

# Yale Valley Library District

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## Regular Meeting

November 12 2020 6:00PM

Location: Virtual Meeting  
Participation will be available to the public.

Conference call: (US) +1 401-646-2465 PIN: 384 245 814#

**OR**

Virtual Meeting: [meet.google.com/kxi-ucvr-ofp](https://meet.google.com/kxi-ucvr-ofp) (put this address in your browser)

## AGENDA

### Public Meeting

- |   |             |
|---|-------------|
| 1. Call to Order  | 6:00 pm     |
| 2. Agenda Approval  | Action      |
| 3. Introductions & Welcomes / Chair Announcements         | Information |
| 4. Minutes Approval:                                      |             |
| a. October 9, 2020 Minutes                                | Action      |
| 5. Financial Report: Carrie Greenwood                     | Information |
| a. Approval of building project bills                     | Action      |
| b. Approval of FVRL Contract Services Invoice             | Action      |
| 6. 2021 Budget and FVRL Contract: Amelia Shelley          | Information |
| 7. Public Hearing (citizen comments of 3 minutes or less) |             |
| a. Ratification of 2021 YVLD Levy                         | Action      |
| 8. Electronic Signature Policy: Amelia Shelley            | Action      |
| 9. Electronic Signature Resolution #2020-6                | Action      |
| 10. Building Project                                      | Information |
| a. Project Update: Jay McCuiston                          | Information |
| b. Interiors discussion: Amelia Shelley                   | Information |
| 11. COVID-19 Update for Yale: Amelia Shelley              | Information |
| 12. Branch Manager Report: Jennifer Huan                  | Information |
| 13. Citizen Comments                                      |             |
| 14. Board Comments  |             |
| 15. Adjournment   |             |

# Yale Valley Library District

## Regular Meeting Minutes

October 8, 2020

Location: Virtual Meeting

### **Attendees:**

YVLD Board of Trustees: Eric Reese, Chris Conroy, Tina Moir, Bob Appling

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Sam Wallin

Guests: Victoria Johnson, Mariah Reese

1. Call to Order: Eric Reese called the meeting to order at 6:01 P.M.
2. Agenda Approval: Conroy moved to approve the October 8 agenda. Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese announced that Kathi Wheeler has applied for the vacant trustee position. She is awaiting approval by the Cowlitz County Commissioners.
4. Minutes Approval: Moir moved to approve the September 13, 2020 minutes. Conroy seconded the motion. The motion was approved by Reese, Moir and Conroy. Appling abstained.
5. Financial Report: Greenwood presented the September 2020 Financial Report. Conroy asked if we had submitted any costs to the State for reimbursement under the State Capital Grant. Shelley responded that it is being held up because we don't yet have a contract with the State because of the pandemic. She will contact them again and try to get the process going.
6. Staffing Plan: Wallin outlined various models for operating Yale Library. The details are still being worked out, particularly determining how much time staff needs to be onsite to maintain the library. Basically, there are two models. Option one is to hire 2 staff people to work specifically at Yale, 20 hrs/week, about 4 hours/day, 5 days/week. The positive aspect of this option is that staff clocks in once they arrive at Yale. The negative is that there is not a lot of flexibility with this model. Option two is to have 2 staff people travel from another branch to service Yale. The positive aspect of this option is that many staff can be trained to work at Yale, making it easier to staff when someone is ill or on vacation. The negative is that staff clock in as soon as they leave their branch library.

Shelley added that with either option, Yale staff would be FVRL employees, and these employees are covered by two separate union contracts that dictate who does what work.

Wallin further explained that with either option, Yale will operate as an Express Library just as the Yacolt Branch does. The public will have access to the library using their card to enter the facility, check in and check out items, and use the computers even when library staff are not on the premises. Yacolt is open 68 hours/week, matching the open hours of the Vancouver Community Library.

