



**AGENDA FOR PUBLIC MEETING**

**DATE:** Monday, November 14, 2022 at 6:00pm

**LOCATION: In Person:** Washougal Community Center; 1681 C St, Washougal, WA 98671

**Zoom Link:** <https://us02web.zoom.us/j/87967318183>  
Meeting ID: 879 6731 8183 ; Passcode: 715309  
Or Dial by your location +1 253 215 8782

**6:00 Regular Meeting**

1. Call to Order
2. Executive Session: Personnel: RCW 42.30.110 (g); Real Estate: RCW 42.30.110 (1) (b) (c)
3. Agenda Approval ACTION
4. Chair Announcements INFORMATION
5. Public Comments
6. Reports: INFORMATION
  - 6.1 FVRL Organizational Report, Administrative Team
  - 6.2 Branch Report: Goldendale Community Library, Terra McLeod
  - 6.3 October Financial Statements, Attar Bhangal
  - 6.4 FVRL Foundation Report & MOU Response, Rick Smithrud
7. Consent Agenda ACTION
  - 7.1 Minutes Approval: October 17, 2022
  - 7.2 FVRL Expenditure Approval: Reviewed by Kristy Morgan
8. Business
  - 8.1 Policy Committee:
    - Placement of New Library Facilities (second reading) INFORMATION
  - 8.2 Finance Committee:
    - 2023 Levy – Public Hearing ACTION
    - Resolution 2022-22: 2023 Levy
    - 2023 Preliminary Budget (second reading) INFORMATION
  - 8.3 Facilities Committee:
    - Energy Northwest EVCS Lease Agreement ACTION
    - Resolution 2022-24: Electronic Vehicle Charging Station Agreement
  - 8.4 Nominating Committee: Slate of 2023 Officers/Committee Appointments INFORMATION
  - 8.5 Personnel Committee: Executive Director’s Annual Review ACTION
    - Resolution 2022-23: Executive Director’s Compensation
9. Board Comments
10. Setting of next regular meeting: Monday, December 19, 2022 (Vancouver Library/Zoom)
11. Adjournment



## NOVEMBER 2022 - ORGANIZATIONAL REPORT

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

- State of Emergency ends October 31, 2022
- All COVID emergency proclamations expire
- New protocols from CDC and LNI

### 2. Capital Projects

- Woodland Community Library
  - Design development continues
  - New donor brochure
- Washougal Community Library
  - New donor brochure
- Grand Boulevard building
  - Contractor selected
  - Permits acquired
  - Engineering Services selected
  - Demo starting

### 3. Executive Director's Activities: October 17 - November 14, 2022

- Public Records Act Basics - MRSC training
- FVRL Staff Listening Session
- 2020/2021 SAO audit with Finance team
- Foundation Fundraiser - Authors & Illustrators Dinner
- Vancouver City Manager
- Public Libraries of Washington - Applied Foresite (online)
- Build the Libraries Committee (WA/WD)
- Energy Northwest - Stevenson site visit
- City of Woodland - Public Works
- Board Committees - Policy and Finance
- Clark County Council - Trustee interviews
- Foundation Board
- Yale Valley Library District Board meeting - 2023 budget
- Clark County Broadband Stakeholders
- Grand Blvd. Operations Center - signage walk
- Admin Team - 2023 Strategic Planning and Budget Retreat
- 2023 Custodial - Request for Proposals Review
- Equity Committee - policy review
- Department of Natural Resources - Carbon Project
- 2022 Volunteer Reception
- Clark County Age Readiness Plan Focus Group

**Fort Vancouver Regional Library District  
Staff Report 2022-58  
Foundation Memorandum of Understanding**

**TO:** Board of Trustees

**FROM:** Amelia Shelley, Executive Director

**DATE:** 11/14/2022

**SUBJECT:** Fort Vancouver Regional Library Foundation Memorandum of Understanding

**SUMMARY:** The Fort Vancouver Regional Library District (Foundation) was formed in 1990 under then FVRL Director Sharon Hammer. The Foundation incorporated in 1998 and the first operating agreement with FVRL was approved in 2002. The agreement, also called a Memorandum of Understanding (MOU), was last renewed on August 21, 2015 and is overdue for an update due to the five year renewal clause.

**BACKGROUND:** In 2015, the State Auditor's Office made a recommendation that FVRL audit the Foundation's use of District resources annually to ensure that FVRL was getting an equal amount of value from the Foundation's services in exchange for the office space and other amenities afforded to them as part of the MOU. FVRL began providing the Foundation with an annual audit of provided amenities and services starting in 2016. A copy of that audit is attached.

**Key Provisions of the current agreement:**

- FVRL provides office and storage space, phones, utilities, computers, internet access, IT help desk support, graphics and design services, volunteer management, use of library vehicles, meeting rooms and library equipment such as tables and chairs for events, office supplies, and copy and printing services.
- The agreement requires that FVRL receive a commensurate value of funding from the Foundation in exchange for these services, spaces and equipment and determines that amount through an annual accounting.
- FVRL provides a budget request to the Foundation each spring for the coming fiscal year.

**FVRL has requested the following additions:**

- Communicate and collaborate on grant applications that are specific to library facilities
- Provide a clear accounting of what specific items have been received through donations
- Collaborate on any donor materials, signage or recognition
- Provide timely recognition for donors (within X days or months)
- More specificity on IT services and expectations
- Adopt a separate agreement with the Communications and Marketing Division

**Action Requested:** None at this time. Would like to approve the MOU with the Foundation at the December 17, 2022 Board meeting.

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

***October 17, 2022 – Stevenson Community Library/Hybrid Meeting***

**1. CALL TO ORDER**

Chair Higgins called the regular meeting to order at 6:02pm.

**ATTENDEES:**

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

*Board Members Virtual:* Vikram Kotwani, Olga Lukomsky Hodges

*Board Members Excused:* Megan Dugan, Kristy Morgan

*Administrative Team:* Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Attar Bhangal, Finance Manager; *Special Guests:* David Wyatt, Stevenson Branch Manager; Rick Smithrud, FVRL Foundation Director; *Recording:* Sami Bretherton, Executive Assistant

**2. AGENDA**

The agenda was amended to reflect that Jane Higgins reviewed the bills for the month in place of Mary Ann Duncan-Cole.

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

**3. CHAIR ANNOUNCEMENTS**

Chair Higgins welcomed Bill Yee as a special guest attending the meeting. Yee was the FVRL Board Trustee who represented Skamania County for 14 years (2006 – 2019). Higgins also discussed meeting protocol and public comments.

**4. PUBLIC COMMENTS**

Kathy Edwards, President of the Friends of the Stevenson Library welcomed the Trustees and guests to Stevenson.

Derya Ruggles and Quill Onstead spoke in support of Drag Queen Story Hour and the value of diverse programming in the library.

Margo Logan and Gary Wilson spoke in opposition to Drag Queen Story Hour.

Written comments opposing Drag Queen Story Hour (DQSH) programming in the library were received from: Henry Harbert, Monty Winton, Phil Hogan, Barbara Hogan, Judy June, Marilyn Roggenkamp, Anna, Lori Judkins, Anonymous

**5. REPORTS**

FVRL Organizational Report, Administrative Team

The Administrative team updated the Board on their work and projects.

Branch Report: Stevenson Community Library, David Wyatt

Wyatt reported on the Stevenson Library, North Bonneville and the Bookmobile activities for the past year.

September Financial Statements, Attar Bhangal

Bhangal shared an overview of the September revenues and expenses.

FVRL Foundation Report, Rick Smithrud

Smithrud reviewed the events of the Foundation.

## **6. CONSENT AGENDA**

**6.1** Minutes Approval – September 19, 2022 meeting

**6.2** Minutes Approval - October 3, 2022 meeting

**6.3** FVRL Expenditure Approval: Reviewed by Jane Higgins in place of Mary Ann Duncan-Cole

**6.4** VLCFA Expenditure Approval: Reviewed by Jane Higgins in place of Mary Ann Duncan-Cole

The consent agenda was amended to reflect that Jane Higgins reviewed the expenses in place of Mary Ann Duncan-Cole.

**MOTION:** Jane Higgins moved and Penny Love-Henslee seconded approval of the amended consent agenda. The motion carried via roll call.

## **7. BUSINESS**

### **7.1** Policy Committee

Placement of New Library Facilities - first reading

The Policy Committee has combined two existing FVRL policies concerning the siting of new libraries; Purchase, Lease, Exchange, and Sale of Real Property, and Provision of Library Service to New Areas into a single revised policy: Placement of New Library Facilities Policy. They have also revised the procedures associated with siting new facilities and services to include using the equity lens as a guide for site selection and criteria for closing an existing location. This policy will be brought to the November meeting for a second reading.

Collection Policy – Review

The Board has been requested to review the existing Collection Policy. Provide feedback to the Executive Director or through the Policy Committee Chair (Jane Higgins) prior to the November committee meeting.

### **7.2** Finance Committee

Allocation of 2021 Unassigned Funds

Shelley reviewed the allocation of 2021 excess revenue into the District's assigned and unassigned reserves. She requested an increase to the Operations Center remodel budget of \$500,000.

Resolution 2022-21: Allocation of 2021 Unassigned Funds

**MOTION:** Penny Love-Henslee moved and Mary Ann Duncan-Cole seconded approval of Resolution 2022-21. The motion carried unanimously via roll call excepting Olga Hodges who was having technical difficulties.

