



AGENDA FOR PUBLIC MEETING

DATE: Tuesday, February 22, 2022 at 6:00pm

LOCATION: Zoom Meeting

Meeting Link: <https://us02web.zoom.us/j/84203185318>

By Phone: 1-206-337-9723

Meeting ID: 842 0318 5318; Passcode: 303370

5:30 - 5:55 p.m. Executive Session Topic: Personnel: RCW 42.30.110 (g)

6:00 p.m. Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Reports: INFORMATION
 - 4.1 FVRL Operational Report: Mary Abler, Deputy Director
 - 4.2 Branch Report: Vancouver Mall Community Library: Brandon Cruz, Branch Manager
 - 4.3 Collections and Technology Services Report: Lynne Caldwell
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: January 18, 2022 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins
 - 5.3 2021 Public Works Contracts
6. Business
 - 6.1 Finance Committee
 - Brush Prairie – Demographic Update (Sam Wallin) INFORMATION
 - 2022 Budget Report INFORMATION
 - Staff Report: Undesignated Capital Reserve Allocations INFORMATION
 - 6.2 Resolution 2022-04: 2022 Capital Reserve Plan ACTION
 - 6.3 Policy Committee
 - Equal Opportunity Employment Policy 2nd Reading INFORMATION
 - Additional Rules of Conduct Policy Amendment ACTION
 - 6.4 Facilities Committee
 - Staff Report: Property Leases INFORMATION
 - 6.5 Resolution 2022-5: Washougal Community Library Lease ACTION
 - 6.6 Resolution 2022-6: Sea Mar Amended Grand Boulevard Lease ACTION
7. Board comments
8. Setting of next regular meeting – Monday, March 21, 2022 (Virtual)
9. Adjournment

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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



February 2022 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations open a minimum of 10 am to 6 pm Monday - Friday
 - No meeting room use, no in-person programs

2. Capital Projects

- Operations Center (Mill Plain)
 - Flooring, furniture installation complete by Feb. 28
- Woodland Community Library
 - Planning meeting Feb. 24, met with Branch Manager
- Washougal Community Library
 - City of Washougal - parking discussion
 - Architect - discussed schedule
- Grand Boulevard building
 - Sea Mar - revised lease agreement
 - COV - backflow valve construction
 - Finalizing floor plan

3. Executive Director's Activities: January 18 - February 22, 2022

- 2022 Library Legislature Week, PLW Legislative Committee
- OC move planning and walkthrough
- Van Mall Lease discussion and tour
- AREDI Authentic Community Engagement/Urban Library Council webinars
- Northwest Digital Heritage Contributors
- Fort Vancouver Regional Library Foundation Board
- Johnston Architecture - Operations Center floor plan review
- Policy and Finance Committees
- CREDC Annual Investor meeting
- VA Early Learning Center stakeholders meetings (OMSI and CPP)
- VITA Principal Jennifer Blechschmidt
- Mary Abler, 6 month evaluation
- Washougal City Hall Parking Study
- Review FVRL Board Bylaws with attorney
- City of Vancouver Library, Arts and Cultural Heritage
- City of Vancouver and Clark County representative interviews
- Washington State Archives, flood damage and records assessment
- Southwest Washington Hospitality Roundtable
- Cascade Park Branch Manager interviews
- Yale Valley Board
- Clark County Investment Pool Quarterly



February 2022 – Strategic Plan Update

FVRLibraries is committed to providing regular updates about our [2021-2024 Strategic Plan](#).

EQUITY

- All FVRLibraries staff have completed the initial round of foundational equity training.

ORGANIZATIONAL CULTURE

- A strategic planning page has been added to our intranet, The Source. It includes an action tracker to allow staff to follow the progress of strategic actions.

FEBRUARY BRANCH HIGHLIGHTS

February 22, 2022

EQUITY

- A majority of Public Services staff have completed the 2 parts Equity Foundational Training.
- The districtwide Diversity Display for February features Black History Month. Here is an example at Woodland Community Library on the right.
- In addition, some branches also have nice art works or displays to celebrate the Lunar New Year which fell on Feb. 1 this year.



L: Washougal Library staff hand crafted a dragon from random materials available at the branch.



R: Three Creeks Library staff created a collaborative community art piece for patrons to decorate.

CONNECTIONS

- Goldendale Branch Manager, Terra McLeod, met with Goldendale High School's GEAR UP Grant Coordinator and another teacher. Terra demonstrated a number of databases for teens to search for both funding for higher education and for basic research. The teachers commented that they learned a lot and will share the information with other teachers.
- Vancouver Managers, Kelly Lamm and Blake Kincaid as well as Librarian, Laura Meeker attended the Downtown Stakeholders and the SW WA Small Business Provider's meetings on January 25, 2022
- Vancouver Library Public Services Librarian, Diane C. met with the new Executive Director of Fourth Plain Forward and will be working in the next few months to collaborate on some outreach opportunities there.

PARTNERSHIPS

- Senior Public Services Librarians, Elizabeth M. from Three Creeks Library and Jamie B. from Outreach & Community Partnerships Division collaborated on an outreach event to an outside cohort group - Kids Club in Salmon Creek. The event went well with 50 children from age 4 - 12 learning about theatre and improv games. They first made puppets and then engage in theatre games with their puppets, focusing on emotion in

their acting. This was well-received by staff and students at Kids Club. This will be a monthly outreach through May. It has also given our staff an opportunity to test outreach guidelines and refine outreach procedures in the time of Covid.

- Tax Season is upon us and the phones are busy with patrons calling with questions about AARP Tax Help in 2022. Branches have seen a large number of patrons picking up tax forms and inquiring about tax assistance. Vancouver, Cascade Park and Stevenson Libraries are the branches that partner with AARP to provide in-person tax aid by appointments.
- Vancouver Library Public Services Librarian, Laura M. and Senior Library Assistant, Rebekah C. partnered with SCORE to present the first installment of SCORE's new series on Business Credit.
- One Community Health provided Stevenson Library a number of home COVID tests to distribute to patrons. About 135 kits were given out through Stevenson/Bookmobile/North Bonneville locations at a time when there were no kits available to purchase in Skamania County, or being shipped for free to people.

ORGANIZATIONAL CULTURE

- Yale Valley Library staff recently brightened up the children's area with an amazing rug, and fun seating! It has really made a huge difference and made the area feel even more inviting. (R)
- The collection management program, Collection HQ, is back up and rolling, branches have got their "grubby lists" and "dead lists" to do condition and low usage weeding. This will help refresh branch collections based on usage.



PATRON COMMENTS

- Someone who just moved to Ridgefield a month ago told Ridgefield Library staff that *"I've visited the library a couple of times and all the staff have been incredibly kind, welcoming, and helpful each time. Just wanted to complement you guys/gals."*
- At Woodland Library, Saturday open hours continue to get positive comments. Public Services Assistant, Jake A. reported from the circ desk, *"I saw an uptick in people coming in on Saturdays, and the usual gracious attitude that we are open on Saturdays; citing that the original Wed 11-8 schedule was usually too late to do with their kids, but that Saturdays allow them a lot more time to come in and browse and hang out."*
- Goldendale Library staff received a very nice comment card from a patron! *"Love this library! Thanks for being here - Great location, great staff!"*
- Vancouver Mall staff reported that they had multiple people told them that they were surprised to find out that they were open and were happy to learn that other branches were open as well.

Fort Vancouver Regional Library District

Statement Of Cash

For the Month Ending December 31, 2021 (Amended)

December 31, 2020 Ending Cash Balance	\$18,031,051
Year-to-date Revenue Received	\$33,992,758
Year-to-date Expenditures	<u>-\$32,350,615</u>
Cash Balance December 31, 2021 (Estimated)	<u>\$19,673,194</u>

Restatement of cash balance with cash reserve plan -

December 31, 2020 Ending Cash Balance	\$18,031,051
<hr/>	
(Variance occurs due to when property tax revenue is received)	

Reserve Fund

Objective 1 Capital Repairs and Maintenance	\$550,000
Objective 2 Replacement Vehicles	\$48,380
Objective 3 Capital Projects	
Ridgefield (YTD expense \$1,958,157)	\$0
Washougal (YTD expense \$55,136)	\$1,547,814
Woodland	\$915,536
Unrestricted Capital	\$5,903,559
Objective 4 Innovation	\$68,467
Objective 5 Budget Stabilization Fund	1,364,526
Total Reserve Plan Objectives 1-5	<u>\$10,398,282</u>
Operational Fund > 60 to 90 days of of annual operational budget	\$9,274,912
Cash Balance December 31, 2021	\$19,673,194

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2021
For the Month Ending December 2021 (Amended)

	2021 Budget (Amended 12/21)	December 2021 Revenues	All Revenue Received thru December 2021	Year - to - Date Annual Budget Percent
Property Taxes				
311.10 Property Taxes - Clark	23,500,000	132,854	23,548,209	100.21%
311.10 Property Taxes - Skamania	700,000	58,199	694,976	99.28%
311.10 Property Taxes - Klickitat	1,350,000	80,520	1,404,134	104.01%
311.10 Property Taxes - Cowlitz	350,000	15,991	320,196	91.48%
Total Property Taxes	25,900,000	287,564	25,967,516	100.26%
Other Taxes				
311.11 Other General Tax	0	0	0	0.00%
318.20 Leasehold Excise Tax	120,000	2,356	144,563	120.47%
Total Other Taxes	120,000	2,356	144,563	120.47%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	0	922	18.45%
333.00 Grants through ESD 112	0	0	3,550	0.00%
336.02 State In-lieu of Taxes	0	0	10,486	0.00%
334.84 State Grants	0	0	5,102	0.00%
335.05 State Forest Boards	300,000	50,057	341,838	113.95%
338.72 Yale Valley Library Dist	825,000	238	779,637	94.50%
338.72 INET City of Vancouver (PEG)	61,000	0	61,100	100.16%
338.72 Contracts - Clark County Jail	500	0	500	100.00%
Total Intergovernmental, Grants & Contracts	1,191,500	50,295	1,203,136	100.98%
Charges for Services				
341.60 Equipment Use Fees	20,000	1,413	11,267	56.33%
347.21 Non-Resident Borrower Fee	2,000	319	5,934	296.71%
347.90 Lost / Damaged Material Fee	25,000	3,937	32,849	131.39%
347.50 Collection Agency Referral Fee	5,000	290	2,800	56.00%
Total Charges for Services	52,000	5,958	52,850	101.63%
Miscellaneous				
361.11 Investment Interest	140,000	11,704	134,426	96.02%
362.00 Rental Income	0	0	0	0.00%
367.09 Restricted Contribution - WD	0	0	500	0.00%
367.10 Gifts/Contributions	15,000	10,020	22,532	150.22%
369.90 Library Friends Groups' Reimbursements	4,000	2,566	5,825	145.63%
369.90 Library Foundation Reimbursements	2,400,000	886	2,385,590	99.40%
369.40 Insurance Reimbursements	4,000,000	156,738	3,915,358	97.88%
369.90 Miscellaneous	500	63	520	103.91%
367.11 Private Grants	20,000	0	1,600	0.00%
369.90 Postage Contributions	0	0	0	0.00%
369.90 Other Miscellaneous - E-Rate	200,000	790	157,604	78.80%
395.00 Sale of Assets	2,000	59	738	36.88%
Total Miscellaneous	6,781,500	182,827	6,624,694	97.69%
Total Operating Revenue	\$ 34,045,000	\$ 529,000	\$ 33,992,758	99.85%
Transfer in from Reserves	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues and Transfer from Reserve	\$ 34,045,000	\$ 529,000	\$ 33,992,758	99.85%

12/12 months = 100.00%

Jan.-Dec. 2021 Fiscal Year

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2021
For the Month Ending December 2021 (Amended)

Bars	Description	2021 Budget (Amended 12/21)	December 2021 Expenditures	Year-to-Date Totals thru December 2021	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	11,563,314	1,430,914	10,891,610	94.19%
572.24	Benefit - Medical	2,501,458	294,137	2,342,219	93.63%
572.24	Benefit - Dental	306,644	23,788	279,711	91.22%
572.24	Benefit - Life, LTD, STD	132,891	5,207	101,029	76.02%
572.22	Benefit - PERS	1,459,354	144,078	1,263,940	86.61%
572.21	Benefit - FICA	871,318	106,534	811,733	93.16%
572.25	Benefit - L & I - Workers Compensation	117,603	5,403	67,391	57.30%
572.25	Benefit - PFML	17,941	2,076	15,940	88.85%
572.28	Unemployment Expense	10,000	0	2,938	29.38%
	Personnel Subtotal:	16,980,523	2,012,137	15,776,511	92.91%
Supplies					
572.30	Supplies	400,000	32,081	414,100	103.53%
572.35	Small Equipment (FF&E)	250,000	69,663	314,058	125.62%
572.38	Technology	525,000	26,246	497,539	94.77%
572.33	Professional Collection / Tech	300,000	41,086	229,706	76.57%
	Supplies & Small Equipmt/Tech Subtotal:	1,475,000	169,076	1,455,403	98.67%
Library Books / Materials					
572.34	Library Books & Materials	1,600,000	71,489	1,478,854	92.43%
572.39	Electronic Resources	1,400,000	263,144	1,828,195	130.59%
	Library Materials Subtotal:	3,000,000	334,633	3,307,049	110.23%
Other Services / Charges					
572.41	Professional Services	1,238,000	86,080	1,230,759	99.42%
572.42	Communications	419,400	64,168	453,385	108.10%
572.43	Training / Travel	50,000	6,703	50,053	100.11%
572.44	Advertising	15,000	637	12,304	82.03%
572.45	Rentals / Leases	1,223,349	77,798	1,039,269	84.95%
572.46	Insurance	223,700	-552	201,660	90.15%
572.47	Utilities	408,500	28,558	320,093	78.36%
572.48	Repairs & Maintenance	775,000	18,868	803,437	103.67%
572.49	Misc / Dues / Printing / Other	131,200	12,204	87,991	67.07%
572.50	Intergovernmental Services	2,500	210	3,394	135.76%
	Other Charges & Services Subtotal:	4,486,649	294,674	4,202,345	93.66%
Capital Outlay					
594.62	Buildings / Non-Owned	1,500,000	329,236	1,441,089	96.07%
594.62	Buildings / Owned	2,000,000	17,488	1,644,112	82.21%
595.62	Yale Project	450,000	51,419	475,872	105.75%
594.64	Machinery & Equipment	427,828	0	184,522	43.13%
	Capital Outlay Subtotal:	4,377,828	398,143	3,745,595	85.56%
Reserved Amount					
572.41	Professional Services-2021 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 30,320,000	\$ 3,208,663	\$ 28,486,903	93.95%
Total Reserved Projects		3,725,000	3,730,942	3,863,711	103.72%
Grand Total All Expenditures:		\$ 34,045,000	\$ 6,939,605	\$ 32,350,615	95.02%

December is the 12th month of the fiscal year. Year-to-date budget percentages should be at 100.00%, representing 12/12 months.

