



**AGENDA FOR BOARD RETREAT AND PUBLIC MEETING**

**DATE:** Saturday, June 25, 2022 at 9:00am to 4:00pm  
**LOCATION:** Woodland Community Center, 782 Park Street, Woodland, WA

The Public is welcome to attend. Limited seating will be available. Zoom option available starting at 4:00pm.

9:00am	Welcome and Work Session Logistics (Jane and Amelia)
	District Overview – Presentation (Mary)
	Ethics and By-Laws - Review and Discussion
10:30am	15 minute break
	Meeting Minutes Format – Discussion (All)
	Project Financing – Review and Discussion (All)
12:00pm	Working Lunch with the Foundation Board
1:30pm	15 minute break
	District Demographics – Analyst/Special Projects Coordinator Sam Wallin
	Building site visit/Woodland Project Update (Amelia)
	2022 YTD Budget Review (Amelia)
3:45pm	15 minute break
4:00pm	Board Meeting Join Zoom Meeting <a href="https://us02web.zoom.us/j/82667186213">https://us02web.zoom.us/j/82667186213</a> Meeting ID: 826 6718 6213; Passcode: 334962 OR Dial +1 253 215 8782
	Agenda Approval
	Call to Order
	Chair Announcements
	Reports: Foundation Update: Rick Smithrud Library Services Report: Mary Abler Woodland Community Library Report: Jennifer Hauan
	Consent Agenda: Minutes Approval: May 16, 2022 FVRL Expenditure Approval: Reviewed by Kristy Morgan
	Business: Public Hearing: Surplus of Public Property Staff Report 2022-22: Woodland Library Property Surplus Resolution 2022-09: Surplus of Woodland Property
	Public Comments
	Board Comments
	Setting of Next Regular Meeting – Monday, July 18, 2022 (Hybrid/Location TBD)
	Adjournment

# Bylaws

## ARTICLE I

### Legal Basis and Purpose

The Board of Trustees of the Fort Vancouver Regional Library District exists by virtue of the provisions of Title 27, Chapter 12, of the Laws of the State of Washington. The Board exercises the authority and assumes the responsibility delegated to it by said Statute for the provision of free public library service to the residents of Clark, Skamania, and Klickitat Counties, annexed cities and to the residents of cities and municipalities that contract for service. The Board will enact policies appropriate to its Mission.

## ARTICLE II

### Board Members

#### **Section 1. Appointment and Terms of Office**

A board of seven (7) trustees shall be appointed by joint action of the Boards of County Commissioners of Clark, Skamania and Klickitat Counties. Two positions shall be recommended by the City of Vancouver.

A trustee shall be appointed annually to serve for seven years. Trustees shall hold office until expiration of their term and until their successor is duly appointed. Trustees must reside within the District boundaries and in the county from which they were appointed at all times during their tenure.

No person shall be appointed for more than two consecutive terms.

<b>Position Number</b>	<b>Term Expiration / every seven years thereafter</b>	<b>Residential Qualification</b>
1	December 31, 1975	Clark County, excluding the incorporated area of the City of Vancouver
2	December 31, 1976	City of Vancouver
3	December 31, 1977	Skamania County
4	December 31, 1980	Clark County, excluding the incorporated area of the City of Vancouver
5	December 31, 1981	City of Vancouver
6	December 31, 1978	Klickitat County
7	December 31, 1979	Clark County, excluding the incorporated area of the City of Vancouver



**Section 2. Vacancies**

Vacancies shall be filled for unexpired terms as soon as possible in accordance with the process described in Section 1.

**Section 3. Compensation**

A library trustee shall not receive a salary or other compensation for services as a trustee, but necessary expenses actually incurred shall be paid from the library funds.

**Section 4. Removal**

A trustee may be removed by the joint action of the Boards of County Commissioners according to RCW 27.12.

**ARTICLE III**

**Officers**

**Section 1. Election**

The officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment.

**Section 2: Terms**

Officers shall serve a term of one year, from January through December.

**Section 3. Duties**

The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and perform all other duties associated with that office.

The Vice-Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

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

**Section 4. Vacancies**

Vacancies occurring in any office shall be filled at the next regular meeting of the Board.

## **ARTICLE IV**

### **Meetings**

#### **Section 1. Type of meeting**

Meetings shall be scheduled, held, and conducted in accordance with the provisions of the Open Public Meetings Act. RCW Chapter 42.30.

#### **Section 2. Frequency, Time and Place**

Meetings shall be held monthly. The date, hour, and location shall be set by the Board.

A tentative schedule for the year will be set no later than the January meeting.

If possible, one meeting a year will be held in or near each community library.

#### **Section 3. Quorum**

A quorum for the transaction of business shall consist of a majority of the members of the Board.

#### **Section 4. Absences**

It is the intention of the Board to maintain full representation of the district in all policy-making decisions. Therefore, regular attendance is encouraged.

If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or designee in advance of a pending absence.

## **ARTICLE V**

### **Responsibilities of the Director**

The Board shall select and appoint a competent, qualified Executive Director who shall be the manager of library operations on behalf of the Board and under its review and direction.

The Executive Director shall be responsible for the administration of and planning for all library programs in the system. This shall include staff and organizational structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in patron service, community relations and optimum circulation of library materials within the budget appropriations.

## **ARTICLE VI**

### **General**

#### **Section 1.**

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action of the Board. The Chair may introduce, vote upon, move, or second a proposal before the Board.

#### **Section 2.**

The Bylaws may be amended by a majority vote of the Board, provided written notice of such amendment is sent to all members at least ten days prior to the regular meeting at which such action is to be taken.

#### **Section 3.**

Should any article or section of these Bylaws be in conflict with the laws of the State of Washington, the balance of these Bylaws shall remain in effect. The article or section held invalid shall be amended as required by law in accordance with Article VI, Section 2, of these Bylaws.

#### History of this document:

Adopted April 8, 1976

Revised 11/20/79

Adopted 12/18/79

Revised 1/18/86

Revised 7/18/88

Revised 2/9/04

Revised & Adopted 3/22/04

Revised & Reviewed 2/13/12; Revisions adopted 3/13/12

**Fort Vancouver Regional Library District  
Bylaws of the Library Board of Trustees  
DRAFT 06.25.22 (SR 2022-23)**

**ARTICLE I: Powers, Purpose and Responsibilities**

**1.1 Name:** The name of the municipal corporation duly established pursuant to Chapter 27.12 of the revised Code of the State of Washington shall be the Fort Vancouver Regional Library District (District), a Washington Inter-county rural library district. The Board of Trustees (Board) shall perform all functions and duties of the library board as authorized by chapter 27.12 RCW, as amended and all other laws that may be applicable, or may hereafter become law.

**1.2. Purpose:** The purpose of the District is to provide ~~for the provision of~~ free public library service to the residents of Clark (excluding the City of Camas), Skamania, and Klickitat Counties, as well as to the residents of any annexed cities and municipalities, or other library districts that may contract for service.

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

**1.4 Governing Body:** The governing body of the Fort Vancouver Regional Library District shall be a Board of Trustees, hereinafter referred to as the Board (RCW 27.12.190).

**ARTICLE II: Membership**

**2.1. Appointment:** A Board of seven (7) Trustees will be appointed by joint action of the Boards of County Commissioners and Councils of Clark, Skamania and Klickitat Counties. Two positions shall be recommended by the City of Vancouver.

**2.2 Terms of Office:** A trustee will be appointed to serve for seven years. Trustees will hold office until expiration of their term and until their successor is duly appointed. Trustees must reside within the District boundaries and in the county from which they were appointed at all times during their tenure. No person will be appointed for more than two consecutive terms. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

**2.3. Resignations:** If any Trustee resigns at any time, written notice must be sent to the Board President and the appointing body. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.

**2.4 Vacancies:** Any vacancies shall be filled for unexpired terms as soon as possible, in accordance with the process described in **Appointments and Terms of Office**.

**2.5. Compensation:** A library trustee will not receive a salary or other compensation for services as a trustee, but necessary expenses actually incurred shall be paid from the library funds.

**2.6. Removal:** A trustee may be removed by the joint action of the Boards of County Commissioners according to RCW 27.12.

<b>Position Number</b>	<b>Initial Term/ Expiration every seven years thereafter</b>	<b>Residential Qualification</b>
1	December 31, 1975	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas
2	December 31, 1976	City of Vancouver
3	December 31, 1977	Skamania County
4	December 31, 1980	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas
5	December 31, 1981	City of Vancouver
6	December 31, 1978	Klickitat County
7	December 31, 1979	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas

**ARTICLE III: Officers**

**3.1. Election:** The Board's officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment.

**3.2: Terms:** Officers shall serve a term of one year, from January through December.

**3.3. Duties:** The Board Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and perform all other duties associated with that office.

The Vice-Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

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

**3.4. Vacancies:** A vacancy occurring in any elected office shall be filled at the next regular meeting of the Board.

#### **ARTICLE IV: Meetings**

**4.1. Regular Meetings:** Meetings shall be held monthly and notice given per 42.30 RCW. The date, hour, and location shall be set by the Board with a tentative schedule for the year will be set no later than the December meeting. If possible, one meeting a year will be held in or near each community library.

**4.2. Special, Emergency and Study Session Meetings:** Special meetings, emergency meetings, and study sessions may be scheduled and notice given per section 5.5 of these bylaws.

**4.3. Open Public Meetings:** Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, with the exception of any Executive Sessions. 42.30 RCW

**4.4 Agenda:** The agenda for each board meeting shall be determined by the Chair in consultation with the Executive Director. The written agenda shall be prepared by the Executive Director and delivered to each Trustee, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to a regular meeting, and not less than twenty-four (24) hours prior to any special meeting.

**4.5 Notice:** Written notification of the agenda of each regular meeting will be posted to the District's website no later than twenty-four hours in advance of the published start time of the meeting. Notices will be sent to local newspapers and media outlets at least twenty-four hours in advance of the published start time of the meeting.

**4.6. Quorum:** A quorum is required for the transaction of any business before the Board and will consist of a majority of the members of the Board in office immediately prior to the start of the meeting. 24.03.090 RCW

**4.7. Absences:** It is the intention of the Board to maintain full representation of the district in all policy-making decisions. Therefore, regular attendance is encouraged. If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or designee in advance of a pending absence.

**4.8. Teleconference or Videoconference Participation:** Trustees may participate by teleconference or videoconference in any meeting of the Board subject to reasonable technical availability at the meeting location. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.



**4.9. Form of Action:** The Board determines all actions and decisions by motion or resolution. Motions and seconds to motions shall be made orally and decided by voice vote. A simple majority is needed to pass a motion or adopt a resolution. 23.03.085, 24.03.090 RCW

**4.10 Board Acting as a Body:** The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these bylaws.

**4.11. Records of the Board Meetings:** The proceedings of Board meetings will be recorded in minutes, maintained by the District per the Washington State Common Records Retention Schedule and posted on the District's website. Minutes of each meeting will be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for approval or necessary corrections.

#### **ARTICLE V: Responsibilities of the Director**

**5.1. Appointment:** The Board will select and appoint a competent, qualified Executive Director consistent with 27.12.190 and 27.04.055 RCW qualifications, who will serve at their pleasure. Compensation will be fixed by mutual agreement.

**5.2. Responsibilities of the Executive Director:** The Executive Director will manage Library operations on behalf of the Board and under its review and direction. The Executive Director will develop, plan, implement, and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the communities in the District's service area. This will include, but not be limited to, staff and organizational structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in patron service, community relations and optimum operation of the libraries within annual budget appropriations. The Executive Director shall serve as the representative of the District to the communities and the general public.

**5.3. Performance Evaluation:** The Board will evaluate the Executive Director's job performance at a minimum of once a year.

**5.4. Acting Director:** During a short-term absence, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board will appoint an Acting Director.

#### **ARTICLE VI: Committees**

**6.1 Purpose:** The Chair may form standing or special committees and may ask up to three Trustees and any number of others to serve on them.

**6.2 Appointment:** Committees shall be appointed by the Chair from time to time as deemed necessary should a need be identified. The Executive Director serves as the District's liaison on all committees, with the exception of the Personnel Committee, on which the Human Resources Director serves in this role.

**6.3. Recommendations:** Committee members are expected to participate in committee meetings and make recommendations to the larger Board based on their in-depth knowledge of a particular subject.

### **Article VII: Board Policies**

**7.1. Definition:** Board policies are those statements duly adopted by the Board to direct the activities and mission of the District.

**7.2. Adoption or Amendment of Board Policies:** Board policies shall be reviewed at least once every five years and amended as often as needed to comply with changes to the law or as needed to support library practices.

**7.3. Severability:** All Board approved policies 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 a policy, or the validity of its application to other persons or circumstances.

**7.4. Continuance:** All Board approved policies 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 continuous application of the other parts of the policy.

**7.5. 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.

### **Article VIII: Indemnification**

**8.1. Responsibility:** The District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

### **Article IX: Amendments to the Bylaws**

**9.1. Review and Revision:** These bylaws may be revised or amended by a majority vote of the Board at any regular or special meeting of the Board, provided written notice of such amendment is sent to all members at least ten days prior to the regular meeting at which such action is to be taken.

**Relevant Policies:** Asset Management; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence; Trustee Ethics and Responsibilities

**Applicable Laws:** 23.03.085 RCW, 24.03.090 RCW, 27.04.055 RCW, 27.12 RCW, 42.30 RCW

**Adopted:** April 8, 1976; Revised 12/18/79; Revised 1/18/86; Revised 7/18/88; Revised 2/9/04; Revised 3/22/04; Revised 2/13/12; Revised 3/13/12; Revised

# Trustee Ethics and Responsibilities

## Ethics

As a member of the Fort Vancouver Regional Library District Board of Trustees, I will support the mission of a public library in a free society. More specifically, I will:

Work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.

Resist efforts by groups or individuals to censor library materials.

Support the acquisition and maintenance of a complete and balanced library collection.

Support District efforts to meet the library and information needs of all patrons.

Maintain independent judgment without regard to personal benefit, special interests, or influence of partisan political groups.

Protect the privacy of library users.

Keep all library policies free of racism, sexism, and other bigotries.

Conduct work at the policy and planning level, understanding that implementation of District policies and plans is the responsibility of the Library Executive Director.

Follow legal and ethical practices in making decisions.

Recognize that authority rests with the whole Board assembled in public meetings and make no personal statements or promises, nor take any private action, which may compromise the Board or the District.

Support the actions taken by a majority of the Board and clearly differentiate personal opinions from Board decisions.

Keep confidential any matters discussed in executive session.

## Responsibilities

The Board of Trustees of the Fort Vancouver Regional Library District is responsible for providing and maintaining quality public library services for the citizens of the regional library district as set forth in RCW 27.12 and any other applicable laws<sup>1</sup>. To set direction,



monitor and review library performance, and to fulfill the obligations of the public trust, the Board:

Selects, hires and evaluates the Library Executive Director who is responsible for library operations on behalf of the Board.

Focuses on policy and planning level work.

Adopts mission and goals statements that form the framework for all library operations and long range planning. The adopted mission and goals statements are administered by the Library Executive Director.

Works with the Library Executive Director and other appropriate officials for the library to receive adequate funding.

Adopts and monitors an annual budget as required by state law.

Reviews and adopts policies necessary for the efficient and effective operation of the library and provision of quality library service; does not transfer or delegate its authority to set or enforce such policies to any other agency.

Executes responsibilities as defined in adopted policies.

