



AGENDA FOR LIBRARY BOARD RETREAT AND PUBLIC MEETING

DATE: Saturday, March 18, 2023 Board retreat at 9:00am, business meeting at 4:00pm
LOCATION: Three Creeks Community Library, 800-C NE Tenney Road, Vancouver, WA 98685

The Public is welcome to attend. Limited seating will be available. Zoom option available starting at 4:00pm.

9:00 am	Welcome and Work Session Logistics - Kristy and Amelia
9:15 am	Junior Taxing Districts - information - Amelia
10:00 am	Public Records Act - Morgan Damerow, WA Assistant State Attorney General
10:45 am	15 minute break
11:00 am	Open Public Meetings Act - Morgan Damerow
12:00 pm	Intellectual Freedom - Dr. Tamara Meredith, Jefferson County Library District
	Lunch
1:00 pm	Board Roles and Responsibilities - Daniel Gottlieb, Attorney
3:00 pm	Board Roundtable - open discussion on any topic
3:45 pm	15 minute break
Board Meeting	Zoom Link: https://us02web.zoom.us/j/85692841522 Meeting ID: 856 9284 1522 Passcode: 202419 or Dial by your location +1 206 337 9723 US (Seattle)
	Agenda Approval
	Call to Order
	Chair Announcements
	Public Comments
INFORMATION	Reports: Organizational Report: Mary Abler, Deputy Director Three Creeks Community Library Report: Elizabeth Moss, Branch Manager FVRL Financial Statements: Attar Bhangal, Finance Manager
ACTION	Consent Agenda: Minutes Approval: February 21, 2023 FVRL Expenditure Approval: Reviewed by Penny Love-Henslee
INFORMATION INFORMATION ACTION ACTION INFORMATION	Business: Employee Handbook Policy (redline review) 2023 Budget Document Material Recovery Fee – Lynne Caldwell (Res. 2023-09) Surplus Computer Equipment – Attar Bhangal (Res. 2023-10) Foundation MOU Committee - Update
	Executive Session: RCW 42.30.110 (1g) - Personnel
	Board Comments
	Setting of Next Regular Meeting – Monday, April 17, 2023 (Hybrid/Washougal)
	Adjournment



March 2023 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- Rescinded Additional Rules of Conduct Policy
- Continuing to follow protocols for illness

2. Capital Projects

- Woodland Community Library
 - Completed estimates on 100% design development
 - Approved start of construction drawings
 - Groundbreaking planning
- Grand Boulevard building
 - Drywall complete
 - Plumbing, HVAC and electrical continuing

3. Executive Director's Highlights: February 22 to March 17, 2023

- FVRL Leadership Academy
- Woodland Library - 100% design development estimate completed
- Supervisor's meeting
- Early Childhood Education Advisory Committee (Clark College)
- Build the Libraries meeting
- Battle Ground Friends - Operations Center tour
- City of Washougal - Civic Master Plan
- Women Who Mean Business - Vancouver Chamber of Commerce
- Vancouver carpet close out - punch walk
- John Chrastka - EveryLibrary - Washington State Library
- City of Woodland - intergovernmental exchange of property
- Grand Blvd. Operations Center - Owner/Architect/Contractor meetings
- Public Libraries of Washington Legislative Committee
- Clark County Councilors - Vancouver library tours
- Public Libraries of Washington
- Furniture review - Grand Blvd.
- Grand Boulevard - Q&A
- Quarterly staff reviews

Three Creeks Strategic Priority Report February 2023

Equity

Laura led a special Valentine's pajama storytime in the evening of February 8th. It was great to have an evening storytime. Parents were appreciative of the opportunity to take their children to storytime - some parents work during regular storytime hours and some older children were able to join their younger siblings in a special storytime.

Partnerships

We partnered with Ren Locus and VITA to provide tax help for our patrons. VITA is providing free tax help, with an emphasis on low-income, disabilities, and English language learners. They are in the library almost every Friday and Saturday through tax season.

The library partnered with SHARE for an Every 28 Day donation drive, collecting menstrual hygiene products for the community.

Connections

Noah's Ark Preschool came to the library for a special storytime and an opportunity to learn about the library on February 22nd. This was scheduled to be a two-day event with half the classes coming on the 22nd and half on the 23rd. The classes scheduled for the 23rd have been rescheduled to March.

Glendyne shared her collection of snowmen in our Lobby Display case this month.



Organizational Culture

Lisa attended the Northwest Regional Equity Conference the week of February 20th. We look forward to hearing her report on the sessions she chose to attend.

Andy attended FVRL's leadership training on Performance Management, Feedback, and Coaching on February 22nd.

Angela completed the First Aid/CPR course on the 22nd.

Elizabeth participated in the interview panel for the Collection Development Librarian position on February 28th.

Due to inclement weather - the library closed two hours early on February 22nd. The library was closed all day on February 23rd. The library opened from 11 - 4 on February 24th.

Family Storytime on February 27th was canceled due to anticipated ceiling repairs. Unfortunately, the contractor needed to reschedule the repairs, which will hopefully happen sometime in March.

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending January 2023 (With year-to-date totals)

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$139,351
Year-to-date Expenditures	-\$2,580,351
Add back Expenditures incurred but unpaid	-\$63,167
Cash Balance January 31, 2023	\$18,435,933

January 01, 2023 - December 31, 2023 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

January 1, 2023 Starting Cash Balance:	\$20,940,100
January 31, 2023 Ending Cash Balance:	\$18,435,933
Reserve Plan Objectives 1-5:	-\$12,040,426
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$6,395,507

Restatement of cash balance with cash reserve plan detail -

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	\$6,395,507
Reserve Fund	
Objective 1 Capital Repairs and Maintenance	\$750,000
Objective 2 Replacement Vehicles	\$98,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,800,000
Brush Prairie	\$500,000
Unrestricted Capital	\$519,306
Objective 4 Innovation	\$100,000
Objective 5 Budget Stabilization Fund	1,864,526
Total Reserve Plan Objectives 1-5	\$12,040,426
Operational Fund > 60 to 90 days of annual operational budget	\$6,395,507

Cash Balance January 31, 2023	\$18,435,933
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Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2023
For the Month Ending January 2023 (With year-to-date totals)

	2023 Budget (Approved 12/22)	January 2023 Revenues	Year-to-Date Totals thru January 2023	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.(Property Taxes - Clark	25,300,000	43,552	43,552	0.17%
311.10.(Property Taxes - Skamania	690,000	7,737	7,737	1.12%
311.10.(Property Taxes - Klickitat	1,315,000	14,101	14,101	1.07%
311.10.(Property Taxes - Cowlitz	315,000	1,381	1,381	0.44%
Total Property Taxes	27,620,000	66,770	66,770	0.24%
Other Taxes				
312.10. Other General Tax	25,000	22,283	22,283	89.13%
318.20 Leasehold Excise Tax	95,000	7,329	7,329	7.72%
Total Other Taxes	120,000	29,613	29,613	24.68%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	15,000	5,855	5,855	39.04%
335.05 State Forest Boards	150,000	3,606	3,606	2.40%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	370,500	9,462	9,462	2.55%
Charges for Services				
341.60 Equipment Use Fees	20,000	1,936	1,936	9.68%
347.21 Non-Resident Borrower Fee	6,000	209	209	3.48%
347.90 Lost / Damaged Material Fee	25,000	598	598	2.39%
347.50 Collection Agency Referral Fee	0	90	90	0.00%
Total Charges for Services	51,000	2,833	2,833	5.56%
Miscellaneous				
361.11 Investment Interest	200,000	28,046	28,046	14.02%
362.00 Rental Income	1,000	-	-	0.00%
367.10 Gifts/Contributions	15,000	145	145	0.97%
369.90 Library Friends Groups' Reimbursements	300,000	1,034	1,034	0.34%
369.90 Library Foundation Reimbursements	2,500,000	1,117	1,117	0.04%
369.40 Insurance Reimbursements	2,500	-	-	0.00%
369.90 Miscellaneous	2,500	62	62	2.48%
367.1 Private Grants	50,000	-	-	0.00%
369.90 Other Miscellaneous - E-Rate	150,000	-	-	0.00%
395.00 Sale of Assets	20,000	268	268	1.34%
Total Miscellaneous	3,241,000	30,673	30,673	0.95%
Total Operating Revenue	\$ 31,402,500	139,351	139,351	0.44%
Transfer in from Reserves	\$ 2,500,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 33,902,500	139,351	139,351	0.41%

Jan.-Dec. 2023 Fiscal Year

January is the 1st month of the fiscal year. Year-to-date budget percentages should be at 8.33%, representing 1/12 months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2023
For the Month Ending January 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2023 Budget (Approved 12/22)	January 2023 Expenditures	Year-to-Date Totals thru January 2023	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,750,000	1,015,071	1,015,071	7.96%
572.24	Benefit - Medical	2,300,000	187,020	187,020	8.13%
572.24	Benefit - Dental	240,000	21,150	21,150	8.81%
572.24	Benefit - Life, LTD, AD&D	75,000	12,466	12,466	16.62%
572.22	Benefit - PERS	1,324,725	102,583	102,583	7.74%
572.21	Benefit - FICA	975,375	76,170	76,170	7.81%
572.25	Benefit - L & I - Workers Compensation	100,000	5,843	5,843	5.84%
572.25	Benefit - PFML	27,785	2,217	2,217	7.98%
572.28	Unemployment Expense	10,000	-	0	0.00%
	Personnel Subtotal:	17,802,885	1,422,519	1,422,519	7.99%
Supplies					
572.30	Supplies	458,000	25,986	25,986	5.67%
572.35	Small Equipment (FF&E)	250,000	13,682	13,682	5.47%
572.38	Technology	462,000	248	248	0.05%
572.33	Professional Collection / Tech	300,000	32,118	32,118	10.71%
	Supplies & Small Equipmt/Tech Subtotal:	1,470,000	72,034	72,034	4.90%
Library Books / Materials					
572.34	Library Books & Materials	1,903,500	81,587	81,587	4.29%
572.39	Electronic Resources	1,896,500	165,449	165,449	8.72%
	Library Materials Subtotal:	3,800,000	247,036	247,036	6.50%
Other Services / Charges					
572.41	Professional Services	2,079,225	115,651	115,651	5.56%
572.42	Communications	410,000	48,736	48,736	11.89%
572.43	Training / Travel	108,000	7,414	7,414	6.86%
572.44	Advertising	30,000	880	880	2.93%
572.45	Rentals / Leases	560,000	54,634	54,634	9.76%
572.46	Insurance	250,000	6,502	6,502	2.60%
572.47	Utilities	450,000	41,971	41,971	9.33%
572.48	Repairs & Maintenance	870,000	14,800	14,800	1.70%
572.49	Misc / Dues / Printing / Other	163,750	24,230	24,230	14.80%
572.50	Intergovernmental Services	3,640	493	493	13.54%
	Other Charges & Services Subtotal:	4,924,615	315,310	315,310	6.40%
Capital Outlay					
594.62	Buildings / Non-Owned	300,000	-	-	0.00%
594.62	Buildings / Owned	5,500,000	522,582	522,582	9.50%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	870	870	1.34%
	Capital Outlay Subtotal:	5,905,000	523,452	523,452	8.86%
Grand Total All Expenditures:		33,902,500	2,580,351	2,580,351	7.61%

January is the 1st month of the fiscal year. Year-to-date budget percentages should be at 8.33%, representing 1/12 months.



Public Meeting Minutes

Date: Tuesday, February 21, 2023

Time: 6:00 PM Regular Meeting

Location: In Person: Vancouver Community Library, 901 C Street; Vancouver, WA

Call to Order 6:01 PM

Chair Morgan, called the regular meeting to order.

Attendees

Board Members Present: Kristy Morgan, Megan Dugan, Penny Love-Henslee, Olga Hodges, Marie Coffey

Board Members Present via Zoom: Vikram Kotwani, Mary Ann Duncan-Cole

Administrative Team: Amelia Shelley, Executive Director; Deputy Director, Mary Ablar; Executive Assistant and Recorder, Rhonda Kay Calkins; Collection & Technology Services Director, Lynne Caldwell; Communications & Marketing Director, Tak Kendrick; Human Resources Director, Lee Strehlow; Guests: Vancouver Mall Branch Manager, Brandon Cruz

Agenda Approval 6:02 PM

Ms. Shelley requested to amend the agenda to include the Additional Rules of Conduct policy under 7.1.

Motion: Chair Morgan

1st: Ms. Dugan

2nd: Ms. Love-Henslee

The motion carried unanimously.

Chair Announcements 6:04 PM

Public Comments - Note: Next meeting time limit will be reduced to two minutes.

1. In support of DQSH
 - a. Katherine Gardner, David Alvey, Justin Alley, Keelie Wray, Emily Losness, Quill Onstead, Kay Ellison, Jessica Cole, Carley Postma
2. Against DQSH
 - a. Gary Wilson, Margo Logan, Colleen Saylor, Mike Johnson, Phil Kronebusch, Dan Durringer, Sue Regan, Tiffany Heine, Dawn Seaver, Leon Goodman, Denny Anderson, Randy Ross
3. Anti-Censorship
 - a. Len
4. Equality and Diversity
 - a. Wendi M., Jude Jacobs,
5. Library Being a Safe Place
 - a. Sage, Gogo, Den Mask Wichar (spelling)

Reports: 7:14 PM

Branch Report: Vancouver Mall Community Library: Brandon Cruz



Mr. Cruz shared updates about Vancouver Mall Library, including a new desk, improved signage, and new staff members. Mr. Cruz discussed bringing back programs since before 2020. They are having a big turnout for programs, and provided numbers to show the differences over the past few years. They are partnering with the mall for story time and with the shop next door to them to show art in the library.

December Financial Statements: Ms. Shelley

Ms. Shelley discussed December 2022 financial statements.

Consent Agenda

7:38 PM

Chair Morgan, asked to pull the January 17, 2023 meeting minutes from the consent agenda for discussion to amend.

Motion: Approve the minutes as amended.

1st: Ms. Hodges

2nd: Ms. Love-Henslee

Motion carried unanimously

FVRL Expenditure Approval: Reviewed by Vikram Kotwani

Mr. Kotwani attested that he reviewed the January expenditures and found them in order.

Motion: Chair Morgan asked to approve the consent agenda.

1st: Ms. Hodges

2nd: Ms. Love-Henslee

Motion carried unanimously.

Business

Policy Committee:

Collection Review Procedure: Jan Johnston

7:56 PM

Lynne Caldwell and Jan Johnston presented on the Collection Review process.

Additional Rules of Conduct:

8:37 PM

Ms. Shelley requested the Policy board rescinds this policy as it only applied to COVID-19 emergency orders.

Motion: Chair Morgan, asked for a motion to rescind additional rules of conduct from the policy regarding COVID-19.

1st: Ms. Love-Henslee

2nd: Ms. Dugan

Motion carried unanimously.

Facilities Committee:

Woodland Project Update:

8:40 PM

Groundbreaking day is scheduled for June 17, 2023

Ms. Shelley shared the staff report on the Woodland project. Mr. Kotwani asked if the foundation could see if there are any additional grants available for this project.

Finance Committee:

Vancouver Mall Lease Agreement:

Ms. Shelley shared the staff report on a 5-year extension of the lease.

Resolution 2023-07: Vancouver Mall Lease Agreement

8:43 PM

Motion by Chair Morgan, to approve Resolution 23-07.

1st: Ms. Love-Henslee

2nd: Ms. Dugan



Motion carried unanimously.

Vancouver Library Carpet Project
Resolution 2023-08: Rubenstein Flooring Contract Closeout 8:47 PM
Ms. Shelley asked the board to approve the closeout of this contract.
Motion by Chair Morgan, to approve Resolution 23-08.
1st: Ms. Dugan
2nd: Ms. Love-Henslee
Motion carried unanimously.

Foundation MOU Committee 8:49 PM

The Board Committee has not met and does not have a date set for the first meeting. It was stated that the next meeting will occur before the next board meeting.

Board Comments 8:52 PM

Ms. Love-Henslee: Thank you to Vancouver Library for hosting.

Ms. Hodges: Addressed a letter shared with the Board.

Mr. Kotwani: Thank you FVRL staff for doing a good job. Thank you for the presentation on the review process.

Ms. Coffey: Has a question about responding to letters.

Ms. Duncan-Cole: Expressed appreciation for all the communications tonight.

Setting of next regular meeting: Saturday, March 18, 2023 4 PM (Three Creeks Community Library/Zoom)

Adjournment 8:58 PM

Approved:

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

BOARD COVER WORKSHEET

BOARD DATE: **March 18, 2023**

Date Paid	Warrant Numbers	Amount
Accounts Payable		
February 2, 2023	116756 - 116765	\$ 25,754.75
February 10, 2023	116766 - 116804	\$ 384,932.65
February 15, 2023	116805 - 116849	\$ 134,466.39
February 22, 2023	116850 - 116895	\$ 198,302.28
Subtotal Accounts Payable Warrants Issued		<u>\$ 743,456.07</u>
Accounts Payable EFT Payments		
February 2, 2023	EFT01527	\$ 226.50
February 10, 2023	EFT01528 - EFT1530	\$ 7,660.83
February 22, 2023	EFT01531 - EFT01541	\$ 28,601.63
Subtotal Accounts Payable EFT Payments		<u>\$ 36,488.96</u>
Subtotal Accounts Payable Warrants & EFT Payments		<u>\$ 779,945.03</u>
Accounts Payable Voids and Cancels		
February 10, 2023	116778	\$ (9,831.44)
Subtotal Accounts Payable Voids		<u>\$ (9,831.44)</u>
Subtotal A/P Warrants, EFTs, Voids		<u>\$ 770,113.59</u>
Subtotal ADP Payroll Debits		
February 10, 2023	Payroll - Net Wages	\$ 362,758.92
February 10, 2023	Federal Payroll Taxes	\$ 118,414.60
February 10, 2023	OR State Payroll Taxes	\$ 3,297.53
February 10, 2023	WA State PFML Taxes	\$ 4,139.45
February 24, 2023	Payroll - Net Wages	\$ 342,984.68
February 24, 2023	Federal Payroll Taxes	\$ 112,234.93
February 24, 2023	OR State Payroll Taxes	\$ 3,226.90
February 24, 2023	WA State PFML Taxes	\$ 3,941.84
Subtotal Payroll Transfers		<u>\$ 950,998.85</u>
Other ACH Debits		
February 17, 2023	ADP Payroll Fees	\$ 5,552.12
February 22, 2023	ADP Payroll Fees	\$ 1,859.00
February 24, 2023	ADP Payroll Fees	\$ 59.15
February 28, 2023	Endicia - Postage	\$ 9,500.00
February 28, 2023	Kaiser HSA Fees	\$ 45.50
February 27, 2023	WA DOR Sales/Use Tax	\$ 3,096.93
February 10, 2023	WA DRS - DCP	\$ 6,639.65
February 24, 2023	WA DRS - DCP	\$ 6,550.84
February 9, 2023	WA DRS - PERS	\$ 86,657.29
February 23, 2023	WA DRS - PERS	\$ 81,544.68
Subtotal Other ACH Debit Transfers		<u>\$ 201,505.16</u>
Payroll Voids/Cancels		
Total Funds to Approve for Disbursement		<u><u>\$ 1,922,617.60</u></u>

Finance Manager Reviewed

Attan Bhargava

Date

3/6/2023

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

March 18, 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, March 18, 2023, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
February 1, 2023 through February 28, 2023

Accounts Payable Warrants Issued	Numbers	<u>116756</u>	Through	<u>116895</u>	\$ <u>743,456.07</u>
Accounts Payable EFT Payments		<u>EFT01527</u>	Through	<u>EFT01541</u>	\$ <u>36,488.96</u>
Accounts Payable Warrants Voided	Numbers	116778			(\$ <u>9,831.44</u>)
Subtotal FVRL General Fund Warrants, EFTS, Voids					\$ <u>770,113.59</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	\$ <u>-</u>
Payroll Transactions Voided	Numbers	_____			(\$ <u>-</u>)
Payroll Electronic Fund Transfers	Numbers	<u>20230210</u>	Through	<u>20230224</u>	\$ <u>950,998.85</u>

Other Electronic Fund Transfers Completed

<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
ADP Payroll Fees	February 17, 2023	\$ 5,552.12	
ADP Payroll Fees	February 22, 2023	\$ 1,859.00	
ADP Payroll Fees	February 24, 2023	\$ 59.15	
Endicia - Postage	February 28, 2023	\$ 9,500.00	
Kaiser HSA Fees	February 28, 2023	\$ 45.50	
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WA DRS - DCP	February 10, 2023	\$ 6,639.65	
WA DRS - DCP	February 24, 2023	\$ 6,550.84	
WA DRS - PERS	February 9, 2023	\$ 86,657.29	
WA DRS - PERS	February 23, 2023	\$ 81,544.68	
			\$ <u>201,505.16</u>

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids \$ 1,922,617.60

Total Transactions for Approval \$ 1,922,617.60

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

Welcome from the Executive Director



Welcome to Fort Vancouver Regional Library District! You are joining a fantastic group of hard-working, creative, and passionate individuals who believe in the power of public libraries to change lives. Public libraries are a cornerstone of our society in providing a place of education, information, and exploration for all. They're also the heart and soul of our communities, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build together. I consider our staff to be our strongest asset. Your knowledge of our organization contributes directly to FVRL's success. Every member of our team has the ability to help shape the future direction of our libraries. I invite you to participate fully in this organization and to join your colleagues, the library's Board of Trustees, Foundation, Friends, and volunteers in helping us build an ever better, stronger library system.

