



AGENDA FOR PUBLIC MEETING - AMENDED

DATE: Monday, November 15, 2021

LOCATION: **6:00pm Zoom Meeting Instructions for Regular Meeting**

<https://us02web.zoom.us/j/82906908045>

Meeting ID: 829 0690 8045

Passcode: 307575

or

Dial +1 253 215 8782

1. Call to Order

5:30 - 5:55 p.m. Executive Session Topic: Personnel: RCW 42.30.110 (g)

6:00 p.m. Regular Meeting

- 2. Agenda Approval** ACTION
- 3. Chair Announcements** INFORMATION
- 4. Reports:**
 - 4.1 FVRL Operational Report:** Mary Abler, Deputy Director
 - 4.2 Woodland Community Library:** Jennifer Huaun, Branch Manager
- 5. Consent Agenda** ACTION
 - 5.1 Minutes Approval –** October 18, 2021 meeting
 - 5.2 FVRL Expenditure Approval:** Reviewed by Mary Ann Duncan Cole
 - 5.3 Fiscal Management Policy**
 - 5.4 Asset Management Policy**
 - 5.5 Resolution 2021-17:** 2021 Reserve Plan
- 6. Business**
 - 6.1 Personnel Committee: Executive Director Review** ACTION
 - 6.2 Resolution 2021-14 Executive Director Compensation** ACTION
 - 6.3 AFSCME Contract** ACTION
 - Resolution 2021-18 AFSCME CBA Ratification
 - 6.4 Resolution 2021-19 Grand Blvd Property Purchase** ACTION
 - 6.5 Finance Committee**
 - Public Hearing: 2022 Levy (includes citizen comments*)
 - 2022 Levy Certification: Resolution 2021-13 (2022-02) ACTION
 - 2022 Budget (second reading) INFORMATION
 - 2021 Amended Budget (second reading) INFORMATION
 - 6.6 2022 Board Officer/Committee Appointments - Nomination** INFORMATION
 - 6.7 2022 Board Meeting Schedule/Financial Review** ACTION
 - 6.8 Resolution 2021-15: Lyngsoe System, Inc. AMH Contract** ACTION



7. Board comments

INFORMATION

8. Setting of next regular meeting – December 13, 2021 Virtual

9. Adjournment

*Citizens wishing to comment during the public hearing for the 2022 levy must register in advance. More information is available at www.fvrl.org/about-us/trustees



NOVEMBER 2021 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations open a minimum of 10 am to 6 pm Monday - Friday
 - No meeting room use
 - No in-person programs

2. Capital Projects

- Operations Center/Grand Blvd. building
 - Move planning, repairs continue
- Woodland Community Library
 - Recommending move forward on redesign
- Washougal Community Library
 - Build the Library team meeting
 - Lone Wolf Development/Hacker on site planning
- Grand Boulevard building purchase agreement and amended lease

3. Executive Director's Activities: October 19 - November 14, 2021

- Lyngsoe Automated Materials Handler demo at MCL
- District tour with Deputy Director (3 days)
- Washougal Building - Community Advisory Group
- Battle Ground Village Retail Association - budget meeting
- Public Libraries of Washington Executive Board
- FVRL union bargaining team
- Library capital funding (state library directors)
- Met with architects at Grand Blvd. building for review
- Accounts Payable Internal Controls review
- Urban Libraries Council - Directors meeting
- Vancouver Public Schools - Operations Agreement
- City of Washougal - parking discussion
- City of Vancouver - purchase document review
- 2021 Revised Budget/2022 Budget - review and development
- VLCFA budget and levy approved
- Finance and Policy Committee meetings
- Yale Valley Library District Board meeting
- Branch Managers and Supervisors meetings
- Foundation Board Meeting
- PLA Metrics Workshop

NOVEMBER BRANCH HIGHLIGHTS

November 15, 2021

EQUITY

- Branch staff have signed up for the two sessions/four hours required Equity Foundational Training offered from the first week of November to next January.
- Yale Valley Library Supervisor, Lesley Miller reported that with a recent internet outage in the area, the library facility, computers and wifi access were a godsend for those needing the connection for work or school. It showed the importance of digital equity for rural communities.

CONNECTIONS

- This quarter the Skamania bookmobile schedule includes visits to 10 area schools and daycares. The September 2021 circulation on the bookmobile is up 98% percent compared to 2020, and up 20% compared to 2019.
- Recently Goldendale Library's experience kits featured a rainbow scratch off animal mask to celebrate World Animal Day. Their newest staff, Courtney, shared a picture of her daughter wearing her original artwork and she loved it so much that she wouldn't take it off! (Right Photo)



- Woodland Library Branch Manager, Jennifer Hauan and Foundation staff, Judy Musa dressed up and passed out candy, book sale information and library information during the crazy 4 hours of trick or treating along the Business district. There were quite a few people who enthusiastically responded to seeing the library participate in the celebration and a lot of "We love the library!" They also passed out candy at the branch, but didn't have nearly the 1,000 plus people that showed up downtown! (Left photo)
- Washougal Branch Manager, Rachael Ries secured a speaker from Daybreak Youth Services to participate in the Washougal READS discussion in November. The speaker will talk about his son's battle with drug use. The featured community READS book, *The Patron Saints of Nothing*, has drug, racial and class themes.

PARTNERSHIPS

- The Ridgefield Art Association held their last Halloween Hall on October 15 and 16. Ridgefield Library Branch Manager, Sean McGill gave out over 170 lollipop ghost crafts and mystery boxes to children. The City and Downtown businesses held a trick or treat event on October 29 with several hundred kids circulating through downtown in costume hoping for treats and not tricks. The library participated. Their door count was over 300, much higher than their daily average.
- Vancouver Library Outreach Librarian, Diane C. continues to coordinate and deliver items for the Read, Return, Repeat program throughout the district, adding several new locations including: Jim Parsley Community Center, Vista Court Apartments, and Camp Mariposa.
- Vancouver Library Public Services Librarian, Laura M. and Cascade Park Library Public Services Librarian, Rebekah C. partnered with SCORE to present the final installment of SCORE's "Growing Your Business" webinar series.

ORGANIZATIONAL CULTURE

- Battle Ground Library Manager, Holland Christie and Operation Manager, Julianne Hudson attended a webinar called *Dealing with Hostile and Potentially Dangerous Behaviors*.
- Three Creeks Library welcomed two Public Services Assistants on October 16th. This is the first time that they were fully staffed since staff came back to work in person last year!
- A number of staff throughout the district attended School Library Journal's *Resilient Together: Building School and Library Partnerships* workshop over the course of three weeks.
- Vancouver Library Branch Manager, Kelly Lamm and Executive Director, Amelia Shelley visited the Hands On Children's Museum in Olympia to generate ideas for updating and renovating the Early Learning Center.
- Vancouver Library Senior Library Assistant, John Burkett came up with the idea of having a "Masks required over nose and mouth" announcement made automatically every hour. Staff reported hearing positive feedback from patrons regarding the PA announcement.

PATRONS' COMMENTS

- Multiple patrons recently told the Vancouver Mall Library staff that they had just found out that the Library was open, and were very happy about it.
- Vancouver Library Senior Library Assistant, Traci E. had a visit from a four year old and his nanny who had been attending Traci's storytimes since the child was 6 months old. They came in to say goodbye because the nanny is moving. The child showed Traci how he can spell his name in the air and told her he wished they could sing songs in "that" room over there. The nanny shared what a huge impact our storytimes had on her caregiving and that Traci had been an inspiration to her.
- Vancouver Library Supervisor, Monica G. reported a couple of patrons new to the area who were very impressed with our library and very excited about all the services we offer.

Fort Vancouver Regional Library District
Finance Report
10/31/2021

CASH POSITION

Cash balance at the end of October was \$25,893,041, representing an overall increase in cash of \$7,861,990 from the beginning of the year. Increases in cash position are due to reimbursements from flood losses and construction costs for the Ridgefield library.

REVENUE

Year to date revenue is at 99.58%; 2020 revenue was at 76.89% this time last year. We will amend the 2021 budget in December to reflect unanticipated revenues.

Property tax: Total revenues for property tax in October were \$8,157,269. Year to date property tax collections are at 92.68% of budget; 2020 property tax collections were at 90.78% this time last year.

Yale Valley Library District: Construction cost reimbursements for October were \$6,161.

Investment income: Investment income continues to lag with interest rate increases expected sometime in 2022.

Foundation Reimbursements: Another \$440,844 were received on the Ridgefield project. The nearly \$2.4 million in Foundation reimbursements to date are from a combination of state capital appropriations (\$500,000), foundation grants (\$1.25 million), donor and Friend's funds (\$300,000) for Ridgefield and the state library capital improvement program grant (\$200,000) for Woodland.

Insurance reimbursements: Operations Center Flood of \$76,445 were received during the month of October.

EXPENSES

Year to date expenses are at 74.58% of budget; 2020 expenditures were 63.44% this time last year.

Personnel: Personnel costs are at 73.9% of budget. The district currently has 25 open positions.

Supplies and Small Equipment: Supplies are running 7.4% over budget and technology expenses are over budget 6.4% year to date. This is the result of a combination of insurance recovery and pandemic related expenses included in revenue.

Library materials: Electronic resources are over budget by 14% due to demand, and are offset by library books and materials being under budget due to a media shift in the pandemic.

Other Charges and Services: Expenses were \$539,574 with rentals and leases at 170% of budget due to temporary sites for Operations, and Repairs and Maintenance at 94% due to annual Sirsidynix subscription and maintenance fees paid in October.

Capital Outlay: Expenditures for non-owned buildings were \$546,022 in October for repairs to the Operations Center due to the 2020 flood, and \$8,818 for owned buildings for Battleground break room (\$7,952) and the remainder was home depot bills.

