



AGENDA FOR PUBLIC MEETING

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

LOCATION: Zoom Meeting

Join Zoom Meeting
<https://us02web.zoom.us/j/85229157227>

Meeting ID: 852 2915 7227

Passcode: 179756
OR
Dial: 1 253 215 8782

6:00 p.m. Regular Meeting

- | | |
|---|-------------|
| 1. Call to Order | |
| 2. Agenda Approval | ACTION |
| 3. Chair Announcements | INFORMATION |
| 4. Reports: | INFORMATION |
| 4.1 FVRL Operational Report: Mary Abler, Deputy Director | |
| 4.2 Branch Report: Cascade Park, Mary Abler | |
| 5. Consent Agenda | ACTION |
| 5.1 Minutes Approval: December 13, 2021 meeting | |
| 5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins | |
| 6. Business | |
| 6.1 Finance Committee Report | INFORMATION |
| 6.2 Resolution 2022-04: 2022 Capital Reserve Plan | ACTION |
| 6.3 Policy Committee Report | INFORMATION |
| 6.4 Facilities Committee: Capital Projects Update | INFORMATION |
| 7. Board comments | |
| 8. Setting of next regular meeting – Tuesday, February 22, 2022 (Virtual) | |
| 9. Adjournment | |



January 2022 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

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

2. Capital Projects

- Operations Center (Mill Plain)
 - Flooring, furniture installation begins in late January
- Woodland Community Library
 - Met with architects, revised agreement
- Washougal Community Library
 - City of Washougal - parking discussion
 - Architect/Developer -
- Grand Boulevard building
 - Sea Mar - revised lease agreement
 - COV - backflow valve construction
 - Finalizing floor plan

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

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



January 2022 – Strategic Plan Update

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

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

EQUITY

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

JANUARY BRANCH HIGHLIGHTS

January 18, 2022

EQUITY

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

CONNECTIONS

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



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



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

PARTNERSHIPS

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

ORGANIZATIONAL CULTURE

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

PATRON COMMENTS / DONATIONS

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

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

December 13, 2021

1. CALL TO ORDER

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

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

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

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

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS

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

4. REPORTS

4.1 FVRL Operational Report: Mary Abler, Deputy Director

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

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

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

4.3 Facilities Report: Dave Josephson, Facilities and Fleet Director

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

4.4 FVRL Foundation Update: Rick Smithrud, Foundation Executive Director

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

5. CONSENT AGENDA

5.1 Minutes Approval – November 15, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Kate Maple

5.3 Surplus Resolution 2021-16: Bookmobile

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

6. BUSINESS

6.1 WPEA Collective Bargaining Agreement: Lee Strehlow, HR Director

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

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

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

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

6.2 2021 Amended Budget

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

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

6.3 Public hearing*: 2022 Budget

Shelley gave an overview of the 2022 Budget.

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

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

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

6.4 2022 Board Officer/Committee Appointments: Nominations Committee

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

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

6.5 Woodland Community Library Redesign

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

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

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

7. CITIZEN COMMENTS

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

8. BOARD COMMENTS

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

9. NEXT REGULAR MEETING

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

10. ADJOURNMENT

The meeting adjourned at 7:30 pm

Approved:

Brian Carrico, Chair

Date

Kelsi Gilkey, Secretary

Date

FVRL Finance Report December 2021

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

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

December Revenues:

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

December Expenditures:

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

Notes on Revenue

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

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

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

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

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

Notes on Expenses

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

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

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

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

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

BOARD COVER WORKSHEET

BOARD DATE: January 18, 2022

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

Total Accounts Payable Warrants Issued 1,582,338.29

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

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

Total Accounts Payable Warrant Voids and Cancels 6,887.32

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

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

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

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

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

Total Funds to Approve for Disbursement 6,935,659.63

Finance Director Reviewed Carrie Greenwood
 Date 1/13/2022

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

January 18, 2022

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

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

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

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

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

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 01/18/2022

SUBJECT: Request to reallocate undesignated capital reserve funds

SUMMARY: Staff seeks Board approval on the reallocation of undesignated capital reserve funds. FVRL had reserved slightly over \$5.9 million for the costs of acquiring a new Operations Center for the District. The purchase of 2018 Grand Blvd. was accomplished through 2021 revenues, which allows FVRL to reallocate \$3.5 million to other projects while retaining a little more than \$2.4 million in undesignated capital reserves for the remodel of the new operations center. Staff recommends that the remaining undesignated capital reserves be reallocated into the capital reserve funds for the Woodland, Washougal and Brush Prairie projects.

