



AGENDA FOR PUBLIC MEETING

DATE: Monday, March 18, 2024
TIME: 6:00 PM
LOCATION: In Person at Three Creeks Community Library
800-NE Tenney Road, Vancouver, WA, 98685
ROOM: Meeting Room
ZOOM: <https://us02web.zoom.us/j/3852820936>
Meeting ID: 385 282 0936 – Passcode: 070150 Or Dial: 206-337-9723

- 1. Call to Order**
- 2. Agenda Approval**
- 3. Chair Announcements**
- 4. Public Comments (limit 2 minutes each)**
- 5. Consent Agenda** ACTION
 - 5.1. Minutes Approval: February 20, 2024**
- 6. Reports**
 - 6.1. FVRL Organizational Report: Jennifer Giltrop** INFORMATION
 - 6.2. FVRL Foundation Report: Rick Smithrud** INFORMATION
 - 6.3. January Financial Statements: Christine Smith** ACTION
 - 6.4. Three Creeks Community Library Presentation: Elizabeth Moss** INFORMATION
- 7. Business**
 - 7.1. Finance Committee**
 - 2024 Reserve Allocation: Jennifer Giltrop
 - Resolution 2024-03: Capital Reserve PlanACTION
 - 7.2. Policy Committee**
 - Display and Exhibits Policy
 - Public Bulletin Boards and Distribution Areas Policy
 - Fiscal Management PolicyACTION
ACTION
ACTION
- 8. Executive Session RCW 42.30.110(1i) Litigation and RCW 42.30.410(4b) Collective Bargaining** ACTION
- 9. Setting for next regular meeting: Monday April 15, 2024 at 6:00 pm (Washougal Community Library/Zoom)**

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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Board of Trustees Meeting Minutes

February 20, 2024 – 6:00 PM Regular Meeting
Vancouver Community Library
901 C Street, Vancouver, WA 98660
Columbia Room
Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Megan Dugan, *Vice Chair*, City of Vancouver
Penny Love-Henslee, *Secretary*, Clark County At-Large
Mary Ann Duncan-Cole, Skamania County
Vikram Kotwani, City of Vancouver
Olga Hodges, Klickitat County
Marie Coffey, Clark County At-Large

Present Board: Kristy Morgan, Megan Dugan (virtual), Penny Love-Henslee, Mary Ann Duncan-Cole (virtual), Vikram Kotwani (virtual), Olga Hodges, Marie Coffey

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Brandon Cruz, Branch Manager; Christine Smith, CPA; Lee Strehlow, Human Resources Director; Rhonda Kay Calkins, Executive Assistant; Mike Smetana, IT Specialist; Dave Josephson, Facilities and Fleet Director; Lee Strehlow, Human Resources Director; Lynne Caldwell, Collection and Technology Services Director; Justin Keeler, Outreach and Community Partnerships Director; Tak Kendrick, Communications and Marketing Director; Ruth Shafer, Interim Public Services Director

Remote Access: <https://us02web.zoom.us/j/3852820936> • Meeting ID: 385 282 0936 • Passcode: 070150 • Phone Access 206-337-9723

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

1. **CALL TO ORDER AND ROLL CALL** - Chair Morgan called the meeting to order at 6:00 pm.
2. **AGENDA APPROVAL** – At 6:00 pm of the recording Penny Love-Henslee made a motion to approve the agenda. Megan Dugan seconded. Motion approved with 6 out of 7 votes.
3. **CHAIR ANNOUNCEMENTS** – None
4. **PUBLIC COMMENTS** – At 6:02 pm of the recording Public Comments began with a two-minute limit.
Katherine Gardner of Vancouver, WA made a public comment and compliment on displays.
Derya Ruggles of Vancouver, WA made a public comment about employee wages.
Nerissa Eckerson of Vancouver, WA made a public comment about employee wages.
Derin Gibson of Vancouver, WA made a public comment about employee wages.
Joey Hicklin of Vancouver, WA made a public comment about employee wages.
Kevin Witz-Wong of Bellevue, WA made a public comment about employee wages.
Wendy Peterson of Vancouver, WA made a public comment about employee wages.
Carmen of Vancouver, WA made a public comment about employee wages.
Delaney Neal of Portland, OR made a public comment about staff wages.
Eveyn of Vancouver, WA made a public comment about staff wages.
Len Orion of Vancouver, WA made a public comment about staff wages.
Heather Anderson of Vancouver, WA made a public comment about staff wages.
Justin Allen of Vancouver, WA made a public comment about staff wages.
David Alvey of Vancouver, WA made a public comment about acceptance for all of us.
Alex M. of Vancouver, WA made a public comment about employee wages.
Melanie McCree of Vancouver, WA made a public comment about employee wages.
Quil Onstead of Vancouver, WA made a public comment about drag queen story hour.
Linette Black of Vancouver, WA made a public comment about safety at Vancouver Library.
Dave Gellis of Vancouver, WA made a public comment about employee wages.

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Abbie Hart of Olympia, WA made a public comment about union work and employee wages.

Melissa Perez of Vancouver, WA made a public comment about employee wages.

Kristen Steger of Vancouver, WA made a public comment about employee wages.

Kayelin of Vancouver, WA made a public comment about employee wages.

Bonnie Cobb-Ellis of Washougal, WA made a public comment about employee wages.

Randy Schmidt of Clark County made a public comment about drag queen story hour.

Margo Logan of Portland, OR made a public comment about unions and their services.

Ray Lanning of Vancouver, WA made a public comment about employee wages.

Kevin Lux of Vancouver, WA made a public comment about employee wages.

Don Steinke of Clark County, WA made a public comment about employee wages.

Kay Ellison of Clark County, WA made a public comment about employee wages.

- 5. APPROVAL OF CONSENT AGENDA ITEMS**– At 7:07 pm of the recording Penny Love-Henslee made a motion to approve the Consent Agenda. Megan Dugan seconded. Motion approved with 6 out of 7 votes.

- 6. ORGANIZATIONAL REPORT** – At 7:09 pm of the recording Jennifer Giltrop highlights:

- The Finance Manager, Attar Bhargal, resigned and his last day was January 31, 2024. During our recruitment for a Finance Director, Christine Smith from TDJ, CPA is assuming those duties.
- 2023 Circulation statistics is up 6.13% primarily due to the increased use of e-resources.
- The FVRL Foundation has teamed up with Beaches Restaurant for the Give Back Program on February 29, 2024, with 50% of receipts that day going to support the library.
- There is an upcoming Love Your Library event on April 27, 2024 in support of the new Woodland Community Library.
- We are presenting an new approach to statistical reporting. In January circulation was up 3.9%, while the visitor count is down due to the week-long weather related closures. The current cardholder rate is 26% of population served.
- We are celebrating 20 years of the La Center Community Library on May 14, 2024 from 3-5 pm.
- Giltrop attended the bi-annual Washington Public Library Director's meeting on February 8-9 at the KCLS Burien Public Library.
- Giltrop attended Library Legislative day in Olympia, WA on February 14, 2024.
- Giltrop presented an overview of FVRL to the League of Women Voters on February 10.
- Upcoming: Revolutionary Reads for this year is called Free by Lauren Kessler. The author panel event will be on April 17, 2024 at the Vancouver Community Library.

- 7. BRANCH REPORT: VANCOUVER MALL COMMUNITY LIBRARY** – At 7:18 pm of the recording Branch Manager, Brandon Cruz provided an update on library activities around the Vancouver Mall Community Library.

- Introduced his staff and announced Cynthia's retirement at 35 years of service with FVRL.
- Social media posts
- Program: Clark County Food Bank came in and talked about food. How to prepare, shop and be healthy.
- Program: Outlandish Inventions. Children learning hands on stem practices.
- Program: Summer at your Library. They created books, and ramps for racing.
- Program: Sew a creature. Children created creatures out of felt and cotton.
- Celebrated the 40th anniversary of Fort Vancouver having a library in the mall.
- Program: Dino Terrariums. Children were able to make terrariums in mason jars.
- Summer Performers Chaya gen Familia and Paradise of Samoa.

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- Program: Couve Con. It is an annual event at the mall that has cosplay.
- Program: Booville. It is an annual event at the mall. The Foundation provided books to give out.
- Popup Programs: Smaller programs to invite more patrons in while at the mall.
- Branch Changes: Received new signage from marketing to help direct patrons.

FINANCIAL STATEMENTS AND HIGHLIGHTS – At 7:31 pm of the recording Christine Smith highlights the November and December, 2023.

Discussion of the November and December 2023 Financial Statement and Highlights – At 7:31 pm of the recording.

- **Cash Report:** December 31, 2022 balance to December 31, 2023 1.9 decrease in case due to capital reserves of \$2.5 million related to the Woodland project which is about \$600,000 and the Grand Boulevard Operations Center remodel which was about \$1.9 million.
- **Operations Independent of Capital:** We brought in \$615,000 from operations to the reserve with the \$2.5 so that nets FVRL with the \$1.8 million decrease in Cash Balance as of 12/31/23.
- **Reserves:** As of December 31, 2023 there was \$8.3 million for operating fund reserves to start the year. This is meant to provide cash flow during the year because our largest revenue source which is property taxes comes in April and October. Our goal is to have 3 to 4 months of operating expenses in reserves to cover until property taxes are received.
- **Revenue:** Property taxes is our largest revenue source. Overall, we are right on budget for our property taxes. Within Clark, Skamania, Klickitat and Cowlitz County there are some over 100% and some under. When you are over 100%, we are collecting some of those property taxes that might be delinquent. If they are slightly under 100% that means some of the property taxes could be going in the arrears.
- **General Taxes:** These include: State Forest (timber), Leasehold Excise Tax, and Federal-in-leu of Taxes. Actual revenue came in higher than budgeted.
- **Miscellaneous:** Investment earnings came in above budget due to the market having higher interest rates.
- **Transfer in from Reserves:** This is an inflow we anticipated of the use of the \$2.5 million from reserves for the Woodland Library project, however those State funds were not received in 2023.
- **Expenditures:** Personnel services, we are on budget at 96.15%. Personnel expenses were 64% of our Operating Revenue and 66% of our operating expenses in 2023.
- **Library Books and Materials:** This budget was underspent by \$544,000.
- **Other Changes and Services:** This is actualized at 90.47%. The underspending helped cover the overspending within this category of expenditures.
- **Capital:** Expenditures were 79.76% of the budget. Woodland was \$1.7 million and the Grand Boulevard Operations Center accounts for \$2.86 million.

8. RECRUITMENT OVERVIEW – At 7:42 pm of the recording Lee Strehlow presented a recruitment overview.

- Demographics
 - i. Employee age demographics and length of service.
 - ii. FVRL staff demographics compared to Clark, Skamania and Klickitat County.
 - iii. Multi-Lingual Employees
 - iv. Turnover rate
 - v. Total hires by year
- Hiring Process
 - i. Internal and External Recruitment: A vacancy occurs and the position is posted internally and externally.