2023 Preliminary Budget (first reading)

Shelley reviewed the details of the 2023 Preliminary Budget. This budget will come back to the Board at the November Board meeting for a second reading and an approval of the 2023 levy which includes a public hearing.

### **7.3** Operations Center Construction Contract

Contracts over \$350,000 need Board approval before moving forward. Union Corner construction was the low bid for the project at \$2,520,000 including sales tax

Resolution 2022-19: Operations Center Construction Contract

**MOTION:** Penny Love-Henslee moved and Mary Ann Duncan-Cole seconded approval of Resolution 2022-19. The motion carried unanimously via roll call.

**8. BOARD COMMENTS**

Penny Love-Henslee thanked the Foundation for their work.

**9. NEXT REGULAR MEETING**

The next meeting is Monday, November 14, 2022 (Washougal/Zoom)

**10. ADJOURNMENT**

The meeting adjourned at 8:02pm.

**Approved:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

December 31, 2021 Ending Cash Balance	\$19,672,242
Year-to-date Revenue Received	\$26,284,209
Year-to-date Expenditures	-\$22,076,951
Add back Expenditures incurred but unpaid	\$60,615
<b>Cash Balance October 31, 2022</b>	<b><u>\$23,940,115</u></b>

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

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

December 31, 2021 Ending Cash Balance	\$19,672,242
October 2022 Cash Balance:	\$23,940,115
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)	\$13,541,832

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

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	\$19,672,242
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
<u>Total Reserve Plan Objectives 1-5</u>	<u>\$10,398,282</u>
Operational Fund > 60 to 90 days of annual operational budget	\$13,541,832
<b>Cash Balance October 31, 2022</b>	<b><u>\$23,940,115</u></b>

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

	2022 Budget (Approved 12/21)	October 2022 Revenues	All Revenue for the ten-months ended October 2022	Year - to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10.1 Property Taxes - Clark	24,250,000	8,521,173	23,035,194	94.99%
311.10.1 Property Taxes - Skamania	675,000	25,052	455,930	67.55%
311.10.1 Property Taxes - Klickitat	1,345,500	14,047	902,281	67.06%
311.10.1 Property Taxes - Cowlitz	325,000	4,544	185,578	57.10%
<b>Total Property Taxes</b>	<b>26,595,500</b>	<b>8,564,816</b>	<b>24,578,984</b>	<b>92.42%</b>
<b>Other Taxes</b>				
312.10. Other General Tax	-	-	22,262	0.00%
318.20 Leasehold Excise Tax	120,000	481	94,030	78.36%
<b>Total Other Taxes</b>	<b>120,000</b>	<b>481</b>	<b>116,291</b>	<b>96.91%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
332.00 Federal in-lieu of Taxes	5,000	-	11,549	230.98%
335.05 State Forest Boards	225,000	617	32,551	14.47%
333.00 Federal Grants	-	-	132,618	-
338.7 Yale Valley Library Dist	162,500	629	114,666	70.56%
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>1,246</b>	<b>291,384</b>	<b>64.18%</b>
<b>Charges for Services</b>				
341.60 Equipment Use Fees	20,000	2,919	23,310	116.55%
347.21 Non-Resident Borrower Fee	6,000	1,072	6,665	111.08%
347.90 Lost / Damaged Material Fee	25,000	5,236	31,136	124.54%
347.50 Collection Agency Referral Fee	5,000	468	2,618	52.36%
<b>Total Charges for Services</b>	<b>56,000</b>	<b>9,695</b>	<b>63,729</b>	<b>113.80%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	120,000	24,502	150,203	125.17%
362.00 Rental Income	2,500	-	124,066	4962.65%
367.1 Restricted Contribution - BG	-	-	1,911	-
367.1 Restricted Contribution - GD	-	-	200	-
367.1 Restricted Contribution - WS	-	-	200	-
367.10 Gifts/Contributions	15,000	-	-	0.00%
369.90 Library Friends Groups' Reimbursements	150,000	115,417	127,526	85.02%
369.90 Library Foundation Reimbursements	1,000,000	(51,561.56)	138,344	13.83%
369.40 Insurance Reimbursements	250,000	-	228,181	91.27%
369.90 Miscellaneous	2,500	3,438	11,489	459.55%
367.1 Private Grants	150,000	105	293,632	195.75%
369.90 Other Miscellaneous - E-Rate	200,000	-	158,068	79.03%
395.00 Sale of Assets	20,000	-	-	0.00%
<b>Total Miscellaneous</b>	<b>1,910,000</b>	<b>91,900</b>	<b>1,233,821</b>	<b>64.60%</b>
<b>Total Operating Revenue</b>	<b>\$ 29,135,500</b>	<b>8,668,138</b>	<b>26,284,209</b>	<b>90.21%</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>8,668,138</b>	<b>26,284,209</b>	<b>83.35%</b>

Jan.-Dec. 2022 Fiscal Year

October is the 10th month of the fiscal year. Year-to-date budget percentages should be at 83%, representing 10/12 months.



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

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	October 2022 Expenditures	All Expenses for the ten-months ended October 2022	Year to Date Annual Budget Percentage
<b>Personnel</b>					
572.10	Wages	12,000,000	963,916	9,423,105	78.53%
572.24	Benefit - Medical	2,560,000	175,958	1,822,764	71.20%
572.24	Benefit - Dental	300,000	21,891	224,955	74.99%
572.24	Benefit - Life, LTD, STD	125,000	11,080	108,137	86.51%
572.22	Benefit - PERS	1,540,000	95,963	941,412	61.13%
572.21	Benefit - FICA	910,000	72,352	704,852	77.46%
572.25	Benefit - L & I - Workers Compensation	100,000	6,544	63,210	63.21%
572.25	Benefit - PFML	20,000	1,550	15,098	75.49%
572.28	Unemployment Expense	10,000	-	830	8.30%
	<b>Personnel Subtotal:</b>	<b>17,565,000</b>	<b>1,349,253</b>	<b>13,304,364</b>	<b>75.74%</b>
<b>Supplies</b>					
572.30	Supplies	392,525	20,157	314,897	80.22%
572.35	Small Equipment (FF&E)	266,700	2,400	244,793	91.79%
572.38	Technology	433,000	1,701	356,458	82.32%
572.33	Professional Collection / Tech	350,000	9,683	139,066	39.73%
	<b>Supplies &amp; Small Equipmt/Tech Subtotal:</b>	<b>1,442,225</b>	<b>33,942</b>	<b>1,055,213</b>	<b>73.17%</b>
<b>Library Books / Materials</b>					
572.34	Library Books & Materials	2,300,000	102,271	1,073,893	46.69%
572.39	Electronic Resources	1,600,000	180,762	1,284,586	80.29%
	<b>Library Materials Subtotal:</b>	<b>3,900,000</b>	<b>283,033</b>	<b>2,358,480</b>	<b>60.47%</b>
<b>Other Services / Charges</b>					
572.41	Professional Services	1,725,000	135,920	1,708,557	99.05%
572.42	Communications	387,800	32,693	345,935	89.20%
572.43	Training / Travel	108,000	5,375	79,472	73.59%
572.44	Advertising	30,000	119	6,968	23.23%
572.45	Rentals / Leases	567,925	53,366	506,244	89.14%
572.46	Insurance	220,000	(1,755)	240,466	109.30%
572.47	Utilities	458,855	31,582	341,033	74.32%
572.48	Repairs & Maintenance	704,250	41,502	588,034	83.50%
572.49	Misc / Dues / Printing / Other	165,700	8,115	93,361	56.34%
572.50	Intergovernmental Services	3,640	233	2,893	79.49%
	<b>Other Charges &amp; Services Subtotal:</b>	<b>4,371,170</b>	<b>307,150</b>	<b>3,912,963</b>	<b>89.52%</b>
<b>Capital Outlay</b>					
594.62	Buildings / Non-Owned	500,000	43,713	74,839	14.97%
594.62	Buildings / Owned	3,392,105	268,829	1,361,463	40.14%
595.62	Yale Project	40,000	-	31	0.08%
594.64	Machinery & Equipment	325,000	9,533	9,597	2.95%
	<b>Capital Outlay Subtotal:</b>	<b>4,257,105</b>	<b>322,074</b>	<b>1,445,931</b>	<b>33.97%</b>
<b>Grand Total All Expenditures:</b>		<b>31,535,500</b>	<b>2,295,453</b>	<b>22,076,951</b>	<b>70.01%</b>

October is the 10th month of the fiscal year. Year to-date budget percentages should be at 83%, representing 10/12 months.