We have prepared this personnel manual to provide you with an overview of general information about the library district and a road map to the expectations, benefits, and opportunities working here brings. I ask that you read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our communities and citizens.

With warm regards,

Amelia Shelley
FVRL Executive Director

Welcome to Fort Vancouver Regional Library District! You are joining a fantastic group of hard-working, creative, and passionate individuals who believe that public libraries have the power to change lives. Public libraries are a cornerstone of our society in providing a place of education, information, and exploration for all. Our communities and citizens are the heart and soul of our efforts, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build as an organization. I consider our staff to be our strongest asset. Your knowledge of our mission, vision and values contributes directly to FVRL's success. I believe that every member of our team has the ability to help shape the future direction of our libraries. I invite you to participate fully in this work and to join your colleagues, the library's Board of Trustees, Foundation, Friends, and volunteers in helping us build ever stronger, equitable and inclusive libraries for the future.

We have prepared this personnel manual to provide you with an overview of general information about the library district and a road map to the expectations, benefits, and opportunities working here brings. I ask that you read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our fellow team members, library patrons, and communities.

With warm regards,

Amelia Shelley
FVRL Executive Director

CHAPTER 1

Guiding Principles for Employment at FVRL

About this manual

The information in the Fort Vancouver Regional Libraries' (FVRL) personnel manual is current and accurate as of the revision date provided in the file name. We'll make every effort to keep you apprised of changes in this information as they occur. However, FVRL reserves the right to unilaterally modify, change, or delete the policies and procedures outlined here without prior notice or consultation.

No written guidelines can effectively or completely substitute for direct communication with your supervisor, but a familiarity with the contents of this handbook will help you know where to find information when you need it. Employees have a responsibility to become familiar with and understand the policies and guidelines covered in the chapters of this handbook. Employees also are expected to keep themselves informed about current FVRL practices and changes as information is communicated via email, in person, or in writing.

Throughout this manual, the terms "district," "library district," or "FVRL" refer to Fort Vancouver Regional Libraries. "Manager" or "supervisor" refers to those FVRL employees with formal responsibility for hiring and managing employees, evaluating job performance, and recommending or taking disciplinary actions.

Subjects discussed in this manual are condensed from specific policies and procedures maintained by district administration. Please direct any questions you have to your supervisor or Human Resources.

The language used in the manual, and any verbal statements made by management, are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative of the district, other than the executive director, has the authority to enter into an agreement of employment for any specified period. Such an agreement must be in writing and signed by the executive director.

Relationship with Collective Bargaining Agreements

This personnel manual sets forth the general policies and procedures that are applicable to all employees of FVRL. The terms and conditions of some FVRL employees are also governed by collective bargaining agreements. The policies and procedures set forth in this personnel manual apply except to the extent they expressly conflict with applicable collective bargaining agreements.

Additional resources

FVRL has many concepts and documents that guide what we do as a district and how we accomplish our work. Please take some time to review the information at these links:

- **About Us:** District information and statistics: <https://www.fvrl.org/about-us>
- **FVRL Mission:** Our mission, vision, and values: <https://www.fvrl.org/mission>
- **FVRL Policies:** Our public and administrative policies can be found on our website: <https://www.fvrl.org/policies>
- **Administrative Team:** FVRL's administrative team is responsible for moving forward the district's mission, implementing plans, and directing the successful day-to-day operation of one of the largest library districts in the state: <https://www.fvrl.org/administrative-team>

- **FVRL Strategic Plan:** Our 2021-2024 Strategic Plan outlines our four priority areas (Equity, Connections, Partnerships, and Organizational Culture) and the outcomes we are striving towards. <https://www.fvrl.org/strategic-priorities>
- **Financial Documentation:** Annual reports, budgets, and financial reports: <https://www.fvrl.org/financial-documentation>
- **The Source:** Staff intranet with resources and information from branches and departments, a staff directory, workgroups, and more: https://source.fvrl.org/intranet/login/site_login.cfm

District governance

Fort Vancouver Regional Libraries is headed by a board of trustees appointed by the county commissioners and councilors of the counties of Clark, Skamania, and Klickitat, and the Vancouver City Council. Under RCW 27.12.210, the library district's board of trustees is responsible for adopting policies and guidelines that govern the operation of the district and outline the conditions of FVRL employment. The board of trustees employs the executive director, who administers policies and employs, directs, and supervises staff members. The board of trustees serves as the ultimate authority for interpretation, application, and enforcement of FVRL's policies and guidelines, and are bound by FVRL's Trustee Ethics and Responsibilities Policy: <https://www.fvrl.org/a-policy/trustee-ethics>

Staff are welcome to attend the monthly board meetings, which **generally** rotate through all 12 FVRL locations each year. Unless invited to present to the board, or required by your position to attend, time spent at board meetings is voluntary and unpaid.

Biographies and more information about our board of trustees as well as their upcoming meeting schedule can be found on our website: <https://www.fvrl.org/board-trustees>

Professional ethics

The American Library Association provides ethical principles that guide the work of librarians, library staff, and other professionals providing information services and are the basis for the public library services provided to our patrons. FVRL staff should support these ideals in the course of their work. <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession and associations through awareness, advocacy, education, collaboration, services and allocation of resources and spaces.

Public accountability and stewardship

FVRL places great importance on providing willing, helpful, responsive, and courteous service to all its patrons. As part of a tax-supported institution, staff members are public employees. Public goodwill and excellent service require that the institution and its staff remain aware of the necessity to provide a good **value** for tax dollars.

Public information

Library records and operations are subject to the Washington Public Records Disclosure Act, and Open Records and Open Meetings acts. Access to this information may be obtained in accordance with FVRL's Public Record Policy: <https://www.fvrl.org/p-policy/public-records>

Patron and personnel confidentiality

Any library record, the primary purpose of which is to maintain control of library materials or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from disclosure under the Public Disclosure Act, RCW 42.17.310(1)(1). Information covered by this exemption to the Public Records Disclosure Act will not be released without a court order. Information will only be released by an administrative team member.

This right of circulation records confidentiality applies equally to employees using the library as well as to other library patrons.

The following are also exempt from disclosure under the Public Disclosure Act: the residential addresses and residential or personal telephone numbers of district employees or volunteers held in personnel records; employment or volunteer rosters; and mailing lists of employees or volunteers. The library will not disclose this information without a court order. Library employees should not disclose information pertaining to the addresses, telephone numbers, schedules, or personal business of current or former staff members or volunteers.

FVRL Board Policy: Confidentiality of Patron and Circulation Records Policy (September 2018)

<https://www.fvrl.org/p-policy/confidentiality>

Protecting patron privacy and confidentiality has long been an integral part of the mission of libraries. Fort Vancouver Regional Libraries (FVRL) strives to protect each library patron's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. The following policy addresses how FVRL protects patron privacy and maintains

the confidentiality of patron records. The FVRL Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

The Washington State Open Public Records Law requires public agencies to provide records on request, [RCW 42.56.070](#). There is an exemption to this law for certain library records, [RCW 42.56.310](#). Records kept primarily to maintain control of library materials or to help patrons gain access to information are exempt. FVRL will disclose exempt records to others only with the Library patron's request or consent, or with a valid court order under applicable state or federal law.

Patron records may be consulted and used by Library staff in the course of their library-related work, as determined by the Executive Director.

CHAPTER 2

Employee Responsibilities, Conduct, and the Workplace

As with any workplace, FVRL has expectations regarding employee conduct in the workplace and some basic direction for how you go about your work. The following is intended as guidance; your supervisor may have additional or specific information to share.

Teamwork

Teamwork is an important part of working at FVRL. Our collaborative approach to delivering excellent customer service, whether internal or external, is based on three principles:

- **Growing in our roles:** We expect that our team members will be well-trained, creative, results-focused, and progressive. Staff can expect to be well trained for their job tasks and to be provided opportunities to succeed and grow professionally. Libraries are challenged constantly to respond to a changing world and need employees who are adaptable and forward-thinking.
- **Counting on each other:** Team members must be dependable, punctual, and responsible for providing proactive, helpful, responsive, and courteous service to internal and external customers. It is the responsibility of all employees to meet employment expectations outlined in the personnel manual and union contracts, to keep themselves informed and current with expectations and changes that have been communicated, and to contribute to a safe and positive work environment.
- **Better together:** We expect our team members to have positive, professional, and respectful communications with others and to respect the diversity present in our workforce and customer base. Everyone's opinions are important and deserve to be heard, as long as they are constructive, voiced with respect, and contribute to the district's success in providing an excellent work environment and patron experience. Honesty and integrity are critical attributes in building mutual trust and respect.

Appearance and attire

Each FVRL employee is a public representative of FVRL and their local library. Personal hygiene, grooming, conduct, and appearance must reflect professionalism, respect, and friendliness, and should be in accordance with the nature of the work of the particular position and in consideration of the day's activities. These standards of conduct and appearance also apply to programs or meetings conducted virtually and where the employee may be working from their home. At FVRL, this is generally considered to be "appropriate workplace clothing." Appropriate workplace clothing is described as being clean, neat, without holes, tears, frays, graphics, or logos. Attire should allow employees to project a professional image while remaining comfortable and not constrained in any physical movements required by their job.

In order to provide information in a neutral manner, staff may not wear political paraphernalia or display political slogans or endorsements while on the job. This prohibition includes but is not limited to t-shirts, buttons, jewelry, etc. FVRL strongly supports employees' First

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Amendment right to speak out on topics that interest you on your own time. It is your responsibility to maintain a clear distinction between your actions and personal philosophies and those of FVRL.

Clothing

Examples of appropriate workplace clothing include but are not limited to:

- Slacks, khakis, or jeans. Jeans are pants made of denim. They must have no holes, tears, or frays.
- Knee-length or longer pants, skirts, or dresses which should reach at least the top of the knee.
 - Leggings are not to be worn without a garment covering to mid-thigh or longer.
 - Leggings are defined as pants which are form fitting and opaque.
- Blouses, polos, or button-up shirts should fully cover the midriff and lower back areas and not expose undergarments.
 - Spaghetti straps and tank tops are not allowed unless layered with other garments.
 - Strapless or backless tops are not allowed.
- T-shirts, sweaters, or cardigans
- Conditions may call for an employee to wear outerwear to be comfortable in the workspace. Outerwear must be without graphics and may be sweatshirts, hoodies, jackets, vests, or coats.
- Socks visible when standing should be without graphics.
- Some job classifications may require special clothing or safety-related clothing and footwear, such as OSHA-approved work boots for maintenance workers or closed-toe shoes for staff who work with heavy materials. Employees should not alter or modify district issued clothing or accessories.

Graphics and logos

Appropriate workplace clothing is also described as being without graphics or logos. For purposes of this document, graphics are defined as:

A visual representation of an object such as artwork, drawings, images, or symbols, including text.

Exceptions to the graphics description:

- Patterns are generally acceptable and are defined as repeated decorative designs such as stripes, checks, floral, geometric, animal print, or plaid. Graphics contained within the pattern should be appropriate for all ages and not contain licensed images or reference political, religious, or spiritual materials or beliefs.
- Small, unobtrusive logos (less than 2") on branded clothing are acceptable.

- Reading-related clothing with graphics is generally acceptable as long as it promotes the library or reading and is not specific to one title or genre. Clothing cannot contain licensed images and must be acceptable for all audiences.
 - Items with graphics that reference political, religious, or spiritual materials or beliefs are not allowed.
 - Figure 1: Generic reading-related graphical clothing is generally acceptable:



- Clothing for FVRL-approved promotions and FVRL-related organizations (employee unions, FVRL, Foundation, Friends) may be worn.
- Cloth face masks must be worn in the manner and locations as outlined by safety requirements. Fabric used in the construction of masks must comply with graphics standards and exceptions outlined in this personnel manual.

Special apparel

The executive director may authorize the design and/or wearing of special apparel for a specific day or event. Examples of this would be All Staff Day, Super Bowl Sunday, or Halloween. Clothing worn for special events must meet the guidelines for appropriate workplace attire.

Footwear

Employees must wear shoes or boots at all times which provide adequate coverage and will stay on their feet while walking. Examples include:

- Tennis shoes or sneakers
- Sandals with coverage appropriate for the workplace and for safety considerations.
- Closed-toe shoes are required when working with books and/or carts.

Headwear

Hats, caps, or headgear including sunglasses are generally not allowed, except as part of costumes for special events, as needed at outdoor events, or with specific permission as part of a medical or religious reasonable accommodation.

As an exception, FVRL-provided headwear may be worn in public areas.

Tattoos, piercings, jewelry, and accessories

Tattoos, piercings, jewelry, and accessories that are visible are allowed as long they are appropriate for all audiences and do not pose a conflict with the employee's job or work environment. Factors that may be considered in determining whether tattoos, piercings, jewelry and accessories may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, patrons, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics, or attributes of a sensitive or legally protected nature.

District-provided name tags, etc.

The district provides FVRL name tags, and they must be worn at all times while working. They are to be free of any decoration or adornments. Name tags should only be modified by the Communications and Marketing Division.

Employees at specific locations which require an access badge will be issued one, along with a holder, if desired. This, too, is to be free of any decorations or adornments.

Lanyards are provided by the district, but employees may also provide their own.

Regardless, the lanyards, name tags, and building-access badges and any holder should be free of ornamentation, buttons, pins, and stickers that are not specifically district-provided or approved. Branch-specific buttons should be pre-approved by the executive director.

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Punctuality

Staff members are expected to be fully ready to work at the beginning of the scheduled shift. If unforeseen problems should arise – preferably only rarely – that prevent on-time arrival, the employee has a responsibility to contact their supervisor or person in charge, if at all possible.

Dependability

Staff is expected to be at work during the entire time they are scheduled to work, and to fully complete agreed-upon shifts, whether those are regularly scheduled or extra hours.

There may be times when an employee becomes ill or injured during a shift, or a family emergency develops that is outside the employee's control. When this occurs, we expect that the employee will get clear and definitive authorization from a supervisor or the person in charge (PIC) to leave the workplace. In the absence of an immediate supervisor or PIC, another branch/department supervisor may provide the authorization.

Those employees who are exempt from the Fair Labor Standards Act, (i.e., may not have set schedules and do not qualify for overtime pay) should regularly communicate with their supervisors, peers, and subordinates about their schedules and whereabouts.

Maintaining positive relationships

We expect that our employees will maintain positive relationships with others – this is part of every employee's position description. This includes maintaining positive, personable-yet-professional communications toward others and demonstrating concern for the well-being of the public as well as supervisors, peers, and subordinates. Harassing, abusive, or persistently negative behavior toward patrons or fellow employees by staff will not be tolerated.

We expect that staff will consistently treat others courteously and respectfully, including when dealing with a wide range of patron behaviors or if reacting to workplace directions and decisions. Although FVRL recognizes the importance of staff and stakeholder input into the decision-making process in most situations, a manager may need to make a decision within their area of responsibility without getting input from staff, or in apparent contradiction to staff input. Differing opinions about decisions made should be shared in a respectful and non-harassing manner.

FVRL has committed to creating a work environment that encourages and support Equity, Diversity and Inclusion (EDI) by recognizing that inequities exist and historically have not been identified or addressed within our organization and the communities we serve. The Board of Trustees has adopted the following Equity Statement to serve as the framework for creating and maintaining an environment of equity, diversity, and inclusion (EDI):

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FVRL's Equity Statement

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FVRLibraries is committed to the work of creating equity in our communities by becoming an organization that listens to and acts upon the perspectives and experiences of people from systemically marginalized groups in our decision-making, policies, and practices.

FVRLibraries continuously promotes equity, diversity, and inclusion by identifying and eliminating barriers impacting our staff and the public, by supporting broader public access to library programs, resources and services, and by providing the public and staff opportunities for growth through employment and education. Our Equity Policy is provided on the Source: [Insert link here.](#)

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FVRL is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. FVRL will not tolerate unlawful discrimination or harassment of any kind.

It is unlawful and a violation of the personnel manual to discriminate in the provision of employment opportunities, benefits, or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, a violation of applicable local, state, or federal laws including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Harassment of a sexual, racial, ethnic, or religious nature between employees, regardless of the relative working relationship, is specifically forbidden. Such prohibited harassment includes but is not limited to: gestures, physical contact, or unsolicited remarks derogatory to either gender or to racial, ethnic, or religious groups; basing personnel decisions on an employee's response to sexually oriented advances; or retaliation against employees for complaining about the behaviors described above.

Any employee who feels they have been discriminated against or harassed should promptly take the following steps:

1. Report the matter to your immediate supervisor. If circumstances make this impractical (*e.g., the supervisor is involved in the conduct, or the supervisor is not available*), report the behavior to Human Resources. You may be asked to verbally or in writing give specific details of the alleged discriminating or harassing behavior. It is helpful if details of dates, times, places, and witnesses, if any, of the discrimination can be provided.
2. If you believe action has not been taken to resolve your complaint, you may go directly to the director of Human Resources for review and resolution of the complaint.

All complaints will be investigated appropriately and promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as is reasonably possible. The complaining employee will be advised generally of the outcome of the investigation following its conclusion.

If the investigation shows that the accused employee violated FVRL policy, FVRL will take appropriate disciplinary action, up to and including termination of employment.

It is contrary to FVRL policy for a supervisor or any other employee to retaliate or attempt to retaliate against any employee who, in good faith, raises a concern of discrimination or harassment or participates in an FVRL investigation. Please report any apparent retaliatory conduct to the director of Human Resources.

Open door policy

When people work together, problems and complaints occasionally arise. Whatever the problem, we are committed to individuals being given an opportunity to resolve them. The initial step is to discuss the problem with your supervisor. If you believe you cannot discuss it with your supervisor or you are not completely satisfied with the response, you should discuss the matter with the director of Human Resources.

It is FVRL policy that any employee shall be free without fear of retaliation to make known allegations of alleged misconduct existing within FVRL that they reasonably believe evidences:

- An abuse of authority, gross misconduct, or gross waste of money
- A substantial and specific danger to public or staff health or safety
- A violation of law

A representative of FVRL shall not take any personnel action as retaliation against an employee who discloses information regarding alleged misconduct under this policy in good faith or who, following such disclosure, seeks remedy provided under this policy or any law or other FVRL policy.

The wearing and display of political paraphernalia

FVRL is a politically neutral institution which does not endorse or oppose politicians, political viewpoints, or other issues.

In accordance with the mission of the library to provide information in a neutral manner, staff may not wear political paraphernalia or display political slogans or endorsements while on the job. Wearing political paraphernalia (e.g. buttons, jewelry, T-shirts) erodes the appearance of neutrality on the part of the library and jeopardizes the credibility of information provided by employees.

FVRL supports the First Amendment rights of employees to speak out on their own time. In so doing, it is the responsibility of the employees to maintain a clear distinction in their actions and statements between their personal philosophies and opinions and those of the library.

Violence-free workplace

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying of weapons on FVRL property, or any other act which in management's opinion is inappropriate in the workplace. An employee must

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refrain from making suggestive, intimidating, threatening, or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct or concerns to their supervisor, manager, and/or Human Resources. Employees will not be disciplined for reporting such conduct. Employees should immediately contact proper law enforcement authorities if they believe there is a serious, imminent risk to the safety and health of themselves or others on FVRL premises.

Weapon-free workplace

The possession or use of a dangerous weapon on FVRL property is not permitted. Even if the employee has a permit to carry the weapon, it should not be brought into FVRL buildings.

