

Yale Valley Library District

Regular Meeting

October 13, 2022 6:00PM **AMENDED**

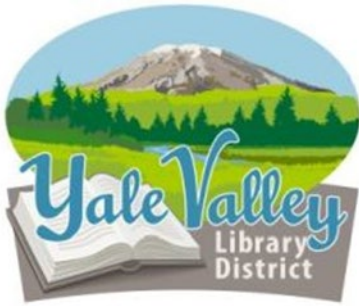
Yale Valley Community Library
11700 Lewis River Road
Ariel, WA 98603

AGENDA

Public Meeting

- | | |
|--|-------------|
| 1. Call to Order | 6:00 pm |
| 2. Agenda Approval | Action |
| 3. Introductions & Welcomes / Chair Announcements | Information |
| 4. Consent Agenda | Action |
| a. Minutes Approval: August, 2022 | |
| b. Approval of bills: Reviewed by Tina Moir | |
| 5. Draft 2023 Budget | |
| 6. Financial Report | Information |
| a. Operational Costs – Annual Review | |
| b. 2022 August/September Financials: Attar Bhangal | |
| 7. Facilities | Information |
| a. Landscaping | |
| 8. Board Officer Nomination/Election | |
| 9. Branch Manager Report: Lesley Miller | Information |
| 9. Citizen Comments | |
| 10. Board Comments | |
| 11. Adjournment | |

Yale Valley Library District



Reese family & friends making a solar oven with help from FVRL Tammy Trebra, Senior Library Assistant.

Regular Meeting

August 25, 2022

Yale Valley Community Library

Attendees:

Trustees: Tina Moir, Bob Appling, Cynthia McAllister and Kathi Wheeler.

FVRL: Mary Abler, Deputy Director; Attar Bhargal, Finance Manager; Jennifer Huaun, Branch Manager

Jennifer Wray-Keene, Executive Director of the Port of Woodland, virtually.

Members of the Public: Julie Starr and Rob Starr

1. The meeting was called to order by Vice Chair, Tina Moir at 6:17pm.
2. The agenda was approved. Wheeler/Moir The agenda was approved by all trustees present.
3. Introductions and Welcomes/Chair Announcements: Tina welcomed everyone to the meeting and introductions were made.
4. Consent Agenda:
 - a. June 9, 2022 Minutes: Moir/Wheeler. The minutes were approved by all trustees present.
 - b. There were no bills to review or approve.
5. Port of Woodland Intergovernmental Agreement: Resolution #2022-03 Ms. Wray-Keene introduced herself virtually and explained that the Port of Woodland is very committed to bring the dark fiber line up the Lewis River Rd. from Woodland to Cougar. It will include access to the line from all the side roads. The agreement with the library district will provide a secure sight

for equipment. The 1st phase available access of the line will be businesses. The 2nd will focus on residential. That means all households that are within the Port of Woodland will have access to fiber line. The 3rd phase will be meeting The Port of Ridgefield along 503/Spur. Under phase 2, the fiber line will end at the Cougar Loop Rd. Resolution 2022-03 was read aloud.

Appling/McAllister. Resolution #2022-03 was approved all trustees present.

6. Financial Report: FVRL Finance Director, Attar Bhargal, reported June property tax revenues were \$20,875.00. July property tax revenues were \$649.00 for a total year to date of \$73,926.00 or 60.27% of year to date annual budget. Non-capital reserves ending July 31, 2022 are \$298,500.00. Capital reserves ending July 31, 2022 are \$34,283.00 for a total Capital and Non-Capital reserves of \$332,783.00.
7. Covid-19 Update: Mary Abler & Jennifer Huan reported that all libraries are offering fully with in person programming. Children's programs are starting and in person. There are no precautions in place at this time.
8. Domain Names: Mary Abler reported that the YVLD has a domain name of Yale Library and it is getting traffic that is asking questions about Yale University in the East. The board decided to let it go as it was causing confusion and possibly purchase one at a later date.
9. Facilities: Wheeler reported that landscaping is still waiting on water availability from the school. Creative water collection may be needed when the board does go ahead with a landscaping plan. There will be not be any drilling of a well in the foreseeable future. Jennifer Huan suggested a speaker from the Cowlitz Conservation District at future meeting to discuss Native Plants. The board liked the idea.
10. Branch Manager Report: Jennifer Huan reported that the horrible noise in the bathroom at the Yale Library has been fixed. It was a regulator. Storytime will begin at the library the 1st & 3rd Thursdays of the month. Check the library for times. Lu Aspon, Woodland Librarian, as moved to a new job with FVRL. She has been replaced by Chris Funk who will be the new operations manager at Woodland. Jennifer reminded the board that the community room is ready to be reserved. Today there was a craft project for the public, Making a Solar Oven from a pizza box in the afternoon.
11. Citizen Comments: Julie Starr said she might be interested in joining the board. However, she does not drive at night and would like to carpool.
12. There were no Board Comments
13. The meeting was adjourned at 7:06pm. Wheeler/Appling. The adjournment was approved by all trustees present.