Summary of Undesignated Capital Reserve Funds reallocation requests:

| Fund | Current | Reallocate | New |
|------------------------------------|--------------------|--------------------|--------------------|
| Undesignated | \$5,903,559 | | \$2,403,559 |
| Woodland | \$915,536 | \$1,500,000 | \$2,415,536 |
| Washougal | \$1,492,678 | \$1,500,000 | \$2,992,678 |
| Brush Prairie | \$0 | \$500,000 | \$500,000 |
| Total Capital Reserve Funds | \$8,311,733 | \$3,500,000 | \$8,311,733 |

1. Woodland Community Library

The Board of Trustees approved the reduction in scope of the Woodland Community Library project in December from 11,000 square feet to 7,500 square feet to come in line with the project budget of \$5.5 million. FVRL has met with Hacker Architects to set parameters for the redesign agreement and is awaiting a revised contract. The work on the redesign will start immediately with a new schedule due out soon.

An additional \$1.5 million in capital support for this project would bolster the budget and allow FVRL to confidently start construction of the facility in 2022. Staff recommends reallocating \$1.5 million in capital reserves for this project. Woodland currently has \$915,536 in FVRL designated capital reserves and \$2.016 million remaining in a library capital grant through the Foundation. The Friends of the Woodland Community Library and the Foundation have raised a combined total of \$787,096 raised for this project.

| Woodland Community Library | | | | | |
|-----------------------------------|---------------------|--------------------|----------------------|---------------------|-------------------|
| Revenue Source | Allocated | Requested | Estimates | 7500 sf | Gap |
| WA Capital Grant | \$ 2,016,320 | | Cost of construction | \$ 4,875,000 | |
| Friends | \$ 642,395 | | Soft Costs | \$ 500,000 | |
| FVRL | \$ 1,415,536 | \$1,500,000 | Contingency @ 10% | \$ 520,000 | |
| Foundation | \$ 144,701 | | FF&E | \$ 250,000 | |
| Total | \$ 4,218,952 | \$5,718,952 | Total | \$ 6,145,000 | \$ 926,048 |
| | | | | | |

2. Washougal Community Library Conceptual Design

FVRL is working with Hacker Architects on a conceptual design for the new library. The budget estimates for this project are \$7.9 million. Current gap is \$6.4 million. The project slowed down this fall for an exploration of a possible land swap or joint use project. This project currently has just under \$1.5 million in designated capital reserve funding available. The Friends of the Washougal Community Library and the Foundation have a combined \$33,887. Staff requests \$1.5 million in capital reserves be allocated for this project.

| Washougal Community Library | | | | | |
|------------------------------------|---------------------|--------------------|----------------------|---------------------|---------------------|
| Revenue Source | Allocated | Requested | Estimates | 12000 sf | Gap |
| Grants | | | Cost of construction | \$ 6,000,000 | |
| Friends | \$ 207,121 | | Soft Costs | \$ 600,000 | |
| FVRL | \$ 1,492,678 | \$1,500,000 | Contingency | \$ 600,000 | |
| Foundation | \$ 124,766 | | FF&E | \$ 400,000 | |
| Total | \$ 1,824,565 | \$3,324,565 | Total | \$ 7,600,000 | \$ 4,345,435 |
| | | | | | |

3. [Brush Prairie Community Library Study](#)

Staff have provided an analysis of the feasibility and need for a small branch library on our Brush Prairie property. A decision to go forward on this project would require Board action under the [Purchase, Lease, Exchange and Sale of Real Property Policy](#). Brush Prairie currently has no funds allocated for the future construction project. Staff requests that a portion of the reallocated capital funds could be set aside for Brush Prairie to jump start this project.