Monitors and reviews district-wide library planning to ensure that such planning considers, but is not limited to:

- significant changes in the service area
- technological advances within the field
- significant developments in library service within the state, region, and nation
- development of other services within the regional library district
- planning efforts of other organizations within the district
- legislative issues
- financial conditions
- growth projections
- facilities development
- principles of efficient and effective provision of quality library service

Listens to concerns of the public, refers complaints to the Library Executive Director, and acts on such complaints at a public meeting only after they have been reviewed by the Library Executive Director.

Maintains up-to-date bylaws.

Individual members of the Board agree to:

- Attend Board meetings regularly and, when attendance is impossible, notify the Library Executive Director or Board Chair.
- Read the distributed materials before each meeting.
- Participate constructively in the decision-making process.
- Speak on behalf of the Board when appropriate.
- Keep abreast of important developments in library trends and practices.
- Participate in Board development activities.
- Become familiar with national, state, and local laws and with rules and regulations regarding libraries.
- Support and promote the Fort Vancouver Regional Library District as an indispensable part of a livable community.

Adopted: June 11, 1992 as Code of Ethics for Library Trustees  
Policy name revised to "Ethics, Code for Library Trustees" for easier indexing, 2/10/03  
Policy revised and combined with Role of the Board Policy: April 9, 2007  
Reviewed March 9, 2009  
Revised and reaffirmed April 13, 2009

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<sup>i</sup> Other laws frequently applied include the Open Public Meetings Act (RCW 42.30) and Public Records Act (RCW 42.56).

# Fort Vancouver Regional Library District Trustee Ethics and Responsibilities Policy

**DRAFT - 06/25/2022 (SR 2022-24)**

## **Purpose**

The Board of Trustees of the Fort Vancouver Regional Library District (FVRL) is responsible for providing and maintaining quality public library services for the citizens of the regional library district as set forth in RCW 27.12 and any other applicable laws. To set direction, monitor and review library performance, and to fulfill the obligations of the public trust, the Board:

## **Trustee Ethics**

As a member of the Fort Vancouver Regional Library District Board of Trustees, I will support the mission of a public library in a free society. More specifically, I will:

- Work to ensure that the public has equal access to information, both as a Constitutional Right and as the best way to sustain a democratic way of life.
- Resist efforts by groups or individuals to censor library materials, **displays or programs**.
- Support the acquisition and maintenance of a complete and balanced library collection.
- Keep confidential any matters discussed in executive session.
- Support District efforts to meet the library and information needs of all patrons.
- Maintain independent judgment without regard to personal benefit, special interests, or influence of partisan political groups.
- Protect the privacy of library users.
- Keep all library policies free of discrimination ~~racism, sexism,~~ and other bigotries of any kind.
- Conduct work at the policy and planning level, understanding that implementation of District policies and plans is the responsibility of the Library Executive Director.
- Follow legal and ethical practices in making decisions.
- Recognize that authority rests with the whole Board assembled in public meetings and make no personal statements or promises, nor take any private action, which may compromise the Board or the District.
- Support the actions taken by a majority of the Board and clearly differentiate personal opinions from Board decisions.
- **Refrain from participating in any financial or legal actions that might constitute a conflict of interest for you personally or professionally.**

## **Trustee Responsibilities**

- **Select, hire** and evaluate ~~the Library~~ **a competent and qualified** Executive Director ~~who is responsible for library operations on behalf of the Board.~~
- **Focus** on policy and planning level work.

- **Adopt** mission and **goal** statements that form the framework for all library operations and long range planning **for FVRL**. The adopted mission and goals statements are administered by the ~~Library~~ Executive Director.
- **Work** with the ~~Library~~ Executive Director and other appropriate officials **to ensure that** the library receives adequate funding.
- **Fulfill mandated fiduciary responsibilities** by **adopting** and **monitoring the District's** annual budget **and monthly expenditures** ~~as required by state law~~.
- **Review** and **adopt** policies necessary for the efficient and effective operation of the library and provision of quality library service; ~~does not transfer or delegate its authority to set or enforce such policies to any other agency~~.
- **Execute** responsibilities as defined in adopted policies.
- **Listen to the** concerns of the public, **refer** complaints to the ~~Library~~ Executive Director, and **act** on such complaints at a public meeting only after they have been reviewed by the ~~Library~~ Executive Director.
- **Maintain** up-to-date bylaws.
- **Monitor** and **review** district-wide library planning to ensure that such planning considers, but is not limited to:
  - Significant changes in the service area
  - Technological advances within the field
  - Significant developments in library service within the state, region, and nation
  - Development of other services within the regional library district
  - Planning efforts of other organizations within the district
  - Legislative issues
  - Financial conditions
  - Growth projections
  - Facilities development
  - Principles of efficient and effective provision of quality library service

**Trustee Commitments:** ~~Individual members of the Board agree to:~~

- Attend Board meetings regularly.
- Read the distributed materials before each meeting.
- Participate constructively in the decision-making process.
- Speak on behalf of the Board when appropriate.
- Keep abreast of important developments in library trends and practices.
- Participate in Board development activities.
- Become familiar with national, state, and local laws and with rules and regulations regarding libraries.
- Support and promote the Fort Vancouver Regional Library District as an indispensable part of a livable community.
- When attendance is impossible, notify the ~~Library~~ Executive Director or Board Chair **in advance**.

**Related Policies:** Related Policies: Asset Management; Bylaws of the Library Board of Trustees; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence

**Applicable Law:** 23.03.085, 24.03.090, 27.04.055, 27.12, 42.30 RCW

**Adopted:** June 11, 1992 as *Code of Ethics for Library Trustees*; Policy name revised to "*Ethics, Code for Library Trustees*" for easier indexing, 2/10/03; revised and combined with Role of the Board Policy: April 9, 2007; Reviewed March 9, 2009; Revised and reaffirmed April 13, 2009;



**Fort Vancouver Regional Library District**  
**Staff Report 2022-28**  
**Public Comments Reflected in the Monthly Minutes**

**TO: Board of Trustees**

**FROM:** Amelia Shelley, Executive Director

**DATE:** 06/25/2022

**SUBJECT: Determine best way to reflect public comments in monthly minutes**

**SUMMARY:** The Board requested an opportunity to discuss how the public comments are reflected in the minutes. Prior to 2019, public comments generally were about upcoming Friends events. During and after the three 2019 Drag Queen Story Hour (DQSH) events, the number of public comments expanded exponentially. Compounded by the 2020 pandemic and remote meetings, the number of written comments to the Board also expanded. A decision was made to reduce the amount of information shared by commenters due both to manage the number of monthly comments and to avoid providing comments on a topic that was not on the Board's agenda.

A number of examples of how public comments have been recorded in the past are attached for your review.

**ACTION:** Staff is looking for Board input and direction on how they would like to see the monthly public comments recorded in the minutes.

# FORT VANCOUVER REGIONAL LIBRARY DISTRICT

## Board of Trustees Public Meeting

June 17, 2019

### ATTENDEES

*Board Members:* Brian Carrico presiding, Bill Yee, Sandra Day, Jane Higgins, Portia Masterson, Kelly Smith, Dave Mercier

*Administrative Team:* Amelia Shelley, Executive Director; Dave Josephson, Facilities Director; Christine Witte, Finance Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Lee Strehlow, Human Resources Director; Amy Lee, Public Services Director; Erin Krake, Branch Manager; Recording: Sami Bretherton, Executive Assistant

### 1. CALL TO ORDER

Chair Carrico called the meeting to order at 6:00 p.m. at the Goldendale Community Library noting that an Executive Session was not held prior to this meeting.

### 2. AGENDA

**MOTION:** Bill Yee moved and Jane Higgins seconded approval of the agenda as presented. The motion carried unanimously.

### 3. CHAIR ANNOUNCEMENTS

Chair Carrico welcomed everyone to the meeting and thanked Goldendale staff and Friends for hosting us. Chair Carrico introduced Dave Mercier, new Trustee representing Clark County. Dave Mercier shared that he will abstain from any voting at this meeting.

### 4. CITIZEN COMMENTS

Tevis Laspas/Ridgefield

Fundraising Activity Updates:

- Fundraiser – 3 Peaks, June 29 6-10pm
- Golf tournament – Tri-Mountain Golf Course, Oct 6; sponsorship levels still available

Sarah Bartell/Goldendale

Supports Drag Queen Story Hour (DQSH); parents can choose if they want their child to attend.

Gabriel Ogle/Goldendale

Supports DQSH. Diversity is an important part of the community. It allows kids to see different expressions of life. Why say no to reading? It doesn't matter who reads the stories.

Rod Smith/Goldendale

Opposed to DQSH. It is the responsibility of adults to provide children with good role models. Our nation is based on what is right and wrong and this is perversion. Smith said that laws and society don't make DQSH the "right" thing to do.

Kristina Smith/Goldendale

Opposed to DQSH. Mother of 3 young children; loves the library; opposed to someone deciding what type of lifestyles my child is exposed to. Background checks means your child is safe and this is not safe. Drag YouTube video is pornography; do this on your own time and not with public funds; don't bring it in.

Chair Carrico noted that concerned patrons are welcome to contact Amelia Shelley for more info on DQSH.

## 5. REPORTS

### 5.1 Branch Report: Erin Krake

Highlights from Erin's report include:

- Jan - Apr 2019 visits: 20,5032
- First time checkouts: 25,454
- New library cards: 154
- Programs: 77
- 2019 budget: 479,338
- Programs supporting student success include: Storytimes; Learn & Play; Summer Reading; Crafty Kids; student art show; tech week; games.
- Building Connected Communities events include:
- Speaker series: Speakers from the local area such as the Observatory, Fish & Wildlife; book groups; movie nights; Living Well series.
- Community partnerships include: 4H; WSU Extension; Gorge Early Learning; Maryhill Museum; Klickitat County parks & rec; Mid-Columbia Children's Council
- Friends of Goldendale contributions include: fundraising; program sponsorship; art exhibits; annual Ice Cream Social (Aug 15); book basket outreach; publishing a member newsletter (6 times a year); staff appreciation and supporting the FVRL Board meeting.

### 5.2 Facilities Report: Dave Josephson

Highlights include:

- Ridgefield kick-off meeting held
- Stevenson gallery paneling is done. Friends are purchasing new track lighting.
- Battle Ground parking lot RFP has been released.
- Goldendale roof parapet RFP has been released.
- All buildings will be getting new air filters, which is a big project for the facilities team.

### 5.3 Executive Director's Report: Amelia Shelley

May/June activities include:

- Sponsored Van Talks at the Kiggins
- Parades participated in: Hazel Dell, Three Creeks, Woodland, and La Center
- Christian story time (non-sponsored) program at Battle Ground Library - 10 kids participated.
- Insurance increases (and cancellations)
  - Earthquake insurance cancelled. Liberty Mutual has ceased covering earthquake coverage altogether so we had to go to market.
  - Currently using Biggs Insurance
    - State municipality pool that we could consider joining but we hope if we submit an RFP we will get responses.
- Prime Time Family Reading Time

Current projects include:

- Ridgefield - next round of public design meetings in August
- FVRL Operations Center - continued discussions with City and VPS
- La Center lease agreement underway
- Washougal donation agreement
- State Capital grant for Yale, revised documents
- LEAN for Finance with the State Auditor's Office for Innovation

Upcoming events include:

- Primetime Family Reading Time in the Gorge - dual-language program (English/Spanish)
- Pride in the Park
- Share summer food sites
- Yale Board meeting

- Purpose discussion/trust training wrap-up

Special acknowledgement for Three Creeks Community Library awards:

- Felida Neighborhood Assoc. Community Partners
  - Golden Eagle Award:
    - TC Library staff: Barbara, Karen, Matt, McKenzie, Susan, Quill, Jeff, Pai, Elizabeth, Andrew, Delores, Lindsay, Linn and Heather
  - Silver Eagle Award: Barbara Jorgenson

#### 5.4 Finance Report: Amelia Shelley

The County's finance system migration is not complete therefore our financials are still draft as they have not yet been certified by the County. The estimated cash balance at the end of May was \$20,231,632. The operational reserves were \$11,064,079. Total revenue is 49.90% and total expenses are 36.94% of budget.

#### 5.5 FVRL Foundation Report: Rick Smithrud

Highlights include:

- The Foundation received a \$119,329.53 bequest for the Friends of La Center Library.
- Friends groups added to their investment accounts: Ridgefield Friends added \$10,500, Woodland Friends added \$5,000, and Washougal Friends added \$4,000.
- The Foundation received a \$1,000 contribution from a private charitable fund.
- D.A. Davidson made a \$1,000 donation to the Foundation.
- The Foundation was the recipient of a \$880 "Charity of Choice" contribution from Burns and McDonnell.

### 6. CONSENT AGENDA

#### 6.1 Minutes – May 20, 2019 meeting

#### 6.2 FVRL Expenditures: Reviewed by Sandra Day in the amount of \$2,366,846.09

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of the Consent Agenda as presented. The motion carried unanimously.

### 7. BUSINESS

#### 7.1 Vision Statement

Amelia Shelley asked the Board to participate in the process of developing/refining our Purpose Statement. They are asked to answer the questions: Who do we serve? Who do we serve well? What does the library mean to you?

7.2 Surplus List agenda item was an error on agenda. This will be brought to the next Board meeting.

#### 7.3 Reserve Plan Recommendation

Reserve recommendations were reviewed and discussed. This was a second reading. Shelley had made changes requested by the Board at the May meeting.

**MOTION:** Sandra Day moved and Jane Higgins seconded adoption of the Reserve Plan recommendation of \$1,618,809.

#### 7.4 2020 Budget Calendar

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of the 2020 Budget Calendar as presented. The motion carried unanimously.

**7.5 2020 Budget Preview**

Overview of 2020 budget discussed:

- FMLA new Washington requirements is missing from proposed budget.
- We are waiting for final bill from Biggs Insurance to estimate 2020 costs.

**8. BOARD COMMENTS**

Chair Carrico welcomed Dave Mercier to the Board and looks forward to working together. Jane Higgins commended Goldendale Friends' treasurer for attending the Foundation workshops at the Operations Center. Bill Yee said that it is a pleasure to visit Goldendale.

**9. NEXT REGULAR MEETING**

The next meeting is Monday, July 15, 2019 at White Salmon Community Library.

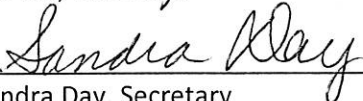
**10. ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

Approved:

  
\_\_\_\_\_  
Bill Yee, Vice Chair

7-15-19  
Date

  
\_\_\_\_\_  
Sandra Day, Secretary

7-15-2019  
Date

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**  
**Board of Trustees Public Meeting**  
**December 16, 2019**

**ATTENDEES**

Board Members: Chair Brian Carrico, Vice Chair Bill Yee, Secretary Sandra Day, Jane Higgins, Kelly Smith, Dave Mercier

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Tak Kendrick, Communications & Marketing Director; Amy Lee, Public Services Director; Lee Strehlow, Human Resources Director; Carrie Greenwood, Finance Director; Kelly Lamm, Branch Manager; Recording: Sami Bretherton, Executive Assistant

**4:45pm Executive Session**

Topics: Personnel: RCW 42.30.110 (g) and Real Estate: RCW 42.30.110 (1) (b) (c)

1. **CALL TO ORDER**

Chair Carrico called the meeting to order at 6:00 p.m. at the Vancouver Community Library noting that an Executive Session was held prior at 4:45pm.

2. **AGENDA**

Agenda was amended. Item 6.3 Closeouts was deleted and Item 7.1 Resolution 2019-16 was revised to be 2019-12: WPEA Memo of Understanding.

**MOTION:** Dave Mercier moved and Kelly Smith seconded approval of the agenda as amended. The motion carried unanimously.

3. **CHAIR ANNOUNCEMENTS**

Chair Carrico welcomed the public to the meeting and thanked the Friends of Vancouver Community Library for the meal and support. Extended thanks and gratitude to Vice Chair, Bill Yee, whose term of service ends December 2019.