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

	2021 Budget (Approved 12/20)	October 2021 Revenues	All Revenue Received thru October 2021	Year - to - Date Annual Budget Percent
Property Taxes				
311.10 Property Taxes - Clark	23,469,214	8,040,843	22,158,035	94.41%
311.10 Property Taxes - Skamania	664,136	57,876	485,826	73.15%
311.10 Property Taxes - Klickitat	1,196,404	51,337	941,400	78.69%
311.10 Property Taxes - Cowlitz	326,395	7,213	192,863	59.09%
Total Property Taxes	25,656,149	8,157,269	23,778,125	92.68%
Other Taxes				
311.11 Other General Tax	0	0	0	0.00%
318.20 Leasehold Excise Tax	92,000	831	113,314	123.17%
Total Other Taxes	92,000	831	113,314	123.17%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	0	922	18.45%
333.00 Grants through ESD 112	0	0	3,550	0.00%
336.02 State In-lieu of Taxes	0	0	10,486	0.00%
334.84 State Grants	0	0	5,102	0.00%
335.05 State Forest Boards	170,000	729	219,132	128.90%
338.72 Yale Valley Library Dist	730,000	6,161	718,747	98.46%
338.72 INET City of Vancouver (PEG)	61,000	0	0	0.00%
338.72 Contracts - Clark County Jail	500	0	500	100.00%
Total Intergovernmental, Grants & Contracts	966,500	6,890	958,441	99.17%
Charges for Services				
341.60 Equipment Use Fees	20,000	1,009	6,806	34.03%
347.21 Non-Resident Borrower Fee	2,000	617	5,109	255.46%
347.90 Lost / Damaged Material Fee	5,000	4,702	23,673	473.47%
347.50 Collection Agency Referral Fee	5,000	330	2,170	43.40%
Total Charges for Services	32,000	6,658	37,758	118.00%
Miscellaneous				
361.11 Investment Interest	177,000	9,270	111,912	63.23%
362.00 Rental Income	2,500	0	0	0.00%
367.09 Restricted Contribution - GD	0	0	0	0.00%
367.10 Gifts/Contributions	3,351	9	12,342	368.32%
369.90 Library Friends Groups' Reimbursements	660,000	1,291	3,122	0.47%
369.90 Library Foundation Reimbursements	2,136,000	440,844	2,384,704	111.64%
369.40 Insurance Reimbursements	1,500,000	76,445	3,758,620	250.57%
369.90 Miscellaneous	8,500	39	229	2.69%
367.11 Private Grants	2,500	1,600	1,600	0.00%
369.90 Postage Contributions	0	0	0	0.00%
369.90 Other Miscellaneous - E-Rate	200,000	0	156,814	78.41%
395.00 Sale of Assets	12,000	75	685	5.70%
Total Miscellaneous	4,701,851	529,572	6,430,027	136.76%
Total Operating Revenue	\$ 31,448,500	\$ 8,701,220	\$ 31,317,665	99.58%
Transfer in from Reserves	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues and Transfer from Reserve	\$ 31,448,500	\$ 8,701,220	\$ 31,317,665	99.58%

10/12 months = 83.33%

Jan.-Dec. 2021 Fiscal Year

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

<u>Bars</u>	<u>Description</u>	2021 Budget (Approved 12/20)	October 2021 Expenditures	Year-to-Date Totals thru October 2021	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	11,563,314	868,241	8,602,692	74.40%
572.24	Benefit - Medical	2,501,458	131,993	1,880,534	75.18%
572.24	Benefit - Dental	306,644	23,073	232,253	75.74%
572.24	Benefit - Life, LTD, STD	132,891	9,042	86,550	65.13%
572.22	Benefit - PERS	1,459,354	86,257	1,032,896	70.78%
572.21	Benefit - FICA	871,318	64,791	641,773	73.66%
572.25	Benefit - L & I - Workers Compensation	117,603	5,765	56,231	47.81%
572.25	Benefit - PFML	17,941	1,274	12,617	70.32%
572.28	Unemployment Expense	10,000	1,337	2,938	29.38%
	Personnel Subtotal:	16,980,523	1,191,773	12,548,484	73.90%
Supplies					
572.30	Supplies	400,000	23,323	362,934	90.73%
572.35	Small Equipment (FF&E)	500,000	15,293	249,092	49.82%
572.38	Technology	525,000	14	471,293	89.77%
572.33	Professional Collection / Tech	300,000	27,482	176,317	58.77%
	Supplies & Small Equipmt/Tech Subtotal:	1,725,000	66,112	1,259,636	73.02%
Library Books / Materials					
572.34	Library Books & Materials	2,400,000	158,688	1,265,165	52.72%
572.39	Electronic Resources	1,400,000	131,415	1,371,462	97.96%
	Library Materials Subtotal:	3,800,000	290,103	2,636,627	69.38%
Other Services / Charges					
572.41	Professional Services	1,238,000	120,794	1,035,406	83.64%
572.42	Communications	419,400	24,236	354,034	84.41%
572.43	Training / Travel	108,000	6,584	39,963	37.00%
572.44	Advertising	29,000	384	9,294	32.05%
572.45	Rentals / Leases	519,200	80,605	882,624	170.00%
572.46	Insurance	223,700	1,655	202,763	90.64%
572.47	Utilities	408,500	24,439	261,693	64.06%
572.48	Repairs & Maintenance	775,000	276,010	736,154	94.99%
572.49	Misc / Dues / Printing / Other	131,200	4,641	69,454	52.94%
572.50	Intergovernmental Services	2,500	226	2,944	117.76%
	Other Charges & Services Subtotal:	3,854,500	539,574	3,594,329	93.25%
Capital Outlay					
594.62	Buildings / Non-Owned	2,000,000	546,022	1,111,853	55.59%
594.62	Buildings / Owned	2,000,000	8,818	1,626,624	81.33%
595.62	Yale Project	730,000	0	424,452	58.14%
594.64	Machinery & Equipment	196,477	0	120,879	61.52%
	Capital Outlay Subtotal:	4,926,477	554,840	3,283,809	66.66%
Reserved Amount					
572.41	Professional Services-2021 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 31,286,500	\$ 2,642,402	\$ 23,322,885	74.55%
Total Reserved Projects		162,000	0	132,769	81.96%
Grand Total All Expenditures:		\$ 31,448,500	\$ 2,642,402	\$ 23,455,654	74.58%

October is the 10th month of the fiscal year. Year-to-date budget percentages should be at 83.33%, representing 10/12 months.

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

October 18, 2021

1. CALL TO ORDER

Chair Carrico called the regular meeting to order at 6:00pm noting that a 5:00pm work session between the FVRL Board of Trustees and the FVRL Foundation Board of Trustees regarding funding opportunities for the new Woodland Community Library. Following the work session, an Executive Session was held from 5:30pm – 5:55pm regarding Personnel. No decisions were made.

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

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

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

2. AGENDA

MOTION: Jane Higgins moved and Kelsi Gilkey seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Chair Carrico thanked the Board for their nomination of him as Board Chair again.

4. REPORTS

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

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

4.2 Branch Report: Stevenson Community Library, David Wyatt, Branch Manager

Wyatt provided an overview of Stevenson Community Library’s activities over the past year.

5. CONSENT AGENDA

5.1 Minutes Approval – September 20, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Kelsi Gilkey

5.3 VLCFA Expenditure Approval: Reviewed by Kelsi Gilkey

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

6. BUSINESS

6.1 Personnel Committee Report – Executive Director Review

The Personnel Committee worked with the Taylor Group to collect feedback for the Executive Director’s review from staff and associates. The Taylor Group report as well as salary examples were sent to the Board. The Board is asked to review this information in preparation for the next Executive Session to be held at the November Board meeting.

6.2 Finance Committee

2021 Budget Revision

FVRL is required to amend the annual budget to reflect any unanticipated income within the year by our Fiscal Management Policy. Staff believes it is prudent to indicate where unanticipated income is used to offset expenses, and that those revised expenses should also be reflected in the amended budget. This item will be on the November Consent Agenda.

2021 Reserve Plan

As part of the FVRL Fiscal Management Policy, the Board of Trustees are required to adopt a Reserve Plan and review it annually. At the end of 2020, FVRL had \$888,501 in unanticipated revenue that was placed into reserves. Staff are asking the Board to consider possible allocation of the 2020 unanticipated revenue to one or more of the existing funds.

2022 Preliminary Budget

Shelley gave an overview of the anticipated 2022 budget revenues and expenses. FVRL is statutorily required to create and approve a budget as part of the Board of Trustees annual obligations. The 2022 budget reflects the new strategic plan as well as needed capital and expenditures to better serve our communities.

VLCFA Report

Shelley gave a brief report on the Vancouver Library Capital Facilities Area (VLCFA) debt servicing.

6.3 Policy Committee

Fiscal Management Policy – This is the second reading of this policy and will be on the consent agenda for the November meeting.

Asset Management Policy - This is the second reading of this policy and will be on the consent agenda for the November meeting.

6.4 Resolution 2021-12: Approval of Contract Closeout

Staff is seeking Board approval of Resolution 2021-12 authorizing the close out of Union Corner Construction's contract for the repair work necessary because of the October 2020 flood of the FVRL Operations Center.

MOTION: Jane Higgins moved and Mary Ann Duncan Cole seconded approval of the Resolution 2021-12. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Tina Lambert, Red and Pauline Warren, Eduard Goncharuk, Lori Judkins, Dennis Anderson, Quill Onstead, Gary Wilson (incl. Aug comment), Chantel Nash (late Sept comment) and Anastasia Roshchevskaya (late Sept comment).

8. BOARD COMMENTS

Chair Carrico thanked the Board for their time volunteering their hours for the Library Board work. Kelsi Gilkey thanked staff for their hard work during the pandemic, and acknowledged that there is a lot of fatigue. She also thanked the patrons for their patience and asked for their continued cooperation during the pandemic.

