



AGENDA FOR PUBLIC MEETING

DATE: Monday, September 20, 2021 at 6:00pm

LOCATION: Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87076314396> (copy and paste into browser)

Meeting ID: 870 7631 4396

Passcode: 323169

OR

Dial +1 253 215 8782

6:00 Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Reports: INFORMATION
 - 4.1 FVRL Organizational Report/COVID-19 Response, FVRL Administrative Team
 - 4.2 Branch Report: Battle Ground Community Library, Holland Christie, Branch Manager
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: August 16, 2021 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Brian Carrico
 - 5.3 Equity Policy
6. Business INFORMATION
 - 6.1 Finance Committee Report INFORMATION
 - a. 2022 Draft Budget
 - b. 2021 Amended Budget
 - 6.2 Nominating Committee Report ACTION
 - a. Election of Chair
 - 6.3 Policy Committee Report INFORMATION
 - a. Asset Management Policy, First Reading
 - b. Fiscal Management Policy, First Reading
 - 6.4 Resolution 2021-11: Appointment of Auditing Officers ACTION
7. Board comments
8. Setting of next regular meeting – Monday, October 18, 2021 (TBD)
9. Adjournment

1007 E MILL PLAIN BLVD. VANCOUVER WASHINGTON 98663 • 360-906-5000 • www.fvrl.org

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



SEPTEMBER 2021 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations return to full open hours
 - Public required to mask starting August 18
 - State mask mandate reinstated August 23
 - No meeting room use
 - No in-person programs

2. Capital Projects

- Operations Center/Grand Blvd. building
 - Repairs continuing
 - Furniture acquisition
 - Space planning with interior designer/architect
- Woodland Community Library
 - Foundation survey
- Washougal Community Library
 - Build the Library team meeting
 - Lone Wolf Development/Hacker on site planning
- Battle Ground Community Library
 - Staff area refresh

3. Executive Director's Activities: August 16 - September 20, 2021

- Administration Strategic Planning Retreat
- Washougal Building - Architect meeting
- Begin on-boarding new Deputy Director
- Operations Center furnishings review
- Oregon Museum of Science and Industry - Exhibits Coordinator (2x)
- Battle Ground Village Retail Association quarterly meeting
- City of Vancouver: Navigation Center negotiations
- 2022 Budget review and development
- Finance, Facilities and Policy Committee meetings
- Yale Valley Library District Board meeting
- Branch Managers and Supervisors meetings
- Greater Vancouver Chamber of Commerce Executive Women's Council
- Hispanic Heritage Celebration
- Davidson Insurance Renewal and Review

SEPTEMBER BRANCH HIGHLIGHTS

September 20, 2021

SUPPORTING STUDENT SUCCESS

- Woodland Branch Manager, Jennifer Hauan attended the Woodland School District *Back to school bash* this past month. There were several other local organizations represented and a fair turn-out of families to pick-up a free backpack and other “swag”. Everyone was appreciative of the opportunity to select a free book donated by the FVRL Foundation.
- Yale Valley Senior Branch Supervisor, Lesley Miller visited the Yale School for their *Drop In Back to School Event* and gave over 75 new books donated by the FVRL Foundation. It was a great opportunity to introduce herself, and talk about the Yale Valley Community Library.
- Lyle school hosted two summer sessions and invited the Goldendale bookmobile and Ruth from White Salmon Valley Library to visit the August sessions. The first visit introduced us to 19 children, plus teachers. White Salmon provided a number of book giveaways and experience kits for the 1st - 4th graders, and almost everyone checked out a book or playaway.
- Washougal Library Branch Manager, Rachael Ries went to Washougal High School’s open house and spoke to students and some parents about ConnectCard, Wild Panther Book Club and Imagined Ink. Most of the students were freshman and sophomores.

BUILDING CONNECTED COMMUNITIES

- The La Center Friends provided the funds to create Schultütes (photo on right) to hand out to kids at the end of the month. Schultütes are a German back to school tradition where adults fill a paper cone with candy and back to school supplies to give to children as a way to sweeten the anxieties of going back to school. Staff made about 50 to hand out to the students with some candy, school supplies, and an informational book about the tradition & back to school book recommendations.



- The Klickitat bookmobile visited the county fair last month. Even



without A/C or power to the house, substitute Judy Bane and Senior Library Assistant David went to the fair to represent the library, give out stickers and outreach materials, and engage with the community from Thursday to Sunday, reaching out to hundreds of people. (Photo on Left: Judy set up shop outside of the bookmobile)

- Yacolt Library Express staff had enjoyed seeing more and more patrons come in each day, and recorded 1,803 patrons visiting the library during August. Many people have commented on how happy they are to be able to come inside to browse again.

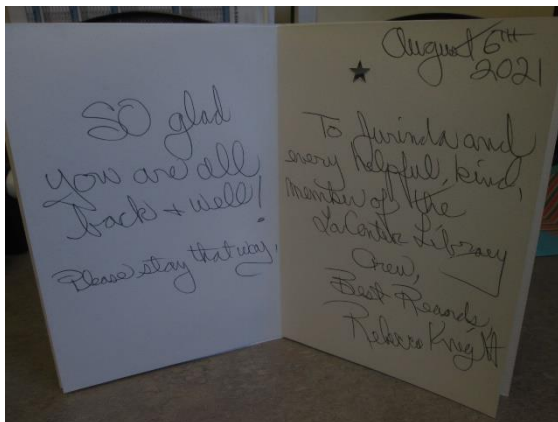
- Ridgefield Senior Library Assistant, Becky Netherda and the Ridgefield Friends shared space at *National Night Out*. Becky had prepared a take and make craft for children and the Friends gave out free books. The Friends reported that many people they talked with had taken their children to the library and all had positive experiences.

STAFF – COMMUNITY ENGAGEMENT

- Goldendale Library Branch Manager, Terra McCleod attended the Gorge Regional Board meeting, which is hosted by ESD112: <https://www.esd112.org/stem-initiatives/ccsw/> The goal is to find paid internships for teens at partner businesses and organizations with the intent of allowing students to get an understanding of careers they may be interested in. We will continue to explore opportunity for partnering in the future for patrons of all ages.
- Vancouver Library Branch Manager, Kelly Lamm provided a virtual tour of the Early Learning Center for the Head of Young People’s Services at Elkhart Public Library. They are hoping to open a Children’s Library in their community.

PATRON COMMENTS

- La Center Library staff received a very nice thank you card accompanied by some chocolates for helping a patron with her unemployment application & attachments! (Photo below)



- “Thank you for looking out for the community,” a Vancouver Mall patron told the staff about our mask policy.
- Telephone Information staff reported the following comment which was directed to Goldendale staff, "You guys are marvelous. As an 87-year-old guy who doesn't get out much, it's a joy to come there. You guys are all wonderful!"