Jan.-Dec. 2022 Fiscal Year

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

Approval of Claims

As of

**November 14, 2022**

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

As of this date, November 14, 2022, The Board of Directors, by a \_\_\_\_\_  
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued  
October 1, 2022 through October 31, 2022

<b>Accounts Payable Warrants Issued</b>	Numbers	<u>116026</u>	Through	<u>116191</u>	<u>\$ 1,314,241.36</u>
<b>Accounts Payable EFT Payments</b>		<u>EFT01401</u>	Through	<u>EFT01424</u>	<u>\$ 78,367.86</u>
<b>Accounts Payable Warrants Voided</b>	Numbers	116090			<u>( \$ 121.52 )</u>
<b>Subtotal FVRL General Fund Warrants, EFTS, Voids</b>					<u>\$ 1,392,487.70</u>
<b>Payroll Warrants Issued</b>	Numbers	_____	Through	_____	<u>\$ -</u>
<b>Payroll Transactions Voided</b>	Numbers	_____			<u>( \$ - )</u>
<b>Payroll Direct Deposits Issued</b>	Numbers	<u>20221007</u>	Through	<u>20221025</u>	<u>\$ 668,749.06</u>

**Electronic Fund Transfers Completed**

<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
ADP	October 21, 2022	4,893.50	
ENDICIA	October 26, 2022	8,500.00	
KAISER HSA	October 31, 2022	16,104.03	
KAISER HSA	October 28, 2022	48.75	
WA DOR	October 17, 2022	931.85	
WA DOR	October 25, 2022	3,069.92	
WA DRS	October 13, 2022	6,294.73	
WA DRS	October 25, 2022	6,179.96	
WA DRS	October 12, 2022	78,704.35	
WA DRS	October 24, 2022	79,338.06	
WA State PFML	October 7, 2022	2,917.48	
Federal	October 7, 2022	115,327.44	
Oregon	October 7, 2022	5,533.91	
WA State PFML	October 25, 2022	2,869.74	
Federal	October 25, 2022	111,825.82	
Oregon	October 25, 2022	2,835.01	<u>\$ 443,374.55</u>

**Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids** \$2,504,611.31

**Total Transactions for Approval** \$2,504,611.31

\_\_\_\_\_  
 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

\_\_\_\_\_  
 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

**BOARD COVER WORKSHEET**

**BOARD DATE:** November 14, 2022

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
<b>Accounts Payable</b>			
October 5, 2022	116026-116028	247,834.26	
October 13, 2022	116029-116067	206,603.19	
October 21, 2022	116068-116115	103,834.74	
October 27, 2022	116116-116191	755,969.17	

Total Accounts Payable Warrants Issued 1,314,241.36

**Accounts Payable EFT Payments**

October 5, 2022	EFT01401-EFT01402	1,912.32	
October 21, 2022	EFT01403-EFT01413	18,140.63	
October 27, 2022	EFT01414-EFT01424	58,314.91	

Total Accounts Payable EFT Payments 78,367.86

**Accounts Payable Voids and Cancels**

October 21, 2022	116090		121.52
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Total Accounts Payable Warrant Voids and Cancels 121.52

**Total ADP ACH Debits**

October 7, 2022	Payroll	334,312.93	
October 7, 2022	State Family & Medical Leave	2,917.48	
October 7, 2022	Federal	115,327.44	
October 7, 2022	Oregon	5,533.91	
October 21, 2022	ADP Payroll Fees	4,893.50	
October 25, 2022	Payroll	334,436.13	
October 25, 2022	State Family & Medical Leave	2,869.74	
October 25, 2022	Federal	111,825.82	
October 25, 2022	Oregon	2,835.01	

Total Payroll Direct Deposit Transfers 914,951.96

**Other ACH Debits**

October 26, 2022	ENDICIA	8,500.00	
October 31, 2022	KAISER HSA	16,104.03	
October 28, 2022	KAISER HSA	48.75	
October 17, 2022	WA DOR	931.85	
October 25, 2022	WA DOR	3,069.92	
October 13, 2022	WA DRS	6,294.73	
October 25, 2022	WA DRS	6,179.96	
October 12, 2022	WA DRS	76,704.35	
October 24, 2022	WA DRS	79,338.06	

Total ACH Debit Transfers 1,112,123.61

**Payroll Voids/Cancels**

0.00

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids 2,504,732.83 121.52

**Total Funds to Approve for Disbursement** 2,504,611.31

Finance Manager Reviewed Arthur Bhargel

Date 11/4/2022

**Fort Vancouver Regional Library District  
Staff Report 2022-53  
Policy Committee Report**

**TO:** Board of Trustees  
**FROM:** Amelia Shelley, Policy Committee  
**DATE:** 11/14/2022  
**SUBJECT:** Policy Review

**1. Placement of New Library Facilities Policy - second reading**

**SUMMARY:** The Policy Committee has combined two existing FVRL policies concerning the siting of new libraries; [Purchase, Lease, Exchange, and Sale of Real Property](#), and [Provision of Library Service to New Areas](#) into a single revised policy: **Placement of New Library Facilities Policy**. We have also revised the procedures associated with siting new facilities and services to include using the equity lens as a guide for site selection and criteria for closing an existing location.

**KEY POINTS:**

- Policies are combined to improve clarity on how new sites within and without the District's boundaries are selected.
- Criteria in the *Guidelines for Library Facility Siting, Acquisition and Disposition of Real Property* are updated to better reflect the District's current strategic plan and [Equity Policy](#).
- Guidelines are updated to include criteria for closing a location.

**ACTION REQUESTED:** Review first reading of new policy. Provide feedback to the Executive Director or through the Policy Committee Chair (Jane Higgins) prior to the next committee meeting on November 9.

**2. [Collection Policy](#) - Review**

**SUMMARY:** The committee discussed FVRL's Collection Policy and did not make enough progress to bring to the Board for a first reading. We anticipate bringing it to the Board in December. No action is needed at this time.

**KEY POINTS:**

- Policy has not been updated since 2009 and is due for review.
- Ensure the policy still matches our organizational values and practices.
- Update to match formatting for current policies.

# Fort Vancouver Regional Library District Placement of New Library Facilities Policy

**DRAFT - CLEAN**

## **Purpose:**

To describe the methods by which libraries will be established, significantly changed, or closed within the Fort Vancouver Regional Library District (FVRL). The Board of Trustees will determine the provision of library services based on funding considerations, population shifts, community demographics, building obsolescence or other reasons.

## **Policy:**

The Board of Trustees will determine the establishment of new library locations, as well as significant changes in services, or the closure of library facilities at existing locations. The Executive Director will develop and maintain guidelines for siting libraries in FVRL's service area and will provide recommendations to the FVRL Facilities Committee regarding library locations. The FVRL Facilities Committee will provide recommendations to the Board of Trustees for their review and consideration.

## **Properties Within District Boundaries:**

The Board of Trustees approves the purchase, lease, exchange, and sale of real property to meet current and future library service needs for the communities the libraries serve. The Board authorizes the Executive Director, or designee, to enter into negotiations of transactions and conclude agreements for such facilities involving real property, subject to Board approval.

Transactions involving real property are guided by site selection criteria developed by FVRL. All real property purchases and agreements shall be handled in accordance with policies and state laws. FVRL may acquire real property for future use in advance of readiness to fund construction.

## **Properties Outside of District Boundaries:**

FVRL shall consider requests to provide library service to Washington residents outside the District's legal boundaries:

1. By a governmental jurisdiction to contract for services, or
2. As a result of a successful election by a city, partial-county or county to annex to the district.

When full service is provided, FVRL will charge the jurisdiction or its residents at the same rate that is assessed within the District's boundaries. When partial or specific services are provided, the services shall be provided on the basis of a negotiated contract. Such requests will only be considered when terms of the agreement are favorable to both parties.

## **Definitions:**

**Real Property:** Any land or property that is fixed in location, which may include a building.

**Service Area:** Clark (excluding the City of Camas), Klickitat and Skamania Counties and within the city limits of Woodland in Cowlitz County, and incorporated cities and towns within these counties that contract with, or are annexed to, FVRL for service.

**Staffed Library:** A service outlet where FVRL offers library services, including library materials, employees and technology that may be housed in a FVRL-owned or leased facility.

**Self-service Library:** A service outlet that allows patrons to enter the building with their library card when FVRL staff are not always present.

**Remote lockers:** Library materials pick up locations that may be at a library facility or located elsewhere in the community.

**Book return:** A FVRL identified container where patrons can return library materials that may be at a library facility or located elsewhere in the community.

**Deposit Collection:** Library materials left at a community partner facility to facilitate access to library materials or equipment.

## **ADMINISTRATION**

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

## **SEVERABILITY**

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

## **CONTINUANCE**

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

**Relevant policies:** Equity; Asset Management; Fiscal Management; Board of Trustees Bylaws

**References:** 39.33.020 RCW, 42.23.030 RCW, 42.30.110 (1)(c) RCW, 42.56.260 RCW, 43.09.210 RCW

**Board Approvals and Policy History:** Purchase, Lease, Exchange and Sale of Real Property Policy; Revised, renamed (formerly Siting, Acquisition, Ownership & Operation of Library Facilities policy: Original policy approved August 11, 2003; Siting Library Facilities policy: Original Policy May 2, 1994; Revised: July 28, 1999; Revised: August 13, 2001; Policy name revised for easier indexing, 2/10/03 (formerly titled Site Guidelines Policy); Revised: April 21, 2008; Revised, renamed, formerly Siting, Acquisition, Ownership & Operation of Library District Facilities Policy and approved by the Board of Trustees 11/19/2018

### [Placement of New Library Facilities Procedure](#)

## **Guidelines for Library Facility Siting, Acquisition and Disposition of Real Property**

Fort Vancouver Regional Library District (FVRL) has established the following guidelines to be considered in siting library facilities. **It is understood, however, that not all of these conditions will be able to be met in all situations.** Priority is dependent on local community needs and conditions. Site selection should always consider the current long range facility plan.