4. **PUBLIC COMMENTS**

- Jennifer Dickson/Vancouver is opposed to Drag Queen Story Hour (DQSH) library program.
- Merrie Thompson/Washougal thanked the Board and noted some events at the Washougal library including a wassail at the library, a senior center bazaar and wreath making. Interest in the new library is growing.
- Tevis Laspa/Ridgefield thanked the Vancouver Friends for providing dinner and noted some fundraising successes including: Priscilla the Pig (\$838), Quilt Raffle (\$260), Winetasting (\$2,250), Book sale (\$3,200), Rosaurers' donation facilitated by Amelia Shelley (\$3,500)
- Ashleigh DeBuse/Cowlitz supports DQSH.
- Debra Kalz/Clark opposes DQSH.
- Jeff Lewis opposes DQSH.
- Gil S Colpron/Camas opposes DQSH; supports background checks.
- Judy Ristick/Washougal opposes DQSH.
- Gary Wilson/Vancouver opposes DQSH.
- Sofiya Baranets/Washougal opposes DQSH.

- Rebecca Mintz/Vancouver thanked the Board for support of the WPEA tentative agreement.
- Dawn Seaver/Vancouver opposes DQSH.
- Josh Bradley/Washougal opposes DQSH.
- Jessica Colt/Battle Ground supports DQSH.
- Micheil Mac/Vancouver supports DQSH.
- Quill Onstead/Vancouver supports DQSH.
- Alexander Padillas opposes DQSH.

5. **REPORTS**

5.1 Branch Report: Kelly Lamm

Kelly Lamm welcomed everyone to Vancouver Community Library and thanked the Friends group for their support. Library event highlights include youth programs such as Read to the Dogs, Cooking Club, Community Garden, STEM and Music and Movement. Other programming included Outreach to Seniors, English Conversation Circles (ECC) and Citizenship. In March, Vancouver Community Library hosted a Naturalization Ceremony and welcomed 39 new citizens. Several of their ECC and Citizenship class participants have gone on to receive US citizenship. The library also partnered with Community Services NW and Council for the Homeless. Project Hope 4 Humanity manages the new coffee cart for the library.

5.2 Facilities Report: Dave Josephson

Dave Josephson gave an update on maintenance work performed including:

- Custodial contracts are complete.
- Cascade Park refresh prep is underway. Preconstruction meeting will be January 3, 2020.
- Yacolt refreshed by staff in off hours and materials we already had were used for the update.
- Ridgefield is in progress.

5.3 Executive Director's Report: Amelia Shelley

Report highlights include:

- ADP implementation completed
- Background Checks process developed; starts January 1, 2020.
- Yacolt refresh

Upcoming events include:

- Dec. 24-25, Jan. 1, Jan. 20 - Library Closures
- 1/21 - 6 pm - Board of Trustees meeting at Cascade Park Community Library
- 1/27 - Cascade Park Community Library closes for refresh (hold pick-up open)
- 2/8 - Love Your Library (Woodland Friends)
- 2/14 - Love Your Library (Ridgefield Friends)
- 2/17 - Cascade Park Community Library reopens
- 2/22 - Cascade Park Community Library Grand re-opening

5.4 Finance Report: Carrie Greenwood

The estimated cash balance at the end of November was \$18,809,354. The operational reserves were \$9,842,237. Total revenue is \$24,705,938 and total expenses are \$23,136,144 which is 91.67% of budget.

## 2018 Audit Results

Fort Vancouver Regional Library received a clean opinion from the auditor and the auditor did not identify any deficiencies in the internal control that they would consider a material weakness. Revenues for 2018 were \$25.5M, Expenses \$23.1M and Capital Outlay of 2.2M, leaving a \$163K increase in cash and investments. Ending cash and investments is \$16.6M. There were no findings in this audit and the district received two areas of concern from the auditors. It would like the district to implement improvements in the area of cash handling procedures and change the policy around bidding projects to be in compliance with Washington Law for districts.

### 5.5. FVRL Foundation Report: Rick Smithrud

Rick Smithrud gave a quarterly report including the top 10 projects the Foundation has supported.

### 5.6 Collection Development Presentation: Linda Landi

Linda Landi, Senior Collection Development Librarian at FVRL, presented on Censorship in Libraries which included the library bill of rights, diversity in collection development, access to library resources and services for minors, rating systems, labeling systems, expurgation of library resources, challenged resources, and evaluating library collections.

## 6. **CONSENT AGENDA**

6.1 Minutes – November 18, 2019 meeting

6.2 FVRL Expenditures - \$2,600,893.86: Reviewed by Sandra Day

**MOTION:** Sandra Day moved and Bill Yee seconded approval of the Consent Agenda amended to strike item 6.3. The motion carried unanimously.

6.3—Closeouts

## 7. **BUSINESS**

7.1 Resolution 2019-~~16~~ 12: WPEA Memo of Understanding

**MOTION:** Sandra Day moved and Jane Higgins seconded approval of Resolution 2019-12 with correction to the resolution number in the agenda. The motion carried unanimously.

7.2 Fiscal Management Policy

**MOTION:** Dave Mercier moved and Kelly Smith seconded approval of the Fiscal Management Policy as presented. The motion carried unanimously.

7.3 Board Committee & Financial Review Assignments

Chair Carrico confirmed Board committee assignments for 2020.

## 8. **BOARD COMMENTS**

Jane Higgins commented on good weather this year versus last year's blizzard conditions. Bill Yee related that in all his years of service he only missed one meeting. Dave Mercier thanked



Linda Landi for the censorship presentation and discussion that followed. Board members said farewell to Bill Yee and presented him with a small token of their appreciation.

9. **NEXT REGULAR MEETING**

The next meeting is Tuesday, January 21, 2020 at Cascade Park Community Library

10. **ADJOURNMENT**

The meeting adjourned at 8:00p.m.

Approved:   
Brian Carrico, Chairman

01/21/2020  
Date

  
Sandra Day, Secretary

1/21/2020  
Date

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

*April 20, 2020*

**1. CALL TO ORDER**

Chair Brian Carrico called the meeting to order at 6:00pm.

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

Board Members: Brian Carrico, Dave Mercier, Kate Maple, Mary Ann Duncan-Cole, and Sandra Day. Kelly Smith and Jane Higgins both joined at the beginning of the first presentation.

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Amy Lee, Public Services Director; Lee Strehlow, Human Resources Director; Carrie Greenwood, Finance Director; Recording: Sami Bretherton, Executive Assistant

**2. AGENDA**

Original agenda was amended per Amelia Shelley via email prior to the start of meeting, changing Continuity of Operations Plan and Emergency Succession Policy from Action to Discussion status.

**MOTION:** Sandra Day moved and Dave Mercier seconded approval of the agenda. The motion carried unanimously via roll call.

**3. CHAIR ANNOUNCEMENTS**

Recognizing emergency orders and proclamations by both the President of the United States and the Governor of the state of Washington as a result of the novel coronavirus (COVID-19) pandemic, this meeting was held virtually. No public comment was held, although members of the public could listen and submit written comments.

**4. REPORTS**

**4.1 COVID-19 Response: Amelia Shelley/Administrative Team**

Amelia Shelley and the FVRL Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the pandemic as well as future strategies for reopening.

Chair Carrico acknowledged the work of the team and thanked them for the detailed presentation. Kelly Smith was impressed and appreciates the work the team is doing. Mary Ann Duncan-Cole asked if school districts have reached out regarding our support for bridging the gap for students. Amelia Shelley shared the Vancouver School District is providing hotspots for children who don't have internet; support from the state library may be available. Justin Keeler said that FVRL has 9 school districts enrolled in and are actively using the eConnect card program. Kelly Smith asked if there was a way to prioritize books for children and young adults so they get their holds first. Amelia Shelley said that this will be considered.

## 5. CONSENT AGENDA

5.1 Minutes – March 16, 2020 meeting

5.2 FVRL Expenditures: reviewed by Sandra Day

**MOTION:** Sandra Day moved and Kelly Smith seconded approval of the Consent Agenda as presented. The motion carried unanimously via roll call.

## 6. BUSINESS

6.1 Continuity of Operations Plan – First Reading

The Continuity of Operations Plan (COOP) is newly created for the district and is a work in progress.

Dave Mercier reviewed and submitted comments via email to Amelia Shelley regarding this document. Chair Carrico questioned whether this is an Administration rather than a Board policy. Dave Mercier emphasized that FVRL should try not to be too clouded by the current set of circumstances and make sure the plan addresses different situations. Does the Executive Director need Board action for this kind of plan?

Mary Ann Duncan-Cole suggested we should identify another site outside the earthquake zone for an emergency operations center. Jane Higgins said that accessibility might be problematic in the Vancouver area.

Sandra Day said if the Executive Director is going into new territory that we as a Board be first made aware, but that we should be ratifying and supporting it in a visible way. Jane Higgins said that the Board should ratify as part of their duties. Dave Mercier wants to be sure not to dilute the Executive Director's responsibility. He appreciates seeing the work in progress of the COOP, but as long as we have adopted a budget and are working within the current span of authority, the Board doesn't need to sit on the Executive Director's shoulder.

6.2 Succession Plan Policy

The Board discussed whether the Succession Plan Policy should be part of the COOP.

Dave Mercier said that all relevant control documents should be in one place in an emergency. Kelly Smith agreed. Mary Ann Duncan-Cole asked that a note be added in the Personnel policy to point to where to find succession plan information. Sandra Day and Jane Higgins agreed that the succession plan should be in COOP. Chair Carrico made note that the COOP is more about the organization as opposed to the individual. Dave Mercier suggested that the Executive Director could keep the Board informed of individuals who can lead, who she has high confidence in.

Chair Carrico asked if these plans meet rules under the governor's proclamation; consider long term if we have to meet virtually. Jane Higgins felt that having a succession plan gives structure for the Board in decision making.

## 7. CITIZEN COMMENTS

Written comments were received from these individuals: Darrel Nash, Inna Vaulina, Denise Syfrett, Connie Bolin, Maura (no last name), Greta Mullan, Ron Wilkinson, Gary Wilson, Dr. David Ross, Dennis Anderson and Clifton Hill - all registering they are opposed to Drag Queen Story Hour programming in the library.

## 8. BOARD COMMENTS

Jane Higgins invited the Board to review the ethics policy and to put thoughts together as well as familiarize yourself with what other libraries sites have regarding ethics. This is a very important topic that we will want to come back to in future meetings.

Sandra Day noted the tremendous job of staff during this time and noted that social distancing should instead be called physical distancing as we don't want to lose the social aspect. For now, this will have to do. Thank you for making this happen in this manner.

9. NEXT REGULAR MEETING

The next meeting is Monday, May 18, 2020 (TBD).

10. ADJOURNMENT

The meeting adjourned at 7:42pm

Approved:



Brian Carrico, Chair

7-22-2020

Date



Sandra Day, Secretary

07/22/2020

Date

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

*April 18, 2022*

**1. CALL TO ORDER**

Chair Higgins called the regular meeting to order at 6:00pm noting that there was an Executive Session held at 5:35pm on the topic of Real Estate with no action taken.

**ATTENDEES:**

*Board Members Present:* Jane Higgins, Mary Ann Duncan-Cole, Penny Love-Henslee, Kristy Morgan, Megan Dugan

*Virtual:* Kaitlin Dittmar; *Excused:* Kate Maple

*Administrative Team:* Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications Director; Dave Josephson, Facilities Director; Lee Strehlow, Human Resources Director; *Special Guests:* Marissa Jordan, Hacker Architects; Nancy Kasmar, Compensation Connections; *Recording:* Sami Bretherton, Executive Assistant

**2. AGENDA**

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

**3. CHAIR ANNOUNCEMENTS**

Chair Higgins welcomed the Board and the public.

**4. REPORTS**

**4.1 Washougal Library Conceptual Design:** Marissa Jordan, Hacker Architects

Guest, Marissa Jordan, presented conceptual design ideas for the new Washougal Community Library.

**4.2 FVRL Salary Review:** Nancy Kasmar, Compensation Connections

Guest, Nancy Kasmar, presented the results of the FVRL salary review. Every 4-5 years, FVRL does a compensation study with the purpose to inform Union bargaining and for alignment with the market.

**4.3 FVRL Operational Report:** Mary Abler, Deputy Director

Abler updated the Board on our current service activities as well as a strategic plan update.

**5. CONSENT AGENDA**

**5.1 Minutes Approval –** March 21, 2022 meeting

**5.2 FVRL Expenditure Approval:** Reviewed by Mary Ann Duncan-Cole

**5.3 Three Creeks Library Capital Facilities Area Audit Report**

**MOTION:** Mary Ann Duncan-Cole and Kristy Morgan seconded approval of the consent agenda. The motion carried unanimously.

**6. BUSINESS**

**6.1 Gifts and Recognition Policy**

This is the first reading of the Gifts and Recognition policy. The policy will be brought back to the Board for a second reading at the May meeting.

**6.2 Facilities Committee – Woodland Property Subdivision**

Discussion of subdivision of Woodland property purchased by FVRL.

**MOTION:** Penny Love-Henslee moved and Kristy Morgan seconded approval of Resolution 2022-07, authorizing the Executive Director to subdivide the property purchased for the Woodland Community Library. The motion carried unanimously via roll call.

**MOTION:** Megan Dugan moved and Penny Love-Henslee seconded approval of Resolution 2022-08, authorizing the Executive Director to engage in finalizing the contract for architectural and engineering consultant services for the Woodland Community Library. The motion carried unanimously via roll call.

**6.3 Finance Committee**

- a. Future Capital Projects Funding
  - i. Discussion of ways to fund library facilities
- b. 5-year Look Ahead Budget Estimates
  - i. A view of the 2022-2026 budget with debt service

**6.4 Board Business**

Chair Higgins discussed selecting a date for the annual Board retreat, committee assignment interest and to gather information to create a bill review schedule.

**7. CITIZEN COMMENTS**

Written comments were received from: bubblechuckle, R L, Lori Judkins, Kristin Mangino, Margo Logan, Will Matson, John and Sherry Bala, Susan Wilson

In person comments received from: Gary Wilson, Quill Onstead, Doug Coe, Phil Kronebusch

**BOARD COMMENTS**

Chair Higgins thanked the public and Trustees for their time and attendance.

**8. NEXT REGULAR MEETING**

The next meeting is Monday, May 16, 2022 (Hybrid)

**9. ADJOURNMENT**

The meeting adjourned at 7:52pm.

Approved:

*Jane Higgins*  
Jane Higgins, Chair

5-16-2022  
Date

*Mary Ann Duncan-Cole*  
Mary Ann Duncan-Cole, Secretary

5/16/22  
Date

**Fort Vancouver Regional Library District**  
**Staff Report 2022-18**  
**Funding for New Facilities**

**TO: Board of Trustees**

**FROM:** Amelia Shelley, Executive Director

**DATE:** 06/25/2022

**SUBJECT: Building projects and funding sources**

**SUMMARY:** FVRL is currently working on multiple projects to provide new library facilities per the 2014 Strategic Facilities Plan. Over the last two meetings, the Board has taken steps to reallocate undesignated capital reserve funds to these projects and discussed the next steps for each, and heard presentations on a couple of different ways to approach bringing a library to Brush Prairie, and during this meeting, you've heard a report on the Washougal project's conceptual design progress.

