



AGENDA FOR PUBLIC MEETING

DATE: Tuesday, January 18, 2022 at 6:00pm

LOCATION: Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85229157227>

Meeting ID: 852 2915 7227

Passcode: 179756

OR

Dial: 1 253 215 8782

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: Cascade Park, Mary Abler
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: December 13, 2021 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins
6. Business INFORMATION
 - 6.1 Finance Committee Report ACTION
 - 6.2 Resolution 2022-04: 2022 Capital Reserve Plan INFORMATION
 - 6.3 Policy Committee Report INFORMATION
 - 6.4 Facilities Committee: Capital Projects Update INFORMATION
7. Board comments
8. Setting of next regular meeting – Tuesday, February 22, 2022 (Virtual)
9. Adjournment



January 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 begins in late January
- Woodland Community Library
 - Met with architects, revised agreement
- Washougal Community Library
 - City of Washougal - parking discussion
 - Architect/Developer -
- Grand Boulevard building
 - Sea Mar - revised lease agreement
 - COV - backflow valve construction
 - Finalizing floor plan

3. Executive Director's Activities: December 13, 2021 - January 18, 2022

- Final 2022 budget and levy information submitted to all four counties
- Closed on the purchase of 2018 Grand Boulevard
- Johansson Architecture - review of Ridgefield project
- Battle Ground Village Retail Association - 2022 Board elections
- OMSI meeting - VA Early Learning Center remodel
- Reviewed Policy list for Equity Lens
- FVRL Foundational Equity training - complete
- Johnston Architecture - Operations Center floor plan review
- Policy Committee - review of policies requiring Equity Lens review
- Finance Committee - review of undesignated capital reserve allocations
- Onboard new Trustee - Penny Love-Henslee
- VA Early Learning Center stakeholders meeting
- Urban Library Council Library ROI Tool (webinar)
- WA Dept. of Commerce Library Capital Grants (webinar)
- Cheryl Heywood, Executive Director, Timberland Library District
- Lee Strehlow and Dave Josephson - annual evaluations
- Urban Library Council and Public Libraries of WA director's meetings
- Washougal City Hall Parking Study
- 2022 Legislative Session - weekly update



January 2022 – Strategic Plan Update

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

Due to the winter holidays and an intentional focus on our Equity priority, we have only one area to update this month.

EQUITY

- As of mid-January, 75% of FVRLibraries staff have completed the foundational equity training.
- All current staff have been scheduled for the initial round of training, which will conclude in early February. At that point, the foundational equity training will be incorporated into our orientation and onboarding for all staff.

JANUARY BRANCH HIGHLIGHTS

January 18, 2022

EQUITY

- Part of the [NASA @ My Library grant](#) awarded to Goldendale Library asks for a focus on providing STEAM resources to underrepresented populations. The Klickitat County Bookmobile serves a high number of these populations. The staff planned and distributed 400 virtual activity kits to students at the bookmobile school stops. Other activities included a virtual talk in partnership with the Goldendale Observatory, and the [December reading challenge](#) on Beanstack in partnership by NASA before the James Webb Space Telescope Launch.

CONNECTIONS

- Gingerbread house was a popular theme for many passive library programs In December.



- La Center staff with the help of their Friends created over 100 gingerbread house kits to hand out to the community. (Left)
- White Salmon Valley Library's gingerbread kit each contained three "ginger bucks" which the children used to "buy" the decorations for their house. This store was set up in Ruth Shafer, WSV Library Manager's office (with a window) which allowed her to interact with many patrons who purchased the decorations. (Middle)
- The Ridgefield Art Association displayed their gingerbread houses at Ridgefield Library for week. Patrons enjoyed seeing the houses and being able to vote for the best one in several categories. (Right)
- In December about 1,160 patrons utilized library services at Yacolt Library and computer usage has increased. Curbside is still a popular option since many patrons don't want to wear a mask.
- Washougal Library had 354 participants for December between all of their passive program activities including crafts, scavenger hunts, and the guessing jar game. One family came in regularly with two boys and the Mom made a point to share how much they enjoy doing the activities. The family is bilingual, English and French, and the boys brought two of the completed crafts back to show the staff.