Drug-free and alcohol-free workplace

Illegal drug and alcohol use can have adverse health and safety consequences in the workplace. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, or marijuana. This policy does not prohibit employees from the lawful use and possession of prescribed medications while at work. The employee must notify their supervisor, manager, or Human Resources immediately of any work restrictions related to the use of prescription drugs. Employees must consult with their health care provider about medications' effects on their fitness for duty and ability to work safely.

Whenever an individual is operating a district vehicle, working on district premises, or conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing any illegal drug or controlled substance, including marijuana; and possession of drug paraphernalia.
- Being under the influence of alcohol, marijuana, or an illegal drug.
- Misusing legally prescribed or over-the-counter drugs or other substances in a manner that compromises work performance and/or safety.

Any illegal drug or drug paraphernalia found on FVRL premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Americans with Disabilities Act

FVRL is committed to complying with all applicable provisions of the American with Disabilities Act ("ADA") and equivalent state and local law. It is FVRL's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, FVRL should provide reasonable accommodation to a qualified individual with a disability, as defined by applicable law, who has made FVRL aware of his or her disability, provided that such accommodation is reasonable and does not constitute an undue hardship on FVRL. Employees

with a temporary or permanent, disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or the director of Human Resources to initiate the formal interactive process of determining the ability of the organization to reasonably accommodate the disability.

Personal property in the workplace

FVRL provides lockers or locked drawers for limited storage of an employee's personal items to the extent possible in each facility. These lockers or drawers, as well as desks, computers, other equipment, and electronic resources, are considered FVRL property and may be subject to search if just cause is determined. Employees are encouraged to limit the personal property they bring to the workplace as FVRL is not responsible for loss due to fire, flood, damage, theft, or personal liability.

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Staff parking

Due to various limitations, FVRL is not able to guarantee the availability of vehicle parking spaces for its employees.

Staff members who work in all FVRL locations should consult their local supervisors about staff parking arrangements. Bicycles and other small vehicles are not allowed inside the buildings.

FVRL is not responsible for fire, damage, theft, or personal liability concerning employees' vehicles or their contents.

Use of library vehicles

FVRL maintains a fleet of various types and sizes of vehicles to support the transportation needs of a 4,200-square-mile district. Staff is expected to use FVRL vehicles for FVRL-related travel when a vehicle is available. Some employees drive bookmobile vehicles as a requirement of their job. The following expectations regarding use apply:

Eligibility and allowability

- Any FVRL employee with a driver's license in good standing and sound driving skills may check out and operate an FVRL vehicle.
- FVRL vehicles are for official use only; employees are not allowed to conduct personal errands while in an FVRL vehicle. They may stop for a meal period but must not vary from the direct route to their destination in order to do so.
- For insurance purposes, all drivers are required to provide, in advance of first use of an FVRL vehicle, their current driver's license number and information about any accidents or moving violations in the previous three years. They must report any new driving infractions to Human Resources as they are incurred. Records will be verified through the district's insurance carrier or by a Human Resources staff member.
- Non-employees are not permitted to operate FVRL vehicles but may ride in vehicles as passengers when on library business. Picking up hitchhikers is prohibited.

- Employees are expected to exercise highly responsible driving practices when using FVRL vehicles. Unsafe, reckless, or illegal driving of FVRL vehicles is prohibited.
- Employees are required to pay for all parking or traffic tickets incurred while driving an FVRL vehicle.
- Smoking, vaping, or use of tobacco products in FVRL vehicles is prohibited.
- Personal use of FVRL vehicles is prohibited except with advance written approval of the FVRL executive director.
- Any approved personal use of FVRL vehicles, including transportation to and from work, is considered taxable by the Internal Revenue Service and must be logged and reported.
- All employees who regularly drive FVRL vehicles will be required to participate in training at regular intervals.

Use of personal vehicles for library business

When a library vehicle is not available, employees may use their personal vehicles for FVRL-related transportation. In those situations, pre-approval from the finance manager is required. Reimbursement terms may be set by the board at a rate lower than the U.S. government standard. Requests for reimbursement may be submitted on at least a monthly basis, using the "Mileage" section of the Expense Voucher form available on The Source.

If an accident occurs in a personal vehicle while conducting FVRL business, an employee is covered by worker's compensation insurance for any injuries; however, their own insurance is responsible for the damage to the employee's and others' vehicles.

Employees are encouraged to carpool whenever possible. In special cases when a library vehicle may be available for use, the executive director or designee may instead authorize reimbursement for use of a personal vehicle. Taking a personal vehicle for convenience is not normally a qualifying reason for reimbursement.

Cell phone use while driving

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public and may violate state law. Employees are prohibited from using a hand-held cell phone while driving on FVRL-authorized or FVRL-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or instant messages, emails, etc., while driving on FVRL business. Should an employee need to make a business call while driving, the employee should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls where doing so is permitted under applicable law. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. This policy is meant to ensure the safe operation of FVRL vehicles and private vehicles while an employee is on work time. It applies equally to the usage of employee-owned or FVRL-provided mobile devices.

Violation of this policy will subject the employee to corrective action, up to and including termination of employment.

Staff use of electronic equipment

An employee is eligible to have portable, district-owned equipment (e.g., laptops, cell phones, tablets) assigned to them if at least one of the following criteria is met:

- It is necessary to do their job.
- The employee does not have the equipment needed at a designated workstation.
- It is in the best interest of the library for the employee to have the equipment.
- The equipment is needed due to frequent travel.
- There is a safety consideration.

A member of the administrative team must authorize all requests for such equipment.

Use of personal equipment for library business

At times, such as during an emergency closure, employees may be required to telecommute from their home or another work location, when the essential functions of their job can be performed remotely. Telecommuting is a voluntary alternative work arrangement in which part or all of an employee's weekly scheduled work is performed at an alternate work location. Telecommuting is neither a benefit nor an entitlement, and in no way changes the terms and conditions of employment. Telecommuting is only viable in cases where the Employee, Supervisor, and the Executive Director mutually agree that the job characteristics and essential functions of the position are well suited to an alternative work location.

Telecommuting may be appropriate for some employees and duties, but not necessarily viable for everyone. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently. Employees interested in telecommuting should discuss the viability of this with their Supervisor.

Employees and Supervisor should complete an FVRL Telework Agreement to outline the specifics of the proposal. The Telework Agreement must be approved by the Executive Director, and signed by the Employee and their Supervisor prior to implementation. The telecommuting agreement should specify the days/times telecommuting will occur and also specifically outline the work product anticipated to be accomplished by the arrangement. Telecommuting agreements may be discontinued at any time at the sole discretion of the District.

Telecommuters must be available by phone or other electronic communication during the agreed upon telecommuting hours of work.

Employees will work with their supervisor to complete a Request for Telework and Flexible Work Schedule form for executive director approval prior to beginning any telework. An

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occasional day spent working from home is not considered telecommuting and does not require executive director approval. While teleworking, an employee may be required to provide their own computer equipment, printer, and internet access.

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FVRL attempts to provide staff members with the supplies and equipment needed to perform their jobs and discourages employees from bringing non-essential personal property to the workplace. Employees are encouraged to utilize branch devices to take photos of events for posting on social media. Use of personal cell phones is discouraged. FVRL assumes no responsibility for loss or damage to an employee's personal property on its premises, nor for loss or damage incurred by its use.

Please refer to Chapter 4 "Electronic Communications Systems Guidelines and Restrictions: Usage Guidelines" for more information about the use of electronic devices.

Rights of FVRL employees as library patrons and members of the public

FVRL employees enjoy all of the privileges and responsibilities of other library patrons, without special consideration in non-work-related instances.

- FVRL employees may check out library materials for their personal use the same as all patrons and are afforded no special privileges for checkouts, holds, ILLS, renewals, or total number of items. Removing library materials or other property from the library without checking them out first or receiving other authorization may be considered theft. When in question about the appropriateness of system use, employees are encouraged to consult their supervisor or Human Resources.
- FVRL employees are prohibited from manipulating hold lists or using their personal advantage to access materials or resources in the course of their job duties.
- FVRL employees have the same right to question library materials as patrons and to submit request for reconsideration forms, which will be handled according to the same procedures as for library patrons according to the FVRL board's Collection Policy: <https://www.fvrl.org/a-policy/collection>. Since all library materials are selected and disposed of in accordance with FVRL policy, employees are encouraged to familiarize themselves with the policy before initiating a complaint.
- Use of library facilities and equipment by FVRL staff for personal or non-library reasons is handled in the same way that FVRL requires for patrons or the general public.

Personal visitors

FVRL strives to create an environment in which all employees can successfully do their work. To minimize disruptions of ongoing work, employees are expected to refrain from conducting personal business or entertaining personal visitors, including family members, during work hours. Use of staff entrances or non-public areas of district-owned facilities by unaccompanied visitors is not permitted.

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Social Media

Employees not tasked with posting to social media on FVRL's behalf should take care when making comments to FVRL's social media pages so as to not imply that they are representing FVRL. Similarly, staff should also refrain from posting reviews about FVRL's service providers to social media or online review websites such as Yelp unless they specifically manage that service relationship.

Employees should be aware that staff members may be friends with or follow each other's social media. As such, posts they believe are personal and confidential may be shared with others in the workplace, including individuals who are not included in the original post. Harassment, threatening behavior, or bullying of other staff members on personal social media may be reported. Such behavior – even on personal accounts – may also be subject to public records law.

Health

FVRL encourages employees to take advantage of the district's wellness programs:

https://docs.google.com/document/d/1bX_h0ZYdm3dVBRjalgoVRw2nKGZGHbS-0kf2qeWpDkk/edit

Scent-free workplace

Recognizing that employees and visitors to our workplace may have sensitivities and/or allergic reactions to various scents, FVRL seeks to provide a healthy environment for all individuals by keeping its facilities as scent-free as possible. Personal fragrance products (perfume, colognes, aftershave lotions, scented hand creams, body powders, essential oils, laundry products, and other similar items) that are perceptible to others are not to be worn by employees. Some types of flowers and plants also may be a source of allergic reaction or discomfort in the workplace. Please refrain from bringing such items into FVRL facilities. If unsure about the acceptability of a flower or plant scent among co-workers, please check with them, and remove immediately any items that cause problems or discomfort. Any employee with a concern about scents or odors should contact their supervisor, an administrative team member, or Human Resources.

Smoke-free workplace

Smoking or other use of tobacco or other smoke- or vapor-producing substances in FVRL vehicles and buildings or within 25 feet of any entrance or open window is prohibited, per RCW 70.160. This ruling is equally applied to both the public and employees.

Library advocacy and volunteering on personal time

Library employees often serve as volunteer advocates for library use and support on their own time and in their communication with friends, family, neighbors, and organizations. Volunteer advocacy can range from casual interactions outside of work to full involvement with one's local Friends of the Library group or to volunteering with a Political Action Committee for a library political campaign. The district reminds employees to not portray this involvement as part of their work duties or to present themselves as speaking on behalf of the district, whether such identification is implicit or explicit. Hourly employees may volunteer to work for the FVRL

Foundation or a Friends group, but may not volunteer on their own personal time to work on or help with activities that are related directly to any function of the library district.

Employees may be asked questions by the public during work shifts regarding an election or political campaign and are allowed to respond with factual details of an election question. Talking points and additional guidelines will be provided to staff in case of campaigns involving funding for FVRL or FVRL services.

Personal use of FVRL copiers/printers

Employees are expected to refrain from using library printers and copiers for printing or making copies of documents for personal use, except on a limited, occasional basis.

Contact with the news media

Occasionally staff might be contacted – often in person at the branches – by members of the news media seeking to do a story or take photos about FVRL, a branch, or a program. FVRL welcomes media coverage and asks that staff be courteous and respectfully direct any questions from media to their branch manager or supervisor. When a manager or supervisor is not available, or if the story involves something at the district level (such as bond measures, district policy, collection, or administrative questions), employees should have the media representative contact the district’s Communications and Marketing director or another member of the administrative team.

CHAPTER 3

Position and Compensation

FVRL strives to maintain a competitive salary and benefits for our employees within our budget limitations. FVRL has a variety of positions that are generally filled by internal candidates when there are openings. Some positions require simultaneous internal and external posting to ensure an adequate pool for selection.

Job classifications

Job classifications provide a framework that encompasses a broad scope of responsibility, organizational relationships, complexity of tasks, limits of authority, knowledge requirements, and typical duties within the classification. Job classification descriptions do not present a detailed statement of all tasks performed, but rather summarize duties typical of a level of skill and degree of responsibility. The job classification description is used to differentiate and group the primary job types and levels common to all the job descriptions each classification encompasses. Current job classification descriptions can be found on the Human Resources Division's page on The Source:
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000946>

Job descriptions

Upon hire, each employee is provided with a copy of the current job description for their position. Job descriptions are grouped within job classifications, or "families." Descriptions reflect the distinct differences between specific positions within classifications, including essential work performed, scope of duties, functions, and level of supervision received and exercised. Positions within each classification have approximately the same level of responsibility, requirements, and complexity. Job descriptions are updated periodically to reflect changes in processes and procedures as well as new technologies. Current job descriptions can be found on the Human Resources Division's page on The Source:
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000946>

Change in duties

Employees who believe their job duties have changed, which may result in a change to their job classification, and their compensation, should refer to the FVRL Employee Position Reallocation Procedure on The Source:
https://source.fvrl.org/intranet/includes/secure_file.cfm?ID=147&menuID=2000293.

Employee status definitions

At-will employment: Employment with FVRL is on an at-will basis except as otherwise stated in a collective bargaining agreement or written agreement executed by the executive director. At-will employment relationships may be terminated by either the employee or FVRL at any time, with or without notice, and for any reason not expressly prohibited by law.

Exempt employee: An employee who by the nature of their work is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee normally receives a set salary for the completion of a specific group of duties.

Non-exempt employee: An employee who must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times the regular rate of pay.

- WPEA employees will be paid overtime as outlined in Article 12, Section 12.7, of the collective bargaining agreement.
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293
- AFSCME employees will be paid overtime as outlined in Article 6, Section 6.3 of the collective bargaining agreement.
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293

Comment [LS1]: Need an updated Link.

Regular full-time employee: A non-substitute employee regularly scheduled to work 40 hours per week.

Regular part-time employee: A non-substitute employee regularly scheduled to work less than 40 hours per week.

Floater employee: A regular full-time or part-time employee who may be assigned to multiple locations and have a variable schedule.

Person In Charge (PIC): In the absence of a manager or supervisor an employee may be designated as PIC at the work location. Employees designated as PIC will organize staff, monitor and adjust workload, maintain schedules, address patron concerns and safety issues and provide direction in the case of an emergency. For WPEA employees PIC assignment, training, compensation and expectations are outlined in Article 32 of the collective bargaining agreement.

Probationary Period: Is the initial period of employment in a regular position at FVRL. After the probationary period has been satisfactorily completed the employee becomes a permanent regular employee.

Provisional part-time employee: An employee working a regular or irregular schedule of less than seven hours per week or less than 15 days per calendar quarter.

Substitute employee: An employee hired to replace an absent regular full-time or regular part-time employee, or for a special project. Determination of need and approval for use of substitutes will be by the supervisor or manager of the work area.

Bargaining-unit-represented union-substitute employee: A substitute employee who, by virtue of working 350 hours or more in one calendar year, becomes a union-represented substitute beginning Jan. 1 of the following calendar year.

Temporary employee: An employee hired to work a full-time or part-time schedule for a limited period of up to six months.

Trial Service Period: A period of employment for a regular employee upon promotion, demotion or transfer as outlined in the respective collective bargaining agreement.

WPEA-represented employee: An employee hired into a position represented by Washington Public Employees Association (WPEA). The employee will receive a union packet upon hire.

AFSCME-represented employee: An employee hired into a position represented by American Federation of State, County and Municipal Employees (AFSCME). The employee will receive a union packet upon hire.

Non-represented employee: Staff member in a position that is not part of a bargaining unit or represented by a collective bargaining organization.

Work schedules

Library work schedules are set to reflect public service needs and job requirements, and are subject to change.

At FVRL, the designated work week starts at 12:01 am (midnight) Sunday and goes through 11:59 pm Saturday. Due to the differing responsibility levels of positions and the variable nature of library service needs, hours and days of work may vary. Adjusted and alternate work schedules may be established by mutual agreement between FVRL and the employee.

Employees may be required to work more than their normal work week or schedule to ensure that services are maintained. For non-exempt employees – i.e., those who are eligible for overtime – supervisors **must have overtime pay approved by a member of the administrative team.** ~~WPEA employees are eligible for overtime when working in excess of eight hours in a workday. Overtime-eligible AFSCME employees are eligible for overtime when they work in excess of 40 hours in a work week.~~ The district expects exempt employees (i.e., those who are exempt from the overtime provisions of the federal Fair Labor Standards Act by virtue of being salaried and therefore not entitled to overtime pay) to average a minimum of 40 hours worked per week over a 12-month period.

Breaks

All employees are expected to take adequate breaks and lunch periods during the workday. Each regular full-time employee receives an unpaid meal break of at least 30 minutes and two 15-minute break periods in each day's work schedule, except in cases of emergency or special assignment that prevent the taking of such break periods. No employee will be scheduled to work more than five consecutive hours without a meal period. Break periods are to occur approximately midway during each of the first and second halves of the shift and will be scheduled so that, if possible, public service will not be impaired. Regular part-time employees are entitled to one 15-minute break period for each four consecutive hours worked, to be taken approximately midway through each four-hour shift. When an employee works three or more consecutive hours, the employee is entitled to one 15-minute break period for each such work period. Break periods normally are not to be added to the normal lunch period, nor should they be taken at the beginning or end of a work shift.

Pay periods and pay information

FVRL requires that all staff be set up to receive their pay via electronic direct deposit. Exceptions will be made generally only in extreme circumstances. Notice of direct deposit statements ~~are emailed to~~ are **available to staff through the HRIS system**, on paydays, which are usually the 10th and 25th of each month. It is the employee's responsibility to maintain and update ~~notify payroll staff immediately if~~ **there is a change in their banking information that impacts electronic direct deposit through the HRIS.**

Salaried employees who are exempt from the Fair Labor Standards Act (FLSA) – i.e., cannot receive overtime pay – have pay periods based on a calendar month. Salaried staff members receive approximately one-half of the monthly net amount on the 25th of each month, and the remaining net balance on the 10th of the following month.

Hourly employees are paid semi-monthly, generally on the 10th and 25th. The pay periods extend from the 1st through the 15th and the 16th through the last day of the month.

If a payday falls on a Saturday or Sunday, payday will be the preceding Friday. If payday falls on a holiday, payday will be the work day prior to the holiday.

Written authorization must be provided to allow someone other than the employee to pick up specially-issued payroll checks or printed direct deposit statements. The authorized individual will be asked to provide identification.

FVRL does not provide salary or wage advances under any circumstances.

An employee who leaves employment with FVRL before the end of the pay period is paid on the next regularly scheduled payday after the end of the pay period, with distribution according to the above schedule.

CHAPTER 4

Electronic Communications Systems Guidelines and Restrictions

FVRL supports employee communications with a variety of electronic communication systems:

- Telephone system
- Voicemail system
- Cell phones
- Electronic mail system (email)
- Computers
- Computer network system
- And other electronic communication systems

Ownership of data and public records requests

All of FVRL's electronic communication systems and the data stored on these systems are district-owned property and remain so at all times. All messages and transmissions composed, sent, stored, or received on the district's electronic communication systems are the exclusive property of the district and are not to be considered private property of any employee. Any content, including written materials, photos, artwork, and social media posts, created by staff as a work product is the property of FVRL, and the employee should not expect official, written credit for work when used by FVRL.

As FVRL-owned property, all messages on the district's electronic communication systems, even those created or accessed on the employee's personal device, may be subject to public records law and can be obtained by the public or outside agency through a public records request, subpoena, or its equivalent. This includes, but is not limited to FVRL email, voicemail, work-related text messages, and official posts on social media or other internet website, as well as any files on FVRL computers. Employees are expected to follow the guidance of FVRL's Public Records Policy: <https://www.fvrl.org/p-policy/public-records>.

There are certain exclusions of **required release of** personal information as listed in the Revised Code of Washington. These exclusions are outlined in the following:

- RCW 42.56.310 Library records: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.310>
- RCW 42.56.230 Personal information: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.230>

Usage guidelines

FVRL's electronic communication systems are to be used for business purposes only. It is acknowledged that occasionally it is necessary for employees to use the systems for personal use. Personal use of any FVRL electronic communications system should be kept to a minimum.