- The following glowing feedback was about a Make Anything program using alcohol ink hosted by Cascade Park Senior Library Assistant, Bonnie: “Thank you for the Make Anything experience last night. My son and I had a lot of fun. It was a great bonding time! We are signed up for next month's session. We should have started from the beginning of your series!”
- "I just want to let you know that you folks down there have just been wonderful through this whole pandemic. If there's been one bright spot in this whole thing, it's been the library." (VA patron)
- A long-time storytime patron stopped in Vancouver Library and showed staff pictures of her child on an outdoor playdate with a bunch of friends they made in their baby and toddler storytimes. The connections they made at library programs have stayed strong.

Fort Vancouver Regional Library District
 Statement Of Revenue - Calendar Year 2021
 For the Month Ending August 2021 (With year-to-date totals)

| | 2021 Budget (Approved 12/20) | August 2021 Revenues | All Revenue Received thru August 2021 | Year - to - Date Annual Budget Percent |
|--|---------------------------------|-------------------------|---|--|
| Property Taxes | | | | |
| 311.10 | 23,469,214 | 112,092 | 13,467,976 | 57.39% |
| 311.10 | 664,136 | 5,042 | 421,356 | 63.44% |
| 311.10 | 1,196,404 | 16,861 | 877,006 | 73.30% |
| 311.10 | 326,395 | 837 | 182,886 | 56.03% |
| Total Property Taxes | 25,656,149 | 134,832 | 14,949,224 | 58.27% |
| Other Taxes | | | | |
| 311.11 | 0 | 0 | 0 | 0.00% |
| 318.20 | 92,000 | 33,625 | 111,839 | 121.56% |
| Total Other Taxes | 92,000 | 33,625 | 111,839 | 121.56% |
| Intergovernmental, Grants & Contracts | | | | |
| 332.00 | 5,000 | 0 | 922 | 18.45% |
| 333.00 | 0 | 0 | 0 | 0.00% |
| 336.02 | 0 | 0 | 10,486 | 0.00% |
| 334.84 | 0 | 0 | 5,102 | 0.00% |
| 335.05 | 170,000 | 12,460 | 235,282 | 138.40% |
| 338.72 | 730,000 | 83,841 | 705,003 | 96.58% |
| 338.72 | 61,000 | 0 | 0 | 0.00% |
| 338.72 | 500 | 0 | 500 | 100.00% |
| Total Intergovernmental, Grants & Contracts | 966,500 | 96,301 | 957,297 | 99.05% |
| Charges for Services | | | | |
| 341.60 | 20,000 | 1,602 | 3,954 | 19.77% |
| 347.21 | 2,000 | 814 | 3,998 | 199.92% |
| 347.90 | 5,000 | 2,930 | 10,664 | 213.27% |
| 347.50 | 5,000 | 450 | 1,470 | 29.40% |
| Total Charges for Services | 32,000 | 5,796 | 20,086 | 62.77% |
| Miscellaneous | | | | |
| 361.11 | 177,000 | 9,531 | 93,326 | 52.73% |
| 362.00 | 2,500 | 0 | 0 | 0.00% |
| 367.09 | 0 | 0 | 0 | 0.00% |
| 367.10 | 3,351 | 72 | 12,228 | 364.91% |
| 369.90 | 660,000 | 1,155 | 1,800 | 0.27% |
| 369.90 | 2,136,000 | 3,167 | 1,930,955 | 90.40% |
| 369.40 | 1,500,000 | 427 | 3,682,175 | 245.48% |
| 369.90 | 8,500 | 80 | 140 | 1.65% |
| 367.11 | 2,500 | 0 | 0 | 0.00% |
| 369.90 | 0 | 0 | 0 | 0.00% |
| 369.90 | 200,000 | 145,170 | 156,814 | 78.41% |
| 395.00 | 12,000 | 63 | 600 | 5.00% |
| Total Miscellaneous | 4,701,851 | 159,665 | 5,878,038 | 125.02% |
| Total Operating Revenue | \$ 31,448,500 | \$ 430,219 | \$ 21,916,484 | 69.69% |
| Transfer in from Reserves | \$ 0 | \$ 0 | \$ 0 | 0.00% |
| Total Revenues and Transfer from Reserve | \$ 31,448,500 | \$ 430,219 | \$ 21,916,484 | 69.69% |

8/12 months = 66.67%

Jan.-Dec. 2021 Fiscal Year

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2021
For the Month Ending August 2021 (With year-to-date totals)

| <u>Bars</u> | <u>Description</u> | 2021 Budget (Approved 12/20) | August 2021 Expenditures | Year-to-Date Totals thru August 2021 | Year to Date Annual Budget Percentage |
|--------------------------------------|--|------------------------------------|-----------------------------|--|---|
| Personnel | | | | | |
| 572.10 | Wages | 11,563,314 | 851,136 | 6,844,487 | 59.19% |
| 572.24 | Benefit - Medical | 2,501,458 | 202,382 | 1,559,555 | 62.35% |
| 572.24 | Benefit - Dental | 306,644 | 23,323 | 186,001 | 60.66% |
| 572.24 | Benefit - Life, LTD, STD | 132,891 | 9,098 | 68,276 | 51.38% |
| 572.22 | Benefit - PERS | 1,459,354 | 86,766 | 857,575 | 58.76% |
| 572.21 | Benefit - FICA | 871,318 | 63,488 | 510,520 | 58.59% |
| 572.25 | Benefit - L & I - Workers Compensation | 117,603 | 5,818 | 44,722 | 38.03% |
| 572.25 | Benefit - PFML | 17,941 | 1,245 | 10,038 | 55.95% |
| 572.28 | Unemployment Expense | 10,000 | 0 | 1,600 | 16.00% |
| | Personnel Subtotal: | 16,980,523 | 1,243,256 | 10,082,774 | 59.38% |
| Supplies | | | | | |
| 572.30 | Supplies | 400,000 | 26,852 | 300,725 | 75.18% |
| 572.35 | Small Equipment (FF&E) | 500,000 | 3,965 | 224,899 | 44.98% |
| 572.38 | Technology | 525,000 | 20,598 | 465,161 | 88.60% |
| 572.33 | Professional Collection / Tech | 300,000 | 17,493 | 145,772 | 48.59% |
| | Supplies & Small Equipmt/Tech Subtotal: | 1,725,000 | 68,908 | 1,136,557 | 65.89% |
| Library Books / Materials | | | | | |
| 572.34 | Library Books & Materials | 2,400,000 | 98,350 | 982,818 | 40.95% |
| 572.39 | Electronic Resources | 1,400,000 | 145,531 | 1,113,597 | 79.54% |
| | Library Materials Subtotal: | 3,800,000 | 243,881 | 2,096,415 | 55.17% |
| Other Services / Charges | | | | | |
| 572.41 | Professional Services | 1,238,000 | 111,771 | 796,709 | 64.35% |
| 572.42 | Communications | 419,400 | 26,769 | 291,545 | 69.51% |
| 572.43 | Training / Travel | 108,000 | 3,952 | 19,950 | 18.47% |
| 572.44 | Advertising | 29,000 | 204 | 7,951 | 27.42% |
| 572.45 | Rentals / Leases | 519,200 | 78,599 | 722,903 | 139.23% |
| 572.46 | Insurance | 223,700 | 6,759 | 191,644 | 85.67% |
| 572.47 | Utilities | 408,500 | 22,198 | 203,253 | 49.76% |
| 572.48 | Repairs & Maintenance | 775,000 | 6,686 | 375,623 | 48.47% |
| 572.49 | Misc / Dues / Printing / Other | 131,200 | 4,929 | 58,991 | 44.96% |
| 572.50 | Intergovernmental Services | 2,500 | 190 | 2,437 | 97.48% |
| | Other Charges & Services Subtotal: | 3,854,500 | 262,057 | 2,671,006 | 69.30% |
| Capital Outlay | | | | | |
| 594.62 | Buildings / Non-Owned | 2,000,000 | 13,789 | 514,084 | 25.70% |
| 594.62 | Buildings / Owned | 2,000,000 | 14,998 | 1,612,902 | 80.65% |
| 595.62 | Yale Project | 730,000 | 9,115 | 420,032 | 57.54% |
| 594.64 | Machinery & Equipment | 196,477 | 0 | 120,879 | 61.52% |
| | Capital Outlay Subtotal: | 4,926,477 | 37,902 | 2,667,898 | 54.15% |
| Reserved Amount | | | | | |
| 572.41 | Professional Services-2021 Projects | 0 | 0 | 0 | 0.00% |
| | | 0 | 0 | 0 | 0.00% |
| Total Operating Expenditures: | | \$ 31,286,500 | \$ 1,856,004 | \$ 18,654,650 | 59.63% |
| Total Reserved Projects | | 162,000 | 0 | 132,769 | 81.96% |
| Grand Total All Expenditures: | | \$ 31,448,500 | \$ 1,856,004 | \$ 18,787,419 | 59.74% |