Per FVRL's [Fiscal Management Policy](#) section on *Debt Management*, we have the ability to choose several avenues for raising capital funds for new libraries, *"As a junior taxing district, FVRL has a few options in determining the method of taking on debt. Those include short term loan obligations, limited tax general obligation or "councilmanic" bonds, unlimited tax general obligation or "voted" bonds, and other types of debt including leases, as well as intergovernmental and Local Option Capital Asset Lending (LOCAL) loans."*

One of the biggest challenges FVRL faces in going forward with its current capital facilities plan is the rising cost of construction. The pandemic has served to both slow our progress in planning and fundraising efforts and accelerate the rising costs of services and materials. As we have already experienced at Woodland, the ability to build new libraries at the scale the 2013 Strategic Facilities Plan prescribes is cost prohibitive to the District. Looking ahead to the projects in Washougal and Brush Prairie, the challenges of finding adequate funding may prevent FVRL from being able to meet our full program for those communities. This report is intended to introduce alternative methods of funding for your consideration.

**Borrowing Capital Funds**

One way to build these facilities sooner would be to use the Washington State [LOCAL program](#) to sell certificates of participation or councilmanic bonds. This option is limited by our debt capacity (TBD) and does not require voter approval. One advantage of using the LOCAL program is that FVRL is able to take advantage of the state's bond rating to set the interest rate. The downside is that the rate is not locked in until the sale of the bonds, and rates are currently on the rise. The LOCAL program also has set dates for application and approval (see table below) making the process slower and more cumbersome. The next opportunity to apply is in July with the sale of bonds set for October. LOCAL funds must be spent within 5 years and are likely only available for a single project.

**Preliminary LOCAL Program Timeline \***

Funds Available In	Project Type	NOI & Credit Application Cut-Off	All-Documents Cut Off	Sale Date	Funds Available	First Payment Due
June '22	Real Estate	March 1, 2022	Late April 2022	June 2022	June 2022	December 1, 2022
	Equipment	March 18, 2022				
November '22	Real Estate	July 7, 2022	Mid-August 2022	October 2022	November 2022	June 1, 2023
	Equipment	July 22, 2022				
February '23	Real Estate	November 4, 2022	Early January 2023	February 2023	February 2023	June 1, 2023
	Equipment	November 15, 2022				

*\*All dates are tentative and subject to change; dates for future sales will be established after the current sale is completed*

**Conventional Banks**

Another option is to sell bonds to a commercial lender. In this case, the interest rate is likely to be slightly higher, but in terms of timing, faster to approve and lock in a current interest rate, so potentially cheaper in the long run. Conventional banks are likely to limit us to ten years to pay off the debt.

**Library Capital Facility Grants**

The Fort Vancouver Regional Library Foundation intends to submit a grant application to the [Washington Department of Commerce's Library Capital Facility Fund](#) competitive grant program for Washougal. The Department of Commerce will award \$10 million in grants this fall and then send the list of winning applicants on to the legislature to be funded through the 2023 Capital Budget. The Woodland project was the recipient of a Library Capital Facility grant in 2021. The maximum award is \$2 million per project, requires a 50% match and gives preference to projects in distressed counties.

**Fundraising**

We have not actively started fundraising for Washougal but will begin as soon as the Conceptual Design process is complete. In general, the Foundation estimates that a third of the total cost of a project should come through donors, grants and other sources of funding outside of tax support. Washougal has held a number of events for general fund raising for the project over the last few years including several Dinners in White events. Their next event will be on August 12, 2022.

**Levy Lid Lifts or Library Capital Facility Area Bonds**

FVRL has two ways of raising revenue through tax dollars - levy lid lifts which allow us to increase our regular levy up to a total of \$.50 per \$1,000 of property value, and the creation of library capital facility areas that allow us to sell bonds to finance specific capital projects. Both of these methods require a vote of the citizenry.

A **levy lid lift** requires a simple majority and includes our entire service area. MRSC provides a good overview of the [levy lid lift](#) process in Washington. Lid lifts come in many varieties, some permanent, some temporary. FVRL's last levy lid lift was in 2010 and brought us back to the full \$.50 allowable. The levy rate declines over time as property values rise and our annual increase is limited to 1% plus any new construction and state assessed utilities. Our 2022 levy is \$.3185478785.



A **library capital facilities area** formation requires a supermajority and is created by drawing up a map of the area to be taxed and is voted upon by residents living in that area. FVRL currently has a library capital facilities area levy for residents living within the city limits of Vancouver. These bonds were used to finance the Vancouver Community Library and the Cascade Park Community Library (plus purchase some equipment for the Vancouver Mall Community Library starting in 2009. This bond levy (known as the VLCFA) sunsets in 2028.

**Next Steps**

Staff is seeking input from the Board on these various methods of funding for tackling our capital needs. We have provided the Board with a five year look ahead of our annual budget that includes an average annual growth in tax collections of 3% and an annual debt service of \$300,000 at 10, 15 and 20 years. The five year look ahead budget (table below) shows the amount of debt that could be borrowed and sustained under the current assumptions in these budget figures. It remains hard to know the right timing for decisions based on the timing of the library capital grant program (October), the next legislative session in 2023 and rising interest rates.

**Project Budgets**

<b>Washougal Community Library Budget</b>				
<b>Revenue Source</b>	<b>Allocated</b>	<b>Estimates</b>	<b>13,000 sf</b>	<b>Gap</b>
Grants		Cost of construction	\$7,000,000	
Friends	\$ 217,525	Soft Costs	\$ 800,000	
FVRL	<b>\$ 2,992,678</b>	Contingency	\$ 600,000	
Foundation	\$ 121,242	FF&E	\$ 400,000	
<b>Total</b>	<b>\$ 3,331,445</b>	<b>Total</b>	<b>\$8,800,000</b>	<b>\$ 5,468,555</b>

<b>Woodland Community Library Budget</b>				
<b>Revenue Source</b>	<b>Allocated</b>	<b>Estimates</b>	<b>7500 sf</b>	<b>Gap</b>
WA Capital Grant	\$ 2,516,320	Cost of construction	\$5,000,000	
Friends	\$ 644,147	Soft Costs	\$1,500,000	
FVRL	<b>\$ 2,415,536</b>	Contingency @ 10%	\$ 500,000	
Foundation	\$ 161,123	FF&E	\$ 250,000	
<b>Total</b>	<b>\$ 5,737,126</b>	<b>Total</b>	<b>\$ 7,145,000</b>	<b>\$1,407,874</b>

**Fort Vancouver Regional Library District**  
**Staff Report 2022-27**  
**FVRL/FOUNDATION Memorandum of Understanding**

**TO: Board of Trustees**

**FROM:** Amelia Shelley, Executive Director

**DATE:** 06/25/2022

**SUBJECT: Memorandum of Understanding between FVRL and the Fort Vancouver Regional Library Foundation**

**SUMMARY:** FVRL and the Fort Vancouver Regional Library Foundation (FOUNDATION) have been under a Memorandum of Understanding (MOU) to define the parameters of their relationship since 2015. The current agreement requires renewal every five years and is now two years overdue. The FOUNDATION Board has requested an opportunity to meet with FVRL's board to discuss terms of the MOU.

A copy of the current MOU and a DRAFT FVRL revision are attached. Changes to articles are in red, terms to consider for revision are highlighted in yellow.

**Revisions to the MOU:**

**Section I**

- **1.7.** There is not a clear procedure for our branch libraries to expend funds donated on their behalf to the Foundation. There is no built-in mechanism to notify a branch or FVRL when a donation has been made in a library's name or on their behalf. **FVRL would like a clear procedure for accepting and spending funds donated for the benefit of the libraries.**
- **1.10.** - The FOUNDATION is required to provide an annual report to FVRL to confirm that it has met, "its obligation to expend its best efforts to seek to accrue gifts, grants, donations, and endowments to benefit the library..." *FVRL has not received a report of this type in any of the last six years.* **FVRL would like the Foundation to be held accountable for this requirement in the agreement.**
- **1.11** - FVRL appreciates that the FOUNDATION has pursued and been awarded numerous state capital grants for libraries that have made a significant difference in our fundraising efforts for Ridgefield and Woodland, and for that, FVRL is extremely grateful. However, these were not cooperative efforts. ***FVRL has requested the opportunity to review the grant applications or contribute to the process, the FOUNDATION has refused to allow FVRL access to these documents, even though the grants will benefit the library. It is unclear why the FOUNDATION believes it is best to request funds for FVRL projects without any input from FVRL.***
- **1.12** - FVRL is frequently unaware of what has been "sold" by the Foundation and how much was paid to compensate for the expense. FVRL would like to have clear records of donations made and dollars collected.

- **1.13** - Work together to produce a donor list of items for purchase and share information about what has been promised to a donor.
- **1.14** - FVRL's Gift and Recognition Policy states, *"The Library Foundation will work in concert with FVRL to ensure that restricted gifts made for the benefit of a library are for agreed-upon purposes and meet the needs of FVRL, its services and mission."* FVRL believes there should be an agreed-upon standard for the length of time that donor recognition is installed in a new facility and for the design and location of any donor recognition signage.

## Section II

- **2.1.** - FVRL provides the FOUNDATION with office and storage space, utilities, office and computer equipment (bold mine) and any requested furnishings. **FVRL believes a defined list of the scope of these services to avoid any misunderstandings.**
- **2.2** - Redundant language eliminated (see II.1) Additional language on copies added. **FVRL pays a premium for overages on copies and prints.**
- **2.3** - FVRL's Graphics team has requested a separate agreement be developed for Graphics and Communications services. **Draft agreement attached.**
- **2.4.** - FVRL has added language here to more accurately reflect the IT services it is providing to the FOUNDATION. **This is currently a gray area.**
- **2.5.** - FVRL provides space for Friends bookstores in our libraries and they are constructed and maintained at our cost. **It is unclear how this value is to be measured.**
- **2.7 and 2.8** - FVRL provides the FOUNDATION with an accounting of the value of the office space and other services annually. FVRL met this obligation for calendar years 2015-2019 (see attached). Due to the 2020 pandemic and subsequent flood in October of that year, FVRL has not provided an updated accounting of overhead costs for the FOUNDATION as a good portion of those costs for leased office space were reimbursed by our insurance.

## Additional Areas for Discussion:

- FVRL reduced its budget requests for the FOUNDATION'S 2020-2021 and 2021-2022 fiscal years due the FOUNDATION'S reduced capacity for fundraising. FVRL's 2021-22 budget request was *never* officially approved by the Foundation's Finance Committee, and requests to meet with the Committee went unanswered. **FVRL would like to include in the MOU a reasonable expectation for response times to requests to the Foundation, and any steps it can take when these requests are ignored.**

**ACTION:** Staff is looking for Board input and direction on the FOUNDATION MOU.

**AGREEMENT BETWEEN  
THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
AND  
THE FORT VANCOUVER REGIONAL LIBRARY FOUNDATION**

THIS AGREEMENT is made and entered into this 21<sup>st</sup> of August, 2015 by and between the Fort Vancouver Regional Library District, a municipal corporation herein after referred to as "LIBRARY", and the Fort Vancouver Regional Library Foundation, a 501(c)(3) non-profit corporation designed to provide assistance and aid in the development, maintenance and promotion of growth and preservation of the LIBRARY, herein after referred to as the "FOUNDATION."

WITNESSETH:

WHEREAS, the LIBRARY, pursuant to RCW 27.12.300 is empowered to hold title to money or property given to or for the use or benefit of the LIBRARY, to be held and used according to the terms of the gift; and

WHEREAS, the LIBRARY has, from this express power to receive property, the implied power to solicit the same; and

WHEREAS, the LIBRARY has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the FOUNDATION is a 501(c)(3) nonprofit corporation duly organized for such purposes as maintaining, developing, increasing, and extending the facilities and services of the LIBRARY; and

WHEREAS, the FOUNDATION includes all Friends of the Library and affiliated library groups that operate under the 501(c)(3) status and tax identification number of the FOUNDATION, and

WHEREAS, the FOUNDATION is empowered to solicit and receive property and to make contributions, grants, and gifts and transfers of property to the LIBRARY; and

WHEREAS, the FOUNDATION has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the FOUNDATION represents and warrants that its Articles of Incorporation and Bylaws restrict the use of all assets (with the exception of those held on behalf of third parties) and earnings of the FOUNDATION for the benefit of LIBRARY purposes.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL EXCHANGE OF SERVICES AND OTHER GOOD AND SUFFICIENT CONSIDERATION HEREIN MADE BY EACH PARTY TO THE OTHER IT IS AGREED AS FOLLOWS:

## I.

The FOUNDATION, its Board of Directors, officers and members hereby agree to:

- (1) Encourage continuous and special philanthropic support, benefactions and relationships for the benefit of the LIBRARY. For this purpose, it will design and implement programs and procedures to solicit and receive such money and property and also to acquire such property by purchase, lease, exchange or otherwise, all to further the purposes of the FOUNDATION which benefit the LIBRARY.
- (2) Establish policies, rules, and procedures for the necessary management of all affairs of the FOUNDATION in consonance with the laws and regulations described in section 501(c)(3), of the Internal Revenue Code as now enacted or hereafter amended or supplemented and with Washington State law provided such law does not conflict with Federal law.
- (3) Accept, hold, administer, invest and disburse such funds and properties of any kind or character as from time to time may be given to it by persons absolutely or in trust as the case may be, and to employ and retain property, employees, agents, experts, consultants, accountants, counselors, advisors and investment advisors for the property so accepted, held, administered, invested and disbursed and to make disbursement of such funds and properties of any kind and character, and in general to do all things that may be necessary and useful in accomplishing these purposes.
- (4) No part of the FOUNDATION's assets and earnings shall benefit any director, officer, member or employee of the FOUNDATION or LIBRARY, except in payment of reasonable compensation for services actually rendered or expenses necessarily incurred.
- (5) Engage in fund raising and disbursement of funds for any and all lawful activities permitted by the laws and regulations governing tax-exempt charitable corporations at time of disbursement, and which may be necessary or incidental to the furtherance of the purposes of this FOUNDATION.
- (6) Use reasonable portions of its funds and income to pay the administrative expenses of the FOUNDATION.
- (7) Tender to the LIBRARY all donations it may receive for which the donor names the LIBRARY as recipient, and be responsible for and account for in its own records all donations where the donor names the FOUNDATION as recipient.
- (8) Maintain its stated purpose of existence as set forth herein and in its Articles of Incorporation and Bylaws during the lifetime of this agreement.
- (9) Maintain Foundation Board membership such that no member of the Library Board of Trustees or employee of the LIBRARY may be a voting officer of the FOUNDATION.

- (10) Provide the LIBRARY with a written report annually to confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, and endowments for the benefit of the LIBRARY and set forth its progress in furtherance of the identified activities and services and list its other accomplishments for the preceding year. For this purpose, the FOUNDATION will share with the LIBRARY its revenue and expense statement for the preceding year and its end-of-year balance sheet.

## II.

For and in consideration of the FOUNDATION promising to operate solely for the benefit of the LIBRARY and to carry out the aforementioned activities, the LIBRARY agrees to:

- (1) Provide to the FOUNDATION office and storage space, utilities, office and computer equipment, and furnishings all in a standard equivalent to LIBRARY administration and staff offices.
- (2) Provide the FOUNDATION with consumable office supplies, telephone service, general utilities, and duplicating services.
- (3) Provide professional staff and services, including graphic services as agreed upon by both the FOUNDATION and the LIBRARY.
- (4) Provide Friends of the Library with space within Library facilities as mutually agreed by the LIBRARY and individual Friends groups. Such space is the LIBRARY'S contribution toward the fair exchange of value between the LIBRARY and the Friends groups. An annual calculation of the value of such exchange shall be conducted by the LIBRARY.
- (5) Share its plans, objectives and funding needs annually with the FOUNDATION and coordinate with the FOUNDATION on its fund-raising initiatives.
- (6) Maintain proper accounting records reflecting the costs of services rendered by the LIBRARY on behalf of the FOUNDATION. It is expected that the annual costs expended by the LIBRARY to benefit the FOUNDATION will be fully offset by FOUNDATION donations to the LIBRARY on an annual basis unless a separate agreement is reached.
- (7) Prepare a year-end accounting of the tangible economic benefits and costs incurred in connection with delivering the expected benefits of this Agreement.