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- ii. Review applications
 - iii. Skills Assessment
 - iv. Interview Process: Virtual and in-person interviews, 1-2 rounds.
 - v. Professional References
 - vi. Job Offer
 - vii. Criminal Background Check
 - viii. New Employee Orientation
 - Recruitments
 - i. Finance Director – moving to the second round of interviews 2/27/2024.
 - ii. Deputy Director – Announcement will be open this week.
 - iii. Senior Public Services Librarians: Two positions at Vancouver. The first round of interviews was last week.
- 9. PROPOSED CHANGES TO THE COMMITTEE STRUCTURE** – At 8:16 pm of the recording Kristy Morgan presented a proposal to change the structure of the committees from six (6) committees collapsing into three (3) committees. This intention is to minimize the number of meetings while still conducting necessary business.
Motion approved unanimously.
- 10. NON-RESIDENT BORROW FEE** – At 8:21 pm of the recording Jennifer Giltrop presented information on increasing the non-resident borrow fee. The fee would be moved to \$50.00 per year or \$12.50 per quarter. Megan Dugan made a motion to approve the Non-Resident Borrow Fee. Penny Love-Henslee seconded.
Motion approved unanimously.
- 11. PORT OF RIDGEFIELD** – At 8:30 pm of the recording Jennifer Giltrop presented information on the proposed Port of Ridgefield local tax increment finance area, and the longterm financial impacts for FVRL.
- 12. AUDITING OFFICER PROCEDURES** – At 8:34 pm of the recording Christine Smith presented information on Auditing Officer procedures. We reviewed our claim approval process and found redundancy. Per FVRL's Fiscal Management policy, the Executive Director and all seven Board Members are noted as Auditing Officers. Going forward the Executive Director will be the only Auditing Officer, and will be bonded as required by the state. The Executive Director has been given the authority to change the procedure, with changes being effective in March. At the next board meeting, a revision to the Fiscal Management Policy will be brought to the Board for approval.
- 13. DISPLAY AND EXHIBITS POLICY** – At 8:42 pm of the recording Jennifer Giltrop presented a first reading of the Display and Exhibits Policy for discussion.
- 14. PUBLIC BULLETIN BOARDS AND DISTRIBUTION AREAS POLICY** – At 8:42 pm of the recording Jennifer presented a first reading of the Public Bulletin Boards and Distribution Areas Policy for discussion.
- 15. WOODLAND LIBRARY UPDATE** – At 8:43 pm of the recording Dave Josephson provided an update to the Woodland Library building project. The project continues to progress toward a late fall 2024 opening.
- 16. WASHOUGAL LIBRARY UPDATE** – At 8:46 pm of the recording Jennifer Giltrop provided an update to the Washougal Library building project. The project is underfunded by \$6 million at this point, but due to the age of the project budget an updated cost estimate is being sought. The 17th Legislative District is supporting a \$5 million joint session capital budget request for the Washougal Library Project. The City of Washougal supported this request as well.



- 17. AMENDED 2024 BOARD MEETING SCHEDULE** – At 8:49 pm of the recording Kristy Morgan presented updates to the 2024 regular board meeting schedule. The board retreat is being moved from March 16 to September 21. The meeting in March will be on Monday, March 18. The retreat will be on Saturday March 21.
Mary Ann Duncan-Cole made a motion to approve the Amended 2024 Board Meeting Schedule. Olga Hodges seconded. Motion approved unanimously.
- 18. EXECUTIVE SESSION** pursuant to RWC 42.30.110(1i) Litigation and RCW 42.30.410(4b) Collective Bargaining at 8:51 pm of the recording.
At 8:51 pm the Board of Trustees go into Executive Session for a stated 45 minutes.
At 9:36 pm the Board returns.
- 19. AFSCME CONTRACT** – At 9:38 pm of the recording Kristy Morgan presented the Ratified AFSCME Contract. Penny Love-Henslee made a motion to approve the AFSCME CBA Ratification. Marie Coffey seconded. Motion approved with a 6 out of 7 votes.
- 20. FINAL BOARD COMMENTS** - None
- 21. ADJOURNMENT** – At 9:39 pm

Jennifer Giltrop, Executive Director

Date

Kristy Morgan, Chair

Date



Organizational Report: Highlights from February 2024

Storytimes at the Battle Ground Community Library always bring in lots of children!



Battle Ground also celebrated Valentine Day with a Love My Library program

Battle Ground staff host groups of the first grade children from the Yacolt schools. They had over 50 students and staff visit, to learn about the “big” library, watch the (AMH) Automated Materials Handler in action and listen to a story or two.

A special presentation was provided by the Portland Chinatown Museum. The presenter talked about the history of Chinese Americans in Oregon and their important contributions to the Pacific Northwest.



Cascade Park Community Library staff presented two *business* related programs this month. This was a presentation for the *Vancouver Small Business Providers* on FVRL Business Sources. The second presentation was for SCORE on business marketing resources.



Cascade Park Community Library hosted three (3) *Magic the Gathering* events in person and four virtual teen video game club meetups. There were two (2) programs for seniors this month: Sip and Paint at Prestige Senior Living, and a book discussion group at The Quarry.



The Goldendale Community Library hosted a Mardi Gras mask making workshop which brought some very creative people together for fun and creative community building.



The second town hall, in partnership with CPAKC (the Coalition for Preventing Abuse in Klickitat County), which featured the documentary *Hiding in Plain Sight: Youth Mental Illness*. Following the film a discussion was facilitated by staff with the Klickitat County behavioral health department, which brought insightful conversations about the topic.

The Goldendale branch partnered with the Centerville School District to support an annual program called March into Reading. FVRL provided several boxes of books to be read by or read to the students in celebration of Read Across America.



The La Center Community Library kicked off the first of their three part 3D Printing series with an Accessibility Program with Jackie Little's help.



La Center also hosted a Valentine's party where teens and tween made valentines out of recycled materials, they played games and visited while eating snacks that were provided by the Friends of the LaCenter Community Library.



Ridgefield Community Library hosted a bilingual storytime in an effort to reach the needs of Spanish speaking families as well as families wanting to expose their children to a new language.

Ridgefield had excellent participation in our bi-annual bookmark contest. The total count was 1,700 entries from two different Ridgefield schools.



At Stevenson and North Bonneville Community Libraries, AARP Tax Aide appointments continue through Saturday, April 13.

Mt Pleasant School, usually served by the bookmobile, took a field trip to the Stevenson Community Library after their school was partly shut down because of frozen pipes and flooding. They had snack lunches, learned about the library, and got a jump start on the bookmark contest entries.



The Three Creek Community Library is excited to have RenLocus, their VITA tax help organization back in the library. They will be helping patrons with taxes, focusing on low-income, English language learners, and adults with disabilities. Because of our partnership with RenLocus, Governor Inslee came to visit the library. He was promoting the Working Families Tax Credit and had heard about the work that RenLocus had been doing and the ways in which the library had supported them.

Noah's Ark Preschool visited the Three Creeks branch this month. They enjoyed stories, got a tour of the library, and learned about libraries in general.



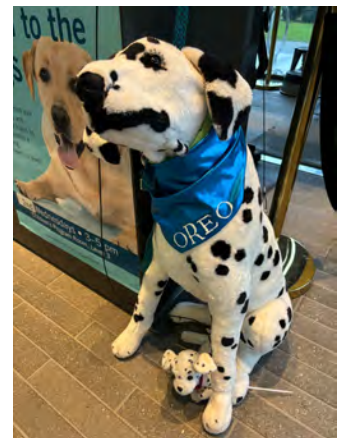


Three Creeks also started a Homeschool Hangout program which will be meeting monthly. Homeschool families can come to the library and engage in an educational activity as well as having time to chat with each other and make social connections. The guest geologist spoke about a collection of rocks he brought and we provided rocks to be painted. Additionally the attendees had the opportunity to take turns playing "Fossil Fever," a game on the computer where they could dig for dinosaur bones then put the bones together in a puzzle to see what kind of dinosaur it was.

At Vancouver Community Library ESL Class - attendance was wonderful this month. It was the first month the program was advertised districtwide. On average, attendance varies between 14-18 people, with many new people coming each time. The ESL teacher has requested a second class that caters to very beginner English Language Learners and another for the next level up. The feedback from the attendees is positive, and many families are coming with their family members to drop them off and pick them up. It is bringing a lot of new people together in the library in a welcoming way.

Staff attended an event at Heritage High, the LatinX Family Night event focused on STEM for elementary-age kids. We featured Hoop Gliders as our activity, gave bilingual books away, and signed people up for library cards.

Vancouver replaced their stuffed dog and added a little stuffed puppy to greet patrons when they arrive in the building. After running a "name our dog" program the public chose the name "Oreo." The puppy's name is Pepper, which was the second most popular name. The stuffed dogs will be used for Read to the Dogs if children are hesitant to read to an actual dog.



Staff at the Vancouver Mall Community Library worked with the Washington Talking Book and Braille Library staff to host a presentation on their services at a local assisted living facility.

The Vancouver Mall Library also hosted a Bookmark Contest Design program, with 26 people in attendance!





Meet the Mini Horses was a huge hit when they visited the Washougal Community Library. Many children and adults came out to meet and read to the therapy ponies. Washougal staff provided horse crafts, photo opportunities, and the community brought lots of enthusiasm. 129 people experienced this fun and unusual visit.



The Washougal Community Library Staff hosted a program, “Maintaining Cognitive Function and Brain Health”, in conjunction with Ripple Wellness. They had a great turn out with 37 attendees at this virtual program.

Staff did outreach at Recovery Cafe in Washougal where they shared information about library resources and provided a hands-on activity for them to work on while she spoke. One of the attendees came into the library later that same day to get some more information on one of the resources that was presented!

The White Salmon Valley Friday Knitting Circle is now a multi-generational affair, with knitters ranging in age from 7 years old to 85 years old, and most decades represented in between! The group has gotten so large that due to the noise factor, the group will be moving into the Gallery.



White Salmon Valley hosted their annual Teddy Bear Sleepover. This year was bigger and better than last year, bringing 71 stuffed animals and 181 people attending for a storytime and to watch the slideshow of all the crazy activities the stuffed animals participate in during their overnight stay at the library.





The White Salmon Library partnered with the Gorge Heritage Museum to present “100 Photos of 50 Years of Bingen,” in our gallery space. There was a full house for the opening reception, which the mayor spoke at to kick off the Bingen Centennial celebration which will be held throughout 2024.



The Friends of the Woodland Community Library donated candy, ceramic hearts and painted rocks as give-away valentines to our patrons. So many people commented on how much they love the library and how it is a significant part of their well-being. It is a good reminder of why we do what we do each day!

The new Woodland Community Library is under construction, which is very exciting to everyone.





The Friends and the Foundation continue to fundraise for the new Woodland Community Library. The next event will be held on Saturday April 27 from 5-8pm at the Peterson's Red Barn, in Woodland.



The Yacolt Library Express Library welcomed over 2600 patrons for the month of February.

The Yale Valley Community Library is starting to see more people visiting the branch, with well over 600 visitors in the month of February.

The Yale students visited the library this month, with their school librarian to learn about the public library, browse the collection and check out books.



Patron Comments Received

February 14, 2024

If you login to the catalog computers and I forget to log off I'm concerned that my personal information is right there for anyone. I just clicked on a prior patron and saw her personal information. We need auto logout after. Maybe xx out the birth date at least for privacy. Thank you for your help.

February 16, 2024

Request air fresheners for the front and back of the computers. Thank you.

February 16, 2024

Please put an ADA release on the restroom door. It's really hard to get out and hold the door open at the same time.

February 22, 2024

Bad idea to let people check out current or recent issues of magazines. Bad. I can't find current issues in the stacks except for the year 2022. That's just ridiculous. It's not why I pay taxes for this.

February 2024

I built a huge pirate ship that is legos.