Respectfully Submitted by Kathi Wheeler, YVLD Board of Trustees Secretary

Presiding Officer



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Invoice 1025
Date 9/26/2022

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

Remit To: Fort Vancouver Regional Library District
2018 Grand Blvd
Vancouver, WA 98661

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID			Payment Terms		
		YALE0001					
Qty		Description			Unit Price	Ext. Price	
1		MAINTENANCE - HOME DEPOT CREDIT			\$34.18	\$34.18	
1		REPAIRS & GB MANCHESTER			\$595.00	\$595.00	
		MAINTENANCE -					

Subtotal \$629.18
Tax \$0.00
Total \$629.18



**How doers
get more done.™**

330 SE 192ND AVE
VANCOUVER, WA 98683 (360)254-6289

4738 00007 04429 04/04/22 08:51 AM
SALE CASHIER MARILYN

075919910832 15.40Z HANGI <A> 11.97
DAMPRIED HANGING BAG-LAV VANILLA-3-PK

SUBTOTAL 11.97
SALES TAX 1.02
TOTAL \$12.99

XXXXXXXXXXXX9141 HOME DEPOT
AUTH CODE 004473/3072947 USD\$ 12.99
TA

FORT VANCOUVER REGIO
KLEMENT SETH M
Chip Read
AID A000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5000 SUMMARY
THIS RECEIPT PO/JOB NAME: DW

2022 PRO XTRA SPEND 04/03: \$4,944.48
INCLUDES:
2022 PROXTRA SAVINGS 04/03: \$283.99

Get the CREDIT LINE your business needs
PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.
Learn more at homedepot.com/credit

1738 04/04/22 08:51 AM



4738 07 04429 04/04/2022 6511

RETURN POLICY DEFINITIONS
POLICY ID: DAYS POLICY EXPIRES ON
A 11 365 04/04/2023

***** DID WE NAIL IT? *****

Take a short survey for a chance TO WIN
A \$5,000-HOME DEPOT-GIFT CARD

Opine en español

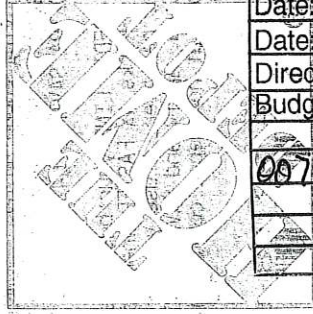
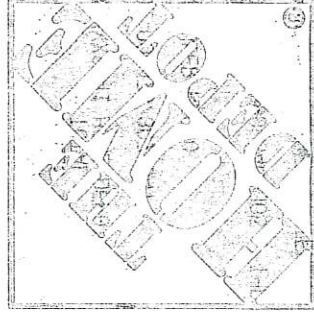
www.homedepot.com/survey

User ID: W00 18885 9154
PASSWORD: 22204 9147

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.

(4)

COPY



Yale
Dehumidifier for book return

Date: 4-5-22	Rec'd by: W
Date: 4/5/2022	Aprvd by: Jm
Directors Signature: <i>[Signature]</i>	
Budget number	Amount 1299
007 101 028 50 31 03	



**How doers
get more done.**

8601 NORTH EAST ANDRESEN ROAD
VANCOUVER, WA 98665 (360)253-3993

4718 00063 97558 03/15/22 01:26 PM
SALE SELF CHECKOUT

043374010336 AUTO WS <A> 11.56
MD AUTO WS XLG GAP-10 YR-BL
076174307580.25 TAPE <A> 7.97
STANLEY 25" CENTER READ LEVERLOCK TA