## III.

The parties hereby agree that the support and other services provided by the LIBRARY under Article II of this agreement shall be full compensation for the activities of the FOUNDATION.

#### IV.

Independent Capacity: The FOUNDATION and LIBRARY mutually agree that at all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

Employees: The LIBRARY acknowledges that the FOUNDATION is an employer and the FOUNDATION will be responsible for all compensation, including benefits and taxes, for the FOUNDATION staff. The LIBRARY acknowledges that supervision and direction of such staff will come from the FOUNDATION Board of Directors.

No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority and shall be responsible for all costs incurred by the other as a result of any negligent act or conduct undertaken by either party which act or conduct causes injury, damage or loss to the other party, or creates liability for damage or loss to the other party. The costs shall include attorneys' fees.

Insurance: The FOUNDATION will carry their own liability insurance, and director's errors and omissions insurance.

No Assignment: This Agreement shall not be assignable by either party, in whole or in part.

Governing Law and Disputes: This agreement shall be governed by the laws of the State of Washington, provided such laws are not superseded by Federal laws. Before instituting any legal action hereunder, a party, through its director and board chair, shall meet with the director and board chair of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Clark County Superior Court.

Entire Agreement: This constitutes the entire Agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. However, the parties may enter into other stand-alone Agreements on specific subjects. All such agreements shall be in writing and signed by both parties.

Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.


Review: This agreement shall be reviewed periodically, but no less frequently than every 5 years by representatives from both the FOUNDATION and LIBRARY. Any mutually desired changes shall be made in writing at that time, and become valid upon signature by both parties

Termination: This agreement shall continue until terminated. It may be terminated by either party anytime, upon written notice to the other party at least ninety (90) days in advance thereof.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on the 21<sup>st</sup> day of August, 2015.

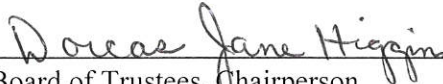
FORT VANCOUVER REGIONAL LIBRARY FOUNDATION

Upon Board Approval on: August 21, 2015

By:  \_\_\_\_\_  
Its: Chairperson

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Upon Board Approval on: August 17, 2015

By:  \_\_\_\_\_  
Its: Board of Trustees, Chairperson



**AGREEMENT BETWEEN  
THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
AND  
THE FORT VANCOUVER REGIONAL LIBRARY FOUNDATION**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ of \_\_\_\_\_, 2022 by and between the Fort Vancouver Regional Library District, a municipal corporation herein after referred to as “LIBRARY”, and the Fort Vancouver Regional Library Foundation, a 501(c)(3) non-profit corporation designed to provide assistance and aid in the development, maintenance and promotion of growth and preservation of the LIBRARY, herein after referred to as the “FOUNDATION.”

WITNESSETH:

WHEREAS, the LIBRARY, pursuant to RCW 27.12.300 is empowered to hold title to money or property given to or for the use or benefit of the LIBRARY, to be held and used according to the terms of the gift; and

WHEREAS, the LIBRARY has, from this express power to receive property, the implied power to solicit the same; and

WHEREAS, the LIBRARY has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the FOUNDATION is a 501(c)(3) nonprofit corporation duly organized for such purposes as maintaining, developing, increasing, and extending the facilities and services of the LIBRARY; and

WHEREAS, the FOUNDATION includes all Friends of the Library and affiliated library groups that operate under the 501(c)(3) status and tax identification number of the FOUNDATION, and

WHEREAS, the FOUNDATION is empowered to solicit and receive property and to make contributions, grants, and gifts and transfers of property to the LIBRARY; and

WHEREAS, the FOUNDATION has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the FOUNDATION represents and warrants that its Articles of Incorporation and Bylaws restrict the use of all assets (with the exception of those held on behalf of third parties) and earnings of the FOUNDATION for the benefit of LIBRARY purposes.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL EXCHANGE OF SERVICES AND OTHER GOOD AND SUFFICIENT CONSIDERATION HEREIN MADE BY EACH PARTY TO THE OTHER IT IS AGREED AS FOLLOWS:

## I.

The FOUNDATION, its Board of Directors, officers and members hereby agree to:

- (1) Encourage continuous and special philanthropic support, benefactions and relationships for the benefit of the LIBRARY. For this purpose, it will design and implement programs and procedures to solicit and receive such money and property and also to acquire such property by purchase, lease, exchange or otherwise, all to further the purposes of the FOUNDATION which benefit the LIBRARY.
- (2) Establish policies, rules, and procedures for the necessary management of all affairs of the FOUNDATION in consonance with the laws and regulations described in section 501(c)(3), of the Internal Revenue Code as now enacted or hereafter amended or supplemented and with Washington State law provided such law does not conflict with Federal law.
- (3) Accept, hold, administer, invest and disburse such funds and properties of any kind or character as from time to time may be given to it by persons absolutely or in trust as the case may be, and to employ and retain property, employees, agents, experts, consultants, accountants, counselors, advisors and investment advisors for the property so accepted, held, administered, invested and disbursed and to make disbursement of such funds and properties of any kind and character, and in general to do all things that may be necessary and useful in accomplishing these purposes.
- (4) No part of the FOUNDATION's assets and earnings shall benefit any director, officer, member or employee of the FOUNDATION or LIBRARY, except in payment of reasonable compensation for services actually rendered or expenses necessarily incurred.
- (5) Engage in fund raising and disbursement of funds for any and all lawful activities permitted by the laws and regulations governing tax-exempt charitable corporations at time of disbursement, and which may be necessary or incidental to the furtherance of the purposes of this FOUNDATION.
- (6) Use reasonable portions of its funds and income to pay the administrative expenses of the FOUNDATION.
- (7) Tender to the LIBRARY all donations it may receive for which the donor names the LIBRARY as recipient, and be responsible for and account for in its own records all donations where the donor names the FOUNDATION as recipient.
- (8) Maintain its stated purpose of existence as set forth herein and in its Articles of Incorporation and Bylaws during the lifetime of this agreement.
- (9) Maintain Foundation Board membership such that no member of the Library Board of Trustees or employee of the LIBRARY may be a voting officer of the FOUNDATION.

- (10) Provide the LIBRARY with a written report annually to confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, and endowments for the benefit of the LIBRARY and set forth its progress in furtherance of the identified activities and services and list its other accomplishments for the preceding year. For this purpose, the FOUNDATION will share with the LIBRARY its revenue and expense statement for the preceding year and its end-of-year balance sheet.
- (11) Communicate and collaborate with FVRL on grant applications that are specific to library facilities, including but not limited to sharing drafts of applications and final versions before submission.
- (12) Provide the LIBRARY with a clear accounting of what specific items the FOUNDATION has received through donations and when the LIBRARY can anticipate compensation for the expense.
- (13) Collaborate on donor materials and provide information to FVRL on any library furnishings, fixtures or equipment that have been paid for through donations, including the amount of money collected and any details that are pertinent to the donor agreement.
- (14) Provide timely recognition for donors (within X days or months) with mutually agreed upon signage in library locations. Recognition for donated items should be installed within a year of purchase. Work with LIBRARY staff to ensure chosen materials and language meets the needs of both entities.

## II.

For and in consideration of the FOUNDATION promising to operate solely for the benefit of the LIBRARY and to carry out the aforementioned activities, the LIBRARY agrees to:

- (1) Provide to the FOUNDATION office and storage space, utilities, office and **computer equipment**, and furnishings all in a standard equivalent to LIBRARY administration and staff offices. (See attached list)
- (2) Provide the FOUNDATION with consumable office supplies, telephone service, ~~general utilities~~, and ~~duplicating~~ leased copier and printing equipment. Copies or prints that exceed the annual agreed upon allotment for that equipment will be compensated for by the FOUNDATION.
- (3) Provide professional ~~staff and services~~, including graphic services as agreed upon through a separate agreement with the Communications and Marketing Division of ~~both the FOUNDATION and the LIBRARY~~ by
- (4) Provide IT help desk support services for all computer issues within the scope of their abilities for FVRL installed and maintained software. This includes the installation, upgrade and maintenance of all desktop computers, printers and copiers. Any additional IT-related services including additional software, servers, websites, web hosting services

and email accounts used by the FOUNDATION will be the sole responsibility of the Foundation to purchase and maintain.

- (4) Provide Friends of the Library with space within Library facilities as mutually agreed by the LIBRARY and individual Friends groups. Such space is the LIBRARY'S contribution toward the fair exchange of value between the LIBRARY and the Friends groups. An annual calculation of the value of such exchange shall be conducted by the LIBRARY.
- (5) Share its plans, objectives and funding needs annually with the FOUNDATION and coordinate with the FOUNDATION on its fund-raising initiatives.
- (6) Maintain proper accounting records reflecting the costs of services rendered by the LIBRARY on behalf of the FOUNDATION. It is expected that the annual costs expended by the LIBRARY to benefit the FOUNDATION will be fully offset by FOUNDATION donations to the LIBRARY on an annual basis unless a separate agreement is reached.
- (7) Prepare a year-end accounting of the tangible economic benefits and costs incurred in connection with delivering the expected benefits of this Agreement within 90 days of year-end.

### III.

The parties hereby agree that the support and other services provided by the LIBRARY under Article II of this agreement shall be full compensation for the activities of the FOUNDATION.

### IV.

Independent Capacity: The FOUNDATION and LIBRARY mutually agree that at all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

Employees: The LIBRARY acknowledges that the FOUNDATION is an employer and the FOUNDATION will be responsible for all compensation, including benefits and taxes, for the FOUNDATION staff. The LIBRARY acknowledges that supervision and direction of such staff will come from the FOUNDATION Board of Directors.

No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority and shall be responsible for all costs incurred by the other as a result of any negligent act or conduct undertaken by either party which act or conduct causes injury, damage or loss to the other party, or creates liability for damage or loss to the other party. The costs shall include attorneys' fees.

Insurance: The FOUNDATION will carry their own liability insurance, and director's errors and omissions insurance.

No Assignment: This Agreement shall not be assignable by either party, in whole or in part.

Governing Law and Disputes: This agreement shall be governed by the laws of the State of Washington, provided such laws are not superseded by Federal laws. Before instituting any legal action hereunder, a party, through its director and board chair, shall meet with the director and board chair of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Clark County Superior Court.

Entire Agreement: This constitutes the entire Agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. However, the parties may enter into other stand-alone Agreements on specific subjects. All such agreements shall be in writing and signed by both parties.

Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.

Review: This agreement shall be reviewed periodically, but no less frequently than every 5 years by representatives from both the FOUNDATION and LIBRARY. Any mutually desired changes shall be made in writing at that time, and become valid upon signature by both parties

Termination: This agreement shall continue until terminated. It may be terminated by either party anytime, upon written notice to the other party at least ninety (90) days in advance thereof.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on the \_\_\_\_ day of \_\_\_\_\_, 2022.

FORT VANCOUVER REGIONAL LIBRARY FOUNDATION

Upon Board Approval on: \_\_\_\_\_

By: \_\_\_\_\_

Its: Chairperson

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Upon Board Approval on: \_\_\_\_\_

By: \_\_\_\_\_

Its: Board of Trustees, Chairperson

## **DRAFT AGREEMENT for GRAPHICS SERVICES PROVIDED TO FORT VANCOUVER REGIONAL LIBRARY FOUNDATION**

This agreement is made as of \_\_\_\_\_, 2022 by and between the Fort Vancouver Regional Library District (FVRL), and the Fort Vancouver Regional Library Foundation (Foundation), a non profit corporation designed to provide assistance and aid in the development, maintenance and promotion of growth and preservation of the Library and its staff.

The Foundation wishes to uses services and products from FVRL's Communications and Marketing Division (CMD) related to its business. This includes solicitation, recognition, event, and marketing efforts which directly relate to the operation of the Foundation. This document serves as an addendum to FVRL and the Foundation's Memorandum of Understanding (MOU) to outline the services and products provided to the Foundation as part of the MOU and relationship between the library and Foundation.

The parties agree to as follows:

**1) Services Provided:** Services provided by the Communications Department consist of:

- Print materials (new or reorders) either printed in-house or through contracted services
- Design for printed and electronic materials and other needs that should arise such as:
  - Ad design
  - Posters
  - Inserts
  - Mailers
  - Name tags
  - Name badges
  - Laminating
  - Installations
  - Photography
  - Color copies

**2) Nature of Services:** The nature and extent of deliverables in this agreement is reasonably similar to the most recent expiring or expired agreement, as determined by and between the Communications Department and the Foundation. Changes to deliverables will be discussed between CMD and the Foundation, but generally such changes are within the scope of the previous agreement, unless otherwise noted in any renewing agreement.

**3) Agreement as Retainer:** This agreement serves as a retainer for services provided by CMD for the Foundation as part of the MOU and approved yearly budget furnished by FVRL to the Foundation, and shall not be construed as an agreement to any work or services requested by any other department or

entity within the Library or otherwise. As a retainer for services, the scope of work contained herein is a guideline for anticipated needs so that the departments can plan, but that the Foundation and Communications Department may negotiate changes to the scope of work that reasonably fall within agreement value.

**4) Costs of Services:** In cases where external vendors or contracted services are needed to complete print or other services, CMD will provide an estimated cost breakdown to the Foundation. This may include envelopes, appeal letters, pledge cards, large posters, annual reports, or brochures printed by CMD's vendors. At the Foundation's option, CMD can either use their vendors to print these (and be reimbursed by the Foundation) or can provide print-ready PDFs for the Foundation's vendors.

**5) Estimated Projects List:** The Foundation will provide a list of estimated major fundraisers and campaigns for their upcoming fiscal year to CMD by **March 15 of each year** or at the most expedient date possible. This list should not include more than five (5) large fundraising campaigns or projects (defined as projects requiring 5 or more deliverables) in a year. There is no limit on the number of smaller projects (less than 5 deliverables) that can be requested in a year, though CMD would appreciate those smaller projects being identified as part of the list given on March 15.

The list of projects shall be reviewed by CMD **May 1 of each year**. A list of projects that are currently identified for 2022-2023 can be found in Appendix 1.

**6) Deliverables:** As part of CMD review, FVRL will provide a projected list of deliverables and timelines to the Foundation. The Foundation is expected to confirm or ask for adjustments to the scope of deliverables/timetables by **June 1 of each year**. Appendix 1 includes a link to common timelines for project deliverables.

While FVRL understands that there are always last minute inclusions or unanticipated needs, both parties should understand that requests not covered in sections 5 and 6 above may not be feasible due to timeline or cost constraints.

**7) Modification:** No alteration or modification of any terms of this agreement shall be valid unless made in writing and signed by the parties.

**8) Termination:** Library or Foundation may terminate this agreement by providing written notice to the other party. In the event of such termination, any portion of the retainer value paid thereof shall be reimbursed to the Foundation within 30 days, or any portions in excess of the retainer value shall be paid to the Library within 30 days.

**9) Term of Agreement:** The term of this agreement is between **July 1, 2022 and June 30, 2027**.

**10) Agreement Renewal:** This agreement may be renewed a maximum of two years without substantial review. Upon the third year, FVRL and Foundation shall review the agreement and

determine the feasibility of continuing such an agreement. Such review will take into consideration quality, costs, timeliness of delivery, and the overall effectiveness of the agreement. If both parties wish to proceed, a new agreement with all amendments and terms agreed to shall be drawn up, including terms for renewal.