February 2024 – Total Circulation and Visitors

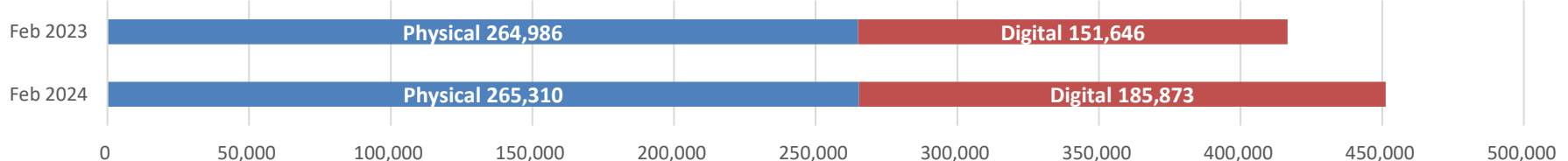
Location	February 2024		February 2023		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	39,750	11,293	39,908	9,498	-0.40%	18.90%
Cascade Park	58,281	22,867	59,434	19,739	-1.94%	15.85%
Goldendale	6,333	3,955	6,576	3,697	-3.70%	6.98%
Klickitat Bookmobile	1,027	599	1,074	539	-4.38%	11.13%
La Center	5,159	2,286	5,914	2,037	-12.77%	12.22%
North Bonneville	232	45	369	45	-37.13%	0.00%
Ridgefield	9,405	6,341	9,100	5,049	3.35%	25.59%
Skamania Bookmobile	846	507	912	443	-7.24%	14.45%
Stevenson	4,314	3,171	4,315	3,026	-0.02%	4.79%
Three Creeks	42,285	12,599	45,102	10,837	-6.25%	16.26%
Vancouver	58,147	29,693	51,448	22,421	13.02%	32.43%
Vancouver Mall	9,367	5,909	10,761	5,495	-12.95%	7.53%
Washougal	7,889	3,882	7,597	3,059	3.84%	26.90%
Woodland	5,084	2,682	5,342	2,229	-4.83%	20.32%
White Salmon Valley	9,443	6,424	9,961	6,000	-5.20%	7.07%
Yacolt	5,345	2,616	4,461	2,534	19.82%	3.24%
Yale Valley	844	601	841	437	0.36%	37.53%
Green Mountain	165	No Visitors	275	No Visitors	-40.00%	No Visitors
Books by Mail	999	No Visitors	1,088	No Visitors	-8.18%	No Visitors
Operations Center	395	No Visitors	508	No Visitors	-22.24%	No Visitors
Location Total	265,310	115,470	264,986	97,085	0.12%	18.94%
Digital Collections	185,873		151,646		22.57%	
Grand Total	451,183		416,632		8.29%	

February 2024

Klickitat Bookmobile canceled on 2/15 due to weather.

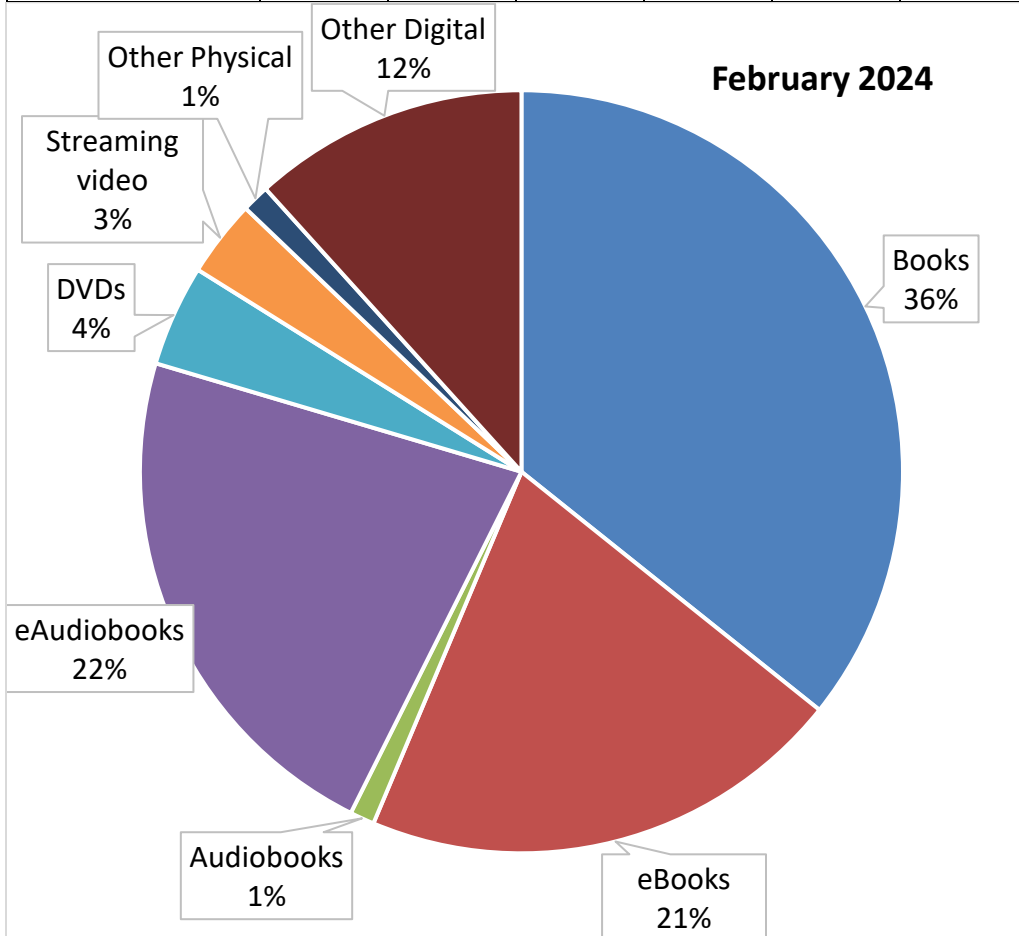
Skamania Bookmobile canceled on 2/8-2/9 and 2/13-15 due to low staffing levels.

Total Circulation

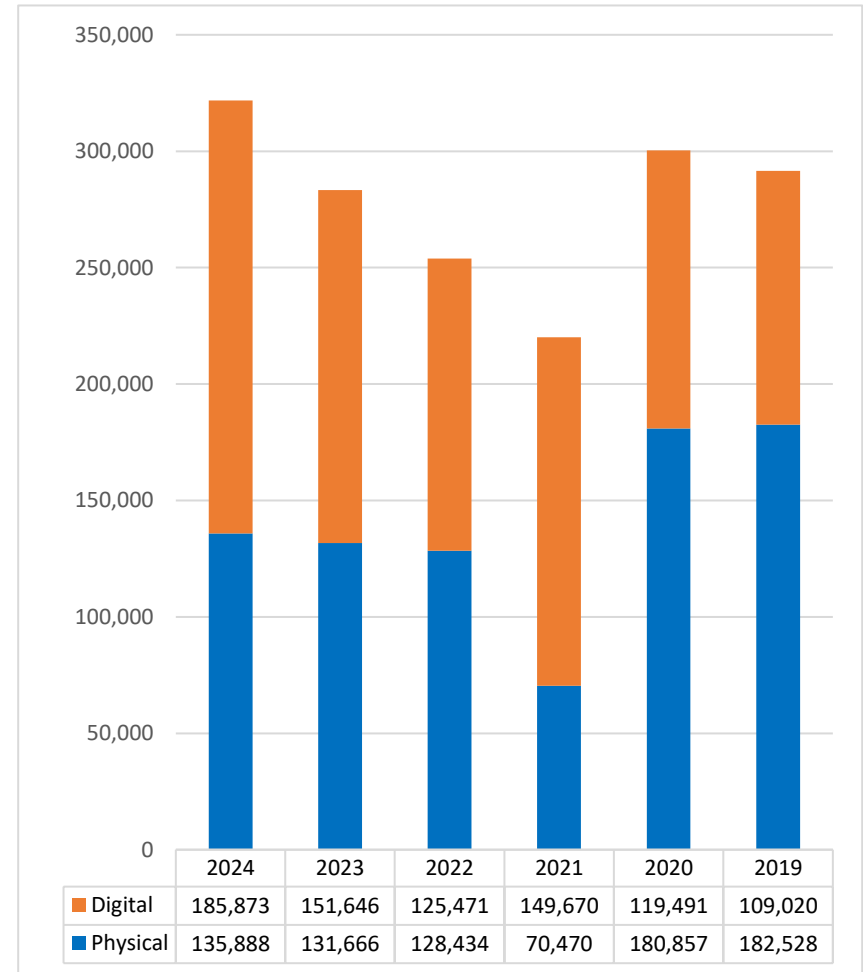


Collection Use – February 2024 Checkouts by Item Format

Categories	2024	2023	2022	2021	2020	2019
Books	114,969	110,733	107,194	59,611	137,985	137,390
eBooks	66,320	59,014	51,967	61,327	47,455	48,613
Audiobooks	3,346	3,464	3,580	1,916	6,569	7,295
eAudiobooks	71,451	58,998	47,697	49,067	41,611	33,641
DVDs	13,814	13,896	14,019	7,792	31,289	32,085
Streaming video	10,462	8,870	7,458	10,374	4,974	3,774
Other Physical	3,759	3,573	3,641	1,151	5,014	5,758
Other Digital	37,640	24,764	18,349	28,902	25,451	22,992
Totals	321,761	254,975	231,915	190,087	269,883	262,798



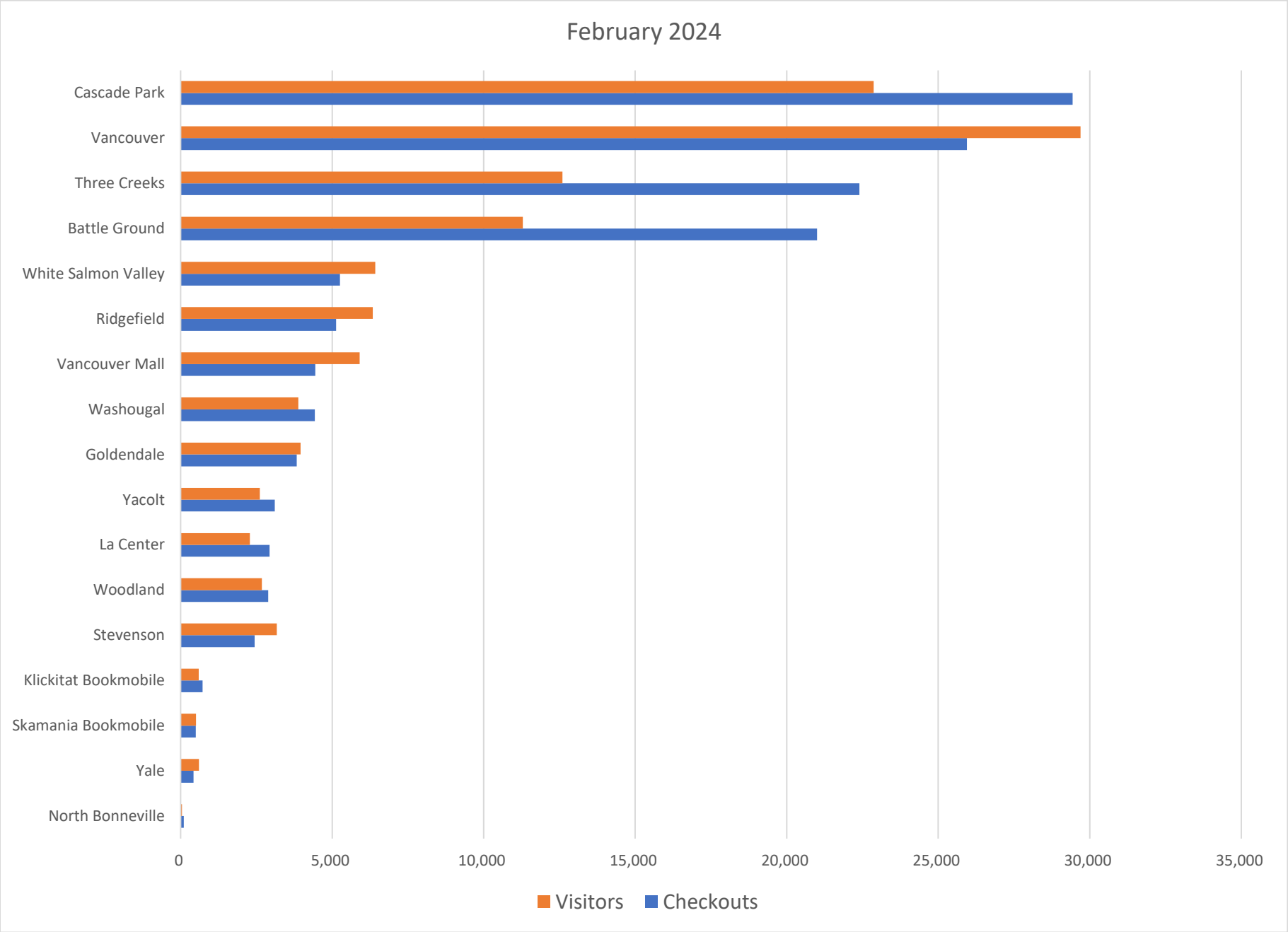
Physical & Digital Collection Checkouts 2019-2024



Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items.