### **Legal considerations:**

- In accordance with [27.12 RCW](#), FVRL policy will prevail in all matters related to FVRL facilities.
- No easements or other legal considerations that would unduly restrict use of the property or impose financial or other liability on FVRL.
- Zoning requirements for library use can be achieved within a reasonable time period.

### **Site Selection:**

- Define need for services based on distance from other locations, demographics of local area, and other relevant criteria.
- Establish demand for services through metrics including but not limited to number of active library cards, percentage of users versus non-users, and other output measures.
- Determine the needed service level needed including self-serve, remote or full service, open hours and staffing.
- Establish value of site based on costs and availability of space, opportunity for donated land or buildings, available capital funding and other factors.
- Identify how this site builds equity for underserved populations including identifying who is served and how access to library resources impacts their lives.

### **Site capacity and infrastructure:**

- Large enough to provide a sufficient “footprint” for parking, landscaping, and the desired building size and possible future expansion.
- Allows placement of the building in such a way as to allow for safe and convenient entrance/exit for library users and deliveries.
- Has accessible technology and utility infrastructures.

### **Accessibility:**

- Located where as many people as possible in the service area can easily reach it.
- On a route where people to be served may easily combine use of the library with other activities.



- Easily and safely accessible by as many means of transportation as possible such as by bicycles, automobiles, public transportation or on foot.
- Has the availability of adequate, well-lit off-street or other safe parking, and walkways.
- **Meets ADA requirements for access and egress.**

### **Visibility and neighborhood suitability:**

- Facility should be compatible in appearance with the neighborhood and its surroundings.
- Site should be easily visible from the street.
- Placement of the library on the site should have minimal adverse environmental impact and fit within the historical context of the neighborhood.

### **Minimizing costs:**

- Necessary utilities should be readily available.
- Land should be free of hazardous material or such material should be easily mitigated or stabilized.
- Cost of the site and needed site improvements must be considered as to their effect on the overall cost of the project.
- Funds adequate to complete the purchase must be in place.

### **Site capacity and infrastructure for service outlets other than buildings:**

- Distance to a full service library responsible for servicing the outlet is reasonable.
- Technology infrastructure which provides reasonable access speed is already on site.
- Safe and convenient entrance/exit for library users and deliveries is available.
- Located in proximity to the existing population and/or in an area frequented by people living in an area.
- Sheltered from the weather and provides reasonable protection from vandalism.
- **Adequate parking adjacent** to the location should be available.

## **Acquisition**

Multiple acquisition options will be considered when acquiring or constructing new library facilities. Among those options are: purchase, commercial lease, lease-purchase, agreements with governmental jurisdictions including Library Capital Facility Areas and agreements with nonprofit organizations. See the **Asset Management Policy** for more information.

## **Purchase**

When possible, the purchase of real property is the preferred method for FVRL to acquire new library locations. Land or existing buildings may be acquired based on the needs of the community and FVRL's resources. FVRL will actively seek to procure property in a manner that maximizes the taxpayer's investment.

## Lease or Lease-Purchase

When the facility is owned by a governmental jurisdiction, FVRL may enter into an intergovernmental agreement. For lease from a governmental jurisdiction a term of twenty-five (25) years or more is expected.

When the facility is owned by a non-profit or commercial entity, FVRL may enter into an agreement for the purchase or lease of said facility. For commercially leased facilities, a ten-year lease with a ten-year option to renew is the preferred terms.

All agreements and contracts, other than purchase agreements, shall specify the responsibilities of the parties for maintenance, repair and operation of the facility. Purchase agreements may include common area maintenance responsibilities.

If the facility will at some time become the property of FVRL through a lease-purchase agreement, the agreement shall specify the terms of the transfer and the timeline.

## Exchange or Donation

FVRL may accept land or buildings in exchange for other real property or as a donation to FVRL. The property must be in FVRL's best interest to accept on behalf of its stakeholders and meet the above criteria for siting and accessibility.

## Sale

Sale of real property will follow Washington State Statute for the disposition of assets and require a public hearing prior to the sale of the property.

## Closure

Facilities may be considered for closure when necessary, based but not limited to the criteria outlined below. *Board action is required any time a branch is considered for closure.*

- Establishment of an adjacent location that supplants the facility.
- Cost of operations exceeds available revenue.
- Cost of leased space exceeds the available budget.
- Limited opportunity for future growth.
- Demand for library access and resources exceeds available space.
- Demographics of the area change over time and reduce need.
- The District experiences financial duress.
- Damage caused by natural disasters.
- The ownership status changes on leased properties.

**References:** 27.12 RCW Public Libraries, 39.33.020 RCW Disposal of Public Property and 39.33.010 RCW Sale, exchange, transfer, lease of public property authorized—Section deemed alternative

**Applicable Policy:** Fiscal Management Policy, Asset Management Policy, Placement of New Library Facilities Policy

**Fort Vancouver Regional Library District  
Staff Report 2022-54  
2023 Levy Rate Certification**

**To: Board of Trustees**

**From:** Finance Committee, Amelia Shelley

**Date:** 11/14/2022

**Key Points:**

- 2023 levy rate uses full 1% increase as allowed
- Prior year's levy divided by Total Assessed Value (TAV)
- Does not include additional revenue gained from new construction, state assessed utilities, etc.

**Summary:** FVRL works the Assessor's offices in Clark, Cowlitz, Klickitat and Skamania Counties each year to develop the annual levy rate. The rate is the difference between the total assessed value for our service area in all four counties, divided into the highest lawful levy limit [1% increase + new construction + state assessed utilities]. The levy must be certified by the Board prior to the **November 30** deadline to submit the levy rate to the counties.

To establish the 2023 levy rate, we have used the 1% increase as allowed under Washington law. The levy rate that the Board sets is exclusive of any revenue resulting from the addition of new construction and improvements to property, and any increase in the value of state-assessed property, and any additional amounts resulting from annexations made and resulting refunds.

**\$27,464,049.35 (est. 2023 levy) = 0.2789774040 (est. 2023 levy rate)**  
**\$98,445,425.91 (total assessed value)**

By levying the full one percent allowable, there will be adequate support for our strategic plan objectives of increasing outreach and partnerships in our communities, creating equitable access to services and improving and expanding inadequate facilities.

**Action Requested:**

Staff requests that the Board pass Resolution 2022-22 (2023-01) to certify the 2023 levy rate, which increases revenue by \$265,042.42 before additional factors. A draft 2023 budget with estimated property tax revenue based on this levy rate (\$27,464,049.35) has been provided in the Board packet for your information.

**Resolution Script:** NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2023 property tax levy to be collected in the 2023 tax year.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Resolution 2022-22**

(Budget Resolution 2023-01)

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES  
AUTHORIZING THE INCREASE IN REGULAR PROPERTY TAX REVENUES AND ADOPTING THE 2023  
PROPERTY TAX LEVY.**

The regular meeting of the Fort Vancouver Regional Library District Board of Trustees was held November 14, 2022, attended by a quorum of the Board for the conduct of such business, including a public hearing for the purpose of providing comments on district revenue sources and budget; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

**WHEREAS**, the Fort Vancouver Regional Library District Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Fort Vancouver Regional Library District requires an increase in property tax revenue from the previous year, in order to discharge the anticipated expenses and obligations of the district and in its best interest; and

**WHEREAS**, the increase factor for the 2023 levy shall be 101% over the prior year’s actual levy of \$26,504,241.90, resulting in a dollar amount increase of \$265,042.42. This increase is exclusive of property tax revenues resulting from the addition of new construction and improvements to property, and any increase in the value of state-assessed property, and any additional amounts resulting from annexations or refunds that have occurred.

**NOW, THEREFORE, BE IT RESOLVED** that the Fort Vancouver Regional Library District Board of Trustees adopts the 2023 property tax levy to be collected in the 2023 tax year.

Adopted this 14th day of November, 2022

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

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

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

\_\_\_\_\_  
Megan Dugan

\_\_\_\_\_  
Vikram Kotwani

\_\_\_\_\_  
Kristy Morgan

\_\_\_\_\_  
Olga Hodges

**Fort Vancouver Regional Library District**  
**Statement Of Revenue - Budget - Fiscal Year 2023**  
**DRAFT 11/14/2022**