**For: Fort Vancouver Regional Library  
District**

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**For: Fort Vancouver Regional Library  
Foundation**

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**Fort Vancouver Regional Library Foundation**  
**Scope of Work for Graphics Services: 2022-23**  
**APPENDIX 1**

Projects for CMD support of Fort Vancouver Regional Library Foundation projects (fiscal year July 2022-June 2023):

**2022:**

- Novel Night, August 6
- Give More 24!, September 22
- Authors & Illustrators Dinner, November 10
- Giving Tuesday, November 29

**2023:**

- Library Giving Day, date TBD
- Love Your Library (Woodland), date TBD

**General graphics support (as needed):**

- Building projects:
  - Fundraisers – Support for 2-3 additional (smaller scope) fundraisers for FVRL building projects in addition to the ones outlined above.
  - Sponsorship opportunity brochure(s)
- General recognition of FVRLF support for FVRL initiatives (such as SAYL, Bookmark contest, etc)
- Other general support (stationery, cards, etc)

**Deliverables and timelines:** Vary greatly depending on scope. The following document includes approximations based on previous work done for similar projects:

<https://docs.google.com/spreadsheets/d/1kqSY2NFHthBDqYzaAFI5VI09dem1uNbKo5Eae5HE0zo/edit#gid=0>

See also: *CMD's promotional materials general timeline and expectations document for more info* ([https://docs.google.com/spreadsheets/d/10OfvG3DjH-jZsbHZeTV1fnyyMG6ty7Q\\_kYY9hjJGDjs/edit#gid=0](https://docs.google.com/spreadsheets/d/10OfvG3DjH-jZsbHZeTV1fnyyMG6ty7Q_kYY9hjJGDjs/edit#gid=0))

Category/Staff	2015 hours	2016 hours	2017 hours	2018 hours	2019 Hours	
Graphics - Coordinator	136	92	170	45	87	
Graphics - Designer	215.5	221.5	178	157	139	
Graphics - Assistant	36	26.5	41	5	10	
Communications Director	10	25	20	25	25	
Communications Coordinator		5	10	10	10	
Communications - SLA			15	15	15	
Communications - Web content	10	10	52	5	5	
Finance Director	5	12	10	8	8	
Finance - Accounts Payable			24	36	36	
Finance-Front Desk				6	2	
Finance - Coordinator	8	8	12	6	8	
Facilities Director	8	8	8	8	8	
Facilities Assistant Manager	14	14	8	8	8	
Facilities Assistants	10	15	14	14	12	
IT Manager	10	5	11	20	20	
IT - Staff	13	10	25	0	0	
IT Asst Mgr	12	12	12	0	0	
Web Design	15	12	141	10	5	
Collection Dev - Manager		7	12	12	10	
Volunteer Coordinator	152	150	150	150	155	
Program Services Librarian	10	10	10	10	10	
HR Generalist	10	10	10	10	10	
Executive Assistant			10	10	10	
<b>Total Hours</b>	674.5	653	943	570	592	
<b>Subtotal FVRL Staff Costs</b>	<b>\$28,788.96</b>	<b>\$26,253.09</b>	<b>\$35,153.00</b>	<b>\$23,753.00</b>	<b>\$24,974.00</b>	includes benefits
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>		
Utilities	\$10,718.65	\$10,067.64	\$9,068.00	\$25,960	\$25,960	(based on 3953 sf)
Mileage (IRS rate)	5455	3000	4160	\$2,419	\$1,792	@ \$.58 a mile
Computers (4 @ \$1200)	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200	\$3,200	@ \$1200 each
Printing/copies (color)			4067	\$7,196	\$7,158	@ \$.50 a page
Printing/copiers (b&w)	1,440	1440	6720	\$2,186	\$2,241	@ \$.10 a page
Copier lease				\$5,427	\$5,582	3% annual increase
Meeting room use - Foundation	240	280	468	\$3,963	\$5,600	@ \$25 an hour
<b>Subtotal Facility/Vehicle costs</b>	<b>\$25,558.90</b>	<b>\$24,817.64</b>	<b>\$27,215.00</b>	<b>\$50,351</b>	<b>\$51,533</b>	
<b>Total FVRL support</b>	<b>\$54,347.86</b>	<b>\$51,070.53</b>	<b>\$64,886.50</b>	<b>\$74,104</b>	<b>\$76,507</b>	
<b>Additional In-kind</b>						
Amelia			72	72	72	
Board liaison			24	12	24	
Branch staff support			432	not reported	400	
Meeting room use - Volunteers			288	see above	200	
Meeting room use - Friends	NA	NA	NA	828.25	875	

# **FVRLibraries**

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# **Demographics and Statistics 2022**

Presented by Sam Wallin  
Analyst/Project Coordinator, FVRLibraries  
6/26/2022



# Why we look at statistics and demographics

1. To monitor capacity of library system for providing services.
  - a. What types of services are offered?
  - b. What services are increasing/decreasing/changing?
  - c. What new services are needed, and where?
2. To determine areas of rapid growth, particularly those far from existing facilities
  - a. Will a new facility, or some other service delivery method be needed?
3. Areas where residents have multiple barriers to needed services
  - a. Barriers can be geographic - distance, for example.
  - b. Barriers can be structural - lack of internet access in the area, for example.
  - c. Barriers can be systemic - poverty, education, disability, for example.



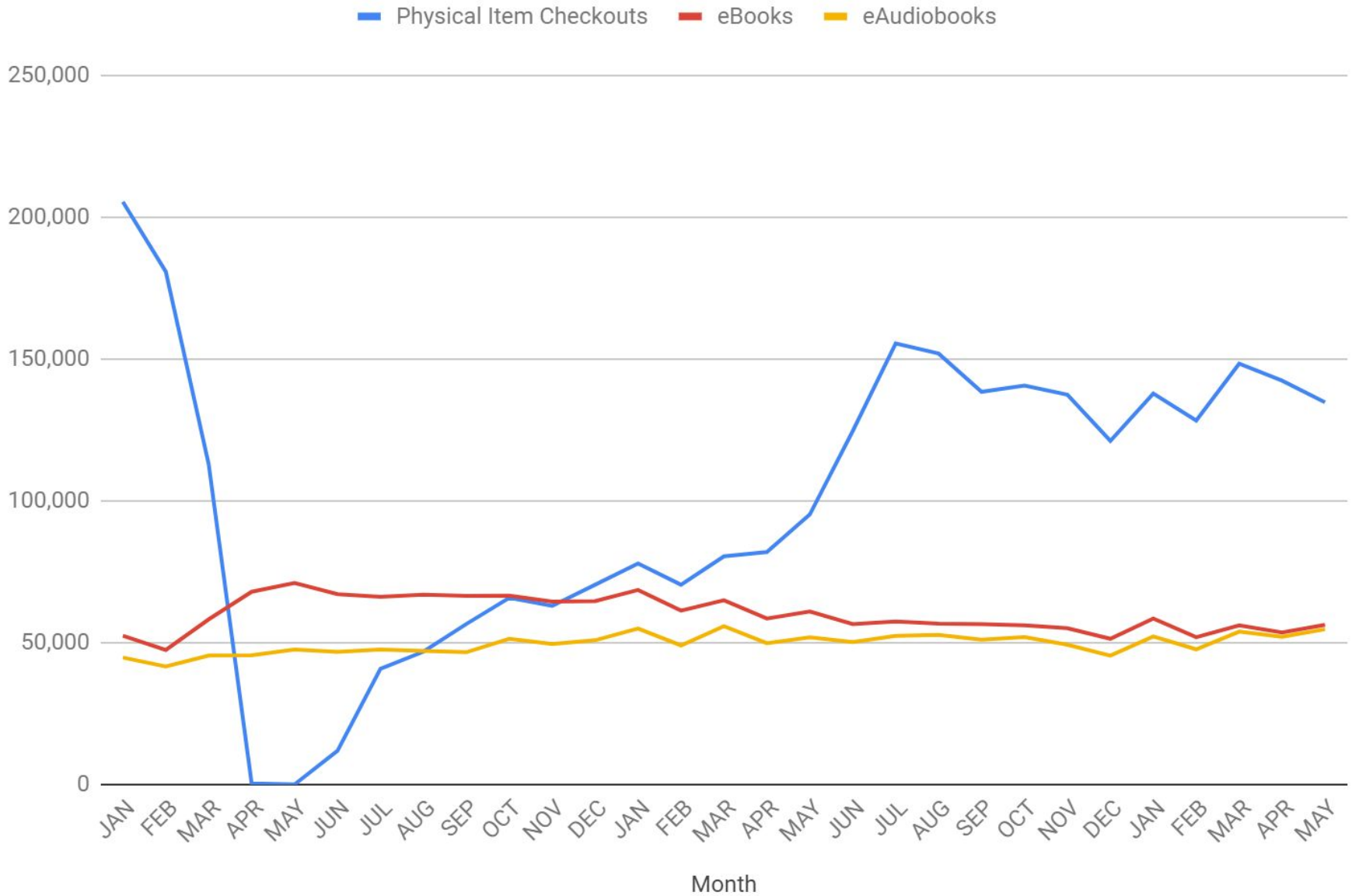
# Pandemic rebound

Zip code boundaries	2022 Population	2022 active 2 years (as of 6/22)	Active user % (2022, 2 years)	2016 Population	2016 Active Cardholders (2 years)	% Active (2016)
Cowlitz/ Woodland	15,390	2,382	15%	13,589	3,086	23%
Vancouver	345,471	60,398	17%	322,550	101,483	31%
Clark County (not Vancouver)	130,506	29,211	22%	139,940	47,519	34%
Klickitat County	23,258	7,898	34%	7,935	3,168	40%
Skamania County	8,645	3,139	36%	19,541	7,573	39%

- Pre-pandemic in 2016, about 32% of the population had used the library in the previous 2 years. As of mid-2022 it's about 20%. Rural and outlying areas have recovered fastest
- Cowlitz is an outlier; many folks live outside FVRL service area.



# Physical Item Checkouts, eBooks and eAudiobooks, Jan. 2020 - May 2022



# Median home price vs. household income, Clark County and Vancouver

Housing costs, Clark County: “The average sale price of an existing single-family home rose by \$96,000 (or 20.8%) between 2020 and 2021.”

<https://www.vbjusa.com/news/top-stories/2022-clark-county-real-estate-predictions/>

Vancouver Median household income 2010	\$48,025
Median Home Price 2010	\$219,900
Price to income ratio 2010	<b>4.6</b>
Vancouver Median household income 2022	\$64,911
Median Home Price 2022	\$495,000
Price to income ratio 2022	<b>7.6</b>

Lenders might recommend ratios of 2, 2.5, or 3.3:

“A common rule of thumb to determine how much you should spend on housing is that it should be no more than 30% of your gross monthly income, which is your total income before taxes or other deductions are taken out.”

<https://www.cnbc.com/2021/11/10/home-prices-are-now-rising-much-faster-than-incomes-studies-show.html>

[https://www.realtor.com/realestateandhomes-search/Vancouver\\_WA/overview](https://www.realtor.com/realestateandhomes-search/Vancouver_WA/overview)  
<https://www.columbian.com/news/2011/feb/16/home-sales-stabilizing-clark-county/>



# Tour of the district

Live demonstration of [Policymap](#) to show several demographic characteristics of the district in more detail.

- Median household income
- Median age
- Households with children
- Non-English speaking households
- Predominant language
- Education levels





Assignment	June	July	August	September	October	November	December				
<b>Finance, ED</b>	Revenue & Expenditure 1st estimate	Review process before instructions go out	Update 5 year forecast, reserves and review of 2022 budget	Updated Revenue & expenditures, balance budget	1st reading of budget to Board	2nd reading of budget to Board, levy public hearing	Board budget approval, public hearing				
<b>Finance Committee</b>		Review 6 month expenditure for current year, revenue estimate	Identify budget goals, priorities, shortfalls, etc.	Draft 2023 and amended 2022 budgets prepared	Final revenue and expenditure forecasts	Final 2023 budget and 2022 amendments prepared	Adoption of 2023 Budget				
<b>Admin Team</b>		Budget requests & instructions to Departments/Managers	Budget retreat, draft Division Budget Requests Due	Finalize Division budget requests	Develop 2023 work plans and narratives	Finalize work plans and budget narrative	Final budget document to Board				
<b>ED/Board of Trustees</b>		2022 workplan review and status report to Board	Initiate budget narrative, identify data points	Determine budget goals, outcomes	Prepare amended budget request, reserve allocations	Property tax levy, approval and resolution; filed with counties, Nov. 30	Submit final levy rate and budgets to all County Assessors				

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

December 31, 2021 Ending Cash Balance	\$19,674,309
Year-to-date Revenue Received	\$15,031,133
Year-to-date Expenditures	<u>-\$10,632,292</u>
<b>Cash Balance May 31, 2022 (Estimated)</b>	<b>\$24,073,151</b>

<b>Restatement of cash balance with cash reserve plan -</b>	
December 31, 2021 Ending Cash Balance	\$19,674,309
(Variances occur due to when property tax revenue is received)	

Reserve Fund

Objective 1 Capital Repairs and Maintenance	\$550,000
Objective 2 Replacement Vehicles	\$48,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,300,000
Brush Prairie	\$500,000
Unrestricted Capital	\$158,695
Objective 4 Innovation	\$68,467
Objective 5 Budget Stabilization Fund	1,364,526
Total Reserve Plan Objectives 1-5	<u>\$10,398,282</u>
Operational Fund > 60 to 90 days of annual operational budget	\$13,674,869
<b>Cash Balance May 31, 2022</b>	<b>\$24,073,151</b>

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

	December 31, 2021 Ending Cash Balance	\$19,674,309
	Year-to-date Revenue Received	\$15,031,133
	Year-to-date Expenditures	-\$10,632,292
<b>Estimated</b>	<b>Cash Balance May 31, 2022</b>	<b>\$24,073,151</b>

**January 01, 2022 - December 31, 2022 Fiscal Year**

**Restatement of cash balance with cash reserve plan -**

December 31, 2021 Ending Cash Balance	\$19,674,309
May 2022 Cash Balance:	\$24,073,151
Reserve Plan Objectives 1-4:	-\$10,398,282
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$13,674,868

# Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2022  
For the Month Ending May 2022 (With year-to-date totals)