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending January 31, 2022 (With year-to-date totals)

December 31, 2021 Ending Cash Balance	\$19,673,194
Year-to-date Revenue Received	\$141,650
Year-to-date Expenditures	-\$1,760,562
Cash Balance January 31, 2022 (Estimated)	\$18,054,282

Restatement of cash balance with cash reserve plan -

December 31, 2021 Ending Cash Balance	\$19,673,194
(Variances occur due to when property tax revenue is received)	

Reserve Fund

Objective 1 Capital Repairs and Maintenance	\$550,000
Objective 2 Replacement Vehicles	\$48,380
Objective 3 Capital Projects	
Washougal	\$1,492,678
Woodland	\$915,536
Unrestricted Capital	\$5,958,695
Objective 4 Innovation	\$68,467
Objective 5 Budget Stabilization Fund	1,364,526
Total Reserve Plan Objectives 1-5	\$10,398,282
Operational Fund > 60 to 90 days of annual operational budget	\$7,656,000
Cash Balance January 31, 2022	\$18,054,282

Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2022
For the Month Ending January 2022 (With year-to-date totals)

	2022 Budget (Approved 12/21)	January 2022 Revenues	All Revenue Received thru January 2022	Year - to - Date Annual Budget Percent
Property Taxes				
311.10 Property Taxes - Clark	24,250,000	53,681	53,681	0.22%
311.10 Property Taxes - Skamania	675,000	8,466	8,466	1.25%
311.10 Property Taxes - Klickitat	1,345,500	9,612	9,612	0.71%
311.10 Property Taxes - Cowlitz	325,000	2,127	2,127	0.65%
Total Property Taxes	26,595,500	73,886	73,886	0.28%
Other Taxes				
311.11 Other General Tax	0	0	0	0.00%
318.20 Leasehold Excise Tax	120,000	11,496	11,496	9.58%
Total Other Taxes	120,000	11,496	11,496	9.58%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	482	482	9.64%
333.00 Grants through ESD 112	0	0	0	0.00%
336.02 State In-lieu of Taxes	0	0	0	0.00%
334.84 State Grants	0	0	0	0.00%
335.05 State Forest Boards	225,000	27,284	27,284	12.13%
338.72 Yale Valley Library Dist	162,500	0	0	0.00%
338.72 INET City of Vancouver (PEG)	61,000	0	0	0.00%
338.72 Contracts - Clark County Jail	500	0	0	0.00%
Total Intergovernmental, Grants & Contracts	454,000	27,766	27,766	6.12%
Charges for Services				
341.60 Equipment Use Fees	20,000	1,791	1,791	8.96%
347.21 Non-Resident Borrower Fee	6,000	1,171	1,171	19.52%
347.90 Lost / Damaged Material Fee	25,000	3,946	3,946	15.78%
347.50 Collection Agency Referral Fee	5,000	240	240	4.80%
Total Charges for Services	56,000	7,148	7,148	12.76%
Miscellaneous				
361.11 Investment Interest	120,000	8,874	8,874	7.39%
362.00 Rental Income	2,500	10,954	10,954	0.00%
367.09 Restricted Contribution - WS	0	200	200	0.00%
367.10 Gifts/Contributions	15,000	62	62	0.41%
369.90 Library Friends Groups' Reimbursements	150,000	1,064	1,064	0.71%
369.90 Library Foundation Reimbursements	1,000,000	0	0	0.00%
369.40 Insurance Reimbursements	250,000	78	78	0.03%
369.90 Miscellaneous	2,500	14	14	0.56%
367.11 Private Grants	150,000	0	0	0.00%
369.90 Postage Contributions	0	0	0	0.00%
369.90 Other Miscellaneous - E-Rate	200,000	0	0	0.00%
395.00 Sale of Assets	20,000	109	109	0.55%
Total Miscellaneous	1,910,000	21,355	21,355	1.12%
Total Operating Revenue	\$ 29,135,500	\$ 141,650	\$ 141,650	0.49%
Transfer in from Reserves	\$ 2,400,000	\$ 0	\$ 0	0.00%
Total Revenues and Transfer from Reserve	\$ 31,535,500	\$ 141,650	\$ 141,650	0.45%

1/12 months = 8.33%

Jan.-Dec. 2022 Fiscal Year

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

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	January 2022 Expenditures	Year-to-Date Totals thru January 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	945,234	945,234	7.88%
572.24	Benefit - Medical	2,560,000	103,617	103,617	4.05%
572.24	Benefit - Dental	300,000	22,870	22,870	7.62%
572.24	Benefit - Life, LTD, STD	125,000	10,776	10,776	8.62%
572.22	Benefit - PERS	1,540,000	95,547	95,547	6.20%
572.21	Benefit - FICA	910,000	70,775	70,775	7.78%
572.25	Benefit - L & I - Workers Compensation	100,000	5,398	5,398	5.40%
572.25	Benefit - PFML	20,000	1,519	1,519	7.60%
572.28	Unemployment Expense	10,000	0	0	0.00%
	Personnel Subtotal:	17,565,000	1,255,736	1,255,736	7.15%
Supplies					
572.30	Supplies	392,525	19,236	19,236	4.90%
572.35	Small Equipment (FF&E)	266,700	1,293	1,293	0.48%
572.38	Technology	433,000	0	0	0.00%
572.33	Professional Collection / Tech	350,000	7,423	7,423	2.12%
	Supplies & Small Equipmt/Tech Subtotal:	1,442,225	27,952	27,952	1.94%
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	46,053	46,053	2.00%
572.39	Electronic Resources	1,600,000	72,859	72,859	4.55%
	Library Materials Subtotal:	3,900,000	118,912	118,912	3.05%
Other Services / Charges					
572.41	Professional Services	1,725,000	76,154	76,154	4.41%
572.42	Communications	387,800	34,304	34,304	8.85%
572.43	Training / Travel	108,000	4,004	4,004	3.71%
572.44	Advertising	30,000	35	35	0.12%
572.45	Rentals / Leases	567,925	80,188	80,188	14.12%
572.46	Insurance	220,000	0	0	0.00%
572.47	Utilities	458,855	35,205	35,205	7.67%
572.48	Repairs & Maintenance	704,250	16,404	16,404	2.33%
572.49	Misc / Dues / Printing / Other	165,700	7,148	7,148	4.31%
572.50	Intergovernmental Services	3,640	245	245	6.73%
	Other Charges & Services Subtotal:	4,371,170	253,687	253,687	5.80%
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	6,681	6,681	1.34%
594.62	Buildings / Owned	3,392,105	97,594	97,594	2.88%
595.62	Yale Project	40,000	0	0	0.00%
594.64	Machinery & Equipment	325,000	0	0	0.00%
	Capital Outlay Subtotal:	4,257,105	104,275	104,275	2.45%
Reserved Amount					
572.41	Professional Services-2022 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 31,535,500	\$ 1,760,562	\$ 1,760,562	5.58%
Total Reserved Projects		0	0	0	0.00%
Grand Total All Expenditures:		\$ 31,535,500	\$ 1,760,562	\$ 1,760,562	5.58%

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
Board of Trustees Public Meeting**

January 18, 2022

1. CALL TO ORDER

Chair Higgins called the regular meeting to order at 6:54pm. A roll call was held.

ATTENDEES: All participation was virtual per Governor's proclamation #20-25.2.

Board Members: Jane Higgins, Mary Ann Duncan Cole, Penny Love Henslee, Kelsi Gilkey
Excused: Kate Maple, Brian Carrico

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

The order of the agenda items in the Business Section changed. The Facilities Report was put before the Finance Report. Capital Reserve Plan item has been pulled from this agenda and will be added to the February agenda.

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

3. CHAIR ANNOUNCEMENTS

Chair Higgins wants the tone to be for 2022 to be the year of jubilation. She is thankful for the Grand Avenue sale closure; PLA 2022 will be held in Portland, making it very convenient to attend as well as new contracts with both WPEA and AFSCME.

4. REPORTS

4.1 FVRL Operational Report: Mary Abler, Deputy Director

Abler gave an update on public service provided including pandemic staffing contingency plan; operation hours have been reduced; masks upgraded at all branches; all staff will have equity foundational training by February and after that, it will be part of new employee orientation. The Policy Committee reviewed FVRL current policies using an equity lens.

4.2 Branch Report: Vancouver Community Library, Mary Abler, Deputy Director

Abler provided an overview of Cascade Park Community Library's activities over the past year.

5. CONSENT AGENDA

5.1 Minutes Approval – December 13, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins

MOTION: Jane Higgins and Mary Ann Duncan Cole seconded approval of the consent agenda. The motion carried unanimously via roll call.

6. BUSINESS

6.1 Finance Committee Report (changed to Item 6.4)

6.2 Resolution 2022-04: 2022 Capital Reserve Plan (This item has been moved to the February meeting agenda).

6.3 Policy Committee Report

As part of our on-going work in equity, diversity and inclusion, FVRL is revisiting its policies pertaining to equity in the workplace. The Committee requests the Board’s review and comment on changes to the existing policy: Equal Opportunity Employment Policy.

6.4 Facilities Committee: Capital Projects Update (changed to 6.1 item on the agenda)

Shelley gave an overview of our capital projects including Woodland project site, Washougal site, Grand Blvd and Operations Center update.

7. CITIZEN COMMENTS

Written comments were received from: Carol Haynes, Dennis Anderson, Dan Durringer, Rebecca Kaye, Buffy Spargur, Elizabeth Reynolds, Mr. and Mrs. Jon Anderson, Mrs. Jackman, Jon Johnson, Lori Judkins, Quill Onstead, Crystal Sparkowich, Irina Vergulyanets, Gary Wilson, Heather Hibbs

BOARD COMMENTS

Jane Higgins thanked Kelsi Gilkey for continuing to fulfill her Board duties as our By Laws allow that a Board member remains in place until their replacement is found.

8. NEXT REGULAR MEETING

The next meeting is Tuesday, February 22, 2022 (Virtual)

9. ADJOURNMENT

The meeting adjourned at 7:34pm

Approved:

Jane Higgins, Chair

Date

Kelsi Gilkey, Vice-Chair

Date

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

February 22, 2022

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

As of this date, February 22, 2022, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
January 1, 2022 through January 31, 2022

Accounts Payable Warrants Issued	Numbers	<u>114213</u>	Through	<u>114353</u>	<u>\$ 754,573.00</u>
Accounts Payable EFT Payments		<u>EFT01101</u>	Through	<u>EFT01112</u>	<u>51,799.75</u>
Accounts Payable Warrants Voided	Numbers	113768, 114210			<u>(\$ 3,473.12)</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	<u>\$ -</u>
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Direct Deposits Issued	Numbers	<u>1/7/2022</u>	Through	<u>1/24/2022</u>	<u>\$ 884,608.35</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>			<i>Amount</i>	
WA Dept. of Revenue	1/25/2022			1,317.86	
Endicia (postage)					
Kaiser	1/27/2022			9,284.74	
Kaiser	1/28/2022			65.00	
WA Dept of Retirement	1/14/2022			6,219.08	
WA Dept of Retirement	1/18/2022			79,451.56	
WA Dept of Retirement					
WA Dept of Retirement					<u>\$ 96,338.24</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 1,783,846.22</u>

 DISTRICT LIBRARY - AUDITING OFFICER

 BOARD CHAIR

BOARD COVER WORKSHEET

BOARD DATE: February 22, 2022

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
Accounts Payable			
January 5, 2022	114213-114241	146,572.80	
January 12, 2022	114242-114275	187,311.04	
January 12, 2022	114276-114277	9,473.07	
January 19, 2022	114278-114311	50,704.30	
January 27, 2022	114312-114352	360,011.79	
January 27, 2022	114353	500.00	
Total Accounts Payable Warrants Issued		754,573.00	

Accounts Payable EFT Payments			
January 5, 2022	EFT01101	59.50	
January 12, 2022	EFT01102	353.00	
January 19, 2022	EFT01103 - EFT01108	6,358.33	
January 27, 2022	EFT01109 - EFT01112	45,028.92	
Total Accounts Payable EFT Payments		51,799.75	

Accounts Payable Voids and Cancels			
January 12, 2022	113768		560.12
January 13, 2022	114210		2,913.00
Total Accounts Payable Warrant Voids and Cancels			3,473.12

Total ADP ACH Auto Pull			
January 7, 2022		333,569.42	
January 7, 2022	State Family & Medical Leave	2,895.73	
January 7, 2022	Federal	109,037.16	
January 7, 2022	Oregon	3,865.77	
January 21, 2022	ADP Fee	4,620.02	
January 24, 2022		318,543.00	
January 24, 2022	State Family & Medical Leave	2,775.58	
January 24, 2022	Federal	105,592.02	
January 24, 2022	Oregon	3,709.65	
Total Payroll Direct Deposit Transfers		884,608.35	

