properties by procuring:

\$3,140,000 for Woodland,  
\$2,125,000 for Ridgefield (not including facilitating the \$960,000 Community Center Property transfer),  
and \$331,887 for Washougal.

While District staff has argued that much of these funds did not come from the Foundation, the Foundation did the work to procure the donations and grants, and responsibly managed the investment funds that provided the growth of funds raised by the Friends groups.

As the costs of each of these projects have grown significantly beyond initial targets, District staff has continued to project and assign funding goals for the Foundation to the District's annual budgets without discussion with the Foundation, input from the Foundation, or any informal or formal agreement with the Foundation.

And, in those cases where the Foundation has procured funding, District staff has repeatedly not recognized the Foundation's efforts in procuring funding for the District's capital projects. For example, page 31 of 45 of Staff Report 2021-16 is attached. (Foundation notations in red).

At the December 19 Trustee meeting, Staff stated that the Foundation does not provide financial information to District Staff. This is incorrect.

While as a private foundation, the Foundation is not legally required to do so, but as a courtesy, the Library's Executive Director and Trustee Board Chair are sent the EXACT same information packet that the Foundation Board receives. This includes detailed financial reporting, up to date and current operating budget statements for the Foundation. These reports also include information on fundraising efforts current and ongoing, including gift in kind reporting. We are

surprised and appalled that this information is not included in the monthly information packets provided to the Trustees by Staff.

**Section 1.11** – We do not agree to information sharing with the ED.

The Foundation has had previous experience where the ED has hired other fundraising organizations, who were competing with the Foundation for grant funding and donations. The Foundation views our grant application information to be proprietary and confidential information. Once this information is in the possession of the ED, it becomes public record and we have no control over who may see grant applications or with whom the District is sharing the documents or information. Additionally, our process is streamlined and designed to complete as quickly and effectively as possible. We have a successful track record of over \$4M for Ridgefield and Woodland without ED review.

**Section 1.12 & 1.13** – No – This information is confidential to the Foundation and its donors. As a separate 501(c)3 organization, providing this information would violate our confidentiality policies regarding donor privacy.

**Section 1.14** – This is incorrect. – In openings prior to the Ridgefield Library’s first anniversary, the district has provided the design and production of donor signage with donor information provided by the Foundation. For the Ridgefield library first anniversary, since the District’s graphics department and preferred vendor could not meet the expedited celebration date, the Foundation found an alternative vendor to produce quality permanent signage that was up prior to that celebration at the request of the ED.

**Section 2.2** – This matter has never been discussed between the District and the Foundation, and the Foundation has never been given an annual allotment number.

**Section 2.3** – We do not agree.

**Section 2.4** – This needs to be revised and commensurate with the uses and needs of the Foundation.

In response to the State Auditor’s Office opinion sent to the District regarding the MOU, and to get solid authority for the Foundation’s positions, the Foundation consulted an attorney experienced in non-profit governance.

After our discussions, we are confident that we are governed under Federal non-profit laws, and other than terms of the current MOU, we are not bound by FVRL District policies or the opinions of the ED.

**Per the terms of the current MOU that is in effect, we welcome the opportunity to renew Board to Board discussions to find a mutually agreeable replacement MOU.**

**Fort Vancouver Regional Library District  
Staff Report 2021-16  
Ridgefield Library - Project Report**

**To:** Finance Committee  
**From:** Amelia Shelley  
**Date:** 05/17/2021

**Action requested:** Allow staff to begin close out procedure on project.

**Project Status:**

- Project is substantially complete and ready for close out
- Certificate of Occupancy issued
- Start moving books mid-May, staff moves in June 3-5
- Soft open June 15, Grand Opening July 9, 10:30 am

**Budget to Actual Overview**

Category	Budget	Actual	Contract	Change Orders
Architect	446,000	442,405		
Contractor	2,987,000	2,816,893	2,692,656	124,237
FF&E	125,000	126,874		
Technology	50,000	unknown		
<b>Total Expended</b>	<b>3,608,000</b>	<b>3,386,172</b>		

**Funding Sources (2020-21)**

FVRL Capital Reserves	\$1,482,928	
Fort Vancouver Regional Library Foundation	\$175,000	Procured by the Foundation
Friends of the Ridgefield Community Library	\$300,000	Procured by the Foundation
Individual Donors	\$1,150,000	Procured by the Foundation
State of WA: Capital Grant*	\$500,000	Procured by the Foundation
<b>Total Secured</b>	<b>\$3,607,928</b>	<b>\$2,125,000 Procured by the Foundation</b>

**Fort Vancouver Regional Library District  
Staff Report 2023-06  
Lakeshore Drive Right of Way Easement**

**TO: Facilities Committee**

**FROM:** Amelia Shelley, Executive Director

**DATE:** 1/11/2023

**SUBJECT: City of Woodland ROW on Lakeshore**

**SUMMARY:** FVRL has completed the process of subdividing the property that is the site for the new Woodland Community Library. FVRL determined it no longer needs to retain the excess corner property for the new library project and the Board approved a public hearing for the sale of the property at their September 19, 2022 meeting. On October 3, 2022, the Board voted to sell the property to the City of Woodland.

The price for the property was established at \$296,452.65. The sale is pending a cost analysis by the City to determine what FVRL owes them for road improvements on the adjacent Lakeshore Drive as well as infrastructure improvements for the new library including water, sewer and power. As part of the Lakeshore improvements, the City has requested an easement for a three (3) foot right of way that would run along the Lakeshore Drive edge of the property.

FVRL has worked with our legal counsel and civil engineers to complete the necessary paperwork for the ROW dedication. The final step is for the Board of Trustees to pass a resolution dedicating the property to the City of Woodland.

**ACTION:** Recommend approval of City of Woodland Lakeshore Drive Right of Way Resolution.



**Exhibit "A"**  
Fort Vancouver Regional Library  
Right-Of-Way Dedication  
Legal Description

A 3-foot wide strip of land in a portion of the Squire & Milly Bozarth D.L.C. and the Hans C. Kraft D.L.C., located in Section 24, Township 5 North, Range 1 West, Willamette Meridian, City of Woodland, Cowlitz County, Washington, being more particularly described as follows:

**COMMENCING FROM** Lakeshore Drive right-of-way centerline point of tangency (PT) station 4+17.50 noted on WSDOT right-of-way plan SR5 (Woodland Vicinity) map, sheet 1 of 4 dated November 3, 1959 and marked by a tack in concrete inside a monument box;

Thence continuing South 18°15'57" West, 35.00 feet to an angle point in the southerly right-of-way line of said Lakeshore Drive and the **TRUE POINT OF BEGINNING** of the herein described dedication;

Thence continuing South 18°15'57" West, along said southerly right-of-way line, 3.00 feet to a point;

Thence North 71°44'03" West, along a line 38.00 feet southerly of when measured parallel with the centerline of said Lakeshore Drive, 310.02 feet to a point on the easterly right-of-way line of Goerig Street;

Thence North 18°47'27" East, along the easterly right-of-way line of said Goerig Street, 3.00 feet to an angle point being the intersection with the southerly right-of-way line of said Lakeshore Drive;

Thence South 71°44'03" East, along the southerly line of said Lakeshore Drive (said line being 35.00 feet southerly of when measured parallel with the centerline of said Lakeshore Drive) 309.99 feet to the **TRUE POINT OF BEGINNING**.

Bearings based on geodetic ties to the Washington State Reference Network (WSRN) on WSDOT centerline monuments located at Station's 1+00 PC and 4+17.50 PT

Containing 930 Square Feet or 0.021 acres, more or less.

Together with and/or subject to easements of record as applicable.