REVENUE	2022 Approved	2023 DRAFT Budget	Dollar Difference	Percent Change	
311.10	Property Taxes - Clark	\$24,250,000	\$25,200,000	\$950,000	3.92%
311.10	Property Taxes - Cowlitz	\$325,000	\$300,000	-\$25,000	-7.69%
311.10	Property Taxes - Klickitat	\$1,345,500	\$1,310,000	-\$35,500	-2.64%
311.10	Property Taxes - Skamania	\$675,000	\$685,000	\$10,000	1.48%
	<b>Property Taxes</b>	<b>26,595,500</b>	<b>\$27,495,000</b>	<b>\$899,500</b>	<b>3.38%</b>
311.11	Other General Tax	0	25,000	\$25,000	0%
318.20	Leasehold Excise Tax	120,000	95,000	-\$25,000	-20.83%
	<b>Other Taxes</b>	<b>120,000</b>	<b>120,000</b>	<b>\$0</b>	<b>0.00%</b>
	State grants	0	25,000	25,000	0%
332.00	Federal in-lieu of Taxes	5,000	15,000	\$10,000	200.00%
335.05	State Forest Boards	225,000	150,000	-\$75,000	-33.33%
338.72	INET City of Vancouver (PEG)	61,000	0	-\$61,000	-100.00%
338.72	Yale Valley Library District	162,500	180,000	\$17,500	10.77%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	<b>Intergovernmental, Grants &amp; Contracts</b>	<b>454,000</b>	<b>370,500</b>	<b>-\$108,500</b>	<b>-23.90%</b>
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	6,000	6,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	25,000	25,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	0	-\$5,000	-100.00%
	<b>Charges for Services</b>	<b>56,000</b>	<b>51,000</b>	<b>-\$5,000</b>	<b>-8.93%</b>
361.11	Investment Interest	120,000	200,000	\$80,000	66.67%
362.00	Rental Income	2,500	1,000	-\$1,500	-60.00%
367.10	Gifts/Contributions	15,000	15,000	\$0	0.00%
369.90	Miscellaneous	2,500	2,500	\$0	0.00%
369.90	Grants	150,000	50,000	-\$100,000	-66.67%
369.40	Insurance	250,000	2,500	-\$247,500	-99.00%
369.90	Other Miscellaneous - E-Rate	200,000	150,000	-\$50,000	-25.00%
395.00	Sale of Assets	20,000	20,000	\$0	0.00%
	<b>Miscellaneous</b>	<b>760,000</b>	<b>441,000</b>	<b>-\$319,000</b>	<b>-41.97%</b>
	<b>Subtotal-Operating Revenues</b>	<b>27,985,500</b>	<b>\$28,477,500</b>	<b>467,000</b>	<b>1.67%</b>
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	2,400,000	2,617,900	\$217,900	9.08%
	<b>Transfer from Reserves</b>	<b>2,400,000</b>	<b>2,617,900</b>	<b>\$217,900</b>	<b>9.08%</b>
369.90	Library Friends Groups	150,000	300,000	\$150,000	100.00%
369.90	Fort Vancouver Regional Library Foundation	1,000,000	2,500,000	\$1,500,000	150.00%
	<b>Reimbursements</b>	<b>1,150,000</b>	<b>2,800,000</b>	<b>\$1,650,000</b>	<b>143.48%</b>
	<b>Grand Total Revenue</b>	<b>31,535,500</b>	<b>\$33,895,400</b>	<b>\$2,334,900</b>	<b>7.40%</b>

Fort Vancouver Regional Library District  
Statement of Expenditure Budget - Fiscal Year 2023

**Library Operating Budget**

<u>Bars</u>	<u>Description</u>	<b>2022 Approved Budget</b>	<b>2023 Draft Budget</b>	<b>Dollar Difference</b>	<b>Percentage Increase or Decrease</b>
<b>Personnel: Wages &amp; Benefits</b>					
572.00	Wages	12,000,000	12,617,444	617,444	5.15%
572.24	Benefit - Medical	2,560,000	2,678,528	118,528	4.63%
572.24	Benefit - Dental	300,000	275,000	-25,000	-8.33%
572.24	Benefit - Life, LTD, STD	125,000	110,000	-15,000	-12.00%
572.22	Benefit - PERS	1,540,000	1,288,241	-251,759	-16.35%
572.21	Benefit - FICA	910,000	965,234	55,234	6.07%
572.25	Benefit - L & I	100,000	100,000	0	0.00%
572.2X	Benefit - PFMLA	20,000	25,000	5,000	25.00%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	<b>Personnel Subtotal:</b>	<b>17,565,000</b>	<b>18,069,447</b>	<b>504,447</b>	<b>2.87%</b>
<b>Equipment: Technology &amp; Supplies</b>					
572.30	Supplies	\$392,525	\$458,000	65,475	16.68%
572.35	Small Equipmt (FFE)	\$266,700	\$187,500	-79,200	-29.70%
572.38	Technology	\$433,000	\$462,000	29,000	6.70%
572.33	Library Software and Professional	\$350,000	\$293,500	-56,500	-16.14%
	<b>Equipment Subtotal:</b>	<b>1,442,225</b>	<b>1,401,000</b>	<b>-41,225</b>	<b>-2.86%</b>
<b>Resources: Books, Materials &amp; e-resources</b>					
572.34	Library Books & Materials	\$2,300,000	\$1,903,500	-396,500	-17.24%
572.39	Electronic Resources	\$1,600,000	\$1,896,500	296,500	18.53%
	<b>Resources Subtotal:</b>	<b>3,900,000</b>	<b>3,800,000</b>	<b>-100,000</b>	<b>-2.56%</b>
<b>Operations: Services, Overhead and Maintenance</b>					
572.41	Professional Services	\$1,725,000	\$1,943,300	218,300	12.66%
572.42	Communications	\$387,800	\$406,200	18,400	4.74%
572.43	Training / Travel	\$108,000	\$91,900	-16,100	-14.91%
572.44	Advertising	\$30,000	\$30,000	0	0.00%
572.45	Rentals / Leases	\$567,925	\$557,763	-10,162	-1.79%
572.46	Insurance	\$220,000	\$240,000	20,000	9.09%
572.47	Utilities	\$458,855	\$437,750	-21,105	-4.60%
572.48	Repairs & Maintenance	\$704,250	\$865,650	161,400	22.92%
572.49	Misc / Dues / Printing / Other	\$165,700	\$163,750	-1,950	-1.18%
572.50	Intergovernmental Services	\$3,640	\$3,640	0	0.00%
	<b>Operations Subtotal:</b>	<b>4,371,170</b>	<b>4,739,953</b>	<b>368,783</b>	<b>8.44%</b>
	<b>Subtotal-Operating Expenditures</b>	<b>27,278,395</b>	<b>28,010,400</b>	<b>732,005</b>	<b>2.68%</b>
<b>Capital Projects: Library Improvements</b>					
572.62	Buildings / Non-Owned	\$500,000	\$280,000	-220,000	-44.00%
572.62	Yale	\$40,000	\$40,000	0	0.00%
594.62	Buildings / Owned	\$3,392,105	\$5,500,000	2,107,895	62.14%
594.64	Machinery & Equipment	\$325,000	\$65,000	-260,000	-80.00%
	<b>Capital Projects Subtotal:</b>	<b>4,257,105</b>	<b>5,885,000</b>	<b>1,627,895</b>	<b>38.24%</b>
	<b>Grand Total All Expenditures:</b>	<b>\$31,535,500</b>	<b>\$ 33,895,400</b>	<b>\$ 2,359,900</b>	<b>7.48%</b>

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	<b>2nd reading of budget to Board, levy public hearing</b>	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	<b>Final 2023 budget and 2022 amendments prepared</b>	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	<b>Finalize work plans and budget narrative</b>	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	<b>Property tax levy, approval and resolution; filed with counties, Nov. 30</b>	Submit final levy rate and budgets to all County Assessors

**Fort Vancouver Regional Library District**  
**Staff Report 2022-57**  
**Energy Northwest EVCS Lease Agreement**

**TO:** Board of Trustees

**FROM:** Amelia Shelley, Executive Director

**DATE:** 11/14/2022

**SUBJECT:** Approval of the Energy Northwest EVCS Lease Agreement

**SUMMARY:** [Energy Northwest](#) approached FVRL some time ago about the possibility of citing electric vehicle charging stations (EVCS) in the parking lot of the Stevenson Community Library. Energy Northwest wishes to apply for a Washington State Department of Commerce [2022 Clean Energy Fund Electrification Transportation Systems Grant](#) and other grants to support this project. A lease with the landowner is required by the Department of Commerce as a condition of application and award.

Energy Northwest seeks the option to lease a portion of the existing parking lot and adjacent west lawn of the Stevenson Community Library located at 120 NW Vancouver Ave. in Stevenson (Skamania County Parcel Number 03073644280000). The lease agreement applies to three parking spaces, to access one Level 2 and one Level 3 EVCS, comprising approximately 1,000 square feet of a paved surface off-street parking lot. Energy Northwest would cover all costs of the installation, estimated at \$312,500.

**BACKGROUND:** FVRL has been interested in adding EVCS to libraries where we have adequate space to provide the service without impacting patron access. Additionally, FVRL staff have attended numerous Department of Commerce meetings on the need for EVCS in the Gorge, particularly on the Washington side of the Columbia River. FVRL has considered purchasing electric vehicles as replacements for aging fleet vehicles, but lack of charging stations and batteries capable of lasting throughout one of our routes has been an impediment.

FVRL sees EVCS as a way of reducing environmental impacts to the Gorge while attracting library use. Additionally, the State of Washington is requiring that all state agencies convert their fleets to all electric in the coming years. While this does not yet include local governments, that could change and it would be good for us to be prepared. There is an additional benefit of lease payments in the form of 15% of the gross which Energy Northwest estimates the lease payment to start at approximately \$3500 a year, increasing to \$7000 over five years with use.

The cost of installing a single EVCS is approximately \$300,000. This includes bringing power to the location, installing the chargers, signage and other costs. A lease agreement with FVRL is required for Energy Northwest to apply for the Washington State Department of Commerce 2022 Clean Energy Fund Electrification Transportation Systems Grant. Energy Northwest will only go forward with the project if



grant funds are acquired. The agreement is for a term of 5 years from the start of operation, with a clause for a 5 year extension, and then annually renewed after that time.

Time is of the essence as the grant applications are due November 21, 2022.