7. 2021 Budget Reading: Shelley outlined figures for the 2021 budget comparing them to the 2020 budget. Expenses for 2021 will be different going forward, as the library should be operating sometime next year. Expenses include personnel costs as well as for supplies and services.
8. 2021 Revenue Hearing: Reese opened to a public hearing. Johnson expressed concern that the local community won't be allowed to participate at the library and that it won't be a local library. Shelley said not to be afraid to think outside the box; there are lots of ways to involve the community. Mariah Reese added that there are positive ways to encourage community involvement such as sending out mailers that inform people on how the library will operate and ways in which the community can become involved.
9. Electronic Signature Policy: Shelley explained that the Board needs to have a policy allowing the use of electronic signatures for Board document approval.
10. Electronic Signature Resolution #2020-6: Conroy moved to approve Resolution #2020-6, resolving that the Board of Trustees of Yale Valley Library District direct FVRL to create an administrative policy to implement the use of electronic signatures consistent with this resolution and in compliance with the provisions of RCW 19.360. Applling seconded the motion. The motion was approved by each trustee.

Eric Reese had to leave the meeting. Moir took up as Chair.

11. Building Project:
  - a. Schedule, Details: McCuistion reported that the County was scheduled to inspect the roof sheeting this week, and then Pacific Tech can start on the ice/rain barrier. Windows and doors are supposed to be delivered this week, and installation will start next week. The project is about 2 weeks behind schedule because of the fires and smoke, and 100+ degree temperature days. They should be able to make this time up soon. Decisions still need to be made regarding paint colors and laminate.
  - b. Review of Project Bills to Date: Not all the contract invoices were available for review, so all invoices will be put off until the November board meeting.
  - c. Yale Building Project -- Professional Services Invoice: no action taken.

12. COVID-19 Update for Yale: Shelley reported that on Tuesday, Governor Inslee announced that libraries in Phase 2 counties can open with 25% of services, and Phase 3 counties can open at 50%. They have just received the guidelines and are still reviewing them.
13. Branch Manager Report: Hauan was unable to attend the meeting, but Shelley passed on the information that Yale Library will now have regular hold pick up hours on Wednesday afternoon from 3 to 4 at the Yale School parking lot. This is scheduled through December.
14. Board Comments: Appling is really excited to see the building going up.  
Moir closed the public hearing.
15. Moir adjourned the meeting at 7:26 P.M.

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YVLD Board Chair

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Date

## **Yale Valley Library District**

*For the Month Ending October 31, 2020 (With Year-to-Date Totals)*

### **Statement of Cash**

December 31, 2019 Ending Cash Balance	\$978,889
Year-to-date Revenue Received	\$129,173
Year-to-date Expenditures	\$204,082
Cash Balance September 30, 2020	\$903,981

# Yale Valley Library District

For the Month Ending October 31, 2020 (With Year-to-Date Totals)

## Revenue

Description	2020 Budget	October 2020 Revenues	All Revenue Received thru October 2020	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 102,526	\$ 9,821	70,020	68.29%
<b>Total Property Taxes</b>	<b>102,526</b>	<b>9,821</b>	<b>70,020</b>	<b>68.29%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	\$0	-	\$168	0.00%
<b>Total Other Taxes</b>	<b>\$0</b>	<b>-</b>	<b>\$168</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	20,000	-	25,123	125.62%
335.02 DNR - Other Revenue	100	-	366	366.29%
335.02 State Capital Grant	291,000	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>311,100</b>	<b>-</b>	<b>25,489</b>	<b>8.19%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	16,057	972	12,569	78.28%
367-10 Non-Governmental Contributions	5000	-	5,000	100.00%
367-10 Grant Revenue	25,000	-	15,927	63.71%
369.90 Miscellaneous Revenue	200	-	-	0.00%
<b>Total Miscellaneous</b>	<b>46,257</b>	<b>972</b>	<b>33,496</b>	<b>72.41%</b>
<b>Total Revenue:</b>	<b>\$ 459,883</b>	<b>\$ 10,792</b>	<b>\$ 129,173</b>	<b>28.09%</b>
Transfer from Reserves	\$ 706,718	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 1,166,601</b>	<b>10,792</b>	<b>129,173</b>	<b>11.07%</b>

## Expenses

Description	2020 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	62,528	-	31,322	50.09%
572.41 Professional Services-Fundraising/Architect	30,000	-	33,376	111.25%
572.62 Capital Outlay	1,074,073	-	139,384	12.98%
<b>Grand Total Expense:</b>	<b>\$ 1,166,601</b>	<b>-</b>	<b>204,082</b>	<b>17.49%</b>

Net Cash Activity	(74,909)
Jan. 1, 2020 Cash with County Treasurer	978,889
<b>Ending Cash</b>	<b>903,981</b>