FVRL telephone systems

- To contact or be contacted by immediate family members or critical contacts (medical personnel, child caregivers, school staff, police, etc.) in emergency situations. If possible, employees should notify their supervisors in advance of situations that may result in the need for emergency phone use.
- For personal outgoing local calls as necessary during breaks and lunch periods.
- For personal long-distance calls during breaks or lunch periods ONLY if using toll-free numbers or any other method that does not result in a charge to the district. Any costs incurred by FVRL for personal use made by an employee are the responsibility of the employee.
- FVRL-issued cell phones are for work-related calls and texting. FVRL normally issues cell phones for those employees whose jobs require regular mobile communications.

Personal electronic devices

- While at work, employees are expected to refrain from excessive personal use of cell phones, however use for business contact during work hours is acceptable.
- In areas outside of public service, employees may use their cell phones as a method of listening to music or other information.
- Employees are prohibited from using hand-held cell phones (personal or FVRL-issued) while driving on FVRL-authorized or FVRL-related business. Please refer to Chapter 2 "Employee Responsibilities, Conduct, and the Workplace: Use of library vehicles" for more information about use of cell phones while driving.

Email

- All FVRL employees are given an individual email account, to be used for work-related purposes only. Staff is expected to read and respond to messages regularly. The all-staff email address (everyone@fvrl) should be used for work-related communications only.
- Employees are expected to follow the guidelines to include email signature block content, outlined in the FVRL Style Guide available on the Communications and Marketing Division Source page. FVRL Style Guide: <https://source.fvrl.org/intranet/Site/view.cfm?pageID=2001871>

Computers and laptops

- Employees in most positions have access to district computers (including laptops and tablets) as part of their daily work. Downloading software without the explicit permission of IT and a direct supervisor is prohibited.
- Some employees may have district laptops or tablets issued to them as part of their jobs. The same prohibitions on use apply and personal use should be minimized.
- Except with permission from an administrative team member, no employee is allowed to install personal computer software on library devices.
- Activities such as purchase of personal items on FVRL equipment or downloading personal media content to a work device are not allowed.

Internet access

- **Social network sites:** For work-related purposes only, FVRL staff may be asked to post to social networking sites (such as Facebook, Twitter, Instagram, YouTube, etc.). Information on these is considered public information and is subject to public records laws. Further information is contained in the FVRL Social Media Policy on the Source: <https://www.fvrl.org/p-policy/social-media>
- **Personal use of the internet:** Personal use of the internet for email, internet use, or social media must be limited to breaks. Employees also should remember that all transactions of a personal nature on an FVRL computer are subject to public disclosure.
- **Staff members as patrons:** When staff members use FVRL computers as patrons, they have the same status, rights, and restrictions as all other patrons regarding internet filtering and should use computers designated for patron use in the public areas.

Right to privacy

FVRL does not guarantee your right to privacy. Employees should not assume that electronic messages or files are private or secure. An FVRL staff member or representative may access an employee's voicemail, email, computer files, or any other FVRL property in the course of conducting FVRL business. Specific instances may include periodic performance monitoring of the electronic communication system, or when the executive director or a member of the FVRL administrative team has cause to suspect that a library procedure, rule, regulation, or policy is being violated. Employees should consider electronic information to be as requestable as any other public record that the public has the right to examine.

Although employees have individual passwords or access codes to their voicemail, email, and computer network systems, communications created, stored, sent, or retrieved on such systems are not confidential, as these systems are accessible at all times by the district. Individual passwords and access codes must be provided to the system administrator on request. Employees are restricted from using passwords or access codes, other than voicemail passwords, of another employee without prior approval from an administrative team member. Employees are prohibited from attempting to access sites, systems, or password or access codes without permission. No electronic communication may be created, transmitted, or stored that attempts to hide the true identity of the creator or sender.

Retention of electronic records **Electronic records will be retained in accordance with FVRL's Public Records Policy (<https://www.fvrl.org/p-policy/public-records>). Information about public records, including our current records retention schedule and how to help patrons with records requests can be found on The Source (<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2002950>).**

Union communications

Private cell phones and the district's electronic communications systems and telephones may be used for union-related communications between and among union-represented employees and union representatives during work hours, subject to the applicable union contract.

Prohibited behavior

Employees are prohibited from using FVRL's electronic communication systems in any way that may be deemed illegal, harassing, or discriminatory. Users encountering or receiving such messages or material should immediately report the incident to FVRL management.

Use of the district's electronic communication systems in any manner that violates FVRL policy, or that may damage the reputation of the library, is prohibited.

Employees may not copy any licensed materials or programs.

CHAPTER 5

Benefits

Introduction

The benefits and level of benefits that employees receive depend on the number of hours worked, the terms of the insurance company contract, federal and state requirements, and district policies as set by the FVRL board. All services are subject to change without notice, although FVRL will provide employees with advance notice of anticipated benefit changes whenever possible.

FVRL provides the following types of benefits for eligible regular employees:

Compensated time off

- Holidays (See [Chapter 7 "Paid Leave and Leave Without Pay"](#) for a list of holidays.)
- Sick leave
- Vacation leave
- Bereavement leave

Insurance

- Medical
- Vision
- Dental
- Life
- Long-term disability
- Spousal long-term disability

A regular part-time employee working extra hours, in addition to their regularly assigned position, will receive benefits at the level of their regularly assigned position. Hours worked in addition to regularly assigned hours (extra hours) do not change the benefit level. Hours worked will be reviewed each calendar year for determination of continued coverage under the Affordable Care Act.

Substitute employees are not eligible for benefits.

The State of Washington provides access to Paid Family Medical Leave for FVRL employees. Specific conditions may qualify for a weekly payment under this benefit. Employees should contact the Employment Security Department for specific information regarding this benefit. Information can be found at <https://esd.wa.gov/paid-family-medical-leave> or on the HR Source page.

Consult Human Resources for current information on eligibility, benefits offered, and employee costs. The insurance and compensated time-off benefits are available based on the number of regularly-assigned hours. Insurance benefit eligibility requires a weekly minimum number of hours worked.

Employee Assistance Program (EAP)

FVRL provides all staff members with access to an Employee Assistance Program (EAP) through our vendor – Canopy. [Insert link here.](#) The EAP provides confidential assistance to employees who have personal challenges that may affect their job performance. They also provide information and resources

regarding life events such as purchase of a home, family building, etc. Information about EAP is available from Human Resources.

Continuation of health insurance under COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the district or otherwise loses insurance eligibility, the employee is entitled to continue participating in FVRL's group health plan for a prescribed period of time, normally 18 months. If a former employee chooses to continue group benefits under COBRA, they must pay the total premium plus an administrative fee allowable under COBRA regulations. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

Contact Human Resources for more information on COBRA.

State- and federally mandated coverages

- **Public Employees Retirement System (PERS):** FVRL is a member of the Washington State Public Employees Retirement System (PERS). Pension eligibility is determined by PERS. All PERS-eligible employees must participate in the plan. Pension contributions are shared by the district and the employee. PERS provides personalized annual on-line statements of benefits earned. Employees should refer to the PERS website for current information regarding the plans: <http://www.drs.wa.gov/member/systems/pers/>
- **Unemployment compensation:** The Washington State Employment Security Department sets the rate of compensation and eligibility for unemployment benefits. FVRL pays all costs.
- **Social Security:** The cost of this benefit is shared by the district and the employee.
- **Washington State Industrial Insurance:** The cost of this insurance is shared by the district and the employee. (Industrial insurance is for work-related injuries and illnesses, and pays for approved medical, hospital, and related services essential to an injured worker's treatment and recovery. It also provides partial wage replacement for injured workers who are temporarily unable to work.)
- **Washington State Paid Family Medical Leave:** The cost of this insurance is shared by the district and the employee. Paid Family and Medical Leave is for when a serious health condition prevents the employee from working or when they need time to care for a family member, bond with a new child, or spend time with a family member preparing for military service overseas. This mandated benefit is administered by the Employment Security Department of Washington state. <https://esd.wa.gov/paid-family-medical-leave>
- **Washington Cares Fund:** WA Cares Fund is self-funded entirely by worker contributions. Employees earn lifetime access to benefits by contributing at least 10 years without a break of 5+ years. They may also access benefits if they contributed 3 of the past 6 years at the time of application. Employees born before 1968 can earn lifetime access to 10% of the full benefit amount for each year they contribute. Employees will begin contributing to the Washington Cares Fund in July of 2023.

Employee optional benefits

- **Deferred compensation plans:** FVRL provides two deferred compensation 457B plans. *(Participation in either of these plans is voluntary and the employee pays all contributions. Contact Human Resources for more information.)*
 - Washington State Deferred Compensation
 - ICMA Retirement Corporation

Flexible Spending Accounts for medical, dependent care, and transportation costs: Reimbursement for regular benefit eligible employees where they can set aside a portion of their wages on a pre-tax basis – subject to certain limits – to cover qualified dependent care, health care or commuter expenses.

- **Voluntary life insurance benefits:**
 - Employee: Employees may select from a minimum of \$10,000 to \$500,000, in increments of \$10,000. Coverage may not to exceed five times their annual earnings. Guaranteed Issue is \$100,000 if elected within the first 31 days of initial eligibility.
 - Spouse: Spouses may select from a minimum of \$5,000 up to \$500,000, in increments of \$5,000. Benefits will be paid to the employee. Guaranteed Issue is up to \$25,000 if elected within the first 31 days of initial eligibility.
 - Dependents: Coverage may be elected from a minimum of \$2,000 to \$10,000, in \$2,000 increments. The maximum death benefit for a child between the ages of live birth and 6 months is \$1,000. Benefits will be paid to the employee.
- **Voluntary accident insurance:** Accident insurance is designed to help covered employees meet the out-of-pocket expenses and extra bills that can follow an accidental injury, whether minor or catastrophic. Benefit payments may be made for emergency room care, doctor office visits and physical therapy. In major accidents, benefits for catastrophic accident (up to \$100,000) and accidental death (up to \$25,000) may be payable. The accident base plan is guaranteed issue, so no health questions are required.
- **Voluntary critical illness insurance:** Critical illness insurance offers financial help in the event of a serious illness, such as heart attack or stroke. The plan may also include coverage for family members. Employees can choose \$10,000, \$20,000 or \$30,000 of coverage. Spouses can get 50% of the employee coverage amount. Children from live birth to 26 are automatically enrolled at no additional cost.
- **Identity theft assistance:** See the FVRL Employee Benefits page on The Source for more information: <https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000333>

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CHAPTER 6

Training and Travel

FVRL encourages staff members to build skills and enhance their work performance and productivity. The district will support and provide, within budget constraints, opportunities for staff who want to acquire new skills and knowledge that fit within the scope of their current positions. Certain types of training may be required by the district, to support department, division, and district goals and objectives.

Types of training

Mandatory training is defined as an activity in which participation is required by FVRL as a condition of employment and normally involves acquiring skills or knowledge directly related to the staff member's current position. All eligible expenses related to mandatory training will be paid for by FVRL.

Optional training may be suggested or recommended by a supervisor or may be initiated by the staff member. Regular employees who have successfully completed their probationary period may be eligible for partial or full funding for additional external work-related training and the travel required to participate. The completion of the probationary waiting period may be waived by the executive director or designee if attendance is at the request of the district.

Approval for workshops and conference attendance is not given as a favor or reward, but is based on budgetary constraints, whether attendance is relevant to an employee's job, and whether the job knowledge or skills that may be acquired are applicable and needed by the district. Employees should request to attend training as outlined in the FVRL Education and Training Policy: <https://www.fvrl.org/a-policy/education>. Registration for training, arrangements for travel, and reimbursement will be made in accordance with FVRL Travel and Subsistence Policy: <https://www.fvrl.org/a-policy/travel>.

Hourly employees who travel to training are eligible for compensation for all hours worked, to include travel time from their worksite to the training site. If overnight or out-of-area travel is required employees are compensated for travel from their home to the airport and then until they reach their destination hotel. Time spent attending training is considered time worked for compensation purposes. FVRL may provide the employee a schedule change during the work week of the training so that they may provide for sufficient time off and control overtime costs.

At all times, FVRL follows prevailing Internal Revenue Service (IRS) rules, regulations, and/or other directives regarding payment and reimbursement of subsistence expenses for training and travel, such as lodging and meals:

https://www.irs.gov/publications/p535/ch11.html#en_US_2015_publink1000209148

Career advancement training is oriented toward obtaining skills beyond the scope of or outside of the requirements of the employee's current position. Career advancement opportunities are usually the individual responsibility of each staff member and are not normally paid for by the district. Paid or unpaid release time to pursue such opportunities may be approved on a case-by-case basis and is charged against accrued vacation or pre-approved unpaid leave. See Chapter 7 "Paid Leave and Leave Without Pay" for more information about use of leave for training circumstances.

Staff professional collection

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FVRL maintains a professional collection within its cataloged collection at Vancouver Community Library. Items may be identified in the catalog by their call number, which starts with PROF. These items are available for checkout by both staff and the public. The intent of the collection is to provide basic, frequently used, potentially useful books, periodicals, and other resources on topics of interest regarding library programs, services, and management practices. The collection is intended to meet both the current and anticipated needs of staff to accomplish their work objectives and to provide a resource for continuing education in areas in which FVRL has an investment and interest. Staff checkouts of this material are subject to the same use policies as any personal checkouts. Suggestions for additions are welcome – please use the Collection Suggestion Form on The Source: <https://source.fvrl.org/intranet/forms/viewform.cfm?formid=124>

Contact Collection Development for more information about the professional collection.

CHAPTER 7

Paid Leave and Leave Without Pay

FVRL encourages employees to maintain a good work/life balance. Paid time off and holidays are one way to ensure that employees have an opportunity to be away from the workplace without financial hardship. There are various types of leave applicable to absences from regularly scheduled work. The following information is a partial list. Please contact Human Resources for additional information and assistance.

Holidays

FVRL observes the following holidays:

Holiday	Date
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday of November
Native American Heritage Day	Friday after Thanksgiving Day
Day before Christmas	December 24
Christmas Day	December 25
Personal holiday	Floating shift annually

All regular employees are eligible for paid holidays. Employees who find that their normally scheduled days off fall on a holiday should consult their supervisors, or collective bargaining agreement, regarding compensation or holiday time. Temporary employees and substitutes are not eligible for holiday pay.

All regular employees shall be entitled to one paid personal holiday per calendar year. This holiday must be used in a single block of time. All non-represented employees receive eight hours of regular holiday pay on a personal holiday. For overtime-eligible employees, any differences between the scheduled shift for the day and eight hours may be adjusted by the use of vacation leave, accumulated compensatory time, or leave without pay. Personal holidays not used by the end of the calendar year are forfeited. Employees will use the vacation leave scheduling process to request to use their personal holiday.

Holidays for reason of faith

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The district will allow the employee to take the unpaid holiday when requested unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. For this purpose "undue hardship" is defined in WAC 82-56-020.

Vacation leave

Scheduling and approval

Vacation leave must be scheduled in advance, be approved by the supervisor, and be scheduled at times that result in minimal conflict with staffing needs.

Accrual

Vacation time is earned from the date of hire according to the schedule below and may be used after completion of six months of continuous regular employment.

- Eligible part-time employees accrue time in proportion to their regular work schedule.
- Regular part-time employees working extra hours in addition to their regularly assigned position will receive vacation leave benefits at the level of their regularly assigned position. Extra hours worked do not count towards accrual proration.
- Temporary and substitute employees do not accrue vacation leave.
- Vacation leave is accrued for each month of service, including paid periods of absence due to vacation and sick leave.
- Vacation leave is not accrued during periods of lay-off or leave without pay.

Represented and non-union staff vacation leave accrual schedule *(figures based on full-time schedule)*

Years of continuous employment	Hours earned per month	Annual days of vacation
0 through 36 months	11	16.5
37 through 72 months	13	19.5
73 through 108 months	15	22.5
109 through 180 months	17	25.5
181 months and above	20	30.0

Carry-over

Time off from work helps employees maintain a good work-life balance. The district encourages employees to use their vacation leave during the year in which it is accrued. No more than 240 hours of accrued vacation leave may be carried over from one calendar year to the next (for regular part-time employees, the 240 hour limit will be prorated based on FTE). The total year's accrual is calculated as of December 31. Any accrual in excess of 240 hours (or a prorated amount) must be taken by December 31

or will be lost. In the event that district needs result in an employee having a balance in excess of this limit, the executive director may allow an employee to carry forward vacation in excess of 240 hours. Requests for vacation leave carryover into the next calendar year should be made in writing or via email to the executive director no later than December 15.

Vacation Leave – Annual Cash-out

Each calendar year, no later than October 10 of the current calendar year, non-represented employees shall have the option of requesting through the HRIS system, a cash out a maximum of forty (40) hours of accrued vacation leave. Such a request will be reviewed and approved or denied by the Executive Director. Employees must maintain a minimum balance of 160 hours of vacation leave after exercising the annual cash-out option. This cash out will be paid to the employee on the December 10th paycheck.

Payout at termination

When employees leave FVRL, they must have worked at least six months continuously to receive payment for accrued vacation at the time of termination. Terminating employees will be allowed to use up to two weeks of accrued vacation leave after their last day physically at work. At that time the remaining balance of vacation leave, up to 240 hours, will be cashed out. No employee will be paid for more than 240 hours of accrued vacation leave at the time of separation from FVRL.

Sick leave

Accrual

Full-time employees accrue sick leave at the rate of eight hours per month. Part-time employees accrue monthly sick leave adjusted proportionately according to their regular monthly hours worked. Regular part-time employees working extra hours in addition to their regularly assigned schedule accrue sick leave benefits at the rate of their regularly assigned position. Extra hours do not count toward proration. Unused sick leave accumulated in a calendar year may be carried over to succeeding years.

Sick leave is not accrued during periods of layoff or leave without pay.

Washington Paid Sick Leave

Per the Washington Administrative Code (WAC) 296-128-620 of the Washington Paid Sick Leave law, all substitute employees will accrue one hour of paid sick leave for every 40 hours of time worked. Accruals earned will be posted after the end of the month and will be reflected on the earnings statement received on the 10th of the following month.

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness, or doctor's appointments, for the employee or for the care of the employee's immediate family members.

Substitute employees may use their accrued sick leave in the above circumstances when they have been scheduled for a work shift and must cancel due to illness or if called to report to duty and cannot due to circumstances which would normally qualify for use of paid sick leave. Employees should inform the responsible supervisor of their intent to use their sick leave when cancelling a shift due to illness or when the supervisor calls to determine if they are available to work a shift.

Per WAC 296-128-690 (b) of the Washington Paid Sick Leave law, any employee who is rehired by the library within 12 months after the date the employee separated from the employer will have the previously accrued, unused sick leave reinstated to them.

Use of sick leave

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness, or doctor's appointments, for the employee or for the care of the employee's immediate family members.

Notification of absence

Employees who are unable to work because of illness or injury must notify their supervisor about their status prior to the beginning of their scheduled work shift, if at all possible.

Use of sick leave requires a completed electronic leave request form, preferably approved in advance of anticipated absences, but as soon as possible after return from time off for injuries or unexpected illnesses.

The employee may be required to provide, upon return to work, written certification from a physician confirming that the employee has been incapacitated for work for the period of absence and is again physically able to perform his/her duties. In addition, certification may be required where the employee has been absent from work in excess of three (3) consecutive days or where sick leave abuse can be documented.

Sick leave cash-out on resignation, retirement, or death

Employees, their beneficiaries, or their estate will receive a cash payment equivalent to 25% of accumulated but unused sick leave, up to a maximum of 960 hours upon:

- Retirement from FVRL: employee must begin receiving their retirement benefit upon resignation
- Resignation after 10 years of employment with FVRL
- The death of the employee

Reinstatement of accrued sick leave

Per WAC 296-128-690 (b) of the Washington Paid Sick Leave law,

For employees who terminated employment after 10 years of service or retired and received a sick leave cash out, upon return to employment within 12 months of their last day on payroll, the district will reinstate the portion not cashed out, up to 720 hours. If the employee had sick leave accrued in excess of 960 hours which was not subject to cash out those hours will also be restored.

Federal Family and Medical Leave

While not a paid form of leave, the federal Family and Medical Leave Act (FMLA) provides eligible employees additional protection for their employment and benefits during up to 12 weeks of unpaid leave in a **12-month period**. An FMLA qualifying event may be any of the following:

- A serious health condition that makes the employee unable to perform the functions of his or her position.
- The birth of a child and care for such child, or the placement of a child with the employee through adoption or for foster care.
- Care for a spouse, child, or parent who has a serious health condition.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

To be eligible, an employee must have worked for FVRL for at least 12 months and/or worked at least 1,250 hours in the previous 12-month period.

