

# Yale Valley Library District

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## Regular Meeting

December 10, 2020 6:00PM

Location: Virtual Meeting

Participation will be available to the public.

Conference call: (US) +1 219-515-4316; PIN: 460 350 873#

**OR**

Virtual Meeting: [meet.google.com/dbm-hnry-keu](https://meet.google.com/dbm-hnry-keu) (put this address in your browser)

## AGENDA

### Public Meeting

- |  |             |
|--|-------------|
| 1. Call to Order   | 6:00 pm     |
| 2. Agenda Approval   | Action      |
| 3. Introductions & Welcomes / Chair Announcements                | Information |
| 4. Minutes Approval:   |             |
| a. October 9, 2020 Minutes                                       | Action      |
| b. November 12, 2020 Minutes                                     |             |
| 5. Financial Report: Carrie Greenwood                            | Information |
| a. Approval of building project bills                            | Action      |
| 6. Public Hearing: 2021 Budget and FVRL Contract: Amelia Shelley | Action      |
| 7. Public Hearing (citizen comments of 3 minutes or less)        |             |
| a. Ratification of 2021 YVLD Levy (revised)                      | Action      |
| 8. Building Project  | Information |
| a. Project Update: Jay McCuiston                                 | Information |
| b. Interiors discussion: Amelia Shelley                          | Information |
| 9. COVID-19 Update for Yale: Amelia Shelley                      | Information |
| 10. Branch Manager Report: Jennifer Hauan                        | Information |
| 11. 2021 Board Meeting Schedule/Bill Review Schedule             | Action      |
| 12. Citizen Comments   |             |
| 13. Board Comments   |             |
| 14. Adjournment  |             |

# Yale Valley Library District

## Regular Meeting Minutes

October 8, 2020

Location: Virtual Meeting

### **Attendees:**

YVLD Board of Trustees: Eric Reese, Chris Conroy, Tina Moir, Bob Appling

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Sam Wallin

Guests: Victoria Johnson, Mariah Reese

1. Call to Order: Eric Reese called the meeting to order at 6:01 P.M.
2. Agenda Approval: Conroy moved to approve the October 8 agenda. Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese announced that Kathi Wheeler has applied for the vacant trustee position. She is awaiting approval by the Cowlitz County Commissioners.
4. Minutes Approval: Moir moved to approve the September 13, 2020 minutes. Conroy seconded the motion. The motion was approved by Reese, Moir and Conroy. Appling abstained.
5. Financial Report: Greenwood presented the September 2020 Financial Report. Conroy asked if we had submitted any costs to the State for reimbursement under the State Capital Grant. Shelley responded that it is being held up because we don't yet have a contract with the State because of the pandemic. She will contact them again and try to get the process going.
6. Staffing Plan: Wallin outlined various models for operating Yale Library. The details are still being worked out, particularly determining how much time staff needs to be onsite to maintain the library. Basically, there are two models. Option one is to hire 2 staff people to work specifically at Yale, 20 hrs/week, about 4 hours/day, 5 days/week. The positive aspect of this option is that staff clocks in once they arrive at Yale. The negative is that there is not a lot of flexibility with this model. Option two is to have 2 staff people travel from another branch to service Yale. The positive aspect of this option is that many staff can be trained to work at Yale, making it easier to staff when someone is ill or on vacation. The negative is that staff clock in as soon as they leave their branch library.

Shelley added that with either option, Yale staff would be FVRL employees, and these employees are covered by two separate union contracts that dictate who does what work.

Wallin further explained that with either option, Yale will operate as an Express Library just as the Yacolt Branch does. The public will have access to the library using their card to enter the facility, check in and check out items, and use the computers even when library staff are not on the premises. Yacolt is open 68 hours/week, matching the open hours of the Vancouver Community Library.