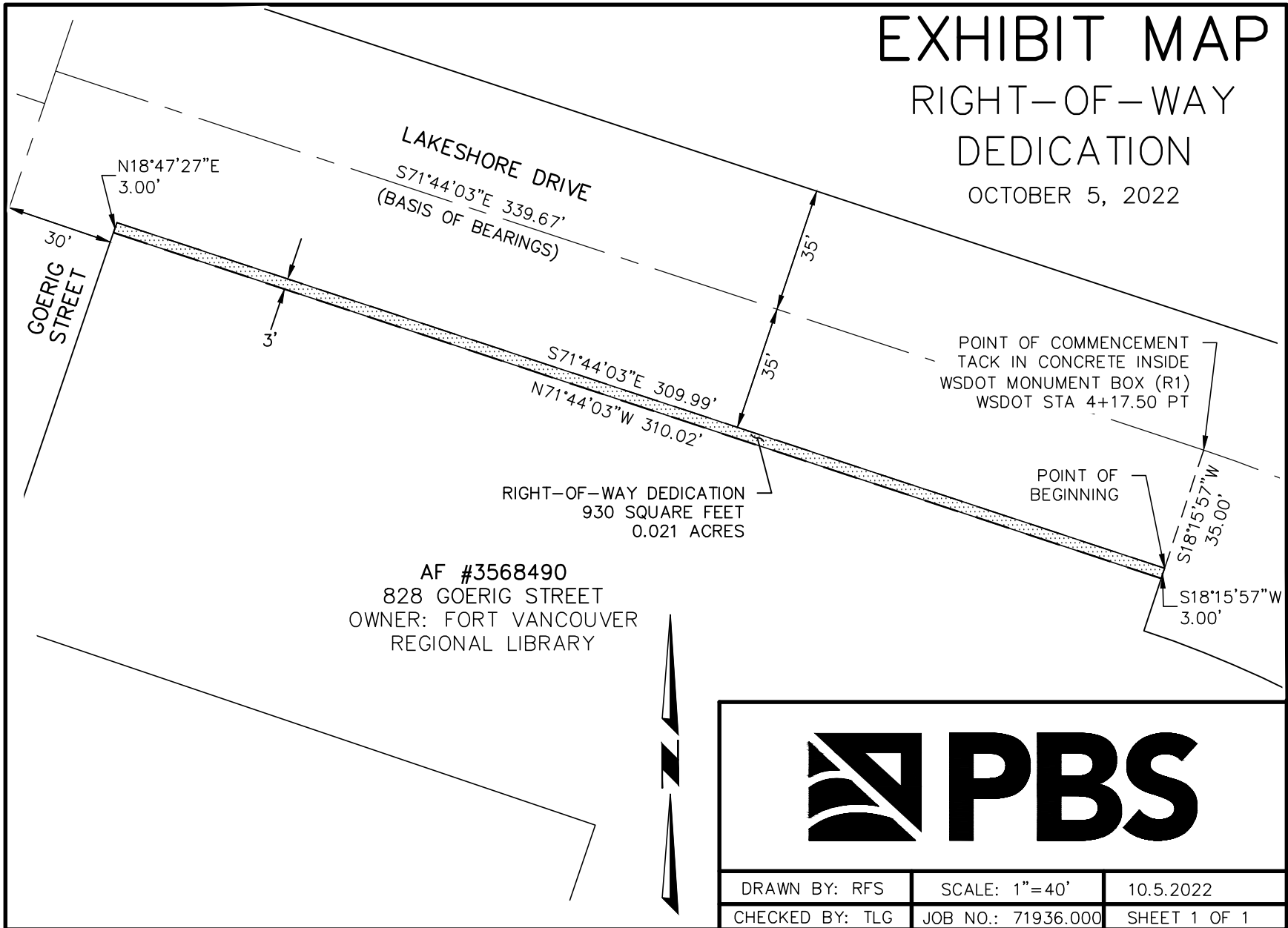
See Exhibit Map attached hereto.



# EXHIBIT MAP

## RIGHT-OF-WAY DEDICATION

OCTOBER 5, 2022



AF #3568490  
828 GOERIG STREET  
OWNER: FORT VANCOUVER  
REGIONAL LIBRARY

RIGHT-OF-WAY DEDICATION  
930 SQUARE FEET  
0.021 ACRES

POINT OF COMMENCEMENT  
TACK IN CONCRETE INSIDE  
WSDOT MONUMENT BOX (R1)  
WSDOT STA 4+17.50 PT

POINT OF  
BEGINNING



DRAWN BY: RFS

SCALE: 1"=40'

10.5.2022

CHECKED BY: TLG

JOB NO.: 71936.000

SHEET 1 OF 1

**WHEN RECORDED RETURN TO:**

City of Woodland  
230 Davidson Ave.  
Woodland, WA 98674

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**QUIT CLAIM DEED  
(Right-of-Way Dedication)**

Grantor: Fort Vancouver Regional Library District, a Washington inter-county rural library district

Grantee: City of Woodland, a Washington municipal corporation

Legal Description: Portion of T19A-1, 19A2, 19A-3, 19B-2, 19B-3 and 19A-4, Section 24, Township 5 North, Range 1 West, Also being a ptn of the Squire and Milly Bozarth DLC  
Complete legal description on Exhibit A.

Assessor's Tax Account  
ID Number(s): 50480 (Portion)

For good and valuable consideration, **Fort Vancouver Regional Library District**, a Washington inter-county rural library district, which acquired title as Fort Vancouver Regional Library ("**Grantor**"), does hereby convey and quit claim to the **City of Woodland**, a Washington municipal corporation ("**Grantee**"), its interest in the real property described in Exhibit A (the "**Property**"), attached hereto and by this reference made a part hereof, situated in the County of Cowlitz, State of Washington, for purposes of right-of-way, subject to all matters of record.

*[remainder of page intentionally left blank; signatures follow]*





**EXHIBIT "A"**  
Fort Vancouver Regional Library  
Right-Of-Way Dedication  
Legal Description

A 3-foot wide strip of land in a portion of the Squire & Milly Bozarth D.L.C. and the Hans C. Kraft D.L.C., located in Section 24, Township 5 North, Range 1 West, Willamette Meridian, City of Woodland, Cowlitz County, Washington, being more particularly described as follows:

**COMMENCING FROM** Lakeshore Drive right-of-way centerline point of tangency (PT) station 4+17.50 noted on WSDOT right-of-way plan SR5 (Woodland Vicinity) map, sheet 1 of 4 dated November 3, 1959 and marked by a tack in concrete inside a monument box;

Thence continuing South 18°15'57" West, 35.00 feet to an angle point in the southerly right-of-way line of said Lakeshore Drive and the **TRUE POINT OF BEGINNING** of the herein described dedication;

Thence continuing South 18°15'57" West, along said southerly right-of-way line, 3.00 feet to a point;

Thence North 71°44'03" West, along a line 38.00 feet southerly of when measured parallel with the centerline of said Lakeshore Drive, 310.02 feet to a point on the easterly right-of-way line of Goerig Street;

Thence North 18°47'27" East, along the easterly right-of-way line of said Goerig Street, 3.00 feet to an angle point being the intersection with the southerly right-of-way line of said Lakeshore Drive;

Thence South 71°44'03" East, along the southerly line of said Lakeshore Drive (said line being 35.00 feet southerly of when measured parallel with the centerline of said Lakeshore Drive) 309.99 feet to the **TRUE POINT OF BEGINNING**.

Bearings based on geodetic ties to the Washington State Reference Network (WSRN) on WSDOT centerline monuments located at Station's 1+00 PC and 4+17.50 PT

Containing 930 Square Feet or 0.021 acres, more or less.

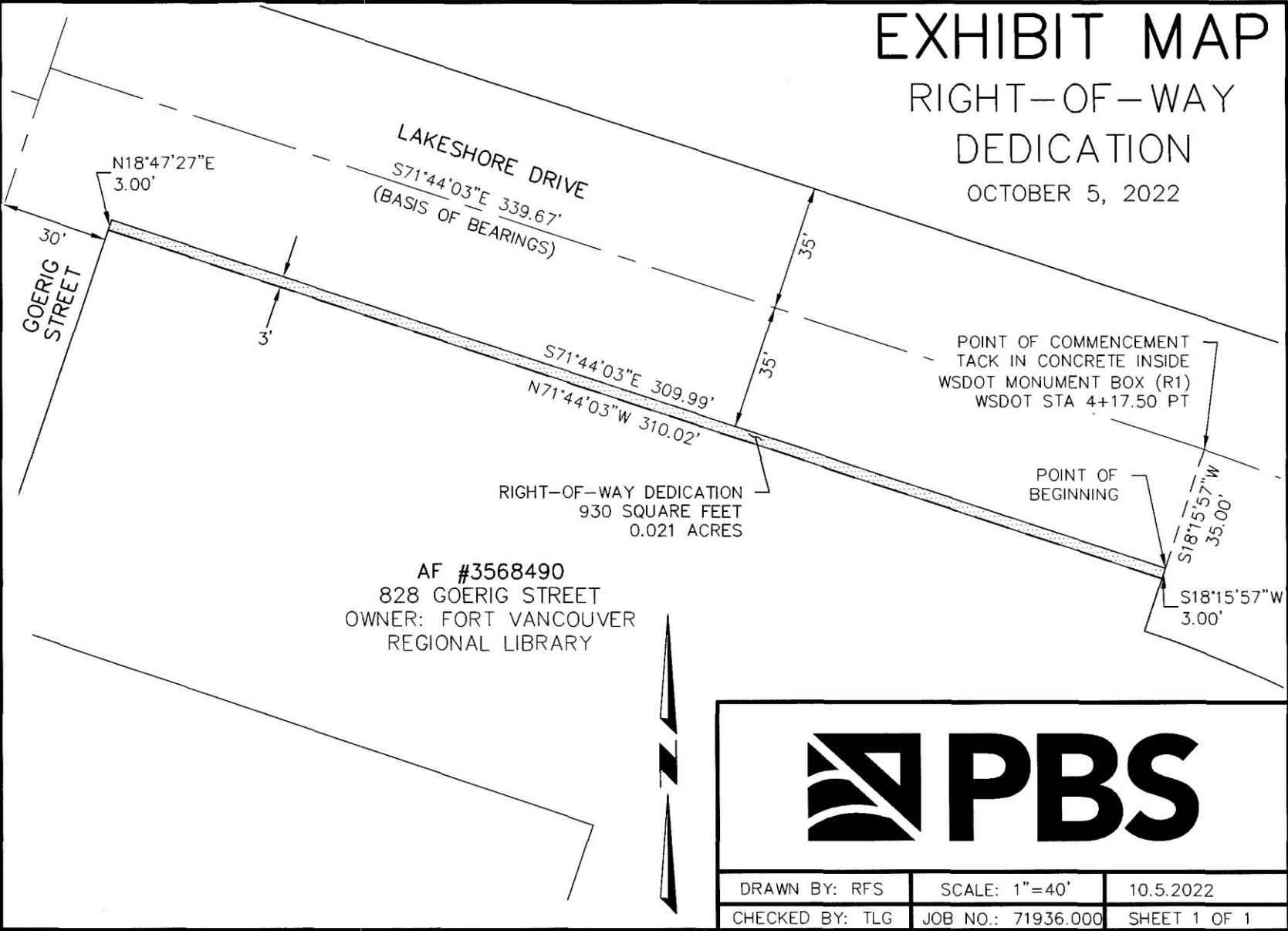
Together with and/or subject to easements of record as applicable.