ACH EFT Transfer			
January 25, 2022	WA Department of Revenue	1,317.86	
January 27, 2022	Kaiser	9,284.74	
January 28, 2022	Kaiser	65.00	
January 14, 2022	WA Dept of Retirement	6,219.08	
January 18, 2022	WA Dept of Retirement	79,451.56	
Total ACH EFT Transfers		96,338.24	

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids	1,787,319.34	3,473.12
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Total Funds to Approve for Disbursement	1,783,846.22
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Finance Director Reviewed Carrie Greenwood

Date 2/15/2022
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Vendor 2021	Description	Amount	Contract Dates
NW Remodel & Design	WS Carpet Removal	4,193	Dec
Comm Caseworks Inc	BG Casework	7,952	Oct
Environmental Controls	TC HVAC Retrofit	3,887	Mar
Fidelity National Title Company	Navigation Center: Earnest Money	185,000	Dec
Fidelity National Title Company	Navigation Center: Purchase	3,545,942	Dec
		3,730,942	
Pacific Tech Construction	Yale	419,671	Jan - Apr; June, Aug, Dec
JRT Mechanical	Yale	1,334	Sept
Spacesaver Specialists Inc	Yale	22,653	July
Spacesaver Specialists Inc	Yale	1,937	Dec
Johansson Architecture	Yale	5,614	Mar
		451,209	
USA Mechanical	CP HVAC	17,981	Apr, Sept, Nov, Dec
USA Mechanical	OC HVAC	5,542	Nov, Dec
Oregon Electric Group	OC HVAC	54,671	June
		60,213	
Otis Elevator Company	GD Elevator	34,306	June, July, Aug, Nov, Dec
Burgeon Group	RI Remodel	3,916	June
Harry's Keys	RI Remodel	5,033	June
Hearing Loop NW	RI Remodel	12,438	Feb, Mar, June
Spacesaver Specialists Inc	RI Remodel	113,638	Mar, July
Speciality Graphic Solutions	RI Remodel	2,163	Mar, July
Union Corner Construction	RI Remodel	1,612,181	Jan, Mar, Apr, May, Aug
Arakawa Hanging Systems	RI Remodel	1,800	June
Comm Caseworks	RI Remodel	4,750	May
PeopleSpace	RI Remodel	149,494	Mar, Apr, May, Jun, July
Delta AV	RI Remodel	26,246	Dec
Carlson Testing Inc	RI Remodel	2,150	Jan, May
InPro	RI Remodel	4,982	Mar, July, Sept
Johansson Architecture	RI Remodel	12,317	Mar, May, June, Aug
Site Specific	RI Remodel	13,373	Jan, Feb, May
SwiftSure Energy Services	RI Remodel	1,050	May
		1,965,531	
JRT Mechanical	VA HVAC	8,945	Sept, Nov
Patriot Fire Protection	VA HVAC	3,475	April, Sept
Trane Oregon	VA HVAC	51,815	Jun, Jul, Sept
USA Mechanical	VA HVAC	1,775	April
		66,010	
Burgeon Group	VA Lighting/Remodel	9,589	June
JRT Mechanical	VA Lighting/Remodel	16,927	Sept
Kaski Electric	VA Lighting/Remodel	859	Feb
Oregon Electric Group	VA Lighting/Remodel	1,443	June
Thyssenkrupp Elevator	VA - Elevator	3,438	May
		32,256	
Hacker Architects	WA Professional Services	55,136	Sept, Oct
PBS Environmental	WA Phase I Topographic Survey	4,800	Dec



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

2022 Budget and Work Plan

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Inside new Ridgefield
Community Library

District Overview

Fort Vancouver Regional Library District (FVRL) serves residents of southwest Washington including all of 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 thirteen staffed locations, two rural partially staffed/self-serve libraries, and two bookmobiles in rural, suburban, and urban settings, and provides books-by-mail services to those living far from established library locations.

FVRL has over 635,000 physical items that can be borrowed without fear of overdue fines. Our libraries also host a robust collection of over 135,000 eBook and eAudio items as well as vast digital resources such as eMagazines, streaming music and video platforms, and educational databases available 24/7 to anyone who holds a library card. FVRL offers a wide variety of programs for the public with a focus on early literacy, lifelong learning, and the opportunity to learn about your community through its best assets - our citizens, businesses, and organizations.



4200+ square miles
& **4 Counties**



15 Libraries



2 Bookmobiles



199,424
Cardholders



787,996
Library Materials
(Physical & Digital)

.....

FVRL BOARD OF TRUSTEES

Jane Higgins, Chair *(Clark County)*

Kelsi Gilkey, Vice Chair
(Clark County)

Penny Love-Henslee
(Clark County)

Kate Maple *(Klickitat County)*

Mary Ann Duncan Cole
(Skamania County)

Brian Carrico *(Vancouver)*

.....

EXECUTIVE DIRECTOR

Amelia Shelley

DEPUTY DIRECTOR

Mary Abler
*Library Operations and
Strategic Initiatives*

DIVISION DIRECTORS

Lynne Caldwell
*Collection and
Technology Services Director*

Carrie Greenwood
Finance Director

Dave Josephson
Facilities and Fleet Director

Justin Keeler
*Outreach and
Community Partnerships Director*

Tak Kendrick
*Communications and
Marketing Director*

Amy Lee
Public Services Director

Lee Strehlow
Human Resources Director

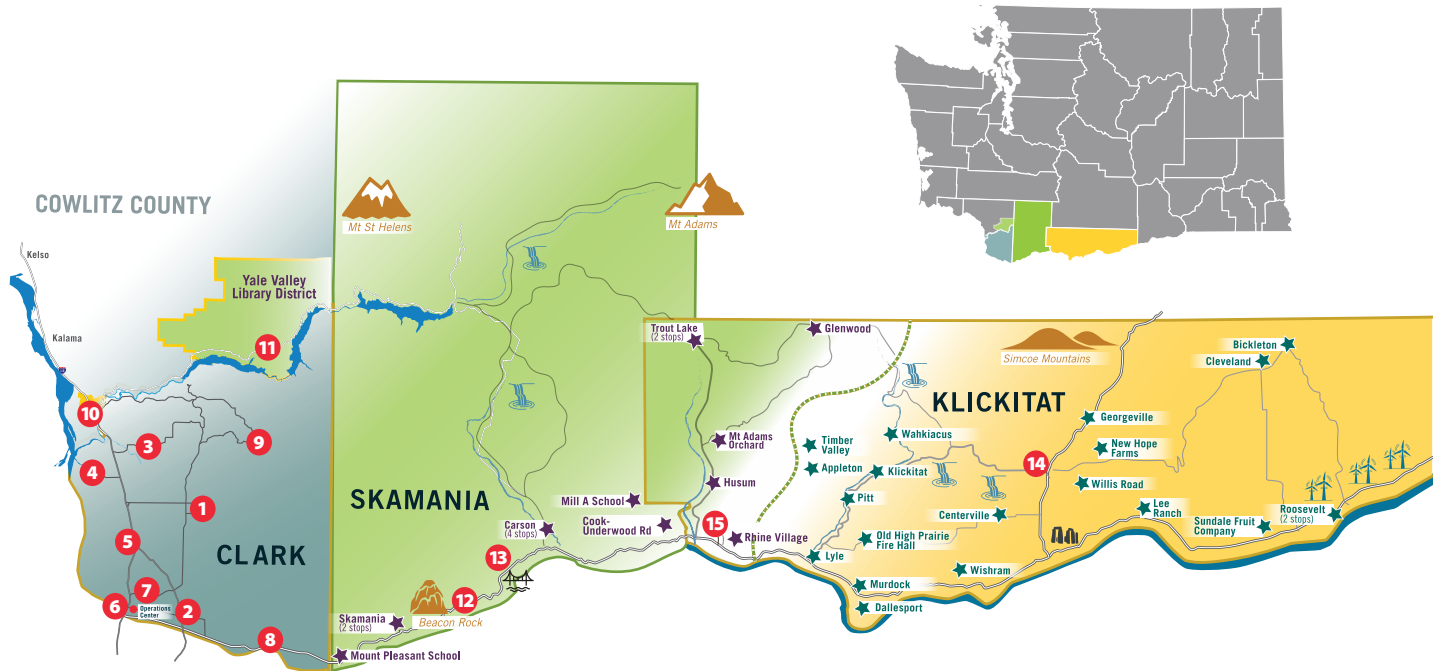
GOVERNANCE (Library Board)

FVRL began in 1950 as Washington’s first inter-county rural library district. It’s now the fifth-largest library district in Washington State. 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, develops library policies, sets the annual property tax levy, and approves the district’s long-range strategic plan. Trustees serve voluntarily and support the mission, vision, and values of FVRL.

LEADERSHIP (Administrative team)

The Executive Director is responsible for the overall strategic direction and leadership of the district, and 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 a deputy director as well as directors for Public Services, Facilities and Fleet, Human Resources, Communications and Marketing, Finance, Collection and Technology Services, and Outreach and Community Partnerships. The leadership team partners closely with the twelve community librarians who serve as the branch managers of FVRL’s libraries, as well as the director of the Fort Vancouver Regional Library Foundation.

FVRLibraries Service Locations



Clark County

- 1 Battle Ground Community Library
Holland Christie, Branch Manager
- 2 Cascade Park Community Library
(branch manager position is vacant)
- 3 La Center Community Library
Jurinda Swingruber, Branch Manager
- 4 Ridgefield Community Library
Sean McGill, Branch Manager
- 5 Three Creeks Community Library
Barbara Jorgenson, Branch Manager
- 6 Vancouver Community Library
Kelly Lamm, Branch Manager
- 7 Vancouver Mall Library
Brandon Cruz, Branch Manager
- 8 Washougal Community Library
Rachael Ries, Branch Manager
- 9 Yacolt Library Express
Holland Christie, Branch Manager

Cowlitz County

- 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

● LIBRARY LOCATION ★ Bookmobile Stop

Executive Summary

Thank you for your interest in the Fort Vancouver Regional Libraries' (FVRL) annual budget for 2022. Our vision is that *everyone in our communities is valued and empowered to succeed*. We support this effort through our strategic goals and priorities, along with the traditional services that our users depend on to serve their needs. Our staff has developed a budget that is rooted in our mission, *to strengthen our communities through knowledge, experiences, creativity*, and through our shared values of inclusion, collaboration, and access.

OUR 2021-2023 STRATEGIC PLAN FOCUSES ON THESE FOUR PRIORITIES



Equity

We prioritize equity in all aspects of our work.



Partnerships

We build relationships with and between organizations in our communities.



Connections

We offer robust access to resources, learning opportunities and welcoming environments.



Organizational Culture

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

FVRL's 2022 budget is based on all of our community library buildings being fully open to the public, along with a comprehensive offering of library programs and services. Like everyone else, we are still responding to and recovering from the pandemic. Our budget includes a return to full library staffing, as well as support for 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 health and safety procedures.

FVRL will continue to ensure good stewardship of 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 ensure collaboration and inclusion in their work. The proposed budget for 2022 is balanced at \$31,535,500 for revenues and expenditures, and meets our cash balance requirements through anticipated collections and reserves.

FVRL remains committed to providing vibrant, vital public 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 new year with new possibilities, and hopefully a return to all of the library programs and services you know and love.

Amelia Shelley
Executive Director

Jane Higgins
Chair, Board of Trustees

2022 Revenue and Expenditures

REVENUE

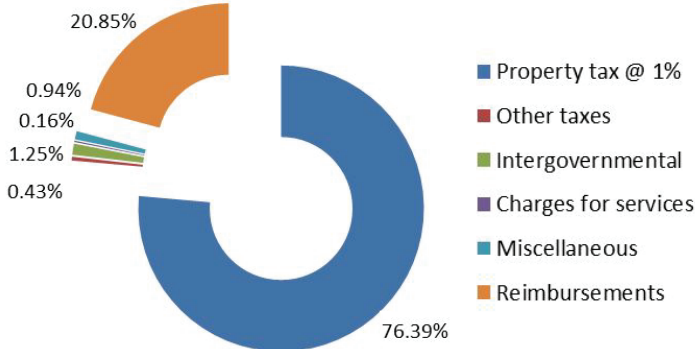
Estimated property tax revenue for 2022 is \$26,595,500, accounting for 82% of FVRL's revenue. The District's levy rate on property is projected to decrease from approximately \$0.34 per thousand dollars of assessed value in 2021 to just under \$0.32 per thousand in 2022. The inflation rate used to calculate the allowable levy increase is greater than 1%, so no resolution of substantial need was necessary for 2022. Other revenue sources include other taxes, grants, and contracts, charges for services, investment interest, reserves, and reimbursements which add an additional \$4.3 million for an estimated total revenue of \$31,535,500 in 2022, a decrease of 7.37% from the prior year.

REIMBURSEMENTS AND RESERVES

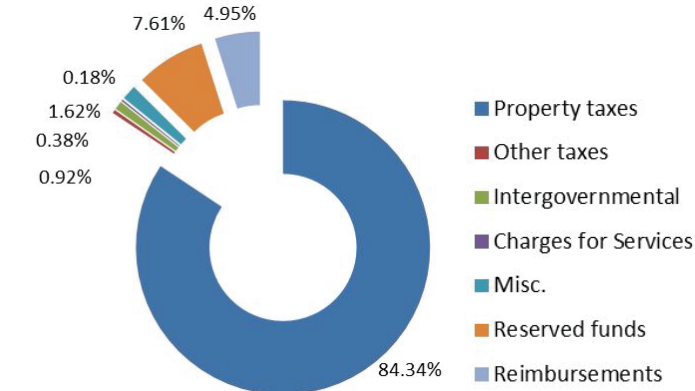
FVRL had over \$7 million in reimbursements as part of its annual budget for 2021. These reimbursements were related to the 2020 flood at the operations center on Mill Plain Boulevard, as well as grants and donations for the Ridgefield Community Library that were paid through the Fort Vancouver Regional Library Foundation and reimbursements from the Yale Valley Library District for the construction of their new building in Ariel through their contract with FVRL for library services. The largest amount (nearly \$4 million) came from insurance funds for damage and losses to the operations center and will continue to be spent out in 2022 as work on the Operations Center is finished. Both the Ridgefield and Yale Valley library projects were concluded in 2021.