An eligible employee may also take up to 26 work weeks of leave during a single 12-month period to care for a covered service member with serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

If possible, employees should give the district at least 30 days' advance written notice of their intent to take leave under FMLA. Accrued sick leave must be used and accrued vacation leave may be used as part of the 12-week FMLA entitlement. FVRL will maintain the existing health coverage of the employee during FMLA leave, even if the employee is on leave without pay. However, FVRL may charge the employee the full cost of the premium paid for their health-insurance coverage if they fail to return to work for a reason other than circumstances beyond their control.

A part-time employee's 12 weeks of annual FMLA leave entitlement is pro-rated according to the number of regular hours they work in a year. Extra hours do not count towards the proration.

Washington Paid Family and Medical Leave

Washington Paid Family and Medical Leave is a benefit which offers partially paid leave for the employee or for care of a loved one in times of serious illness or injury; to bond with a new child joining the family through birth, adoption, or foster placement, and for certain military-connected events if the employee has a family member in active duty service. Typically employees will be eligible for 12 weeks of paid leave.

Employees are able to apply for leave when they experience a qualifying event and have worked at least 820 hours in the year leading up to their date of leave. Claims for this leave are filed with the Employment Security Department (ESD), and payment will come from ESD. Employees can learn more at www.paidleave.wa.gov. All employees, including substitutes, are required to contribute premiums and may participate in this program, if eligible.

On-the-job injury or illness

If an on-the-job accident, injury, or illness qualifies an employee for payment under Workers' Compensation insurance, accrued sick leave may, at the employee's discretion, be used to supplement the difference between the Workers' Compensation payment and the employee's regular salary, to equal up to 100 percent of their regular wages.

Returning to work from an illness or injury

A written certification of work-readiness from a health care provider will be required upon return to work when an employee has been absent from work for an injury, surgery (including dental surgery), or hospitalization. FVRL also may require a written certification of work-readiness after illnesses that result in an absence of more than three consecutive days and require reduced hours, modified work, or restrictions; or following recovery from illnesses that are of a highly contagious and serious nature. These types of certifications must clearly state the dates approved for the absence, modified work or restrictions required, and the anticipated date when the employee is released to return to regular duty and/or is no longer contagious. Human Resources must review all certifications before an employee will be allowed to return to work.

Certification from a licensed health-care provider may be required when sick-leave abuse is suspected.

Bereavement leave

Employees should notify their supervisor and Human Resources as soon as possible if they anticipate a need to take bereavement leave. Bereavement leave provides up to three workdays per occurrence due to the death of a parent, step-parent, parent-in-law, spouse, domestic partner, child, grandchild, grandparent, brother, sister or stepchild, or the death of any person residing in the immediate household of the employee at the time of death.

For WPEA and AFSCME employees, accrued sick leave may be used for approved additional bereavement leave absences, as per their current bargaining agreement.

Upon the death of a family member, WPEA employees may use up to five working days of sick leave per incident. Immediate family is defined as the employee's spouse, domestic partner, son, daughter, stepchildren, foster children, grandchildren, parent, parent-in-law, grandparent, grandparent-in-law, brother, sister, guardian, or other person residing with or legally dependent upon the employee. Duration of leave and/or relationship eligibility may be extended at the executive director's discretion, in consultation with the supervisor and administrative team. Requests for leave extensions should be made to the immediate supervisor.

Jury duty leave

As needed, leave is allowed for jury duty. Employees should notify their supervisor as soon as possible if they receive a summons to report for jury duty. Verification of jury duty participation may be requested. Per WAC 357-31-315 employees may keep the compensation received for serving as a member of a jury. Contact Human Resources for additional information regarding jury duty leave.

Military leave

An employee who volunteers or is called into service in the armed uniformed services of the United States of America will be given a leave of absence in accordance with applicable state and federal laws affecting military leave. An employee who is eligible for leave pursuant to [RCW 38.40.060](#) for active duty or active training may take military leave for military training and service, including active duty, active or inactive duty for training, federal National Guard duty, some FEMA disaster response activities, and any absence necessary for fitness for duty examinations for such service. The employee shall be granted military leave of absence from such employment for a period not exceeding twenty-one days during each year beginning October 1st and ending the following September 30th in order that the person may report for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status.

During the period of military leave, the employee shall receive their normal pay and shall be charged military leave only for days that they are scheduled to work.

An employee also may use accrued vacation leave for military service obligations.

Employees should give FVRL notice of their need for leave as far in advance as is reasonable under the specific circumstances. Employees will be asked to provide a copy of their orders for participation from the applicable branch of the uniformed services. Contact Human Resources for additional information.

Upon return from military leave, an employee will be reinstated with their previous seniority rights as required by state and federal law.

Shared Leave

The Shared Leave program allows employees to voluntarily donate vacation and/or sick leave hours into a "Shared Leave Pool" to provide additional paid leave for an eligible employee or family member with a medical emergency as defined below.

Our policy provides that medical emergencies are defined as a major illness or medical condition of the employee or approved family member that requires a prolonged absence that without shared leave could result in a substantial economic loss or would necessitate the employee terminating their employment. More information is available on The Source:

<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2001713>

Other types of leave

FVRL adheres to Washington state laws and federal laws that mandate the availability of leave for: victims of domestic violence, sexual assault, and stalking; spouses of deployed military personnel; and any other leaves that are mandated by law. Notification is required as allowed by the applicable laws. Please contact Human Resources for assistance and more information.

Leave of absence without pay

FVRL rarely approves non-FMLA leave without pay. Requests for a leave of absence without pay are considered on a case-by-case basis. They may be granted by the FVRL executive director, or designee, when recommended by the immediate supervisor and the appropriate member of the administrative team, for reasons including but not limited to the following exceptions:

- Continuing education
- Emergency issues resulting from personal tragedies or disasters, or for victims of violent crime.
- Temporary disability exceeding the Family Medical Leave Act mandate: A leave of absence without pay may be granted for the period exceeding the 12 weeks mandated by the Family Medical Leave Act for planned or unplanned temporary disabilities suffered by the employee, and for associated periods of recovery. A medical doctor's statement will be required regarding such factors as need for more leave, estimated duration of leave, and the employee's ability to perform assigned work upon return.

Employees will request a leave of absence without pay by submitting a written plan and justification to their immediate supervisor for review, their recommendation for approval or disapproval, and signature. The request will then go to the division director for review, recommendation for approval or disapproval, and signature. The request then goes to the executive director for final determination.

Employees who are on an approved extended leave without pay in the instances outlined above will no longer meet benefits eligibility and will be offered COBRA.

Returning to work following an approved unpaid absence

Employees returning from approved unpaid leaves of absence will be reinstated to their original positions unless business necessity has dictated otherwise. In cases when employees' previous positions are no longer available, FVRL will provide them with positions in the job classifications for which they are qualified by reason of skill, experience, ability, and physical capacity, unless business necessity dictates otherwise.

An employee who fails to return from a leave of absence by the end of the period authorized, or accepts other full-time employment while on leave, will be considered to have voluntarily resigned and will have forfeited their reinstatement rights.

Inclement weather and emergency closings

It is the intent of the district to keep facilities open to serve the public whenever possible, within the constraints of safety considerations for employees and patrons.

Inclement weather: An inclement weather closure may be called when conditions make travel too hazardous to risk. They may be for a short period of time such as an hour or as long as a day, and may occur before or after opening. They are rarely made the night before an anticipated storm. The executive director or their designee must declare the inclement weather emergency and makes the decision to close the branch(es). Some employees may be required, based on their job duties, to report to the work location or to telecommute during the closure. This decision will be communicated in writing to affected employees, most commonly via email.

If non-WPEA employees are unable to report for work because of hazardous weather conditions, they may charge the missed time against available earned vacation leave, elect to take leave without pay, or make up the time within the same work week if make up time can be scheduled without invoking overtime. WPEA employees may also opt to use accrued sick leave when they have exhausted their vacation leave.

Employees who report to work as scheduled and who subsequently elect to leave early will have the option to use vacation leave, take leave without pay, or make up the time within the same work week if make-up time can be scheduled without invoking overtime. Using accrued sick leave is not allowed.

If employees are on duty and a decision is made by the FVRL executive director or administrative team member(s) to close the facility, and employees are sent home, or if employees are told not to report to work or to arrive later than their normally scheduled time as a result of a decision by the executive director and/or administrative team member(s) or their designee, the employees will be paid as if shifts had been worked.

Employees who call in sick, or are on previously approved vacation or unpaid leave at the time of a closure due to inclement weather or building emergency conditions, must use the previously approved leave for the time scheduled.

If a library requires closure due to another type of emergency, these situations will be handled on a case-by-case basis. Examples of a short-term closure could be temporary power or utility outages, wildfires, flooding, earthquakes, or other natural or man-made disasters. A decision to make an emergency closure may be based on the likelihood of service being restored or the pending situation being resolved or mitigated. Lack of internet access is not considered an emergency.

In the case of a long-term emergency closure, such as a badly damaged building due to a disaster or a mandatory shutdown required in a pandemic, FVRL reserves the right to make staffing decisions based on the needs of the district and the nature of the position. Essential staff may be expected to continue to report to work throughout a mandated closure.

CHAPTER 8

Safety

FVRL considers on-the-job safety to be of major importance to its day-to-day operations and long-term goals.

Health and sanitation

FVRL strives to provide clean, healthy, and safe working conditions. The district follows standards set by the Washington State Department of Labor and Industries and applicable state and federal laws.

Safety and accident prevention program

FVRL's safety program applies to all employees and facilities of FVRL. It is designed to provide a safe environment for employees, patrons, and visitors and to encourage employees to apply the principles of accident prevention in their daily work.

The program follows guidelines outlined in the Washington Industrial Safety and Health Act, Chapter 49.17 of the Revised Code of Washington (RCW) (<http://apps.leg.wa.gov/RCW/default.aspx?cite=49.17>), and Chapter 296-24 of the Washington Administrative Code (<http://apps.leg.wa.gov/wac/default.aspx?cite=296-24>)

FVRL's safety program is reviewed and updated regularly. Questions or concerns about safety may be directed to Human Resources.

Additional safety resources, with information about what to do in most emergencies, are available on the "In an Emergency" page of The Source:

<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2002516>

In specific situations, such as the COVID-19 pandemic, FVRL will ensure that specific safety protocols and training on these protocols will be developed and provided to all employees. FVRL will ensure employees are apprised of changes and updates to these protocols.

Employee safety orientation

All FVRL employees receive safety instruction as part of their new-employee orientation. Supervisors are responsible for ensuring that every employee, substitute, and volunteer is made aware of the site specific location of exits and escape routes, emergency phone numbers and procedures, first aid and emergency response kits, blood borne pathogens kits, safety bulletin boards, and how to report accidents and injuries, as part of their orientation during the first full day on the job.

Initial employee on-site orientation also includes on-the-job review of the practices necessary to perform job assignments in a safe manner.

Safety committees and meetings

Larger locations: Safety committees are to be in place at each FVRL location at which 11 or more employees are regularly assigned. Depending on the size of the facility, the safety committee may be composed of all staff regularly working at that location, or the committee may be made up of selected or elected employee representatives. Employee representatives serve one-year terms, with a committee

chair also designated yearly. Committee vacancies should be filled prior to the next meeting by the same process of either election or selection.

Safety committee meetings are to be held at least quarterly. The committee will determine the date, time, and location of meetings. The committee is responsible to identify and correct unsafe conditions or practices, topics to be addressed include review of safety and health inspection reports, and evaluation of accident investigations. Meetings will not exceed one hour except by majority vote of the committee, and minutes will be recorded and archived by Human Resources. Safety issues also will be discussed in monthly staff meetings, and reports of any safety issues will be forwarded to the executive director or human resources director.

Smaller locations: In lieu of a formal safety committee, FVRL locations with fewer than 11 employees will include safety topics as needed during staff meetings.

Safety training

New employees:

- Training pertinent to the work unit: Each supervisor is responsible to ensure that proper on-the-job training in relevant safety procedures and requirements is provided for new members of their work unit. Training will include the on-the-job instruction necessary to carry out assigned duties in a safe manner.
- Blood-borne pathogen training will be provided for new employees, and training will be updated on an annual basis for all public service assistant and higher classifications who work with the public.
- Lifting safety training will be provided for all new employees.

All employees:

- Instruction and bi-annual refresher instruction in lifting
- Opportunities to receive CPR (Cardio-Pulmonary Resuscitation), AED, and first aid training

Positions that require CPR/first aid certification:

- Staff in positions that require a certificate of first aid training must have a valid certificate that is not more than three years old and must have successfully completed CPR training. The names of such qualified persons will be posted on the safety bulletin board or other appropriate place in each location.
- In each location or department, at least one full time staff member must have current CPR certification. Staff will be offered CPR training on a regular basis to keep their certification current. With authorization from the executive director, this requirement can be waived if the location is within a two-minute response time of qualified emergency responders, and emergency telephone numbers are posted on all first aid kits and at all telephones in the location.

Other safety training will be provided as necessary to meet the requirements of specific job situations or assignments.

All supervisors and branch managers are responsible for ensuring that the above requirements are met for their work unit and/or facility and that an on-going training program is established to maintain these requirements. Training will be arranged or overseen by the HR manager and Human Resources staff.

Documentation of all first aid/CPR training is to be forwarded to Human Resources for inclusion in the safety file for that location or unit.

Safety bulletin board

Each FVRL location with eight or more employees is responsible for maintaining a safety bulletin board to display safety items of interest to all, maintained by either the branch manager or the safety committee chairperson.

First aid kits

WISHA (Washington Industrial Safety and Health Act) requires that first aid supplies be readily accessible to all work areas and in all vehicles. Minimum requirements for kits are provided at <http://wisha-training.lni.wa.gov/training/presentations/FirstAidKitContentsGuide.pdf>.

The supervisor in each work area is responsible for ensuring that the kits are maintained in serviceable condition, have the required supplies, include emergency telephone numbers, and that staff is familiar with kit locations. Orders for replacement supplies should be forwarded to Purchasing.

Fire safety

Fire drills will be held at least annually at the direction of the person in charge at each facility. Drills will be documented and records of them forwarded to Human Resources. The Facilities and Fleet Director, in conjunction with appropriate fire safety personnel, will be responsible for devising building escape routes and ensuring that maps of escape routes are maintained in appropriate locations. These can be accessed here: Emergency and Evacuation Floor maps for all FVRL locations: https://source.fvrl.org/intranet/Apps/view_items.cfm?MenuID=2000293&CategoryID=25

Fire extinguisher training will be offered electronically as part of the monthly safety topic discussions in staff meetings to ensure employee familiarity with their operation. It is the responsibility of the Facilities and Fleet director to ensure that fire extinguishers are regularly inspected and charged.

Supervisors are expected to ensure that fire hazards are avoided in their work areas. Special attention should be paid to ensure that electrical cords are regularly inspected for damage and replaced immediately if worn; that coffee makers, etc., are turned off and unplugged at the end of each work day; that aisles are kept free of obstructions; space heaters are plugged directly into outlets or surge protectors; and that fire exits and escape routes are fully accessible at all times.

Emergency response and accident/incident reporting

To meet both insurance and Washington Workers' Compensation requirements, it is essential that accidents and incidents are reported accurately and in a timely manner.

The following actions should be taken if an accident or incident takes place:

1. The nearest available employee trained in first aid should take whatever action is necessary, within capabilities, to provide first aid or relief for an injured staff member, patron, or visitor.
2. Do not hesitate to call 9-1-1 immediately if professional assistance appears to be needed. An employee should be assigned to meet the emergency personnel at the entrance of the facility to guide them to the injured person or emergency as efficiently as possible. All 9-1-1 emergencies should be reported to the supervisor and a member of the administrative team immediately. If

the district Operations Center is closed, efforts should be made to reach an administrative team member outside of FVRL.

3. The person in charge of the facility should be summoned as rapidly as possible if not already on the premises.
4. After the victim has been attended to the staff member who provided care or witnessed the incident must:
 - a. Complete a detailed OSHA form 301 if an employee is involved and unavailable:
<https://www.osha.gov/recordkeeping/RKforms.html>.
 - b. Fill out an FVRL incident report on The Source if the accident involves a non-staff member. Be sure to obtain full information about witnesses as outlined in the report form.
5. If the employee is available they should complete the form and forward it immediately to Human Resources who will ensure that proper reports are made to the executive director, the district's insurance carrier, and to the union of any represented employees involved. The person filling out the form also should advise the supervisor of the accident/incident as soon as possible if the supervisor wasn't present during the event.

Chemical hazard communications

A hazardous chemical is any chemical that is a physical or health hazard, including otherwise safe consumer products when they are used in a manner other than directed on the label.

FVRL strives to prevent occupational illnesses and injuries related to any chemicals used on FVRL-operated premises, that may be present in the work area, or that employees may be exposed to under normal conditions or use in a foreseeable emergency. The district secures information on chemical hazards, transmits that information to affected employees, trains them in the safe use of the chemicals, and keeps them apprised of any changes in FVRL guidelines or practices. Material Safety Data Sheets (MSDS) are provided for products used on FVRL premises.

Where possible, the district strives to use eco-friendly products; however, employees should be aware that most products will have an odor or smell which may not pose a health hazard.

CHAPTER 9

Recruiting, Hiring, Promotions, Performance Appraisals, and Discipline

Fort Vancouver Regional Library District is committed to fair and equitable recruiting, hiring, promoting, and appraising of its employees. We express this commitment through application of the following guidelines.

Equal Opportunity and Affirmative Action

FVRL provides equal opportunity for all employees and applicants for employment regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, including gender identity, or perceived sexual orientation, presence of a sensory, physical or mental disability, liability for service in the Armed Forces, or whether a disabled or Vietnam Era or other protected veteran. ***FVRL's Equal Opportunity Policy can be found on our website:*** <https://www.fvrl.org/a-policy/equal-opportunity>

Employment of relatives

The district may employ applicants who are relatives of FVRL employees, provided that the relationship of their positions does not involve, or is not likely to involve, overall or specific supervision, review, or audit of one another's work.

Employees are expected to disclose a potential conflict as soon as they become aware. For purposes of this policy, relatives include the employee's spouse and the parents, children, sisters, brothers, aunts, uncles, cousins, nieces, and nephews of either the employee or their spouse. If a subsequent change in employment status occurs that creates a conflict of this directive, the executive director will take action to resolve the conflict. This may include a reassignment of either employee to resolve the conflict.

Washington State certification of librarians

FVRL requires that all individuals hired for librarian positions have, or be able to obtain in their first six months of employment, a Washington State Librarian Certificate. More information and an application form are available from Human Resources or on the Washington State Library website: <https://www.sos.wa.gov/library/libraries/training/certification.aspx>.

Librarians must submit a copy of their completed application to Human Resources within the first 60 days of employment. Upon receipt, the employee should send a copy of the approved certificate to Human Resources to be placed in the personnel file.

Job performance

FVRL expects employees to perform their jobs as outlined in their job descriptions, meet standards for work and conduct, and follow FVRL policies, procedures, and rules.

Probation

A probationary period is the final step in the employee selection process. Probation allows the supervisor to train and observe the new employee under working conditions and to judge whether the employee's performance, abilities, and attitudes make them a suitable FVRL team member.

The probationary period also provides the opportunity for the new employee to judge whether or not FVRL, its mission and goals, and the position meet their needs and expectations. An employee may be dismissed at any time during the probationary period for any reason not inconsistent with state or federal law.

The probationary period for WPEA union employees is six months from start date as described in Article 31 – Definition of the collective bargaining agreement: [Need a new link.](#)

The probation period for AFSCME union employees is six months.

Non-union employees normally serve a 12-month probationary period, which may be shortened at the discretion of the executive director.

Trial period

The trial period applies to a WPEA union employee who accepts a voluntary demotion to a position in a lower pay grade job classification that they have not held in regular status in the last three years, or are promoted to a higher job classification, or movement to a different job classification in their current pay grade. The trial period will be six (6) months, as described in the WPEA contract. If during the trial period the employer decides the employee is not performing satisfactorily and ends the appointment, the appropriate reinstatement process outlined by the union contract will be followed:
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293

An AFSCME union employee is required to serve a six-month trial period beginning on the effective date of a promotion to a higher job classification or a lateral transfer within the same job classification. If during the trial period the employee is unable to satisfactorily perform the duties of the new position, they will be reverted in accordance with terms of the AFSCME contract
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293

Non-union employees normally serve a 12-month trial period, which may be shortened at the discretion of the executive director.