**Key Points:**

- No expense to FVRL
- Relatively small footprint
- Provides needed service in Skamania County
- Potentially reduces carbon emissions
- Revenue potential offsets impact to parking
- Supported by City of Stevenson and Skamania County Commissioners

**Action Requested:** Approve Resolution 2022-24 authorizing the Executive Director to sign the agreement, as long as there are no substantive changes from what is represented in the final version.

**FORT VANCOUVER REGIONAL LIBRARY  
RESOLUTION: 2022-24**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY  
DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO  
NEGOTIATE AND EXECUTE A LEASE AGREEMENT ON FVRL'S BEHALF WITH  
ENERGY NORTHWEST FOR ELECTRIC VEHICLE CHARGING STATIONS AT THE  
STEVENSON COMMUNITY LIBRARY**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held at the Washougal Community Library and remotely on Monday, November 14, 2022 attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

**WHEREAS**, the Stevenson Community Library is located at 120 NW Vancouver Avenue on property owned by FVRL (Skamania County parcel #03073644280000), and

**WHEREAS**, Energy Northwest has asked FVRL to enter into a lease agreement necessary to apply for a Washington State Department of Commerce *2022 Clean Energy Fund Electrification Systems Grant*, and

**WHEREAS**, pending award of the Department of Commerce grant, FVRL has agreed to provide three parking spaces and 1000 square feet of lawn for the installation of up to three electric vehicle charging stations (EVCS) at no cost to FVRL, and

**WHEREAS**, Energy Northwest additionally agrees to pay FVRL 15% of the gross annual revenue received from public use of the EVCS, and

**WHEREAS**, FVRL desires to provide EVCS as an amenity to the public as well as provide a potential source for charging future EV vehicles purchased by FVRL for library use.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to execute a lease agreement on FVRL's behalf with Energy Northwest to install and maintain electric vehicle charging stations at the Stevenson Community Library and pay FVRL the agreed upon fee for use.

Adopted this 14th day of November, 2022.

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

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

Date: \_\_\_\_\_

**Fort Vancouver Regional Library District**  
**Staff Report 2022-56**  
**Election of Officers**

**TO:** FVRL Board of Trustees

**FROM:** Amelia Shelley, Executive Director

**DATE:** 11/14/2022

**SUBJECT:** Election of Officers

**SUMMARY:** Per Article III of the FVRL Board of Trustees Bylaws, 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. FVRL's practice has been to appoint a Nominating Committee to recruit a slate of officers for the following year in October, and announce those names at the November meeting. This gives other interested candidates the opportunity to put their name forward at that time. A final slate is voted on at the December meeting to name officers for the following year. All Board members are eligible to serve as officers.

**KEY POINTS:**

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

**Duties:** The Board Chair presides at all meetings of the Board, authorizes calls for special meetings, appoints all committees, executes all documents authorized by the Board, and performs all other duties associated with that office. The Board Chair meets with the Executive Director in advance of the monthly meeting to approve the agenda and discuss any concerns.

The Vice-Chair, in the event of the absence of the Chair, assumes and performs the duties and functions of the Chair.

The Secretary assures 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.

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

**ACTION REQUESTED:** Set the slate of Officers for election at the December meeting.

## 2023 FVRL Regular Board Meeting Dates/Locations/Bill Review

Meetings are generally held in the evening.

Questions can be directed to the Executive Director's office at 360-906-5011

DATE	LOCATION	FINANCE REVIEW
January 17 (Tues)	Cascade Park	Vikram
February 21 (Tues)	Vancouver	Megan
March 20 (Mon) RETREAT	Three Creeks	Penny
April 17 (Mon)	Washougal	Mary Ann
May 15 (Mon)	Stevenson	Olga
June 20 (Tues)	Goldendale	Kristy
July 17 (Mon)	White Salmon	New
August 21 (Mon)	Ridgefield	Vikram
September 18 (Mon)	Battle Ground	Megan
October 16 (Mon)	La Center	Penny
November 20 (Mon)	Woodland	Mary Ann
December 18 (Mon)	Vancouver	Kristy

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Resolution 2022-23**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY  
DISTRICT BOARD OF TRUSTEES REGARDING EXECUTIVE DIRECTOR  
COMPENSATION ADJUSTMENT**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held November 14, 2022 attended by a quorum of the Board 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 then attending.

**WHEREAS**, the Fort Vancouver Regional Library District Board of Trustees shall authorize the Executive Director to receive a three percent (3%) wage increase; and

**WHEREAS**, the Fort Vancouver Regional Library District Board of Trustees shall authorize an increase in the Executive Director's compensation and make it retroactive to October 12, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2022-23, authorizing the Board of Trustees to increase the Executive Director compensation in the amount of three percent (3%) effective October 12, 2022.

Adopted this 14<sup>th</sup> day of November, 2022

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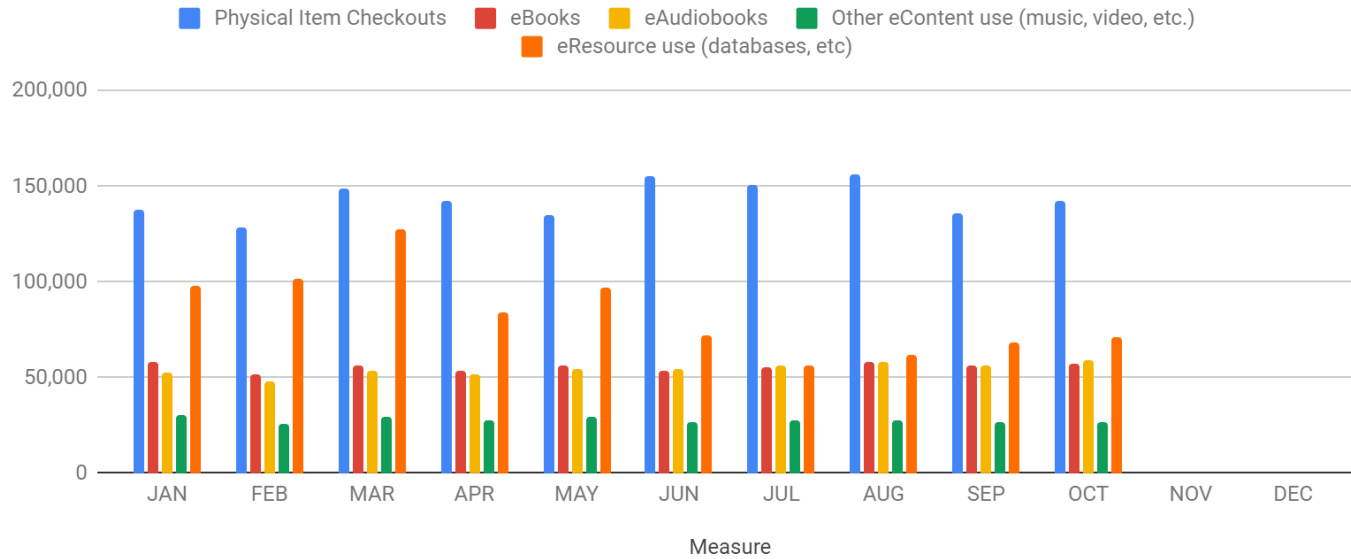
Jane Higgins, Chair

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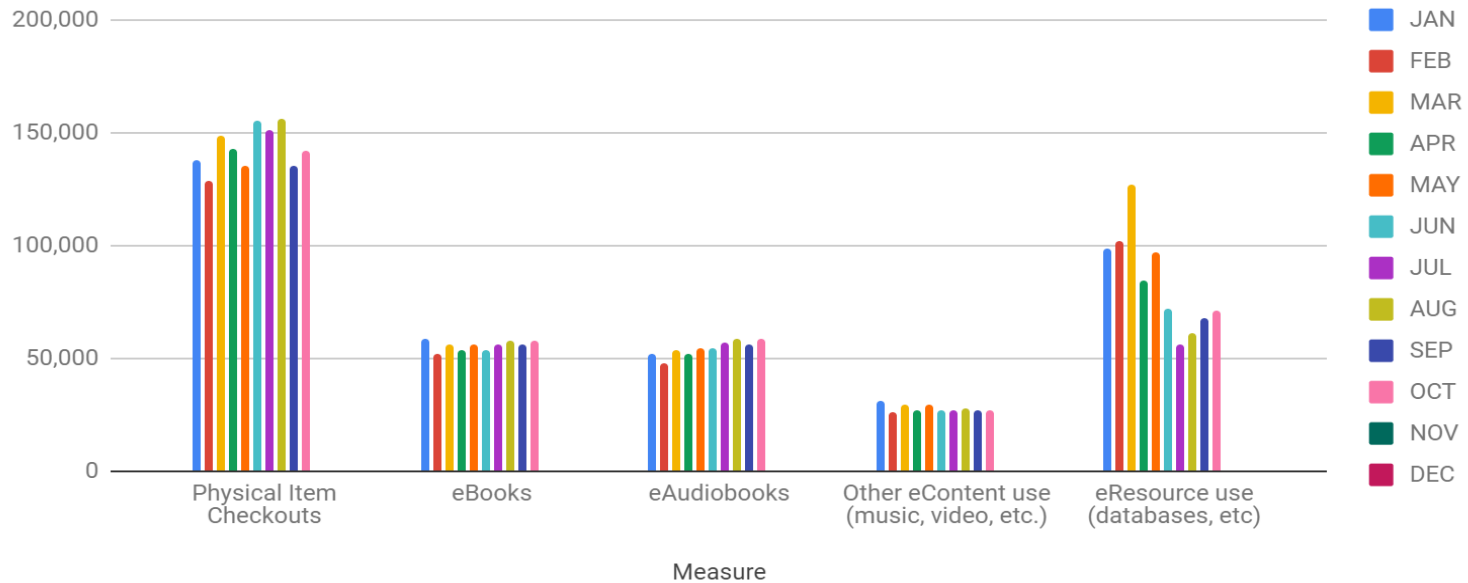
Penny Love-Henslee, Vice-Chair