REVENUE COMPARISON			
Revenue Source	2020 (actual)	2021 (actual)	2022 budget
Property tax @ 1%	\$24,921,862	\$25,967,516	\$26,595,500
Other taxes	\$114,458	\$144,563	\$120,000
Intergovernmental	\$875,569	\$423,499	\$291,500
Charges for services	\$45,110	\$52,925	\$56,000
Miscellaneous	\$547,988	\$317,921	\$510,000
Operational Total	\$26,504,987	\$26,906,424	\$27,573,000
Reserve Funds	\$27,671	0	\$2,400,000
Reimbursements	\$534,162	\$7,086,410	\$1,562,500
Total	\$27,066,820	\$33,992,834	\$31,535,500

2021 REVENUE \$33,992,834



2022 REVENUE \$31,535,500



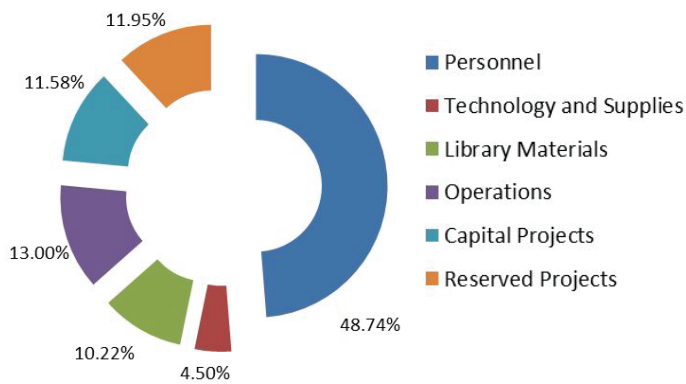
OPERATIONAL EXPENDITURES

Total proposed operating expenditures for 2022 is approximately \$27.3 million, a 2.9% increase over the 2021 budget. The proposed budget adds 3.6 full time equivalent employees (FTEs) and includes capacity to respond to a 2021 salary review. It also increases new material purchases by 2.6% to \$3.9 million (from the original 2021 budget), and continues investments in technology and other library services. Most areas of FVRL's operational expenditures do not represent a significant increase over 2021.

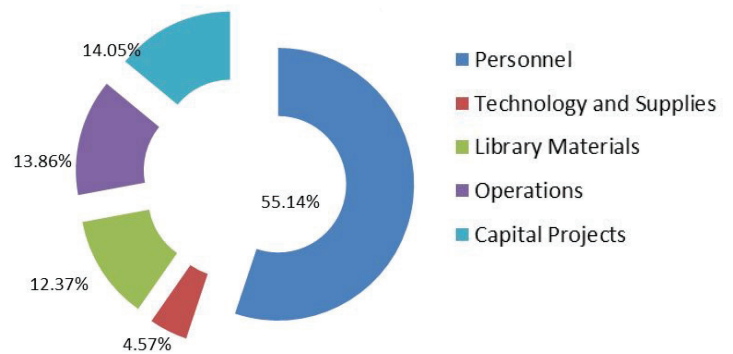
EXPENDITURE COMPARISON

Expenditure Source	2020 (actual)	2021 (actual)	2022 budget
Personnel	\$15,629,745	\$15,765,455	\$17,565,000
Technology and Supplies	\$742,356	\$1,455,403	\$1,442,225
Library Materials	\$2,625,240	\$3,307,050	\$3,900,000
Operations	\$3,558,131	\$4,205,818	\$4,371,170
Operational Total	\$22,555,472	\$24,733,726	\$27,278,395
Capital Projects	\$1,969,153	\$3,745,595	\$4,257,105
Reserved Projects	\$1,626,023	\$3,863,711	\$0
Total	\$26,150,648	\$32,343,032	\$31,535,500

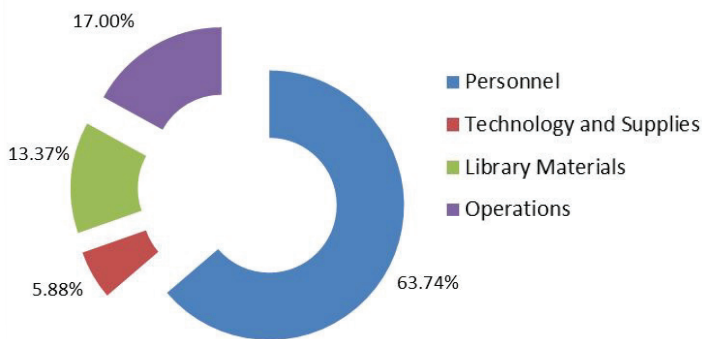
2021 TOTAL EXPENDITURES



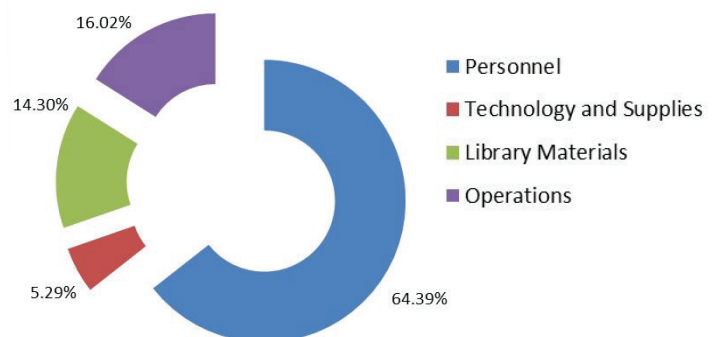
2022 TOTAL EXPENDITURES



2021 OPERATIONAL EXPENDITURES



2022 OPERATIONAL EXPENDITURES



CAPITAL PROJECTS

Capital expenditures for 2022 are estimated at \$4.2 million, or approximately 2.76% lower than the 2021 budget. Total proposed capital outlays for 2022 include funds to remodel the new operations center building and proceed with site work and construction for a new Woodland Community Library and conceptual design for a new Washougal Community Library. The 2022 budget also allows for the purchase of a new all-electric outreach/courier vehicle and replaces aging automated materials handling equipment in three locations, as well as provide for needed improvements to various community library buildings.

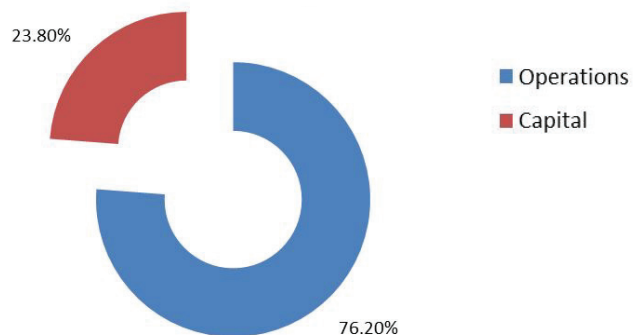
RESERVES & BEGINNING CASH

A vital component of our comprehensive financial planning is maintaining an adequate fund balance to sustain ongoing operations during the months between revenue collection periods. The 2022 beginning cash is just over \$19 million, of which approximately 53% is reserved for capital projects and other operational and budget stabilization priorities. This leaves approximately \$9 million in the general fund to carry us through the first four months of 2022 to cover FVRL's expenditures which average approximately \$2.3 million a month.

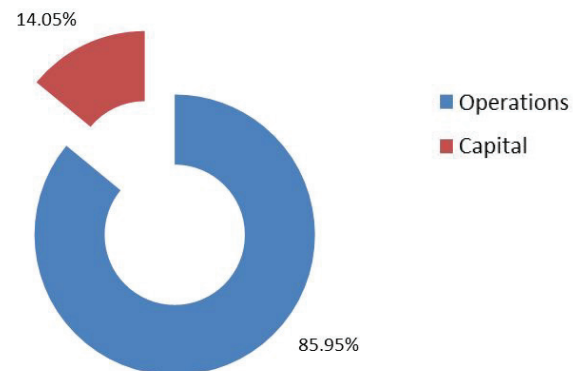
The general fund balance allows our libraries to ensure continuity of operations and avoid the need to borrow funds or cut services should there be an unforeseen shortfall of revenues. FVRL will expend a portion of our reserve capital funds in 2022 for new library building projects in Woodland and Washougal, as well as the remodel of the new building on Grand Boulevard. FVRL's Fiscal Management Policy provides guidance and directs our actions throughout the budget cycle. Our monthly financial statements and annual reports are available at www.fvrl.org/financial-documentation.



2021 OPERATIONAL VS CAPITAL EXPENSES



2022 OPERATIONAL VS CAPITAL EXPENSES



2022 Work Plans

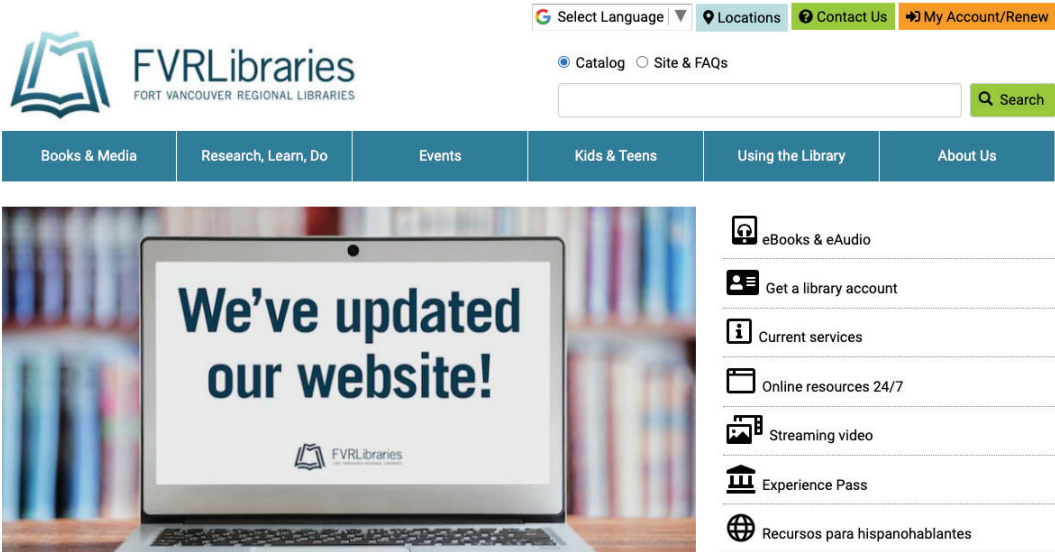
This year marks the beginning of a **new strategic plan**, one that will build upon the work of the past four years. Since 2018, FVRL has focused on three areas of development: Supporting Student Success, Building Connected Communities, and Fostering a Culture of Innovation. In 2021, FVRL engaged staff and the community in developing a new strategic plan. You will see our focus areas highlighted in our work plans below. We will report our achievements to the Board, staff and community through quarterly updates on our website.

COLLECTIONS

FVRL will implement a new feature in the online library catalog that will allow for anyone with **new book suggestions** to receive updates and responses on those titles. This feature is something long sought-after by our staff and patrons. Our **website** was updated at the end of 2021 to be compatible with a new version of our web platform. We will also be updating our Collection Policy and begin work on a collection diversity audit.

CUSTOMERS

In 2022, FVRL will implement an **improved online library account registration portal** to allow new users to apply for a full-privilege library account through our website to gain faster access to all of our resources. FVRL will continue to ensure that all of our actions will be compliant with the state’s COVID-19 safety guidelines and standards. We will continue to offer **curbside and remote services** as long as necessary, perhaps even beyond the end of the pandemic, should they remain popular. All library locations (with the exception of North Bonneville) will be open at least six days a week, with standardized open hours of at least 10 am to 6 pm to provide equal access to our communities.



With an additional focus on accessibility, our new website was launched in Dec. 2021.

PROGRAMS

FVRL will continue to provide virtual programs for all ages throughout 2022. The virtual model has proven successful in eliminating many barriers to attendance that are unintentionally created when programming happens only in person. While virtual programs are important, nothing replaces the connections made at our in-person events. We are cautiously optimistic that we will be able to resume limited, in-person programming in 2022. This coming summer, we will build on the prior success of our **Summer at Your Library** program through online tools and via outreach to dedicated partners throughout the district. We will also strive to bring in-person performances back to our branch libraries in safe and sustainable ways. Whether in-person or online, we are looking forward to offering a community-wide reading opportunity through our **Revolutionary Reads** program this spring.

SPACES

We will be working on a redesign of the conceptual **Woodland Community Library**, scaling it back in size to meet our budgetary limitations for the project. Work on this project will continue throughout the year, hopefully including site work and the start of construction. We will also continue to work on the conceptual design for the new **Washougal Community Library** as well as fundraise for this project in 2022. Both projects will include opportunities for public input. The planned remodel of the new **FVRL Operations Center** on Grand Boulevard should begin later in the year with an opening targeted for early 2023. FVRL is planning upgrades and improvements to several of our existing facilities. This includes:

- **Vancouver** - replacement of first and third floor carpeting, remodel computer lab and ELC
- **Cascade Park** - completing the Teen Area remodel and grounds improvements
- **La Center** - roof replacement, parking lot improvements
- **Three Creeks** - replace rooftop HVAC units, install exterior sound panels
- **Yacolt** - new windows, HVAC unit
- **Stevenson** - remodel basement staff areas

TECHNOLOGY

FVRL will replace three of our **automated materials handlers** in 2022. These machines make it possible to process materials faster and more efficiently. We are currently in the design and planning process with our selected vendor (Lyngsoe) and will be installing the new systems by the summer. FVRL's **technology plan** will be updated to include more contemporary goals and measures, as it has been several years since the last update. The new tech plan will also include **disaster recovery planning** learned through our recent experience of a flood in our Operations Center, as well as other unforeseen catastrophic events such as fires and earthquakes.