7. 2021 Budget Reading: Shelley outlined figures for the 2021 budget comparing them to the 2020 budget. Expenses for 2021 will be different going forward, as the library should be operating sometime next year. Expenses include personnel costs as well as for supplies and services.
8. 2021 Revenue Hearing: Reese opened to a public hearing. Johnson expressed concern that the local community won't be allowed to participate at the library and that it won't be a local library. Shelley said not to be afraid to think outside the box; there are lots of ways to involve the community. Mariah Reese added that there are positive ways to encourage community involvement such as sending out mailers that inform people on how the library will operate and ways in which the community can become involved.
9. Electronic Signature Policy: Shelley explained that the Board needs to have a policy allowing the use of electronic signatures for Board document approval.
10. Electronic Signature Resolution #2020-6: Conroy moved to approve Resolution #2020-6, resolving that the Board of Trustees of Yale Valley Library District direct FVRL to create an administrative policy to implement the use of electronic signatures consistent with this resolution and in compliance with the provisions of RCW 19.360. Applling seconded the motion. The motion was approved by each trustee.

Eric Reese had to leave the meeting. Moir took up as Chair.

11. Building Project:
  - a. Schedule, Details: McCuistion reported that the County was scheduled to inspect the roof sheeting this week, and then Pacific Tech can start on the ice/rain barrier. Windows and doors are supposed to be delivered this week, and installation will start next week. The project is about 2 weeks behind schedule because of the fires and smoke, and 100+ degree temperature days. They should be able to make this time up soon. Decisions still need to be made regarding paint colors and laminate.
  - b. Review of Project Bills to Date: Not all the contract invoices were available for review, so all invoices will be put off until the November board meeting.
  - c. Yale Building Project -- Professional Services Invoice: no action taken.

12. COVID-19 Update for Yale: Shelley reported that on Tuesday, Governor Inslee announced that libraries in Phase 2 counties can open with 25% of services, and Phase 3 counties can open at 50%. They have just received the guidelines and are still reviewing them.
13. Branch Manager Report: Hauan was unable to attend the meeting, but Shelley passed on the information that Yale Library will now have regular hold pick up hours on Wednesday afternoon from 3 to 4 at the Yale School parking lot. This is scheduled through December.
14. Board Comments: Appling is really excited to see the building going up.  
Moir closed the public hearing.
15. Moir adjourned the meeting at 7:26 P.M.

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YVLD Board Chair

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Date

# Yale Valley Library District

## Regular Meeting Minutes

November 12, 2020

Location: Virtual Meeting

### **Attendees:**

YVLD Board of Trustees: Eric Reese, Chris Conroy, Bob Appling

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Jennifer Hauan

Guests: Kathi Wheeler

1. Call to Order: Reese called the meeting to order at 6:22 P.M.
2. Agenda Approval: Conroy moved to approve an amended agenda, renaming items 5.a. Approval of Invoice dated 10-6-2020 and 5.b. Approval of Invoice dated 10-29-2020. Appling seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes/Chair Announcements: Reese welcomed Wheeler to the meeting and her upcoming position back on the board.
4. Minutes Approval: not enough trustees were present to approve minutes so approval will be moved to December meeting.
5. Financial Report: Greenwood presented the October 2020 Financial Report. The interest figure is an actual figure, not an estimate. Conroy asked if we have a contract with the State of Washington yet so we can start getting reimbursements of the building costs from the grant. Shelley replied that because of insurance required by the State, the State recommended that the grant be run through FVRL. The YVLD budget will be amended at the December board meeting to reflect this change.
  - a. Approval of Invoice dated 10-6-2020: Invoice represents building project bills totaling \$157,344.89. Conroy moved to approve payment of invoice. Reese seconded the motion. The motion was approved by each trustee.
  - b. Approval of Invoice dated 10-29-2020: Invoice represents the second half of Contract Services provided by FVRL in the amount of \$31,264, and one building project bill for a total invoice of \$31,639.59. Conroy moved to approve payment of the invoice. Appling seconded the motion. The motion was approved by each trustee.