- The talented Cascade Park Library Public Services Assistant, Carolyn Tchoe, drew a giant table-sized coloring sheet for the teen area. Staff put it out with markers and colored pencils and invited teen patrons to fill it in. (Left)
- All of the first graders from Union Ridge Elementary were at Ridgefield Library on December 16 to spread holiday cheer by singing Jingle Bells to library staff and patrons.

PARTNERSHIPS

- North Shore Medical Group successfully applied for grant funds to distribute air purifiers and at-home covid tests to organizations in Skamania and Klickitat counties. Both White Salmon Valley and Stevenson Libraries requested and received two test kits for each regular staff member. Stevenson Library also got a small portable HEPA air purifier for the bookmobile. Staff are very pleased.
- Every Goldendale Library staff also received two free COVID rapid test kits donated by Klickitat Valley Health.
- American Red Cross blood drives continued into the holiday season at Stevenson Library.

ORGANIZATIONAL CULTURE

- The staff area at the Battle Ground Library underwent a complete makeover last month with new paint and carpet, and the common work space was redesigned with partitions. Staff are very happy with the results; it looks fantastic and gives everyone a bit more privacy.

PATRON COMMENTS / DONATIONS

- The La Center Library received a very generous bequest from the Hayden Estate for \$10,000. This will be used to purchase future book discussion books for La Center teens, tweens and allow them to start a new “chapter” book group for early readers.
- With more people in the Mall for Christmas shopping, the Vancouver Mall Library had gotten a lot of compliments for how smart we are to have a library in the Mall as well as compliments about the library’s audiobook collection.
- Three Creek staff reported two heartwarming patron comments happened in December. The first was about a regular patron who usually came in for help with her Kindle and ended up in the hospital. Her daughter came in with her mother's Kindle and asked if staff could put some books on it. She was very grateful for the assistance. Later staff received a thank you card that said, "I cannot tell you how much it means to my mom that you help her load books onto her kindle. I got to experience that kindness yesterday and it means so much. Thank you!" Another appreciation card was thanking staff in finding a death certificate with very little known information.

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

December 13, 2021

1. CALL TO ORDER

Chair Carrico called the regular meeting to order at 6:00pm. A roll call was held.

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

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

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Dave Josephson, Facilities Director, Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant; Guest: Kelly Lamm, Vancouver Community Library Branch Manager

2. AGENDA

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the agenda. The motion carried unanimously.

3. CHAIR ANNOUNCEMENTS

Chair Carrico announced that this was his last meeting after 12 years of service. He thanked Amelia and the Board of Trustees for a great experience. He has appreciated the opportunity. He appreciates the work the Board as well as the staff have done serving their communities.

4. REPORTS

4.1 FVRL Operational Report: Mary Abler, Deputy Director

Abler gave an update on the strategic plan. Two thirds of staff have completed Equity training. Equity training will become part of our onboarding for new employees. Under the initiative of Connections our graphics department is launching a new event catalog for 2022. Abler also gave an update on Public Services for some of our libraries. Shelley gave an update on Administrative activities for the past month included budget and levy work and the reopening of the Operations Center.

4.2 Branch Report: Vancouver Community Library, Kelly Lamm, Branch Manager

Lamm provided an overview of Vancouver Community Library's activities over the past year.

4.3 Facilities Report: Dave Josephson, Facilities and Fleet Director

Josephson gave an overview of Facilities projects wrapped up in 2021 as well as 2022 projects to come including: a new roof and parking lot refresh for La Center Community Library; Courtyard improvements for Cascade Park Community Library; and replacement of the HVAC rooftop unit at Three Creeks Community Library among other projects.

4.4 FVRL Foundation Update: Rick Smithrud, Foundation Executive Director

Smithrud gave an update on the FVRL Foundation's work for 2021 and an overview of 2022 projects to come.

5. CONSENT AGENDA

5.1 Minutes Approval – November 15, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Kate Maple

5.3 Surplus Resolution 2021-16: Bookmobile

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

6. BUSINESS

6.1 WPEA Collective Bargaining Agreement: Lee Strehlow, HR Director

Strehlow gave an overview of the WPEA contract changes including budget impacts.

Kelsi Gilkey thanked Strehlow and her team for their efforts. Gilkey is hopeful that this adjustment reflects the Board's gratitude for the staff's service.

Chair Carrico thanked Strehlow for the hard work and looks forward to the Union approving it.

MOTION: Jane Higgins moved and Kate Maple seconded approval of Resolution 2021-21: 2021-2023 CBA Approval. The motion carried unanimously via roll call.