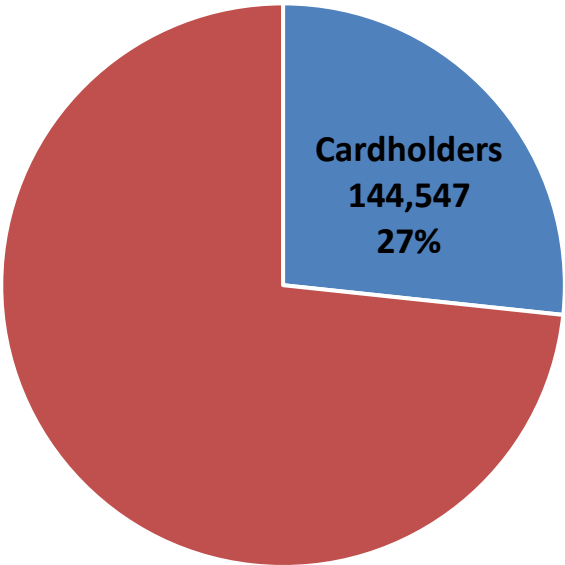
Other Digital includes magazines and streaming music.

February 2024 – Library Activity: Checkouts and Visitors by Library

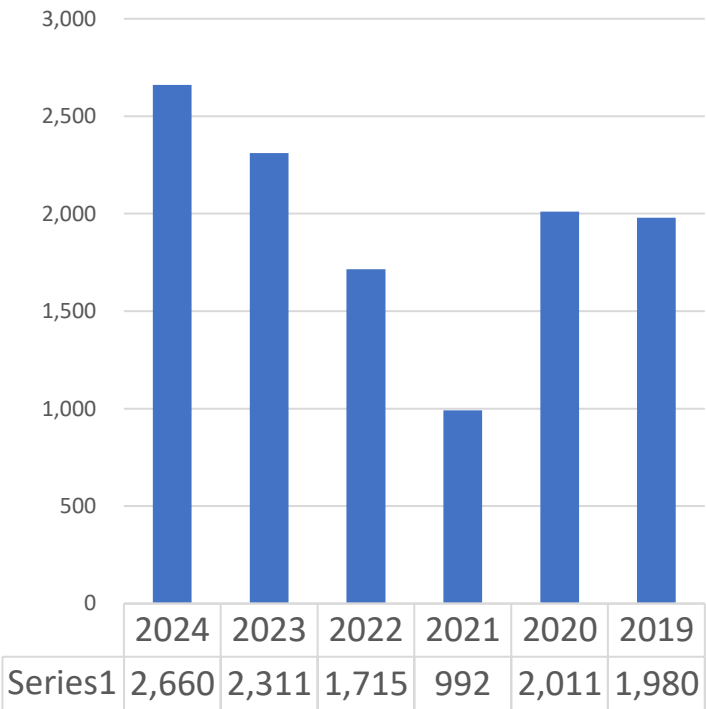


February 2024-Cardholders, Programs, and Tech Use

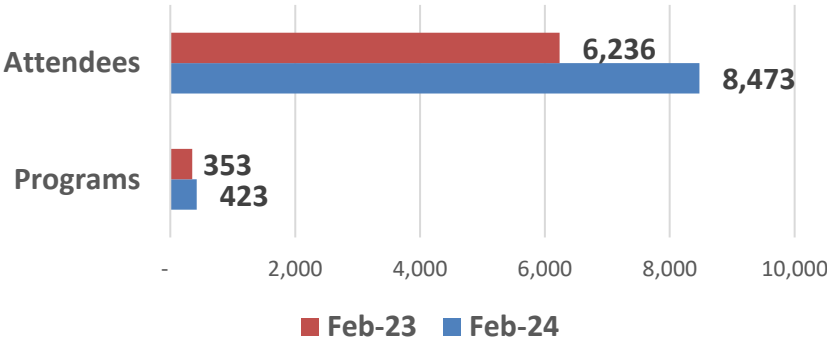
Population Served - 541,715
Washington State Office of Financial Management (4/1/2023)



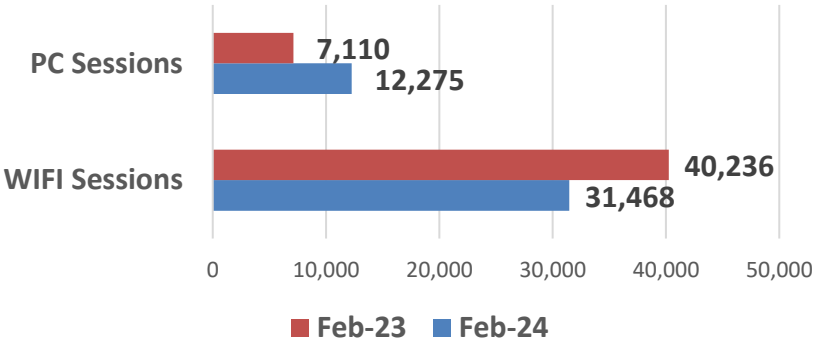
New Accounts Added in February



Programs



Computer and Wifi Use





Foundation Update



A FUNDRAISER FOR THE WOODLAND LIBRARY BUILDING FUND

APRIL 27
5–8 pm

THE PETERSON'S RED BARN



Early Bird Ticket
on sale until March 31
\$50 per person

Standard Ticket
starting on April 1
\$60 per person

loveyourlibrary2024.eventbrite.com

The Love Your Library fundraiser to benefit the Woodland Library Building Fund is back! Join us on April 27 at Peterson's Red Barn in Woodland. There will be a buffet-style dinner and desserts, live music, silent and live auctions, and more.

Get your tickets now at loveyourlibrary2024.eventbrite.com!

Great News!

- The Friends of White Salmon Valley Community Library added \$25,000 to their investment account.
- The Friends of Yacolt Library Express added \$5,500 to their investment account.
- Three new naming opportunities totaling \$3,500 were added to the Woodland Library Building Fund.
- The Foundation's partnership with ThriftBooks generated \$2,381 in revenue in February from online sales of used books.
- The Foundation has received 90 pounds of halibut, 60 pounds of beef tenderloin, 30 pounds of tilapia, and 120 pounds of chicken thighs as a gift in support of the Love Your New Library event in Woodland.

Upcoming Events

Friday–Saturday, March 15-16

Woodland Friends Book Sale

Lewis River Fellowship
2000 Lewis River Road
10:00am–4:00pm both days

Monday, March 18

FVRL Trustee Meeting

Hybrid: Three Creeks Community
Library and Zoom
6:00pm–8:00pm

Thursday, March 28

FVRL Foundation Board Meeting

FVRL Foundation Office
3:00pm–4:00pm

Saturday, April 13

Battle Ground Friends Vintage Media Sale

Battle Ground Community Library
10:00am–4:00pm

Monday, April 15

FVRL Trustee Meeting

Hybrid: Washougal Community
Center and Zoom
6:00pm–8:00pm

Thursday, April 25

FVRL Foundation Board Meeting

FVRL Foundation Office
3:00pm–4:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 45 Cornerstones,
1 Stepping Stone, 4 Keystones, and
1 naming opportunity.

Woodland has 35 Cornerstones,
5 Stepping Stones, 8 Keystones,
6 Capstones, and
7 naming opportunities.

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

How Board Members Can Help

–Spread the word about the Fred
Meyer Rewards program:
fredmeyer.com/i/community/community-rewards

Thanks for Dining for a Great Cause!



Many thanks to everyone who came out to Beaches on
February 29 for the Give Back Day to benefit
FVRL Foundation!

Friends Fair

Friends Fair is back! This is a great educational
opportunity for Friends groups to get together, learn, and
celebrate. This year's event will take place on
Saturday, April 13 at Generations Church,
14313 NE 20th Ave Suite A104, Vancouver 98686.
Details are being finalized and will be shared with all
Friends groups soon.

Revolutionary Reads



The annual Revolutionary Reads community reading
program features *Free: Two Years, Six Lives, and the
Long Journey Home* by Lauren Kessler this year. Visit
<https://www.fvrl.org/revolutionary-reads> for more
information and event dates, including the author visit and
panel discussion on April 17.

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending January 2024 (With year-to-date totals)

December 31, 2023 Ending Cash Balance	\$ 19,056,296
Year-to-date Revenue Received	141,767.83
Year-to-date Expenditures	(2,586,451.11)
Adjustment for accrued expenditures	(12,452.16)
Cash Balance January 31, 2024	<u><u>\$ 16,599,160</u></u>

	Operational Reservices as of January 1, 2024	Net Operational Activity January 2024	Year-to-Date Totals thru January 2024	Operational Reserves as of January 31, 2024
Operational Reserve (Unassigned)	<u>\$ 8,315,870</u>	<u>(2,116,353)</u>	<u>(2,116,353)</u>	<u>\$ 6,199,517</u>

Target: Operational Fund > 60 to 90 days of annual operational budget

	Reserves as of January 1, 2024	January 2024 Expenditures	Year-to-Date Totals thru January 2024	Cash Reserves at January 31 2024
Obj 1 - Capital repairs and maintenance	\$ 750,000	\$ -	\$ -	\$ 750,000
Obj 2 - Replacement Vehicles	98,380	-	-	98,380
Obj 3 - Capital Projects				
Washougal	2,992,678	-	-	2,992,678
Woodland	3,521,932	(340,783)	(340,783)	3,181,149
Grand Blvd Remodel	893,604	-	-	893,604
Brush Prairie	500,000	-	-	500,000
Unassigned Capital	19,306	-	-	19,306
Obj 4 - Innovation	100,000	-	-	100,000
Obj 5 - Budget Stabilization Fund	1,864,526	-	-	1,864,526
Cash Reserve Fund Expense Total	<u>\$ 10,740,426</u>	<u>\$ (340,783)</u>	<u>\$ (340,783)</u>	<u>\$ 10,399,643</u>

	Beginning January 1, 2024	Ending January 31, 2024
Overall Cash Balance	<u><u>\$ 19,056,296</u></u>	<u><u>\$ 16,599,160</u></u>

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2024
For the Month Ending January 2024 (With year-to-date totals)

	2024 Budget (Adopted 12/2023)	January 2024 Revenues	Year-to-Date Totals thru January 2024	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,100,000	45,198	45,198	0.17%
Property Taxes - Skamania	715,000	-	-	0.00%
Property Taxes - Klickitat	1,360,000	40,009	40,009	2.94%
Property Taxes - Cowlitz	325,000	697	697	0.21%
Total Property Taxes	28,500,000	85,904	85,904	0.30%
Other Taxes				
Other General Tax	25,000	-	-	0.00%
Leasehold Excise Tax	95,000	-	-	0.00%
Total Other Taxes	120,000	-	-	0.00%
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	25,000	-	-	0.00%
State Forest Boards	50,000	1,495	1,495	2.99%
State Grants	25,000	-	-	-
Yale Valley Library Dist	185,000	-	-	0.00%
Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	285,500	1,495	1,495	0.52%
Charges for Services				
Equipment Use Fees	40,000	2,324	2,324	5.81%
Non-Resident Borrower Fee	8,000	1,364	1,364	17.05%
Lost / Damaged Material Fee	32,000	5,010	5,010	15.66%
Total Charges for Services	80,000	8,699	8,699	10.87%
Miscellaneous				
Investment Interest	400,000	44,747	44,747	11.19%
Rental Income	2,000	-	-	0.00%
Gifts/Contributions	10,000	101	101	1.01%
Library Friends Groups' Reimbursements	600,000	-	-	0.00%
Library Foundation Reimbursements	2,500,000	-	-	0.00%
Insurance Reimbursements	2,500	-	-	0.00%
Miscellaneous	2,500	536	536	21.46%
Private Grants	50,000	-	-	0.00%
Other Miscellaneous - E-Rate	120,000	-	-	0.00%
Sale of Assets	10,000	286	286	2.86%
Total Miscellaneous	3,697,000	45,671	45,671	1.24%
Total Operating Revenue	\$ 32,682,500	141,768	141,768	0.43%
Use of Cash Reserves	\$ 4,000,000	340,783	340,783	8.52%