9. NEXT REGULAR MEETING

The next meeting is Monday, November 15, 2021 (TBD)

10. ADJOURNMENT

The meeting adjourned at 8:08 pm

Approved:

Brian Carrico, Chair

Date

Kelsi Gilkey, Secretary

Date

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

November 15, 2021

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

As of this date, November 15, 2021, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
October 1, 2021 through October 31, 2021

Accounts Payable Warrants Issued	Numbers	<u>113450</u>	Through	<u>113676</u>	<u>\$ 1,675,121.40</u>
Accounts Payable EFT Payments		<u>EFT00987</u>	Through	<u>EFT01022</u>	<u>\$ 65,541.27</u>
Accounts Payable Warrants Voided	Numbers	111433,111476,111841,112847,112271,113650			<u>(\$ 10,448.05)</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	<u>\$ -</u>
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Direct Deposits Issued	Numbers	<u>10/4/2021</u>	Through	<u>10/20/2021</u>	<u>\$ 806,442.63</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>				<i>Amount</i>
WA Dept. of Revenue	October 4, 2021				1,818.91
Kaiser	October 27, 2021				15,972.28
Kaiser	October 28, 2021				61.75
WA Dept. of Revenue	October 13, 2021				6,538.96
WA Dept of Retirement	October 14, 2021				70,865.77
WA Dept of Retirement	October 27, 2021				6,413.91
WA Dept of Retirement	October 8, 2021				2,593.91
					<u>\$ 104,265.49</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 2,640,922.74</u>
Total Transactions for Approval					<u>\$ 2,640,922.74</u>

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

BOARD COVER WORKSHEET

BOARD DATE: November 15, 2021

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
<u>Accounts Payable</u>			
October 6, 2021	113450-113498	525,689.08	
October 13, 2021	113499-113558	568,993.30	
October 22, 2021	113559-113604	188,634.27	
October 29, 2021	113605-113676	391,804.75	
Total Accounts Payable Warrants Issued		1,675,121.40	
<u>Accounts Payable EFT Payments</u>			
October 15, 2021	EFT00987-EFT01000	19,514.59	
October 22, 2021	EFT01001-EFT01007	7,641.47	
October 29, 2021	EFT01008-EFT01022	38,385.21	
Total Accounts Payable EFT Payments		65,541.27	
<u>Accounts Payable Voids and Cancels</u>			
October 7, 2021	111433,111476,111841		4,119.58
October 11, 2021	112847		4,699.15
October 8, 2021	112271		489.84
October 29, 2021	113650,113669,113670		423.38
October 29, 2021	EFT01008-EFT01022		716.10
Total Accounts Payable Warrant Voids and Cancels			10,448.05
<u>Total ADP ACH Auto Pull</u>			
October 4, 2021		296,754.42	
October 4, 2021	State Family & Medical Leave	1,718.83	
October 4, 2021	Federal	96,633.00	
October 4, 2021	Oregon	3,529.91	
October 20, 2021		304,020.56	
October 20, 2021	State Family & Medical Leave	1,754.21	
October 20, 2021	Federal	97,886.11	
October 20, 2021	Oregon	4,145.59	
Total Payroll Direct Deposit Transfers		806,442.63	
<u>ACH EFT Transfer</u>			
October 4, 2021	WA Department of Revenue Endicia (postage)	1,818.91	
October 27, 2021	Kaiser	15,972.28	
October 28, 2021	Kaiser	61.75	
October 13, 2021	WA Dept of Retirement	6,538.96	
October 14, 2021	WA Dept of Retirement	70,865.77	
October 27, 2021	WA Dept of Retirement	6,413.91	
October 8, 2021	WA Dept of Retirement	2,593.91	
Total ACH EFT Transfers		104,265.49	
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids		2,651,370.79	10,448.05
Total Funds to Approve for Disbursement			2,640,922.74

Finance Director Reviewed

Carrie Greenwood

Date

11/11/2021

Fort Vancouver Regional Libraries Fiscal Management Policy

DRAFT

PURPOSE

Fort Vancouver Regional Library District (FVRL), as an intercounty rural library district as defined by the state of Washington in RCW 27.12.090, recognizes it has financial responsibility for the management and investment of taxpayers' money. To set direction, monitor and review the FVRL's financial health, and to fulfill the obligations of the public trust, the Board of Trustees (Board) of the FVRL establishes the following fiscal management policy:

POLICY

It shall be the goal of FVRL to achieve and maintain a strong financial position that provides the necessary resources to sustain library operations and pay for unanticipated emergencies, withstand downturns in the local, regional and global economies, ensure timely payment of all fiscal obligations, and meet all debt obligations. These goals will be achieved through the following practices. FVRL will manage both one-time and ongoing expenditures within current resources, establish and adequately fund reserve accounts, regularly monitor and report on budget performance, evaluate the fiscal impact of new services prior to implementation, operate as efficiently as possible, and constantly review library services for appropriateness and effectiveness.

Accounts Payable: FVRL will make every effort to pay bills within 30 days of receipt. For Public Works projects, all applicable Intents and Affidavits must be submitted to LNI prior to payment.

Annual Budget: The Board will adopt and maintain a balanced annual operating budget. FVRL's staff will prepare an annual budget based on anticipated revenues and expenses, and present it to the Board for approval. The process will follow an established calendar and include a public hearing for the final reading. The annual levy for tax collection purposes must be set and sent to the Clark County Assessor by November 30 of each year.

Staff will build and maintain a five-year rolling forecast of the budget to be presented to the Board as part of the annual budget and long-term planning process to ensure FVRL's financial stability is managed and maintained.

Auditing Officers and Expenditure Certification: The Executive Director will serve as an Auditing Officer pursuant to RCW 42.24.080. The Executive Director can appoint the Deputy Director or other FVRL Director as a designee in their absence to ensure the timely payment of warrants.

All FVRL Trustees are designated as Auditing Officers and share duties for auditing and approving monthly expenditures in the course of their duties. An annual calendar for Trustee audits shall be established to ensure continuity and timely action.

BARS: FVRL will follow the prescribed Budget, Accounting, and Reporting System (BARS) as outlined by the Washington State Auditor's Office.

Capital project funding: Library facilities may be built using bond funds, Library Capital Facility Area (LCFA) bond funds, special levies, fundraising and/or operating funds when appropriate. FVRL will prioritize capital maintenance and replacement schedule over new construction when establishing the annual budget.

Cash Receipting: FVRL staff will maintain physical security of cash receipts, designate who can approve steps and actions related to cash receipts (such as adding a new receipts location, deposits or accepting credit cards), and have procedures in place to monitor and record transactions.

Cash reserves: A portion of the funds held by FVRL are set aside for short, mid and long-term sustainability and will be maintained at sufficient levels to protect FVRL's financial position and responsibilities to the public.

- Reserve funds can be restricted or unrestricted, as determined by the Board. The Board will adopt a Reserve Plan and review it annually.
- Any year-end operating surpluses will be considered unappropriated and available for use in maintaining reserve levels set by policy or will be available for project specific and/or "one-time" only expenditures.
- FVRL's reserves may include funds for budget stabilization, ongoing long-range capital repairs and maintenance objectives, replacement of equipment and vehicles, and other objectives as deemed appropriate by the Board.
- Employee leave liabilities are carried as part of the operating budget but may be set aside as a reserve as the Board deems appropriate to reduce exposure.

Debt Management: 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. Long-term debt is only to be used to finance capital improvements and should *never* be used to support current operations.

Disbursement systems controls: FVRL shall establish and maintain control systems for each major disbursements process, including payroll and accounts payable, as well as controls over transactions from initiation to payment, account monitoring, and fraud protection. Monthly audits by the Executive Director and a Trustee will be conducted to assure compliance.

Expenditure Certification: Pursuant to RCW 42.24.080, the Finance Director is designated to certify all claims made against FVRL for payment. The Executive Director shall certify payments in the absence of the Finance Director.

Financial Reporting: FVRL's financial reporting will be on a cash basis. Financial reports shall be submitted to the Board at the regular monthly public meeting. The Board shall receive a copy of the annual report after it is filed with the Washington State Auditor's Office. Forecasts will encompass five years and be updated annually. Balanced revenue and expenditure forecasts will be prepared to examine FVRL's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements.

Fiscal Agent: In accordance with RCW 27.12.070 and 27.12.160, FVRL maintains an agreement with the Clark County Treasurer to serve as the District's fiscal agent.

Fund Manager: FVRL designates the Finance Director or their designee as the Fund Manager.

Investments: FVRL adopts the Clark County Investment Policy as its investment policy and will participate in the Clark County Investment Pool. Staff will share quarterly Investment reports with the Board as they are received and will regularly review investments to ensure compliance with any direction from the State Auditor's Office.

Insurance: FVRL will maintain adequate insurance policies or self-insurance reserves to pay all claims against the District.

Liabilities: FVRL is the custodian for employee accounts held under IRS plan 457 and has no liability for losses under such plans, but does have the duty of due care that would be required of a prudent investor. FVRL will not use these assets to satisfy the claims of general creditors.

Minimum Balance: FVRL's fund balance represents the net cash after all revenues have been deposited and all expenses have been paid. While FVRL budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters. The minimum balance for the fund should not be less than 60 to 90 days of annual operational expenditures to ensure adequate funding to maintain services between property tax collections. The Board delegates the responsibility of maintaining an adequate fund balance to the Executive Director to maintain sufficient cash available for the operational needs of the District.

Revenue Sources: Although library services are primarily funded through property taxes, FVRL will seek information on alternative funding from multiple sources, e.g. grants, partnerships and fees. FVRL will monitor and take appropriate action concerning legislation affecting the funding of library districts.

Staff-related expenses:

FVRL will follow these general guidelines for expenses directly related to expenditures for staff or board-related activities.

1. FVRL will pay membership fees and participation expenses for Board or staff members when doing so will provide a benefit to the library. Authority to cover the cost is vested in the Executive Director or their designee.
2. The Board authorizes reimbursement for eligible expenses related to travel on behalf of the libraries. The Executive Director shall establish and administer travel procedures that are deemed beneficial to FVRL.
3. FVRL may provide food in conjunction with day long training or meetings when such meals provide sustained periods of time for working together without undue interruption.
4. FVRL may provide clothing or other library branded items to staff as a provision of employment.
5. FVRL may provide cell phones or laptop computers to designated staff **or board members for job-related task-related** communication purposes. Devices will be returned when requested.
6. FVRL may provide items to the public that support use of the library and enhance literacy in the community, including books, book bags, writing materials and other library or literacy-related resources.
7. All travel and training requests will be pre-approved by the Executive Director or their designee except for cases where unforeseen circumstances (weather or other delays) may incur additional expenses on the employees' behalf.