6. 2021 Budget and FVRL Contract: Shelley ran through the budget proposal for 2021, and explained the need to re-write the contract for services agreement between YVLD and FVRL since the services provided by FVRL once the building opens will be much different than what is described in the current contract.
7. Public Hearing: Ratification of 2021 YVLD Levy: Reese opened the meeting to a public hearing. There were no public comments. Conroy moved to approve Resolution 2020-06 authorizing an increase in the regular property tax levy to be collected in the 2021 tax year. Reese seconded the motion. The motion was approved by each trustee.
8. Electronic Signature Policy: Conroy moved to approve the Electronic Signature Policy. Appling seconded the motion. The motion was approved by each trustee.
9. Electronic Signature Resolution #2020-6: Resolution number was amended to Resolution #2020-7. Conroy moved to approve Resolution #2020-7 directing FVRL to create an administrative policy to implement the use of electronic signatures. Appling seconded the motion. The motion was approved by each trustee.
10. Building Project:
  - a. Project Update: McCuistion reported that he met with the contractors today; they plan to start roofing on Monday; the board needs to decide what parts of the building to paint green or brown; the rough-in plumbing is almost done; the rough-in electrical is done and awaiting approval from the PUD; heating and cooling lines are installed; the front door is in the contractor's shop awaiting installation at the proper time; all entrances to the building are covered with plywood at night to deter theft or vandalism; and they are on track to be done by the end of the year.
  - b. Interiors Discussion: Shelley questioned whether trustees were satisfied with the arrangement of areas in the library and if they can proceed with the shelving order. Conroy responded that after taking a tour of the building the previous week, the arrangement looks good and go ahead with the order.
11. COVID-19 Update for Yale: Reese said that three people at his workplace are out with COVID, and cautioned people to be aware of the seriousness of the disease. Appling said that emergency services are running on a skeletal crew because so many are out with COVID. Shelley said that FVRL is continuing to be very careful, they have put a lot of policies into place, and think they can still go ahead with a Phase 2 opening allowing for 25% capacity and very limited services.

12. Branch Manager Report: Huan explained that Woodland will begin a Phase 2 opening on Monday, Nov 16. The library will be limited to 3 patrons in the building at one time. Plexiglass and shower curtains will provide barriers around library personnel, and hand washing stations will be available and their use encouraged. Patrons will be required to wear masks; they will be able to pick up holds inside; and can place holds in person rather than over the phone. Huan also reported that the Friends of Woodland Library have decided to hold their annual wreathmaking program. It will take place on Nov 30 at the VFW Hall. Five people at a time will be allowed into the building for a ½ hour period, and a total of 25 people will be able to participate.
13. Citizen Comments: Wheeler asked if COVID gets any worse, if it will affect the building schedule. Shelley answered that that was a good question, but would be addressed if that situation arises. Wheeler also asked about what the criteria is in selecting books for the Yale collection.
14. Board Comments: Appling hopes we can all just get through this COVID thing.
15. Adjournment: Reese adjourned the meeting at 7:30 P.M.

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YVLD Board Chair

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Date

# **Yale Valley Library District**

*For the Month Ending November 30, 2020 (With Year-to-Date Totals)*

## **Statement of Cash**

December 31, 2019 Ending Cash Balance	\$978,889
Year-to-date Revenue Received	\$202,708
Year-to-date Expenditures	\$204,082
Cash Balance November 30, 2020	\$977,515



# Yale Valley Library District

For the Month Ending November 30, 2020 (With Year-to-Date Totals)

## Revenue

Description	2020 Budget	November 2020 Revenues	All Revenue Received thru November 2020	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 102,526	\$ 21,759	91,779	89.52%
<b>Total Property Taxes</b>	<b>102,526</b>	<b>21,759</b>	<b>91,779</b>	<b>89.52%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	\$0	0	\$168	0.00%
<b>Total Other Taxes</b>	<b>\$0</b>	<b>0</b>	<b>\$168</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	20,000	51,044	76,167	380.83%
335.02 DNR - Other Revenue	100	2	368	367.88%
335.02 State Capital Grant	291,000	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>311,100</b>	<b>51,045</b>	<b>76,535</b>	<b>24.60%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	16,057	729	13,299	82.82%
367-10 Non-Governmental Contributions	5000	-	5,000	100.00%
367-10 Grant Revenue	25,000	-	15,927	63.71%
369.90 Miscellaneous Revenue	200	-	-	0.00%
<b>Total Miscellaneous</b>	<b>46,257</b>	<b>729</b>	<b>34,226</b>	<b>73.99%</b>
<b>Total Revenue:</b>	<b>\$ 459,883</b>	<b>\$ 73,534</b>	<b>\$ 202,708</b>	<b>44.08%</b>
Transfer from Reserves	\$ 706,718	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 1,166,601</b>	<b>73,534</b>	<b>202,708</b>	<b>17.38%</b>