Jan.-Dec. 2024 Fiscal Year

January is the 1st month of the fiscal year. Year-to-date budget percentages should be at 8.33%, representing 1/12 months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2024

For the Month Ended January 2024

<u>Description</u>	2024 Budget (Adopted 12/2023)	January 2024 Expenditures	Year-to-Date Totals thru January 2024	Year to Date Annual Budget Percentage
Personnel				
Wages	\$ 13,323,750	\$ 1,064,076	\$ 1,064,076	7.99%
Benefit - Medical	2,622,000	204,292	204,292	7.79%
Benefit - Dental	249,600	21,080	21,080	8.45%
Benefit - Life, LTD, AD&D	78,750	12,456	12,456	15.82%
Benefit - PERS	1,337,972	98,489	98,489	7.36%
Benefit - FICA	1,019,267	79,690	79,690	7.82%
Benefit - L & I - Workers Compensation	101,000	5,445	5,445	5.39%
Benefit - PFML	29,035	2,250	2,250	7.75%
Unemployment Expense	10,001	-	-	0.00%
Personnel Subtotal:	18,771,375	1,487,779	1,487,779	7.93%
Supplies				
Supplies	458,000	24,510	24,510	5.35%
Small Equipment (FF&E)	250,000	1,612	1,612	0.64%
Technology	462,000	3,954	3,954	0.86%
Professional Collection / Tech	300,000	44,724	44,724	14.91%
Supplies & Small Equipmt/Tech Subtotal:	1,470,000	74,800	74,800	5.09%
Library Books / Materials				
Library Books & Materials	1,823,500	177,522	177,522	9.74%
Electronic Resources	1,896,500	186,754	186,754	9.85%
Library Materials Subtotal:	3,720,000	364,276	364,276	9.79%
Other Services / Charges				
Professional Services	2,080,000	56,936	56,936	2.74%
Communications	428,200	24,882	24,882	5.81%
Training / Travel	108,000	6,826	6,826	6.32%
Advertising	30,000	324	324	1.08%
Rentals / Leases	576,800	33,603	33,603	5.83%
Insurance	255,000	22,815	22,815	8.95%
Utilities	469,000	35,725	35,725	7.62%
Repairs & Maintenance	887,400	120,577	120,577	13.59%
Misc / Dues / Printing / Other	165,388	16,900	16,900	10.22%
Intergovernmental Services	3,676	225	225	6.12%
Other Charges & Services Subtotal:	5,003,464	318,813	318,813	6.37%
Capital Outlay				
Buildings / Non-Owned	250,000	-	-	0.00%
Buildings / Owned	3,327,261	-	-	0.00%
Yale	40,400	-	-	0.00%
Machinery & Equipment	100,000	-	-	0.00%
Capital Outlay Subtotal:	3,717,661	-	-	0.00%
Total Operating	32,682,500	2,245,668	2,245,668	6.87%
Total Reserved Projects	4,000,000	340,783	340,783	8.52%
Expenditures:	\$ 36,682,500	\$ 2,586,451	\$ 2,586,451	7.05%

January is the 1st month of the fiscal year. Year-to-date budget percentages should be at 8.33%, representing 1/12 months.

Jan.-Dec. 2024 Fiscal Year

Teresa D Johnson, CPA, Inc did not perform an audit, review or compilation engagement on these financial statements, and no assurance is provided on them.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

March 18, 2024

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, March 18, 2024 The Board of Directors, by a vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
February 1, 2024 through February 29, 2024

Accounts Payable Warrants Issued	Numbers	<u>119028</u>	Through	<u>119161</u>	<u>\$ 926,919.31</u>
Accounts Payable EFT Payments		<u>EFT01949</u>	Through	<u>EFT01973</u>	<u>\$ 49,849.67</u>
Accounts Payable Voids	Numbers	EFT01953, 119039, 119049, 119069, 119070, 119076-119078			<u>(\$ 110,482.04)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 866,286.94</u>
Payroll Warrants Issued	Numbers	<u></u>	Through	<u></u>	<u>\$ -</u>
Payroll Transactions Voided	Numbers	<u></u>			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20240209</u>	Through	<u>20240225</u>	<u>\$ 1,008,336.17</u>
Other Electronic Fund Transfers Completed					
Vendor	Date	Amount			
KAISER HSA	2/1/2024	16,642.30			
DEPT OF RETIREMENT SYSTEM	2/8/2024	5,846.35			
DEPT OF RETIREMENT SYSTEM	2/8/2024	86,828.67			
EMPLOYMENT SECURITY DEPARTMENT	2/8/2024	909.18			
KAISER HSA	2/8/2024	15,946.75			
ENDICIA	2/21/2024	8,000.00			
DEPT OF RETIREMENT SYSTEM	2/23/2024	5,574.28			
DEPT OF RETIREMENT SYSTEM	2/23/2024	79,910.21			
ADP	2/26/2024	4,831.94			
DEPT OF REVENUE	2/29/2024	704.23			
					<u>\$ 225,193.91</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 2,099,817.02</u>
Total Transactions for Approval					<u><u>\$ 2,099,817.02</u></u>

DISTRICT LIBRARY - EXECUTIVE DIRECTOR

DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

Warrants

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
CASC0010	Payment	2/6/2024	119028	CANOPY	\$ 532.00
ICMA0001	Payment	2/6/2024	119029	ICMA RETIREMENT CORPORATION	7,337.93
AT&T0003	Payment	2/8/2024	119030	AT&T MOBILITY	765.93
BAKE0002	Payment	2/8/2024	119031	BAKER & TAYLOR	17,253.60
BATT0001	Payment	2/8/2024	119032	CITY OF BATTLE GROUND	547.29
CENT0001	Payment	2/8/2024	119033	CENTER POINT PUBLISHING	426.66
CHIC0004	Payment	2/8/2024	119034	CHICAGO DISTRIBUTION CENTER	67.12
CLAR0004	Payment	2/8/2024	119035	CLARK PUD	667.85
CLAR0015	Payment	2/8/2024	119036	CLARK COUNTY TREASURER	20.00
CLAR0026	Payment	2/8/2024	119037	CLARK REG WASTEWTR	98.26
COLU0032	Payment	2/8/2024	119038	COLUMBIA RIVER DISPOSAL	85.78
EMPL002	Payment	2/8/2024	119039	EMPLOYMENT SECURITY DEPARTMENT	909.18
ENTE0001	Payment	2/8/2024	119040	ENTEK CORPORATION	922.51
FIND0001	Payment	2/8/2024	119041	FINDAWAY WORLD, LLC	412.91
FRON0002	Payment	2/8/2024	119042	FRONTIER	141.92
GALE0002	Payment	2/8/2024	119043	GALE GROUP	1,176.89
GOLD0003	Payment	2/8/2024	119044	CITY OF GOLDENDALE	299.37
GROO0003	Payment	2/8/2024	119045	GRO OUTDOOR LIVING	2,278.36
H2OR0001	Payment	2/8/2024	119046	H2OREGON	42.95
HARR0001	Payment	2/8/2024	119047	HARRYS KEY SERVICE, INC.	19.24
INGR0001	Payment	2/8/2024	119048	INGRAM	11,844.09
KAIS0005	Payment	2/8/2024	119049	KAISER HSA	16,639.34
KANO0001	Payment	2/8/2024	119050	KANOPY LLC	8,951.00
KLIC0002	Payment	2/8/2024	119051	KLICKITAT COUNTY PUD	3,349.41
LACE0003	Payment	2/8/2024	119052	CITY OF LA CENTER	76.60
MIDW0001	Payment	2/8/2024	119053	MIDWEST LIBRARY SERVICE	426.59
MIDW0002	Payment	2/8/2024	119054	MIDWEST TAPE	9,609.75
NEWS0001	Payment	2/8/2024	119055	NEWSBANK INC	200.00
NICH0004	Payment	2/8/2024	119056	NICHE ACADEMY	5,000.00
NORT0005	Payment	2/8/2024	119057	NORTHWEST NATURAL GAS COMPANY	2,665.36
OREG0002	Payment	2/8/2024	119058	OREGON EQUIPMENT COMPANY, INC	470.75
OVER0004	Payment	2/8/2024	119059	OVERDRIVE	85,340.22
SKAM0001	Payment	2/8/2024	119060	SKAMANIA COUNTY PUD #1	1,163.14
STEV0001	Payment	2/8/2024	119061	CITY OF STEVENSON	328.47
SUPE0006	Payment	2/8/2024	119062	SUPERIOR INTERIORS INC.	350.00
SWIN0001	Payment	2/8/2024	119063	SWINGRUBER, JURINDA	24.79
TAYL0011	Payment	2/8/2024	119064	THE TAYLOR GROUP	6,000.00
THOM0015	Payment	2/8/2024	119065	THOMSON REUTERS-WEST PUBLISHING CORP	458.72
THYS0001	Payment	2/8/2024	119066	THYSSENKRUPP ELEVATOR CORP	6,932.48
USAM0002	Payment	2/8/2024	119067	USA MECHANICAL	1,426.14