6.2 2021 Amended Budget

Shelley gave an overview of the budget items that needed amendment including flood related costs, property taxes and Friends contributions that were lower than anticipated.

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of Resolution 2021-20 (2022-03): 2021 Amended Budget. The motion carried unanimously via roll call.

6.3 Public hearing*: 2022 Budget

Shelley gave an overview of the 2022 Budget.

- Gary Wilson, Vancouver gave public comment on the 2022 Budget

Chair Carrico is in support of the budget as presented and noted that anticipated tax revenues declined in 3 out of the 4 counties not due to declining values, but because the property values in Clark County increased by a larger percentage than the total.

MOTION: Jane Higgins moved and Kate Maple seconded approval of Resolution 2021-22 (2022-02): 2022 Budget Approval. The motion carried unanimously via roll call.

6.4 2022 Board Officer/Committee Appointments: Nominations Committee

2022 Board Officers were selected and they are: Jane Higgins – Chair, Kelsi Gilkey – Vice-Chair and Kate Maple, Secretary.

MOTION: Mary Ann Duncan Cole moved and Brian Carrico seconded approval of the election of 2022 FVRL Board Officers. The motion carried unanimously via roll call.

6.5 Woodland Community Library Redesign

Staff seeks approval from the Board of Trustees to begin the redesign process for a smaller facility. We believe it is in FVRL's best interest to proceed with utilizing these funds for the construction of the new library at a reduced scope. Additional delays will potentially result in increased costs. We have performed a value engineering exercise with the estimator who

recommends reducing the size of the building to 7545 square feet to reduce the budget to \$5.5 million.

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval to move forward with a redesign of the Woodland Community Library. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Gigi Cartwright, Lori Blaisdell, Constance Cooke, Chaz Huntwork, Lori Judkins, Gracie Brannock, Quill Onstead, Gary Wilson

8. BOARD COMMENTS

Jane Higgins thanked Brian Carrico for his service on the Board adding his knowledge and insight have been invaluable. Kelsi Gilkey seconded Higgin's comments noting that even in the short time she has been on the Board with Chair Carrico, she appreciated his insight and questions, and his consideration about what is best for tax payers. She hopes to carry on what she has learned from him.

9. NEXT REGULAR MEETING

The next meeting is Tuesday, January 18, 2022 (Virtual)

10. ADJOURNMENT

The meeting adjourned at 7:30 pm

Approved:

Brian Carrico, Chair

Date

Kelsi Gilkey, Secretary

Date

Fort Vancouver Regional Library District

Statement Of Cash

For the Month Ending December 31, 2021 (With year-to-date totals)

December 31, 2020 Ending Cash Balance	\$18,031,051
Year-to-date Revenue Received	\$33,992,834
Year-to-date Expenditures	<u>-\$32,343,032</u>
Cash Balance December 31, 2021 (Estimated)	<u>\$19,680,854</u>

Restatement of cash balance with cash reserve plan -

December 31, 2020 Ending Cash Balance	<u>\$18,031,051</u>
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Cash 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
<u>Total Reserve Plan Objectives 1-5</u>	<u>\$10,398,282</u>
Operational Reserve; should be a minimum of 17% of annual operational I (Variance occurs due to when property tax revenue is received)	\$9,282,571
Cash Balance December 31, 2021	\$19,680,854

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2021
For the Month Ending December 2021 (With year-to-date totals)

	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	1,477	11,331	56.65%
347.21 Non-Resident Borrower Fee	2,000	330	5,945	297.26%
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	6,033	52,925	101.78%
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	65	521	104.21%
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	182,828	6,624,695	97.69%
Total Operating Revenue	\$ 34,045,000	\$ 529,077	\$ 33,992,834	99.85%
Transfer in from Reserves	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues and Transfer from Reserve	\$ 34,045,000	\$ 529,077	\$ 33,992,834	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 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	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	283,082	2,331,163	93.19%
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	2,001,082	15,765,455	92.84%
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	80,711	1,042,182	85.19%
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	803,997	103.74%
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	297,587	4,205,818	93.74%
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	\$ 3,200,521	\$ 28,479,320	93.93%
Total Reserved Projects		3,725,000	3,730,942	3,863,711	103.72%
Grand Total All Expenditures:		\$ 34,045,000	\$ 6,931,463	\$ 32,343,032	95.00%

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

FVRL Finance Report December 2021

FVRL finished 2021 with total revenue of \$33,992,547 (99.85 % of budget) and total expenditures of \$32,343,032 (95% of budget). The budget was amended by the Board in December to reflect unanticipated revenue, primarily from flood related insurance reimbursements, and the purchase of 2018 Grand Boulevard from the City of Vancouver.