	2022 Budget (Approved 12/21)	May 2022 Revenues	All Revenue for the Five-months ended May 2022	Year - to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10.1 Property Taxes - Clark	24,250,000	1,574,591	13,500,847	55.67%
311.10.1 Property Taxes - Skamania	675,000	233,569	327,926	48.58%
311.10.1 Property Taxes - Klickitat	1,345,500	492,483	662,153	49.21%
311.10.1 Property Taxes - Cowlitz	325,000	130,607	156,065	48.02%
<b>Total Property Taxes</b>	<b>26,595,500</b>	<b>2,431,249</b>	<b>14,646,991</b>	<b>55.07%</b>
<b>Other Taxes</b>				
312.10. Other General Tax	-	-	21,187	0.00%
318.20 Leasehold Excise Tax	120,000	29,648	67,666	56.39%
<b>Total Other Taxes</b>	<b>120,000</b>	<b>29,648</b>	<b>88,853</b>	<b>74.04%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
332.00 Federal in-lieu of Taxes	5,000	5,360	11,151	223.03%
335.05 State Forest Boards	225,000	-	12,410	5.52%
338.7 Yale Valley Library Dist	162,500	-	51,437	31.65%
338.72 INET City of Vancouver (PEG)	61,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>454,000</b>	<b>5,360</b>	<b>74,998</b>	<b>16.52%</b>
<b>Charges for Services</b>				
341.60 Equipment Use Fees	20,000	1,461	10,023	50.11%
347.21 Non-Resident Borrower Fee	6,000	190	2,141	35.68%
347.90 Lost / Damaged Material Fee	25,000	529	7,763	31.05%
347.50 Collection Agency Referral Fee	5,000	40	720	14.40%
<b>Total Charges for Services</b>	<b>56,000</b>	<b>2,220</b>	<b>20,647</b>	<b>36.87%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	120,000	14,190	48,989	40.82%
362.00 Rental Income	2,500	18,516	103,535	0.00%
367.1 Restricted Contribution - BG	-	-	1,911	0.00%
367.1 Restricted Contribution - GD	-	-	200	0.00%
367.1 Restricted Contribution - WS	-	-	200	0.00%
367.10 Gifts/Contributions	15,000	33	207	1.38%
369.90 Library Friends Groups' Reimbursements	150,000	-	1,564	1.04%
369.90 Library Foundation Reimbursements	1,000,000	580	580	0.06%
369.40 Insurance Reimbursements	250,000	41,401	41,511	16.60%
369.90 Miscellaneous	2,500	71	382	15.28%
367.1 Private Grants	150,000	-	-	0.00%
369.90 Other Miscellaneous - E-Rate	200,000	-	-	0.00%
395.00 Sale of Assets	20,000	47	565	2.83%
<b>Total Miscellaneous</b>	<b>1,910,000</b>	<b>74,839</b>	<b>199,645</b>	<b>10.45%</b>
<b>Total Operating Revenue</b>	<b>\$ 29,135,500</b>	<b>\$ 2,543,316</b>	<b>\$ 15,031,133</b>	<b>51.59%</b>
<b>Transfer in from Reserves</b>	<b>\$ 2,400,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Revenues and Transfer from Reserve</b>	<b>\$ 31,535,500</b>	<b>\$ 2,543,316</b>	<b>\$ 15,031,133</b>	<b>47.66%</b>

5/12 months = 41.67%

Jan.-Dec. 2022 Fiscal Year

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

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	May 2022 Expenditures	All Expenses for the Five-months ended May 2022	Year to Date Annual Budget Percentage
<b>Personnel</b>					
572.10	Wages	12,000,000	908,015	4,705,600	39.21%
572.24	Benefit - Medical	2,560,000	164,576	520,424	20.33%
572.24	Benefit - Dental	300,000	22,093	139,183	46.39%
572.24	Benefit - Life, LTD, STD	125,000	21,418	93,402	74.72%
572.22	Benefit - PERS	1,540,000	87,829	541,984	35.19%
572.21	Benefit - FICA	910,000	69,479	349,854	38.45%
572.25	Benefit - L & I - Workers Compensation	100,000	16,154	38,004	38.00%
572.25	Benefit - PFML	20,000	1,492	7,483	37.41%
572.28	Unemployment Expense	10,000	1,069	-	0.00%
	<b>Personnel Subtotal:</b>	<b>17,565,000</b>	<b>1,292,124</b>	<b>6,395,933</b>	<b>36.41%</b>
<b>Supplies</b>					
572.30	Supplies	392,525	24,154	118,049	30.07%
572.35	Small Equipment (FF&E)	266,700	178,699	218,952	82.10%
572.38	Technology	433,000	213,780	332,207	76.72%
572.33	Professional Collection / Tech	350,000	19,781	115,676	33.05%
	<b>Supplies &amp; Small Equipmt/Tech Subtotal:</b>	<b>1,442,225</b>	<b>436,414</b>	<b>784,884</b>	<b>54.42%</b>
<b>Library Books / Materials</b>					
572.34	Library Books & Materials	2,300,000	69,896	507,670	22.07%
572.39	Electronic Resources	1,600,000	97,367	562,789	35.17%
	<b>Library Materials Subtotal:</b>	<b>3,900,000</b>	<b>167,263</b>	<b>1,070,459</b>	<b>27.45%</b>
<b>Other Services / Charges</b>					
572.41	Professional Services	1,725,000	183,973	783,312	45.41%
572.42	Communications	387,800	28,973	174,973	45.12%
572.43	Training / Travel	108,000	7,543	45,279	41.93%
572.44	Advertising	30,000	165	1,139	3.80%
572.45	Rentals / Leases	567,925	28,546	292,858	51.57%
572.46	Insurance	220,000	-	3,529	1.60%
572.47	Utilities	458,855	32,696	178,826	38.97%
572.48	Repairs & Maintenance	704,250	106,239	331,207	47.03%
572.49	Misc / Dues / Printing / Other	165,700	13,906	55,819	33.69%
572.50	Intergovernmental Services	3,640	160	1,141	31.35%
xxx.xx	Unallocated expenses	-	18,818	37,441	-
xxx.xx	Invoices on hold	-	(3,465)	(91,081)	-
	<b>Other Charges &amp; Services Subtotal:</b>	<b>4,371,170</b>	<b>417,554</b>	<b>1,814,443</b>	<b>41.51%</b>
<b>Capital Outlay</b>					
594.62	Buildings / Non-Owned	500,000	3,184	14,065	2.81%
594.62	Buildings / Owned	3,392,105	18,651	551,252	16.25%
595.62	Yale Project	40,000	-	1,192	2.98%
594.64	Machinery & Equipment	325,000	-	64	0.02%
	<b>Capital Outlay Subtotal:</b>	<b>4,257,105</b>	<b>21,835</b>	<b>566,573</b>	<b>13.31%</b>
<b>Grand Total All Expenditures:</b>		<b>31,535,500</b>	<b>2,335,190</b>	<b>10,632,292</b>	<b>33.72%</b>

May is the 5th month of the fiscal year. Year-to-date budget percentages should be at 41.67%, representing 5/12 months.

Jan.-Dec. 2022 Fiscal Year



## June 2022 - ORGANIZATIONAL REPORT

### 1. COVID-19 Service & Staffing Response

- All locations open a minimum of 10 am to 6 pm Monday - Friday
  - Limited meeting room use
  - Start of adult in-person programs

### 2. Capital Projects

- Operations Center (Mill Plain)
  - CTRAN Rapid Transit station construction
  - Completion of parking lot improvements on leased areas
- Woodland Community Library
  - Schedule set for design development and next phases
- Washougal Community Library
  - Community meeting with Hacker
  - Staff building committee meeting
- Grand Boulevard building
  - Demolition permit in process
  - RFP for remodel/construction ready
  - Confirmed SeaMar's on-time departure

### 3. Executive Director's Activities: May 17 - June 10, 2022

- Clark County Investment Pool meeting
- Washington State Library DEI Initiative
- Community Outreach with Vancouver Housing Authority
- Vancouver Community Library space planning study
- Interview - Finance Manager
- Vancouver carpet selection
- Washougal Building Committee
- Johnston Architecture - GB/OC remodel plans
- Urban Library Council Director's call
- WA Library Directors Meet Up (virtual)
- Equity Lens Training
- Insurance policy renewals
- Board bill review training and procedure
- Washougal Friends meeting
- Foundation Board meeting
- Administrative team retreat
- Hacker Architects - Washougal Community meeting
- Brush Prairie Interest Group meeting
- Yale Valley Board meeting



# Foundation Update

**Novel Night**

**A Farm to Table FUNDRAISER** for the Washougal Library Building Project

**AUGUST 6 | 5-9 | Get To-Gather Farm**  
**TICKETS: [novelnight.eventbrite.com](https://novelnight.eventbrite.com)**

Come join us at Get To-Gather Farm in Washougal on Saturday, August 6 for this fun gathering to raise funds for the Washougal Library Building Project! The evening will include a farm-to-table dinner and beverages, auctions, an update from the architects on the new library, music, and more. Tickets and more information at [novelnight.eventbrite.com](https://novelnight.eventbrite.com)

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## **Great News!**

- FVRL Foundation received a \$10,000 grant from an anonymous donor-advised fund at the Community Foundation for Southwest Washington
- PacifiCorp Foundation awarded FVRL Foundation a \$1,000 grant to help support early learning programs

## **A Big Thank You to Our 2022 Summer Reading Sponsors:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Camas-Washougal Community Chest</li><li>• Camas-Washougal Rotary Foundation</li><li>• Cooper Chiropractic</li><li>• eXp Realty (Debbie Crane)</li><li>• Five Rings Anchor Financial</li></ul> | <ul style="list-style-type: none"><li>• Image360</li><li>• Kumon Vancouver North</li><li>• Lice Clinics of America</li><li>• OnPoint Community Credit Union</li><li>• Simply Thyme Catering</li><li>• Vancouver Family Magazine</li></ul> |
|---|---|

**Upcoming Events**

Thursday, June 23

**FVRL Foundation Board Meeting**  
Via Zoom  
3:00pm–4:00pm

Saturday, June 25

**FVRL Trustee Retreat & Meeting**  
Hybrid Zoom/in-person meeting at  
Woodland Community Center,  
4:00pm–6:00pm

Saturday, June 25

**La Center Friends Book Sale:**  
La Center Library  
10:00am to 2:00pm

Monday, July 4

**FVRLibraries will be closed in  
observance of Independence Day**

Friday & Saturday, July 15–16

**Battle Ground Friends Book Sale:**  
Battle Ground Library  
10:00am to 6:00pm both days

Monday, July 18

**FVRL Trustee Meeting**  
Via Zoom (TBC) 6:00pm–8:00pm

**Building Campaigns and  
Cornerstone Pledges**

Washougal has 36 Cornerstones,  
2 Stepping Stones,  
and 1 Keystone.

Woodland has 31 Cornerstones,  
4 Stepping Stones, 5 Keystones, and  
4 Capstones.

*\*Please note: some Cornerstones have  
graduated to Stepping Stones, which is  
why some Cornerstone totals have  
decreased.*

**How Board Members Can Help**

- Spread the word about the Fred Meyer Rewards program:  
[fredmeyer.com/i/community/community-rewards](http://fredmeyer.com/i/community/community-rewards)
- Sign up to support FVRL Foundation through Amazon Smile:  
[smile.amazon.com/](http://smile.amazon.com/)

**Books, Books, and More Books!**

The Foundation recently sent out eight more pallets-worth of donated books to ThriftBooks, all carefully compiled by Rick.



**Diana Knous from PacifiCorp Foundation  
presents Rick Smithrud with a \$1,000 check to  
benefit early learning programs.**





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

*May 16, 2022*

**1. CALL TO ORDER**

Chair Higgins called the regular meeting to order at 6:00pm.

**ATTENDEES:**

*Board Members Present:* Jane Higgins, Mary Ann Duncan-Cole, Penny Love-Henslee, Megan Dugan,

*Virtual:* Kristy Morgan, Kaitlin Dittmar

*Excused:* Kate Maple

*Administrative Team:* Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications Director; Dave Josephson, Facilities Director; Lee Strehlow, Human Resources Director; *Special Guests:* Jurinda Swingruber, Branch Manager; Duncan Brown, PFM; *Recording:* Sami Bretherton, Executive Assistant

**2. AGENDA**

**MOTION:** Megan Dugan moved and Penny Love-Henslee seconded approval of the agenda. The motion carried unanimously via roll call.

**3. CHAIR ANNOUNCEMENTS**

Chair Higgins welcomed the Board and the public to the meeting. She announced the resignation of Kate Maple from the Board as of May 31, 2022. Chair Higgins also announced that there would be a public hearing for Woodland property subdivision on Saturday, June 25, 2022 at the Woodland Community Center.

**4. REPORTS**

**4.1 Debt Financing Options:** Duncan Brown, PFM Financial Advisors

Brown gave an overview of the debt financing including bonds, bond sales and debt capacity.

**4.2 FVRL Operational Report:** Mary Abler, Deputy Director

Abler updated the Board on our current service activities as well as FVRL's strategic plan update.

**4.3 La Center Community Library Branch Report:** Jurinda Swingruber, Branch Manager

Swingruber shared an update on La Center's branch activities over the past year.

**4.4 Outreach and Community Partnerships Division Report:** Justin Keeler, Director

Keeler gave an overview of the work and support his team provides to FVRL's libraries and patrons.

**5. CONSENT AGENDA**

**5.1 Minutes Approval – April 18, 2022 meeting**

**5.2 FVRL Expenditure Approval:** Reviewed by Megan Dugan

**MOTION:** Mary Ann Duncan-Cole and Penny Love-Henslee seconded approval of the consent agenda. The motion carried unanimously via roll call.

\*Note: It was decided that discussion of Meeting Minutes format would be added as an agenda item for the Board Retreat.

**6. BUSINESS**

**6.1 Facilities Committee**

a. Facilities Update: Dave Josephson

Josephson shared information on the latest facilities and maintenance projects.

- b. Staff Report 2022-21: Woodland Property Surplus  
 FVRL is subdividing the property slated for the new Woodland Community Library. FVRL has determined it no longer needs to retain the excess corner property for the project. In order to sell the property, FVRL is required to give notification and hold a public hearing to undertake the surplus of the land.

**6.2 Policy Committee**

- a. Staff Report 2022-19: Vancouver meeting room fee schedule  
 Vancouver Community Library is simplifying their meeting room fee schedule.
- b. Adopt revised meeting room fees for Vancouver Community Library

**MOTION:** Kristy Morgan and Megan Dugan seconded adoption of the updated Vancouver meeting room fee schedule. The motion carried unanimously via roll call.

**6.3 Finance Committee**

- a. April 2022 FVRL Financial Statements
- b. Staff Report 2022-20: Finance Division Update  
 Shelley updated the Board on the current status of the Finance Division and the April financial statement.

**6.4 Board Business**

- a. Board Retreat – Saturday, June 25, 2022, Woodland Community Center
- b. Committee Assignments and Bill Review Schedule

**7. CITIZEN COMMENTS**

Written comments were received from: bubblechuckle, Lori Judkins, Irina, Judy June, Anna Nolen, Henry Harbert, David Funk, Dennis Anderson. All written comments were citizens opposed to the Drag Queen Story Hour program.

In person comments received from:

Quill Onstead – in favor of Drag Queen Story Hour program  
Dawn Land, Gary Wilson, Troy Wine, Anna Nolen, Phil Kronebusch – opposed to Drag Queen Story Hour program.

**BOARD COMMENTS**

Chair Higgins thanked the public and Trustees for their time and attendance.

**8. NEXT REGULAR MEETING**

The next meeting is Saturday, June 25, 2022 (Hybrid/Woodland Community Center)  
Board Retreat 9am – 4pm; Board Meeting 4pm – 6pm

**9. ADJOURNMENT**

The meeting adjourned at 8:04 pm.