August is the 8th month of the fiscal year. Year-to-date budget percentages should be at 66.67%, representing 8/12 months.

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

August 16, 2021

5:30 p.m. Executive Session

Topic: Real Estate: RCW 42.30.110 (1) (b) (c); Personnel: RCW 42.30.110 (g)

1. CALL TO ORDER

Chair Smith called the regular meeting to order at 6:00pm noting that there was an Executive session held prior to this meeting. No decisions were made.

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

Board Members: Kelly Smith, Kelsi Gilkey, Brian Carrico, Mary Ann Duncan Cole, Kate Maple

Excused: Jane Higgins

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant; Guests: Stephanie Chase, Sean McGill, Sam Wallin

2. AGENDA

MOTION: Mary Ann Duncan Cole moved and Kelsi Gilkey seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Welcome to members of the public and thank you for joining the meeting. The Board has received the public's letters and have read them.

4. REPORTS

4.1 Executive Director's Organizational Report and FVRL COVID-19 Response: Amelia Shelley and Administrative Team

Shelley and the Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the Covid-19 pandemic.

4.2 Branch Report: Ridgefield Community Library, Sean McGill, Branch Manager

McGill provided an overview of Ridgefield Community Library's activities over the past year.

5. CONSENT AGENDA

5.1 Minutes Approval – July 19, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins

MOTION: Mary Ann Duncan-Cole moved and Kelsi Gilkey seconded approval of the consent agenda. The motion carried unanimously via roll call.

BUSINESS

6.1 2021-2023 Strategic Plan

Justin Keeler and Sam Wallin presented the 2021-2023 FVRL Strategic Plan.

MOTION: Kelsi Gilkey moved and Mary Ann Duncan Cole seconded approval of the 2021-2023 Strategic Plan goals. The motion carried unanimously via roll call.

6.2 Equity Policy – Second Reading

This is the second reading of the Equity policy and will be brought back to the Board at the next meeting for final approval.

6.3 Rules of Conduct for Covid-19 Pandemic

MOTION: Kelsi Gilkey moved and Kate Maple seconded approval of the amendment to the Rules of Conduct for Covid-19 Pandemic. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Dan Durringer, Lori Judkins, Lynn Winslow, and Quill Onstead.

8. BOARD COMMENTS

Thank you for participation and your support of libraries.

9. NEXT REGULAR MEETING

The next meeting is Monday, September 20, 2021 (TBD)

10. ADJOURNMENT

The meeting adjourned at 7:30pm

Approved:

Kelly Smith, Chair

Date

Kelsi Gilkey, Secretary

Date

BOARD COVER WORKSHEET

BOARD DATE: September 20, 2021

| <u>Date Paid</u> | <u>Warrant Numbers</u> | <u>Amount</u> | <u>Void/Cancel Amounts</u> |
|---|------------------------------|---------------------|----------------------------|
| Accounts Payable | | | |
| August 6, 2021 | 112977-113017 | 109,009.03 | |
| August 17, 2021 | 113018-113111 | 335,742.27 | |
| August 30, 2021 | 113112-113169 | 405,350.95 | |
| Total Accounts Payable Warrants Issued | | 850,102.25 | |
| Accounts Payable EFT Payments | | | |
| August 6, 2021 | EFT00933-EFT00934 | 954.63 | |
| August 19, 2021 | EFT00935-EFT00954 | 5,198.66 | |
| August 30, 2021 | EFT00955-EFT00962 | 46,102.21 | |
| Total Accounts Payable EFT Payments | | 52,255.50 | |
| Accounts Payable Voids and Cancels | | | |
| August 23, 2021 | 113090 | | 20.72 |
| Total Accounts Payable Warrant Voids and Cancels | | | 20.72 |
| Payroll Voids and Cancels | | | |
| August 24, 2021 | McKinney | | 328.26 |
| August 24, 2021 | Utsler | | 594.63 |
| Total Payroll Voids and Cancels | | | 922.89 |
| Total ADP ACH Auto Pull | | | |
| August 9, 2021 | Payroll | 303,844.93 | |
| August 9, 2021 | State Family & Medical Leave | 1,755.05 | |
| August 9, 2021 | Federal | 98,487.88 | |
| August 9, 2021 | Oregon | 3,270.48 | |
| August 17, 2021 | Payroll | 1,260.39 | |
| August 24, 2021 | Payroll | 286,090.78 | |
| August 24, 2021 | State Family & Medical Leave | 1,649.38 | |
| August 24, 2021 | Federal | 90,315.54 | |
| August 24, 2021 | Oregon | 3,075.14 | |
| Total Payroll Direct Deposit Transfers | | 789,749.57 | |
| ACH EFT Transfer | | | |
| August 25, 2021 | WA Department of Revenue | 1,088.76 | |
| August 26, 2021 | Kaiser | 15,972.28 | |
| August 26, 2021 | Kaiser | 65.00 | |
| August 11, 2021 | WA Dept of Retirement | 6,895.25 | |
| August 12, 2021 | WA Dept of Retirement | 72,444.02 | |
| August 18, 2021 | WA Dept of Retirement | 897.11 | |
| August 26, 2021 | WA Dept of Retirement | 6,343.80 | |
| August 27, 2021 | WA Dept of Retirement | 68,213.51 | |
| Total ACH EFT Transfers | | 171,919.73 | |
| Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids | | 1,864,027.05 | 943.61 |
| Total Funds to Approve for Disbursement | | | 1,863,083.44 |