	October Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	43,364	45,148	-3.95%	439,551	353,670	24.28%
Cascade Park Community Library	66,160	64,962	1.84%	667,112	521,139	28.01%
La Center Community Library	6,600	6,991	-5.59%	66,442	58,783	13.03%
Ridgefield Community Library	10,608	9,889	7.27%	102,196	71,204	43.53%
Three Creeks Community Library	48,106	47,343	1.61%	471,542	382,535	23.27%
Vancouver Community Library	63,234	55,187	14.58%	588,085	427,558	37.55%
Vancouver Mall Library	11,485	12,005	-4.33%	115,624	100,685	14.84%
Washougal Community Library	8,721	7,493	16.39%	82,135	76,575	7.26%
Green Mountain Library Express	78	72	8.33%	1,449	165	778.18%
Yacolt Library Express	4,108	4,391	-6.45%	46,643	31,626	47.48%
LibCabinet at Vancouver Mall		132	-100.00%	38	581	-93.46%
<b>Clark County Total</b>	<b>262,464</b>	<b>253,613</b>	<b>3.49%</b>	<b>2,580,817</b>	<b>2,024,521</b>	<b>27.48%</b>
Woodland Community Library	5,352	5,115	4.63%	51,049	45,222	12.89%
Yale Library Express	1,028	661	55.52%	9,012	3,753	140.13%
<b>Cowlitz County Total</b>	<b>6,380</b>	<b>5,776</b>	<b>10.46%</b>	<b>60,061</b>	<b>48,975</b>	<b>22.64%</b>
Goldendale Community Library	6,179	6,154	0.41%	61,649	46,212	33.40%
White Salmon Valley Community Library	10,228	10,640	-3.87%	101,836	91,460	11.34%
Klickitat County Bookmobile	1,095	707	54.88%	8,789	2,346	274.64%
<b>Klickitat County Total</b>	<b>17,502</b>	<b>17,501</b>	<b>0.01%</b>	<b>172,274</b>	<b>140,018</b>	<b>23.04%</b>
North Bonneville Community Library	454	568	-20.07%	3,928	5,404	-27.31%
Stevenson Community Library	4,654	4,280	8.74%	44,548	37,391	19.14%
Skamania County Bookmobile	1,078	1,254	-14.04%	10,172	5,559	82.98%
<b>Skamania County Total</b>	<b>6,186</b>	<b>6,102</b>	<b>1.38%</b>	<b>58,648</b>	<b>48,354</b>	<b>21.29%</b>
District-wide renewals	184	347	-46.97%	1,431	2,905	-50.74%
Mail	1,080	1,340	-19.40%	11,026	35,609	-69.04%
InterLibrary Loan Materials	225	261	-13.79%	2,741	1,509	81.64%
<b>Misc Total</b>	<b>1,489</b>	<b>1,948</b>	<b>-23.56%</b>	<b>15,198</b>	<b>40,023</b>	<b>-62.03%</b>
Downloadable eBooks	57,555	56,150	2.50%	557,261	597,984	-6.81%
eMagazines	1,667	2,529	-34.08%	17,111	24,652	-30.59%
Downloadable & streaming audiobooks	58,734	51,983	12.99%	544,623	520,262	4.68%
Downloadable & streaming music	17,076	21,086	-19.02%	177,866	231,062	-23.02%
Streaming video	8,197	8,795	-6.80%	79,732	94,682	-15.79%
<b>eContent Total</b>	<b>143,229</b>	<b>140,543</b>	<b>1.91%</b>	<b>1,376,593</b>	<b>1,468,642</b>	<b>-6.27%</b>
<b>TOTAL</b>	<b>437,250</b>	<b>425,483</b>	<b>2.77%</b>	<b>4,263,591</b>	<b>3,770,533</b>	<b>13.08%</b>