Change of classification and transfers

All eligible staff receive email notifications of position vacancies. Movement between positions, either laterally or through promotion, will be subject to the provisions of the employee's respective collective bargaining agreement.

For non-union employees, job opening announcements are shared via email and the ADP Career Center. Employees interested in applying for a position must submit a résumé, completed FVRL application form, and any supplemental information requested.

At times, a good faith reorganization of work may be required. This may involve movement of employees between job classifications and/or work units. Any such changes will be made in accordance with the applicable union contract.

Performance appraisals

The quality of each employee's performance is a critical element in supporting FVRL's commitment to providing excellent customer service. Therefore, the district provides the tools needed to enable supervisors and their employees to regularly review, discuss, and document the employee's performance, conduct, and behavior on the job, and to set goals and monitor needed performance improvements. Employees will meet quarterly with their supervisors. WPEA employees receive an

formal, annual performance evaluation along with certification of their eligibility to receive a wage increase on the Periodic Increment Date (PID). AFSCME and Non-Represented employees receive semi-annual and annual formal, written evaluations to document their growth and development progress in specific competency areas Union substitutes are evaluated semi-annually. Performance appraisals become part of the employee's permanent electronic record once signed off by the employee and the supervisor.

Probationary and trial period appraisals document the progress of an employee in meeting job requirements. To successfully pass probation or trial period, the employee must demonstrate satisfactory performance in each area of the performance appraisal. Probationary and trial period employees are appraised in writing by their immediate supervisor during the probationary or trial period.

Disciplinary process and dismissal

The purpose of the disciplinary process at FVRL is to retain valued employees through adjusted or redirected behavior or performance.

FVRL's policy is to provide for progressive discipline when needed to re-align employee behaviors with district goals. Progressive discipline is a process by which increasingly stringent measures are applied in response to repeated or continuing instances of undesirable behaviors, practices, or performance. Progressive discipline normally starts with a verbal warning, then may proceed to a written warning, possibly followed by suspension without pay, and finally, if all previous steps have failed, termination of employment.

FVRL will be the sole judge of the facts involved in any incident, the need for corrective discipline, the degree of discipline that is appropriate, and the need for discharge. FVRL may factor misconduct in its disciplinary decisions regardless of whether verbal and/or written notification has been given.

Non-union employees

The district will normally use the following steps for non-union employees:

- Verbal warning will be given when the employee's performance does not meet expectations. The supervisor will discuss with the employee the expectations, their specific deficit, and the plan for meeting expectations.
- Written notification will be given if the employee's performance does not improve following verbal warning. In the event that an employee's performance or conduct is maintained at an acceptable level for one year following the date of the written notice, the written notice will be removed from the employee's personnel file. FVRL may, at its discretion, remove the notice earlier if involved managers/directors believe the situation has been corrected.
- Suspension without pay may be used for a specific period of time for employees who fail to respond to verbal warnings and written notices.
- Termination will be the final step in the disciplinary process if all previous approaches have not resulted in an employee's improved performance or behavior. The district also reserves the right to discharge an employee without any of the usual steps when a serious offense is involved or a pattern of repeated violations occurs. Serious violations include, but are not limited to, dishonesty, insubordination, breach of confidentiality requirements, unreported or unexcused absenteeism, or other conduct that compromises the employee's ability to effectively perform their job.

Union employees

Disciplinary processes for union-represented employees are outlined in specific sections of the union contracts:

- WPEA: Disciplinary process for WPEA employees is covered in their union contract: Need a new link:
- AFSCME: Disciplinary process for AFSCME employees is covered in their union contract: need a new link

Employee records

FVRL maintains files containing information related to your employment. Some of these are paper files and others, such as hire, movement between positions, policy acknowledgement, payroll, and performance appraisals, are electronic records.

Paper personnel files are located in the Human Resources department and are the official record of an employee's employment at FVRL. Typically a personnel file contains written information regarding:

- Hire records prior to January 2020
- Movement between positions prior to the implementation of the ADP Career Center
- Material of a disciplinary or negative nature concerning any employee may be placed in their personnel file only if the employee has been notified of the intent to place the material in the file, given a copy of the material, and allowed to append to it answers to any charges, complaints, or statements involved.

Personnel files are maintained in a locked, secure cabinet and can be accessed by the following:

- The employee, with one business day notice to HR
- An employee representative, with written permission from the employee
- The employee's supervisory chain
- HR staff
- Regulatory auditors
- In response to subpoena

Employee medical files contain written information the employee has provided from a health care provider, and any correspondence between FVRL and the health care provider in response to a request for reasonable accommodation or other medical inquiries. The federal Health Insurance Portability and Accountability Act (HIPAA) and Washington State privacy laws define standards to protect the privacy of health information. In the course of employment, an individual's health information may be used for the administration of workers' compensation, the Family Medical Leave Act (FMLA), Americans with Disabilities Act, disability insurance administration, return to work authorizations, insurance plan benefits administration, and other work-related circumstances. An employee may be asked to sign an authorization form to permit a medical provider or health plan to disclose health information to the district. The district may require that an employee provide written authorization to allow FVRL to provide assistance with billing or any insurance-related problem that is covered under HIPAA. Any disclosure will be used only for the specific purpose of the disclosure and the district will take all reasonable precautions to protect the privacy of this information.

Employee medical files may be accessed by the following:

- Employee, with one business day notice to HR
- HR staff

Electronic insurance enrollment and change records are maintained electronically in our HR information system, ADP.

CHAPTER 10

Leaving FVRL

FVRL is committed to creating a positive, fulfilling work experience for its employees, and maintaining as stable a workforce as possible. Given the size of the district's workforce and the ongoing effect of employment cycles, a fairly regular percentage of employees choose to leave FVRL each year for various personal and professional reasons. The library district also may on occasion have the difficult task of initiating an employee's departure due to performance, disciplinary action, service-related, or fiscal reasons.

Terms of employment

Employment with FVRL is at-will. Employees have the right to end their work relationship with FVRL with or without advance notice, for any reason. FVRL retains the same right in compliance with their policies or applicable collective bargaining agreements.

One of the tools used to help make FVRL a better place to work is an exit interview. All regular employees voluntarily leaving FVRL will be offered the opportunity to participate in an exit interview conducted by a member of Human Resources. Information from this interview will be utilized in a positive way to make changes, and notes from the exit interview will not become part of the employee's personnel file.

Resignations

Whenever possible, employees are expected to give the district two weeks' notice prior to leaving FVRL employment. Earlier notice is appreciated, whenever possible.

Each resigning employee is required to complete a resignation form (https://source.fvrl.org/intranet/includes/secure_file.cfm?ID=89&menuID=2000293&CategoryID=14) at the time notice is given. The form will be routed by the supervisor to Human Resources.

Retirement

Employees should begin the process of planning to retire at least six months in advance of their anticipated retirement date. Contact Human Resources early in the process for information regarding retirement and COBRA benefits. **Employees are not considered to have retired from FVRL if they are not immediately receiving their DRS benefit upon leaving.**

Layoffs

Although it is the intention of FVRL to maintain as stable a workforce as possible, reduction in funds or change of work patterns or programs may necessitate a reduction of the workforce. Reduction decisions are the responsibility of the executive director.

Union employees whose positions have been eliminated will be subject to layoff terms of the applicable collective bargaining agreement.

Continuation of health insurance

See Chapter 5 “Benefits: Continuation of health insurance under COBRA” or contact Human Resources for information on participating in FVRL’s group health plan under COBRA after employment ends.



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

2023 Budget and Work Plan



District Overview

Fort Vancouver Regional Library District (FVRL) serves residents of southwest Washington in rural, suburban, and urban settings in Klickitat and Skamania Counties, all of Clark County except for the City of Camas, and the City of Woodland and the Yale Valley Library District in Cowlitz County. FVRL supports 13 staffed locations, two partially staffed/self-serve libraries, and two bookmobiles, while also providing books-by-mail services to those living far from established library locations.

FVRL has 624,040 physical items that can be borrowed without fear of overdue fines. Our libraries also host a robust collection of over 144,658 eBook and eAudio items as well as vast digital resources including eMagazines, streaming music and video platforms, and educational databases available 24/7 to anyone who has a library account. FVRL offers a wide variety of programs for the public with a focus on early literacy, lifelong learning, and the opportunity to engage with your community through its best assets—our citizens, businesses, and partner organizations.



CLARK COUNTY

- 1 Battle Ground Community Library
Holland Christie, Branch Manager
- 2 Cascade Park Community Library
Rachael Ries, Branch Manager
- 3 La Center Community Library
Jurinda Swingruber, Branch Manager
- 4 Ridgefield Community Library
Sean McGill, Branch Manager
- 5 Three Creeks Community Library
Elizabeth Moss, Branch Manager
- 6 Vancouver Community Library
(branch manager position is vacant)

COWLITZ COUNTY

- 7 Vancouver Mall Library
Brandon Cruz, Branch Manager
- 8 Washougal Community Library
Zoe Nash, Branch Manager
- 9 Yacolt Library Express
Holland Christie, Branch Manager
- 10 Woodland Community Library
Jennifer Hauan, Branch Manager
- 11 Yale Valley Community Library
Jennifer Hauan, Branch Manager

SKAMANIA COUNTY

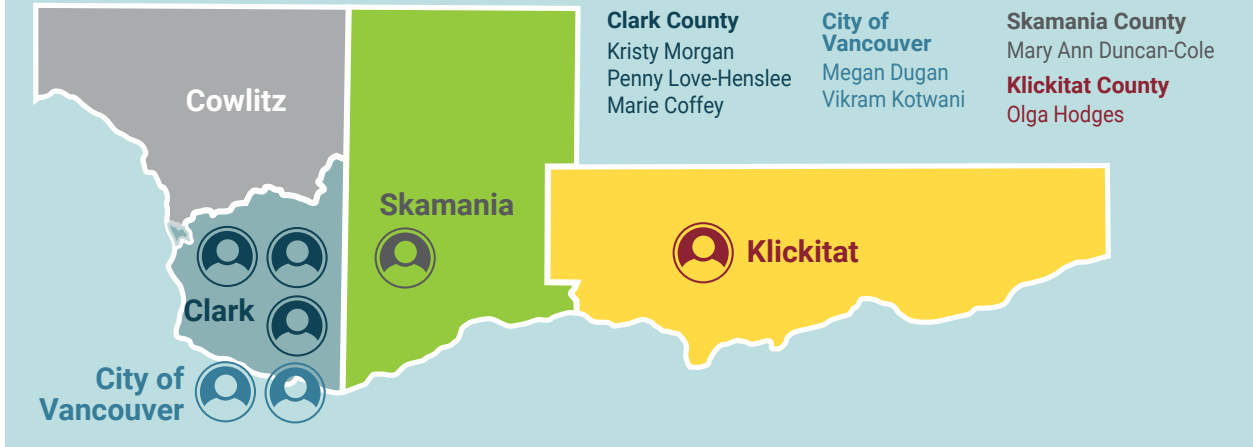
- 12 North Bonneville Community Library
David Wyatt, Branch Manager
- 13 Stevenson Community Library
David Wyatt, Branch Manager

KLICKITAT COUNTY

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

SEVEN TOTAL FVRLibraries BOARD MEMBERS

Each serving 7 year terms



GOVERNANCE

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

LEADERSHIP

Responsible for the overall strategic direction and leadership of the district, the executive director ensures that FVRL operates within its approved budget while providing relevant programs, services, and materials that meet the needs of the diverse communities FVRL serves. The executive director’s leadership team includes the deputy director of Operations and Strategic Initiatives as well as directors for Collections and Technology Services, Communications and Marketing, Facilities, Human Resources, and Outreach and Community Partnerships. The leadership team partners closely with the 12 community librarians who serve as the branch managers of FVRL’s libraries, the district’s finance manager, and the executive director of the Fort Vancouver Regional Library Foundation, Rick Smithrud.

EXECUTIVE DIRECTOR

Amelia Shelley

DEPUTY DIRECTOR

Mary Abler
Library Operations and Strategic Initiatives

DIVISION DIRECTORS

Lynne Caldwell
Collection and Technology Services Director

Dave Josephson
Facilities and Fleet Director

Justin Keeler
Outreach and Community Partnerships Director

Tak Kendrick
Communications and Marketing Director

Lee Strehlow
Human Resources Director

FINANCE

Attar Bhangal
Finance Manager



2022 saw the safe return of programs, activities, and smiling faces throughout the district.

Executive Summary

FVRL's objective for our 2023 budget is to support our vision that everyone in our communities is valued and empowered to succeed, by supporting our strategic goals and priorities, along with providing the traditional services our users depend upon to serve their needs. Our staff has developed a proposed budget rooted in our mission to strengthen our communities through knowledge, experience, and creativity and through our shared values of inclusion, collaboration, and access. We continue to work through our 2021-2024 Strategic Plan, which focuses on our four strategic priorities.

FVRL's 2023 proposed budget is based on all of our community library buildings being fully open to the public for a minimum of six days a week, along with a comprehensive offering of library programs, materials, and services. Our budget includes a return to full library staffing and the implementation of the results of a salary review, to ensure our compensation remains competitive to attract top talent. The budget also supports an increase for our digital collections, and funding to continue some of the expanded library services started during the pandemic, including virtual programming, remote services, and ongoing health and safety procedures.

FVRL will continue to ensure good stewardship of library resources while optimizing existing and new sources for funding. We are focused on building equity in our organization so our staff have the support and resources they need to embody the principles of collaboration and inclusion in their work. The proposed budget for 2023 is balanced at just under \$34 million, including revenues, expenditures, cash balance requirements, and reserves.

FVRL remains committed to providing vibrant, vital library services to all of our communities and users. That includes providing robust access to books and materials online, at curbside, and in our buildings. We look forward to a year of new possibilities with all the FVRL programs and services you have come to know, love, and trust.

Amelia Shelley
Executive Director

Kristy Morgan
Chair, Board of Trustees

2023 Revenue

BUDGET OBJECTIVES

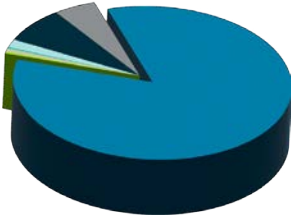
As always, the main objective for our budget is to provide robust library services and exceptional customer service for the citizens of southwest Washington. These objectives include making access to library resources a priority through adequate staffing and hours of service, pursuing capital projects that improve facilities, and evaluating opportunities for small-scale growth into new areas. We are also focused on the initiatives of our current strategic plan, ensuring equity in our practices, building effective community partnerships, creating meaningful connections with our communities, and improving our organizational culture through a focused effort in hiring, training, and retention practices.

REVENUE

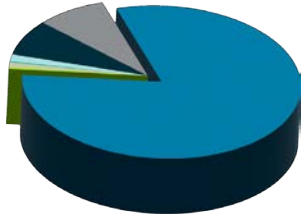
FVRL relies on property tax for the majority of its operating revenue. Revenue from property tax is allowed to grow by up to 1% annually under Washington state law. Since 2005, FVRL's revenue has grown by an average of three percent annually, thanks to the additional support that comes through tax revenues generated by new construction and state-assessed utilities.

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

2022 REVENUE TOTAL
\$31,535,500

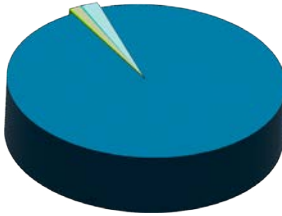


ALL 2023 REVENUE SOURCES
\$33,895,400

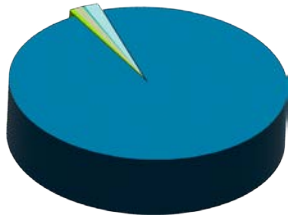


Revenue Source	2022 budget	2023 budget
Property taxes	\$26,595,500	\$27,495,000
Other taxes	\$120,000	\$120,000
Intergovernmental	\$291,500	\$370,500
Charges for services	\$56,000	\$51,000
Miscellaneous	\$510,000	\$441,000
Operational Revenue	\$27,573,000	\$28,477,500
Reserve Funds	\$2,400,000	\$2,617,900
Reimbursements	\$1,562,500	\$2,800,000
Total Revenue	\$31,535,500	\$33,895,400

2022 OPERATIONAL REVENUE
\$27,985,500



2023 OPERATIONAL REVENUE
\$28,602,500



- Property taxes
- Miscellaneous
- Other taxes
- Reserve Funds
- Intergovernmental
- Reimbursements
- Charges for services

General Fund and Reserves

LIBRARY LEVY RATE

Total taxable assessed value for FVRL’s service area increased 15% over 2022. However, because of the 1% cap, any growth in taxable assessed value causes FVRL’s levy rate to drop. Our levy rate was \$.50 per \$1,000 of property value in 2010, and has declined to \$.2794730502 in 2023. Even though the rate has gone down, FVRL’s revenue continues to increase due to rising property values. The 2023 levy rate amounts to approximately \$27.6 million in property tax revenue.

FVRL’s general fund represents all of the cash the District has on hand. The fund needs to be adequate to carry FVRL between receipt of tax revenues in April and October, and by policy, needs to retain at least 60 to 90 days of operational support as a rainy day fund. FVRL also holds assigned funds in reserve for capital projects and other expenses and liabilities. In 2022, the assigned portion of the general fund was just over \$12 million, set aside mostly for capital projects.

OPERATIONAL EXPENDITURES

FVRL budgets adequate funding to cover anticipated expenses for the coming year. These can include routine monthly costs as well as one-time expenses. Total personnel costs represent 55% of the total budget of \$33,902,500, which includes capital projects, or 65% of the Operational Budget of \$27,977,500.

2022 TOTAL EXPENDITURES
\$31,535,500

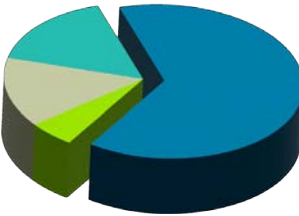


2023 TOTAL EXPENDITURES
\$33,902,500

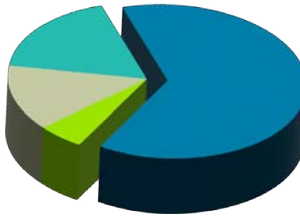


Expenditure Source	2022 budget	2023 budget
Personnel	\$17,565,000	\$17,802,855
Technology and Supplies	\$1,442,225	\$1,470,000
Library Materials	\$3,900,000	\$3,800,000
Operations	\$4,371,170	\$4,924,645
Expenditures Subtotal	\$27,278,395	\$27,997,500
Capital Projects	\$3,143,117	\$3,905,000
Reserved Projects	\$1,113,988	\$2,000,000
Total Expenditures	\$31,535,500	\$33,902,500

2022 OPERATIONAL EXPENDITURES
\$27,298,395



2023 OPERATIONAL EXPENDITURES
\$27,997,500



- Personnel
- Operations
- Technology & Supplies
- Capital Projects
- Library Materials
- Reserved Project

2023 Expenditures

PERSONNEL

The 2023 budget for wages is \$12,750,000, a 6.25% increase from 2022. There are a number of factors that went into determining this increase. In 2022, we added extra capacity to wages to absorb the anticipated impact of the implementation of the 2021 salary review. An additional factor in wage growth has been the Washington minimum wage increase to \$15.74 on January 1, 2023. Bargaining efforts with both of our unions led to new market-based wages for all employees, with public library assistants starting at \$15.83 plus benefits, for those working over 24 hours a week.

The 2023 budget currently includes an anniversary step increase of 2.5% for all WPEA employees per our Collective Bargaining Agreement (CBA), if they are not in a performance improvement plan. AFSCME-represented employees will receive a 2.5% increase in wages on July 1, 2023 per the current CBA, as will our nonrepresented employees. We do this to keep the similar classifications of positions commensurate with each other. AFSCME and nonrepresented staff are also eligible for growth and development increases on anniversary milestones.

The two largest areas of benefit costs to FVRL are health insurance and retirement. Medical and dental insurance coverage and long-term disability are all relatively flat in 2023, thanks to some extra capacity in the 2022 budget. Our employees participate in the Washington Public Employees Retirement System and FVRL's share of the contribution in 2023 is 10.39% of eligible wages.