Finance Director Reviewed Carric Aguirre

Date 9/15/2021

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

September 20, 2021

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, September 20, 2021, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
August 1, 2021 through August 31, 2021

| | | | | | |
|---|-----------------|-----------------|---------|------------------|------------------------|
| Accounts Payable Warrants Issued | Numbers | <u>112977</u> | Through | <u>113169</u> | <u>\$ 850,102.25</u> |
| Accounts Payable EFT Payments | | <u>EFT00933</u> | Through | <u>EFT00962</u> | <u>\$ 52,255.50</u> |
| Accounts Payable Warrants Voided | Numbers | 113090 | | | <u>(\$ 20.72)</u> |
| Payroll Warrants Issued | Numbers | _____ | Through | _____ | <u>\$ -</u> |
| Payroll Transactions Voided | Numbers | _____ | | | <u>(\$ 922.89)</u> |
| Payroll Direct Deposits Issued | Numbers | <u>8/9/2021</u> | Through | <u>8/24/2021</u> | <u>\$ 789,749.57</u> |
| Electronic Fund Transfers Completed | | | | | |
| <i>Vendor</i> | <i>Date</i> | | | | <i>Amount</i> |
| WA Dept. of Revenue | August 25, 2021 | | | | 1,088.76 |
| Kaiser | August 26, 2021 | | | | 15,972.28 |
| Kaiser | August 26, 2021 | | | | 65.00 |
| WA Dept of Retirement | August 11, 2021 | | | | 6,895.25 |
| WA Dept of Retirement | August 12, 2021 | | | | 72,444.02 |
| WA Dept of Retirement | August 18, 2021 | | | | 897.11 |
| WA Dept of Retirement | August 26, 2021 | | | | 6,343.80 |
| WA Dept of Retirement | August 27, 2021 | | | | 68,213.51 |
| | | | | | <u>\$ 171,919.73</u> |
| Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids | | | | | <u>\$ 1,863,083.44</u> |
| Total Transactions for Approval | | | | | \$ 1,863,083.44 |

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

FORT VANCOUVER REGIONAL LIBRARY DISTRICT EQUITY POLICY DRAFT

Purpose

Fort Vancouver Regional Libraries (FVRLibraries) recognizes that inequities exist and historically have not been identified or addressed within our organization and the communities we serve. The Equity Statement serves as the framework for creating and maintaining an environment of equity, diversity, and inclusion (EDI).

Policy

This policy implements FVRLibraries Equity Statement.

FVRL's Equity Statement

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

FVRLibraries continuously promotes equity, diversity, and inclusion by identifying and eliminating barriers impacting our staff and the public, by supporting broader public access to library programs, resources and services, and by providing the public and staff opportunities for growth through employment and education.

As a key component of building and supporting our organizational culture, FVRLibraries will engage staff in EDI training, learning, self-reflection, and discussion in an effort to do this work.

This policy applies to all Library staff and volunteers including members of the Board of Trustees and all library policies, practices and activities.

Definitions

The various terms and definitions used in this policy can be found in the [Equity Toolkit Glossary](#) (Make this a hyperlink to Source)

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,

FORT VANCOUVER REGIONAL LIBRARY DISTRICT EQUITY POLICY

DRAFT

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.

Related Policies: Discrimination and Anti-Harrassment, Equal Opportunity, Provision of Library Service to New Areas, Personnel, and Collection.

Applicable Statutes: RCW 49.60.30 Freedom from Discrimination, RCW 49.60.180 Unfair Practices of Employers, RCW 1.20.100 Diverse Cultures and Languages;

Approval:

**Fort Vancouver Regional Library District
Staff Report 2021-28
2022 Draft Budget**

TO: FVRL

FROM: Finance Committee, Carrie Greenwood, Amelia Shelley

DATE: 09/20/2021

SUBJECT: 2022 Budget Revenues and Expenses

SUMMARY: FVRL is statutorily required to create and approve a budget as part of the Board of Trustees annual obligations. The 2022 budget reflects the new strategic plan as well as needed capital and expenditures to better serve our communities.

Key points for 2022:

REVENUES

- Anticipating a full 1% increase will be available to governmental entities
- New construction/state assessed utilities later in September
- Anticipating growth in some fees (printing, space rental, fines)
- State grant for equipment
- Foundation support for capital projects (Woodland)

EXPENDITURES

Personnel:

- Continuing to operate at reduced staffing into early 2022
- 2021 Compensation study
- Anticipating slow return to full staffing
- Insurance cost increases low
- New holiday, changes to benefits
- Diversity initiative (Library Aides)
- Social Services Coordinator
- Bi-lingual Outreach Librarian

Supplies and Equipment

- Anticipating increases in PPE, fuel, technology
- Improve computer replacement schedule

Library Materials

- Increase print and digital budget (12%)

Professional Services

- Diversity consultant, translation services
- Increased Printing (new catalog)
- Training - PLA in Portland
- Communications
- Leases
- Community partnership support

Capital Projects

- New Sprinter van for north county
- Replacement AMHs - CP, TC, VA
- Landscaping - CP, GD, TC
- HVAC - TC
- Roof - LC
- Grand Blvd. building remodel

DRAFT

Fort Vancouver Regional Library District Statement Of Revenue Budget - Fiscal Year 2022