SUBTOTAL 19.53
SALES TAX 1.66
TOTAL \$21.19
XXXXXXXXXX9141 HOME DEPOT USD\$ 21.19
AUTH CODE 015933/3632272 TA

FORT VANCOUVER REGIO
MCCUJSTION JAY
Chip Read
AID A00000004999908400305 THD PLCC, PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5000 SUMMARY
THIS RECEIPT PO/JOB NAME: YALE

2022 PRO XTRA SPEND 03/14: \$4,162.12
INCLUDES:
2022 PROXTRA SAVINGS 03/14: \$283.99

Get the CREDIT LINE your business needs
PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.
Learn more at homedepot.com/credit

4718 03/15/22 01:26 PM



4718 63 97558 03/15/2022 1466

RETURN POLICY DEFINITIONS
POLICY ID: 365 POLICY EXPIRES ON
A 11 365 03/15/2023

DID WE NAIL IT?

Take a short survey for a chance TO WIN
A \$5,000 HOME DEPOT GIFT CARD

www.homedepot.com/survey
being en español

User ID: H88 200123 195468
PASSWORD: 22165 195405

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.

**COPY
COPY**

responsible sources
FSC® C101537



Yale
Tape Measure / Weather Stripping

Date:	3/15/22	Rec'd by:	JM
Director's Signature:		Approved by:	JM
Budget number:	028 50360	Amount:	27.19

10



6000 NE 88th Street, Suite B103
 Vancouver, WA 98665
 Tel: (360) 816-0484 or (877) 816-0484
 Fax: (360) 816-0482

Invoice: 314825
Invoice Date: 06/27/2022
Due Date: 07/27/2022
Work Order: 10742
Terms: Net 30 days
Customer #: 10248

COPY

T O Fort Vancouver Regional Library
 2018 N Grand Blvd
 Vancouver, WA 98661
 accounting@fvrl.org

S I T E FVRL Yale Library Express
 11700 Lewis River Road
 Ariel, WA 98603

RECEIVED
JUN 29 2022

Fort Vancouver Regional Library

Customer PO: 010262

Work Requested By: Carl Sofie

Customer Request:
 FVRL Yale - 2022 FA Inspection

Scope Detail:


Perform 2022 annual fire alarm inspection.

Work Completed Detail:

Tech Notes: DOS 05.23.22 Completed fire alarm inspection, no deficiencies.

Cost Type	Description	Price	Tax	Extended
19	Per Proposal	595.00	0.00	595.00

FORT VANCOUVER REGIONAL LIBRARY
 I certify that the materials have been
 furnished, the services rendered, or
 the labor performed as described herein.

Signature 
Date 7/14/22

Thank you for your business!

*We accept Visa, Mastercard, Discover and American Express
 if you'd like to receive your invoices electronically, send an email including your
 business name and zip email to accounting@gbmanchester.com*

Gross	595.00	Tax	0.00	Amount Due	595.00
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FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Purchase Order

COPY

Page 1/1
Purchase Order
Purchase Order No. 010262
Date 3/11/2022

Ft Vancouver Reg Library Dist
1007 E Mill Plain Blvd
Vancouver WA 98663

Vendor: GB MANCHESTER CORPORATION
6000 NE 88TH ST
VANCOUVER WA 98665

Ship To: Ft Vancouver Reg Library Dist
1007 E Mill Plain Blvd
Vancouver WA 98663

On VISA _____

^ Changed Since the Previous Revision

Contract Number:	Payment Terms	Confirm With

L/N	Item Number	Description	Reference Number	Req. Date	U/M	Ordered	Budget #	Unit Price	Ext. Price
1	TESTING	Yale Fire Alarm testing		5/17/2022	Each	1		\$595.0000	\$595.00
	DELIVERY	TESTING		None			007-101-028-50-48-10		

Subtotal \$595.00
Trade Discount \$0.00
Freight \$0.00
Miscellaneous \$0.00
Tax \$49.98
Order Total \$644.98

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.