The starting cash balance for 2021 was \$18,031,051. The ending cash balance is \$19,680,567, increasing FVRL's cash position by \$1,649,515.

December Revenues:

Property taxes	\$287,564
Other taxes	\$2,159
Intergovernmental	\$50,222
Charges for services	\$6,016
Miscellaneous	\$182,828
Total revenue	\$528,790

December Expenditures:

Personnel	\$2,001,082
Supplies and Small Equipment	\$169,076
Library materials	\$334,663
Other Services	\$297,587
Capital Outlay	\$398,143
Reserved Projects	\$3,730,942
Total Expenditures	\$6,931,463

Notes on Revenue

December Property taxes brought year to date (YTD) collections at 100.26% of budget. Similarly Leasehold Excise taxes were 120.3% of budget and State Forest Board revenue was 113.92% of budget YTD.

Charges for services came in higher than anticipated at 101.75% of budget with two categories, Non Resident Borrower Fees and Lost/Damaged Material Fees.

Investment income for the month of December was \$11,704, finishing the year at slightly under budget at 96.02%.

Gifts and contributions for the month of December were \$10,020, which included a restricted donation of \$10,000 to La Center Library through a bequest.

Insurance reimbursements of \$156,738 for expenses related to the 2020 OC flood.

Notes on Expenses

Personnel costs at \$2,001,082 for the month of December included the AFSCME, WPEA and Non-Rep 6% retro salary adjustments. YTD expenditures are under budget at 92.84% due to vacant positions.

Library materials are over budget at 110.23%. The overage is partially due to a shift to online resources created by the pandemic. E resources are generally more expensive than print materials.

Other Charges and Services finished the year underspent at 93.74% with overages in Communications (108.10%) due to grant funded wireless hotspots, Repairs & Maintenance (103.74%) and Intergovernmental Services (135.76%).

Yale project expenses were slightly over budget at 105.75%. This includes the new administrative agreement with the library open and construction costs reimbursed to FVRL.

The purchase of the Navigation Center is shown under reserve projects at \$3,730,942.

BOARD COVER WORKSHEET

BOARD DATE: January 18, 2022

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>	<u>Void/Cancel Amounts</u>
Accounts Payable			
December 10, 2021	113856-113907	398,388.08	
December 17, 2021	114058-114133	391,567.86	
December 24, 2021	114134-114182	456,204.15	
December 31, 2021	114183-114212	337,188.20	

Total Accounts Payable Warrants Issued 1,582,338.29

Accounts Payable EFT Payments			
December 3, 2021	EFT01056-EFT01058	2,738.46	
December 17, 2021	EFT01059-EFT01074	11,224.79	
December 24, 2021	EFT01075-EFT01092	27,491.99	
December 31, 2021	EFT01056-EFT01100	45,370.44	
December 29, 2021	Navigation Center Purchase Wire	3,545,942.15	
Total Accounts Payable EFT Payments		<u>3,632,767.83</u>	

Accounts Payable Voids and Cancels			
December 3, 2021	EFT01046		73.84
December 10, 2021	113875		<u>6,813.48</u>

Total Accounts Payable Warrant Voids and Cancels 6,887.32

Payroll			
Total Payroll Warrants Issued		<u>0.00</u>	

Total ADP ACH Auto Pull			
December 9, 2021	Payroll	481,847.36	
December 9, 2021	State Family & Medical Leave	2,826.57	
December 9, 2021	Federal	190,998.81	
December 9, 2021	Oregon	8,740.78	
December 23, 2021	Payroll	498,170.09	
December 23, 2021	State Family & Medical Leave	2,834.77	
December 23, 2021	Federal	179,190.62	
December 23, 2021	Oregon	5,466.10	
Total Payroll Direct Deposit Transfers		<u>1,370,075.10</u>	