| | | 2021 Budget Amended | 2022 Budget | Dollar Difference | Percent Change |
|--|--|------------------------|---------------------|----------------------|-------------------|
| Property Taxes | | | | | |
| 311.10 | Property Taxes - Clark | 23,469,214 | | | |
| 311.10 | Property Taxes - Cowlitz | 326,395 | | | |
| 311.10 | Property Taxes - Klickitat | 1,196,404 | | | |
| 311.10 | Property Taxes - Skamania | 664,136 | | | |
| Total Property Taxes | | 25,656,149 | \$26,434,850 | \$778,701 | 3.04% |
| Other Taxes | | | | | |
| 311.11 | Other General Tax | 0 | 0 | \$0 | 0.00% |
| 318.20 | Leasehold Excise Tax | 92,000 | 92,000 | \$0 | 0.00% |
| Total Other Taxes | | 92,000 | 92,000 | \$0 | 0.00% |
| Intergovernmental, Grants & Contracts | | | | | |
| 332.00 | Federal in-lieu of Taxes | 5,000 | 5,000 | \$0 | 0.00% |
| 335.05 | State Forest Boards | 170,000 | 200,000 | \$30,000 | 17.65% |
| 338.72 | INET City of Vancouver (PEG) | 61,000 | 61,000 | \$0 | 0.00% |
| 338.72 | Contracts - Clark County Jail | 500 | 500 | \$0 | 0.00% |
| Total Intergovernmental, Grants & Contracts | | 236,500 | 266,500 | \$30,000 | 12.68% |
| Charges for Services | | | | | |
| 341.60 | Equipment Use Fees | 20,000 | 5,000 | -\$15,000 | -75.00% |
| 347.21 | Non-Resident Borrower Fee | 2,000 | 3,500 | \$1,500 | 75.00% |
| 347.90 | Lost / Damaged Material Fee | 5,000 | 10,000 | \$5,000 | 100.00% |
| 347.50 | Collection Agency Referral Fee | 5,000 | 2,500 | -\$2,500 | -50.00% |
| Total Charges for Services | | 32,000 | 21,000 | -\$11,000 | -50.00% |
| Miscellaneous | | | | | |
| 361.11 | Investment Interest | 177,000 | 75,000 | -\$102,000 | -57.63% |
| 362.00 | Rental Income | 2,500 | 1,000 | -\$1,500 | -60.00% |
| 367.10 | Gifts/Contributions | 15,000 | 15,000 | \$0 | 0.00% |
| 369.90 | Miscellaneous | 8,500 | 2,500 | -\$6,000 | -70.59% |
| 369.90 | Grants | 150,000 | 50,000 | -\$100,000 | -66.67% |
| 369.90 | Other Miscellaneous - E-Rate | 200,000 | 200,000 | \$0 | 0.00% |
| 395.00 | Sale of Assets | 12,000 | 20,000 | \$8,000 | 66.67% |
| Total Miscellaneous | | 565,000 | 363,500 | -\$201,500 | -35.66% |
| Subtotal-Operating Revenues | | 26,581,649 | \$27,177,850 | 596,201 | 2.24% |
| Reserves | | | | | |
| 397.10 | Transfer in (unrestricted) | 0 | 0 | \$0 | 0.00% |
| 397.10 | Transfer in (restricted) | 1,328,851 | 2,300,000 | \$971,149 | 236.83% |
| Total Transfers | | 1,328,851 | 2,300,000 | \$971,149 | 73.08% |
| Reimbursements | | | | | |
| 369.40 | Insurance Payments | 4,000,000 | 250,000 | -\$3,750,000 | -93.75% |
| 338.72 | Yale Valley Library District | 800,000 | 122,500 | -\$677,500 | -84.69% |
| 369.90 | Library Friends Groups | 660,000 | 150,000 | -\$510,000 | -77.27% |
| 369.90 | Fort Vancouver Regional Library Foundation | 2,136,000 | 750,000 | -\$1,386,000 | -64.89% |
| Total Reimbursements | | 8,924,851 | 1,272,500 | -\$6,323,500 | -70.85% |
| Grand Total Revenue | | 35,506,500 | \$30,750,350 | -\$4,756,150 | -13.40% |

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2022

Library Operating Budget

| <u>Bars</u> | <u>Description</u> | 2021 Budget Amended | 2022 Budget | Dollar Difference Between 2021 & 2022 | Percentage Increase or Decrease |
|---|--|--------------------------------|----------------------|--|---------------------------------------|
| Personnel: Wages & Benefits | | | | | |
| 572.00 | Wages | 11,563,314 | 11,563,314 | 0 | 0.00% |
| 572.24 | Benefit - Medical | 2,501,458 | 2,501,458 | 0 | 0.00% |
| 572.24 | Benefit - Dental | 306,644 | 306,644 | 0 | 0.00% |
| 572.24 | Benefit - Life, LTD, STD | 132,891 | 132,891 | 0 | 0.00% |
| 572.22 | Benefit - PERS | 1,459,354 | 1,459,354 | 0 | 0.00% |
| 572.21 | Benefit - FICA | 871,318 | 871,318 | 0 | 0.00% |
| 572.25 | Benefit - L & I | 117,603 | 117,603 | 0 | 0.00% |
| 572.2X | Benefit - PFMLA | 17,941 | 17,941 | 0 | 0.00% |
| 572.28 | Unemployment Expense | 10,000 | 10,000 | 0 | 0.00% |
| | Personnel Subtotal: | 16,980,523 | 16,980,523 | 0 | 0.00% |
| Equipment: Technology & Supplies | | | | | |
| 572.30 | Supplies | 400,000 | \$388,232 | -11,768 | -3.03% |
| 572.35 | Small Equipmt (FFE) | 500,000 | \$400,000 | -100,000 | -25.00% |
| 572.38 | Technology | 525,000 | \$400,000 | -125,000 | -31.25% |
| 572.33 | Library Software and Professional | 300,000 | 350,000 | 50,000 | 14.29% |
| | Equipment Subtotal: | 1,725,000 | 1,651,827 | -186,768 | -10.83% |
| Resources: Books, Materials & e-resources | | | | | |
| 572.34 | Library Books & Materials | 2,400,000 | 2,300,000 | -100,000 | -4.17% |
| 572.39 | Electronic Resources | 1,400,000 | 1,600,000 | 200,000 | 14.29% |
| | Resources Subtotal: | 3,800,000 | 3,900,000 | 100,000 | 2.63% |
| Operations: Services, Overhead and Maintenance | | | | | |
| 572.41 | Professional Services | 1,238,000 | 1,250,000 | 12,000 | 0.97% |
| 572.42 | Communications | 419,400 | 450,000 | 30,600 | 2.00% |
| 572.43 | Training / Travel | 108,000 | 108,000 | 0 | 0.00% |
| 572.44 | Advertising | 29,000 | 35,000 | 6,000 | 20.69% |
| 572.45 | Rentals / Leases | 1,000,000 | 525,000 | -475,000 | -47.50% |
| 572.46 | Insurance | 223,700 | 230,000 | 6,300 | 2.82% |
| 572.47 | Utilities | 408,500 | 415,000 | 6,500 | 1.59% |
| 572.48 | Repairs & Maintenance | 775,000 | 800,000 | 25,000 | 3.23% |
| 572.49 | Misc / Dues / Printing / Other | 131,200 | 175,000 | 43,800 | 33.38% |
| 572.50 | Intergovernmental Services | 2,500 | 2,500 | 0 | 0.00% |
| | Operations Subtotal: | 4,335,300 | 3,990,500 | -344,800 | -7.95% |
| | Subtotal-Operating Expenditures | 26,840,823 | 26,522,850 | -431,568 | -1.61% |
| Capital Projects: Library Improvements | | | | | |
| 572.62 | Buildings / Non-Owned | \$2,000,000 | 500,000 | -1,500,000 | -75.00% |
| 572.62 | Yale | \$800,000 | 2,500 | -797,500 | -99.69% |
| 594.62 | Buildings / Owned | \$2,000,000 | 1,000,000 | -1,000,000 | -50.00% |
| 594.64 | Machinery & Equipment | \$196,477 | 325,000 | 128,523 | 65.41% |
| | Capital Projects Subtotal: | 4,996,477 | 1,827,500 | -3,168,977 | -63.42% |
| Reserves-Library Development - transfer out | | | | | |
| 572.38 | Reserve Projects | 3,669,200 | 2,400,000 | -1,269,200 | -52.88% |
| Reserves - Library Development - transfer in | | | | | |
| 572 | Budget Stabilization Account | 0 | 0 | - | 0.00% |
| | Reserves Subtotal: | \$ 3,669,200 | 2,400,000 | -1,269,200 | -52.88% |
| | Grand Total All Expenditures: | \$35,506,500 | \$ 30,750,350 | -\$ 4,756,150 | -13.40% |

Fort Vancouver Regional Library District
Staff Report 2021-29
2021 Draft Amended Budget

TO: FVRL Board of Trustees

FROM: Finance Committee, Carrie Greenwood, Amelia Shelley

DATE: 09/20/2021

SUBJECT: 2021 Amended Budget - Revenues and Expenses

SUMMARY: FVRL is required to amend the annual budget to reflect any unanticipated income within the year. Staff believe where unanticipated income is used to offset expenses, those revised expenses should be reflected in the amended budget.