Non-Capital Reserve	290,631
Capital Reserve	613,350
<b>Total</b>	<b>903,981</b>

# Yale Valley Library District

For the Month Ending September 30, 2020 (With Year-to-Date Totals)

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance 01/01/2020</b>	\$251,765
Property Tax Collections (Revenue)	70,020
Other Taxes (Revenue)	168
Professional Expenses (Expenses)	(31,264)
Professional Expenses (Expenses)	(58)
	To Be Refunded RI bill
<b>Non Capital Reserve Ending Balance 10/31/2020</b>	<b>\$290,631</b>
<b>Capital Reserve Beginning Balance 01/01/2020</b>	<b>\$727,124</b>
Intergovernmental Grants and Contracts (Revenue)	25,489
Miscellaneous (Revenue)	33,496
Professional Services Architects (Expenses)	(33,376)
Capital Outlay (Expenses)	(139,384)
<b>Capital Reserve Ending Balance 10/31/2020</b>	<b>\$613,350</b>
<b>Total Non Capital and Capital Reserves</b>	<b>\$903,981</b>

# Yale Valley Library District

*Proposed Budget 2021*

## Revenue

<u>Description</u>	2020 Budget	Proposed Budget 2021	Difference
<b>Property Taxes</b>			
311.10 Property Tax Collections - Yale Valley District	\$ 102,526	\$ 105,146	2,620
<b>Total Property Taxes</b>	<b>102,526</b>	<b>\$ 105,146</b>	<b>2,620</b>
<b>Intergovernmental, Grants &amp; Contracts</b>			
335.02 DNR - Timber Revenue	20,000	\$ 20,000	-
335.02 DNR - Other Revenue	100	\$ 100	-
335.02 State Capital Grant	\$291,000	\$ -	(291,000)
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>311,100</b>	<b>\$ 20,100</b>	<b>(291,000)</b>
<b>Miscellaneous</b>			
361.11 Investment Interest	16,057	\$ 7,500	(8,557)
367-10 Non-Governmental Contributions	5,000	\$ -	(5,000)
367-10 Grant Revenue	25,000	\$ -	(25,000)
369.90 Miscellaneous Revenue	200	\$ -	(200)
<b>Total Miscellaneous</b>	<b>46,257</b>	<b>\$ 7,500</b>	<b>(38,757)</b>
<b>Total Revenue:</b>	<b>\$ 459,883</b>	<b>\$ 132,746</b>	<b>(327,137)</b>
Transfer from Reserves	\$ 706,718	\$ 250,000	(456,718)
<b>Total Revenue and Reserves</b>	<b>\$ 1,166,601</b>	<b>\$ 382,746</b>	<b>\$ (783,855)</b>

## Expenses

<u>Description</u>	2020 Budget	Proposed Budget 2021	Difference
<b>Other Services / Charges</b>			
572 Wages and benefits		\$ 63,953	
572.3 Supplies		\$ 1,500	
572.32 Courier (2x/week)		\$ 2,620	
572.34 Print Materials		\$ 2,000	
572.39 Digital and E Resources		\$ 1,200	
572.41 Professional services (custodial, admin, grounds)	62,528	\$ 14,750	(47,778)
572.42 Communications (Internet and PO Box)		\$ 7,600	
572.43 Training		\$ 500	
572.45 Leases (copier)		\$ 4,000	
572.46 Insurance		\$ 3,000	
572.47 Utilities		\$ 1,800	
572.48 Repair and Maintenance		\$ 1,500	
572.49 Security monitoring/printing		\$ 500	



	<b>Operational Total</b>		<b>\$ 104,923</b>	
572.41	Professional Services-Fundraising/Architect	30,000	\$ 2,500	(27,500)
572.62	Capital Outlay	1,074,073	\$ 250,000	(824,073)
	<b>Grand Total Expense:</b>	<b>\$ 1,166,601</b>	<b>\$ 357,423</b>	<b>(899,351)</b>



**Ordinance / Resolution No.** 2020-06  
(2021-01)

**RCW 84.55.120**

**WHEREAS**, the Board of Trustees of Yale Valley Library District has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2021 ; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 94,509.00 ; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 9,042.00  
which is a percentage increase of 9.56 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 12 day of November , 2020 .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