See Exhibit Map attached hereto.

# EXHIBIT MAP

## RIGHT-OF-WAY DEDICATION

OCTOBER 5, 2022





DRAWN BY: RFS	SCALE: 1"=40'	10.5.2022
CHECKED BY: TLG	JOB NO.: 71936.000	SHEET 1 OF 1

**Fort Vancouver Regional Library District**  
**Staff Report 2023-04**  
**Finance Committee Report - Revolving Cash Fund in Branches**

**TO:** Board of Trustees  
**FROM:** Finance Committee, Amelia Shelley  
**DATE:** 1/17/2023  
**SUBJECT:** Revolving Cash Fund in Branches

**SUMMARY:** FVRL has established revolving cash funds at each branch library that are used to provide change for the copiers as well as establish a base cash drawer for accepting cash payments for lost/damaged material fees, referral fees, interlibrary loan fees, non-resident borrower fees, and miscellaneous retail item sales (USBs and earbuds).

Soon, we will also need to stock payment kiosks that will handle payments so that we can reduce the number of staff handling cash at each location, as requested by the State Auditor's Office. The cash kiosks will replace the base cash drawer. The amount of funds vary by branch and are based on their needs and user demand.

The last time the base amount of revolving cash funds were approved by the Board was in 2011. Since that time, we have added printing and copying stations that allow patrons to pay for prints without staff intervention. With the introduction of new payment kiosks that will take both credit/debit cards and cash, additional bills and coins will be needed to fill the machines.

The new payment kiosks will be initiated at five pilot locations - Battle Ground, Cascade Park, Three Creeks, Vancouver and White Salmon. Whether or not we install them at the remaining branches will be determined after the initial rollout after evaluating the success of the project based on the ease of use of the new system for patrons and staff, the cost of the service and our ability to manage the new equipment and workflow.

At this time, FVRL made # non-resident cards in 2022 and the revenue on those cards was over \$7000 (estimated).

**ACTION REQUESTED:** Pass resolution 2023-04 to reaffirm the amount and purpose of revolving cash funds in the library branches for public purposes.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
RESOLUTION NUMBER 2023-04**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES  
AUTHORIZING THE AMOUNT OF REVOLVING CASH FUNDS AVAILABLE FOR BRANCH  
LIBRARY BUSINESS PURPOSES.**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held January 17, 2023 at Cascade Park Community Library, 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 FVRL Board of Trustees authorizes the amount of cash to be distributed and maintained as district business and commerce needs dictate; and

**WHEREAS**, FVRL provides cash for the branches to make change for lost/damaged material fees, referral fees, interlibrary loan fees, non-resident borrower fees, and miscellaneous retail item sales (USBs and earbuds); and

**WHEREAS**, FVRL has payment kiosks, cash drawers or coin/currency receptacles as well as change machines attached to public copiers and printers; and

**WHEREAS**, FVRL's Business Office also keeps a small amount of petty cash for making change or purchasing necessary postage; and

**WHEREAS**, maintaining an established level of cash funds that meets the district's need for coin and bills for this essential for public service.

**NOW, THEREFORE, BE IT RESOLVED** that the FVRL Board of Trustees authorizes the amount of revolving cash funds available for this purpose to be set at \$3,000.

Approved \_\_\_\_\_  
Chair

Approved \_\_\_\_\_  
Secretary

**Fort Vancouver Regional Library District**  
**Staff Report 2023-03**  
**Finance Committee - Non-resident Borrower Fees**

**TO: Board of Trustees**

**FROM:** Amelia Shelley

**DATE:** 1/17/2023

**SUBJECT: Fees for Non-Resident Borrowers**

**SUMMARY:** The Fort Vancouver Regional Library District charges a fee for library users who live in unincorporated areas adjacent to our service area that do not pay property taxes to FVRL and visitors who live outside of our service area. Our current fees are \$115 for a household card and \$44 for an individual card. Fees can be paid quarterly or a short term visitor can choose a 3 month card.

Fees are based on the average household size (2020 US Census) of 2.67 people in all four counties

The primary impact of our non-resident user fee is on those individuals who live in the unincorporated area outside of Woodland in Cowlitz County. Those living in the unincorporated area of Woodland who live in Clark County are already included in the tax base.

**METHODOLOGY:**

**Household Card Fee**

2021 Median Home Price multiplied by our levy

$\$410,700 \times \$0.2794730502 = \$114.77$  (rounds to \$115)

(University of Washington - Washington Center for Real Estate Research - attached)

**Individual Card Fee**

Household Card Fee divided by average household size 2.67 (2020 US Census)

$\$115/2.67 = \$43.07$  (round up to \$44 for easy quarterly payments)

**Requested Action:** Pass Resolution 2023-05 to maintain current non-resident user fees for 2023.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
RESOLUTION NUMBER 2023-05**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held January 17, 2023 at Cascade Park Community Library, 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 Board of Trustees make library cards available to anyone living or owning property in the unincorporated areas of FVRL’s three county service area of Clark, Skamania and Klickitat counties; excluding those living within the city limits of Camas, and

**WHEREAS**, FVRL library cards are also available to anyone living or owning property in the city of Woodland and in the area of Cowlitz County covered by the contract with the Yale Valley Library District for library services, and,

**WHEREAS**, FVRL library cards are not provided for free to individuals from counties geographically adjacent to the FVRL service area where there is no tax-supported public library, jurisdictions without reciprocal agreements, or temporary residents, and,

**WHEREAS**, users not eligible for a library card may purchase one, the cost of which is determined by the per capita amount of the total property taxes collected by FVRL for library services (total estimated 2021 population divided by 2023 total estimated tax collection), recalculated each year to reflect current costs; and, now therefore,

**BE IT RESOLVED** by the Board of Trustees of the Fort Vancouver Regional Library District establishes the 2023 Non-Resident Borrower Fee effective February 1, 2023, with the option of an individual card at **\$44.00** or a household card at **\$115.00** for one year, payable in 3 month increments.

Adopted this 17th day of January, 2023.

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Chair

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Secretary

**Fort Vancouver Regional Library District**  
**Staff Report 2023-09**  
**Clark County Investment Services Interlocal Agreement**

**TO:** Board of Trustees  
**FROM:** Amelia Shelley  
**DATE:** 1/17/2023  
**SUBJECT:** Clark County Treasurer's Investment Services Interlocal Agreement

**SUMMARY:** FVRL maintains a strong fiscal management relationship with the Clark County Treasurer's Office as our funds are held and invested by the County as per our Interlocal Agreement with Clark County, as well as other agreements including the Investment Services Interlocal Agreement. This agreement was last updated in 2021. The new version has a number of prior provisions that have been eliminated. The entire agreement is guided by the [Clark County Investment Policy](#) which covers most of the information that was deleted from the Interlocal Agreement.

**KEY POINTS:**

**NEW SECTIONS**

**Recovery costs** - Treasurer can recover investment costs by charging Participants an investment fee made up of the actual costs associated with the operation of the Pool.

**Risk Disclosure** - Investments may have gains and losses.

**NO CHANGE** - Investment fee remains at 0.037% OR 3.7 basis points

**DELETED SECTIONS (mostly covered in Investment Policy)**

Various costs for placing investments...are shared among participants.

Investment process

Payment process

Portfolio management

Management of the pool's Net Asset Value (NAV)

Earnings

Redemption of Shares - to pay normal expenditures

Redemption of shares - to reinvest outside the pool

Debt service reserve funds

Investment fee - investments outside of the Clark County Investment Pool

Reporting

Investment Process

Payment Process

Portfolio Management

**ACTION REQUESTED:** Pass resolution 2023-06 to approve the revised Interlocal Agreement with the Clark County Treasurer's Office.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
RESOLUTION NUMBER 2023-06**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES  
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE INTERLOCAL AGREEMENT  
BETWEEN THE DISTRICT AND THE CLARK COUNTY TREASURER’S OFFICE FOR INVESTMENT  
SERVICES.**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held January 17, 2023 at Cascade Park Community Library, 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 FVRL Board of Trustees authorizes interlocal agreements between FVRL and other governmental agencies pertaining to finances; and

**WHEREAS**, FVRL invests its cash reserves with the Clark County Treasurer’s office as mandated by the interlocal agreement between FVRL and Clark County as a condition of its status as a regional intercounty governmental entity, and

**WHEREAS**, FVRL routinely invests its cash reserve funds through the Clark County Investment Pool; and

**WHEREAS**, maintaining this ability is essential to allowing FVRL’s funds to grow through appropriate financial instruments as stipulated in the Clark County Investment Policy; and

**WHEREAS**, this interlocal agreement represents an update to a 2021 agreement between FVRL and the Clark County Treasurer’s Office already in place.

**NOW, THEREFORE, BE IT RESOLVED** that the FVRL Board of Trustees authorizes the Executive Director to execute the 2023 Investment Pool Interlocal Agreement with the Clark County Treasurer’s Office.