 _____ 5/20/2022
Date

Authorized Signature

Approved in fiscal year budget
 New Request

Carl Sofie _____ 5/20/22
Date

Order Placed By (Print)



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

COPY

RECEIVER

Purchase Order

Purchase Order No. 010262
Date 3/11/2022

Vendor:
GB MANCHESTER CORPORATION
6000 NE 88TH ST
VANCOUVER WA 98665

Ship To:
Ft Vancouver Reg Library Dist
1007 E Mill Plain Blvd
Vancouver WA 98663

Contract Number:
^ Changed Since the Previous Revision

L/N	Item / Ship Method	Description / Reference Number	Payment Terms	Confirm With	Req. Date	U/M	Ordered	Unit Price	Ext. Price														
1	TESTING DELIVERY	Yale Fire Alarm testing TESTING			5/17/2022	Each	1	\$595.0000	\$595.00														
<table border="0"> <tr> <td>Subtotal</td> <td>\$595.00</td> </tr> <tr> <td>Trade Discount</td> <td>\$0.00</td> </tr> <tr> <td>Freight</td> <td>\$0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>\$0.00</td> </tr> <tr> <td>Tax</td> <td>\$49.98</td> </tr> <tr> <td>Order Total</td> <td>\$644.98</td> </tr> <tr> <td>Prepayment</td> <td>\$0.00</td> </tr> </table>										Subtotal	\$595.00	Trade Discount	\$0.00	Freight	\$0.00	Miscellaneous	\$0.00	Tax	\$49.98	Order Total	\$644.98	Prepayment	\$0.00
Subtotal	\$595.00																						
Trade Discount	\$0.00																						
Freight	\$0.00																						
Miscellaneous	\$0.00																						
Tax	\$49.98																						
Order Total	\$644.98																						
Prepayment	\$0.00																						

FORT VANCOUVER REGIONAL LIBRARY
I certify that the materials have been furnished, the services rendered or the labor performed as described herein.

CSJ

Name

7-11-22

Date

Yale Valley Library District

Proposed Budget 2023

Revenue

<u>Description</u>	2022 Budget	2022 ACTUAL YTD	Proposed Budget 2023	Difference
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 95,837	\$ 125,000	2,337
Total Property Taxes	122,663	95,837	\$ 125,000	2,337
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	20,461	\$ 35,000	14,539
335.02 DNR - Other Revenue	100	4	\$ 100	96
335.02 State Capital Grant	\$0	\$0	\$ -	-
Total Intergovernmental, Grants & Contracts	35,100	20,465	\$ 35,100	14,635
Miscellaneous				
361.11 Investment Interest	2,500	1,445	\$ 2,500	-
367-10 Non-Governmental Contributions	500	-	\$ 500	-
367-10 Grant Revenue	-	-	\$ -	-
369.90 Miscellaneous Revenue	0	-	\$ -	-
Total Miscellaneous	3,000	1,445	\$ 3,000	-
Total Revenue:	\$ 160,763	\$ 117,747	\$ 163,100	16,972
Transfer from Reserves	\$ 560,024	\$ 602,769	\$ 1,870	(558,154)
Total Revenue and Reserves	\$ 720,787	\$ 720,516	\$ 164,970	(541,182)

Expenses

572.41 Professional services - FVRL	\$ 122,633	\$ 62,600	\$ 140,000	17,367
572.41 Professional Services - Other	-	\$ -	-	-
572.62 Capital Outlay	40,000	\$ 51,437	40,000	(11,437)
Grand Total Expense:	\$ 162,633	\$ 114,037	180,000	17,367

		2021 Budget	Proposed 2022 Budget	9/2021-9/2022 ACTUALS	
	Description				
Other Services / Charges					
572	Wages and benefits (incl. Admin)	\$82,500	\$ 82,500	Wages	42903
572.3	Supplies	\$1,000	\$ 1,000	FICA	3179
572.32	Courier (2x/week)	\$2,620	\$ 7,000	PERS	3078
572.34	Print Materials	\$1,000	\$ 9,200	Insurance	15100
572.39	Digital and E Resources	\$1,200	\$ 2,000	PFML	1625
572.41	Professional services	\$14,750	\$ 10,000	Mileage	600
572.42	Communications (Internet and PO Box)	\$7,600	\$ 8,000	training	1400
572.43	Training	\$250	\$ 400	Administrative (Jay, Amelia, Jenifer, Attar)	12000
572.45	Leases (copier)	\$4,000	\$ 3,700		79885
572.46	Insurance	\$1,280	\$ 1,000	Materials and Supplies	
572.47	Utilities	\$1,800	\$ 2,300	Books, media and other materials	12500
572.48	Repair and Maintenance	\$1,500	\$ 2,500	Cleaning and custodial supplies	500
572.41	Custodial		\$ 9,400		
572.49	Security monitoring/printing	\$500	\$ 1,000	Office supplies	250
	Operational Total	\$120,000	\$ 140,000	Craft supplies	250
	Administration			Courier service	7660
572.41	Professional Services-Fundraising/Architect	40,000		Access to digital and eResources	2520
572.62	Capital Outlay	0	\$40,000	Honoraria	500
Grand Total Expense:		\$160,000	\$ 180,000		24430
				Repairs and Maintenance	
				Custodial service	9360
				Carpets and windows	2500
				Grounds maintenance	2500
				Repairs and Maintenance	2700
				Maintenance supplies	150
					17210
				Overhead expenses	
				Insurance (property, liability, etc.)	1000
				Internet/Telecomm	7809
				Electricity	2000
				Trash	300
					11109
				Monthly and annual expenses	
				PO Box	105
				Copier and printer lease	3663
				Security monitoring	700
				Software and database licensing	2520
				Books by mail	500
					7488
				Total	140122