# YALE VALLEY LIBRARY DISTRICT

## Resolution 2021-01

(Budget Resolution 2021-02)

### RESOLUTION OF THE YALE VALLEY LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE LEVY CERTIFICATION FOR THE 2021 BUDGET

The regular meeting of the Yale Valley Library District (YVLD) Board of Trustees was held November 12, 2020 online per Governor Inslee's Proclamations 20-05 and 20-28, and 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 YVLD Board of Trustees held a first public reading of the budget on September 17, 2020, an update at the public meeting on October 8, 2020 and a public hearing on November 12, 2020 to consider the District's levy for 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Yale Valley Library District Board of Trustees, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

**BE IT FURTHER RESOLVED** that the Yale Valley Library District Board of Trustees adopts the 2021 Levy Certifications for Cowlitz County.

Adopted this 12th day of November, 2020

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Eric Reese, Chair

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Tina Moir, Vice Chair

**Yale Valley Library District  
STAFF REPORT  
Electronic Signature Policy**

**To: Board of Trustees**  
**From: Amelia Shelley, FVRL Executive Director**  
**Date: 11/12/2020**

**Subject:** Electronic Signatures Policy

**Key Points:**

- YVLD has the need to use electronic signatures on an occasional basis.
- The global pandemic has increased the urgency of the need.
- Electronic signatures are secure, efficient and improve productivity.

**Status:** RCW 19.360 allows Washington local agencies (including special purpose districts as defined in 19.360.060) to determine by resolution and policy whether, and to what extent, it will use electronic records and electronic signatures. YVLD's Board of Trustees passed Resolution 2020-03 on June 16, 2020 providing authority for the Trustees and FVRL staff to use electronic signatures on all YVLD documents.

**Advantages:** Allowing the use of an electronic signature to affix electronic signatures to electronic records, will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity and nonrepudiation of electronic documents when electronic signatures are used by YVLD. Reducing YVLD's reliance on paper-based transactions will further improve the security and sharing of information, allow for faster approvals and access, and reduce costs and environmental impact. This policy allows FVRL to choose suitable software for this purpose and does not exclude the use of wet signatures as needed or convenient.

**Disadvantages:** None

**Budget impact:** Minimal.

**Action Requested:** Provide input on the use of electronic signature technologies as it applies to Policy.

**YALE VALLEY LIBRARY DISTRICT**

**RESOLUTION: 2020-6**

**RESOLUTION OF THE YALE VALLEY LIBRARY  
DISTRICT BOARD OF TRUSTEES ALLOWING THE USE OF ELECTRONIC  
SIGNATURES FOR BOARD DOCUMENT APPROVAL**

The regular meeting of the Board of Trustees of the Yale Valley Library District was held remotely on Thursday, November 12, 2020 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**, RCW 19.360 allows Washington local agencies (including special purpose districts as defined in 19.360.060) to determine by resolution and policy whether, and to what extent, it will use electronic records and electronic signatures; and

**WHEREAS**, the convenience and low cost of conducting business over the Internet has the potential to increase efficiencies in library business interactions, therefore the use of electronic signatures reduces the use of paper, saves time and reduces costs associated with handling physical documents; and

**WHEREAS**, the Board authorizes the Fort Vancouver Regional Library District, as a portion of their contractual obligation to the Yale Valley Library District, to select and adopt an electronic signature provider or platform for Board signatures.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Yale Valley Library District directs FVRL to create an administrative policy to implement the use of electronic signatures consistent with this resolution and in compliance with the provisions of RCW 19.360.

Adopted this 12<sup>th</sup> day of November, 2020.