Segregation of Duties: Duties shall be segregated to ensure that there is appropriate separation from assets by those empowered to approve expenditures. These include signatories not having access to the ability to print checks or access FVRL's accounts. Duties for authorization, reconciliation, recording, asset inventory, surplusing and other accounting duties shall be delegated among the Finance staff to ensure compliance.

ADMINISTRATION

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

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

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

Applicable laws: RCW 27.12.160, RCW 27.12.090, RCW 27.12.180

Relevant policies: [Asset Management](#); [Purchase Card](#); [Purchasing and Procurement](#); [Purchase, Lease, Exchange or Sale of Real Property](#); [Trustee Ethics and Responsibilities](#).

Board approved: Original Policy: September 26, 1988 (for Fiscal Years 1989, 1990, 1991); Revised October 14, 1991; December 13, 1993; April 14, 1997 (for Fiscal Year 1997); May 14, 2001; September 9, 2002; June 9, 2003; Reaffirmed: September 13, 2004; Revised October 10, 2005; April 11, 2006; May 14, 2007; Nov. 12, 2007; April 21, 2008; November 14, 2011; November 12, 2012; October 17, 2016; December 16, 2019;

Fort Vancouver Regional Libraries

Asset Management Policy

DRAFT

Purpose

The purpose of this policy is to establish criteria for the identification, depreciation, physical inventory, protection, and disposition of the Fort Vancouver Regional Library District's (FVRL) assets and to comply with the Washington State Office of Financial Management's Financial and *Administrative Policies, Regulations, Procedures and Guidelines*.

Policy

FVRL's Board of Trustees authorizes the purchase of all assets, whether capitalized or not, with the approval of the District's annual budget per RCW 27.12.210. FVRL shall have procedures and guidelines identifying the processes used to safeguard, control and account for inventories of supplies and **fixed** assets; and a capital maintenance and replacement schedule. The Finance Director is responsible for creating procedures for managing and maintaining **fixed** assets.

Capitalization: All assets purchased by or donated to the District valuing \$5,000 or more per single item (including sales tax, accessories, and shipping) and an estimated life of one (1) year or more shall be considered a Capital Asset. This threshold is applied to individual assets rather than to an aggregation of assets.

Small and Attractive Assets: Small and Attractive Assets are items costing less than \$5,000 but more than \$300 that are particularly vulnerable to loss such as electronic devices (e.g. computers, tablets, printers, cell phones) and other equipment. Although Small and Attractive Assets do not meet the District's capitalization threshold, they are considered assets for purposes of marking and identification, records keeping, and tracking. A list of small and attractive assets shall be maintained for inventory and tracking purposes.

Library Materials: Print materials, DVDs, CDs, and other library materials intended for customers' use are not considered Capital Assets or Small and Attractive Assets for the purposes of this policy. Disposition of library materials is covered under the Collections Policy.

Risk Assessment: An annual risk assessment shall be completed to determine which assets or asset categories are small and attractive assets. The assessment shall be conducted by the Finance Director in conjunction with department managers. A list of Small and Attractive Assets will be maintained.

Inventory: FVRL shall adequately maintain its Capital and Small and Attractive Assets to protect its investment and to minimize future maintenance and replacement costs. All Capital and Small

and Attractive Assets shall have a numbered identifying tag attached when purchased. A record of these assets and related tag number shall be maintained.

A physical inventory of all Capital and Small and Attractive Assets will be conducted on a three-year revolving basis. Certain Capital Assets, such as land, infrastructure, buildings, and improvements other than buildings, do not require a physical inventory due to their stationary nature.

Protection: The Finance Director shall establish an internal control structure for Capital Assets and Small and Attractive Assets that provides reasonable assurance of effective and efficient operations, security, reliable tracking and reporting, and compliance with applicable laws and regulations. The Executive Director will implement and supervise procedures for insuring assets to protect the District's investment from loss.

Lost or stolen property: When suspected or known losses of inventoried assets occur within secure library areas, FVRL will conduct a search for the missing property. The search should include transfers to other locations, storage areas or surplus goods. For suspected or known thefts, staff will comply with RCW 43.09.185 and immediately report the loss to the State Auditor's Office.

Depreciation: In accordance with the *Budgetary, Accounting and Reporting System (BARS)* for Library Districts, Capital Assets are expensed during the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset. All Capital Assets will be expensed when purchased and actual value will be retained for insurance purposes.

Maintenance and Replacement Schedules: A maintenance schedule shall be established for all capitalized assets. This may include maintenance contracts and regularly scheduled vehicle maintenance. A replacement schedule shall be identified for all capitalized assets and other significant equipment. A general facility maintenance program shall also be established. This program will include both owned and non-owned facilities that FVRL is responsible for maintaining.

Disposition: The Board of Trustees must approve the disposition of all Capital Assets prior to the asset being removed from inventory, including but not limited to real property such as land, buildings, building improvements, etc. The Finance Director is authorized to declare any single item of FVRL personal property with a current fair market value of \$1000 or less as surplus property without Board approval. Surplus property items will at a minimum be past their useful life (see WA Office of Financial Management's *Useful Life Schedule*).

The Finance Director or ~~her/his~~ **their** designee shall establish the current fair market value prices for any surplus items. Items with restrictions on disposition such as grants, debt or gifts will be managed by the Finance Director or their designee.

ADMINISTRATION

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

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

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

Applicable Policies: Fiscal Management, Purchase Card, Purchasing and Procurement

Applicable Law: RCW 27.12.210

Board Approved: Original policy October 1, 1987; Revised: April 12, 1999; May 14, 2001; July 10, 2006; September 10, 2007; April 21, 2008; Oct. 20, 2008; (Renamed from Purchasing, Capitalization and Disposition Policy) July 16, 2018; March 18, 2019

**Fort Vancouver Regional Library District
Staff Report 2021-48
2021 Cash Reserve Plan**

To: Board of Trustees
From: Amelia Shelley
Date: 11/15/2021

Subject: Cash Reserve Allocations for 2021

Summary:

As part of the FVRL Fiscal Management Policy, the Board of Trustees are required to adopt a Reserve Plan and review it annually. At the end of 2020, FVRL had **\$888,501** in unanticipated revenue that was placed into reserve. Staff are asking the Board to allocate the 2020 unanticipated revenue into the following funds.

Repairs and Maintenance: \$450,000

FVRL reserves funds to cover the expense of replacement or repair to equipment that may fall outside of the annual budget. FVRL is looking to replace the existing Automated Material Handling systems at three locations before they fail. This equipment allows for the automatic check in of books and other items at Cascade Park, Three Creeks and Vancouver libraries saving staff time and reducing repetitive motion injuries. The total cost for new AMH equipment will be billed in two payments; half in 2021 and half in 2022. Estimated total cost for new AMH equipment is approximately \$550,000, including sales tax, installation and shipping. FVRL has received a \$134,000 grant from the Washington State Library for the project.

Budget Stabilization Fund: \$438,501

Our goal is to build an operational reserve fund of 60 to 90 days of revenue to help FVRL sustain operations during an economic downturn. This reserve fund would be used to cover employee leave liabilities or support operations as needed. FVRL maintains adequate cash on hand to maintain 60 to 90 days of operational expenses between property tax collections.

Other Reserved Funds of Note

Unrestricted Capital

This fund represents revenue set aside to replace the operations center that is currently leased space through the City of Vancouver in the old Vancouver Community Library building. It is FVRL's intention to use these funds to purchase the property at 2018 Grand Boulevard from the City of Vancouver for this purpose.

Washougal/Woodland Capital

This fund represents funds allocated to support specific capital projects in Washougal and Woodland. A portion of any remaining unrestricted capital funds could be reallocated in 2022 to support these projects.

Fund Allocations by Type and Amount

Reserve Fund	2020 Fund Balance	Transfer	2021 Fund Balance
Repairs and Maintenance*	\$100,000	\$450,000	\$550,000
New vehicles	\$48,380		\$48,380
Innovation	\$68,467		\$68,467
Budget Stabilization*	\$926,025	\$438,501	\$1,364,526
Unrestricted Capital	\$5,903,559		\$5,903,559
Washougal	\$1,547,814		\$1,547,814
Woodland	\$915,536		\$915,536
Unallocated	\$888,501	(\$888,501)	0
Total Reserved	\$10,398,282	0	\$10,398,282

Staff recommendation:

Staff requests that the Board approve Resolution 2021-17 adopts the 2021 Cash Reserve Plan allocation of \$888,501 in 2020 unanticipated income into two funds: \$450,000 to Repairs and Maintenance to support the replacement of capital equipment and \$438,501 to the Budget Stabilization Fund to support future needs.

Advantages:

Creates clarity for the start of the 2022 budget process and realigns funds toward FVRL's long-term priorities. The Fiscal Management Policy requires that any unanticipated income be allocated within the following year.

Disadvantages:

None

Resolution Script: 2021-17

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that a fund balance is necessary to insure there is the ability to operate the District without lines of credit and to plan for the future of the entire District; and

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that having operational and capital reserves provides an important resource which enables the District to respond to unanticipated events or emergencies, to guard against economic downturns, and to plan for growth of library services and facilities in the future; and

WHEREAS, the FVRL Board of Trustees have the responsibility to set objectives to define specific purposes for reserved funds in an effort to be open and transparent with the public funds;

NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopt the 2021 FVRL Cash Reserve Plan.