Approved \_\_\_\_\_  
Chair

Approved \_\_\_\_\_  
Secretary



**Fort Vancouver Regional Library District  
Staff Report 2023-02  
Facilities Committee Report - Vancouver Mall Lease Renewal**

**TO:** Board of Trustees  
**FROM:** Amelia Shelley  
**DATE:** 1/17/2023  
**SUBJECT:** Vancouver Mall Lease Renewal

**SUBJECT: Vancouver Mall Lease**

The lease for the 3575 square foot (sf) property we lease at the Vancouver Mall expires in March, 2023. The Westfield Corp. has sent us a 5 year extension. Starting in 2024, the new cost for the location is increasing by about 12 percent over our prior ten year lease.

<b>Grand Total VM Lease Payment</b>				
	Annual Rate	Monthly Rate	Total Annual Expense	
Mar 2013 - Dec 2013	\$ 72,000.50	\$ 6,000.04	\$ 57,097.15	(9.5 months)
Jan 2014 - Dec 2014	\$ 74,880.52	\$ 6,240.04	\$ 74,880.52	
Jan 2015 - Dec 2015	\$ 77,875.74	\$ 6,489.65	\$ 77,875.74	
Jan 2016 - Dec 2016	\$ 80,990.77	\$ 6,749.23	\$ 80,990.77	
Jan 2017 - Dec 2017	\$ 84,230.40	\$ 7,019.20	\$ 84,230.40	
Jan 2018 - Dec 2018	\$ 87,599.62	\$ 7,299.97	\$ 87,599.62	
Jan 2019 - Dec 2019	\$ 91,103.60	\$ 7,591.97	\$ 91,103.60	
Jan 2020 - Dec 2020	\$ 94,747.75	\$ 7,895.65	\$ 94,747.75	
Jan 2021 - Dec 2021	\$ 98,537.66	\$ 8,211.47	\$ 98,537.66	
Jan 2022 - Dec 2022	\$ 102,479.16	\$ 8,539.93	\$ 102,479.16	
Jan 2023 - Mar 2023	\$ 106,578.33	\$ 8,881.53	\$ 26,644.58	(3 months)
Apr 2023 - Dec 2023	\$ 106,578.33	\$ 8,881.53	\$ 79,933.77	(9 months)
Jan 2024 - Dec 2024	\$ 111,897.50	\$ 9,324.79	\$ 111,897.50	
Jan 2025 - Dec 2025	\$ 116,373.40	\$ 9,697.78	\$ 116,373.40	
Jan 2026 - Dec 2026	\$ 121,028.34	\$10,085.69	\$ 121,028.34	
Jan 2027 - Mar 2028	\$ 125,869.47	\$10,489.12	\$ 31,467.37	(3 months)

**Summary:** The Vancouver Mall Community Library opened in 2013 after moving from another larger location within the Mall. The move to a smaller space was requested by the Mall (not FVRL) and resulted in the additional expense of remodeling the space. The cost of that remodel exceeded \$1 million.

The Mall location places a special role in our District as it tends to be the first branch many new arrivals discover. Generally, this branch makes more library cards than any other branch. However, when we look at library card use and zip codes, the users do not tend to live in the area. It remains a conundrum for us

that the areas surrounding the branch are lower income, high density and populations of color but they are not more likely to use this branch than others that are further away.

Moving locations is an expensive and time consuming effort. A quick look at other available spaces in the area earlier this year found that rents were between \$24 and \$28 per sf before taxes. It would be best to use the upcoming strategic capital facilities study to determine if the Mall remains a viable model based on cost, or begin to plan for a move to a new location that would serve the area better. The five year time frame for this lease should give the District adequate time to determine feasibility and cost as well as determine financing and other factors for this location.

**2022 statistics from the Vancouver Mall Community Library:**

Measure	#	% FVRL total	Rank
Items in Collection (Jan 2, 2023)	20,160	3.23%	6
New patron accounts added 2022	1,398	9.29%	3
Current items out (checked out at VM)	6,184	4.18%	5
2022 Checkouts	63,065	3.73%	6
2022 Renewals	74,971	4.27%	5
2022 Circ (checkout + renew)	138,036	4.00%	5
2022 Holds picked up at VM	21,842	4.57%	6
2022 Check ins	71,646	3.62%	7

The Vancouver Mall Branch continues to be an asset in the District, in some cases outperforming larger locations due to the easy proximity it offers to shoppers. The Vancouver Mall location employs nine individuals at 7.4 FTE and is open seven days a week.

**Staff recommendation:** Approve a five year lease with Westfield prior to March 2023.

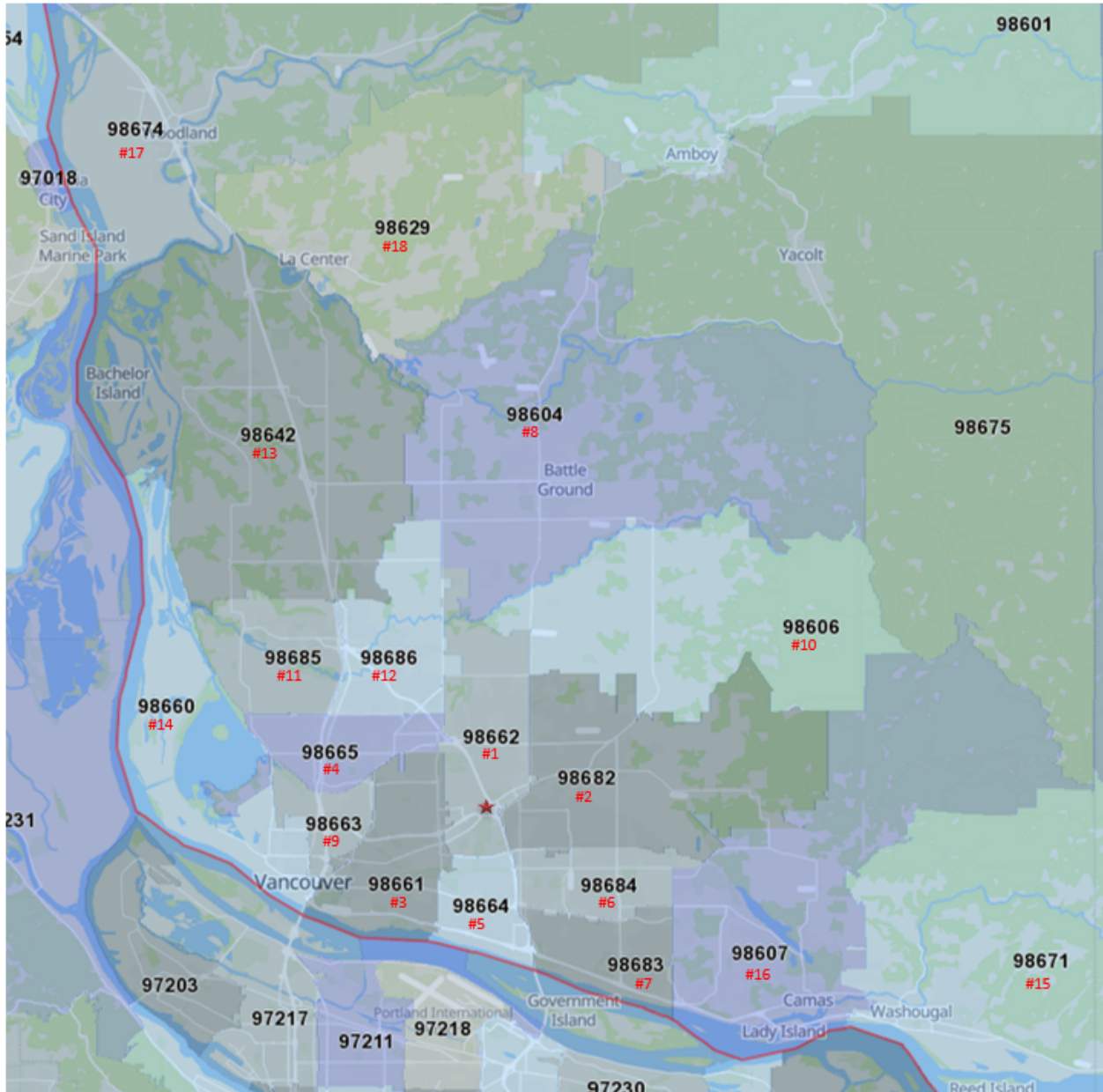
**Pros:** There isn't enough time to find a new location prior to the deadline and it's unclear when considering the cost of construction, supply chain issues, staff capacity and other factors that any money would be saved in the five years of this lease.

**Cons:** Increasing costs, lack of ownership.

**Vancouver Mall Library - Current Checkouts  
January 12, 2023 (Brenda Cameron, Systems Administrator)**

There are 1,537 patron accounts with items checked out from Vancouver Mall Library. Five of those accounts do not have an address on file. These zip codes had more than three accounts with items out. The numbers indicate which had the most patrons with items out. This data is of interest as it shows more local use than we have seen in the past.

Vancouver Mall is represented by the star. Patrons with current checkouts from the Mall come from most of Clark County and Woodland.