### Physical and eContent use by month

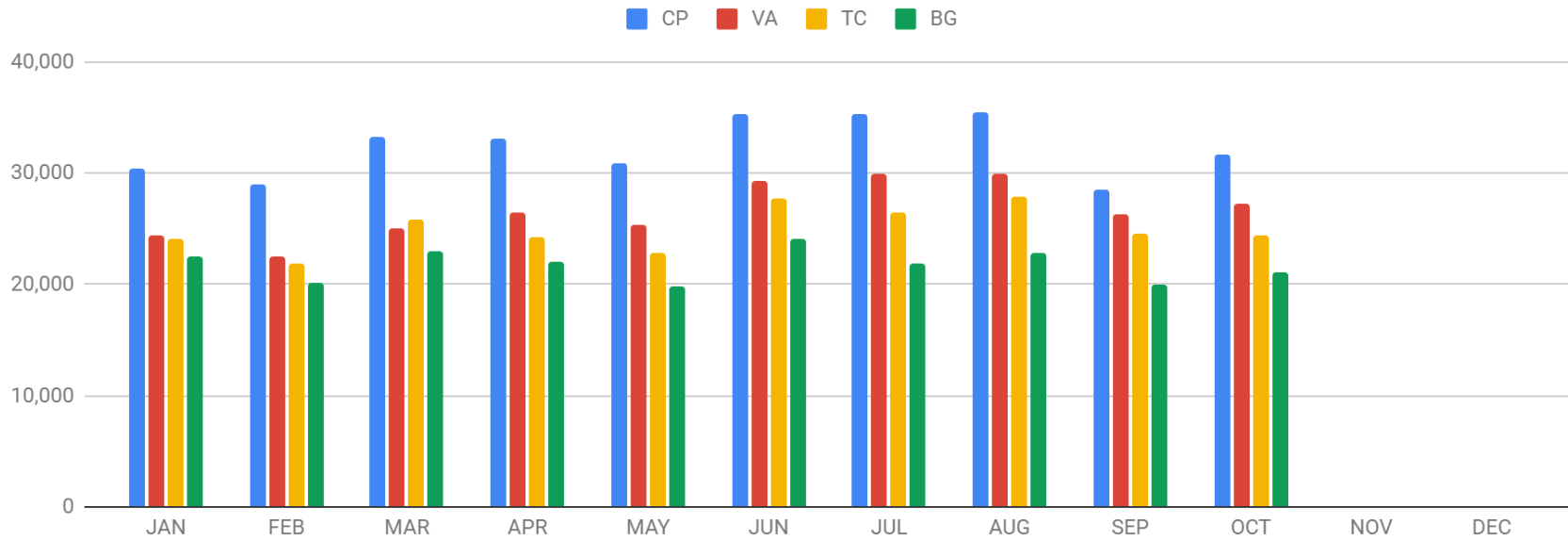


### Physical and eContent use, month by month

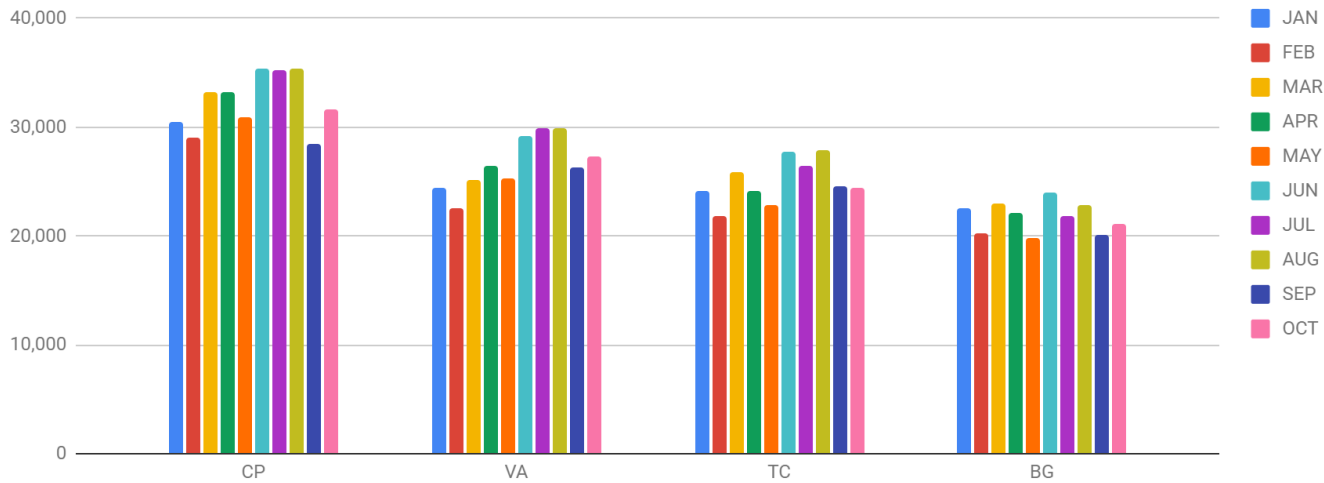




first time checkouts per month, four largest libraries

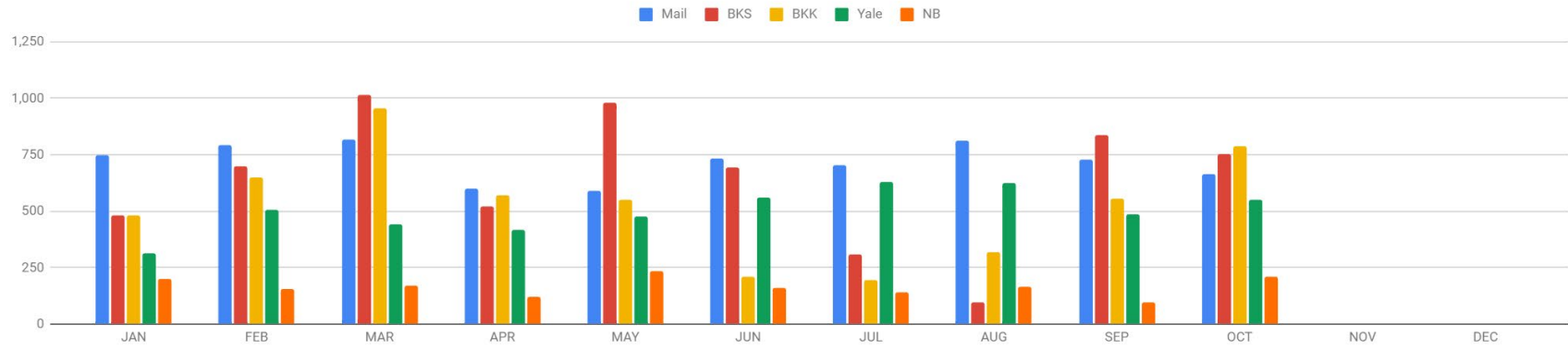


first time checkouts by library, month by month, four largest libraries

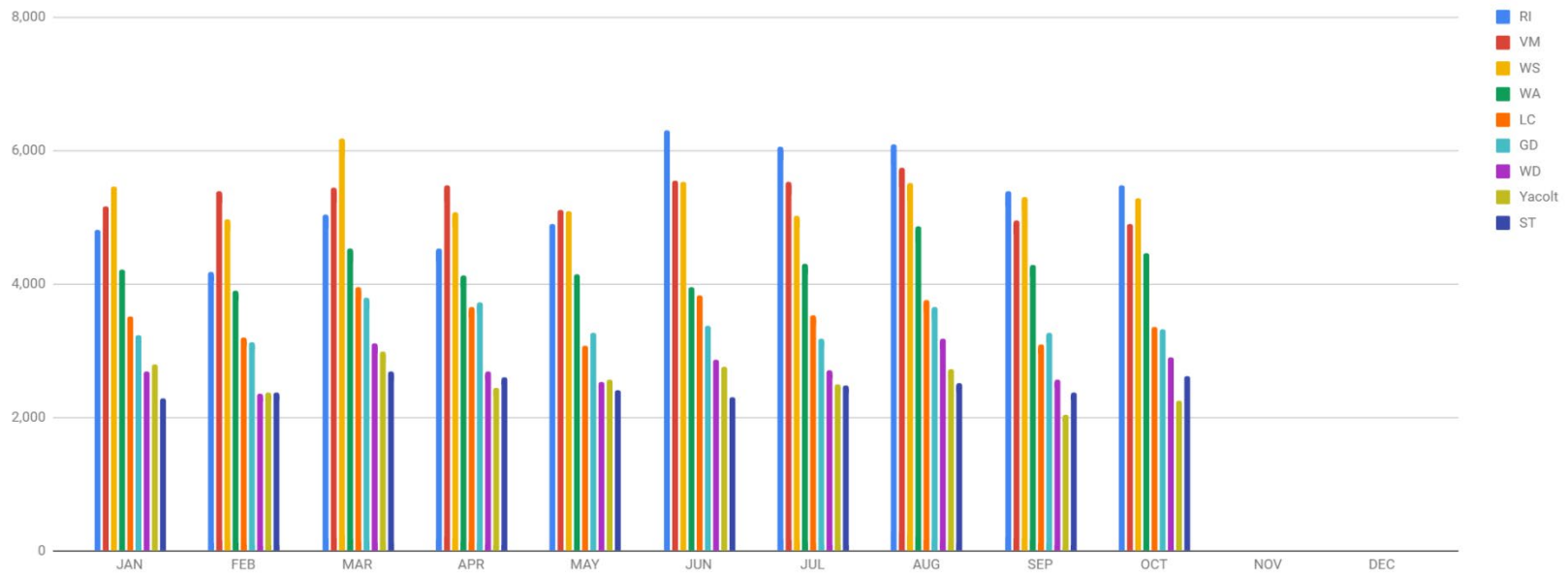


## OCTOBER 2022 CIRCULATION CHARTS

first time checkouts by month, library by library, smaller and rural locations



first time checkouts by month, smaller and rural locations



# Exhibit at Battle Ground Community Library highlights Chief Umtuch's death

[thereflector.com/stories/exhibit-at-battle-ground-community-library-highlights-chief-umtuchs-death\\_302253](http://thereflector.com/stories/exhibit-at-battle-ground-community-library-highlights-chief-umtuchs-death_302253)



Don Higgins stands in front of his display at the Battle Ground Community Library on Oct. 20.

photo by Sebastian Rubino

Sebastian Rubino / [sebastian@thereflector.com](mailto:sebastian@thereflector.com)

Chief Umtuch was an important Native American in Clark County in the 19th century, but the details surrounding his death in 1855 have led to decades of speculation.

A new exhibit at the Battle Ground Community Library shines a light on how researcher Don Higgins believes Umtuch died. He unearthed the new details in 2016 when he held an event that explained how Battle Ground received its name.

“From that event, it got a lot of attention, and a lot of people remember the story,” Higgins said. “It’s 167 years old.”

According to the city of Battle Ground's website, the city "owes its name to an 1855 encounter between a company of Washington Volunteers from Fort Vancouver led by Captain William Strong and members of the Klickitat tribe that fled an internment near Fort Vancouver."

Strong and his company followed the tribe members in an encounter that many feared would turn violent, but remained peaceful. Strong made an agreement with Klickitat leader Chief Umtuch that the tribe members would return to the fort, but Chief Umtuch was mysteriously killed.

"Captain Strong made the decision to withdraw his troops, allow the tribe members the time they needed to honor their fallen Chief, and trusted their word that they would return to the fort," states the website.

The area Strong met with the tribe was referred to as "Strong's Battle Ground," which the city was later named after.

"(Strong) was a judge on the Territorial Supreme Court of Oregon, and Oregon had recently been split into Washington, and he would later become a Supreme Court judge of Washington, but at that time, he was free to become the leader of a volunteer company," Higgins said.

At the same time Strong was appointed captain, Chief Kamiakin of the Yakama Tribe was at war with U.S. soldiers of The Dalles after objecting to his treatment at the reservation. In the fighting, Chief Kamiakin was winning, Higgins said.

"The troops at Fort Vancouver had been stripped and moved (and) sent to The Dalles, and volunteer companies were formed to try and keep the peace," Higgins said. "A group of Klickitats that had lived near the mouth of the Lewis River, about 300 in number, were moved to the fort for their own personal protection, and to discourage them from joining the Yakamas."

The move didn't work, as Kamiakin sent emissaries to Chief Umtuch while he was resettled at Fort Vancouver, encouraging him to join the war. In the middle of the night, Umtuch left with the emissaries on 200 to 300 horses on the Old Klickitat Trail, which was an ancient trail that connected Yakima to what is now Vancouver.

As they traveled on the trail on the way to battle, the Native Americans encountered soldiers who wanted to keep the peace. Chief Stwire George Waters, the third head chief of the Yakama Tribe, recalled the events surrounding Chief Umtuch's death in an interview with The Oregonian in 1935, which was republished in the book "Peace Wins at the Battle Ground 1855."

“These half-breed soldiers declared to us: ‘You must not go to Kamiakun’s (sic) war. You must go back to Vancouver,’” Waters said in the interview. “Chief Umtoch (sic) had Johnson an Indian for interpreter; a good man. Johnson advised Chief Umtoch: ‘You better go back!’ We better not go to Kamiakun’s fighting.”

Captain Strong negotiated with Johnson so Umtuch and the other Native Americans with him would be guaranteed refuge at Fort Vancouver. As a result, Umtuch sent three of his men on the trail to check for soldiers who might run away and escape from the fighting that was expected.

“In the meantime the captain spoke to Chief Umtoch, ‘If Indians have guns loaded, let them shoot them off. We will do the same and be friendly.’ The Indians did so. Fired all madness away. The soldiers camped half mile away did the same. They said: ‘We do not fight,’” Waters said.

After the peace firing, Umtuch noticed none of his men went to inform the others, so he rode back on his horse as he wore a white shirt, black coat, and hat, which led to his downfall, Higgins said. Some members of the Yakama Tribe mistook Umtuch for a white soldier because of his attire, which caused them to shoot him accidentally, which fatally wounded him, Higgins said.

Based on Higgins’ research, Umtuch was secretly buried in the mountains in Woodland. His body has not been found to this day.

The display at the library will run through November in the Meyer Community Room.

The Battle Ground Community Library is located at 1207 SE Eighth Way, Battle Ground.