## Expenses

Description	2020 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	62,528	-	31,322	50.09%
572.41 Professional Services-Fundraising/Architect	30,000	-	33,376	111.25%
572.62 Capital Outlay	1,074,073	-	139,384	12.98%
<b>Grand Total Expense:</b>	<b>\$ 1,166,601</b>	<b>-</b>	<b>204,082</b>	<b>17.49%</b>

Net Cash Activity	(1,374)
Jan. 1, 2020 Cash with County Treasurer	978,889
<b>Ending Cash</b>	<b>977,515</b>

Non-Capital Reserve	312,390
Capital Reserve	665,125
<b>Total</b>	<b>977,515</b>

## Yale Valley Library District

*For the Month Ending November 30, 2020 (With Year-to-Date Totals)*

### Schedule of Reserves

*Non Cash Activity  
Grant ran Through Fort Vancouver  
Regional Libraries*

State of Washington Grant			\$291,000.00	Grant Award	Ran Through FVRL's Books
<b>Non Capital Reserve Beginning Balance 01/01/2020</b>	\$251,765				
Property Tax Collections (Revenue)	91,779				
Other Taxes (Revenue)	168				
Professional Expenses (Expenses)	(31,264)		(31,264)		
Professional Expenses (Expenses)	(58)	To Be Refunded RI bill		58	
<b>Non Capital Reserve Ending Balance 11/30/2020</b>	<b>\$312,390</b>				
<b>Capital Reserve Beginning Balance 01/01/2020</b>	<b>\$277,124</b>				
Intergovernmental Grants and Contracts (Revenue)	76,535				
Miscellaneous (Revenue)	34,226				
Professional Services Architects (Expenses)	(33,376)		(2,526)		
Capital Out lay (Expenses)	(139,384)		(155,194)		
<b>Capital Reserve Ending Balance 11/30/2020</b>	<b>\$665,125</b>				
<b>Total Non Capital and Capital Reserves</b>	<b>\$977,515</b>		\$102,073.52	Grant Remaining to apply to expenses for November	
November Capital Expenses			(237,768)		
December Capital Expense Adjustment			(5,428)		
Remaining Balance owed to Fort Vancouver Regional Library After November Expenses			<b>(\$141,123)</b>		

# Fort Vancouver Regional Library District

# Claim Voucher

ARCH0007

ARCHAEOLOGICAL INVESTIGATIONS NORTHWEST, II  
3510 NE 122ND AVE

Date 01/27/2020

Warrant 109230

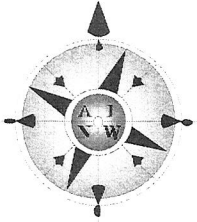
Amount 5,428.46

Date	Invoice/Account No.	Description	Type	Amounts
12/12/2019	8392 006-039-020-50-62-01	CAPITAL OUTLAY-NON-OWNED	Invoice	5,428.46 5,428.46

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

APPROVED FOR PAYMENT

ARCH0007



# Archaeological Investigations Northwest, Inc.

3510 NE 122nd Ave. • Portland, Oregon 97230  
Phone (503) 761-6605 • Fax (503) 761-6620

Vancouver Phone (360) 696-7473  
E-mail: ainw@ainw.com  
Web: www.ainw.com

## INVOICE

**INVOICE #8392**

**DATE:** December 12, 2019

**TO:** Attn: Amelia Shelley  
Fort Vancouver Regional Libraries – Operations Center  
1007 E Mill Plain Blvd  
Vancouver WA 98663

Sent via email: ashelley@fvrl.org

**CONTRACT:** Contract signed November 1, 2019

**PROJECT:** Cultural resource tasks for Yale Valley Community Library

**TERMS:** Net 30 days

### WORK PERFORMED

### AMOUNT

*Billing #1* For the period of November 1 through November 30, 2019. Cultural resource tasks for Yale Valley Community Library, for review under Executive Order 05-05 by the Washington State Department of Commerce and DAHP.