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2021-17

RESOLUTION OF THE BOARD OF TRUSTEES OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADOPTING THE 2021 CASH RESERVE PLAN

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held virtually on November 15, 2021, attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that a fund balance is necessary to insure there is the ability to operate the District without lines of credit and to plan for the future of the entire District; and

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that having operational and capital reserves provides an important resource which enables the District to respond to unanticipated events or emergencies, to guard against economic downturns, and to plan for growth of library services and facilities in the future; and

WHEREAS, the FVRL Board of Trustees have the responsibility to set objectives to define specific purposes for reserved funds in an effort to be open and transparent with the public funds;

NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopt the 2021 FVRL Cash Reserve Plan.

Approved this day November 15, 2021

Approved: _____
Chair, Brian Carrico

Attested: _____
Secretary, Kelsi Gilkey

Date: _____

Fort Vancouver Regional Library District
Staff Report 2021-44
AFSCME Contract

TO: Board of Trustees

FROM: Carrie Greenwood, Amelia Shelley, Lee Strehlow

DATE: 11/15/2021

SUBJECT: AFSCME Contract

SUMMARY:

FVRL recently came to an agreement with our AFSCME union members over compensation and other terms in their contract. This new contract will be in effect through December 31, 2023.

Key Considerations

- AFSCME members have not received a comprehensive increase in compensation since 2019
- Retroactive increases reward employees for efforts during a challenging year
- Increases are in alignment with employees time in position
- Results of a 2021 salary review are expected to indicate the need to adjust some salaries
- Further adjustments will be necessary to stay competitive in retaining and attracting top talent

Changes in the new agreement:

- Gives all AFSCME members a 6% increase to the compensation plan and employee pay
- Salary increase will be retroactive to January 1, 2021
- Obligates FVRL to a 3% compensation increase or adjustment of not less than 3% on July 1, 2022, or at the completion of bargaining, whichever is later, in response to the 2021 salary review
- 2023 salary increase of 2.5% to individuals who are not at the top of the pay grade

Budget Impact:

- Cost of retroactive pay and salary increase is within the capacity of the 2021 budget
- Capacity for bargaining impact of salary review built into the 2022 budget

Performance Expectations

AFSCME already has a growth and development program in place which provides quarterly evaluations and provides increases on a schedule. Although not every year, the growth and development plan has increments of two to three years between increases, with a maximum possible increase of 5%. FVRL accounts for these compensation obligations by averaging them at 2.5% annually. Increases in

compensation occur as long as AFSCME employees meet their growth and development performance goals.

Staff Recommendation

Staff recommend the ratification and approval of the AFSCME contract.

Advantages: We have come through nineteen months of very difficult times together as a team and there has not been an overall adjustment to our compensation plan since 2019. AFSCME employees are impacted by many of the social and societal stresses that the pandemic has wrought including inflation, struggles to find childcare, rising housing costs and concerns about personal health and safety. Approving the contract reflects our confidence in their skills and abilities, and our desire to provide appropriate compensation for their work.

Disadvantages: Obligates FVRL to future increases in 2022-23 without knowledge of the economy or ability for FVRL to pay. AFSCME and FVRL accept that this could lead to layoffs in the future should funds fall short of obligations.

Resolution Script: 2021-18

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees shall authorize the ratification of the Collective Bargaining Agreement (CBA) between Local 307L of the American Federation of State, County and Municipal Employees (AFSCME) and the FVRL for adjustments to the compensation plan and employee pay per the agreement; and

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees recognizes that the specific terms of future increases in 2022 and 2023 are dependent on the outcomes of a 2021 salary review and further bargaining; and

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees authorizes that increase to the AFSCME compensation plan and employee pay be retroactive to the beginning of the 2021 calendar year per the adopted budget;

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2021-18, authorizing the ratification of the AFSCME CBA with FVRL.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2021-18

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT AND LOCAL 307L OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held virtually on November 15, 2021 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 Fort Vancouver Regional Library District Board of Trustees shall authorize the ratification of the Collective Bargaining Agreement (CBA) between Local 307L of the American Federation of State, County and Municipal Employees (AFSCME) and the FVRL for adjustments to the compensation plan and employee pay per the agreement; and

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees recognizes that the specific terms of future increases in 2022 and 2023 are dependent on the outcomes of a 2021 salary review and further bargaining; and

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees authorizes that increase to the AFSCME compensation plan and employee pay be retroactive to the beginning of the 2021 calendar year per the adopted budget;

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2021-18, authorizing the ratification of the AFSCME CBA with FVRL.

Adopted this 15th day of November, 2021

Brian Carrico, Chair

Jane Higgins, Vice-Chair

**Fort Vancouver Regional Library District
Staff Report 2021-47
Purchase Agreement**

TO: FVRL Board of Trustees
FROM: Amelia Shelley, Executive Director
DATE: 11/15/2021

SUBJECT: 2018 Grand Boulevard Sale Agreement and Operations Center Amended Lease

ACTION REQUESTED: FVRL is prepared to enter into a sale agreement for the purchase of 2018 Grand Boulevard (GB) from the City of Vancouver (COV). The GB is currently leased through February 2022 by SeaMar as a community clinic.

SUMMARY: COV purchased the building in 2018 for \$4.3 million, and it was appraised for \$4.325 million in February 2021. Our offer of \$3,725,000 plus 50% of the closing costs has been accepted by COV and FVRL has approved the draft sale agreement. Final sale price is **\$3,725,000** plus 50% closing costs.

STATUS

Attorney’s for FVRL and the COV have drafted a sale agreement (attached). The agreement intends for FVRL to take over the lease of the building to SeaMar until they are ready to move to their new offices. FVRL will agree to terminate our existing lease of 1007 East Mill Plain Boulevard subject to SeaMar’s departure from the Grand Boulevard building plus 365 days.

We have agreed that parking for our Vancouver Community Library staff remains a critical need for FVRL, and as such, should be treated with a separate parking agreement such as the one we are currently using during the school’s construction. I have expressed to Assistant City Manager Lisa Brandt our concerns and need for parking in proximity to our downtown location. We have agreed that the City will provide similar parking within a defined range.

FUNDING

FVRL will use funds from the undesignated Capital Reserve to cover the project budget.

Purchase price	\$3,725,000
Renovation @ \$80 sf	\$1,800,000
Contingency @ 20%	\$360,000

Total Budget	\$5,885,000
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As a reminder, FVRL has been setting aside capital funds for the replacement of the OC since the construction of the new Vancouver Community Library was completed in 2011. Our current lease with the City requires an exit plan in four and half years. Furnishings, fixtures and equipment for this building will mostly be covered through insurance reimbursements.

PLANNING

FVRL has engaged an interior designer and architect to assist us in planning for the building transition so that our insurance funds are maximized in the process. Once we move forward with the purchase, we will work with the architect to get an estimate for improvements to determine if we have capacity to add a meeting room on the east side of the building. This space could serve as a space for public meetings as well as staff training and other internal meetings.

REQUESTED ACTION:

Staff requests that the Board of Trustees approves the Purchase Agreement with the City of Vancouver for 2018 Grand Boulevard.

Resolution Script: 2021-19

WHEREAS, FVRL does not own the building it uses for its Operations Center at 1007 East Mill Plain Boulevard and is compelled by the lease with the City of Vancouver (COV) to have an exit plan for the facility by the end of 2025, and

WHEREAS, there is a need for the FVRL to have space for activities and processes that support library services for the foreseeable future and owning a facility is more advantageous and stable for the District than leasing; and

WHEREAS, there are capital funds allocated in the District’s cash reserves for purchasing a building for this purpose and FVRL has actively sought a suitable location for a new facility; and

WHEREAS; due to a flood in October of 2020 which severely damaged the current Operations Center causing FVRL to seek temporary offices; and

WHEREAS, the property at 2018 Grand Boulevard became available at a reasonable cost;

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees approve the purchase of property at 2018 Grand Boulevard, Vancouver, Washington and authorize the Fort Vancouver Regional Library District Executive Director to engage in finalizing the purchase at a total cost of \$3,725,000, plus any closing costs and legal fees incurred as part of the transaction.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2021-19

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL) BOARD OF TRUSTEES
APPROVING THE PURCHASE OF PROPERTY AT 2018 GRAND BOULEVARD IN VANCOUVER, WASHINGTON**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library (FVRL) was held virtually on November 15, 2021, 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 does not own the building it uses for its Operations Center at 1007 East Mill Plain Boulevard and is compelled by the lease with the City of Vancouver (COV) to have an exit plan for the facility by the end of 2025, and

WHEREAS, there is a need for the FVRL to have space for activities and processes that support library services for the foreseeable future and owning a facility is more advantageous and stable for the District than leasing; and

WHEREAS, there are capital funds allocated in the District's cash reserves for purchasing a building for this purpose and FVRL has actively sought a suitable location for a new facility; and

WHEREAS; due to a flood in October of 2020 which severely damaged the current Operations Center causing FVRL to seek temporary offices; and

WHEREAS, the property at 2018 Grand Boulevard became available at a reasonable cost;

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees approve the purchase of property at 2018 Grand Boulevard, Vancouver, Washington and authorize the Fort Vancouver Regional Library District Executive Director to engage in finalizing the purchase at a total cost of \$3,725,000, plus any closing costs and legal fees incurred as part of the transaction.

Adopted this 15th day of November, 2021

Brian Carrico, Chair

Kelsi Gilkey, Secretary

**Fort Vancouver Regional Library District
Staff Report 2021-41
2022 Levy Rate Certification**

To: Board of Trustees

From: Finance Committee, Amelia Shelley

Date: 11/15/2021

Key Points:

- 2022 levy rate uses full 1% increase as allowed
- Includes banked capacity from 2021 IPD (\$54,207)
- Does not include additional revenue gained from new construction, state assessed utilities, etc.

Summary:

FVRL's 2022 levy request supports our mission to build stronger communities by providing ample access to comfortable facilities, robust library resources and highly trained staff. Now that we are more than a year and a half into a global pandemic, we have learned a great deal about operating under adverse conditions. Our staff have endured a great deal of stress in both their personal and professional lives, and our 2022 budget seeks to ensure that we can keep and reward the individuals who are the backbone of our services.