2022 Strategic Initiatives

EQUITY

In an effort to provide programming that represents everyone in our communities, FVRL staff from multiple locations and departments developed an **anti-bias education (ABE) framework** for our children's programs. We will also be using the overall framework to guide our conversations with partner groups that support systemically non-dominant communities to ensure that our children's programming provides opportunities for all children to see themselves, their families, and their communities positively reflected at our events. Additionally, we are undertaking an audit of our collection of materials to ensure that we have adequate representation of books and authors from the various populations served by our libraries.

PARTNERSHIPS

FVRL has developed deep and meaningful relationships with our **community partners** throughout our service area. We work with a wide range of outside groups including early childhood learning providers, assisted living facilities, school districts, and other non-profit service providers. The coming year will see FVRL formalizing our approach to these partnerships with the implementation of a customer relationship management database. This tool will help us strategically coordinate our work with partners across the district, both between our libraries and each other. This work will include the development of a holistic set of principles and staff training to ensure successful partnerships.



Among the Equity, Diversity, and Inclusion initiatives started in 2021 were special display kits like the one created for Native American History Month. In 2022, we will roll-out additional kits for Black History, Asian American and Pacific Heritage, Pride, and others.



StoryWalk installations around our libraries and communities provided a passive literacy activity for children and families.



2,405 Laptops
Checked Out



40,783
Calls Answered



598,230
Holds Filled

CONNECTIONS

A prominent theme in our community and partner conversations during the development of FVRL's new strategic plan was the need for us to meet peoples' needs outside of our branch libraries. In support of equitable access, we will prioritize developing projects with our partners that will help more people receive library services where they are most needed. FVRL will be purchasing a vehicle for outreach purposes in Clark County as well as expanding our existing bookmobile routes in Klickitat and Skamania Counties. We will maintain and expand our **Read, Return, Repeat** deposit collections which place high-quality library materials at assisted living facilities and other locations where they can be used by people with challenges to accessing library materials in traditional ways.

ORGANIZATIONAL CULTURE

This will be the second full year of FVRL's work on an **Equity, Diversity, and Inclusion** (EDI) initiative. We began our Foundational Equity Training in late 2021 and anticipate that all employees will have completed the training by the middle of February 2022. We will also begin training select staff on the use of a new Equity Toolkit to review existing library policies and other aspects of our work. We will evaluate our organizational structure in hopes that we can increase flexibility for employees and provide more professional development opportunities. We will also seek to improve our recruitment, hiring, and retention process to build an increasingly diverse workforce.

OTHER PROJECTS

FVRL's Finance division will be automating **accounts payable** processes to allow for invoices to be managed remotely and reviewed online, and to set vendors up for electronic payments. Automation will save paper, time, and expense by creating a digital audit file format, eliminating the need for file storage space, while also increasing security. Automation software will allow FVRL to pay vendors promptly, with no mail delays or lost invoices.

2021 Year in Review

Early in 2021, our libraries were once again able to provide in-person services at all of our locations. At first, those services were limited by state guidelines, but as conditions improved, our buildings were able to offer more hours and services. We have continued to offer curbside service for patrons who appreciate the convenience or prefer to avoid contact with others. Our staff also continues to offer library programs online to reach users until it is safe to offer in-person programming again. We are proud of our team for their extraordinary efforts and exceptional creativity. Many of the new services that were created out of necessity will be sustained if there is interest and demand. Here are just a few of the things we accomplished this past year.

IMPROVING DIGITAL EQUITY

To respond to the challenges facing our communities' lack of access to the internet and computers, FVRL began circulating home computer kits that include hotspots and laptops in early 2021. These devices proved to be very popular and allowed many to maintain connections to school, work, and other resources. We also boosted the Wi-Fi at our Stevenson, Three Creeks, Battle Ground, Vancouver, and Washougal libraries to provide better coverage in exterior areas and parking lots for those in need of after-hours support.

FLOOD RECOVERY

One of the biggest challenges of 2021 was our recovery from the catastrophic flood at our Operations Center in October of 2020. We were able to return some staff to the Mill Plain facility in November, and will fully return to the building in 2022, reducing the number of remote locations we are supporting. We also purchased the former Navigation Center building from the City of Vancouver for our future Operations Center.

MEANINGFUL PARTNERSHIPS

FVRL partners with a number of community groups and agencies to expand the reach of our services. In 2021, FVRL staff partnered with Workforce Washington's NEXT Center to develop a meaningful work experience program for teens. We also hosted the Summer @ Your Library program via outreach at partner sites serving children with barriers to access, such as the City of Vancouver's Parks and Recreation Day Camps and at local food banks; and we expanded our partnership with SHARE House to host summer meal sites in Vancouver and Washougal.



EQUITY, DIVERSITY, AND INCLUSION INITIATIVE

Our Outreach and Youth Services staff finished developing and incorporated new Anti-Bias Education Framework principles into our story time training. This framework seeks to ensure that all children in the many communities we serve are able to see themselves and their families represented in FVRL's program offerings. Our Collection Development team launched our first coordinated library display for Native American Heritage Month. Additionally, the Equity Committee developed the Foundational Equity Training that represents our first step in ensuring a more inclusive workplace.



NEW LIBRARIES

FVRL finished construction on two new buildings in 2021 in Ridgefield and Yale Valley. The new Ridgefield Community Library is an expansion and remodel of the former Ridgefield Community Center and library. The new building is approximately 8,000 square feet and offers separate children's and teen areas, an adult reading lounge and tech bar, a community room, and an expanded collection. Yale Valley Community Library is a partnership with the Yale Valley Library District, who contracts with FVRL for all services. The new 2,100-square-foot Yale Valley Community Library building officially opened in September of 2021. Like the Yacolt Community Library, Yale Valley is a unique self-service location that allows residents greater access through their library card.



New libraries in Ridgefield and Yale were completed in 2021.

LIBRARY COMMUNICATIONS

After several months of development, we rolled out a new website in December of 2021. This version exceeds accessibility guidelines and streamlines the process for patrons to find out information about the library district to get their questions answered. The Communications and Marketing Division also worked with members of the Equity Committee to develop new buttons for staff to proudly display their preferred pronouns, helping to educate patrons and establish that library staff are allies for their community.



Engaging and highly visible, new pronoun buttons help educate patrons and support our staff.

REDUCING BARRIERS TO ACCESS

FVRL standardized branch open hours across the district. All locations are open a minimum of forty-eight hours a week, 10 am to 6 pm six days a week. Some locations are open longer, based on staff capacity. We expanded the three free copies or printouts a day to 30 a week, so users could better access this privilege. We returned to Books by Mail to qualified users only, but have continued curbside in most locations.

GRATITUDE IS OUR ATTITUDE

FVRL is fortunate to have strong community support throughout southwest Washington. We often hear from our patrons, especially those new to the area, that this is the BEST library system they have ever seen. Here are just a few of the ways our libraries made a difference in 2021:

- We engaged our volunteers to write holiday cards to individuals in assisted living and senior care facilities to let them know that someone was thinking of them. In all, over 200 volunteers wrote and sent a total of over 3,000 cards.

- During times when access to the library was limited, we expanded Books by Mail home delivery service to all users.



Library volunteers created cards for seniors living in isolation or in assisted living facilities.

For those with kids stuck at home, we created experience kits to teach basic STEM concepts as well as stretch kids' creativity.

We retooled our make-and-take programs into take-and-make. Several locations offered supplies for wreath making, etc.

Increasing digital equity became a priority for FVRL when our users couldn't access library computers. We offered hotspots for Wi-Fi access as well as Chromebook laptops to check out. We also provided print-on-demand services and curbside delivery of documents during times of limited library access.

WORDS & PICTURES

Library staff participated in the City of Vancouver's Parks and Recreation Department's *Party in the Park* program and passed out free books and experience kits to families.

Our annual Words and Pictures event featured 34 local authors, with 334 participants.

The annual Imagined Ink teen writing contest had 175 entries this year.



Our Vancouver Community Library staff facilitated monthly book discussions with incarcerated teens at the Clark County Juvenile Detention Center.

The Summer @ Your Library program reached 5,500 total participants via outreach and in-branch methods. We partnered with 17 agencies and provided outreach to 39 sites to promote and deliver the program

Staff at the Washougal and Vancouver libraries partnered with Share House to serve as summer meal sites at the two locations, serving a combined total of 822 meals.

When the New York Public Library decided to go fine free this year, we were happy to share the news that FVRL has been fine free since 1970! And yet, we know not everyone takes advantage of the many wonderful things our libraries have to offer. We are grateful for those who do, and are ever striving to introduce the rest to all the goodness they are missing.

Thank You to Our Community Partners!

HERE ARE JUST SOME OF THE HUNDREDS OF PARTNERS WE'VE WORKED WITH IN 2021

- | | | |
|--|--|--|
| AARP | Farmers Markets: | REACH |
| Camp Mariposa | La Center, Stevenson and
White Salmon | Rice Northwest Museum
of Rocks and Minerals |
| Cascade Locks
Historical Museum | Fourth Plain Forward | Ridgefield School District |
| Children's Home Society/
Triple Point | Genealogical Forum
of Oregon | SELF/SWEL |
| City of Vancouver | Headstart/ECEAP | SHARE House |
| Clark County
Historical Museum | Kinderland | Vancouver Parks and
Recreation |
| Columbia Gorge
Interpretive Center | La Center School District | Vancouver Pride |
| Community Services
Northwest | Lan Su Chinese Garden | Vancouver Public Schools |
| Council for the Homeless | Latino Community
Resource Group | WAGAP Food Banks |
| CRESA | League of Women Voters | Washougal School District |
| ESD112 | Maryhill Museum of Art | White Salmon School District |
| Evergreen Public Schools | Meals on Wheels People | WIC/SeaMar |
| | NEXT Summer Works | Woodland School District |
| | Partners In Careers | WSU Vancouver |

SPECIAL THANKS

We couldn't do anything without the continued support of the Foundation, and our community Friends groups. Thank you!



Fort Vancouver Regional Library District
Staff Report 2022-04
Undesignated Capital Reserve - Reallocation Request

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 02/22/2022

SUBJECT: Request to reallocate undesignated capital reserve funds

SUMMARY: Staff seeks Board approval on the reallocation of undesignated capital reserve funds. FVRL had reserved slightly over \$5.9 million for the costs of acquiring a new Operations Center for the District. The purchase of 2018 Grand Blvd. was accomplished through 2021 revenues, which allows FVRL to reallocate \$3.5 million to other projects while retaining a little more than \$2.4 million in undesignated capital reserves for the remodel of the new operations center. Staff recommends that the remaining undesignated capital reserves be reallocated into the capital reserve funds for the Operations Center, Woodland, Washougal and Brush Prairie projects.

Summary of Undesignated Capital Reserve Funds reallocation requests:

Fund	Current	Reallocate	New
Undesignated	\$5,958,695		\$158,695
2018 Grand Boulevard		\$2,300,000	\$2,300,000
Woodland	\$915,536	\$1,500,000	\$2,415,536
Washougal	\$1,492,678	\$1,500,000	\$2,992,678
Brush Prairie	\$0	\$500,000	\$500,000
Total Capital Reserve Funds	\$8,366,909	\$5,800,000	\$8,366,909

1. 2018 Grand Boulevard - New FVRL Operations Center

FVRL purchased the former Navigation Center at 2018 Grand Boulevard in December of 2021. Staff are currently working with Johnston Architects to design a remodel of the interior spaces. The budget for the remodel is \$2.2 million including soft costs and contingency.

2018 Grand Boulevard - FVRL Operations Center				
Revenue Source	Allocated	Requested	Estimates	26,000 sf
FVRL UCR		\$2,300,000	Cost of construction	\$1,900,000
			FF&E	\$ 100,000
			Soft costs	\$ 300,000
Total	\$	\$2,300,000	Total	\$ 2,300,000

2. Woodland Community Library

The Board of Trustees approved the reduction in scope of the Woodland Community Library project in December from 11,000 square feet to 7,500 square feet to come in line with the project budget of \$5.5 million. FVRL has met with Hacker Architects to set parameters for the redesign agreement and is awaiting a revised contract. The work on the redesign will start immediately with a new schedule due out soon.

An additional \$1.5 million in capital support for this project would bolster the budget and allow FVRL to confidently start construction of the facility in 2022. Staff recommends reallocating \$1.5 million in capital reserves for this project. Woodland currently has \$915,536 in FVRL designated capital reserves and \$2.016 million remaining in a library capital grant through the Foundation. The Friends of the Woodland Community Library and the Foundation have raised a combined total of \$787,096 raised for this project.

Woodland Community Library					
Revenue Source	Allocated	Requested	Estimates	7500 sf	Gap
WA Capital Grant	\$ 2,016,320		Cost of construction	\$ 4,875,000	
Friends	\$ 642,395		Soft Costs	\$ 500,000	
FVRL	\$ 915,536	\$1,500,000	Contingency @ 10%	\$ 520,000	
Foundation	\$ 144,701		FF&E	\$ 250,000	
Total	\$ 3,718,952	\$5,218,952	Total	\$ 6,145,000	\$ 926,048

3. Washougal Community Library Conceptual Design

FVRL is working with Hacker Architects on a conceptual design for the new library. The budget estimates for this project are \$7.9 million. Current gap is \$6.4 million. The project slowed down this fall for an exploration of a possible land swap or joint use project. This project currently has just under \$1.5 million in designated capital reserve funding available. The Friends of the Washougal Community Library and the Foundation have a combined \$33,887. Staff requests \$1.5 million in capital reserves be allocated for this project.