**PROJECT IN-PROCESS.** Billing detail attached.

TASKS PERFORMED \$274.00

- Coordination
  - Coordination with project team

Total Task Amount: \$822.00  
Total Billed To Date for Task: \$274.00  
Total Task Amount Remaining: \$548.00

Survey and Reporting \$5,154.46

- Cultural resource survey conducted on November 6, 2019
- Draft cultural resource survey report (AINW Report No. 4341), in progress
  - STATUS: Draft emailed on December 5; final report to be uploaded to DAHP and distributed to Dept. of Commerce and Tribes

Total Task Amount: \$6,079.95  
Total Billed To Date for Task: \$5,154.46  
Total Task Amount Remaining: \$925.49

TOTAL OF COSTS, PER ATTACHED \$5,428.46

**TOTAL DUE THIS INVOICE** **\$5,428.46**

Total authorized for project: \$9,136.60  
Total billed to date for project: \$5,428.46  
Amount remaining for project: \$3,708.14

**THANK YOU**

(208:2922inv1) 19/2922

*Yale*  
006-039-020-  
50-62-01

Date: 12-12-19	Rec'd by: [Signature]
Date: 12/12/19	Aprv'd by: [Signature]
Director's Signature: [Signature]	
Budget Number	Amount
006.080.011.10.43.06	
001.008.011.40.43.10	
006.089.024.10.31.00	
001.008.026.40.43.01	
001.011.011.10.49.02	

FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
 1007 EAST MILL PLAIN BLVD  
 VANCOUVER, WA 98663

Invoice number 8392  
 Date 12/12/2019

Project **19/2922 YALE VALLEY COMMUNITY LIBRARY**

**COR COORDINATION**

	Date	Hours	Rate	Billed Amount
<b>PROFESSIONAL SERVICES</b>				
PM/SENIOR ARCHAEOLOGIST				
EVA L. HULSE				
	11/15/2019	2.00	137.00	274.00

**SUR SURVEY & REPORT**

	Date	Hours	Rate	Billed Amount
<b>PROFESSIONAL SERVICES</b>				
SUPERVISING ARCHAEOLOGIST				
ALEXANDRA C. WILLIAMS-LARSON				
	11/15/2019	18.25	91.80	1,675.35
	11/30/2019	15.50	91.80	1,422.90
MEGHAN E. JOHNSON				
	11/15/2019	16.50	91.80	1,514.70
SUPERVISING ARCHAEOLOGIST/GIS-GRAPHICS				
RYAN SWANSON				
	11/15/2019	1.50	91.80	137.70
	11/30/2019	1.50	91.80	137.70
RESEARCH/PROJ.ASSIST./PROJ.ADMIN.				
ERIC R. INMAN				
	11/15/2019	0.50	82.20	41.10
STAFF ARCHAEOLOGIST				
VERNON J. VEYSEY				
	11/15/2019	0.50	73.16	36.58
PM/SENIOR ARCHAEOLOGIST				
EVA L. HULSE				
	11/15/2019	0.75	137.00	102.75
	Subtotal	55.00		5,068.78

**REIMBURSABLE EXPENSE**

	Rate	Billed Amount
<b>Fuel</b>		20.68
CHEVRON 737DQR 11/18/19 - FOR 11/6/19		
<b>Silver Truck-AINW-737DQR</b>	65.00	65.00
11/6/19 737DQR 1 DAY @ 65.00		
Phase subtotal		5,154.46