ZIP Code      #Accounts with items out

98662	407
98682	278
98661	271
98665	68
98664	64
98684	62
98683	53

98604	51
98663	40
98606	38
98685	36
98686	31
98642	30
98660	25
98671	11
98607	10
98674	8
98629	7
98601	3
98632	3
98687	3
97213	2
97217	2
98626	2
98666	2
98668	2
98672	2
98675	2
97014	1
97015	1
97123	1
97201	1
97206	1
97211	1
97216	1
97218	1
97220	1
97222	1
97238	1
97266	1
98003	1
98532	1
98622	1
98625	1
98631	1
98639	1
98644	1



8750 N. Central Expressway  
 Suite 1740  
 Dallas, Texas 75231  
 972-888-8000

8700 NE Vancouver Mall Dr.  
 Vancouver, WA 98662  
 360-892-6255

January 13, 2023

Amelia Shelley  
 Executive Director  
 360-906-5011  
 Fort Vancouver Regional Libraries Operations Center  
 1007 East Mill Plain Blvd. Vancouver WA 98663

**Via email: Amelia Shelley <ashelley@fvrl.org>**

**Re: Letter of Intent -Lease Renewal of Mall Library Connection  
 Vancouver Mall**

Dear Amelia:

This letter of intent (“LOI”) outlines the terms on which **US Centennial Vancouver Mall, LLC, a Delaware limited liability company** (“Landlord”), would be willing to pursue further lease renewal negotiations with respect to the above captioned property, with **Fort Vancouver Regional Library District, DBA Mall Library Connection**, (“Tenant”).

This LOI outlines the basic terms on which Landlord would be interested in entering a proposed lease renewal (the “Lease Renewal”).

The parties agree that the Lease will be Landlord’s standard lease form modified to incorporate the terms set forth herein and will be prepared by Landlord’s counsel.

- Landlord:** US Centennial Vancouver Mall, LLC
- Tenant:** Fort Vancouver Regional Library District
- Guarantor(s):** None
- Tenant’s Trade Name:** Mall Library Connection
- Tenant’s Premises:** Space 285
- Size:** Approximately 3,575 square feet.
- Renewal Term:** The Renewal Term shall consist of Five (5) Years to expire 3/31/28
- Rent Start Date:** 4/1/23



<b>Minimum Base Rent:</b>	Waived
<b>Percentage Rent:</b>	Waived
<b>Operating Expenses:</b>	Tenant shall pay a Fixed Operating Expense of \$28.11 PSF. The Operating Expense shall increase annually by Four Percent (4%) beginning 01/01/24. (Lease Section 8.03 (b))
<b>Real Estate Taxes:</b>	Tenant shall pay a Real Estate Tax equal to \$3.19 PSF. The Real Estate Tax shall increase annually by Four Percent (4%) beginning 01/01/24. (Lease Section 2.04)
<b>Promo Fund Charge:</b>	Waived
<b>Utilities:</b>	All separately metered, except for water and electric, which is billed by Landlord. Tenant shall pay all separately metered utilities directly to the utility company.  EMHVAC: \$ WAIVED Water: \$ 420.00 per year Fire / (FDS): \$ WAIVED Electricity: Direct billed Trash: Direct billed
<b>Tenant's Work:</b>	None Required
<b>Tenant Allowance:</b>	None
<b>Landlord's Work:</b>	None
<b>Permitted Use:</b>	No Change
<b>Radius Restriction:</b>	None. (Lease Section 7.04 Deleted)
<b>Assignment/Subletting:</b>	No Change
<b>Operating Hours:</b>	Revise Lease Section 7.02 (a) regarding Operating Hours to allow Tenant to add to "permitted closures" allowing Tenant to close for business on Native Heritage Day, Juneteenth, and All Staff Day. Additionally, Tenant will not be required to extend its Operating Hours to "Holiday Mall Hours" during the months of November and December during the entire Renewal Term.
<b>Broker/Commissions:</b>	None
<b>Confidentiality:</b>	Without the prior written consent of Landlord, Tenant will not disclose, and Tenant will direct its representatives, employees, agents and consultants not to disclose to any person or entity any



of the terms, conditions or other facts with respect to this LOI or the Lease.

The parties agree and understand that this LOI is intended to be, and will be construed only as, an understanding, summarizing and evidencing the discussions between the parties through the date listed on the first page of this LOI, and the rights and obligations of the parties remain to be defined in the definitive Lease. Except with regard to the terms of this paragraph and the confidentiality provision in this LOI, the parties will be bound only by the terms of the definitive Lease which has been fully executed and delivered by the parties. As such, except with regard to this paragraph and the confidentiality provision in this LOI, this LOI does not constitute and will not be construed to constitute a binding agreement, nor does it constitute a binding agreement to enter into an agreement, or an "agreement to agree."

Furthermore, the parties understand that even if a party changes its financial position, condition or otherwise relies on the subject matter or the proposed terms and conditions contained in this LOI, any such reliance or change in position or condition will not be construed as the creation of an enforceable contract between the parties or an intention to be bound to the terms of this LOI. The parties understand and agree that this LOI does not address all of the material terms and conditions, and that this LOI is contingent upon further negotiations and subject to the execution of a definitive Lease embodying the terms and conditions contained in this LOI or otherwise mutually acceptable to the parties. Notwithstanding anything to the contrary in this LOI, no oral statements or representations made by any agent of Landlord prior to or after delivery of this LOI will be construed as alteration or modification of the non-binding intentions of this LOI.

If the foregoing is acceptable to Tenant, please have a copy of this LOI signed in the space below and then return the signed copy to me.

Sincerely,

*Glenn*

Glenn S. Rosen – SVP National Leasing  
Centennial Real Management, LLC  
as agent for Landlord

HEREBY ACCEPTED:

\_\_\_\_\_  
**Tenant Signature**

**By:**

**Title:** \_\_\_\_\_

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





**Fort Vancouver Regional Library District  
Staff Report 2023-01  
Policy Committee Report**

**TO:** Board of Trustees  
**FROM:** Amelia Shelley, Policy Committee  
**DATE:** 1/17/2023  
**SUBJECT:** Collection Policy (second reading)

**Collection Policy - Current version for comparison**

**SUMMARY:** The committee is providing for Board review and discussion of the Collection Policy. This is a second reading. No formal action is required.

**KEY POINTS:**

- Collection Policy has not been reviewed or updated since 2009
- Changes are intended to update the policy to current practice
- Decision was made to delete “accuracy” from the list of criteria

**SUGGESTED CHANGES IN RED ON DRAFT:**

**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.*

(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*
- *diversity of formats to meet user needs*
- *cost, availability and durability of formats*

**Criteria (deleted)**

- accuracy
- 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

**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 REVISION - 1/17/2023 - CLEAN**

#### **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**

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 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 be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. 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.

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 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 format**

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 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 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 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:** 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:*

	December Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	41,561	41,196	0.89%	523,467	437,054	19.77%
Cascade Park Community Library	62,677	60,844	3.01%	794,320	645,560	23.04%
La Center Community Library	5,756	6,088	-5.45%	78,583	71,692	9.61%
Ridgefield Community Library	9,899	9,311	6.32%	121,751	89,857	35.49%
Three Creeks Community Library	46,017	43,609	5.52%	564,715	471,181	19.85%
Vancouver Community Library	58,369	51,076	14.28%	706,293	530,293	33.19%
Vancouver Mall Library	11,396	11,572	-1.52%	138,036	124,050	11.27%
Washougal Community Library	8,069	7,298	10.56%	98,933	91,755	7.82%
Green Mountain Library Express	217	151	43.71%	1,857	433	328.87%
Yacolt Library Express	4,389	4,135	6.14%	55,591	40,080	38.70%
LibCabinet at Vancouver Mall	0	21	-100.00%	38	633	-94.00%
<b>Clark County Total</b>	<b>248,350</b>	<b>235,301</b>	<b>5.55%</b>	<b>3,083,584</b>	<b>2,502,588</b>	<b>23.22%</b>
Woodland Community Library	5,462	4,697	16.29%	61,879	54,833	12.85%
Yale Library Express	823	535	53.83%	10,709	4,968	115.56%
<b>Cowlitz County Total</b>	<b>6,285</b>	<b>5,232</b>	<b>20.13%</b>	<b>72,588</b>	<b>59,801</b>	<b>21.38%</b>
Goldendale Community Library	6,682	5,453	22.54%	74,936	57,390	30.57%
White Salmon Valley Community Libra	10,695	10,107	5.82%	122,912	111,850	9.89%
Klickitat County Bookmobile	815	768	6.12%	10,708	3,862	177.27%
<b>Klickitat County Total</b>	<b>18,192</b>	<b>16,328</b>	<b>11.42%</b>	<b>208,556</b>	<b>173,102</b>	<b>20.48%</b>
North Bonneville Community Library	406	457	-11.16%	4,794	6,314	-24.07%
Stevenson Community Library	4,233	4,432	-4.49%	53,153	46,022	15.49%
Skamania County Bookmobile	499	824	-39.44%	11,628	7,369	57.80%
<b>Skamania County Total</b>	<b>5,138</b>	<b>5,713</b>	<b>-10.06%</b>	<b>69,575</b>	<b>59,705</b>	<b>16.53%</b>
District-wide renewals	311	165	88.48%	1,940	3,287	-40.98%
Mail	1,155	1,213	-4.78%	13,494	37,741	-64.25%
InterLibrary Loan Materials		105	-100.00%	2,904	1,874	54.96%
<b>Misc Total</b>	<b>1,466</b>	<b>1,483</b>	<b>-1.15%</b>	<b>18,338</b>	<b>42,902</b>	<b>-57.26%</b>
Downloadable eBooks	57,633	51,416	12.09%	672,556	704,550	-4.54%
eMagazines	1,538	1,981	-22.36%	18,666	28,851	-35.30%
Downloadable & streaming audiobooks	56,532	45,447	24.39%	658,925	615,039	7.14%
Downloadable & streaming music	18,580	20,236	-8.18%	214,583	273,290	-21.48%
Streaming video	9,453	7,704	22.70%	97,590	110,537	-11.71%
<b>eContent Total</b>	<b>143,736</b>	<b>126,784</b>	<b>13.37%</b>	<b>1,662,320</b>	<b>1,732,267</b>	<b>-4.04%</b>
<b>TOTAL</b>	<b>423,167</b>	<b>390,841</b>	<b>8.27%</b>	<b>5,114,961</b>	<b>4,570,365</b>	<b>11.92%</b>



[columbian.com](http://columbian.com)

## Letter: Kudos to library trustees

*The Columbian*

~2 minutes

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I am sure I am one of many who was appalled by The Columbian's story on the people who are spending so much time ruining the library board of trustees meetings over three drag queen story hours from 2019. I'm sorry there haven't been more, but after reading the story I understand why.