Approved: \_\_\_\_\_  
Eric Reese, Chair

Attested: \_\_\_\_\_  
Tina Moir , Vice-Chair

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

AGREEMENT FOR LIBRARY SERVICES

Between

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

And

YALE VALLEY LIBRARY DISTRICT

THIS Agreement, is entered into on October 7, 2010 by and between the FORT VANCOUVER REGIONAL LIBRARY DISTRICT, an intercounty rural library district, (hereinafter referred to as "FVRL") and the YALE VALLEY LIBRARY DISTRICT, a rural partial-county library district, (hereinafter referred to as "YVLD"):

WITNESSETH:

WHEREAS, FVRL operates libraries in Clark, Skamania, and Klickitat counties and in the City of Woodland in Cowlitz county; and

WHEREAS, YVLD was created to provide library services for its residents, and

WHEREAS, YVLD entered into an Agreement with FVRL in 2004 to provide the residents of YVLD with resources and library services generally available throughout the FVRL service area, and to furnish library services to the extent deemed reasonable and equitable by the FVRL Board of Trustees in view of its regional service responsibilities, and;

WHEREAS, the existing Agreement needs to be updated to include changes in funding for special purpose districts; and

WHEREAS, the voters of YVLD approved a maximum ad valorem tax levy in the sum of \$.50 per \$1,000 of assessed value of taxable real and personal property within the boundaries of said District to pay for such services to such residents; and

WHEREAS, the 2005 tax collection levy rate was set at \$.50 per \$1,000 of the assessed value of all taxable, real and personal property within the boundaries of YVLD; and

WHEREAS, personal and real property within YVLD boundaries is subject to tax limiting factors outlined in RCW 84.55.

NOW, THEREFORE, in consideration of the mutual benefits to be derived, the parties hereto agree to amend the current Agreement to read as follows:

## SECTION 1. LIBRARY CARDS

- 1.01 FVRL will issue library cards to the residents of YVLD following similar guidelines and procedures as for residents of FVRL.

## SECTION 2. LIBRARY SERVICES

- 2.01 Holders of the FVRL library cards, issued pursuant to this Agreement shall be entitled to all of the privileges of library use accorded to the residents of the FVRL service area.
- 2.02 YVLD holders of FVRL library cards issued pursuant to this Agreement shall be entitled to have books mailed to them at no cost.
- 2.03 At FVRL's discretion, and consistent with services provided to rural areas within the FVRL district, bookmobile service will be provided regularly to YVLD. The frequency and duration of the bookmobile stop will be determined by FVRL, after discussion with YVLD.
- 2.04 FVRL does not currently intend to have a facility in the Yale valley.

## SECTION 3. ADMINISTRATIVE SERVICES

- 3.01 In addition to the library services described herein, FVRL will provide for YVLD at no additional charge, such administrative services as are necessary to maintain YVLD as a Rural Partial-County Library District, including accounting service, errors and omission insurance for YVLD board, and annual budget services.

## SECTION 4. TREASURER

- 4.01 It is understood that the Treasurer for YVLD will be the Treasurer of Cowlitz County ("Treasurer"). The Treasurer will on a monthly basis forward all revenue (property tax, timber revenue and any other revenue) to the Clark County Treasurer. The Clark County Treasurer will establish a separate fund for the YVLD.

## SECTION 5. PAYMENT FOR SERVICES/LEVY RATE/OTHER REVENUE

- 5.01 **Payment Calculation:** For each year that this Agreement is in effect, YVLD shall pay to the FVRL an amount calculated using YVLD's previous year's FVRL payment multiplied by either 101% or the Implicit Price Deflator (IPD) whichever is lower.
- 5.02 **Payment schedule:** payments to FVRL by YVLD shall be made semi-annually as soon as practical, after the property taxes are deposited by the Treasurer into the YVLD fund established in the Clark County Treasurer's office, but no later than June 15 and December 15 of each year.

SECTION 6. TERM OF AGREEMENT

- 6.01 This Agreement commences upon signature of all parties.
- 6.02 This Agreement will remain in effect until either party requests termination of the Agreement. Either party must give six (6) months notice to the other party, in writing, by certified letter, of a desire to terminate this Agreement.

FORT VANCOUVER REGIONAL  
LIBRARY DISTRICT

YALE VALLEY LIBRARY  
DISTRICT

  
EXECUTIVE DIRECTOR

  
BOARD CHAIR



# Yale Valley Library District

## Regular Meeting Schedule 2021

January 21.....	6:00pm
February 18.....	6:00pm
March 18.....	6:00pm
April 15.....	6:00pm
May 20.....	6:00pm
June 17.....	6:00pm
July 15.....	6:00pm
August 19.....	6:00pm
September 16.....	6:00pm
October 21.....	6:00pm
November 18.....	6:00pm
December 16.....	6:00pm

2021 Officers

- Chair
- Vice-Chair
- Secretary