FVRL believes that levying the full amount allowable supports existing services and provides opportunities to develop new ones. We intend to refill vacant positions and invest in building our team to manage the goals set forth in our new strategic plan. We are hopeful that 2022 will allow us to offer full access to library meeting rooms, programs and other services and adequate staffing will be required to support increased use.

We also believe in investing in our communities through new facilities. New libraries are in the planning stages for Washougal and Woodland, and we are purchasing a building to serve as the District's Operations Center. Our existing Operations Center is leased through the City of Vancouver and our lease requires that we have an exit plan by the end of 2025. Our intention is to renovate the new building in 2022, and hopefully occupy it some time in 2023. Capital reserve funds not used on the purchase and the remodel of the new Operations Center could potentially be repurposed toward other capital projects, moving them forward for their communities.

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]. As the levy amount increases, the levy rate declines. A chart of historic levy rates and revenues is located at the end of this document. 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 2022 levy rate, we have used the 1% increase plus any 2021 banked capacity, 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.

Banked Capacity:

Governmental entities in Washington are permitted to bank excess capacity when using the IPD for calculating the levy rate, as FVRL did in 2021. Excess capacity can be used in a future year if there is capacity (no IPD) or if there is substantial need. In 2020, the Board passed Resolution 2020-11 to bank excess capacity from 2021 so it could be requested in the future.

The 2022 levy calculation (before any additional factors)

$$\begin{array}{l} \underline{\$26,558,534.98} \text{ (actual 2021 levy)} \\ \underline{\$82,871,983.09} \text{ (total assessed value)} \end{array} = 0.3204766435 \text{ (2022 levy rate)}$$

Action Requested:

Staff requests that the Board pass Resolution 2021-13 and certify the 2022 levy rate, which increases revenue by \$310,767.81 before additional factors. A draft 2022 budget with estimated property tax revenue based on this levy rate (\$26,586,905) has been provided in the Board packet for your information.

Resolution Script:

WHEREAS, the increase factor for the 2022 levy shall be 101.2112800% over the prior year's actual levy of \$25,666,570.19, resulting in a dollar amount increase of \$310,767.81 which includes the banked capacity identified in Resolution 2020-11.

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 2022 property tax levy to be collected in the 2022 tax year.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Resolution 2021-13

(Budget Resolution 2022-01)

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES
AUTHORIZING THE INCREASE IN REGULAR PROPERTY TAX REVENUES AND ADOPTING THE 2022
PROPERTY TAX LEVY.**

The regular meeting of the Fort Vancouver Regional Library District Board of Trustees was held November 15, 2021 (remotely, due to the Governor’s proclamation 2020-28), 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 expected expenses and obligations of the district and in its best interest; and

WHEREAS, the increase factor for the 2022 levy shall be 101.2112800% over the prior year’s actual levy of \$25,666,570.19, resulting in a dollar amount increase of \$310,767.81 which includes the banked capacity identified in Resolution 2020-11. 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 2022 property tax levy to be collected in the 2022 tax year.

Adopted this 15th day of November, 2021

Brian Carrico, Chair

Jane Higgins, Vice Chair

Kate Maple

Mary Ann Duncan-Cole

Kelsi Gilkey

Fort Vancouver Regional Library District
Staff Report 2021-43
2022 Draft Budget

TO: FVRL Board of Trustees

FROM: Finance Committee, Carrie Greenwood, Amelia Shelley

DATE: 11/15/2021

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

SUMMARY

FVRL's 2022 proposed budget is based on all of our community library buildings being fully open to the public, a minimum of six days a week, as well as a comprehensive offering of library programs, and services and full staffing. Our budget also supports the anticipated results of a salary review to ensure our compensation remains competitive to attract top talent. There is an increase in our digital collections budget, and funding to continue some of the expanded library services started during the pandemic including virtual programming, remote services, and health and safety procedures.

FVRL will continue to ensure good stewardship of resources while optimizing existing and new sources for funding. We are focused on building equity in our organization so our staff have the support and resources they need to embody the principles of collaboration and inclusion in their work. The proposed budget for 2022 is balanced at \$31.4 million including revenues, expenditures, cash balance requirements, and reserves.

Highlights for 2022:

REVENUES: Operational revenues up 3.47%

- Reflects a full 1% increase plus banked capacity
- Strong new construction and state assessed utilities
- Anticipating growth in some fees (printing, space rental, fines)
- Includes state grant for AMH equipment
- Foundation support for capital projects (Woodland)
- Capital reserves used for Grand Blvd. remodel costs

EXPENDITURES: Operational Expenditures up 1.86%

Personnel

- Budgeted at 100%
- Health insurance projected increase of just over 1%
- Anticipate being fully staffed by mid-year

- On-going bargaining with unions over 2021 salary review
- New positions in outreach, library aides (shelvers)

Supplies and Equipment

- Anticipating increased costs for PPE, fuel, technology
- Improving computer replacement schedule
- Upgrading cameras

Library Materials

- Increase print and digital budget (12%)

Professional Services

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

Capital Projects

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

NO REQUESTED ACTION: This is the second reading of the proposed budget amendments. Staff will provide final numbers in December for Board approval.

Fort Vancouver Regional Library District

Statement Of Budget - Fiscal Year 2022

REVENUE					
	2021 Budget Amended	2022 Budget	Dollar Difference	Percent Change	Percent of Budget
Property Taxes	\$ 25,656,149	\$26,586,905	\$930,756	3.63%	84.60%
Other Taxes	\$ 92,000	\$92,000	\$0	0.00%	0.29%
Intergovernmental, Grants & Contracts	\$ 236,500	\$291,500	\$55,000	23.26%	0.93%
Charges for Services	\$ 32,000	\$43,500	\$11,500	35.94%	0.14%
Miscellaneous	\$ 565,000	\$490,000	-\$75,000	-13.27%	1.56%
Subtotal-Operating Revenues	\$ 26,581,649	\$27,503,905	\$922,256	3.47%	87.52%
Transfer from Reserves	\$ 2,000,000	\$2,400,000	\$400,000	20.00%	7.64%
Reimbursements	\$ 7,204,000	\$1,522,500	-\$5,681,500	-78.87%	4.84%
Grand Total Revenue	\$ 35,785,649	\$31,426,405	-\$4,359,244	-12.18%	
EXPENDITURES					
Personnel Subtotal	16,980,523	17,848,007	867,484	5.11%	64.74%
Equipment Subtotal	1,725,000	1,381,425	-343,575	-19.92%	5.01%
Resources Subtotal	3,800,000	3,900,000	100,000	2.63%	14.15%
Operations Subtotal	4,558,649	4,437,347	-121,302	-2.66%	16.10%
Subtotal-Operating Expenditures	27,064,172	27,566,779	502,607	1.86%	87.72%
Capital Projects Subtotal	4,996,477	1,459,626	-3,536,851	-70.79%	4.64%
Reserves Subtotal	\$3,725,000	2,400,000	-1,325,000	-35.57%	7.64%
Grand Total All Expenditures	\$35,785,649	\$31,426,405	-\$4,359,244	-12.18%	

DRAFT

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

REVENUE		2021 Budget Amended	2022 Budget	Dollar Difference	Percent Change
311.10	Property Taxes - Clark	23,469,214	\$24,386,234	\$917,020	3.91%
311.10	Property Taxes - Cowlitz	326,395	\$321,950	-\$4,445	-1.36%
311.10	Property Taxes - Klickitat	1,196,404	\$1,204,427	\$8,023	0.67%
311.10	Property Taxes - Skamania	664,136	\$674,294	\$10,158	1.53%
	Property Taxes	25,656,149	\$26,586,905	\$930,756	3.63%
311.11	Other General Tax	0	0	\$0	0.00%
318.20	Leasehold Excise Tax	92,000	92,000	\$0	0.00%
	Other Taxes	92,000	92,000	\$0	0.00%
332.00	Federal in-lieu of Taxes	5,000	5,000	\$0	0.00%
335.05	State Forest Boards	170,000	225,000	\$55,000	32.35%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0	0.00%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	236,500	291,500	\$55,000	23.26%
341.60	Equipment Use Fees	20,000	7,500	-\$12,500	-62.50%
347.21	Non-Resident Borrower Fee	2,000	6,000	\$4,000	200.00%
347.90	Lost / Damaged Material Fee	5,000	25,000	\$20,000	400.00%
347.50	Collection Agency Referral Fee	5,000	5,000	\$0	0.00%
	Charges for Services	32,000	43,500	\$11,500	35.94%
361.11	Investment Interest	177,000	100,000	-\$77,000	-43.50%
362.00	Rental Income	2,500	2,500	\$0	0.00%
367.10	Gifts/Contributions	15,000	15,000	\$0	0.00%
369.90	Miscellaneous	8,500	2,500	-\$6,000	-70.59%
369.90	Grants	150,000	150,000	\$0	0.00%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	12,000	20,000	\$8,000	66.67%
	Miscellaneous	565,000	490,000	-\$75,000	-13.27%
	Subtotal-Operating Revenues	26,581,649	\$27,503,905	922,256	3.47%
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	2,000,000	2,400,000	\$400,000	20.00%
	Transfer from Reserves	2,000,000	2,400,000	\$400,000	20.00%
369.40	Insurance Payments	4,000,000	250,000	-\$3,750,000	-93.75%
338.72	Yale Valley Library District	800,000	122,500	-\$677,500	-84.69%
369.90	Library Friends Groups	4,000	150,000	\$146,000	3650.00%
369.90	Fort Vancouver Regional Library Foundation	2,400,000	1,000,000	-\$1,400,000	-58.33%
	Reimbursements	7,204,000	1,522,500	-\$5,681,500	-78.87%
	Grand Total Revenue	35,785,649	\$31,426,405	-\$4,359,244	-12.18%