Cowlitz County Assessor
Preliminary Report of Value for Yale Valley Library
 for Taxes to be Collected in 2023
Report prepared 9/21/2022

This is a preliminary estimate.

New construction value is included, however state-assessed utility values have not been received and valuation appeals to the BOE are pending. **ALL FIGURES ARE SUBJECT TO CHANGE UNTIL THE ROLLS ARE CERTIFIED.**

HIGHEST LAWFUL LEVY CALCULATION:

Highest lawful levy since 1985: $\frac{122,663}{\text{Limit Factor}} \times \frac{101.000\%}{\text{New Limit with Increase}} = \frac{123,890}{\text{New Limit with Increase}}$

Allowance for New Construction:
 $\frac{290,340}{\text{New Const AV}} \times \frac{0.3653895744}{\text{Last Year's Levy Rate}} \div \$1,000 = \frac{106}{\text{Allowance for New Construction}}$

Allowance for any increase in State Assessed Value:
 $\frac{0}{\text{Increase (if any)}} \times \frac{0.3653895744}{\text{Last Year's Levy Rate}} \div \$1,000 = \frac{0}{\text{Allowance for State Assd Increase}}$

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: $\frac{123,996}{\text{Regular Levy Limit}}$

Statutory Rate Maximum:
 $\frac{389,877,808}{\text{AV of District}} \times \frac{0.500000}{\text{Statutory Rate Limit}} \div \$1,000 = \frac{194,939}{\text{Statutory Max Limit}}$

ESTIMATED HIGHEST LAWFUL LEVY for 2023 Payable: 123,996

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 08/01/2021 - 07/31/2022 **Amount Eligible for Refund Levy: 332**

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

ASSESSED VALUE

\$ 389,877,808 Preliminary Assessed Value for Tax Collection in 2023

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, in addition to providing a Levy Certification 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:

<i>New Const allowance (from above)</i>	-106
<i>State Assd allowance (from above)</i>	0
<i>Annexation allowance (from above)</i>	0
* Last Year's ACTUAL LEVY	-122,251

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:

* WAC 458-19-085 The base for computing the following year's levy limit does not include the refund levy amount.

68101 YALE VALLEY LIBRARY

807100 YALE VALLEY LIBRARY

Account Information	BARs Information	Beg Balance	Debits	Credits	Change	End Balance
1111000 CASH		796.96	14,681.61	- 828.03	13,853.58	14,650.54
2880000 UNRESERVED FUND BALANCE		- 659.22	0.00	0.00	0.00	- 659.22
3111000 REAL & PERSONAL PROPERTY TAX	8900000 DISTRICT ACTIVITIES	- 74,892.03	31.07	- 14,680.74	- 14,649.67	- 89,541.70
3172000 LEASEHOLD EXCISE TAX	8900000 DISTRICT ACTIVITIES	- 0.34	0.00	0.00	0.00	- 0.34
3174000 TIMBER EXCISE TAX	8900000 DISTRICT ACTIVITIES	- 20,154.65	0.00	0.00	0.00	- 20,154.65
3614000 OTHER INTEREST	8001300 OTHER INTEREST - DNR	- 4.18	0.00	0.00	0.00	- 4.18
3620000 RENTS AND LEASES	3007700 OIL GAS LEASE - TIMBER	- 503.74	0.00	0.00	0.00	- 503.74
3953000 PROCEEDS SALE OF CAPITAL ASSET	3003900 TIMBER SALES	0.00	0.00	- 0.87	- 0.87	- 0.87
5492000 OTHER	5893000 AGENCY TYPE REMITTANCES	95,417.20	796.96	0.00	796.96	96,214.16
Total		0.00	15,509.64	- 15,509.64	0.00	0.00