Washougal Community Library					
Revenue Source	Allocated	Requested	Estimates	12000 sf	Gap
Grants			Cost of construction	\$ 6,000,000	
Friends	\$ 207,121		Soft Costs	\$ 600,000	
FVRL	\$ 1,492,678	\$1,500,000	Contingency	\$ 600,000	
Foundation	\$ 124,766		FF&E	\$ 400,000	
Total	\$ 1,824,565	\$3,324,565	Total	\$ 7,600,000	\$ 4,275,435

4. [Brush Prairie Community Library Study](#)

Staff have provided an analysis of the feasibility and need for a small branch library on our Brush Prairie property. A decision to go forward on this project would require Board action under the [Purchase, Lease, Exchange and Sale of Real Property Policy](#). Brush Prairie currently has no funds allocated for the future construction project. Staff requests that a portion of the reallocated capital funds could be set aside for Brush Prairie to jump start this project.

As an alternative, FVRL could choose to create a small branch in an existing strip mall at the site. This would build interest in the project and help with future fundraising/support for a ballot measure. Staff requests that **\$500,000** be allocated for this project as we continue to study our options

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-04

RESOLUTION OF THE BOARD OF TRUSTEES OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADOPTING THE 2022 CAPITAL RESERVE PLAN

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held virtually on February 22, 2022, 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 and FVRL Administration recognize that a reserve fund for capital projects is necessary to insure there is the ability to plan and build new facilities for the District; and

WHEREAS, the FVRL Board of Trustees have the responsibility to set objectives to define specific purposes for reserved funds in an effort to be open and transparent with public funds; and

WHEREAS, FVRL identified the need to provide expanded library services in Washougal, Woodland, and northeast Vancouver, as well as a new operations center for the District through a 2013 Strategic Facilities Plan, and

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that allocating capital reserves for specific projects enables the District to plan for growth of library services and facilities in a timely and cost effective manner,

NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopt a revision to the Capital Reserve Plan reallocation of \$5,800,000 in undesignated capital reserve funds in the following categories: \$2,300,000 to the renovation of 2018 Grand Boulevard in Vancouver, \$1,500,000 to the Woodland Community Library project fund, \$1,500,000 to the Washougal Community Library project fund, and \$500,000 for the Brush Prairie Community Library project fund.

Approved this day February 22, 2022

Approved: _____
Chair, Jane Higgins

Attested: _____
Secretary, Kate Maple

Date: _____

Fort Vancouver Regional Library District
Staff Report 2022-05
Policy Committee Report

TO: FVRL Board of Trustees

FROM: Jane Higgins, Mary Ann Cole-Duncan, Kelsi Gilkey

DATE: 02/22/2022

SUBJECT: Equal Opportunity Employment Policy

SUMMARY: As part of our on-going work in equity, diversity and inclusion, FVRL is revisiting its policies that pertain to equity in the workplace. The Committee requests the Board's review of the existing [Equal Opportunity Policy](#) and comment on changes contained in the draft.

[Equal Opportunity Employment Policy \(Draft version - 2nd reading\)](#)

KEY POINTS:

- Second reading of revised draft
- Updated language to meet current law
- Added applicable laws
- Reformatted to meet current style parameters

SUBJECT: Additional Rules of Conduct Policy

SUMMARY: The [Additional Rules of Conduct](#) were approved by the Board on August 16, 2021 in response to a State Department of Health Order 20-03.4 and added to FVRL's [Rules of Conduct Policy](#). The Governor's [Statewide Mask Proclamation 20.25-15](#) is due to be rescinded in the coming weeks as the conditions that led to the mandate associated with the novel coronavirus pandemic (COVID-19) are improving, and the mandate is likely to be lifted barring any unforeseen changes due to variants or other factors. Staff believe the requested changes will allow for flexibility while maintaining the additional rules in case there is a need to return to stricter standards. **Staff is seeking approval of recommended changes.**

[Additional Rules of Conduct \(revised version\)](#)

KEY POINTS:

- Anticipating changes to statewide mask mandates
- Adding flexibility to policy language for future ease of use

Fort Vancouver Regional Library District Equal Opportunity Employment Policy DRAFT Revision 02-22-2022

PURPOSE

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

POLICY

FVRL and its Board of Trustees affirm a continuing commitment to equal employment opportunity in accordance with State and Federal Laws and Regulations for all employees and applicants for employment within FVRL, without discrimination on the basis of race, color, religion, national origin, gender, gender identity, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, genetic information, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran or any other status protected by applicable nondiscrimination laws.

This policy applies to all areas of recruitment, hiring, training, retention, promotion and discipline and to all job classifications. The policy extends to all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, education, social and recreational programs for all persons.

The Human Resources Director has been appointed Equal Opportunity Officer and is responsible for monitoring employment practices to assure compliance, and if necessary, to institute corrective measures to achieve and maintain fair, equal and optimum utilization of resources.

Every staff member is expected to take the actions necessary to assure that FVRL is an equal opportunity employer.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

Severability: The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

Continuance: The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Applicable Policies: Equity Policy, Discrimination and Anti-Harassment Policy

Applicable Law: RCW Chapter 49.60 Washington Law Against Discrimination, Title VII of the Civil Rights Act of 1964, Title I of the Americans with Disabilities Act of 1990, US Equal Pay Act of 1963, Age Discrimination in Employment Act, sections 501 and 505 of the Rehabilitation Act of 1973, Uniformed Services Employment and Reemployment Rights Act of 1994, Pregnancy Disability Act, Sections 102 and 103 of the Civil Rights Act of 1991, Genetic Information Nondiscrimination Act of 2008

Board Approved: Original Policy May 13, 1976; Revised and Reaffirmed April 21, 1981; Revised and Reaffirmed February 11, 2002; Revised and Reaffirmed December 8, 2008; **Revised and Reaffirmed**

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
ADDITIONAL RULES OF CONDUCT
DRAFT REVISION 02/22/22

PURPOSE

This policy is supplemental to the Rules of Conduct and applies to all visitors to all facilities and properties of Fort Vancouver Regional Library District (FVRL) to be in force during the COVID-19 pandemic under the Governor’s Proclamation 20-05 and its subsequent amendments. Parents or caregivers are responsible for the behavior of minor children in their charge. FVRL is adopting these Additional Rules of Conduct related to the COVID-19 Pandemic to protect the health and safety of our visitors and staff.

POLICY

The directives, mandates, orders and guidance for responding to COVID-19 will evolve as we move through this public health emergency. FVRL’s Board of Trustees has expanded its list of expected behavior to comply with directives, mandates, orders or other guidance from federal, state or local public health authorities. FVRL’s Rules of Conduct will be updated regularly to reflect current public health guidance.

FVRL will clearly post behavior expectations, specific to the pandemic, at the entrance of every location as well as on our website. Visitors unable to comply with posted COVID-19 safety requirements may access services through remote or outdoor options.

Additional Rules of Conduct

- Face coverings may be mandatory for library users if federal, state and/or local health authorities require them to be worn in public places
- Meeting rooms may not be available for public use
- Visitors may be required to limit their time in the library to allow others access
- Visitors may need to maintain appropriate distance from other users and staff
- Some areas of the facility, seating and equipment may be unavailable
- Some library services may be available only online, by phone or email

These Additional Rules of Conduct will remain in effect until the Board, based on the guidance of federal, state, and local public health officials, revises or rescinds them.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library’s web site.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are

declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Relevant policies: [Rules of Conduct](#)

Applicable Laws: [Governor's Proclamations 20.05, 20.25 and amendments; State Department of Health Order 20.03 and amendments](#)

Board Approved: [Original Policy 08/16/2021, Amended](#)

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
ADDITIONAL RULES OF CONDUCT
REVISION 02/10/22

PURPOSE

This policy is supplemental to the Rules of Conduct and applies to all visitors to all facilities and properties of Fort Vancouver Regional Library District (FVRL) to be in force during the COVID-19 pandemic under the Governor’s Proclamation 20-05 and its subsequent amendments. Parents or caregivers are responsible for the behavior of minor children in their charge. FVRL is adopting these Additional Rules of Conduct related to the COVID-19 Pandemic to protect the health and safety of our visitors and staff.

POLICY

The directives, mandates, orders and guidance for responding to COVID-19 will evolve as we move through this public health emergency. FVRL’s Board of Trustees has expanded its list of expected behavior to comply with directives, mandates, orders or other guidance from federal, state or local public health authorities. FVRL’s Rules of Conduct will be updated regularly to reflect current public health guidance.

FVRL will clearly post behavior expectations, specific to the pandemic, at the entrance of every location as well as on our website. Visitors unable to comply with posted COVID-19 safety requirements may access services through remote or outdoor options. **Some library services may be limited.**

Additional Rules of Conduct

1. ~~Face coverings are required in public spaces~~

~~All library visitors over the age of 5 must wear a mask covering their nose and mouth at all times. Masks are recommended for children ages 2 to 4 with parental supervision. This rule applies to all FVRL locations and includes people who have received the COVID-19 vaccination.~~

~~• Adult and child-sized masks are available for those who forget to bring them • Food and drink are not allowed in our facilities to support masks being worn properly • If you are unable to wear a mask for any reason, the following accommodations are available to allow you to continue to access Library services:~~

- ~~○ Curbside pickup of holds~~
- ~~○ Online or virtual resources and services~~

2. ~~Library services may be limited~~

- Face coverings may be mandatory for library users if federal, state and/or local health authorities require them to be worn in public places**
- Meeting rooms may not be available for public use
- Visitors may be required to limit their time in the library to allow others access
- Visitors may need to maintain appropriate distance from other users and staff
- Some areas of the facility, seating and equipment may be unavailable
- Some library services may be available only online, by phone or email

These Additional Rules of Conduct will remain in effect until the Board, based on the guidance of federal, state, and local public health officials, revises or rescinds them.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Relevant policies: [Rules of Conduct](#)

Applicable Laws: [Governor's Proclamations 20.05, 20.25 and amendments; State Department of Health Order 20.03 and amendments](#)

Board Approved: [Original Policy 08/16/2021](#)

Fort Vancouver Regional Library District
Staff Report 2022-06
Facilities Report - Amended Leases

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 02/22/2022

SUBJECT: Amended lease agreements

1. Amended lease City of Washougal

SUMMARY: The City of Washougal has provided a space for FVRL to host library services since the 1980s. Currently, the library is housed in a portion of the City Hall complex. The City has requested an update to the existing 2004 agreement. There is no fee for the use of the space. FVRL is responsible for all overhead costs of operating the library in this location. The amended lease is intended to address use of spaces outside of the leased area for various functions including book returns, curbside services, events and programs and use of restroom and parking facilities by patrons and staff. Staff is seeking direction from the Board to allow the Executive Director to negotiate the new lease on FVRL's behalf.

2. Amended Sea Mar lease on 2018 Grand Blvd.

SUMMARY: FVRL adopted the existing lease between the City of Vancouver and Sea Mar that ends on February 28, 2022. Staff are seeking to amend the lease to end June 30, 2022 to allow Sea Mar adequate time to finish their construction project and move into their new building. Sea Mar compensates FVRL for the use of the facility and there is a damage deposit that the City of Vancouver deducted from the sale of the Grand Boulevard facility that need to be called out in the lease agreement. Staff are seeking direction from the Board to allow the Executive Director to finalize the lease.

**AGREEMENT BETWEEN
FORT VANCOUVER REGIONAL LIBRARY DISTRICT
AND THE CITY OF WASHOUGAL**

This agreement is made this 17th day of May, 2004, between the CITY OF WASHOUGAL (City), a Washington municipal corporation and FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL), an inter-county rural library district operating under the authority of Washington State Law (RCW 27.12).

RECITALS:

1. The City of Washougal is an annexed part of the Fort Vancouver Regional Library District.
2. The City owns a building at 1661 "C" Street in Washougal WA (Premises) that has been used by FVRL to provide library service to the residents of the City, as well as to other eligible users of the Library since 1981.

AGREEMENT

SECTION 1. PURPOSE

This agreement provides for and covers the following obligations and responsibilities of the parties:

1. Library services to be provided to the residents of the City by FVRL.
2. Responsibility for Library operating costs.
3. Responsibility for major capital expenses.

SECTION 2. LIBRARY SERVICES

- 2.1 FVRL will continue to operate the Premises as the Washougal Community Library, a branch of the Fort Vancouver Regional Library District, providing direct library service to the residents of the City of Washougal, as well as to other eligible users of the Library.
- 2.2 FVRL shall determine the hours of the day and days of the week that the library shall be open. The Library shall operate the Premises under the policies of the FVRL Board of Trustees (RCW 27.12.210).

SECTION 3. RESPONSIBILITY FOR LIBRARY OPERATING COSTS

- 3.1 FVRL will pay the operating costs of providing library service from the Premises, including routine maintenance of the portion of the building occupied by the library, telephone, telecommunications, fire protection monitoring, janitorial services and compensation for FVRL employees.
- 3.2 The City will pay all other utilities and will maintain the grounds.
- 3.3 Alterations to the Premises necessary for the provision of library services shall be mutually agreed upon by FVRL and the City and carried out at the sole expense of FVRL.

SECTION 4. MAJOR CAPITAL EXPENDITURES

- 4.1. Capital expenditures, including, but not limited to, roof replacement; heating and air conditioning and plumbing system replacement and other expenditures necessary to protect or enhance the basic utility and structural integrity of the building shall be mutually agreed upon by the City and FVRL and shall be the responsibility of the City.
- 4.2. FVRL shall work cooperatively with the City to plan capital expenditures. When appropriate for the Library's interest in the building and when the Library's budget allows, FVRL may share responsibility for capital expenditures with the City.