UNANTICIPATED REVENUE:

GIFTS and CONTRIBUTIONS: Gifts to the District have come in stronger than anticipated.

GRANTS: FVRL received an unanticipated grant from the Washington State Library associated with funds awarded to the state through the American Rescue Plan Act of 2021 and the Institute of Museum and Library Services. We anticipate receiving these funds before the end of 2021.

TRANSFER FROM RESERVES: FVRL anticipates transferring funds from the undesignated capital Reserve Fund to use toward the purchase of the Grand Boulevard building from the City of Vancouver.

INSURANCE PAYMENTS: Due to the flood occurring at the Operations Center on October 3, 2020, it was impossible to predict the full amount of damages that occurred prior to finalizing the 2021 budget. Insurance coverage has come in significantly higher than anticipated.

YALE VALLEY LIBRARY DISTRICT: The amount of money expended to complete the Yale Valley Community Library is slightly higher than anticipated due to a few changes the Yale Valley Board decided on after the completion of the project. Those additional costs resulted in additional income to FVRL in the form of reimbursements.

NEW OR INCREASED EXPENSES:

- Increase in lease payments for temporary spaces due to the flood
- Higher than anticipated costs for Yale Valley Community Library
- Purchase of 2008 Grand Blvd.

DRAFT

Fort Vancouver Regional Library District

DRAFT Budget Amendment - Fiscal Year 2021

| | | 2021 Budget | 2021 Budget (Amended) | Dollar Difference | Percent Change |
|--|--|-------------------|--------------------------|----------------------|-------------------|
| Property Taxes | | | | | |
| 311.10 | Property Taxes - Clark | 23,469,214 | 23,469,214 | \$0 | 0.00% |
| 311.10 | Property Taxes - Cowlitz | 326,395 | 326,395 | \$0 | 0 |
| 311.10 | Property Taxes - Klickitat | 1,196,404 | 1,196,404 | \$0 | 0 |
| 311.10 | Property Taxes - Skamania | 664,136 | 664,136 | \$0 | 0 |
| Total Property Taxes | | 25,656,149 | 25,656,149 | \$0 | 0.00% |
| Other Taxes | | | | | |
| 311.11 | Other General Tax | 0 | 0 | \$0 | 0.00% |
| 318.20 | Leasehold Excise Tax | 92,000 | 92,000 | \$0 | 0.00% |
| Total Other Taxes | | 92,000 | 92,000 | \$0 | 0.00% |
| Intergovernmental, Grants & Contracts | | | | | |
| 332.00 | Federal in-lieu of Taxes | 5,000 | 5,000 | \$0 | 0.00% |
| 335.05 | State Forest Boards | 170,000 | 170,000 | \$0 | 0.00% |
| 338.72 | INET City of Vancouver (PEG) | 61,000 | 61,000 | \$0 | 0.00% |
| 338.72 | Contracts - Clark County Jail | 500 | 500 | \$0 | 0.00% |
| Total Intergovernmental, Grants & Contracts | | 236,500 | 236,500 | \$0 | 0.00% |
| Charges for Services | | | | | |
| 341.60 | Equipment Use Fees | 20,000 | 20,000 | \$0 | 0.00% |
| 347.21 | Non-Resident Borrower Fee | 2,000 | 2,000 | \$0 | 0.00% |
| 347.90 | Lost / Damaged Material Fee | 5,000 | 5,000 | \$0 | 0.00% |
| 347.50 | Collection Agency Referral Fee | 5,000 | 5,000 | \$0 | 0.00% |
| Total Charges for Services | | 32,000 | 32,000 | \$0 | 0.00% |
| Miscellaneous | | | | | |
| 361.11 | Investment Interest | 177,000 | 177,000 | \$0 | 0.00% |
| 362.00 | Rental Income | 2,500 | 2,500 | \$0 | 0.00% |
| 367.10 | Gifts/Contributions | 3,351 | 15,000 | \$11,649 | 347.63% |
| 369.90 | Miscellaneous | 8,500 | 8,500 | \$0 | 0.00% |
| 369.90 | Grants | 2,500 | 150,000 | \$147,500 | |
| 369.90 | Other Miscellaneous - E-Rate | 200,000 | 200,000 | \$0 | 0.00% |
| 395.00 | Sale of Assets | 12,000 | 12,000 | \$0 | 0.00% |
| Total Miscellaneous | | 405,851 | 565,000 | \$159,149 | 39.21% |
| Subtotal-Operating Revenues | | 26,422,500 | 26,581,649 | 159,149 | 0.60% |
| Reserves | | | | | |
| 397.10 | Transfer in (unrestricted) | 0 | 0 | \$0 | 0.00% |
| 397.10 | Transfer in (restricted) | 0 | 1,328,851 | \$1,328,851 | #DIV/0! |
| Total Transfers | | 0 | 1,328,851 | \$1,328,851 | 100.00% |
| Reimbursements | | | | | |
| 369.40 | Insurance Payments | 1,500,000 | 4,000,000 | \$2,500,000 | 62.50% |
| 338.72 | Yale Valley Library District | 730,000 | 800,000 | \$70,000 | 9.59% |
| 369.90 | Library Friends Groups | 660,000 | 660,000 | \$0 | 0.00% |
| 369.90 | Fort Vancouver Regional Library Foundation | 2,136,000 | 2,136,000 | \$0 | 0.00% |
| 369.9 | Reserves | 0 | | | |
| Total Reimbursements | | 5,026,000 | 7,596,000 | \$2,570,000 | 51.13% |
| Grand Total Revenue | | 31,448,500 | 35,506,500 | \$4,058,000 | 12.90% |