Yale Valley Library District

For the Month Ending August 31, 2022 (With Year-to-Date Totals)

Statement of Cash

December 31, 2021 Ending Cash Balance	\$	350,983
Year-to-date Revenue Received		97,200
Year-to-date Expenditures		<u>(114,037)</u>
Cash Balance August 31, 2022	\$	334,147

Yale Valley Library District

For the Month Ending August 31, 2022 (With Year-to-Date Totals)

Revenue

Description	2022 Budget	August 2022 Revenues	All Revenue Received thru August 2022	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 767	\$ 74,694	60.89%
Total Property Taxes	122,663	767	74,694	60.89%
Other Taxes				
317.2 Leasehold Excise Tax	-	0	0	0.00%
Total Other Taxes	-	0	0	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	259	20,719	59.20%
361.02 DNR - Other Revenue	100	0	4	4.18%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	259	20,723	59.04%
Miscellaneous				
361.11 Investment Interest	2,500	338	1,783	71.32%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	3,000	338	1,783	59.43%
Total Revenue:	\$ 160,763	\$ 1,364	\$ 97,200	60.46%
Transfer from Reserves	\$ 1,870	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 162,633	\$ 1,364	\$ 97,200	59.77%

Expenses

Description	2022 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 122,633	\$ -	\$ 62,600	51.05%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	51,437	128.59%
Grand Total Expense:	\$ 162,633	\$ -	\$ 114,037	70.12%

Net Cash Activity	\$ (16,837)
Jan. 1, 2022 Cash with County Treasurer	350,983
Ending Cash	\$ 334,147

Non-Capital Reserve	\$ 299,268
Capital Reserve	34,880
Total	\$ 334,147

Yale Valley Library District

For the Month Ending August 31, 2022 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance January 1, 2022	\$	287,173
Property Tax Collections (Revenue)		74,694
Other Taxes (Revenue)		0
Professional Expenses (Expenses)		(62,600)
Non Capital Reserve Ending Balance August 31, 2022	\$	299,268
Capital Reserve Beginning Balance January 1, 2022	\$	63,811
Intergovernmental, Grants and Contracts (Revenue)		20,723
Miscellaneous (Revenue)		1,783
Professional Services Architects (Expenses)		-
Capital Out lay (Expenses)		(51,437)
Capital Reserve Ending Balance August 31, 2022	\$	34,880
Total Non Capital and Capital Reserves	\$	334,147

Yale Valley Library District

For the Month Ending September 30, 2022 (With Year-to-Date Totals)

Statement of Cash

December 31, 2021 Ending Cash Balance	\$	350,983
Year-to-date Revenue Received		98,370
Year-to-date Expenditures		<u>(114,037)</u>
Cash Balance September 30, 2022	\$	335,316

Yale Valley Library District

For the Month Ending September 30, 2022 (With Year-to-Date Totals)

Revenue

Description	2022 Budget	September 2022 Revenues	All Revenue Received thru September 2022	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 797	\$ 75,491	61.54%
Total Property Taxes	122,663	797	75,491	61.54%
Other Taxes				
317.2 Leasehold Excise Tax	-	0	0	0.00%
Total Other Taxes	-	0	0	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	-	20,719	59.20%
361.02 DNR - Other Revenue	100	-	4	4.18%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	-	20,723	59.04%
Miscellaneous				
361.11 Investment Interest	2,500	372	2,155	86.21%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	3,000	372	2,155	71.84%
Total Revenue:	\$ 160,763	\$ 1,170	\$ 98,370	61.19%
Transfer from Reserves	\$ 1,870	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 162,633	\$ 1,170	\$ 98,370	60.49%

Expenses

Description	2022 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 122,633	\$ -	\$ 62,600	51.05%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	51,437	128.59%
Grand Total Expense:	\$ 162,633	\$ -	\$ 114,037	70.12%

Net Cash Activity	\$ (15,667)
Jan. 1, 2022 Cash with County Treasurer	350,983
Ending Cash	\$ 335,316