Aside from the fact that drag queen story hours are a lot of fun and don't hurt kids in the least, it's been three years ... c'mon, people, move on.

Maybe Gary Wilson and his group need to make a New Year's resolution to find something productive to use up their spare time; may I suggest knitting? Our area doesn't need your brand of hate and hostility.

My kudos to the trustees who have continued to do their jobs under such trying circumstances.

We encourage readers to express their views about public issues. Letters to the editor are subject to editing for brevity and clarity. Limit letters to 200 words (100 words if endorsing or opposing a political candidate or ballot measure) and allow 30 days between submissions. [Send Us a Letter](#)

[columbian.com](https://www.columbian.com)

## Letter: Protests have a point

*Bunk Hess*

1–2 minutes

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The library protests against storytellers in drag are not pointless. Moreover, they probably represent the sentiments of many otherwise acquiescing citizens. I believe in freedom of expression and speech, even for the numerous protesters who have been ubiquitous in Portland in recent years. There are good people on both sides of all protests. Our divisions cannot be curtailed unless we learn to actually talk to one another. Quoting Thomas Jefferson, “Truth between candid minds can never do harm.”

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[columbian.com](https://www.columbian.com)

## Letter: Being in drag has a long tradition

*The Columbian*

~2 minutes

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Regarding letters from Carrie Ross “[Days when evil is called good](#)” (Our Readers’ Views, Dec. 20) and Mary Sobolewski “[Remember, the program is for children](#)” (Our Readers’ Views, Dec. 21): in the early days of TV, Jack Benny, Milton Berle, Sid Caesar, and Jerry Lewis all, at some point during a skit, would dress as women, and we would laugh along with the laugh track because it was funny. In the movie, “Some Like it Hot”, Tony Curtis and the wonderful Jack Lemmon dress as women to escape a Mob hitman after accidentally viewing him at his work. Jamie Farr dressed like a woman in “M\*A\*S\*H” to get out of the Army, which hysterically never worked. Anyone who loves British humor will point to “Monty Python”, “Are You Being Served”, and many other comedies where cross-dressing makes a point.

Why the sudden up-in-arms about drag queen story hour at the library? Being in drag has a long tradition going all the way back to Greece. Also, Shakespeare’s 16th century plays cast males in every role, including females. Audiences understood it was not real life, but a play. Children learn what you teach them, and you are teaching them that different is bad and unacceptable.

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## Book details history of how Battle Ground was named



SHARI PHEL/The Columbian

Battle Ground author Don Higgins explains how he found the many documents included in an exhibit about the city's history at the Battle Ground Community Library.

Work part of exhibit on Indigenous chief, city now on display

By SHARI PHEL  
The Columbian

BATTLE GROUND — Given Battle Ground's recent population boom, it is perhaps not surprising that many newcomers — and probably some old-timers, too — don't exactly know how the city got its name. Local historian and researcher Don Higgins hopes his new book, "Peace

Wins at the Battle Ground 1855," not only answers that question but will educate readers about the region's Native history.

"I've been interested in the subject of the Battle Ground name since we moved here about 23 years ago," Higgins said. "I was very curious when I got here and what this battle was about and no one seemed to have a good explanation."

The book is part of an exhibit titled "Chief Umtuch and How Battle Ground Got Its Name," currently on display at the Battle Ground

Community Library. Although originally set to run from Oct. 10 through November, the popular exhibit was extended through the end of the year and then again through January.

After doing quite a bit of research and "occasionally (taking) out an ancient book," Higgins unearthed the details behind the battle that never happened. "With the help of my computer, I was able to do research that my predecessors hadn't been able to do," Higgins said.

There may not have been a battle but there was

an unsolved mystery in the death of Chief Umtuch. Looking through archives from the Library of Congress, Washington State University, the Clark County Historical Museum and others, Higgins tracked down old maps, documents, narratives from later Klickitat chiefs recounting Chief Umtuch's death, and other records.

"In there was some pretty interesting stuff," Higgins said. "I feel like I was able to complete the story and tell the Indians' side as well as

HISTORY BOOK, Page A8

### History book

From Page A7

the settlers' side."

For Higgins, the real story was why there wasn't a battle. In November 1855, tensions were on the rise between white settlers and members of the Klickitat tribe living in the area. The Yakima Indian War of the late 1850s had just begun and whites were reading Portland and Oregon City, Ore., newspapers that further fanned the flames of hatred for all Native Americans.

William Strong, an Oregon Territorial Supreme Court judge and captain of the Washington Volunteers stationed at Fort Vancouver, wrote to The Oregonian urging calm. In his missive, Strong wrote that settlers need not fear the small band

gathered at the mouth of the Lewis River. Not only were they peaceful and frightened, Strong said they had been disarmed, then moved near Fort Vancouver where they could be kept under the watchful eye of whites.

However, many from the tribe — including Chief Umtuch — slipped away at night over fears of endless internment by whites. The Oregonian called it an "Indian stampede" and predicted severe punishment by Strong and his men. Strong and his mixed company of soldiers and citizen volunteers pursued, eventually finding the fleeing tribal members in area that's now called Allworth, near Battle Ground Lake.

But Strong proved to be a man of peace. Rather than attacking or capturing them, he instead got the two sides to negotiate an agreement. Chief Umtuch agreed to return with

his band to the fort the next day.

Chief Umtuch never made it to the fort; his body was discovered in a nearby field. More than 167 years later, his murder remains unsolved. There are various theories about who was responsible for the chief's death. Higgins said he believes the accounts given by Chief Umtuch's successors that the chief, who was known to dress in western European clothing, had been accidentally shot by members of his own tribe.

Whatever the cause, their chief was dead. The tribe wanted additional time to mourn before returning to the fort; Strong agreed and withdrew his troops.

While peace prevailed and the tribe members kept their word and returned to the fort, Strong was criticized and mocked for his actions. The area where he had met up with the tribe became referred to as "Strong's Battle Ground," which was later shortened to Battle Ground.

"Battle Ground was the name for an incident of peace at a time of war," Higgins said.

Copies of Higgins' book can be found at the Battle Ground library but are not currently for sale. For more information about the book or exhibit, as well as library hours and location, go to <https://www.fvrl.org/loc/battle-ground> or call 360-906-5000.