VERI0002	Payment	2/8/2024	119068	VERIZON	632.74
WASH0008	Payment	2/8/2024	119069	WASHINGTON STATE TREASURER	5,846.35
WASH0013	Payment	2/8/2024	119070	WASH DEPT OF RETIREMENT SYSTEM	86,828.67
WAST0001	Payment	2/8/2024	119071	WASTE CONNECTIONS INC	4,812.17
WAVE0001	Payment	2/8/2024	119072	WAVE	5,419.24
WOOD0001	Payment	2/8/2024	119073	CITY OF WOODLAND	166.28
WTCO0001	Payment	2/8/2024	119074	WT COX SUBSCRIPTIONS	4,005.58
ZOOB0001	Payment	2/8/2024	119075	ZOOBEAN	5,995.00
ZZZZ0423	Payment	2/8/2024	119076	SUAREZ, ADIEN TOMAS	30.00
ZZZZ0424	Payment	2/8/2024	119077	STINNETT, PATRICIA	20.00
ZZZZ0425	Payment	2/8/2024	119078	SPARKMAN, JODI	30.00
ALLI0006	Payment	2/20/2024	119079	ALLIANT INSURANCE SERVICES, INC.	716.00
ALLY0001	Payment	2/20/2024	119080	ALLYNS BUILDING CENTER	73.09
BAKE0002	Payment	2/20/2024	119081	BAKER & TAYLOR	21,475.44
CENT0001	Payment	2/20/2024	119082	CENTER POINT PUBLISHING	426.66
CENT0009	Payment	2/20/2024	119083	CENTURY LINK	64.88
CLAR0004	Payment	2/20/2024	119084	CLARK PUD	10,298.35
COLO0003	Payment	2/20/2024	119085	COLORADO STATE UNIVERSITY LIBRARIES	100.00
EMBA0001	Payment	2/20/2024	119086	CENTURYLINK formerly Embarq	466.62
FERG0001	Payment	2/20/2024	119087	FERGUSON ENTERPRISES, INC #3007	30.11
FIND0001	Payment	2/20/2024	119088	FINDAWAY WORLD, LLC	2,787.21
FORT0002	Payment	2/20/2024	119089	FVRL FOUNDATION	100.00
FRON0002	Payment	2/20/2024	119090	FRONTIER	107.93
GALE0002	Payment	2/20/2024	119091	GALE GROUP	1,847.72
GORD0004	Payment	2/20/2024	119092	GORDON REES SCULLY MANSUKHANI LLP	5,661.00
INGR0001	Payment	2/20/2024	119093	INGRAM	22,332.61
INTE0021	Payment	2/20/2024	119094	INTEGRA TELECOM	3,208.26
KETE0001	Payment	2/20/2024	119095	KETER ENVIRONMENTAL SERVICES INC	101.63
KLIC0005	Payment	2/20/2024	119096	KLICKITAT COUNTY ER&R DEPT.	323.05
MANU0001	Payment	2/20/2024	119097	MANUFACTURERS NEWS INC	99.90
MIDW0001	Payment	2/20/2024	119098	MIDWEST LIBRARY SERVICE	181.94
MIDW0002	Payment	2/20/2024	119099	MIDWEST TAPE	5,513.66
NORT0005	Payment	2/20/2024	119100	NORTHWEST NATURAL GAS COMPANY	3,690.94
OTIS0001	Payment	2/20/2024	119101	OTIS ELEVATOR COMPANY	1,963.06
OVER0004	Payment	2/20/2024	119102	OVERDRIVE	81,972.38
REPU0001	Payment	2/20/2024	119103	REPUBLIC SERVICES #487	140.40
ROWM0001	Payment	2/20/2024	119104	ROWMAN & LITTLEFIELD PUBLISHING GROUP	563.85
TDST0001	Payment	2/20/2024	119105	TDS TELECOM	247.93
THYS0001	Payment	2/20/2024	119106	THYSSENKRUPP ELEVATOR CORP	1,375.92
TOWN0007	Payment	2/20/2024	119107	THE TOWN OF YACOLT	587.65
TSAI0001	Payment	2/20/2024	119108	TSAI FONG BOOKS, INC	1,218.27
UNIO0002	Payment	2/20/2024	119109	UNION CORNER CONSTRUCTION INC	120,405.58

UNUM0002	Payment	2/20/2024 119110	UNUM LIFE INSURANCE COMPANY OF AMERICA	14,354.94
VERI0004	Payment	2/20/2024 119111	STERLING VOLUNTEERS	399.00
WHIT0001	Payment	2/20/2024 119112	CITY OF WHITE SALMON	180.40
WTCO0001	Payment	2/20/2024 119113	WT COX SUBSCRIPTIONS	206.46
YAKI0006	Payment	2/20/2024 119114	YAKIMA GENERATOR	733.46
ZZZZ0423	Payment	2/20/2024 119115	SUAREZ, ADIEN TOMAS	25.00
ZZZZ0424	Payment	2/20/2024 119116	STINNETT, PATRICIA	15.00
ZZZZ0425	Payment	2/20/2024 119117	SPARKMAN, JODI	25.00
AFSC0001	Payment	2/22/2024 119118	AFSCME	2,615.03
AVIS0001	Payment	2/22/2024 119119	AVISTA UTILITIES	224.23
COLU0024	Payment	2/22/2024 119120	COLUMBIA LANGUAGE SERVICES	2,430.45
COWL0001	Payment	2/22/2024 119121	COWLITZ COUNTY PUD	667.43
EMBA0001	Payment	2/22/2024 119122	CENTURYLINK formerly Embarq	416.42
FORT0002	Payment	2/22/2024 119123	FVRL FOUNDATION	20.00
ICMA0001	Payment	2/22/2024 119124	ICMA RETIREMENT CORPORATION	6,636.88
NATI0032	Payment	2/22/2024 119125	NATIONWIDE PREMIUM HOLDING	283.62
NORT0005	Payment	2/22/2024 119126	NORTHWEST NATURAL GAS COMPANY	5,924.35
PARK0008	Payment	2/22/2024 119127	PARKROSE HARDWARE/BLUE TARP	58.91
QWES0001	Payment	2/22/2024 119128	CENTURY LINK formerly Qwest	1,950.37
SAMA0001	Payment	2/22/2024 119129	SAMARITAN TECHNOLOGIES	2,500.00
STAT0003	Payment	2/22/2024 119130	STATE AUDITOR'S OFFICE	4,167.15
VERI0004	Payment	2/22/2024 119131	STERLING VOLUNTEERS	399.00
VIOL0002	Payment	2/22/2024 119132	VIOLETT, HAILEY	22.96
WOOD0001	Payment	2/22/2024 119133	CITY OF WOODLAND	1,200.00
AAFI0001	Payment	2/29/2024 119134	AAF INTERNATIONAL	446.32
BAKE0002	Payment	2/29/2024 119135	BAKER & TAYLOR	4,570.98
CASC0009	Payment	2/29/2024 119136	CASCADE LOCKS HISTORICAL MUSEUM	200.00
CLAR0004	Payment	2/29/2024 119137	CLARK PUD	1,989.42
COMC0002	Payment	2/29/2024 119138	COMCAST INSTITUTIONAL NETWORKS	10,217.19
DATA0002	Payment	2/29/2024 119139	DATA 2 CORPORATION	2,759.14
DELL0001	Payment	2/29/2024 119140	DELL MARKETING LP	740.44
DEMC0001	Payment	2/29/2024 119141	DEMCO	359.15
DISC0002	Payment	2/29/2024 119142	DISCOUNT SCHOOL SUPPLY	1,444.97
EMBA0001	Payment	2/29/2024 119143	CENTURYLINK formerly Embarq	422.21
EVPR001	Payment	2/29/2024 119144	EVERYTHING PROMO	842.00
FIND0001	Payment	2/29/2024 119145	FINDAWAY WORLD, LLC	626.03
FIRE0003	Payment	2/29/2024 119146	FIRE SYSTEMS WEST, INC.	560.89
INGR0001	Payment	2/29/2024 119147	INGRAM	9,135.68
INLA0001	Payment	2/29/2024 119148	INLAND FIRE PROTECTION INC	845.06
KAIS0001	Payment	2/29/2024 119149	KAISER FOUNDATION HEALTH PLAN	239,866.23
LAZE0004	Payment	2/29/2024 119150	GISI MARKETING GROUP	1,238.33
LESS0001	Payment	2/29/2024 119151	LES SCHWAB TIRE CENTER	353.25

LOVE0008	Payment	2/29/2024	119152	PENNY LOVE-HENSLEE	20.10
MIDW0001	Payment	2/29/2024	119153	MIDWEST LIBRARY SERVICE	69.93
PACI0010	Payment	2/29/2024	119154	PACIFIC POWER GROUP, LLC	703.17
PACI0020	Payment	2/29/2024	119155	FREIGHTLINER NW	1,350.66
SPAC0001	Payment	2/29/2024	119156	SPACESAVER SPECIALISTS, INC.	1,192.52
SWIN0001	Payment	2/29/2024	119157	SWINGRUBER, JURINDA	31.49
ULIN0001	Payment	2/29/2024	119158	ULINE	672.60
VANC0001	Payment	2/29/2024	119159	CITY OF VANCOUVER UTILITIES	1,702.16
VERI0002	Payment	2/29/2024	119160	VERIZON	632.45
WALT0001	Payment	2/29/2024	119161	WALTER E NELSON COMPANY	1,340.21

Subtotal Warrants	\$ 926,919.31
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Warrants

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0011	Payment	2/6/2024	EFT01949	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	\$ 8,131.18
ALLE0014	Payment	2/6/2024	EFT01950	ALLEGIANCE BENEFIT PLAN MGMT - FEES	256.25
GETP0001	Payment	2/6/2024	EFT01951	GET PROGRAM	132.00
WPEA0001	Payment	2/6/2024	EFT01952	WPEA	3,048.83
CLAR0035	Payment	2/8/2024	EFT01953	CLARK, DIANE	124.50
KATH0001	Payment	2/8/2024	EFT01954	KATHY'S JANITORIAL - KATHLEEN L WHITNER	2,424.00
MART0010	Payment	2/8/2024	EFT01955	MARTIN, AMANDA	75.00
MCLE0002	Payment	2/8/2024	EFT01956	TERRA MCLEOD	30.00
SHRE0001	Payment	2/8/2024	EFT01957	SHRED NORTHWEST, LLC	130.44
WEXB0001	Payment	2/8/2024	EFT01958	WEX BANK	3,822.67
JOSE0001	Payment	2/20/2024	EFT01959	JOSEPHSON, DAVE	75.00
MART0015	Payment	2/20/2024	EFT01960	MARTIN, ELIZABETH	28.81
STOE0001	Payment	2/20/2024	EFT01961	STOEL RIVES LLP	1,224.50
SZAT0001	Payment	2/20/2024	EFT01962	SZATAN, ZANINE	75.00
CRUZ0003	Payment	2/22/2024	EFT01963	CRUZ, BRANDON	21.31
GETP0001	Payment	2/22/2024	EFT01964	GET PROGRAM	232.00
TDJC0001	Payment	2/22/2024	EFT01965	TERESA D. JOHNSON CPA, INC.	14,890.99
WPEA0001	Payment	2/22/2024	EFT01966	WPEA	2,711.98
WPEA0003	Payment	2/22/2024	EFT01967	WPEA UFCW	2,197.48
CLAR0036	Payment	2/29/2024	EFT01968	CLARK, LAURA	10.05
CLOU0001	Payment	2/29/2024	EFT01969	66 DEGREES, LLC	282.62
COFF0002	Payment	2/29/2024	EFT01970	MARIE COFFEY	25.46
EDWA0003	Payment	2/29/2024	EFT01971	LEEZA EDWARDS	150.00
MINT0005	Payment	2/29/2024	EFT01972	MINTZ, KATHLEEN	17.42
WEST0004	Payment	2/29/2024	EFT01973	US CENTENNIAL VANCOUVER MALL LLC	9,732.18

Subtotal EFTS	\$ 49,849.67
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Voids

Vendor ID	Document Type	Void GL Posting Date	Document Number	Vendor Name	Current Trx Amount
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CLAR0035	Payment	2/8/2024	EFT01953	CLARK, DIANE	(124.50)
EMPL002	Payment	2/8/2024	119039	EMPLOYMENT SECURITY DEPARTMENT	(909.18)
KAIS0005	Payment	2/8/2024	119049	KAISER HSA	(16,639.34)
WASH0013	Payment	2/8/2024	119069	WASH DEPT OF RETIREMENT SYSTEM	(5,846.35)
WASH0013	Payment	2/8/2024	119070	WASH DEPT OF RETIREMENT SYSTEM	(86,828.67)
ZZZZ0423	Payment	2/8/2024	119076	SUAREZ, ADIEN TOMAS	(30.00)
ZZZZ0424	Payment	2/8/2024	119077	STINNETT, PATRICIA	(20.00)
ZZZZ0425	Payment	2/8/2024	119078	SPARKMAN, JODI	(30.00)
Subtotal Voids					\$ (110,428.04)