Non-Capital Reserve	\$ 300,064
Capital Reserve	35,252
Total	\$ 335,316

Yale Valley Library District

For the Month Ending September 30, 2022 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance January 1, 2022	\$	287,173
Property Tax Collections (Revenue)		75,491
Other Taxes (Revenue)		0
Professional Expenses (Expenses)		(62,600)
Non Capital Reserve Ending Balance September 30, 2022	\$	300,064
Capital Reserve Beginning Balance January 1, 2022	\$	63,811
Intergovernmental, Grants and Contracts (Revenue)		20,723
Miscellaneous (Revenue)		2,155
Professional Services Architects (Expenses)		-
Capital Out lay (Expenses)		(51,437)
Capital Reserve Ending Balance September 30, 2022	\$	35,252
Total Non Capital and Capital Reserves	\$	335,316

Yale Valley Library District

BOARD OF TRUSTEES BY-LAWS

(Amended June 10, 2021)

ARTICLE I POWERS, PURPOSE, AND RESPONSIBILITIES:

Section 1.1 Name: The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be **Yale Valley Library District**, hereinafter referred to as the District.

Section 1.2 Legal Basis: By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

Section 1.3 Purpose: The Board exercises the authority and assumes the responsibility delegated to it by Chapter 27.12 RCW for the provision of free public library service to the residents of Yale Precinct in Cowlitz County.

ARTICLE II GOVERNING BOARD, BOARD COMPOSITION:

Section 2.1 Board Composition: The governing body of **Yale Valley Library District** shall be a Board of Trustees, hereinafter referred to as the Board, which shall consist of five members, appointed by the Board of Commissioners of Cowlitz County Washington. Trustees must be residents of the District at the time of appointment.

Section 2.2 Term: One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms.

Section 2.3 Vacancies: Vacancies shall be filled for unexpired terms by the Board of Cowlitz County Commissioners. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

Section 2.4 Compensation: A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

Section 2.5 Removal: A Trustee may be removed for just cause by the Cowlitz County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III OFFICERS:

Section 3.1 Election: The Board shall elect from its members a Chair, Vice-Chair, Secretary, and Treasurer, who shall be voting members at its regular June meeting. These officers shall serve a one-year term, July through June following their election. Officers may serve for more than one consecutive term.

Section 3.2 Duties:

A. The Chair shall preside at all meetings of the Board; authorize special meetings; appoint committees; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; provided however the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.

B. The Vice-Chair, in the event of the Chair's absence or inability to act, shall assume the Chair's duties.

C. The Secretary shall insure that a true and accurate record is maintained of all meetings of the Board, and in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board.

D. The Treasurer shall review monthly invoices and operating expenses, and shall advise the Board on payment of these invoices.

Section 3.3 Vacancies: Vacancies in any office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

ARTICLE IV MEETINGS:

Section 4.1 Regular Meetings: Monthly meetings shall be held on a day and time established by the Board. Meetings shall be held at a location specified by the Chair. A meeting schedule for the new year will be presented by the Chair at the last regular meeting of the preceding year.

- Section 4.2 Regular Meeting Changes: The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting
- Section 4.3 Special Meetings: Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.
- Section 4.4 Emergency Meetings: Emergency meetings may be called as provided for in Chapter 42.30.070 RCW.
- Section 4.5 Quorum & Voting: A majority of all members of the Board shall constitute a quorum for the transaction of business. A majority of those present is necessary to take action on any item coming before the Board.
- Section 4.6 Public Participation at Meetings: Members of the public may make presentations or comments to the Board at the time specified on the published agenda. Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.
- Section 4.7 Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.
- Section 4.8 Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Office of the District, and a physical copy kept in the YVLD notebooks. The minutes shall consist primarily of a record of the action taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.
- Section 4.9 Absences: It is the intention of the Board to maintain full representation of the District in all deliberations. Therefore, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair in advance of the pending absence.

Section 4.10 Open Public Meetings Act: All Board meetings are governed by the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.

ARTICLE V GENERAL:

Section 5.1 Amendments: These By-laws may be revised or amended at any regular or special meeting of the Board upon approval of three-fifths of its total membership, provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Section 5.2 Legal: Should any article or section of these By-laws be in conflict with the laws of the State of Washington, the balance of these By-laws shall remain in effect. The article or section held invalid shall be amended as required by law in accordance with Article V, Section 5.1 of these By-laws.

Approved and adopted:

Eric Reese

Date

Chris Conroy

Kathi Wheeler

Tina Moir

Bob Appling