ACH EFT Transfer			
December 9, 2021	Endicia (postage)	8,000.00	
December 22, 2021	Kaiser	16,007.28	
December 28, 2021	Kaiser Fee	58.50	
December 3, 2021	WA Dept of Retirement	6,527.91	
December 6, 2021	WA Dept of Retirement	71,452.71	
December 10, 2021	WA Dept of Retirement	1,118.46	
December 21, 2021	WA Dept of Retirement	6,587.97	
December 21, 2021	WA Dept of Retirement	116,588.86	
December 22, 2021	WA Dept of Retirement	117,814.10	
December 24, 2021	WA Dept of Retirement	7,793.91	
December 24, 2021	Washington Department of Revenue	952.31	
December 24, 2021	ADP	4,503.72	
Total ACH EFT Transfers		<u>387,365.73</u>	

Payroll Voids/Cancels			
		<u>0.00</u>	

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids 6,942,546.95 6,887.32

Total Funds to Approve for Disbursement 6,935,659.63

Finance Director Reviewed Carrie Greenwood
 Date 1/13/2022

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

January 18, 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, January 18, 2022, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
December 1, 2021 through December 31, 2021

Accounts Payable Warrants Issued	Numbers	<u>113856</u>	Through	<u>114212</u>	\$1,582,338.29
Accounts Payable EFT Payments		<u>EFT01056</u>	Through	<u>EFT01100/Nav Ctr Wire</u>	\$3,632,767.83
Accounts Payable Warrants Voided	Numbers	<u>EFT01046,113875</u>			(\$ 6,887.32)
Payroll Warrants Issued	Numbers	_____	Through	_____	\$ -
Payroll Transactions Voided	Numbers	_____			(\$ -)
Payroll Direct Deposits Issued	Numbers	<u>12/9/2021</u>	Through	<u>12/23/2021</u>	\$1,370,075.10
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
Endicia (postage)	12/9/2021	8,000.00			
Kaiser	12/22/2021	16,007.28			
Kaiser Fee	12/28/2021	58.50			
WA Dept of Retirement	12/3/2021	6,527.91			
WA Dept of Retirement	12/6/2021	71,452.71			
WA Dept of Retirement	12/10/2021	1,118.46			
WA Dept of Retirement	12/21/2021	6,567.97			
WA Dept of Retirement	12/21/2021	116,568.86			
WA Dept of Retirement	12/22/2021	117,814.10			
WA Dept of Retirement	12/24/2021	7,793.91			
Washington Department of	12/24/2021	952.31			
ADP	12/24/2021	4,503.72			\$ 357,365.73
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					\$6,935,659.63
Total Transactions for Approval					\$6,935,659.63

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

Fort Vancouver Regional Library District
Staff Report 2022-03
Undesignated Capital Reserve - Reallocation Request

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 01/18/2022

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 Woodland, Washougal and Brush Prairie projects.

Summary of Undesignated Capital Reserve Funds reallocation requests:

Fund	Current	Reallocate	New
Undesignated	\$5,903,559		\$2,403,559
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	\$8,311,733	\$3,500,000	\$8,311,733

1. 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	\$ 1,415,536	\$1,500,000	Contingency @ 10%	\$ 520,000	
Foundation	\$ 144,701		FF&E	\$ 250,000	
Total	\$ 4,218,952	\$5,718,952	Total	\$ 6,145,000	\$ 926,048

2. 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	\$ 4,345,435

3. [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 January 18, 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 the 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 reallocating \$3,500,000 in undesignated capital reserve funds adding \$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 January 18, 2022

Approved: _____
Chair, Jane Higgins

Attested: _____
Secretary, Kate Maple

Date: _____

**Fort Vancouver Regional Library District
Staff Report 2022-02
Policy Committee Update**

TO: FVRL Board of Trustees

FROM: Jane Higgins, Amelia Shelley, Lee Strehlow, Amy Lee

DATE: 01/18/2022

SUBJECT: Review of 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 and comment on changes to the existing policy.

1. [Equal Opportunity Employment Policy](#) (Draft version)

KEY POINTS:

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

Fort Vancouver Regional Library District Equal Opportunity Employment Policy DRAFT Revision 01-13-2022

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, sex, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran 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
Staff Report 2022-01
Facilities Update

TO: FVRL Board of Trustees

FROM: Facilities Committee, Amelia Shelley, Executive Director

DATE: 01/18/2022

SUBJECT: Review of current status of Facilities Projects

1. Purchase of the Grand Blvd. building from the City of Vancouver

SUMMARY: Purchase is complete. FVRL took possession of the building on 12/30/2021. We are renegotiating the lease with Sea Mar and anticipate starting construction in July of 2022. We continue to meet with Johnston Architects to refine the interior layout.