As an alternative, FVRL could choose to create a small branch in an existing strip mall at the site. This would build interest in the project and help with future fundraising/support for a ballot measure. Staff requests that \$500,000 be allocated for this project as we continue to study our options

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-04

RESOLUTION OF THE BOARD OF TRUSTEES OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADOPTING THE 2022 CAPITAL RESERVE PLAN

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held virtually on January 18, 2022, attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that a reserve fund for capital projects is necessary to insure there is the ability to plan and build new facilities for the District; and

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

WHEREAS, FVRL identified the need to provide expanded library services in Washougal, Woodland, and northeast Vancouver, as well as a new operations center for the District through a 2013 Strategic Facilities Plan, and

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that allocating capital reserves for specific projects enables the District to plan for growth of library services and facilities in a timely and cost effective manner,

NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopt a revision to the Capital Reserve Plan reallocating \$3,500,000 in undesignated capital reserve funds adding \$1,500,000 to the Woodland Community Library project fund, \$1,500,000 to the Washougal Community Library project fund, and \$500,000 for the Brush Prairie Community Library project fund.

Approved this day January 18, 2022

Approved: _____
Chair, Jane Higgins

Attested: _____
Secretary, Kate Maple

Date: _____

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

TO: FVRL Board of Trustees

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

DATE: 01/18/2022

SUBJECT: Review of Equal Opportunity Employment Policy

SUMMARY: As part of our on-going work in equity, diversity and inclusion, FVRL is revisiting its policies that pertain to equity in the workplace. The Committee requests the Board's review and comment on changes to the existing policy.

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

KEY POINTS:

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

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

PURPOSE

Fort Vancouver Regional Library District (FVRL) is committed to fair and equitable recruiting, hiring, promoting and appraising of its employees. We express this commitment through application of the following policy.

POLICY

FVRL and its Board of Trustees affirm a continuing commitment to equal employment opportunity in accordance with State and Federal Laws and Regulations for all employees and applicants for employment within FVRL, without discrimination on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran or any other status protected by applicable nondiscrimination laws.

This policy applies to all areas of recruitment, hiring, training, retention, promotion and discipline and to all job classifications. The policy extends to all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, education, social and recreational programs for all persons.

The Human Resources Director has been appointed Equal Opportunity Officer and is responsible for monitoring employment practices to assure compliance, and if necessary, to institute corrective measures to achieve and maintain fair, equal and optimum utilization of resources.

Every staff member is expected to take the actions necessary to assure that FVRL is an equal opportunity employer.

ADMINISTRATION

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

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

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

Applicable Policies: Equity Policy, Discrimination and Anti-Harassment Policy

Applicable Law: RCW Chapter 49.60 Washington Law Against Discrimination, Title VII of the Civil Rights Act of 1964, Title I of the Americans with Disabilities Act of 1990, US Equal Pay Act of 1963, Age Discrimination in Employment Act, sections 501 and 505 of the Rehabilitation Act of 1973, Uniformed Services Employment and Reemployment Rights Act of 1994, Pregnancy Disability Act, Sections 102 and 103 of the Civil Rights Act of 1991, Genetic Information Nondiscrimination Act of 2008

Board Approved: Original Policy May 13, 1976; Revised and Reaffirmed April 21, 1981; Revised and Reaffirmed February 11, 2002; Revised and Reaffirmed December 8, 2008; **Revised and Reaffirmed**

Fort Vancouver Regional Library District
Staff Report 2022-01
Facilities Update

TO: FVRL Board of Trustees

FROM: Facilities Committee, Amelia Shelley, Executive Director

DATE: 01/18/2022

SUBJECT: Review of current status of Facilities Projects

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

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

2. Washougal Community Library Conceptual Design

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

3. Woodland Community Library project status

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

4. Operations Center repairs

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

FVRL December 2021 Total Circulation

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