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

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2021 Budget Amended	2022 Budget	Dollar Difference Between 2021 & 2022	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	11,563,314	12,088,964	525,650	4.35%
572.24	Benefit - Medical	2,501,458	2,400,000	-101,458	-4.23%
572.24	Benefit - Dental	306,644	300,000	-6,644	-2.21%
572.24	Benefit - Life, LTD, STD	132,891	132,189	-702	-0.53%
572.22	Benefit - PERS	1,459,354	1,778,773	319,419	17.96%
572.21	Benefit - FICA	871,318	888,543	17,225	1.94%
572.25	Benefit - L & I	117,603	119,955	2,352	1.96%
572.2X	Benefit - PFMLA	17,941	18,300	359	1.96%
572.28	Unemployment Expense	10,000	121,283	111,283	91.75%
	Personnel Subtotal:	16,980,523	17,848,007	867,484	5.11%
Equipment: Technology & Supplies					
572.30	Supplies	400,000	\$347,975	-52,025	-14.95%
572.35	Small Equipmt (FFE)	500,000	\$252,450	-247,550	-98.06%
572.38	Technology	525,000	\$431,000	-94,000	-21.81%
572.33	Library Software and Professional	300,000	350,000	50,000	14.29%
	Equipment Subtotal:	1,725,000	1,381,425	-343,575	-19.92%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	2,400,000	2,300,000	-100,000	-4.17%
572.39	Electronic Resources	1,400,000	1,600,000	200,000	14.29%
	Resources Subtotal:	3,800,000	3,900,000	100,000	2.63%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	1,238,000	1,783,400	545,400	44.05%
572.42	Communications	419,400	387,800	-31,600	-7.53%
572.43	Training / Travel	108,000	108,000	0	0.00%
572.44	Advertising	29,000	30,000	1,000	3.45%
572.45	Rentals / Leases	1,223,349	506,292	-717,057	-58.61%
572.46	Insurance	223,700	225,000	1,300	0.58%
572.47	Utilities	408,500	419,355	10,855	2.66%
572.48	Repairs & Maintenance	775,000	800,000	25,000	3.23%
572.49	Misc / Dues / Printing / Other	131,200	175,000	43,800	33.38%
572.50	Intergovernmental Services	2,500	2,500	0	0.00%
	Operations Subtotal:	4,558,649	4,437,347	-121,302	-2.66%
Subtotal-Operating Expenditures		27,064,172	27,566,779	502,607	1.86%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	\$2,000,000	300,000	-1,700,000	-85.00%
572.62	Yale	\$800,000	2,500	-797,500	-99.69%
594.62	Buildings / Owned	\$2,000,000	832,126	-1,167,874	-58.39%
594.64	Machinery & Equipment	\$196,477	325,000	128,523	65.41%
	Capital Projects Subtotal:	4,996,477	1,459,626	-3,536,851	-70.79%
Reserves-Library Development					
572.38	Reserve Projects	3,725,000	2,400,000	-1,325,000	-55.21%
	Reserves Subtotal:	\$ 3,725,000	2,400,000	-1,325,000	-55.21%
Grand Total All Expenditures:		\$35,785,649	\$ 31,426,405	-\$ 4,359,244	-12.18%

Fort Vancouver Regional Library District
Staff Report 2021-42
2021 Amended Budget (draft-revised)

TO: FVRL Board of Trustees

FROM: Finance Committee, Carrie Greenwood, Amelia Shelley

DATE: 11/15/2021

SUBJECT: 2021 Amended Budget - Revenues and Expenses

SUMMARY: FVRL is required to amend the annual budget to reflect any unanticipated income within the year by our Fiscal Management Policy. Staff believes it is prudent to indicate where unanticipated income is used to offset expenses, and that those revised expenses should also be reflected in the amended budget. **See the 2021 Budget Amendment REV & EXP for details.**

UNANTICIPATED REVENUE: \$4,337,149

Revenues were stronger than anticipated in a few categories as well as one category that was significantly lower than projected. The largest amount was insurance reimbursements for the Operations Center flood damage. Additionally, the purchase of the Grand Blvd. building will necessitate drawing down \$2.5 million from our undesignated capital reserves.

GIFTS/CONTRIBUTIONS: \$11,649

Gifts to the District have come in stronger than anticipated due to a donation from the Cowlitz Tribe in lieu of property taxes they would have paid had they been required to pay them.

GRANTS: \$147,500

FVRL received three unanticipated grants from the Washington State Library associated with funds awarded to them through the Covid Aid, Relief and Economic Security (CARES) Act, the American Rescue Plan Act of 2021 and the Institute of Museum and Library Services. We anticipate receiving these funds before the end of 2021.

TRANSFER FROM RESERVES: \$2,000,000

FVRL anticipates transferring funds from the undesignated capital Reserve Fund to use toward the purchase of the Grand Boulevard building from the City of Vancouver. The purchase of the building was not anticipated in the 2021 budget.

INSURANCE REIMBURSEMENTS: \$2,500,000

We were not able to predict the full amount of damages that occurred prior to finalizing the 2021 budget. Insurance coverage has come in \$2.5 million higher than anticipated.

YALE VALLEY LIBRARY DISTRICT: \$70,000

The amount of money expended to complete the Yale Valley Community Library is approximately \$70,000 more than anticipated due to a few changes the Yale Valley Board decided on after the completion of the project. Those additional costs resulted in additional income to FVRL in the form of reimbursements.

LIBRARY FRIENDS: -\$656,000

FVRL anticipated \$660,000 in reimbursements from the Friends of the Ridgefield Library that were paid through their account with the Foundation. The difference between what has been received and what was anticipated created a significant reduction that needed to be reflected to provide a more accurate picture of anticipated revenues.

LIBRARY FOUNDATION: \$264,000

Foundation reimbursements came in slightly higher than anticipated due to some 2021 reimbursements on 2020 expenditures towards the Woodland Library covered by grant funds.

CHANGES TO EXPENSES: \$4,337,149

To provide clarity, staff recommends making a few changes to the expense side of the budget due to unanticipated expenses that carry sizable impact in the budget.

RENTALS/LEASES: \$704,149

The need to lease temporary spaces for FVRL staff due to the flood in October was again an unknown expense at the time the budget was being finalized. The increase of \$780,800 is primarily due to the leases for a full year in three locations being added to the budget.

CAPITAL PROJECTS: YALE VALLEY COMMUNITY LIBRARY: \$70,000

The final price for the Yale Valley Community Library project came in about \$70,000 higher than anticipated. There is a match to this amount on the revenue side as all costs for the project were reimbursed by Yale Valley Library District to FVRL.

RESERVE PROJECTS: \$3,563,000

This amount reflects the addition of the purchase of the Grand Blvd. building in 2021, the professional services for the Washougal architect and a down payment on the new AMH equipment from Lyngsoe Systems.

NO REQUESTED ACTION: This is the second reading of the proposed budget amendments. Staff will provide final numbers in December for Board approval.

DRAFT

Fort Vancouver Regional Library District

DRAFT Budget Amendment - Fiscal Year 2021

		2021 Budget	2021 Budget (Amended)	Dollar Difference	Percent Change
Property Taxes					
311.10	Property Taxes - Clark	23,469,214	23,469,214	\$0	0.00%
311.10	Property Taxes - Cowlitz	326,395	326,395	\$0	0.00%
311.10	Property Taxes - Klickitat	1,196,404	1,196,404	\$0	0.00%
311.10	Property Taxes - Skamania	664,136	664,136	\$0	0.00%
	Total Property Taxes	25,656,149	25,656,149	\$0	0.00%
Other Taxes					
311.11	Other General Tax	0	0	\$0	0.00%
318.20	Leasehold Excise Tax	92,000	92,000	\$0	0.00%
	Total Other Taxes	92,000	92,000	\$0	0.00%
Intergovernmental, Grants & Contracts					
332.00	Federal in-lieu of Taxes	5,000	5,000	\$0	0.00%
335.05	State Forest Boards	170,000	170,000	\$0	0.00%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0	0.00%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Total Intergovernmental, Grants & Contracts	236,500	236,500	\$0	0.00%
Charges for Services					
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	2,000	2,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	5,000	5,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	5,000	\$0	0.00%
	Total Charges for Services	32,000	32,000	\$0	0.00%
Miscellaneous					
361.11	Investment Interest	177,000	177,000	\$0	0.00%
362.00	Rental Income	2,500	2,500	\$0	0.00%
367.10	Gifts/Contributions	3,351	15,000	\$11,649	347.63%
369.90	Miscellaneous	8,500	8,500	\$0	0.00%
369.90	Grants	2,500	150,000	\$147,500	5900.00%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	12,000	12,000	\$0	0.00%
	Total Miscellaneous	405,851	565,000	\$159,149	39.21%
Subtotal-Operating Revenues		26,422,500	26,581,649	159,149	0.60%
Reserves					
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	0	2,000,000	\$2,000,000	0.00%
	Total Transfers	0	2,000,000	\$2,000,000	100.00%
Reimbursements					
369.40	Insurance Payments	1,500,000	4,000,000	\$2,500,000	62.50%
338.72	Yale Valley Library District	730,000	800,000	\$70,000	9.59%
369.90	Library Friends Groups	660,000	4,000	-\$656,000	-99.39%
369.90	Fort Vancouver Regional Library Foundation	2,136,000	2,400,000	\$264,000	12.36%
	Total Reimbursements	5,026,000	7,204,000	\$2,178,000	43.33%
Grand Total Revenue		31,448,500	35,785,649	\$4,337,149	13.79%