Shari Phiel: 360-735-4546; shari.phiel@columbian.com; twitter.com/shari\_phiel

# Northwest students join efforts to keep books and libraries accessible to young people

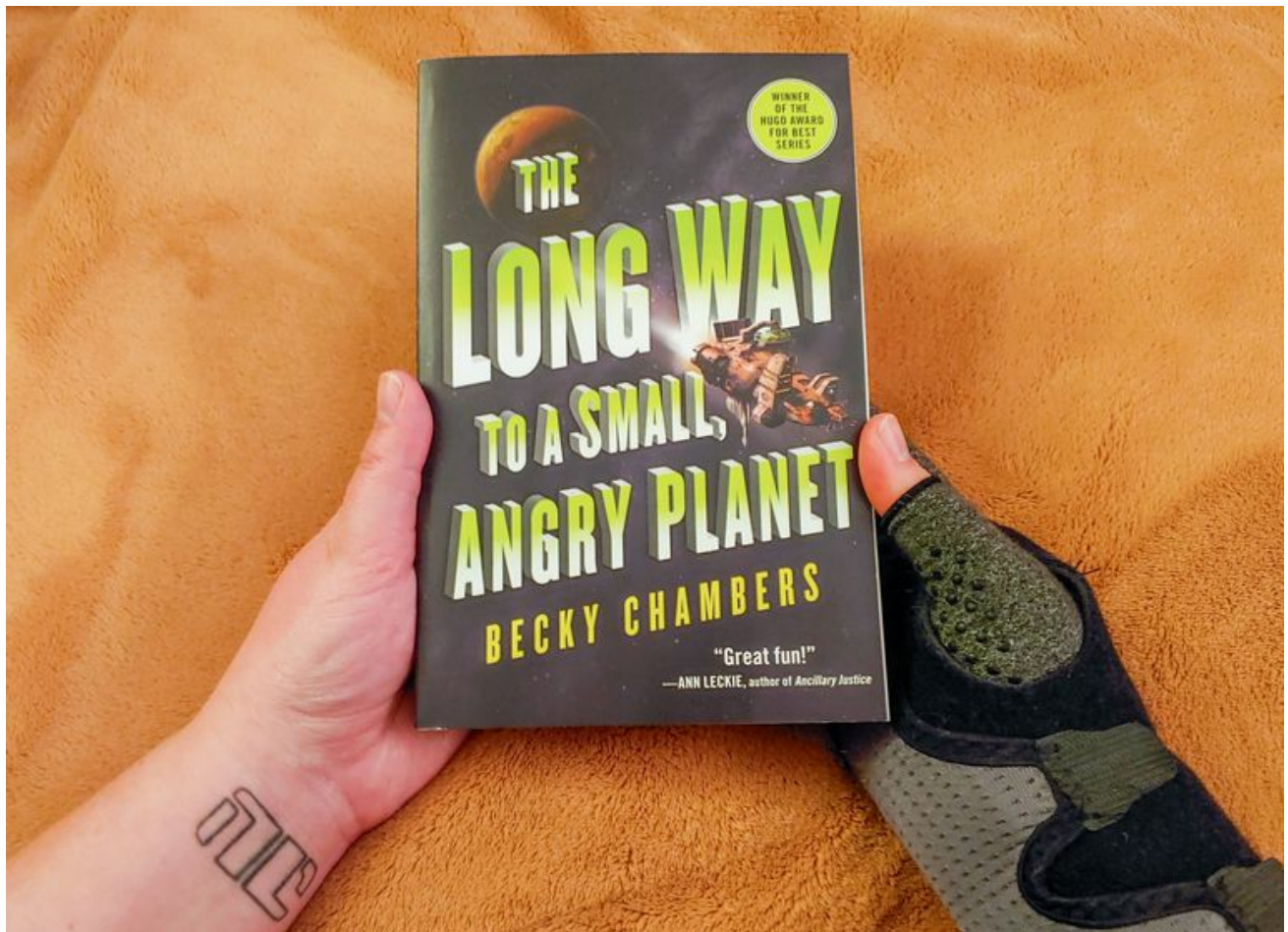
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By Jenn Chávez (OPB)

Jan. 12, 2023 6 a.m.

## “We have more power than we think that we do”: Students resist challenges to library books and programming in their communities



Northwest student Ash DeBuse holds a book that's meaningful to them: "The Long Way to a Small, Angry Planet," by Becky Chambers.

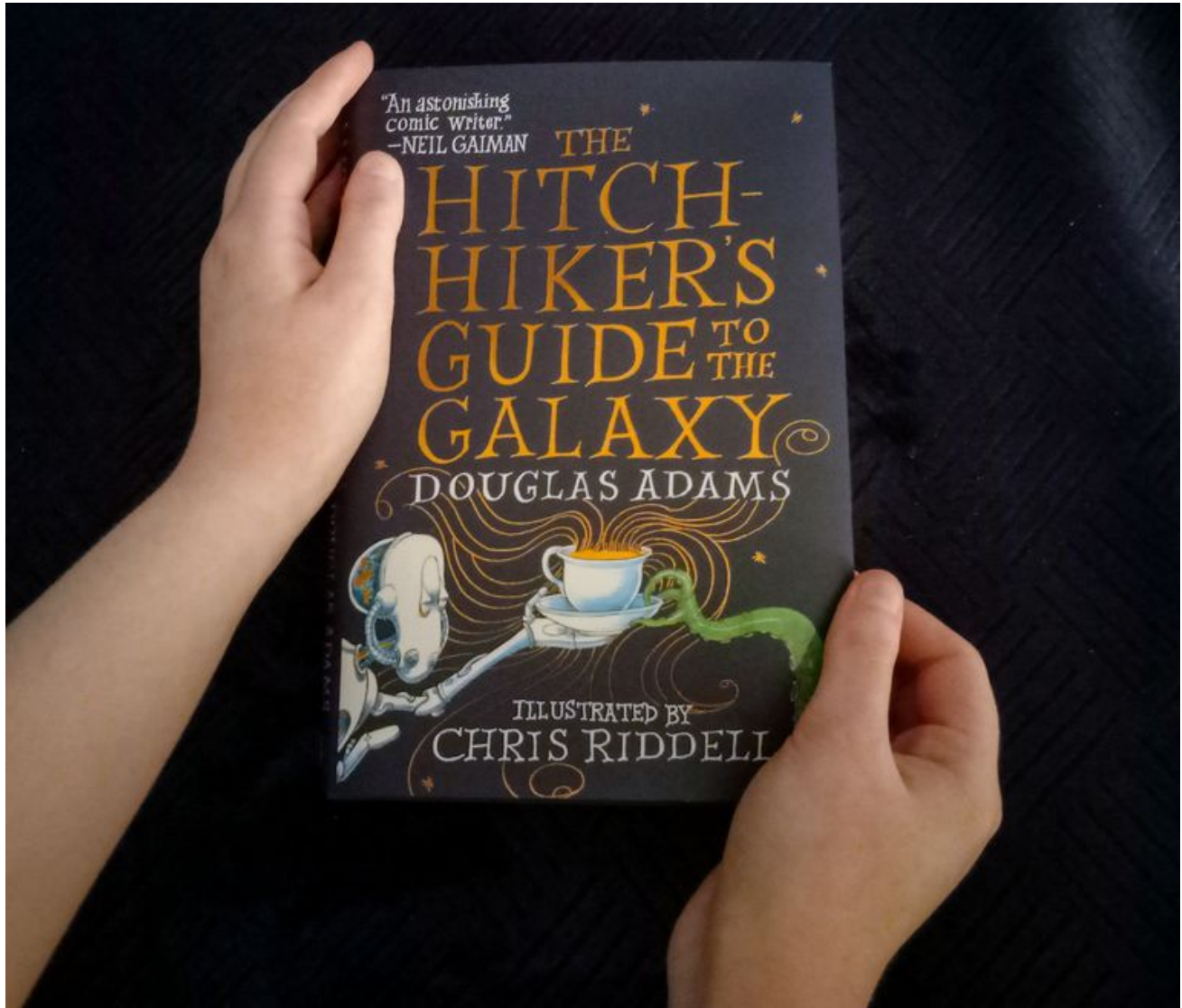
*Courtesy of Ash DeBuse*

Youth access to books has become an increasingly heated political issue in the United States. Across the country, there's been a recent wave of proposed bans or limits on books in schools or local libraries. Often, books being opposed have to do with race, identity or LGBTQ life.

The State Library of Oregon recently reported that libraries across the state saw 54 challenges to materials in 2022, up more than double the year before. Crook County's library board recently rejected efforts to segregate LGBTQ-friendly children's books into a separate section. In April, the Medford School District removed a graphic novel version of "The Handmaid's Tale" from North Medford High School's shelves following a parent complaint. And the Salem-Keizer School District rejected proposals last year to remove the autobiographical graphic novel "Gender Queer" from district high schools and the book "Stamped (For Kids)" from district elementary schools.

OPB wanted to hear from students in our region about how debates in their communities on what young people should or shouldn't read are affecting them. Linn Jaster McCormick is a high school junior at the Oregon Charter Academy. Ash DeBuse is a college undergraduate at Washington State University. They spoke about the importance of literary access, and libraries as community spaces for everyone, with OPB's Jenn Chávez.

*This interview has been edited for length and clarity.*



Northwest student Linn Jaster McCormick holds a book that's meaningful to him: "The Hitchhiker's Guide to the Galaxy," by Douglas Adams.  
*Courtesy of Linn Jaster McCormick*

**Jenn Chávez:** *One reason I wanted to speak to you both is that you both have engaged with library board meetings at your local libraries. Linn, I want to start with you — can you tell me a little bit about what's been going on [at your local library in Southwest Oregon] this year?*

**Linn Jaster McCormick:** Currently there's been a bit of debate about different book bans ... I believe [people] were getting upset about two books in particular. One [of them] was a graphic novel called "Gender Queer." A lot of parents started coming to board meetings, talking about how it was inappropriate for children and claiming that the books, [the other] of which I believe was a sex education book, were peddling child pornography. They were demanding that the books be taken off shelves or put in the back. It started to become an incredibly heated argument in the community.



**Chávez:** *Over the summer, you used the opportunity of a public library board meeting to testify about this. What made you decide that was an important thing for you to do and that you were going to do it?*

**Jaster McCormick:** It seemed like people weren't taking time to analyze the books, what the contents in them are, what the context of them are. It seemed like they took a second to look at the cover of the book, read the title and make judgments about it. It also worried me because of the fact that a lot of the books they kept mentioning were books discussing queer topics. Those books would be important resources for both individuals like me and other people that I know in the community, and it concerned me that there seemed to be this strong barrage against them, for simply being books on shelves with all the other books. Another important factor was that I have a family member who works at the library, and I personally wanted to help advocate for her because it was really taking a toll on her life.

**Chávez:** *What did you say when you addressed the board and the other community members there at that meeting?*

**Jaster McCormick:** One of the things that I mentioned during the meeting was just, asking why it seems like people were scared of individuals like me. It really seems like people were attacking out of nowhere, out of fear.

**Chávez:** *And how did you feel after you spoke at the meeting?*

**Jaster McCormick:** I felt good about the fact that I was able to speak out about something like this, but to be quite honest, it was also kind of terrifying to me. Especially given the fact that I had, during the meeting, outed myself as a transgender individual in the community. I was concerned that would put some sort of target on my back. So while I knew it was important to discuss and mention that I was there in the room listening, it was still scary.