Invoice total **5,428.46**



**ARCHAEOLOGICAL INVESTIGATIONS NORTHWEST, INC.**  
**VEHICLE MILEAGE FORM**

Month: November Year: 2019

Last Gas: 173569

For Period: 11/1 - 11/15/19

Vehicle Color/Make (if rented): Silver / Tundra

License #: 737 DQR

Check One:  Company  Rental  Personal

Rental Company or Employee: AINW OWNED

MONTH / DATE / DAY	FORWARD MILES	*****MILES*****	PROJECT AND SUBCODE	DRIVER NAME	ROUTE (from/to/via)
Start	Finish	Total	ACTG.		
11/1 Fri					<del>Garaged</del>
**GAS PURCHASE** Cost: Mileage: Card:					
11/2 Sat					
**GAS PURCHASE** Cost: Mileage: Card:					
11/3 Sun					
**GAS PURCHASE** Cost: Mileage: Card:					
11/4 Mon					
<b>1 @ 65/Day = \$65.00</b>					
**GAS PURCHASE** Cost: Mileage: Card:					
11/5 Tue					
**GAS PURCHASE** Cost: Mileage: Card:					
11/6 Wed	173569	173671	102	VAY 19/2922.SOR	M. Johnson AINW → Yale, WA → AINW
**GAS PURCHASE** Cost: Mileage: Card:					
11/7 Thu					<del>Garaged</del>
**GAS PURCHASE** Cost: Mileage: Card:					
11/8 Fri					
**GAS PURCHASE** Cost: Mileage: Card:					
11/9 Sat					
**GAS PURCHASE** Cost: Mileage: Card:					
11/10 Sun					
**GAS PURCHASE** Cost: Mileage: Card:					
11/11 Mon					
**GAS PURCHASE** Cost: Mileage: Card:					
11/12 Tue	173671	173675	4	<del>AINW → Yale, WA → AINW</del>	
**GAS PURCHASE** Cost: Mileage: Card:					
11/13 Wed	173675	173686	11	<del>AINW → Yale, WA → AINW</del>	
**GAS PURCHASE** Cost: Mileage: Card:					
11/14 Thu					<del>Garaged</del>
**GAS PURCHASE** Cost: Mileage: Card:					
11/15 Fri					
**GAS PURCHASE** Cost: Mileage: Card:					

*Handwritten initials and date*  
11/19/19

117  
\*\*The 16<sup>th</sup>-30/31<sup>st</sup> is continued on the back\*\*  
173686 - 173569 = 117





**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 0894  
Date 12/9/2020

**Bill To:** YALE VALLEY LIBRARY DISTRICT  
PO BOX 434  
ARIEL WA 98603

**Remit To:** Fort Vancouver Regional Library District  
1007 E. Mill Plain Boulevard  
Vancouver, WA 98663

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID	Payment Terms			
		YALE0001				
Qty		Description			Unit Price	Ext. Price
1		ARCHAEOLOGICAL INVESTIGA			\$5,428.46	\$5,428.46

<b>Subtotal</b>	\$5,428.46
<b>Tax</b>	\$0.00
<b>Total</b>	\$5,428.46

# YALE VALLEY LIBRARY DISTRICT

## Resolution 2020-07

(Budget Resolution 2021-02)

### RESOLUTION OF THE YALE VALLEY LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE LEVY CERTIFICATION FOR THE 2021 BUDGET

The regular meeting of the Yale Valley Library District (YVLD) Board of Trustees was held December 10, 2020 online per Governor Inslee's Proclamations 20-05 and 20-28, and 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 YVLD Board of Trustees held a first public reading of the budget on September 17, 2020, an update at the public meeting on October 8, 2020 and a public hearing on December 10, 2020 to consider the District's levy for 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Yale Valley Library District Board of Trustees, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

**BE IT FURTHER RESOLVED** that the Yale Valley Library District Board of Trustees adopts the 2021 Levy Certifications for Cowlitz County.

Adopted this 10th day of December, 2020

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Eric Reese, Chair

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Chris Conroy, Vice Chair

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Tina Moir, Secretary

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Bob Appling, Trustee



Ordinance / Resolution No. 2020-08  
(2021-03)

RCW 84.55.120

WHEREAS, the Board of Trustees of Yale Valley Library District has met and considered its budget for the calendar year 2021; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 94,509.00; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 8,634.00 which is a percentage increase of 9.14% from the previous year. This increase is exclusive of

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 10 day of December, 2020.