Subtotal Warrant, EFT, and Voided Transactoins	\$ 866,340.94
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Payroll					
Vendor ID	Document Type	Void GL Posting Date	Document Number	Vendor Name	Current Trx Amount
ADP0001	Payment	2/9/2024	Payroll Pay Date 2.9.2024	ADP-Net Payroll Wages	\$ 390,069.25
ADP0001	Payment	2/9/2024	Payroll Pay Date 2.9.2024	ADP-Federal Payroll Taxes	128,903.11
ADP0001	Payment	2/9/2024	Payroll Pay Date 2.9.2024	ADP-Oregon Payroll Taxes	2,992.65
ADP0001	Payment	2/9/2024	Payroll Pay Date 2.9.2024	ADP-PFML Taxes	4,139.89
ADP0001	Payment	2/9/2024	Payroll Pay Date 2.9.2024	ADP-WA Cares Fund Taxes	3,068.88
					\$ 529,173.78
ADP0001	Payment	2/25/2024	Payroll Pay Date 2.25.2024	ADP-Net Payroll Wages	\$ 354,458.74
ADP0001	Payment	2/25/2024	Payroll Pay Date 2.25.2024	ADP-Federal Payroll Taxes	115,406.85
ADP0001	Payment	2/25/2024	Payroll Pay Date 2.25.2024	ADP-Oregon Payroll Taxes	2,768.33
ADP0001	Payment	2/25/2024	Payroll Pay Date 2.25.2024	ADP-PFML Taxes	3,749.72
ADP0001	Payment	2/25/2024	Payroll Pay Date 2.25.2024	ADP-WA Cares Fund Taxes	2,778.75
					\$ 479,162.39
Subtotal Payroll Transactions					\$ 1,008,336.17

Other ACH Debit Payments					
Vendor ID	Document Type	Void GL Posting Date	Document Number	Vendor Name	Current Trx Amount
KAIS0005	Payment	2/1/2024	00000000000112504	KAISER HSA	\$ 16,642.30
WASH0013	Payment	2/8/2024	00000000000112505	WASH DEPT OF RETIREMENT SYSTEM	5,846.35
WASH0013	Payment	2/8/2024	00000000000112506	WASH DEPT OF RETIREMENT SYSTEM	86,828.67
EMPL002	Payment	2/8/2024	00000000000112507	EMPLOYMENT SECURITY DEPARTMENT	909.18
KAIS0005	Payment	2/8/2024	00000000000112508	KAISER HSA	15,946.75
ENDI0001	Payment	2/21/2024	00000000000112509	ENDICIA	8,000.00
WASH0013	Payment	2/23/2024	00000000000112610	WASH DEPT OF RETIREMENT SYSTEM	5,574.28

**RECOMMENDATIONS FOR ASSIGNMENT OF CASH RESERVE 2024
FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

CASH RESERVE BALANCE JANUARY 1, 2024: \$19,056,296

2023 CASH RESERVES TO BE ASSIGNED: \$0

2023 realized a reduction of \$1,884,815 in cash due to the Woodland and Grand Blvd Building Projects. This means there is no new funds that have rolled into reserves in 2023, but a reduction to the cash reserve balance. This reassignment of reserve funds is intended to better align cash reserves with current priorities of FVRL.

OPERATIONAL FUND

Per the Fiscal Management Policy, the Operational Fund is set to meet annual obligations and, “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”. While FVRL budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters. For 2024, the annual operating expenditures are budgeted at \$32,682,500 and therefore, the 2024 minimum target for the Operational Fund is \$8,170,625. As of 1/1/24, there was a balance of \$8,315,870 and therefore no change is recommended to this fund.

ORGANIZATIONAL OBJECTIVES

OBJECTIVE 1 - CAPITAL REPAIRS AND MAINTENANCE: The capital repairs and maintenance objective is to provide adequate fund capacity to support capital repairs of existing district facilities. This includes things like roof repairs and replacement, elevator upgrades, mechanical systems, etc.

CURRENT: \$750,000
ADDITIONAL: \$250,000
NEW: \$1,000,000

OBJECTIVE 2 - REPLACEMENT VEHICLES: The Replacement Vehicles objective provides adequate and on-going fund for regular vehicle replacement and upgrades. Currently, the district has a fleet of 22 vehicles with an average age of 7.9 years, as well as two 2018 Bookmobiles.

CURRENT: \$98,380
ADDITIONAL: \$50,000
NEW: \$148,380

OBJECTIVE 3 - CAPITAL PROJECTS: The Capital Projects objective provides capital fund capacity to support new or expanded district facilities including the purchase of buildings or land. FVRL has earmarked specific amounts for the development of new branch community libraries for Washougal (conceptual plan completed), Woodland (in construction) and Brush Prairie (no current plan). In addition, the Grand Blvd Operations Center was completed last year and therefore the project can be

closed. Due to the limited nature of funding for capital projects, my recommendation is to reallocate funds from Brush Prairie to Washougal as that is the next project to be completed and it is short on funding. In addition, FVRL needs to ensure funding is available for Branch Refresh Projects, with 2024 needing a plan for Three Creeks refresh and investigating the potential of North Bonneville operating like the self-service options at Yale Valley and Yacolt.

	CURRENT	ADD/(SUBTRACT)	NEW
a) Washougal	\$2,992,678	\$1,500,000	\$4,992,678
b) Woodland	\$3,521,932	\$500,000	\$4,021,932
c) Grand Blvd	\$893,604	(\$893,604)	\$0
d) Brush Prairie	\$500,000	(\$500,000)	\$0
e) Branch Refresh Projects	\$19,306	\$658,130	\$677,436

CURRENT: \$7,927,520
ADDITIONAL \$1,264,526
NEW: \$9,192,046

OBJECTIVE 4 – TECHNOLOGY REPLACEMENT & UPGRADES: This objective is being renamed from “Innovation” to “Technology Replacement & Upgrades” to provide a better definition for its use. This objective allows FVRL to invest in technology replacement and upgrades.

CURRENT: \$100,000
ADDITIONAL: \$300,000
NEW: \$400,000

OBJECTIVE 5 - Budget Stabilization Reserve: This objective may be seen as duplicative with the Operation Fund and per the Fiscal Management Policy ensures adequate operational reserves to meet obligations, “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”. While FVRL budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters.

The Operational Fund is tracked and reported as part of the monthly Statement of Cash. It is reported as separate line item in the reporting of cash reserves. There have been two lines, the Operational Fund and the Objective 5-Budget Stabilization Reserve. The Objective 5-Budget Stabilization is being eliminated as it may be seen as duplicative to the Operational Fund. Funds from Objective 5-Budget Stabilization have been reallocated to Objectives 1-4 above.

CURRENT: \$1,864,526
ADDITIONAL: (\$1,864,526)
NEW: \$0

Fort Vancouver Regional Library District
2024 Cash Reserve Allocations - Proposed March 2024

BARS	DESCRIPTION	12/31/2023 CASH RESERVE BALANCES	ADD/(SUBTRACT)	2024 CASH RESERVE ALLOCATIONS	NOTES
572.35	Obj. 1 - Capital Repairs & Maintenance	\$ 750,000	\$ 250,000	\$ 1,000,000	HVAC, Elevator, Roof Repairs, ETC
594.64	Obj. 2 - Replacement Vehicles	\$ 98,380	\$ 50,000	\$ 148,380	Library Fleet = 22 vehicles w/ avg age 7.9 yrs ; 2 - 2018 bookmobiles
594.62	Obj. 3 - Capital Projects				
	Washougal Community Library	\$ 2,992,678	\$ 1,500,000	\$ 4,492,678	Est project cost - \$11M
	Woodland Community Library	\$ 3,521,932	\$ 500,000	\$ 4,021,932	Projected Budget - Completion 2024
	Grand Blvd Remodel	\$ 893,604	\$ (893,604)	\$ -	Project Completed 2023
	Brush Prairie	\$ 500,000	\$ (500,000)	\$ -	Reallocate to current projects
	Unassigned Capital Branch Refresh Projects	\$ 19,306	\$ 658,130	\$ 677,436	2024 refresh planning TC; Investigate self-service expansion model NB
572.38	Obj. 4 Innovation Technology Replacement & Upgrades	\$ 100,000	\$ 300,000	\$ 400,000	Planning for IT/Phone System upgrades
572	Obj. 5 Budget Stabilization Fund	\$ 1,864,526	\$ (1,864,526)	\$ -	This may be duplicative to Operational Fund - reallocate to current projects
Total Reserve Plan Objectives 1-5		\$ 10,740,426	\$ -	\$ 10,740,426	
	Operational Fund > 60 to 90 days of annual operational expenditures (Per Fiscal Mgmt Policy)	\$ 8,315,870		\$ 8,315,870	Target for 2024 = \$8,170,625
Total Reserves & Operational Fund		\$ 19,056,296	\$ -	\$ 19,056,296	

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2024-03

RESOLUTION OF THE BOARD OF TRUSTEES OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADOPTING THE 2024 CAPITAL RESERVE PLAN

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on March 18, 2024, 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 recognize that a fund balance is necessary to insure there is the ability meet annual obligations and maintain services between property tax collections; and

WHEREAS, the FVRL Board of Trustees 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 public funds; and

WHEREAS, the FVRL Board of Trustees and FVRL Administration recognize that allocating capital reserves for specific projects enables the District to plan for 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 the 2024 FVRL Cash Reserve Plan.

Approved this day March 18, 2024

Approved: _____
Chair, Kristy Morgan

Attested: _____
Secretary, Penny Love-Henslee

Date: _____

Displays and Exhibits Policy

Displays and exhibits at the library are intended primarily for promotion of Fort Vancouver Regional Library District (FVRL) services and activities. However, consistent with FVRL's role as a community information source and cultural center, these areas may be used by community organizations, artists and individuals on a space-available basis. Library displays and exhibits are used to assist patrons in their exploration of educational, cultural, intellectual and civic activities.

Displays and exhibits

Library exhibits incorporate library materials whenever possible, as a means of informing users of the range of library resources and services. FVRL endeavors to offer exhibits of diverse subject matter for children, adults, and families.

FVRL reserves the right to arrange exhibits in all library facilities and to make the final decision regarding content and physical presentation of all exhibits and displays.

FVRL encourages displays and exhibits of collections, art work, photography, or other articles subject to the following conditions:

1. FVRL assumes no legal or financial responsibility for loss or damage to items loaned for display or exhibit unless other arrangements have been made.
2. Exhibited art that is for sale may have the price and artist's contact information displayed. No exchange of money can be conducted in the library.
3. Items may be refused for display if, in the judgment of FVRL, they would detract from the appearance of the facility, are poorly executed, or may violate any applicable provisions of law.
4. The physical characteristics of the display or exhibit will not interfere with normal library operations.
5. Artwork may be displayed in an unlocked or unattended room or area of the library and FVRL does not assume any responsibility for lost or damaged items.
6. Start and end dates for all displays and exhibits will be strictly adhered to by exhibitors. Failure to collect display or exhibit materials after the end date may result in a loss of display/exhibit opportunities in the future.
7. FVRL retains the right to refuse any exhibit/display items that it deems inappropriate for display in a public library.
8. Approval of items for display or exhibit does not constitute or imply FVRL endorsement of the organization submitting the item(s) or its content.

Applicability

This policy applies to all exhibits created and/or offered by Library staff. The Executive Director, or designee, is responsible for the implementation and administration of this policy.

Policy history

Approved: 08/15/16; renamed from Bulletin Boards, Displays and Exhibits Policy

Amended:

Public Bulletin Boards -and Information Distribution Areas Policy

~~Library bulletin boards, display and exhibit areas are intended primarily for promotion of Fort Vancouver Regional Library District (FVRL) services and activities. However, consistent with FVRL's role as a community information source, these areas may be used by community organizations and individuals on a space available basis.~~

~~In many of its facilities, Fort Vancouver Regional Library District (FVRL) maintains one or more bulletin boards for the posting of materials, as well as designated areas (such as literature racks and spaces on countertops and tables) for the passive distribution of printed information. This policy provides a guide for the use and regulation of bulletin boards and information distribution areas. Approval of items for posting, display, or exhibit does not constitute or imply FVRL endorsement of the organization submitting the item(s) or its content.~~

Bulletin Boards

~~Library bulletin boards will be used to display information about FVRL and FVRL-sponsored programs. Bulletin boards will also be made available to the public on a space available basis.~~

Bulletin Boards and Distribution Areas - Reserved for Use by the Library

~~In areas reserved for the Library's exclusive use, the Library posts and distributes materials:~~

- ~~• Related to Library services, programs, and events.~~
- ~~• Provided by the Friends of the Library and the Fort Vancouver Regional Libraries Foundation.~~
- ~~• Provided by other governmental entities such as the city, county, state and federal governments.~~

~~Items will be approved for posting under the following conditions:~~

- ~~1. The space will be available to organizations and individuals engaged in educational, cultural, intellectual and charitable activities. When space allows, other types of information related to the community served by the library may be displayed.~~
- ~~2. To ensure equitable access for the entire community, FVRL may establish criteria regarding the size, duration of display, frequency, and appropriateness of the material.~~
- ~~3. Political information may be placed in a separate literature distribution area designated by the library, not on a library bulletin board.~~

~~The FVRL Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.~~

Other Bulletin Boards and Distribution Areas

A limited number of bulletin boards and distribution areas are available within the Library District for the posting and passive distribution of materials provided by nonprofit organizations. In each facility, the branch manager (or designee) may designate specific areas as available for these purposes. The branch manager (or designee) must authorize all posting and distribution before it occurs. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the nonprofit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate the Library's endorsement of the ideas, issues, or events promoted by those materials.