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2021

Library Operating Budget

| <u>Bars</u> | <u>Description</u> | <u>2021 Budget</u> | <u>2021 Budget (Amended)</u> | <u>Dollar Difference</u> | <u>Percentage Increase or Decrease</u> |
|---|--|---------------------|------------------------------|--------------------------|--|
| Personnel: Wages & Benefits | | | | | |
| 572.00 | Wages | 11,563,314 | 11,563,314 | 0 | 0.00% |
| 572.24 | Benefit - Medical | 2,501,458 | 2,501,458 | 0 | 0.00% |
| 572.24 | Benefit - Dental | 306,644 | 306,644 | 0 | 0.00% |
| 572.24 | Benefit - Life, LTD, STD | 132,891 | 132,891 | 0 | 0.00% |
| 572.22 | Benefit - PERS | 1,459,354 | 1,459,354 | 0 | 0.00% |
| 572.21 | Benefit - FICA | 871,318 | 871,318 | 0 | 0.00% |
| 572.25 | Benefit - L & I | 117,603 | 117,603 | 0 | 0.00% |
| 572.2X | Benefit - PFMLA | 17,941 | 17,941 | 0 | 0.00% |
| 572.28 | Unemployment Expense | 10,000 | 10,000 | 0 | 0.00% |
| | Personnel Subtotal: | 16,980,523 | 16,980,523 | 0 | 0.00% |
| Equipment: Technology & Supplies | | | | | |
| 572.30 | Supplies | 400,000 | 400,000 | 0 | 0.00% |
| 572.35 | Small Equipmt (FFE) | 500,000 | 500,000 | 0 | 0.00% |
| 572.38 | Technology | 525,000 | 525,000 | 0 | 0.00% |
| 572.33 | Library Software and Professional | 300,000 | 300,000 | 0 | 0.00% |
| | Equipment Subtotal: | 1,725,000 | 1,725,000 | 0 | 0.00% |
| Resources: Books, Materials & e-resources | | | | | |
| 572.34 | Library Books & Materials | 2,400,000 | 2,400,000 | 0 | 0.00% |
| 572.39 | Electronic Resources | 1,400,000 | 1,400,000 | 0 | 0.00% |
| | Resources Subtotal: | 3,800,000 | 3,800,000 | 0 | 0.00% |
| Operations: Services, Overhead and Maintenance | | | | | |
| 572.41 | Professional Services | 1,238,000 | 1,238,000 | 0 | 0.00% |
| 572.42 | Communications | 419,400 | 419,400 | 0 | 2.00% |
| 572.43 | Training / Travel | 108,000 | 108,000 | 0 | 0.00% |
| 572.44 | Advertising | 29,000 | 29,000 | 0 | 0.00% |
| 572.45 | Rentals / Leases | 519,200 | 1,000,000 | 480,800 | 92.60% |
| 572.46 | Insurance | 223,700 | 223,700 | 0 | 0.00% |
| 572.47 | Utilities | 408,500 | 408,500 | 0 | 0.00% |
| 572.48 | Repairs & Maintenance | 775,000 | 775,000 | 0 | 0.00% |
| 572.49 | Misc / Dues / Printing / Other | 131,200 | 131,200 | 0 | 0.00% |
| 572.50 | Intergovernmental Services | 2,500 | 2,500 | 0 | 0.00% |
| | Operations Subtotal: | 3,854,500 | 4,335,300 | 480,800 | 12.47% |
| | Subtotal-Operating Expenditures | 26,360,023 | 26,840,823 | 480,800 | 1.82% |
| Capital Projects: Library Improvements | | | | | |
| 572.62 | Buildings / Non-Owned | 2,000,000 | 2,000,000 | 0 | 0.00% |
| 572.62 | Yale | 730,000 | 800,000 | 70,000 | 9.59% |
| 594.62 | Buildings / Owned | 2,000,000 | 2,000,000 | 0 | 0.00% |
| 594.64 | Machinery & Equipment | 196,477 | 196,477 | 0 | 0.00% |
| | Capital Projects Subtotal: | 4,926,477 | 4,996,477 | 70,000 | 1.42% |
| Reserves-Library Development - transfer out | | | | | |
| 572.38 | Reserve Projects | 162,000 | 3,669,200 | 3,507,200 | 95.58% |
| Reserves - Library Development - transfer in | | | | | |
| 572 | Budget Stabilization Account | 0 | 0 | - | 0.00% |
| | Reserves Subtotal: | \$ 162,000 | 3,669,200 | 3,507,200 | 95.58% |
| | Grand Total All Expenditures: | \$31,448,500 | \$ 35,506,500 | \$ 4,058,000 | 12.90% |

Fort Vancouver Regional Library District
Staff Report 2021-31
Election of Officer

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 09/20/2021

SUBJECT: Election of Officer

SUMMARY:

Chair Kelly Smith has submitted her resignation to the Board of Trustees effective 09/30/2021. She is resigning due to an upcoming change in her residency status.

KEY POINTS:

- The Nominating Committee (Trustees Kate Maple, Kelly Smith, and Kelsi Gilkey) met on September 14, 2021 to nominate a new Chair to replace Chair Smith and allow for a continuity of leadership for FVRL.
- The new Chair would assume all of Chair Smith's committee responsibilities and appoint other Trustees to take on any responsibilities where a committee is left with fewer than three members.
- The Committee nominated Trustee Brian Carrico to be the candidate for Chair. The term would be for the remainder of 2021. Trustee Carrico accepted the nomination by email.

ACTION REQUESTED:

Appoint Brian Carrico as the Chair for the remainder of the 2021 fiscal year.

Fort Vancouver Regional Library District
Staff Report 2021-27
Fiscal and Asset Management Policies

TO: FVRL Board of Trustees

FROM: Board Policy Committee, Amelia Shelley, Lee Strehlow, Amy Lee, Kelly Lamm

DATE: 09/20/2021

SUBJECT: Review of Fiscal and Asset Management Policies

SUMMARY: Earlier this year, as part of the 2022 budget planning process, we discovered some areas in our existing [Fiscal Management](#) and [Asset Management](#) Policies that needed updating to better reflect FVRL's need for financial oversight of these areas. The Policy Committee, along with FVRL staff, have taken a first pass at these changes for the Board's review. This is a first reading of the proposed changes to existing policies.

1. [Asset Management Policy](#) (Draft version)

KEY POINTS:

- Revised to reflect disposition of materials covered under Collections Policy
- Added "suspected or known thefts" to section on Lost or Stolen Property
- Additional small or cosmetic changes

2. [Fiscal Management Policy](#) (Draft version)

KEY POINTS:

- Added content to create and maintain a 5-year rolling budget forecast for FVRL.
- Added requirement for Auditing Officers and Expenditure Certification
- Added section on Cash Receipting
- Added section on employee leave liability
- Added section on debt management
- Added section on disbursement controls
- Revised minimum fund balance to reflect 60 to 90 days of annual operational expenditures
- Added section on segregation of duties

Fort Vancouver Regional Library District
Staff Report 2021-31
Appointment of Auditing Officers

TO: FVRL Finance Committee
FROM: Amelia Shelley, Executive Director
DATE: 09/20/2021
SUBJECT: Appointment of Auditing Officers

RCW 42.24.080 - Municipal corporations and political subdivisions—Claims against for contractual purposes—Auditing and payment—Forms—Authentication and certification.

(1) All claims presented against any county, city, district or other municipal corporation or political subdivision by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer elected or appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation or political subdivision. Such claims shall be prepared for audit and payment on a form and in the manner prescribed by the state auditor. The form shall provide for the authentication and certification by such auditing officer that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the municipal corporation or political subdivision. No claim shall be paid without such authentication and certification.

(2) Certification as to claims of officers and employees of a county, city, district or other municipal corporation or political subdivision, for services rendered, shall be made by the person charged with preparing and submitting vouchers for payment of services. He or she shall certify that the claim is just, true and unpaid, and that certification shall be part of the voucher.