SECTION 5. FUTURE LIBRARY BUILDING

- 5.1 FVRL's Fiscal Management Policy is that library branches will be built using bond funds, Library Capital Facility Area (LCFA) bond funds, special levies, fundraising and a modest amount of operating funds when appropriate.
- 5.2 In the event that the City, Friends of the Library and FVRL agree that a larger Washougal Community Library is necessary to meet the needs of the community and can be financially supported, FVRL and the City agree to support the efforts of the Friends of the Library to plan and fund raise for a larger library.
- 5.3 It is the intention of the City and FVRL that the City will continue to own the new library and FVRL will continue to operate the library.

SECTION 6. INSURANCE

- 6.1 City will maintain fire and casualty loss insurance on the building.
- 6.2 FVRL will maintain at its expense a) fire and casualty loss insurance on contents of the Premises and b) personal injury and liability insurance.

SECTION 7. INDEMNIFICATION

- 7.1 To the maximum extent permitted by law, the City shall indemnify and hold harmless FVRL and FVRL's officers, employees and agents from and against all claims, demands, suits and liability of any kind, including injuries to persons or damages to property which arise out of or are due to any acts, errors or omissions of the City or the City's employees, agents and representatives for work or services performed in accordance with this agreement.
- 7.2 To the maximum extent permitted by law, FVRL shall indemnify and hold harmless the City and its officers, employees and agents from and against all claims, demands, suits and liability of any kind, including injuries to persons or damages to property which arise out of or are due to any acts, errors or omissions of FVRL or its employees, agents and representatives for work or services performed in accordance with this agreement.

7.3 In the event that any claim, demand, suit, action or lawsuit arise out of any of the aforesaid acts, errors or omissions, the appropriate party shall assume all costs of defending such claims, suits, actions or lawsuits, including legal fees incurred by the other party and all judgments that may be obtained against said party or any of its officers, employees or agents in such suits.

SECTION 8. TERMS

This agreement shall continue until either (i) termination by mutual agreement, (ii) replacement of this agreement by a successor agreement, or (iii) one (1) year written notice by the party wishing to terminate the agreement.

AGREED TO THIS 17th DAY OF MAY, 2004

CITY OF WASHOUGAL

**FORT VANCOUVER REGIONAL
LIBRARY DISTRICT**

By: George Jeffrey Card
Name: George Jeffrey Card
Title: Mayor

By: Bruce Flegman
Name: Bruce Flegman
Title: Executive Director

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-5

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY
DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE AGREEMENT ON FVRL'S BEHALF WITH THE CITY OF WASHOUGAL
LEASE AMENDMENTS FOR THE WASHOUGAL COMMUNITY LIBRARY**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Tuesday, February 22, 2022 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 Washougal Community Library is located at 1661 C Street in a portion of the existing Washougal City Hall, and

WHEREAS, FVRL has leased this property from the City of Washougal since 1981, with the current lease agreement dating from May 17, 2004, and

WHEREAS, FVRL is planning for a new library facility to be located near the existing building and adjacent to the Washougal City Hall, and

WHEREAS, FVRL has and intends to maintain a strong and collegial working relationship with the City of Washougal, that includes continuing to use the existing library space as well as current and future parking areas on City property, and

WHEREAS, FVRL and the City of Washougal see the need to amend the existing lease at this time to update language and use of the facilities and grounds,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to execute a revised lease agreement on FVRL's behalf with the City of Washougal for the lease amendments for the Washougal Community Library.

Adopted this 22nd day of February, 2022.

Approved: _____
Jane Higgins, Chair

Attested: _____
Kate Maple, Secretary

Date: _____

**AGREEMENT BETWEEN
FORT VANCOUVER REGIONAL LIBRARY DISTRICT AND THE CITY OF WASHOUGAL**

This agreement is made this 15th day of February 2022, between the CITY OF WASHOUGAL (City), a Washington municipal corporation and FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL), an inter-county rural library district operating under the authority of Washington State Law (RCW 27.12).

RECITALS:

1. The City of Washougal is an annexed part of the Fort Vancouver Regional Library District.
2. The City owns a building at 1661 "C" Street in Washougal WA (Premises) that has been used by FVRL to provide library service to the residents of the City, as well as to other eligible users of the Library since 1981.

AGREEMENT

SECTION 1. PURPOSE

This agreement provides for and covers the following obligations and responsibilities of the parties:

- 1.1 Library services to be provided to the residents of the City by FVRL.
- 1.2 Responsibility for Library operating costs.
- 1.3 Responsibility for major capital expenses.

SECTION 2. LIBRARY SERVICES

1. FVRL will continue to operate the Premises as the Washougal Community Library, a branch of the Fort Vancouver Regional Library District, providing direct library service to the residents of the City of Washougal, as well as to other eligible users of the library.
2. FVRL shall determine the hours of the day and days of the week that the library shall be open. The library shall operate the Premises under the policies of the FVRL Board of Trustees (RCW 27.12.210).
3. FVRL may use areas outside of the Premises on City property for the purpose of providing library service to the community. New use of any non-Premises areas must be pre-approved by the City. Areas may include the location of book returns, parking for library users and employees, library signage, C Street sidewalks adjacent to the property and City Hall grounds, community center facilities and public restrooms.

4. FVRL's activities outside of the Premises should not obstruct or interfere with other uses by City staff, community center visitors or members of the general public.

SECTION 3. RESPONSIBILITY FOR LIBRARY OPERATING COSTS

1. FVRL will pay the operating costs of providing library service from the Premises, including routine maintenance of the portion of the building occupied by the library, telephone, telecommunications, fire protection monitoring, janitorial services and compensation for FVRL employees.
2. The City will pay all other utilities and will maintain the grounds.
3. Alterations to the Premises necessary for the provision of library services shall be mutually agreed upon by FVRL and the City and carried out at the sole expense of FVRL.

SECTION 4. MAJOR CAPITAL EXPENDITURES

1. Capital expenditures, including, but not limited to, roof replacement; heating and air conditioning and plumbing system replacement and other expenditures necessary to protect or enhance the basic utility and structural integrity of the building shall be mutually agreed upon by the City and FVRL and shall be the responsibility of the City.
2. FVRL shall work cooperatively with the City to plan capital expenditures. When appropriate for the Library's interest in the building and when the Library's budget allows, FVRL may share responsibility for capital expenditures with the City.

SECTION 5. FUTURE LIBRARY BUILDING

1. FVRL's Fiscal Management Policy is that library branches will be built using bond funds, Library Capital Facility Area (LCFA) bond funds, special levies, fundraising and a modest amount of operating funds when appropriate.
2. In the event that the City, Friends of the Library and FVRL agree that a larger Washougal Community Library is necessary to meet the needs of the community and can be financially supported, FVRL and the City agree to support the efforts of the Friends of the Library and the Fort Vancouver Regional Library Foundation to plan and **fundraise** for a larger library.
- ~~3. It is the intention of the City and FVRL that the City will continue to own the new library and FVRL will continue to operate the library.~~

SECTION 6. INDEMNIFICATION/HOLD HARMLESS

1. Licensee **FVRL** shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by Licensee **FVRL** in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

A. Insurance Term

The City shall maintain fire and casualty insurance on the building. Licensee **FVRL** shall procure and maintain insurance on Licensee's personal property. The Licensee **FVRL** shall further procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the Licensee **FVRL** and his or her guests, representatives, volunteers and employees.

B. No Limitation

Licensee **FVRL's** maintenance of insurance as required by the agreement shall not be construed to limit the liability of **FVRL** the Licensee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Required Insurance

Licensee **FVRL's** required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering Premises, operations, products-completed operations and contractual liability. The City shall be named as an additional insured on Licensee **FVRL's** General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain or be endorsed to contain that the Licensee **FVRL's** insurance coverage shall be primary as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Licensee **FVRL's** insurance and shall not contribute with it.

D. City Full Availability of Licensee Limits

If the Licensee **FVRL** maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and

Excess or Umbrella liability maintained by ~~FVRL the Licensee~~, irrespective of whether such limits maintained by ~~FVRL the Licensee~~ are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by ~~FVRL the Licensee~~.

E. Certificate of Insurance and Acceptability of Insurers

~~The Licensee~~ **FVRL** shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

SECTION 7. TERM

This agreement shall continue until either (i) termination by mutual agreement, (ii) replacement of this agreement by a successor agreement, or (iii) one **(1)** year written notice by the party wishing to terminate the agreement.

In witness whereof, each party to this agreement has caused it to be executed at Washougal, Washington on the date indicated below.

[Signatures appear on next page]

DATED this _____ day of _____, 2022.

CITY OF WASHOUGAL, a Municipal Corporation

BY:
City Manager

ATTEST:

Finance Director

Approved as to Form:

City Attorney

Licensee Agreement name:

BY:

Title:

State of Washington

County of Clark

I certify that I know or have satisfactory evidence that **David Scott** is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(Seal or Stamp)

Signature _____

Name: _____

print

My Appointment Expires: _____

DATED this _____ day of _____, 2022.

Fort Vancouver Regional Library District, a Washington Municipal Corporation

BY: _____

Name: Amelia Shelley
Title: Executive Director

I certify that I know or have satisfactory evidence that **Amelia Shelley** is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(Seal or Stamp)

Signature _____
Name: _____
print

State of Washington

County of Clark

My Appointment Expires: _____

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-6

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT ON FVRL'S BEHALF WITH SEA MAR COMMUNITY HEALTH CENTERS LEASE AMENDMENT FOR 2018 GRAND BOULEVARD

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Tuesday, February 22, 2022 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 Fort Vancouver Regional Library District purchased 2018 Grand Boulevard, Vancouver Washington 98661 to serve as its future Operations Center, and

WHEREAS, the former owner of the property (City of Vancouver) had leased this property to Sea Mar Community Health Centers (Sea Mar) starting in February of 2021 to serve as a community health clinic until Sea Mar's new facility on Fourth Plain was completed, and

WHEREAS, FVRL is in the planning phase for a remodel of the facility starting this summer and Sea Mar's new building is not complete, creating a continuing need for the building until the end of June, 2022, and

WHEREAS, FVRL has and intends to maintain a strong and collegial working relationship with Sea Mar, that includes allowing them to use this property until FVRL is ready to start construction, and

WHEREAS, FVRL and Sea Mar see the need to amend the existing lease at this time to update the terms of the agreement,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to execute a revised lease agreement on FVRL's behalf with Sea Mar for the lease amendments for 2018 Grand Boulevard through June 30, 2022.

Adopted this 22nd day of February, 2022.

Approved: _____
Jane Higgins, Chair

Attested: _____
Kate Maple, Secretary

Date: _____

Fort Vancouver Regional Libraries

	January Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	41,927	26,479	58.34%	41,927	26,479	58.34%
Cascade Park Community Library	60,991	40,880	49.20%	60,991	40,880	49.20%
La Center Community Library	6,393	4,842	32.03%	6,393	4,842	32.03%
Ridgefield Community Library	9,259	5,130	80.49%	9,259	5,130	80.49%
Three Creeks Community Library	44,484	28,506	56.05%	44,484	28,506	56.05%
Vancouver Community Library	52,993	38,217	38.66%	52,993	38,217	38.66%
Vancouver Mall Library	11,502	8,647	33.02%	11,502	8,647	33.02%
Washougal Community Library	7,635	7,638	-0.04%	7,635	7,638	-0.04%
Green Mountain Library Express	212	60	253.33%	212	60	253.33%
Yacolt Library Express	4,754	2,607	82.36%	4,754	2,607	82.36%
LibCabinet at Vancouver Mall	16	1,075	-98.51%	16		
Clark County Total	240,166	163,006	47.34%	240,166	163,006	47.34%
Woodland Community Library	4,803	4,157	15.54%	4,803	4,157	15.54%
Yale Library Express	600	130	361.54%	600	130	361.54%
Cowlitz County Total	5,403	4,287	26.03%	5,403	4,287	26.03%
Goldendale Community Library	5,747	3,928	46.31%	5,747	3,928	46.31%
White Salmon Valley Community Library	9,836	7,706	27.64%	9,836	7,706	27.64%
Klickitat County Bookmobile	893	193	362.69%	893	193	362.69%
Klickitat County Total	16,476	11,827	39.31%	16,476	11,827	39.31%
North Bonneville Community Library	444	594	-25.25%	444	594	-25.25%
Stevenson Community Library	4,130	3,445	19.88%	4,130	3,445	19.88%
Skamania County Bookmobile	925	209	342.58%	925	209	342.58%
Skamania County Total	5,499	4,248	29.45%	5,499	4,248	29.45%
District-wide renewals	133	214	-37.85%	133	214	-37.85%
Mail	1,152	4,258	-72.95%	1,152	4,258	-72.95%
InterLibrary Loan	469	37	1167.57%	469	37	1167.57%
Misc Total	1,754	4,509	-61.10%	1,754	4,509	-61.10%
Downloadable eBooks	58,507	68,584	-14.69%	58,507	68,584	-14.69%
eMagazines	1,885	2,861	-34.11%	1,885	2,861	-34.11%
Downloadable & streaming audiobooks	52,209	55,034	-5.13%	52,209	55,034	-5.13%
Downloadable & streaming music	19,898	29,624	-32.83%	19,898	29,624	-32.83%
Streaming video	8,847	10,374	-14.72%	8,847	10,374	-14.72%
eContent Total	141,346	166,477	-15.10%	141,346	166,477	-15.10%
TOTAL	410,644	354,354	15.89%	410,644	354,354	15.89%

Tax-preparation help available online, in person

[columbian.com/news/2022/jan/29/tax-preparation-help-available-online-in-person](https://www.columbian.com/news/2022/jan/29/tax-preparation-help-available-online-in-person)

Lauren Ellenbecker



Free tax-preparation sites are set to open Tuesday, with help available to the public at four locations throughout Clark County and one in Skamania County.