2. Washougal Community Library Conceptual Design

SUMMARY: Hacker Architects has met several times with Lone Wolf Development and their partners to discuss possible collaboration on the site for a joint use project. FVRL has been actively involved in discussions with the City of Washougal about a possible parking lot redesign at City Hall to accommodate library patron parking.

3. Woodland Community Library project status

SUMMARY: The Woodland Community Library project currently has \$915,536 in designated capital reserves, plus a little over \$2 million in state capital grant funds for the project plus Friends and Foundation donations of about \$750,000. The state grant requires that the project is at least LEED Silver. The City of Woodland has expressed interest in the past in purchasing a portion of the property from FVRL. Hacker Architects has provided value engineering to FVRL indicating that a budget of \$5.5 million will yield a 7500 square foot building, rather than the projected 11,000 square foot facility planned. We will be restarting the design process in January.

4. Operations Center repairs

SUMMARY: We are waiting to have the remaining furniture installed at the end of January, as well as flooring in some of the lower level areas. We have extended leases at one unit of the Crestwood and the East Vancouver locations through April.

FVRL December 2021 Total Circulation

	December Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	41,196	27,730	48.56%	437,054	303,824	43.85%
Cascade Park Community Library	60,844	42,667	42.60%	645,560	398,903	61.83%
La Center Community Library	6,088	4,996	21.86%	71,692	39,730	80.45%
Ridgefield Community Library	9,311	5,436	71.28%	89,857	45,334	98.21%
Three Creeks Community Library	43,609	30,867	41.28%	471,181	317,165	48.56%
Vancouver Community Library	51,076	44,398	15.04%	530,293	484,757	9.39%
Vancouver Mall Library	11,572	9,987	15.87%	124,050	96,451	28.61%
Washougal Community Library	7,298	7,459	-2.16%	91,755	62,235	47.43%
Green Mountain Library Express	151	42	259.52%	433	701	-38.23%
Yacolt Library Express	4,135	3,020	36.92%	40,080	28,975	38.33%
LibCabinet at Vancouver Mall	21	880	-97.61%	6,702	3,335	100.96%
Clark County Total	235,301	177,482	32.58%	2,508,657	1,781,410	40.82%
Woodland Community Library	4,697	4,055	15.83%	54,833	38,454	42.59%
Yale Library Express	535	206	159.71%	4,968	2,215	124.29%
Cowlitz County Total	5,232	4,261	22.79%	59,801	40,669	47.04%
Goldendale Community Library	5,453	4,384	24.38%	57,390	47,099	21.85%
White Salmon Valley Community Library	10,107	8,004	26.27%	111,850	76,237	46.71%
Klickitat County Bookmobile	768	219	250.68%	3,862	4,974	-22.36%
Klickitat County Total	16,328	12,607	29.52%	173,102	128,310	34.91%
North Bonneville Community Library	457	610	-25.08%	6,314	4,194	50.55%
Stevenson Community Library	4,432	3,656	21.23%	46,018	37,180	23.77%
Skamania County Bookmobile	824	261	215.71%	7,369	4,823	52.79%
Skamania County Total	5,713	4,527	26.20%	59,701	46,197	29.23%
District-wide renewals	165	139	18.71%	3,287	2,140	53.60%
Mail	1,213	4,423	-72.58%	37,741	17,725	112.93%
InterLibrary Loan Materials		10	-100.00%	1,769	1,175	50.55%
Misc Total	1,378	4,572	-69.86%	42,797	21,040	103.41%
Downloadable eBooks	51,416	64,709	-20.54%	704,550	759,844	-7.28%
eMagazines	1,981	2,272	-12.81%	28,851	27,913	3.36%
Downloadable & streaming audiobooks	45,447	50,884	-10.69%	615,039	565,237	8.81%
Downloadable & streaming music	20,236	28,283	-28.45%	273,290	284,374	-3.90%
Streaming video	7,704	9,729	-20.81%	110,537	104,920	5.35%
eContent Total	126,784	155,877	-18.66%	1,732,267	1,742,288	-0.58%
TOTAL	390,736	359,326	8.74%	4,576,325	3,759,914	21.71%