Three horizontal lines for signatures on both sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



Cowlitz County Assessor  
**CERTIFICATION OF VALUE for YALE VALLEY LIBRARY DISTRICT**  
 for Taxes to be Collected in 2021  
 Certification Date: 11/17/2020

Taxing districts intending to collect a levy through property taxes in 2021 **must submit a Certified Levy** to the County no later than Nov. 30, 2020. The recommended Department of Revenue form REV 0100e is included with this report.

**HIGHEST LAWFUL LEVY CALCULATION:**

Highest lawful levy since 1985:  $\frac{102,526}{\text{Limit Factor}} \times 100.602\% = \frac{103,143}{\text{New Limit with Increase}}$

**Allowance for New Construction:**

$\frac{4,326,377}{\text{New Const AV}} \times \frac{0.3686085819}{\text{Last Year's Levy Rate}} \div \$1,000 = \frac{1,595}{\text{Allowance for New Construction}}$

**Allowance for any increase in State Assessed Value:**

$\frac{40,389,833}{\text{Increase (if any)}} \times \frac{0.3686085819}{\text{Last Year's Levy Rate}} \div \$1,000 = \frac{14,888}{\text{Allowance for State Assd Increase}}$

**Additional levy capacity due to annexation:**

$\frac{0}{\text{Annexed Area's AV}} \times \frac{0.000000}{\text{Annexation factor}} \div \$1,000 = \frac{0}{\text{Allowance for Annexation}}$

Regular Property Tax Limit, including Annexations:  $\frac{119,626}{\text{Regular Levy Limit}}$

**Statutory Rate Maximum:**

$\frac{319,314,038}{\text{AV of District}} \times \frac{0.500000}{\text{Statutory Rate Limit}} \div \$1,000 = \frac{159,657}{\text{Statutory Max Limit}}$

**HIGHEST LAWFUL LEVY for 2021 Payable:** 119,626

**REFUND LEVY**

As provided in RCW 84.69.180, a taxing district may levy for refunds paid to taxpayers, plus an amount for abated or cancelled taxes, offset by supplemental taxes (see WAC 458-19-085 for details). Although a refund levy is outside of the Regular Levy Limit, the final district levy rate cannot exceed the Statutory Maximum Limit.

For the 12-month period 08/01/2019 - 07/31/2020 **Amount Eligible for Refund Levy:** n/a

\* If the district intends to levy for a refund, it must be included as a separate line item on the district's Levy Certification.

**CERTIFIED VALUE**

**\$ 319,314,038 Certified Assessed Value for Tax Collection in 2021**

*Respectfully submitted this 17th day of November, 2020  
 Emily Wilcox, Cowlitz County Assessor*

**Preparing a Resolution/Ordinance to Increase the District Levy**

If a taxing district intends to increase its levy over the prior year, or it would like to bank the increased levy capacity for future levy calculations, the district must prepare a separate ordinance or resolution stating the dollar and percent increase over the prior year's actual levy. This section is intended as a template to assist districts in the preparation of such a document.

**Step 1** - ENTER the total desired LEVY (dollar amount) for the CURRENT year:

**Step 2** - SUBTRACT the following:

New Const allowance (from above)	-1,595
State Assd allowance (from above)	-14,888
Annexation allowance (from above)	0
Last Year's <b>ACTUAL LEVY</b> Amount	-94,509

**This is the DOLLAR INCREASE from last year:**

**Step 3** - Divide the Dollar Increase by Last Year's Actual Levy

Move the decimal two places to the right to convert to percentage, for example 0.01 = 1.00%

**This is the PERCENT INCREASE from last year:**

## **Yale Bill Review Schedule 2020-2021**

### **2020**

December	Chris
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### **2021**

January	Eric
February	Tina
March	Bob
April	TBD
May	Chris
June	Eric
July	Tina
August	Bob
September	TBD
October	Eric
November	Tina
December	Bob