FVRL also pays the employers' share of the cost for Workman's Compensation and Paid Family Medical Leave (WAPFML), both programs administered by the state. WAPFML rates increased to 8% of wages on January 1, 2023, a cost which both the employer and employee share in terms of contributions. Our Labor and Industries (LNI) Workman's Compensation rates vary annually based on our claims history and position risk classes.

EQUIPMENT, TECHNOLOGY, AND SUPPLIES

We will continue to focus on our cybersecurity efforts and will be adding dedicated Help Desk staff to the IT team, which should improve our response to support tickets, and allow staff to concentrate on larger District IT projects. We will also be updating our self-check software after reviewing the current market for available options.

Supplies include fuel for vehicles, which spiked in 2022. Our Facilities team has been working on reducing the number of trips and increasing other efficiencies to save money and reduce our carbon footprint in this area. Additionally, this category includes software for public-facing services such as OverDrive, Kanopy, and Libby as well as internal functions such as accounting, web management, maintenance, and data analysis. We have also reduced our computer replacement cycle to keep our technology more up to date for staff and patrons.



Breaking ground in the summer of 2023, the new Woodland Community Library will be a welcoming and accessible destination for generations to come.

LIBRARY BOOKS AND MATERIALS

This category includes all of the print and other materials purchased for physical circulation in our libraries. Multiple copies of new and popular items are acquired and shared throughout our service area through a floating collection. It also includes eBooks and eAudio, as well as online databases for music, magazines, and movies.

PROFESSIONAL SERVICES, OVERHEAD, AND MAINTENANCE

This portion of the budget reflects the main operational costs of the District. FVRL anticipates an increase in professional services in 2023 due to a number of factors, including custodial contracts, communications, repairs and maintenance, utilities, insurance, and consultant fees for the Operations Center and Woodland capital projects. The Woodland costs will be partially offset by reimbursements from the Foundation.

LIBRARY CAPITAL PROJECTS

Capital projects make up 15% of our total 2023 budget. The new Woodland Community Library building will break ground in early summer of this year. The current project cost is estimated at just under \$7 million, with about 17% of the cost being attributed to the site, due to the need to mitigate the impact of poor soils. Also in 2023, FVRL will complete the remodel of 2018 Grand Boulevard. FVRL purchased the building in 2021 to serve as the new Operations Center. The current schedule for construction gets us into the building in mid-July.

We are planning a number of other capital projects in our libraries next year throughout the District, including sealcoating and striping the parking lot in La Center, replacing the front doors at Three Creeks, Stevenson, and Vancouver Mall libraries, and remodeling the first floor of our downtown Vancouver Community Library to include a makerspace and additional comfortable seating. Smaller projects are happening at every location and range from adding sound-absorbing panels at Ridgefield, Cascade Park, and White Salmon Valley libraries to installing security cameras at Battle Ground to tree-trimming at Goldendale. We will continue to fundraise for the Washougal Community Library project, and study the opportunities for a branch library in Brush Prairie.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Statement of Revenue - Budget - Fiscal Year 2023

APPROVED 12/19/2022

REVENUE		2022 Approved	2023 Approved Budget	Dollar Difference	Percent Change
Bars	Description				
311.10	Property Taxes - Clark	\$24,250,000	\$25,300,000	\$1,050,000	4.33%
311.10	Property Taxes - Cowlitz	\$325,000	\$315,000	-\$10,000	-3.08%
311.10	Property Taxes - Klickitat	\$1,345,500	\$1,315,000	-\$30,500	-2.27%
311.10	Property Taxes - Skamania	\$675,000	\$690,000	\$15,000	2.22%
	Property Taxes	26,595,500	\$27,620,000	\$1,024,500	3.85%
311.11	Other General Tax	0	25,000	\$25,000	0%
318.20	Leasehold Excise Tax	120,000	95,000	-\$25,000	-20.83%
	Other Taxes	120,000	120,000	\$0	0.00%
	State grants	0	25,000	25,000	0%
332.00	Federal in-lieu of Taxes	5,000	15,000	\$10,000	200.00%
335.05	State Forest Boards	225,000	150,000	-\$75,000	-33.33%
338.72	INET City of Vancouver (PEG)	61,000	0	-\$61,000	-100.00%
338.72	Yale Valley Library District	162,500	180,000	\$17,500	10.77%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	454,000	370,500	-\$108,500	-23.90%
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	6,000	6,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	25,000	25,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	0	-\$5,000	-100.00%
	Charges for Services	56,000	51,000	-\$5,000	-8.93%
361.11	Investment Interest	120,000	200,000	\$80,000	66.67%
362.00	Rental Income	2,500	1,000	-\$1,500	-60.00%
367.10	Gifts/Contributions	15,000	15,000	\$0	0.00%
369.90	Miscellaneous	2,500	2,500	\$0	0.00%
369.90	Grants	150,000	50,000	-\$100,000	-66.67%
369.40	Insurance	250,000	2,500	-\$247,500	-99.00%
369.90	Other Miscellaneous - E-Rate	200,000	150,000	-\$50,000	-25.00%
395.00	Sale of Assets	20,000	20,000	\$0	0.00%
	Miscellaneous	760,000	441,000	-\$319,000	-41.97%
	Subtotal-Operating Revenues	27,985,500	\$28,602,500	592,000	2.12%
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	2,400,000	2,500,000	\$100,000	4.17%
	Transfer from Reserves	2,400,000	2,500,000	\$100,000	4.17%
369.90	Library Friends Groups	150,000	300,000	\$150,000	100.00%
369.90	Fort Vancouver Regional Library Foundation	1,000,000	2,500,000	\$1,500,000	150.00%
	Reimbursements	1,150,000	2,800,000	\$1,650,000	143.48%
	Grand Total Revenue	31,535,500	\$33,902,500	\$2,342,000	7.43%

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Statement of Expenditure - Budget - Fiscal Year 2023

APPROVED 12/19/2022

LIBRARY OPERATING BUDGET

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



Equity
We prioritize equity in all aspects of our work.



Partnerships
We build relationships with and between organizations in our communities.



Connections
We offer inclusive and welcoming buildings, experiences, and resources.



Organizational Culture
We value and respect each other's skills, creativity, and resourcefulness.

2021-2024 Strategic Plan Progress

FVRL is entering the third year of work on our strategic plan, with an eye toward completing its current initiatives and determining next steps for the District's future. Key to this will be understanding and evaluating our communities' needs, which have been impacted by the pandemic. We are very proud of what we have accomplished, despite the challenges in each area of focus, and wish to share an overview of those successes.

EQUITY: We prioritize equity in all aspects of our work.

- ▶ Provided sets of diversity materials to each library to create displays for specific annual celebrations including Black History, Asian American and Pacific Islander Heritage LGBTQ Pride, Disability Pride, Hispanic Heritage, and Native American Heritage months.
- ▶ In conjunction with these diversity displays, FVRL staff assembled book lists of titles for various reading levels, genres, and formats that are posted on our website year-round.
- ▶ Developed a new curriculum for storytimes, with a special emphasis on inclusive programming and Anti-Bias Education principles in order to help ensure more of our families are able to see themselves reflected in our early literacy programming.

CONNECTIONS: We offer inclusive and welcoming buildings, experiences, and resources.

- ▶ Summer @ Your Library partnered with 20 different agencies at 29 individual locations, reaching over 8,000 children.
- ▶ Launched our new monthly News & Events booklets to promote area-specific and district-wide program information and resources.
- ▶ Added Anytime Storytimes in the spring of 2022. To date, these virtual storytimes have been viewed over 2,400 times.
- ▶ In 2022, FVRLibraries hosted 73 in-person programs, 11 performances, 119 virtual programs, and 16 on-demand programs for children and families.
- ▶ Updated our promotional photos to reflect our communities instead of using stock footage or years-old imagery.



A new mural from local artist Sarah Lynne Hunter will be unveiled at Cascade Park Community Library in the summer of 2023.

PARTNERSHIPS: We build relationships with and between organizations in our communities.

- ▶ In addition to our longstanding partnerships, we have been steadily increasing our efforts to develop more meaningful partnerships with agencies and groups that support non-dominant communities, including the Southwest Washington chapter of Parents and Friends of Lesbians and Gays (PFLAG), the Columbia River Institute for Indigenous Development, Washington Gorge Action Programs (WAGAP), Early Childhood Education Assistance Programs (ECEAP), and Head Start programs around the district.
- ▶ Local artist Sarah Lynne Hunter has been commissioned to paint a six-panel, movable mural for the long wall at Cascade Park Community Library. Her proposal, “Growing a Reader,” was selected from 15 responses to a competitive Call for Artists. The mural series is planned to be unveiled in the summer of 2023.
- ▶ In December 2022, we began a partnership with Columbia River Mental Health Services to help connect the most vulnerable in our community to specific social services through the CRMHS’ Community Navigators program. Trained Navigators provide hands-on assistance to help community members access crucial services, programs, and resources for needs like childcare, food, housing, and healthcare.

ORGANIZATIONAL CULTURE:

We value and respect each other’s skills, creativity, and resourcefulness.

- ▶ Implemented pay increases to get nearly all positions to a minimum of 100% of the market.
- ▶ Developed and conducted mandatory Equity Foundational Training for all staff, with a quarterly offering for new employees.
- ▶ Provided training for employees on the use of our new Equity Lens and Toolkit.
- ▶ Replaced our automated handling machines at three locations: Cascade Park, Three Creeks, and Vancouver.
- ▶ Added a new communications project management system for internal use so staff can submit promotional requests, signage, online calendar edits, and suggestions for our website in one place.

2022 | Year in Numbers

ACCOUNTS



234,044
Library
Card Holders



22,191
New Accounts



64,422
Student Accounts



708
Educator Accounts

CHECKOUTS



1,692,669
Items Checked Out



8,838
Book
by Mail



207
State Park
Passes

2,172
ILL Loans

3,512
ILL Borrows



DIGITAL



72,749
Kanopy Plays

47,680
Hoopla Circulations



672,556
eBook Checkouts

658,925
eAudio Checkouts

TOP DATABASE RESOURCES USAGE



59,000+
Value Line
3x 2021 usage



375,482
PressReader
2.5x 2021 usage



157,298
World Book
4.5x 2021 usage



624,040
Physical Items



686
Volunteers
19,159
Contributed Hours



993,378
Website Visits



101,664
Computer Sessions



8,161
Program Participants

Fort Vancouver Regional Library District
Staff Report 2023-07
Lost/Damaged Items Recovery and Billing Recommendations

TO: Finance Committee

FROM: Lynne Caldwell, Collections and Technology Director

DATE: 03/18/2023

SUBJECT: Recommendations for billing practices, fine thresholds and related fees

SUMMARY: FVRL has used a service in the past called Unique Library Services for their “Gentle Nudge Recovery” program to assist with recovering lost items and resolving delinquent accounts. Staff are requesting consideration for eliminating the service fee to patrons and increasing the threshold at which accounts are sent to Unique to reduce expense.

PAST PRACTICES AND RECOMMENDATIONS:

1. Continue referring past due accounts to Unique Library Services, and consider the ~\$10 referral fee as a cost of doing business. The company provides additional letters and phone calls to patrons regarding their overdue items, and they provide updated address information.
 - a. We have not referred any accounts to Unique since March 2020 due to the uncertainty of the pandemic. We recommend that we reestablish our relationship with Unique at this time.
 - i. Our data shows that pre-pandemic accounts owing \$40 or more that were NOT sent to Unique had a 75% return rate.
 - ii. Those who were sent to Unique 2017-2019 showed a 91% return rate.
 - b. The service costs ~\$10/account. Currently this is passed on to the library patron, but we recommend that the library considers this as a “cost of doing business” going forward.
 - i. Our current practice is to pass on the \$10 and not allow patrons to use their card until that \$10 is paid, even if that is all that they owe
 - ii. Under other circumstances patrons who owe under \$25 are allowed to continue using their card. For this reason the continued block of users who only owe the Unique fee appears punitive. There are currently 1,907 users who only owe the \$10 referral fee.
 - iii. If we had staff making phone calls and following up on addresses it would cost more than \$10 per account based on the time it would take and the wages we pay. It would also take them away from other patron services.
 - c. Currently we refer accounts to Unique when the account owes **\$40** or more and the items are 8 weeks overdue. We now recommend that we refer accounts owing **\$60** or more.
 - i. Our goal is that if someone is referred for escalated recovery that they have enough overdue items to make it seem appropriate. For example, the average

hardback book is ~\$30. The average kids book is ~ \$15-20. It seems excessive to me to send someone for escalated recovery if they only have 1.5-2 books overdue.

- ii. At \$60 there is a cutoff point where ~75% of the accounts owing money are below that \$60 spot. So MOST accounts owing money would not go to Unique.
- d. Remove the \$10 referral fee from existing accounts.
 - i. We would be removing \$59,029 in fees that are often never paid
 - ii. As stated above, this would immediately allow 1,907 accounts to be in good standing.
 - iii. The remaining ~4,000 accounts in this status would return to good standing once the overdue materials are returned.

ACTION REQUESTED: Staff recommends Board approval of the following changes -

1. Return to using Unique Library Service for recovery of library materials and clearing of delinquent accounts
2. Increasing the threshold for accounts being sent to Unique to \$60
3. Eliminating the \$10 Unique service fee
4. Remove the \$10 fee from existing accounts, which totals \$59,029

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
RESOLUTION NUMBER 2023-09
Abolishing the Material Recovery Fee

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’s Library Privileges Policy states that *individuals will be charged for lost and damaged materials*, and that *Borrowers are responsible for everything checked out on their cards, even if those items are lost or stolen*; and

WHEREAS, FVRL has historically used a referral service to assist the District with retrieving lost items when items become long overdue, and passed along the cost of that service to the patron through a Material Recovery Fee of \$10; and

WHEREAS, FVRL makes every effort to ensure its policies are fair and equitable for all users and understands that excessive fees on accounts can be an impediment to use that disproportionately impacts low income users; and,

WHEREAS, individuals owing FVRL fees for lost or damaged items are blocked from using their library accounts until the items are returned or the fees are paid.

Now therefore, BE IT RESOLVED by the Board of Trustees of the Fort Vancouver Regional Library District abolishes the \$10 Material Recovery Fee on all current accounts, and for any accounts referred to a recovery service in the future.

Adopted this 18th day of March, 2023.

Kristy Morgan, Chair

Megan Dugan, Vice Chair

**FORT VANCOUVER REGIONAL LIBRARY
RESOLUTION: 2023-10
AUTHORITY TO SURPLUS EQUIPMENT**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES DECLARING FORT VANCOUVER LIBRARY DISTRICT
EQUIPMENT AS SURPLUS AND AUTHORIZING ITEMS TO BE DISCARDED**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held virtually on Saturday, March 18, 2023 at the Three Creeks Community Library and attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees has authorized the purchase of item(s) through budget approval; and

WHEREAS, FVRL effectively utilizes its equipment to maximize service, which may result in upgrading equipment; and

WHEREAS, FVRL has determined that these computers and peripherals on the attached list are outdated and unreliable and therefore should be declared surplus;

WHEREAS, in order to dispose of the no longer used items, the FVRL Board of Trustees must declare the item as surplus;

NOW THEREFORE BE IT RESOLVED: that Fort Vancouver Regional Library District Resolution 2023-10, approving the surplus of the equipment listed be adopted.

Approved: _____
Chair, Kristy Morgan

Attested: _____
Vice Chair, Megan Dugan

Date: _____

Found	FVRL #	Serial	Model	Notes		
	20636	D3VG136662	Epson TM-T88 III receipt printer			
	20347	CNBGH26717	HP LaserJet 2300dn			
	VLCFA0726	69RXGQ1	Dell Optiplex 990			
	24261	D61JKS1	Dell Optiplex 990			
	25254	5RNLK02	Dell Optiplex 3010			
	VLCFA0723	None	Dell U2410f Monitor			
	24356	CN-0VXV49-72872-223-ANCL	Dell E2311Hf Monitor			
	25439	CN-0KW14V-74261-43K-2CKB	Dell P2214Hb Monitor			
	28165	6GXZQD2	Dell Optiplex 7440 AIO			
	28125	6SRVQD2	Dell Optiplex 7440 AIO			
	28171	6SNORD2	Dell Optiplex 7440 AIO			
	28117	6GTZQD2	Dell Optiplex 7440 AIO			
	28170	6SRVQD2	Dell Optiplex 7440 AIO			
	28160	6T31RD2	Dell Optiplex 7440 AIO			
	28162	6T2XQD2	Dell Optiplex 7440 AIO			
	28108	6H0WQD2	Dell Optiplex 7440 AIO			
	28031	6GTXQD2	Dell Optiplex 7440 AIO			
	28137	6GVZQD2	Dell Optiplex 7440 AIO			
	28138	6H10RD2	Dell Optiplex 7440 AIO			
	44602	8XWMCH2	Dell Optiplex 7440 AIO			
	28115	6GTORD2	Dell Optiplex 7440 AIO			
	28157	6H0ZQD2	Dell Optiplex 7440 AIO			
	28109	6GZWQD2	Dell Optiplex 7440 AIO			
	28129	6GXXQD2	Dell Optiplex 7440 AIO			
	28113	6H00RD2	Dell Optiplex 7440 AIO			
	28041	6SQXQD2	Dell Optiplex 7440 AIO			
	28154	6SR1RD2	Dell Optiplex 7440 AIO			
	28021	6GTVQD2	Dell Optiplex 7440 AIO			
	28183	8XWKCH2	Dell Optiplex 7440 AIO			
	28178	6T1YQD2	Dell Optiplex 7440 AIO			
	28029	6H01RD2	Dell Optiplex 7440 AIO			
	No tag	8XWNCH2	Dell Optiplex 7440 AIO			
	28064	6SZYQD2	Dell Optiplex 7440 AIO			
	28033	6H0YQD2	Dell Optiplex 7440 AIO			
	28048	6GWZQD2	Dell Optiplex 7440 AIO			
	28055	6SVWQD2	Dell Optiplex 7440 AIO			
	28018	6SQZQD2	Dell Optiplex 7440 AIO			
	28022	6GVXQD2	Dell Optiplex 7440 AIO			
	28038	6SWYQD2	Dell Optiplex 7440 AIO			
	28083	6T40RD2	Dell Optiplex 7440 AIO			
	28067	6SXXQD2	Dell Optiplex 7440 AIO			
	28047	6GZ0RD2	Dell Optiplex 7440 AIO			
	28110	6GVYQD2	Dell Optiplex 7440 AIO			
	28087	6SPWQD2	Dell Optiplex 7440 AIO			
	28020	6SSXQD2	Dell Optiplex 7440 AIO			
	28095	6GYVQD2	Dell Optiplex 7440 AIO			
	28059	6SXVQD2	Dell Optiplex 7440 AIO			
	28061	6SVZQD2	Dell Optiplex 7440 AIO			
	28037	6SZVQD2	Dell Optiplex 7440 AIO			
	28057	6SYVQD2	Dell Optiplex 7440 AIO			
	28054	6SWWQD2	Dell Optiplex 7440 AIO			
	28035	6GTWQD2	Dell Optiplex 7440 AIO			
	28060	6SXZQD2	Dell Optiplex 7440 AIO			
	28019	6GYZQD2	Dell Optiplex 7440 AIO			
	28086	6STVQD2	Dell Optiplex 7440 AIO			
	28106	6GVVQD2	Dell Optiplex 7440 AIO			
	28075	6SXWQD2	Dell Optiplex 7440 AIO			
	28037	6SZVQD2	Dell Optiplex 7440 AIO			
	28045	6GT1RD2	Dell Optiplex 7440 AIO			
	28140	6SRWQD2	Dell Optiplex 7440 AIO			
	28056	6SXORD2	Dell Optiplex 7440 AIO			
	28088	6SN1RD2	Dell Optiplex 7440 AIO			
	28094	6SSORD2	Dell Optiplex 7440 AIO			
	28058	6SVWQD2	Dell Optiplex 7440 AIO			
	28068	6SZWQD2	Dell Optiplex 7440 AIO			
	28066	6SYZQD2	Dell Optiplex 7440 AIO			
	28081	6SPORD2	Dell Optiplex 7440 AIO			
	28024	6SMVQD2	Dell Optiplex 7440 AIO			
	28065	6SVXQD2	Dell Optiplex 7440 AIO			
	28091	6SP1RD2	Dell Optiplex 7440 AIO			
	28077	6SW0RD2	Dell Optiplex 7440 AIO			
	28027	6GXWQD2	Dell Optiplex 7440 AIO			