**Chávez:** *After some time has passed, how do you feel about it now, the fact that you spoke up?*

**Jaster McCormick:** I'm still very proud of the fact that I was able to speak up. I know there's a lot of people in my town that either don't have the ability to, or would be risking a lot by doing so. So I'm glad, at the very least, that someone could speak up.

**Chávez:** *Ash, you've also attended some library board meetings in your community for the Fort Vancouver Regional Library system. As I understand, the opposition that libraries are getting there didn't start with books, right? What kind of pushback have your local libraries been getting?*

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**Ash DeBuse:** That's correct. First I want to say, Linn: thank you, and you are so incredibly brave. It is difficult to decide to be visible, especially when we and our community members are under attack like this. And Jenn: Fort Vancouver Regional Library has been under attack, at the very least, since 2019. It began with opposition to programming for Drag Queen Story Hour. The backlash from the community was absolutely horrific. At one of the first board meetings that I attended, a lot of what I witnessed was spreading horrible misinformation, transphobic and homophobic rhetoric that we are now seeing not only in the news, but also in legislation throughout the entire United States, false claims about LGBTQ people hurting children, false claims for the reasons for higher rates of mental health issues and suicide within our communities — blaming it on our identities and not the way that we are treated as people because of our identities. It was very difficult to sit there and to listen to those things, especially knowing that these are people in my community that I live around.

***Chávez:** At a recent board meeting, you took the opportunity to give public comment as well. For you, why is it important for you to continue to have presence at these meetings?*

**DeBuse:** It's important because I am of the community, because I live in it. I should be represented in it as well. These issues absolutely impact me. While it is not easy to do so, to be visible, I do have some advantages in that I am less likely to be attacked because I am white, versus perhaps a trans woman of color. Because I have some level of protection in that respect, it's very important to me to be able to use it. So, while it is very scary ... that is one way that I can contribute.

***Chávez:** Can you tell me a little bit more about the message that you gave in your public comment, and what you felt was important to communicate at that time?*

**DeBuse:** It was important to me that I was seen and heard, it was important to me that the board knows that there is support for the positive things that they are doing, that there is gratitude and acknowledgment that what they do is not easy, and has become more difficult since 2019 because of anti-LGBT movements. But it was also really important to be able to emphasize that I come from a small town, from a rural area. I grew up, essentially, in my local library, which is part of the FVRL network, and it was a safe place for me to be. It was a safe place for me to learn, to grow, to explore. We need to keep those libraries open and safe for everyone. Censorship is not the solution to that, book banning is not the solution to that, and making these environments hostile to queer kids is not the solution to that. I was closeted as a child. I am queer and transgender, and I was not in an environment where it was safe to be those things. It's so important to me that other people know that, that we exist, that we have existed, that we will continue to exist and these spaces are for us too.

***Chávez:** When I was younger, I loved to read. The library was a sanctuary to me. It was a welcoming place where I could learn new things and go on new adventures. I want to ask you both how you feel about libraries and their role in your lives, and whether that has*

*changed for you at all with these recent events. Linn, you first: what do libraries mean to you, and has that shifted?*

**Jaster McCormick:** Libraries mean a lot to me. It's not just because they're a place that holds books; they're a place that holds community. There are so many different factors to libraries that make them such important public spaces. Not only are they a place where you can share stories, they're a place where you can learn more and gain more knowledge, more experience. Sometimes that also comes in the form of community opportunities and events. It's that sense of community that definitely means a lot to me. It's one that made me feel a bit more welcome in the world when I was still trying to figure things out for myself when I was a kid. I would say that I feel the same way about libraries [now] because they aren't the problem in this situation. It's those who don't seem to understand that community means everyone that make it hard for me to feel safe in those environments. It's a very unfortunate thing.

*Chávez: Ash, what about you? How do you feel about libraries right now, and has that changed for you with what's been going on at your library?*

**DeBuse:** It has changed for me. As a child, it was a sanctuary. It is less so now, although libraries are incredibly important in our communities. I have been homeless and have been close to homelessness many times, and libraries provide resources that otherwise are not available unless you pay for them. When you're in those situations, it is very difficult to have stable internet connection, to have warmth, to have someplace to be and to stay for hours at a time that is safe, where you can get connected to resources and get the help that you need to get on your feet. While I'm not in that situation now, thankfully, they don't feel like safe places to be anymore. I am more visible as being gender nonconforming than I have been in the past, and I am worried. I am worried about confrontation and conflict. I'm worried that I will stop seeing LGBTQ people being represented.

*Chávez: You're in college, you're a bit further along in your education and in your life than Linn. Do you have any advice for Linn or other younger students like him who care about this issue and want to speak up about it in their communities?*

**DeBuse:** We have more power than we think that we do, and Linn, you and your generation in particular have more than you think that you do. There is so much that is pitted against us. There are so many people who try to belittle us and to make us feel like we cannot make change, or that problems are so large that they cannot be tackled, that there are no solutions, or that we don't have the solution. That is not true. Diversity of tactics — meaning, however you can come at the problem, in whatever way, and encouraging others to do the same — is really what makes the change at the local level. And those things filter up: if you see change at the local [level], you're going to see it nationally eventually. And it feels slow, and sometimes it feels hopeless, but it is not. Joining together in the community, and having support from other folks, can help sustain us. And so when we need rest, there's

another person to take our place, and when they need rest, we can step up. That is one of the hardest things to learn, especially when we're in a culture that emphasizes individuality to a problematic [degree]. We need community.

**Chávez:** *Linn, I have a similar question for you. Do you have any advice for Ash or other college students who might be in the position to advocate for younger students in the region to have access to books at libraries?*

**Jaster McCormick:** Advocacy is incredibly important, especially given the fact that a lot of people around my age or younger are not really being or heard as easily. It's usually put under the excuse of, we're just kids, we don't know what the real world is yet, even if we've been thrust into it very, very quickly. So help is vital, especially when it comes to speaking up for us, if we're not able to for ourselves. And it honestly sounds like, Ash, you're already doing that quite a bit, and so I must say: thank you.

**DeBuse:** Absolutely. If you have a specific ask, definitely let us know, let me know. I also want to say, it's so hurtful when people say that to you, that you're just a kid, and you don't know what the real world is yet. Because they're taking away a power that so many of you don't even know you have yet. You are already shaping the world. And it doesn't matter that you're still in high school, or not 18, or whatever arbitrary age they decide to then acknowledge that you're an adult. Your humanity and your personhood starts before you hit that arbitrary age, and you are already doing incredible work to help shape our future.

**Chávez:** *I would love it if you could both share a recommendation for a book that you read that empowered you. Linn, do you want to go first?*

**Jaster McCormick:** One book that I'd recommend that I found particularly empowering was a novel called "Hell Followed with Us," by Andrew Joseph White. It is a horror novel, so I'd recommend looking into content warnings before picking it up, because it does tackle some heavy stuff. But at the time, I found it very important for me to read, mainly because the story tackles the struggle that a lot of young individuals in my generation have: to feel like we need to fight to survive every day, just to exist. I think it was pretty vital to me because I felt very much heard in how the characters were written, especially the main character. Something that I've noticed is, there's a lot of talk about how transphobia can make an individual scared or worried, [but] there's not as much talk about the anger that can be felt around it, especially when you're still trying to figure out your identity. And so, reading a book that shows these characters dealing with that anger was very comforting, because it made me feel as though I could feel and express that anger in a safe environment, and learn how to move forward from it after getting it out of my system by reading about the characters surviving in the story. It was, emotionally, an important thing for me to read.

**Chávez:** *Ash, same question for you: what's a book that you loved that empowered you when you read it?*

**DeBuse:** Tamora Pierce’s writing really shaped me as a kid. I would say that Becky Chambers is a similar author who has helped shape my world as an adult and who I think would have been paired well, if she had been writing and was published when I was a kid. The book I’m thinking about specifically is “The Long Way to a Small Angry Planet.” I like hopeful futures. That’s part of the reason why I read a lot of science fiction. This one in particular was a fantastic novel that brought together different personalities, different lifestyles, different identities from all across this universe that she has crafted. She tackles social issues that we are seeing currently: when we talk about the LGBTQ community, when we talk about differences in culture and ideology, when we talk about disability and accessibility. She has such a great way of writing these characters, they have such unique voices and perspectives, and you fall in step with the crew and feel like you’re a part of it, even as a reader. It’s both a fun book, and a bit emotional at times, and it addresses some really interesting questions.

**Chávez:** *Do either of you have anything else to add?*

**DeBuse:** This massive increase in book banning, not just in libraries but also in public education and in prisons, throughout the entire U.S. is indicative of a larger problem and a precursor to a larger problem. We have seen this in history books. I would just like people to know that it’s important to not ignore this, and to know the history of censorship and how problematic it can be.

**Jaster McCormick:** The reason why censorship is so dangerous, as they mentioned, is because it hides so much that there is to be learned. It also censors the artists who create their work. While it might not be history, it is still a story and a voice that should be heard. That’s what art is all about. That’s another reason why I think it’s such a large problem. It’s honestly terrifying in this world to be an artist, because no matter how hard you try, sometimes it feels like you can’t be heard. To anyone listening: You can be heard, and it’s rough, but you’ll get there one day.

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