The amount of bulletin board and distribution area space is limited. In order to provide Library visitors with the opportunity to review materials from nonprofit organizations that they might not otherwise have the opportunity to review, the following rules apply:

Bulletin Boards - Event Announcements

Bulletin board space is provided for announcements of dated local events whose principal sponsors are nonprofit organizations. Individual libraries may give priority to announcements for events scheduled to take place in a geographic area near the library.

Distribution Areas

Nonprofit organizations may provide, for passive distribution only, dated materials related to their nonprofit purpose. These materials may only be displayed in the areas designated for this purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

General Prohibitions

The following items may not be posted on bulletin boards or left in material distribution areas:

- Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures.
- Because it is inconsistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

Terms for Use

All materials posted or distributed must comply with this policy and any other applicable Library policy, procedure or guideline. No other materials may be posted or distributed.

To ensure equitable access to limited display space available at each facility, a branch manager, or designee, may establish criteria for that facility regarding posting and distribution of materials, including:

- The maximum size of material to be posted or distributed.
- The maximum length of time that materials may remain posted or displayed.
- The maximum amount of time before or after an event a posting may occur.
- The frequency with which material may be posted or displayed by the same nonprofit organization.
- Consistent methods for allocating space, should the amount of material exceed the space available for posting or distribution.

All posting and placement of materials in distribution areas shall be done by Library staff. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas.

Materials left for posting or distribution without authorization from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

The Executive Director, or designee, is responsible for the administration of this policy on a systemwide basis. Branch managers are responsible for the administration of this policy within their facilities.

Applicability

This policy applies to all Library facilities, including the District Operations Center and all Library branches.

Adopted: 5/6/1991; Public Use of Meeting Rooms

Revised: 6/11/1992

Revised: renamed Public Use of Exhibit Spaces 2/10/2003

Revised: 6/14/2004

Revised: renamed Public Bulletin Boards, Displays and Exhibit Areas 12/12/2011

Revised: 08/15/16; renamed Public Bulletin Board Policy

Revised: XXXX,XXXX; renamed Public Bulletin Boards and Information Distribution Areas Policy

Fort Vancouver Regional Libraries

Fiscal Management Policy

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 [Washington State Department of Labor & Industries \(LNI\)](#) 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 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 surplus of assets~~ 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; Nov. 15, 2021; [March 18, 2024](#)

Local libraries teach children valuable skills using Dungeons and Dragons

 thereflector.com/stories/local-libraries-teach-children-valuable-skills-using-dungeons-and-dragons,335391



Cheasanee Hetherington / cheasanee@thereflector.com

Youth playing Dungeons and Dragons at Fort Vancouver Regional Libraries (FVRL) across Clark County, including in Ridgefield, are doing more than weaving fantastic tales and slaying monsters.

Instead, the teens and tweens coming in to play the table-top role-playing game are learning valuable problem-solving skills, as well as boosting their literacy and math knowledge, Ridgefield Community Library branch manager Sean McGill said.

During the games, McGill has also woven real-world subjects into the story lines to expand the youths' interests in other reading materials, as well.

"I know these games improve literacy and math. They also enhance interpersonal skills and creativity. And there's spillover from what's taking place in a game that develops into a real-world interest," McGill said. "I was leading a game where no one had ever heard of King Arthur, so I created an adventure in a fictional Camelot and was delighted when the players started reading about King Arthur and the knights of the Round Table. I borrow elements from all sorts of places and know this leads to outside reading."

Librarian John Utsler began hosting Dungeons and Dragons games at Ridgefield Community Library in 2022. The backbone of playing Dungeons and Dragons is interpersonal skills and mathematics, he said. The challenges during the game are fictional, but the skills learned during play translate to the real world. The game reinforces English, social, storytelling and mathematical skills, Utsler said.

"That's one of the reasons I like running the game here. It teaches a lot of important skills," Utsler said.

Playing Dungeons in Dragons involves a party of players, where each creates a complex character with goals and abilities who go on an adventure or complete a mission. Their adventure is led by a "dungeon master," who manages the game and creates challenges for the party to overcome.

Important decisions within the game are made by using dice rolls, Utsler said. Players must add or subtract modifiers from the rolled amount, depending on their character's skills and abilities, to complete certain actions.

The game is complex, with a 320-page player handbook. Players are not required to memorize the rules before learning to play, however, Utsler said. When a new player joins the game, Utsler lets them join right away and teaches them the rules during play.

"This is a great place to learn. We're more than happy having people come in who don't know how to do the game. Yes, there's a lot of information in total, but you don't have to know it all at once," Utsler said. "We kind of just throw them into the water, but we are their water wings."

Ridgefield Community Library also provides the necessary materials for players to participate, Utsler said.

"They get a character sheet from me. If they need to borrow dice they can do that. If they need to borrow a figure, they can do that," Utsler said.

McGill's favorite aspect of tabletop roleplaying games like Dungeons and Dragons is player creativity. Their innovative, and sometimes silly, problem-solving has created memorable moments.

"The best part as a dungeon master is being surprised at the creative ways that players solve situations," McGill said. "For instance, I had a group that was fighting the big boss monster that they had been anticipating for 20 levels. I was prepared for a long combat, and instead they went ethereal, went inside the monster, and killed it from the inside."

A limited number of libraries in northern Clark County offer in-person Dungeons and Dragons games at this time. Ridgefield Community Library and Three Creeks Community Library currently host games for teens and tweens.

Ridgefield Community Library, 210 N. Main Ave., Ridgefield, and Three Creeks Community Library, 800 NE Tenney Road, Vancouver, host Dungeons and Dragons from 4:30 p.m. to 6:30 p.m. on Tuesdays.

People interested in volunteering to host Dungeons and Dragons or similar tabletop roleplaying games for FVRL can sign up at fvrl.org/volunteer.

Virtual games, held online, are also available. To view all available games, visit fvrl.librarymarket.com/index.php/events/month.

Clark County Public Health and FVRL host environmental education series

 thereflector.com/stories/clark-county-public-health-and-fvrl-host-environmental-education-series,335396



File photo

Posted Monday, February 26, 2024 2:14 pm

The Reflector

Clark County Public Health is joining Fort Vancouver Regional Libraries for a free educational series highlighting environmentally friendly lifestyles.

Public Health's Green Neighbors, Green Schools and Composter Recycler programs, along with several other community organizations, will be offering workshops as part of the Conscious Consumption series at the Cascade Park Community Library, 600 NE 136th Ave., Vancouver.

Programs include:

Saturday Family Fun: 3-4:30 p.m., Saturday, March 9. Green Neighbors and Green Schools programs invite children to learn about invertebrates like red worms, spiders and centipedes in a decomposer bingo game and participate in recycling relay stations.

Recycling 101 & Organics 101: 10:30 a.m.-noon, Saturday, March 16. Public Health partners with the city of Vancouver and Waste Connections to explain recycling and what happens to the items after they're picked up. Participants will also learn about the curbside organics program available in the cities of Vancouver and Ridgefield.

Recycling 201 & Organics 101: 2-3:30 p.m., Saturday, March 23. Public Health partners with the city of Vancouver and Waste Connections to discuss options for items that are not accepted in curbside recycling carts. Participants will also learn about the curbside organics program available in the cities of Vancouver and Ridgefield.

Cooking with Leftovers: 6-7:30 p.m., Wednesday, April 3. Creative cooking expert Stacey Tigner-Loy from WSU Clark County Extension SNAP-ED will lead an interactive cooking demonstration and discuss mindful food purchasing, storing and cooking.

Trashion Show: 2-3 p.m. Saturday, May 18. People 12 years and older can create a wearable garment or accessory for the Trashion Show runway or submit artwork for a gallery show. Prizes will be awarded to participants. Registration is required for participants only.

Composting with Redworms: 2-3:30 p.m., Saturday, June 1. Experts from the Composter Recycler program will teach participants how to compost using red worms. Upon completion, participants will have the chance to receive a worm bin, free of charge.

Visit the Fort Vancouver Regional Libraries event calendar for a complete list of upcoming events, including a clothing swap and a session that teaches participants how to hand sew.

To learn more about recycling, composting and reducing waste at home, visit the Green Neighbors website, clarkgreenneighbors.org.

BG Art Alliance 'Our Universe' exhibit coming to local library

 thereflector.com/stories/bg-art-alliance-our-universe-exhibit-coming-to-local-library,335404



Battle Ground Art Alliance members Lois Steiner and Connie Ford will present artworks for the “Our Universe” exhibit at the Battle Ground Community Library, starting March 3.

Photo by Cheasanee Hetherington

Posted Monday, February 26, 2024 2:41 pm

The Reflector

From the spinning of galaxies to the orbiting of atoms, Battle Ground Art Alliance (BGAA) will open the “Our Universe” art exhibit at the Battle Ground Community Library starting March 3.

“The work that has been created is related to the universe, from the micro to the macro level, [and] all the way in between,” artist and organizer Lois Steiner said.

The exhibit will run through April 26 at the Battle Ground Community Library, 1207 SE Eighth Way. An opening reception will occur from 2:15 p.m. to 5 p.m., Saturday, March 9. Artists will be present and meet attendees.

A silent auction benefiting BGAA’s community art outreach to provide artistic opportunities for locals will take place at the opening reception.

“The silent auction has like 20 pieces that have been donated, and it will be artwork or items that are related to our universe. There’s going to be a telescope,” Steiner said.

A closing reception will take place from 10 a.m. to 5:30 p.m., April 20. In addition to presentations, adults and children will have artistic opportunities during the reception.

On-site artistic workshops will include a collaborative collage for adults by Holly Minnick, chalk drawings for children by Teresa Anderson and a collaborative art puzzle by Connie Ford for children.

BGAA has been abuzz with excitement for the exhibit since planning began last winter, Steiner said. She said 20 member artists have submitted their work, some with multiple pieces.

Artists are particularly excited for a large collaborative project, which will be unveiled at the exhibition. Led by Ford, BGAA members have selected two blank puzzle pieces as part of a collaborative work. The artists will decorate their pieces, and then the puzzle pieces will be assembled for exhibition.

“People have been so excited about it. It’s been in the works for about three years,” Ford said. “I wanted to do this as a collaboration process. This, of course, was just the perfect venue to do that.”

Though speakers are currently unconfirmed, Steiner expects BGAA will announce the lineup within the coming weeks. Individuals from the Battle Ground and Hockinson school districts, Educational Service District 112 and Oregon Museum of Science and Industry have been invited.

Steiner recommends those viewing the exhibit outside of reception hours to contact Battle Ground Community Library in advance at 360-906-5000. Part of the gallery is within the library’s meeting room, which can be used for private events.

For the latest news on the exhibit, visit bgartalliance.com or the BGAA Facebook page.