Found	FVRL #	Serial	Model	Notes
	28185	6XWLCH2	Dell Optiplex 7440 AIO	
	28121	6GW0RD2	Dell Optiplex 7440 AIO	
	28044	6GTVQD2	Dell Optiplex 7440 AIO	
	28090	6GYYQD2	Dell Optiplex 7440 AIO	
	28161	6T3YQD2	Dell Optiplex 7440 AIO	
	28053	6SY0RD2	Dell Optiplex 7440 AIO	
	28085	6SZORD2	Dell Optiplex 7440 AIO	
	28043	6SS1RD2	Dell Optiplex 7440 AIO	
	28023	6SMWQD2	Dell Optiplex 7440 AIO	
	28107	6GXYQD2	Dell Optiplex 7440 AIO	
	28092	6STZQD2	Dell Optiplex 7440 AIO	
	38039	6SSWQD2	Dell Optiplex 7440 AIO	
	28028	6SPZQD2	Dell Optiplex 7440 AIO	
	28134	6SPYQD2	Dell Optiplex 7440 AIO	
	28084	6SWXQD2	Dell Optiplex 7440 AIO	
	28149	6T3ZQD2	Dell Optiplex 7440 AIO	
	28082	6SVVQD2	Dell Optiplex 7440 AIO	
	13682	30 03 43 0761	Metrologic MS6720 Barcode Scanner	
	21159	30 06 07 0660	Metrologic MS6720 Barcode Scanner	
	21800	30 06 40 0325	Metrologic MS6720 Barcode Scanner	
	21348	30 05 29 0175	Metrologic MS6720 Barcode Scanner	
	26306	5QPQK02	Dell Optiplex 3010	
	26304	5QPPK02	Dell Optiplex 3010	
	25116	83QR8Z1	Dell Optiplex 3010	
	No Tag	5QQPK02	Dell Optiplex 3010	
	26503	60X5R52	Dell Optiplex 3020	
	VLCFA0958	CN-07XVV9-74261-58B-04VU	Dell S2240Tb Touchscreen Monitor	
	VLCFA0960	CN-07XVV9-74261-58B-04YU	Dell S2240Tb Touchscreen Monitor	
	No Tag	CN-OVYTW5-72872-420-AMRL	Dell E2314Hf Monitor	
	VLCFA0669	3RB7GQ1	Dell Optiplex 990	
	26262	2G97P22	Dell Optiplex 7010	
	26277	2GJ7P22	Dell Optiplex 7010	
	26278	2GH7P22	Dell Optiplex 7010	
	26279	2GM8P22	Dell Optiplex 7010	
	26687	2YZLT52	Dell Optiplex 9020	
	26643	2Z5KT52	Dell Optiplex 9020	
	26696	2YYFT52	Dell Optiplex 9020	
	26724	2Z8FT52	Dell Optiplex 9020	
	26691	2YYKT52	Dell Optiplex 9020	
	26676	2YXHT52	Dell Optiplex 9020	
	26665	2YZFT52	Dell Optiplex 9020	
	26666	2Z2JT52	Dell Optiplex 9020	
	26688	2Z4GT52	Dell Optiplex 9020	
	26692	2Z9KT52	Dell Optiplex 9020	
	26690	2Z6JT52	Dell Optiplex 9020	
	26685	2Z6FT52	Dell Optiplex 9020	
	26668	2Z1JT52	Dell Optiplex 9020	
	No Tag	DDNT9P1	Dell Optiplex 380	
	28175	6T1WQD2	Dell Optiplex 7440 AIO	
	28118	6T0XQD2	Dell Optiplex 7440 AIO	
	28119	6T10RD2	Dell Optiplex 7440 AIO	
	26647	2YWLT52	Dell Optiplex 9020	
	24355	CN-OVXV49-72872-223-DA6L	Dell E2311Hf Monitor	
	VLCFA0742	None	Dell U2410f Monitor	
	28093	6SPXQD2	Dell Optiplex 7440 AIO	
	24704	JZ86WX1	Dell PowerEdge R720	
	25001	8HHDBZ1	Dell PowerEdge R720	
	25007	FK01T52	Dell PowerEdge R530	
	24705	H3ZJSW1	Dell PowerEdge T620	
	VLCFA0415	6KGMPQ1	Dell PowerEdge R510	
	28132	6STYQD2	Dell Optiplex 7440 AIO	
	28063	6XSYQD2	Dell Optiplex 7440 AIO	
	28042	6GXVQD2	Dell Optiplex 7440 AIO	
	21414	D6GG310203	Epson TM-T88 III receipt printer	
	21392	D6GG311726	Epson TM-T88 III receipt printer	
	22695	AQ22H9Q413177D	Samsung 2253BW color monitor	Was part of Humanware device, the rest of which is discard
	21917	93085-2049401	Dymo LabelWriter Twin Turbo	
	25005	FKBBT52	Dell PowerEdge R430	
	None	PHBLKBT3R9	HP LaserJet Pro M4261fdw fax machine	
	21418	D6GG310229	Epson TM-T88 III receipt printer	
	24328	CN-OVXV49-72872-223-CL9L	Dell E2311Hf Monitor	
	VLCFA0722	None	Dell U2410f Monitor	

Found	FVRL #	Serial	Model	Notes		
	23245	CZ-0R630J-73608-96P-0WAS	Dell 1909 Monitor			
	26917	CN-ORNMH6-74445-0C7-BCVS	Dell P190St Monitor			
	24323	CN-0VXV49-72872-222-AULL	Dell E2311Hf Monitor			
	23616	CN-0N0WV7-74261-064-17UL	Dell U2311Hf Monitor			
	21175	Z-21-06027	ADC BTL80-12 Barcode Scanner			
	10821	U-12-04477	ADC BTL80-12 Barcode Scanner			
	21157	30 06 07 0661	Metrologic MS6720 Barcode Scanner			
	11292	T-50-16040	ADC BTL80-12 Barcode Scanner			
	VLCFA0240	1740147	OBID i-scan HF RFID controller			
	28032	6GV0RD2	Dell Optiplex 7440 AIO			
	26301	CND8F8Q7TS	HP LaserJet Pro 300 color MFP			
	26689	2YWGT52	Dell Optiplex 9020			
	26650	2Z2HT52	Dell Optiplex 9020			
	26714	2Z8LT52	Dell Optiplex 9020			
	26723	2Z9LT52	Dell Optiplex 9020			
	26646	2YZKT52	Dell Optiplex 9020			
	26686	2Z4HT52	Dell Optiplex 9020			
	26669	2YVKT52	Dell Optiplex 9020			
	26653	2Z6GT52	Dell Optiplex 9020			
	26729	2Z5LT52	Dell Optiplex 9020			
	26684	2Z1KT52	Dell Optiplex 9020			
	26671	2YTLT52	Dell Optiplex 9020			
	26720	2Z2KT52	Dell Optiplex 9020			
	26725	2YYLT52	Dell Optiplex 9020			
	26730	2Z7KT52	Dell Optiplex 9020			
	26731	2Z7LT52	Dell Optiplex 9020			
	26726	2YVHT52	Dell Optiplex 9020			
	26727	2Z0JT52	Dell Optiplex 9020			
	26667	2Z0MT52	Dell Optiplex 9020			
	26670	2Z1MT52	Dell Optiplex 9020			
	44758	5QQRK02	Dell Optiplex 3010			
	23831	7Y5WMM1	Dell Optiplex 980			
	26261	2GG8P22	Dell Optiplex 7010			
	26299	2GH8P22	Dell Optiplex 7010			
	26294	2GL8P22	Dell Optiplex 7010			
	26292	2GK7P22	Dell Optiplex 7010			
	26305	5QRRK02	Dell Optiplex 3010			
	26264	2G99P22	Dell Optiplex 7010			
	23962	D5JHK51	Dell Optiplex 990			
	26404	CN-OKW14V-74261-481-0LNB	Dell P2214Hb Monitor			
	24644	CN-0VXV49-72872-252-3LVL	Dell P2311Hf Monitor			
	VLCFA0717	CN-0VXV49-72872-24P-3UFL	Dell P2311Hf Monitor			
	23736	CN-0VYTW5-72872-47I-AMMS	Dell E2314 Hf Monitor			
	25375	CN-OKW14V-74261-42Q-4L9B	Dell P2214Hb Monitor			
	26411	CN-OKW14V-74261-481-04UB	Dell P2214Hb Monitor			
	VLCFA0485	CN-0XPG0H-74445-4AN-A9CU	Dell E2414 Ht Monitor			
	VLCFA0535	CN-0KPY95-72872-131-039L	Dell P2311Hf Monitor			
	25434	CN-OKW14V-74261-42Q-4MEB	Dell P2214Hb Monitor			
	25357	CN-OKW14V-74261-42Q-3VUB	Dell P2214Hb Monitor			
	VLCFA0238	C5LMQS051165	Asus Monitor			
	21227	CN-OCC280-71618-641-AT4Z	Dell 1707 Fpt Monitor			
		CN-0FP816-46633-74R-0CPU	Dell 1708 Fpb Monitor			
	25388	CN-OKW14V-74261-43J-67AB	Dell P2214Hb Monitor			
	26402	CN-OKW14V-74261-481-0M1B	Dell P2214Hb Monitor			
	25415	CN-OKW14V-74261-43K-2CHB	Dell P2214Hb Monitor			
	26608	CN-OKW14V-74261-563-2M0B	Dell P2214Hb Monitor			
	26631	CN-OKW14V-74261-563-0P6B	Dell P2214Hb Monitor			
	26634	CN-OKW14V-74261-563-1U6B	Dell P2214Hb Monitor			
	26266	2GJ9P22	Dell Optiplex 7010			
	25248	5R6QK02	Dell Optiplex 3010			
	26273	2GM7P22	Dell Optiplex 7010			
	VLCFA0646	3R96GQ1	Dell Optiplex 990			
	24271	D5SDK51	Dell Optiplex 990			
	26307	5QPLK02	Dell Optiplex 3010			
	25304	5PJRK02	Dell Optiplex 3010			
	25298	5RCPK02	Dell Optiplex 3010			
	26290	2GL9P22	Dell Optiplex 7010			
	25387	CN-OKW14V-74261-42Q-44LB	Dell P2214Hb Monitor			
	23512		Dell P2210Hc Monitor			

Found	FVRL #	Serial	Model	Notes		
	26344	CN-0VYTW5-72872-420-ANHL	Dell P2314Hf Monitor			
	25401	CN-0KW14V-74261-43J-6CJB	Dell P2214Hb Monitor			
	26407	CN-0KW14V-74261-47N-47FB	Dell P2214Hb Monitor			
	26618	CN-0KW14V-74261-563-3DVB	Dell P2214Hb Monitor			
	26296	2GC9P22	Dell Optiplex 7010			
	26267	2GCBP22	Dell Optiplex 7010			
	VLCFA0727	69R3HQ1	Dell Optiplex 990			
	26263	2GB9P22	Dell Optiplex 7010			
	26275	2GN7P22	Dell Optiplex 7010			
	25299	5PVRK02	Dell Optiplex 3010			
	25296	5PKPK02	Dell Optiplex 3010			
	25096	83QT8Z1	Dell Optiplex 3010			
	28184	8XWPC2	Dell Optiplex 7440 AIO			
	28144	6SNWQD2	Dell Optiplex 7440 AIO			
	28172	6T3XQD2	Dell Optiplex 7440 AIO			
	26559	CN-0KW14V-74261-563-1W2B	Dell P2214Hb Monitor			
	25424	CN-0KW14V-74261-42Q-4M2B	Dell P2214Hb Monitor			
	26630	CN-0KW14V-74261-563-0NRB	Dell P2214Hb Monitor			
	26380	CN-0KW14V-74261-481-0LHB	Dell P2214Hb Monitor			
	25378	CN-0KW14V-74261-43K-2CJB	Dell P2214Hb Monitor			
	26638	CN-0KW14V-74261-563-1U7B	Dell P2214Hb Monitor			
	26265	2GG9P22	Dell Optiplex 7010			
	25275	5QVPK02	Dell Optiplex 3010			
	25273	5PMRK02	Dell Optiplex 3010			
	26484	CNDCH1D0GD	HP LaserJet 600 M601			



Foundation Update



Help support FVRL Foundation during Library Giving Day! Library Giving Day is a fundraising event designed to encourage people who depend on and enjoy public libraries to show their support. By giving to FVRL Foundation, your donation will go toward the incredible programs, services, and materials provided by FVRLibraries. And you don't have to wait to give for Library Giving Day: visit www.fvrlfoundation.org to make a gift today.

Great News!

- The Foundation was the beneficiary of seven donated local public service announcements (valued at \$51,256) in *The Columbian* between November and January.
- The Foundation's partnership with ThriftBooks generated \$5,392.70 in revenue in February from the online sale of used books.
- The Friends of Woodland Community Library deposited \$5,000 into their investment account.
- Columbia Credit Union has confirmed that it will be the Presenting Sponsor of the 2023 Authors & Illustrators Dinner & Silent Auction.

Upcoming Events

Friday–Sunday, March 17–19

White Salmon Friends Book Sale

White Salmon Community Library,
10:00am–6:00pm Friday and
Saturday: \$3 bag sale 11:00am–
2:00pm Sunday

Saturday, March 18

FVRL Trustee Meeting

Hybrid: Three Creeks Community
Library and Zoom
4:00pm–6:00pm

Thursday, March 23

FVRL Foundation Board Meeting

Location TBC
3:00pm–4:00pm

Saturday, March 25

Washougal Friends Book Sale

Washougal Community Center,
1681 C St (next to the library)
9:00am–5:00pm

Thursday, March 30

Beaches Cash Back Day

1919 SE Columbia River Dr
11:00am–9:00pm

Monday, April 17

FVRL Trustee Meeting

Hybrid: Washougal Community
Center (next to the library) and Zoom
6:00pm–8:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 41 Cornerstones,
1 Stepping Stone,
and 4 Keystones.

Woodland has 34 Cornerstones,
5 Stepping Stones, 8 Keystones, and
6 Capstones.

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

How Board Members Can Help

–Spread the word about the Fred
Meyer Rewards program:
fredmeyer.com/ii/community/community-rewards

Beaches Cashback Fundraiser to Benefit FVRL Foundation

Great food for a great cause! Beaches Restaurant is hosting a
Cashback Day to benefit FVRL Foundation on
Thursday, March 30 from 11:00 a.m. to 9:00 p.m.
Tell your server you're dining to support FVRL Foundation and
50% of your check will be donated back to us.
Dine-in only; happy hour is eligible, too.



Love Your Library is Back!

The poster features the text "Love YOUR LIBRARY" in a large, stylized font. The word "Love" is in black script, and "YOUR LIBRARY" is in red block letters. Above "YOUR LIBRARY" is a red heart shape. Below the text is a red banner that says "SAVE THE DATE!". To the left is a red ticket icon with "TICKET" written on it. Below the ticket is a blue starburst graphic that says "Early Bird price \$50 until March 31, 2023 (tickets are \$60 after that)". To the right of the ticket is a list of bullet points: "• Help us build a new Woodland library!", "• Tickets on sale at loveyourlibrary2023.eventbrite.com and at Woodland Community Library or call 360-906-4700. (Make checks out to Friends of Woodland Library.)", and "• Sponsorship opportunities available. For information, call Judy 360-906-4703." At the bottom left is a QR code.

Show your love for the Woodland Library by attending the
Love Your Library fundraiser! Proceeds from this event will go
to the fund to build a new Woodland Community Library.
We look forward to seeing you there!

	February Circulation			YTD Circulation		
	2023	2022	Change	2023	2022	Change
Battle Ground Community Library	39,908	39,491	1.06%	83,514	81,418	2.57%
Cascade Park Community Library	59,434	57,259	3.80%	124,399	118,250	5.20%
La Center Community Library	5,914	5,953	-0.66%	12,032	12,346	-2.54%
Ridgefield Community Library	9,100	8,164	11.46%	19,236	17,423	10.41%
Three Creeks Community Library	45,102	40,195	12.21%	93,826	84,679	10.80%
Vancouver Community Library	51,448	49,402	4.14%	104,904	102,395	2.45%
Vancouver Mall Library	10,761	10,822	-0.56%	23,391	22,324	4.78%
Washougal Community Library	7,597	7,143	6.36%	16,157	14,778	9.33%
Green Mountain Library Express	275	239	15.06%	532	451	17.96%
Yacolt Library Express	4,461	4,328	3.07%	9,229	9,082	1.62%
LibCabinet at Vancouver Mall	0	7	100.00%	0	0	100.00%
Clark County Total	234,000	222,996	4.93%	487,220	463,146	5.20%
Woodland Community Library	5,342	4,246	25.81%	11,385	9,049	25.82%
Yale Library Express	841	733	14.73%	1,791	1,333	34.36%
Cowlitz County Total	6,183	4,979	24.18%	13,176	10,382	26.91%
Goldendale Community Library	6,576	5,736	14.64%	14,046	11,483	22.32%
White Salmon Valley Community Library	9,961	9,325	6.82%	20,762	19,161	8.36%
Klickitat County Bookmobile	1,074	962	11.64%	2,343	1,855	26.31%
Klickitat County Total	17,611	16,023	9.91%	37,151	32,499	14.31%
North Bonneville Community Library	369	342	7.89%	864	786	9.92%
Stevenson Community Library	4,315	4,022	7.28%	9,201	8,152	12.87%
Skamania County Bookmobile	912	1,014	-10.06%	1,894	1,939	-2.32%
Skamania County Total	5,596	5,378	4.05%	11,959	10,877	9.95%
District-wide renewals	198	107	85.05%	390	240	62.50%
Mail	1,088	1,136	-4.23%	2,541	2,288	11.06%
InterLibrary Loan Materials	310	288	7.64%	649	536	21.08%
Misc Total	1,596	1,531	4.25%	3,580	3,064	16.84%
Downloadable eBooks	59,014	51,967	13.56%	123,124	110,474	11.45%
eMagazines	1,405	1,789	-21.46%	3,113	3,674	-15.27%
Downloadable & streaming audiobooks	58,998	47,697	23.69%	123,745	99,906	23.86%
Downloadable & streaming music	23,359	16,560	41.06%	45,162	36,458	23.87%
Streaming video	8,870	7,458	18.93%	18,102	16,305	11.02%
eContent Total	151,646	125,471	20.86%	313,246	266,817	17.40%
TOTAL	416,632	376,378	10.70%	866,332	786,785	10.11%

Conscious Consumption series offers tips for environmentally friendly lifestyles

clark.wa.gov/public-health/conscious-consumption-series-offers-tips-environmentally-friendly-lifestyles

Clark County Public Health is teaming up with Fort Vancouver Regional Libraries for a free educational series highlighting environmentally friendly lifestyles.

Public Health's Green Neighbors, Green Schools and Composter Recycler programs, along with several other community organizations, are partnering with Fort Vancouver Regional Libraries and Cascade Park Community Library to offer the Conscious Consumption series. The series features workshops and events for residents of all ages to learn about sustainability topics, including food waste reduction, worm bin composting, sustainable fashion, and crafting with recycled materials.

Join Public Health at the Cascade Park Community Library, 600 NE 136th Ave., for the following events:

- **Consumption Consequences Board Game for Teens:** 2-3 pm Saturday, Feb. 25. Green Neighbors and Green Schools programs invite teens 12-19 years old to play a fun board game that educates about the environmental impacts of common purchases.
- **Recycle 101:** 2-3 pm Saturday, March 4. Green Neighbors and partners at the city of Vancouver explain what items can be recycled in blue curbside carts and what happens to the items after they're picked up.
- **Worm Bin Composting:** 2-3 pm Saturday, March 25. Composter Recycler experts teach participants how to compost at home using red worms, turning food scraps into all-natural fertilizer. Participants will receive supplies for their own worm bin.
- **Worm Bin Exploration and Decomposer Bingo:** 2-3 pm Saturday, April 15. Green Schools team hosts an interactive bingo game that allows children to get up close and personal with the invertebrates that help break down waste, including red worms, spiders and centipedes.
- **Trashion Show:** 2-3 pm Saturday, May 13. Youth 12-19 years old can create a wearable garment or accessory for the Trashion Show runway or submit artwork for a gallery show. All entries must be made from reused or recycled materials. All ages are welcome to attend the show. Registration is required for teens submitting garments, accessories or artwork for the show.

Visit the [Fort Vancouver Regional Libraries event calendar](#) for a complete list of upcoming Conscious Consumption events, including sessions that teach participants how to use a sewing machine, hand sew, and craft with recycled items.

To learn more about recycling, composting and reducing waste at home, visit the [Green Neighbors website](#)