SUMMARY: All FVRL Trustees serve as Auditing Officers as part of their fiscal responsibility to monitor FVRL's revenues and expenditures through monthly audits of actual receipts and payments. This responsibility is shared, and the rotation of duties are set as part of the annual Board meeting schedule. Additionally, the Executive Director serves as an Auditing Officer through their regularly assigned duties of directing, monitoring and approving all expenditures for the Library District.

In the interest of maintaining a consistent flow of accounts payable for FVRL, it is prudent to have two or more responsible employees appointed as Auditing Officers for the timely and efficient processing payment of warrants or other claims, should the Executive Director be unavailable.

KEY POINTS:

- The Deputy Director will serve as the acting Executive Director for the Library District in the Executive Director's absence, and therefore be designated as an Auditing Officer.

- Any additional FVRL staff designated as an Auditing Officer by the Executive Director will register their signature with FVRL's banking institution to maintain appropriate approval authority for warrants.
- Designated Auditing Officers will serve to provide coverage in the case of an emergency, where neither the Executive Director or the Deputy Director are available and approval is needed immediately.
- The Finance Director cannot be a designated Auditing Officer as a provision of maintaining an appropriate separation of duties.

ACTION REQUESTED:

Approve Resolution 2021-11 appointing all Trustees as well as the Executive Director, Deputy Director and any designees as Auditing Officers for FVRL.

ADVANTAGES: Appointing more than one Auditing Officer is prudent to provide coverage whenever the Executive Director is unavailable or the position is vacant. It is most efficient to set the role by job description, rather than by individuals.

DISADVANTAGES: None

RESOLUTION 2021-11
FORT VANCOUVER REGIONAL LIBRARY DISTRICT
APPOINTMENT OF AUDITING OFFICERS

WHEREAS, RCW 42.24.080 requires that all claims presented against the Fort Vancouver Regional Library District (Library District) as a municipal corporation shall be audited, before payment, by an auditing officer appointed pursuant to resolution of the Library District’s Board of Trustees; and

WHEREAS, Trustees monitor FVRL’s annual budget as required by state law through monthly audits of revenues and expenditures; and

WHEREAS, the Executive Director serves as an Auditing Officer through their duties of directing, monitoring and approving all expenditures for the Library District; and

WHEREAS, it is prudent to have two or more responsible employees appointed as auditing officers for the timely and efficient processing payment of warrants or other claims; and

WHEREAS, the duties of the Deputy Director include serving as the acting Executive Director for the Library District in the Executive Director’s absence; and

WHEREAS, additional Library District Directors may be appointed as needed basis to serve as designees in the absence of both the Executive and Deputy Director;

NOW, THEREFORE BE IT RESOLVED that the Library District’s Board of Trustees, pursuant to RCW 42.24.080, appoints the Executive, Deputy or other designated Library District Director to serve as an Auditing Officer before payment all claims hereafter presented against the Library District, a municipal corporation of the State of Washington.

Adopted this 20th day of September, 2021

Approved: _____

Kelly Smith, Chair

Attested: _____

Kelsi Gilkey, Secretary

Date: _____

| | August Circulation | | | YTD Circulation | | |
|---------------------------------------|--------------------|----------------|---------------|------------------|------------------|----------------|
| | 2021 | 2020 | Change | 2021 | 2020 | Change |
| Battle Ground Community Library | 46,548 | 31,257 | 48.92% | 263,820 | 193,687 | 36.21% |
| Cascade Park Community Library | 68,885 | 46,097 | 49.43% | 391,152 | 231,509 | 68.96% |
| La Center Community Library | 7,426 | 3,692 | 101.14% | 44,498 | 21,207 | 109.83% |
| Ridgefield Community Library | 11,628 | 4,938 | 135.48% | 50,910 | 23,855 | 113.41% |
| Three Creeks Community Library | 49,690 | 33,828 | 46.89% | 289,336 | 195,591 | 47.93% |
| Vancouver Community Library | 55,631 | 53,536 | 3.91% | 318,463 | 309,079 | 3.04% |
| Vancouver Mall Library | 12,559 | 10,068 | 24.74% | 77,096 | 58,207 | 32.45% |
| Washougal Community Library | 8,157 | 6,205 | 31.46% | 61,142 | 33,619 | 81.87% |
| Green Mountain Library Express | 1 | 57 | -98.25% | 92 | 443 | -79.23% |
| Yacolt Library Express | 5,603 | 2,611 | 114.59% | 22,833 | 18,064 | 26.40% |
| LibCabinet at Vancouver Mall | 316 | 201 | 57.21% | 6,385 | 201 | 3076.62% |
| Clark County Total | 266,444 | 192,490 | 38.42% | 1,525,727 | 1,085,462 | 40.56% |
| Woodland Community Library | 5,013 | 3,429 | 46.19% | 34,794 | 21,753 | 59.95% |
| Yale Library Express | 677 | 207 | 227.05% | 2,432 | 1,517 | 60.32% |
| Cowlitz County Total | 5,690 | 3,636 | 56.49% | 37,226 | 23,270 | 59.97% |
| Goldendale Community Library | 6,103 | 4,683 | 30.32% | 34,209 | 29,966 | 14.16% |
| White Salmon Valley Community Library | 11,345 | 7,466 | 51.96% | 70,722 | 45,318 | 56.06% |
| Klickitat County Bookmobile | 270 | 420 | -35.71% | 1,093 | 3,660 | -70.14% |
| Klickitat County Total | 17,718 | 12,569 | 40.97% | 106,024 | 78,944 | 34.30% |
| North Bonneville Community Library | 401 | 301 | 33.22% | 4,333 | 2,118 | 104.58% |
| Stevenson Community Library | 4,081 | 3,505 | 16.43% | 29,119 | 22,779 | 27.83% |
| Skamania County Bookmobile | 747 | 451 | 65.63% | 3,322 | 3,482 | -4.60% |
| Skamania County Total | 5,229 | 4,257 | 22.83% | 36,774 | 28,379 | 29.58% |
| District-wide renewals | 411 | 202 | 103.47% | 2,080 | 1,415 | 47.00% |
| Mail | 2,007 | 1,513 | 32.65% | 32,700 | 6,066 | 439.07% |
| InterLibrary Loan Materials | 280 | 5 | 5500.00% | 971 | 1,164 | -16.58% |
| Misc Total | 2,698 | 1,720 | 56.86% | 35,751 | 8,645 | 313.55% |
| Downloadable eBooks | 56,698 | 66,965 | -15.33% | 485,259 | 497,472 | -2.46% |
| eMagazines | 2,204 | 2,214 | -0.45% | 19,875 | 21,419 | -7.21% |
| Downloadable & streaming audiobooks | 52,754 | 47,124 | 11.95% | 417,223 | 366,742 | 13.76% |
| Downloadable & streaming music | 20,389 | 22,075 | -7.64% | 188,538 | 184,515 | 2.18% |
| Streaming video | 10,071 | 9,388 | 7.28% | 76,938 | 69,268 | 11.07% |
| eContent Total | 142,116 | 147,766 | -3.82% | 1,187,833 | 1,139,416 | 4.25% |
| TOTAL | 439,895 | 362,438 | 21.37% | 2,929,335 | 2,364,116 | 23.91% |