Although there are fewer locations than previous years, IRS-certified volunteers are making themselves available to help those who have been hit especially hard by COVID-19. The free tax assistance is tailored toward those who are over 50 years old or have a low to moderate income.

The American Association of Retired Persons Foundation's Tax-Aide is continuing its operations on a pandemic-oriented service model. The tax-preparation service is offered only via appointments, which can be made online on at taxaide.aarpfoundation.org. Volunteers who offer in-person help are vaccinated and will abide by COVID-19 safety protocols, but there is also an option to receive online coaching.

Appointments become available every Sunday and are released in two-week intervals. The service will be available through April 18, which is this year's filing deadline.

Required documentation and information for tax preparation can be found on the organization's website. Note that an AARP membership isn't required to use the free service.

The following sites are offering tax-preparation assistance:

- United Church of Christ: 1120 N.E. 68th St., Vancouver.
- Vancouver Community Library: 901 C St., Vancouver.
- Marshall/Luepke Center: 1009 E. McLoughlin Blvd., Vancouver.
- Cascade Park Community Library: 600 N.E. 136th Ave., Vancouver.
- Stevenson Community Library: 120 N.W. Vancouver Ave., Stevenson.

Nonprofit group to offer in-person tax prep help

 [columbian.com/news/2022/feb/02/nonprofit-group-to-offer-in-person-tax-prep-help](https://www.columbian.com/news/2022/feb/02/nonprofit-group-to-offer-in-person-tax-prep-help)

Lauren Ellenbecker

Ren Locus, a local nonprofit, and Washington State University Vancouver are offering in-person tax preparation for those in Clark County through the IRS's Volunteer Income Tax Assistance program.

Volunteers will help prepare tax returns and self-assistance returns three days a week at two locations. The site assists those who make less than \$57,000, have a disability or need additional support. Clients with out-of-state or prior-year, virtual or foreign currency, self-employment income and military returns are not eligible.

Those who are interested must schedule an appointment online at renlocus.org/vita.

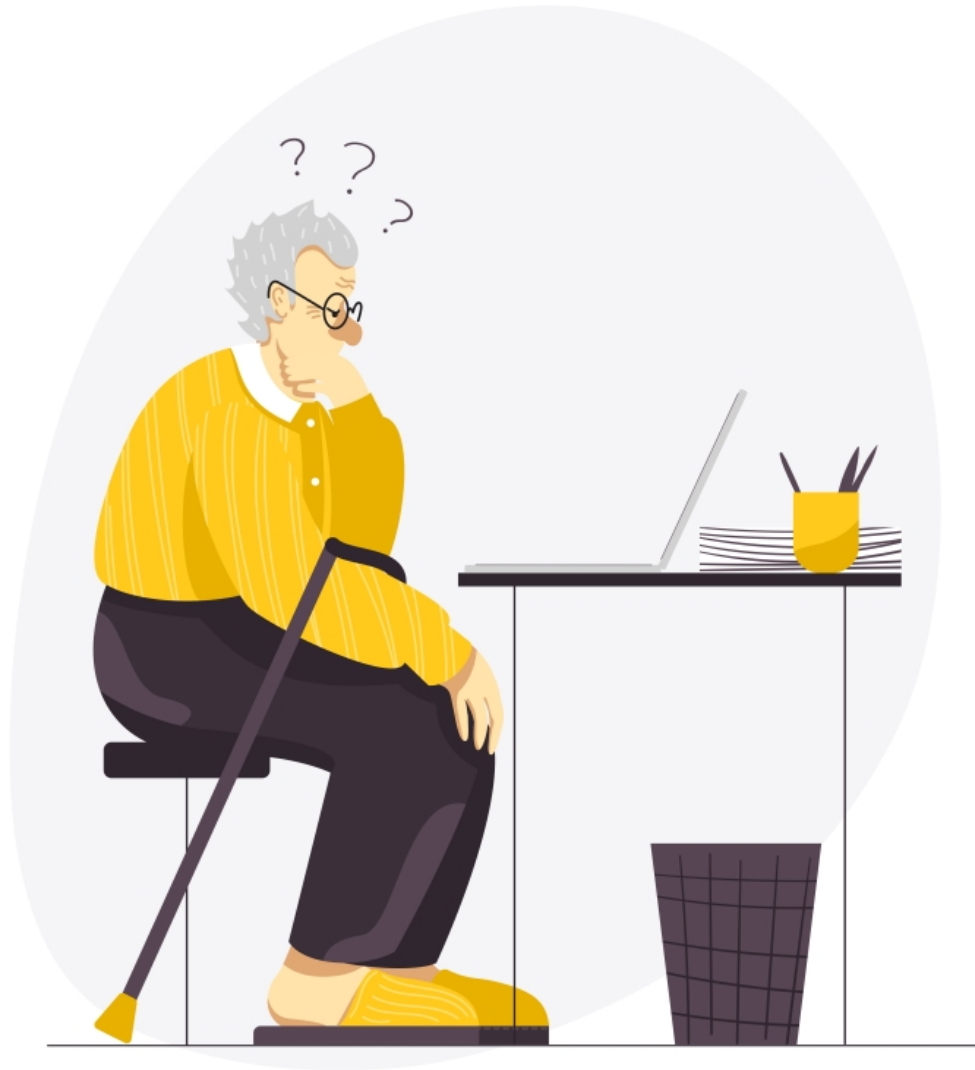
Locations and availability:

- Salmon Creek Church, Tuesday and Thursday 6 to 9 p.m.: 12217 N.E. Highway 99, Vancouver
- Battle Ground Community Library, Saturday 10 a.m. to 4p.m.: 1207 S.E. Eighth Way, Battle Ground

Senior-friendly resources available in Clark County to help navigate technology at any age

[columbian.com/news/2022/feb/06/senior-friendly-resources-available-in-clark-county-to-help-navigate-technology-at-any-age](https://www.columbian.com/news/2022/feb/06/senior-friendly-resources-available-in-clark-county-to-help-navigate-technology-at-any-age)

Scott Hewitt



You don't have to be of a certain age to feel overwhelmed by the furious pace of technology.

But it sure does contribute to that special feeling of humiliation as your children or even grandchildren walk you through that simple, 27-step process for setting up the new miracle gizmo or service that's sure to improve your life.

If only.

Even Clark College technology instructor Charles Jackson, who teaches adult-education courses on computer basics and smartphones, said he's been struggling to help his parents up the tech learning curve.

Part of the challenge is purely technical — like teaching them how to push screen icons that behave like buttons — but another is convincing his elders that getting up to speed on technology really does add value to life, Jackson said.

The coronavirus pandemic made that unexpectedly clear to many. Technology-challenged boomers quickly became Zoomers to stay in touch with family, friends, churches and other social supports via livestreaming. A new army of FaceTiming, Googling grandmothers has refuted any idea that they can't manage technology, or that screen time automatically equals zombie time.

On the web

Affordable Connectivity Program: fcc.gov/acp

Aging Connected: agingconnected.org; 877-745-1930

Senior Planet: seniorplanet.org

“Technology Mindset” videos: waportal.org/partners/home/washingtonworkforce

Clark College continuing education: cce.clark.edu; 360-992-2939

Fort Vancouver Regional Libraries tech resources: www.fvrl.org/resources; 360-906-5000.

Digital Learn: digitallearn.org

While extensive screen time may impair younger people's brain development and increase emotional, social and attention-deficit problems, the exact opposite may be true of older adults who crave stimulation and connection, according to a research paper published in the June 2020 issue of *Dialogues in Clinical Neuroscience*.

Brain imaging shows that older adults who learn online skills “show significant increases in brain neural activity,” according to the paper. “Certain computer programs and video games may improve memory, multitasking skills, fluid intelligence and other cognitive abilities.”

According to the paper, older adults who received training in computer and internet use reported less loneliness, depression and isolation, as well as a greater sense of control over their lives.

“Learning technology comes from that same part of the brain where you learn a new language,” Jackson said. “That can be scary at first, but it builds freedom and it builds confidence. When people learn new things, I can hear the building blocks snapping into place.”

Access

You can’t snap anything into place if you don’t have the equipment.

“Many older adults are not online at all, or don’t have access to high-speed internet,” said Breanne Swanson, a community services supervisor at the Area Agency on Aging and Disabilities of Southwest Washington. “Smartphones fall into this category too.”

The coronavirus pandemic has underlined the digital divide between those who enjoy easy access to the internet and those who don’t, either because they can’t afford it or can’t figure it out, Swanson said.

Fortunately, excellent resources to get you online are available, although they aren’t well publicized, Swanson said.

An expansive, permanent government Affordable Connectivity Program launched on Jan. 1 that replaces a temporary, pandemic-driven one. So did a campaign called Aging Connected that’s striving to bring high-speed internet services to 1 million more older Americans.

The Affordable Connectivity Program is intended for people who meet low-income limits (200 percent of federal poverty guidelines, currently \$25,760 for a single person and \$53,000 for a family of four). It can provide a discount of up to \$30 per month toward internet service and up to \$75 per month for households on tribal lands.

Fort Vancouver libraries end tech classes, still striving to help

FVRLibraries suspended popular classes covering computer basics and other tech topics during the coronavirus pandemic, according to public services director Amy Lee.

But library staff still field questions and offer as much help as possible on an individual basis.

“We have to hold off on in-person programs but we are still here to help as best we can,” Lee said. “Staff offer assistance to anyone depending on their needs, including elderly either at the branch or on the phone. Anecdotally, most of the questions we get from older patrons are related to using one’s devices or how to download e-books or audiobooks.”

Meanwhile, she said, the library’s website features excellent beginner technology resources. Visit fvrl.org/resources, select Computers and Technology and “55+” for the audience. This can connect you with a how-to-use-a-mouse tutorial and DigitalLearn.org, a library of other helpful resources aimed at computer newbies.

Need a hot spot?

If you've got an internet-ready laptop but lack a connection, try borrowing a hot spot from the library. A hot spot is a mobile Wi-Fi access point that works via cell signal.

The library's hot spots work only where Verizon and AT&T cell service is available. You can borrow a hot spot for up to three weeks.

All library locations provide free Wi-Fi access on site.

— Scott Hewitt

Eligible households can also receive a one-time discount of up to \$100 to purchase a laptop, desktop computer or tablet from participating providers if they contribute \$10-\$50 toward the purchase price.

Connect with the Affordable Connectivity Program by visiting agingconnected.org, a user-friendly website created by AARP and its Older Adults Technology Services affiliate.

But there's that common, infuriating Catch-22: To get help getting online, it seems, you must already be online. Not with Aging Connected, Swanson said, where you can just pick up the phone and talk to a human being about your needs.

The Aging Connected phone number is 877-745-1930.

Attitude

"It's not just the over-50 crowd," said Swanson, who's in her 30s and struggles to read QR-coded virtual restaurant menus with her smartphone.

"Changing technology is a real problem for so many people," she said.

Swanson recommends two resources if you're sort-of connected but still struggling. One is a series of short videos aimed at older adults that was sponsored by the nonprofit Southwest Washington Accountability Community of Health.

In simple terms, the six-part "Technology Mindset" series examines the no-can-do attitude that prevents some people from mastering technology.

The videos use cooking as a parallel to computers: If you're competent in the kitchen, making the occasional mistake doesn't prevent you from ever making another meal.

"The only way to learn is to experiment and play," video No. 3 says. "Don't worry, you won't break it."

The “Technology Mindset” videos also provide a few beginner-level computer reminders, like how screen icons work, how to enlarge the print size on your screen, how to use Google to browse the internet and how (and why) to set up videoconferencing with friends, family and health care providers.

Another project of AARP is [SeniorPlanet.org](https://www.seniorplanet.org), a wide-ranging effort to make technology work for and with older people, not against them. SeniorPlanet’s free video library is exhaustive, covering everything from getting online and using social media to booking rides on Lyft. SeniorPlanet also offers frequent live sessions.

Basic training

Most of the people who attend Charles Jackson’s “Personal Computer Basics” course at Clark College are in their 40s and older, he said. Many are retirees who never needed a computer for work. Some aren’t quite sure what to do with one now.

“‘Computer Basics’ is very basic,” he said. “You’re going to learn how to operate a keyboard and mouse. You’re going to learn how to navigate the basic functions of the Windows 10 system — opening applications, making files.”

Jackson takes as much time as beginning students need, he said.

“Some are very much novices. The explanation of ‘left click’ and ‘right click’ on the mouse can be a 20-minute session.”

Other students already have some familiarity with computers and want to build their skills, he said. For them, Jackson teaches second- and third-step computer classes at Clark that cover Word documents, spreadsheets, presentations, getting online and using email.

“I do sometimes hear, ‘I need this because I’m tired of asking my kids to help me,’ ” he said.

“Maximizing your Android Phone” is probably Jackson’s most popular class with older folks, he said.

“Everyone in there has a cellphone and they’re all doing something with it, but I bring out a lot of uses they had no idea are there,” he said.

Jackson said he enjoys how that class becomes curiosity-driven.

“I get a lot of questions about security, a lot of questions about the cloud, a lot of questions about using apps for different things. The older generation is actually doing a lot on their phones,” he said.

Jackson reminds students that their phone or computer is just a vessel. Once you’ve learned to operate it, the software you load can take you wherever you want to go.

“You have to shift the mind muscle a little bit. You have to start exercising it,” he said. “I run into certain portion of the older generation who are not wanting technology to impede on their lives: ‘I don’t want it to disrupt what I do and how I do it.’”

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“I use my phone class to express that it can and should help enhance your lifestyle, not hurt it. If you’re into gardening, I can show you how to use your phone to look up things about gardening. I can show you how to look up the best times to plant things. After I show you, you can do it yourself.”

Registration opens in March for the next round of Jackson’s tech classes at Clark College, which will start in April.