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

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2021 Budget	2021 Budget (Amended)	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	11,563,314	11,563,314	0	0.00%
572.24	Benefit - Medical	2,501,458	2,501,458	0	0.00%
572.24	Benefit - Dental	306,644	306,644	0	0.00%
572.24	Benefit - Life, LTD, STD	132,891	132,891	0	0.00%
572.22	Benefit - PERS	1,459,354	1,459,354	0	0.00%
572.21	Benefit - FICA	871,318	871,318	0	0.00%
572.25	Benefit - L & I	117,603	117,603	0	0.00%
572.2X	Benefit - PFMLA	17,941	17,941	0	0.00%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	Personnel Subtotal:	16,980,523	16,980,523	0	0.00%
Equipment: Technology & Supplies					
572.30	Supplies	400,000	400,000	0	0.00%
572.35	Small Equipmt (FFE)	500,000	500,000	0	0.00%
572.38	Technology	525,000	525,000	0	0.00%
572.33	Library Software and Professional	300,000	300,000	0	0.00%
	Equipment Subtotal:	1,725,000	1,725,000	0	0.00%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	2,400,000	2,400,000	0	0.00%
572.39	Electronic Resources	1,400,000	1,400,000	0	0.00%
	Resources Subtotal:	3,800,000	3,800,000	0	0.00%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	1,238,000	1,238,000	0	0.00%
572.42	Communications	419,400	419,400	0	2.00%
572.43	Training / Travel	108,000	108,000	0	0.00%
572.44	Advertising	29,000	29,000	0	0.00%
572.45	Rentals / Leases	519,200	1,223,349	704,149	135.62%
572.46	Insurance	223,700	223,700	0	0.00%
572.47	Utilities	408,500	408,500	0	0.00%
572.48	Repairs & Maintenance	775,000	775,000	0	0.00%
572.49	Misc / Dues / Printing / Other	131,200	131,200	0	0.00%
572.50	Intergovernmental Services	2,500	2,500	0	0.00%
	Operations Subtotal:	3,854,500	4,558,649	704,149	18.27%
	Subtotal-Operating Expenditures	26,360,023	27,064,172	704,149	2.67%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	2,000,000	2,000,000	0	0.00%
572.62	Yale	730,000	800,000	70,000	9.59%
594.62	Buildings / Owned	2,000,000	2,000,000	0	0.00%
594.64	Machinery & Equipment	196,477	196,477	0	0.00%
	Capital Projects Subtotal:	4,926,477	4,996,477	70,000	1.42%
Reserves-Library Development - transfer out					
572.38	Reserve Projects	162,000	3,725,000	3,563,000	2199.38%
Reserves - Library Development - transfer in					
572	Budget Stabilization Account	0	0	-	0.00%
	Reserves Subtotal:	\$ 162,000	3,725,000	3,563,000	2199.38%
Grand Total All Expenditures:		\$31,448,500	\$ 35,785,649	\$ 4,337,149	13.79%

2022 FVRL Regular Board Meeting Dates/Locations/Bill Review - **DRAFT**

Meetings are generally held in the evening.
Questions can be directed to the Executive Director's office at 360-906-5011
All 2022 Board Meetings will be held virtually until further notice.

DATE	FINANCE REVIEW
January 18 (Tuesday)	Jane
February 22 (Tuesday)	Kelsi
March 21 (Retreat & Meeting)	Kate
April 18 (Mon)	Mary Ann
May 16 (Mon)	New
June 20 (Mon)	Jane
July 18 (Mon)	Kelsi
August 15 (Mon)	Kate
September 19 (Mon)	Mary Ann
October 17 (Mon)	New
November 14 (Mon)	TBD
December 19 (Mon)	TBD

Fort Vancouver Regional Library District
Staff Report 2021-46
Lyngsoe Systems Inc. Automated Materials Handler Contract

TO: FVRL Board of Trustees
FROM: Amelia Shelley, Executive Director
DATE: 11/15/2021

SUBJECT: Lyngsoe Systems Inc. Automated Materials Handler Contract (AMH)

KEY POINTS

- Existing AMH systems were purchased when the libraries were new
- Three AMH units fail frequently and need repair or maintenance
- Original AMH vendor no longer provides software updates
- Failures cost staff time and are not always covered by maintenance agreements
- AMH systems save time and prevent repetitive motion injuries
- Investing in new equipment at this time allows us to take advantage of grant funding

SUMMARY

FVRL ran a competitive Request for Proposal process with four AMH vendors submitting bids. Among those, FVRL selected Lyngsoe as the company that best met our needs for efficiency, price and options. Lyngsoe proposes three bulk induction automated material handling systems (sorters) for FVRL. The proposal includes a 9-bin Library Mate Sorter for Cascade Park, estimated at \$145,590, a 5-bin Library Mate Sorter for Three Creeks estimated at \$98,911, and a 35-bin sorter for Vancouver estimated at \$208,965. The estimates include installation, shipping and handling, delivery, and the first year warranty and extended service plan. FVRL is still in the process of identifying features for each unit, so the final figures may vary slightly depending on the options selected. We are estimating that the total cost for the final contract will be under \$550,000, all in.

FUNDING

Maximum purchase price	\$ 550,000
Repair and Maintenance Reserve	\$417,382
WSL Grant	\$132,618

ACTION REQUESTED

Staff requests that the Board of Trustees authorize the Executive Director to execute a contract with Lyngsoe Systems Inc for three new automated material handlers, not to exceed \$550,000.

RESOLUTION SCRIPT: 2021-15

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to award and execute a contract and any required amendments for the purchase, shipping and delivery, installation and first year warranty and maintenance from Lyngsoe Systems Inc. AMH equipment not to exceed \$550,000 excluding Washington sales tax.

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2021-15

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY
DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A CONTRACT AND ANY REQUIRED AMENDMENTS FOR
REPLACEMENT OF AMH SYSTEMS AT THREE LIBRARIES**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held virtually on Monday, November 15, 2021 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 submitted a request for proposals from qualified firms to provide replacements to our current automated materials handling systems (AMH) at our Three Creeks, Cascade Park, and Vancouver community libraries, and

WHEREAS, FVRL intends to continue to utilize this technology for the processing of returned materials into the foreseeable future, and

WHEREAS, four (4) bids for the project were received and reviewed to determine the best option for the replacement of our existing AMH systems, and

WHEREAS, Lyngsoe Systems Inc. proposal was selected as the best choice based on FVRL’s AMH needs;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to award and execute a contract and any required amendments for the purchase, shipping and delivery, installation and first year warranty and maintenance from Lyngsoe Systems Inc. AMH equipment not to exceed \$550,000 excluding Washington sales tax.

Adopted this 15th day of November, 2021.

Approved: _____
Brian Carrico, Chair

Attested: _____
Kelsi Gilkey, Secretary

	October Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	45,148	28,675	57.45%	353,670	250,322	41.29%
Cascade Park Community Library	64,962	42,877	51.51%	521,139	317,025	64.38%
La Center Community Library	6,991	4,498	55.42%	58,783	29,984	96.05%
Ridgefield Community Library	9,889	5,634	75.52%	71,204	34,752	104.89%
Three Creeks Community Library	47,343	31,629	49.68%	382,535	258,448	48.01%
Vancouver Community Library	55,187	46,021	19.92%	427,558	401,871	6.39%
Vancouver Mall Library	12,005	10,006	19.98%	100,685	77,608	29.74%
Washougal Community Library	7,493	7,535	-0.56%	76,575	47,988	59.57%
Green Mountain Library Express	72	44	63.64%	165	579	-71.50%
Yacolt Library Express	4,391	2,879	52.52%	31,626	23,323	35.60%
LibCabinet at Vancouver Mall	132	779	-83.06%	6,650	1,672	297.73%
Clark County Total	253,613	180,577	40.45%	2,030,590	1,443,572	40.66%
Woodland Community Library	5,115	4,121	24.12%	45,222	30,074	50.37%
Yale Library Express	661	150	340.67%	3,753	1,842	103.75%
Cowlitz County Total	5,776	4,271	35.24%	48,975	31,916	53.45%
Goldendale Community Library	6,154	4,511	36.42%	46,212	38,833	19.00%
White Salmon Valley Community Library	10,640	7,896	34.75%	91,460	60,792	50.45%
Klickitat County Bookmobile	707	411	72.02%	2,346	4,506	-47.94%
Klickitat County Total	17,501	12,818	36.53%	140,018	104,131	34.46%
North Bonneville Community Library	568	540	5.19%	5,404	3,089	74.94%
Stevenson Community Library	4,280	3,741	14.41%	37,387	30,241	23.63%
Skamania County Bookmobile	1,254	334	275.45%	5,559	4,311	28.95%
Skamania County Total	6,102	4,615	32.22%	48,350	37,641	28.45%
District-wide renewals	347	163	112.88%	2,905	1,808	60.67%
Mail	1,340	2,675	-49.91%	35,609	10,375	243.22%
InterLibrary Loan Materials	261	1	26000.00%	1,509	1,165	29.53%
Misc Total	1,948	2,839	-31.38%	40,023	13,348	199.84%
Downloadable eBooks	56,150	66,630	-15.73%	597,984	630,615	-5.17%
eMagazines	2,529	2,176	16.22%	24,652	23,595	4.48%
Downloadable & streaming audiobooks	51,983	51,395	1.14%	520,262	464,800	11.93%
Downloadable & streaming music	21,086	24,590	-14.25%	231,062	232,077	-0.44%
Streaming video	8,795	8,407	4.62%	94,682	86,421	9.56%
eContent Total	140,543	153,198	-8.26%	1,468,642	1,437,508	2.17%
TOTAL	425,483	358,318	18.74%	3,776,598	3,068,116	23.09%

League, library offer workshop on how to testify at public meetings

 camaspostrecord.com/news/2021/oct/21/league-library-offer-workshop-on-how-to-testify-at-public-meetings

October 21, 2021

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October 21, 2021 11:43 am | [comments](#)

The League of Women Voters, in partnership with the Fort Vancouver Regional Library system, is offering a workshop to help residents who want to testify at public meetings.

League members Andrea Marzette and Cynthia Gardner will lead the workshop from 6:30 to 8 p.m. Nov. 9, via Zoom.

A spinoff from the League's "Speak Up School" training for redistricting, this workshop is designed to help speakers organize their thoughts and improve the quality, content and delivery of their testimony.

In the first hour, attendees will be introduced to tools they can use to develop their testimony. The last half hour is optional for those who would like to practice their testimony and delivery with individual coaches.

Registration closes at 6:30 p.m. Nov. 9. To register, visit fvrl.librarymarket.com/index.php/speak-school-how-testify-public-forum