**Approved:**

\_\_\_\_\_  
Jane Higgins, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Ann Duncan-Cole, Secretary

\_\_\_\_\_  
Date



**BOARD COVER WORKSHEET**

**BOARD DATE:**

June 25, 2022

<b>Date Paid</b>	<b>Warrant Numbers</b>	<b>Amount</b>
<b>Accounts Payable</b>		
May 6, 2022	114987-115034	396,844.59
May 11, 2022	115035-115109	159,607.76
May 18, 2022	115110-115159	437,835.91
May 25, 2022	115160-115198	259,318.48

Total Accounts Payable Warrants Issued **1,253,606.74**

**Accounts Payable EFT Payments**

May 4 - May 25, 2022	EFT01183-EFT01201	28,760.45
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Total Accounts Payable EFT Payments **28,760.45**

**Accounts Payable Voids and Cancels**

Total Accounts Payable Warrant Voids and Cancels

**Payroll**

May 10, 2022	Payroll Warrants Issued - via ADP	309,529.71
May 25, 2022	Payroll Warrants Issued - via ADP	327,220.50
		<b>636,750.21</b>

**ACH EFT Transfer**

May 10, 2022	Federal	100,454.77
May 10, 2022	Oregon	3,090.42
May 10, 2022	Washington	2,704.82
May 25, 2022	Federal	116,169.52
May 25, 2022	Oregon	3,048.30
May 25, 2022	Washington	2,866.26
May 25, 2022	WA Department of Revenue - Sales and Use Tax	203.61
May 25, 2022	WA Department of Revenue - Sales and Use Tax	562.89
May 31, 2022	WA Department of Retirement Services	169,685.34
May 31, 2022	OASI	58.27
May 31, 2022	ADP	4,486.04
May 31, 2022	Kaiser	16,160.82

Total ACH EFT Transfers **419,491.06**

**Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids** **2,338,608.46**

Finance Director Reviewed \_\_\_\_\_

Date \_\_\_\_\_

**Fort Vancouver Regional Library District  
Staff Report 2022-22  
Surplus of Woodland Property**

**TO: Board of Trustees**

**FROM:** Amelia Shelley, Executive Director

**DATE:** 06/25/2022

**SUBJECT: Surplus of Woodland property**

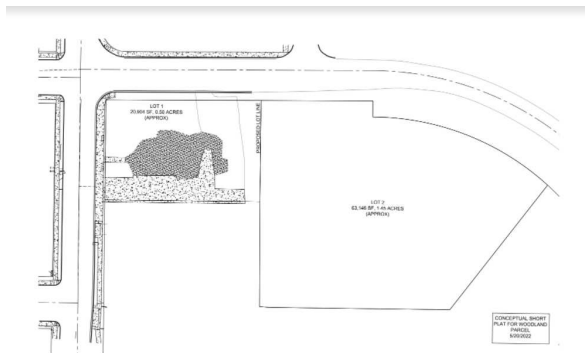
**SUMMARY:** FVRL is in the process of subdividing the property at 828 Goerig Street (parcel #50480) as only the eastern portion of the property is needed for the construction of the new library and adjacent parking lot. The remaining property also allows for potential expansion for the library in the future.

**KEY POINTS:**

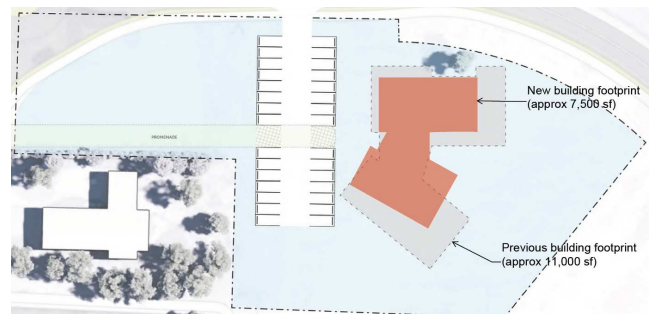
- FVRL purchased 2.42 acres of property at the corner of Goerig and Lakeshore in 2017
- Proposed 7500 sf structure plus parking lot planned fits on the east side of property
- Approximately 20,904 sf corner lot not in final scope

**OVERVIEW:** FVRL purchased the Berry property in mid-2017 to build a new library. To date, the District has performed Phase I and II environmental evaluations and a geo-tech report, demolished and mitigated an existing structure, and completed a conceptual design for a new library. FVRL is currently engaged in a partial redesign of the original building to meet budget restrictions for the project. It is anticipated that the construction of the new library could start in early 2023.

FVRL has determined that the corner location would limit the ability of FVRL to expand in the future or design the most functional space for a public library. The conceptual design for the library places the building on the east side of the property where a natural buffer in the landscape and the width of the property accommodates a broader footprint.



**Subdivided property**



**New library location**

**ACTION REQUESTED:** Staff seeks Board approval to surplus approximately a half acre of the property located at the corner of Lakeshore Drive and Goerig Street. This surplus will facilitate the sale or transfer to another governmental agency of the land for other purposes.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**RESOLUTION: 2022-09**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO SURPLUS A PORTION OF THE PROPERTY PURCHASED FOR THE WOODLAND COMMUNITY LIBRARY**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Saturday, June 25, 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**, FVRL purchased 2.42 acres of property at 828 Goerig in Woodland, Cowlitz County (Parcel 50480) for \$999,999.00 in 2017, and

**WHEREAS**, the District has determined that the property is larger than needed to site the new library, and resolved on April 18, 2022 to subdivide the property to reduce the cost and maintenance burden to FVRL; and

**WHEREAS**, once the subdivision is complete, FVRL would like to sell the excess property to provide additional funds to support construction of the new library, and

**WHEREAS**, in order to sell the property, FVRL has duly advertised in the Longview Daily News on June 9, 2022 and announced the date and time of the public hearing on the surplus of the property per 39.33.020 RCW; and

**WHEREAS**, the public hearing was held during the Board meeting at the Woodland Community Center in Woodland, WA (Cowlitz County) on June 25, 2022, at least 10 days after public notification of the intent to surplus,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to initiate the surplus process for one of the two parcels of the Woodland property to facilitate a future sale.

Adopted this 25th day of June 2022

Approved: \_\_\_\_\_  
Jane Higgins, Chair

Attested: \_\_\_\_\_  
Penny Love-Henslee, Vice Chair

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**Fwd: Legal Notice Submission**

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**Tak Kendrick** <tkendrick@fvrl.org>  
To: Amelia Shelley <ashelley@fvrl.org>

Tue, Jun 7, 2022 at 5:01 PM

Amelia,

Legal notice will run on 6/9 (Thursday) in The Daily News. They'll send the tearsheet, but I'll also ask Jennifer if she can scan it in for us.

Tak

----- Forwarded message -----

From: **Alena Crosswhite** <acrosswhite@tdn.com>  
Date: Tue, Jun 7, 2022 at 3:56 PM  
Subject: RE: Legal Notice Submission  
To: Tak Kendrick <tkendrick@fvrl.org>

Tak, I have this scheduled to run on June 9<sup>th</sup>, and legals bill after they run so you have the notarized proof of publication, and tearsheet to back up the invoice. Below is a snip of the proof.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT - NOTICE OF PUBLIC HEARING FOR DECLARING SURPLUS PROPERTY Notice is hereby given that a public hearing will be held by Fort Vancouver Regional Library District as part of the Board of Trustees meeting on June 25, 2022. The meeting begins at 4:00 p.m. and is held in the Woodland Community Center, 770 Park Street, Woodland, Washington. The purpose of the hearing is to allow public comment on the proposal to declare the property located at 828 Goerig Street, Woodland, WA 98674 (parcel #50480) as surplus property. The property is proposed to be sold as an intergovernmental transfer. If you have questions or comments about the surplus property, please contact Executive Director - Amelia Shelley at (360) 906-6011 or ashelley@fvrl.org. An interpreter for the hearing impaired will be provided upon request with a minimum notice of five days.

**Alena Crosswhite**

Sales Assistant

The Daily News

360.577.2558

www.tdn.com



	May Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	42,810	29,919	43.09%	215,282	135,178	59.26%
Cascade Park Community Library	66,123	44,629	48.16%	320,837	201,194	59.47%
La Center Community Library	6,452	5,223	23.53%	32,716	23,427	39.65%
Ridgefield Community Library	9,498	4,548	108.84%	45,947	23,681	94.02%
Three Creeks Community Library	44,273	33,262	33.10%	223,331	147,890	51.01%
Vancouver Community Library	57,437	34,570	66.15%	271,670	168,595	61.14%
Vancouver Mall Library	11,634	9,144	27.23%	57,950	41,334	40.20%
Washougal Community Library	8,274	7,392	11.93%	39,262	35,991	9.09%
Green Mountain Library Express	263	3	8666.67%	1,118	88	1170.45%
Yacolt Library Express	4,750	1,762	169.58%	24,092	11,285	113.49%
LibCabinet at Vancouver Mall	2	720	-99.72%	37		
<b>Clark County Total</b>	<b>251,516</b>	<b>171,172</b>	<b>46.94%</b>	<b>1,232,242</b>	<b>788,663</b>	<b>56.24%</b>
Woodland Community Library	5,008	3,999	25.23%	24,840	19,785	25.55%
Yale Library Express	905	167	441.92%	3,845	779	393.58%
<b>Cowlitz County Total</b>	<b>5,913</b>	<b>4,166</b>	<b>41.93%</b>	<b>28,685</b>	<b>20,564</b>	<b>39.49%</b>
Goldendale Community Library	6,420	3,770	70.29%	31,370	18,144	72.89%
White Salmon Valley Community Library	9,974	8,301	20.15%	50,553	38,116	32.63%
Klickitat County Bookmobile	957	8	11862.50%	5,256	406	1194.58%
<b>Klickitat County Total</b>	<b>17,351</b>	<b>12,079</b>	<b>43.65%</b>	<b>87,179</b>	<b>56,666</b>	<b>53.85%</b>
North Bonneville Community Library	493	543	-9.21%	2,034	2,842	-28.43%
Stevenson Community Library	4,416	3,634	21.52%	21,948	16,684	31.55%
Skamania County Bookmobile	1,405	325	332.31%	5,860	1,124	421.35%
<b>Skamania County Total</b>	<b>6,314</b>	<b>4,502</b>	<b>40.25%</b>	<b>29,842</b>	<b>20,650</b>	<b>44.51%</b>
District-wide	127	183	-30.60%	621	1,131	-45.09%
Mail	937	4,370	-78.56%	5,501	23,120	-76.21%
InterLibrary Loan Materials	320	127	151.97%	1,501	257	484.05%
<b>Misc Total</b>	<b>1,384</b>	<b>4,680</b>	<b>-70.43%</b>	<b>7,623</b>	<b>24,508</b>	<b>-68.90%</b>
Downloadable eBooks	56,325	61,014	-7.69%	276,586	314,452	-12.04%
eMagazines	1,606	2,104	-23.67%	8,879	13,375	-33.61%
Downloadable & streaming audiobooks	54,764	51,935	5.45%	260,730	261,772	-0.40%
Downloadable & streaming music	18,784	25,039	-24.98%	91,648	125,164	-26.78%
Streaming video	8,656	9,263	-6.55%	41,503	47,840	-13.25%
<b>eContent Total</b>	<b>140,135</b>	<b>149,355</b>	<b>-6.17%</b>	<b>679,346</b>	<b>762,603</b>	<b>-10.92%</b>
<b>TOTAL</b>	<b>422,613</b>	<b>345,954</b>	<b>22.16%</b>	<b>2,064,917</b>	<b>1,673,654</b>	<b>23.38%</b>

# Librarian Sean McGill gets Ridgefield students excited for summer reading

[ridgefieldsd.org/o/south-ridge-elementary/article/759634](https://www.ridgefieldsd.org/o/south-ridge-elementary/article/759634)



RSD

JUN 03, 2022

Ridgefield’s Community Librarian, Sean McGill, visited South Ridge Elementary to promote the Fort Vancouver Regional Library’s (FVRL) Summer Reading Program—and to roar like a tiger. McGill read the Korean story “The Tiger and the Dried Persimmon” to Sara Marshall’s class, which required him to roar and run around the library like a tiger—twice—much to the delight of Ridgefield School District first graders.



McGill also brought a big cardboard box with a long green tail sticking out of one side. “Should I shake it?” he asked. The students, wide-eyed, nodded yes. He shook the box, then dramatically opened it to pull out a long, green, plush sea serpent. The sea serpent represented this year’s theme for the FVRL Summer at Your Library Program: cryptids (animals that are purported to exist but have never been proven to exist).

The program asks students to log their reading over the summer, either in a printed program or online. And it rewards students with a free book just for signing up, a free tote bag after meeting reading goals, and the chance to win gift cards. The kids were excited to learn what the Summer Reading Program offered. “I’m signing up!” one boy exclaimed, “I want a new book!”

McGill posed a few questions to the class. Does it count when someone reads a book to you? Does it count if you read to someone else? How about if you read to your dog? The answer to all of these questions is yes, these all count. “How about if your dog reads to you?” McGill asked. “Trick question! Dogs can’t read.” This last question elicited a giggle from the students as they imagined their dogs reading out loud to them.

McGill also good-naturedly fielded a number of first grade questions, including “Did you know Bigfoot is actually real?” “Were you born in the 1980s?” and “Guess what? Last night I got a hamster.”

In addition to the summer reading program, FVRL offers a wide range of virtual events over the summer, some cryptid-themed and some not. From Sasquatch: Legend Meets Science to an online tour of Wolf Haven, there is something for everyone: magic and museums, science and singing, comedy and concerts. To see the full list, go to <https://www.fvrl.org/summer-reading>.



South Ridge Elementary School librarian Emily Crawford and other Ridgefield school librarians are pleased to partner with FVRL throughout the year. They expand students’ opportunity to read with programs like StoryWalks, where laminated book pages are posted along an outdoor walkway. They also generate interest in reading through a bookmark contest where students create original bookmarks and compete for prizes.

“This year, we had over 1,300 entries at the Ridgefield branch, more than any other library in the district,” McGill said. Library staff spent hours posting the students’ bright and cheerful bookmark designs all around the Ridgefield library. “In fact,” he said, “this year, one of the contest winners was from Ridgefield High School. And 63 students received an honors award.”

“The kids love the contest!,” Crawford said. “Since they host the contest every other year, we run our own contest at the elementary schools during the off years. I had to go get new markers because the kids wore them out coloring!” The school libraries are hoping to partner

with FVRL on other projects in the future, including a possible library lock-in movie night. In the meantime, South Ridge students are looking forward to a summer filled with reading, prizes, and entertainment thanks to FVRL.

To sign up for the Summer Reading Program, visit the Ridgefield Library, located at 210 North Main Avenue, or sign up online at <https://www.fvrl.org/summer-reading>.



# Local author holds talk

[goldendalesentinel.com/news/local-author-holds-talk/article\\_2b04ae08-ecd0-11ec-b8d7-5bd0c8ef9ffb.html](https://goldendalesentinel.com/news/local-author-holds-talk/article_2b04ae08-ecd0-11ec-b8d7-5bd0c8ef9ffb.html)

June 15, 2022



On Thursday, June 23, the Goldendale Branch of the Ft. Vancouver Regional Library will host Goldendale native Laurie Case Wilhite for an author talk about her book *Paddle to the Pacific: A journey of reflection on the Columbia River*. The event will be held in the Camplan Room from 7 to 8:30 p.m. To reserve a spot for the event, visit the Goldendale library's website; some walk-in spots will be available.

Upon retiring from teaching in White Salmon, Woodland, Emmett, Klickitat, and Goldendale, Laurie set out on a kayak adventure to reflect on life along the Columbia River. She completed the journey to the Pacific Ocean by kayak in 24 different paddles, which became chapters in her book. She paddled stretches of the Columbia not in downriver order but when friends and family could join her on the adventure.

As the description on the back of her book *Paddle to the Pacific* says, "Experience the Columbia River from the water through the story of Laurie's journey by kayak. Geology, wildlife, history, and people along the river come together to form this rich tale of adventure. Slow down the pace, feel the river mile after mile, and join her journey of reflection."

The author talk will include stories from the river, including discovering fresh bear tracks, surprise waterfalls, waves, wind, and tides. The multimedia presentation will also include photos and video from her kayak, as well as musical accompaniment with acoustic guitar played by her husband Don.

Author signed books will be available for sale at a reduced price of \$26 cash at the end of the talk. It is also available for sale on [Amazon.com](https://www.amazon.com), The Discovery Center and Dalles Art Center in The Dalles, Gorge Interpretive Museum in Stevenson, Waucoma Bookstore in Hood River, Spuce Gifts in Cascade Locks, and other locations along the Columbia River.

For more information about upcoming book talks, news articles, and more, visit: [www.paddletothepacific.weebly.com](http://www.paddletothepacific.weebly.com).