



**AGENDA FOR PUBLIC MEETING**

**DATE:** Monday, July 18, 2022 at 6:00pm

**LOCATION: In person:** Ridgefield Community Library  
210 North Main Street, Ridgefield, WA 98642

**Zoom link:** <https://us02web.zoom.us/j/84891055563>  
Meeting ID: 848 9105 5563; Passcode: 538544  
or Dial: 1-253 215 8782

**5:30 – 6:00pm Executive Session**

Topic: Consideration of the Sale of Property RCW 42.30.110 (c)

Topic: Personnel: RCW 42.30.110 (g)

**6:00 Regular Meeting**

- 1. Call to Order
- 2. Agenda Approval ACTION
- 3. Chair Announcements INFORMATION
- 4. Reports: INFORMATION
  - 4.1 FVRL Organizational Report, Mary Abler
  - 4.2 Branch Report: Ridgefield Community Library, Sean McGill
  - 4.3 June Financial Statements, Attar Bhargal
  - 4.4 Operations Center Flood Recovery Closeout, Amelia Shelley
- 5. Consent Agenda ACTION
  - 5.1 Minutes Approval: June 25, 2022 meeting
  - 5.2 FVRL Expenditure Approval: Reviewed by Penny Love-Henslee
- 6. Business
  - 6.1 2021 Annual Financial Reports, Attar Bhargal INFORMATION
  - 6.2 Policy Committee
    - Trustee Bylaws Policy – First Reading DISCUSSION
    - Trustee Ethics and Responsibilities Policy – First Reading DISCUSSION
  - 6.3 Resolution 2022-10: Union Corner Construction Project Closeout ACTION
  - 6.4 Resolution 2022-11: Woodland Architect’s Contract ACTION
  - 6.5 Resolution 2022-12: Surplus – Capital Equipment Removal ACTION
- 7. Public Comments
- 8. Board Comments
- 9. Setting of next regular meeting – Monday, August 15, 2022 (Hybrid/TBD)
- 10. Adjournment

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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



## July 2022 - ORGANIZATIONAL REPORT

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

- All locations open a minimum of 10 am to 6 pm Monday - Friday
  - Limited meeting room use
  - Start of adult in-person programs

### 2. Capital Projects

- Operations Center (Mill Plain)
  - CTRAN Rapid Transit station construction
- Woodland Community Library
  - Schedule set for schematic design, design development and next phases
- Washougal Community Library
  - Donor brochure
  - Estimates
- Grand Boulevard building
  - Demolition permit in process
  - RFP for remodel/construction ready
  - SeaMar moved out

### 3. Executive Director's Activities: June 25 - July 18, 2022

- Washougal Friends meeting
- Washougal Library building project - estimate review
- Johnston Architecture - GB/OC construction drawings
- Build the Libraries (WA/WD)
- Finance Manager position filled
- Great Plains upgrade
- Woodland architectural contract review
- Woodland Community Library - schematic design kick-off
- Washougal Library building project - donor brochure development
- Policy Committee
- Board bill review
- WA Library Directors Meet Up (virtual)
- Ridgefield Community Library anniversary
- Cheryl Heywood - Timberland Library District
- CPA consultants - weekly check in
- Finance Committee
- Executive Women's Council - Greater Vancouver Chamber
- OMSI proposal
- Nikkei Park - naming ceremony



## 2021-2022 Strategic Plan Update

FVRLibraries is committed to providing regular updates about our [2021-2024 Strategic Plan](#). This update provides a summary of our accomplishments since the plan was approved by the Board of Trustees in August 2021.

### EQUITY

- The Equity Committee created and scheduled four-hour foundational equity training for all staff.
- By February, all staff completed the foundational equity training and regular quarterly trainings have been scheduled to ensure that all newly hired staff can also complete the training.
- Collection Development staff created heritage month book displays that are centrally purchased and deployed to all library locations. Since November 2021, we have celebrated Native American History Month, Black History Month, Asian American and Pacific Islander Heritage Month, Pride Month, and Disability Pride Month.
- Our new website, launched in December 2021, was updated for accessibility, including language access and readability.
- The Equity Committee worked with our Communications and Marketing Division to redesign pronoun buttons, allowing staff to share their pronouns and help create a more inclusive environment.
- Youth services staff added the anti-bias education framework to our storytime training, which will be used to train new staff going forward.
- The Equity Committee identified a plan for recruiting and onboarding eight new members that started in April 2022.
- The Equity Committee created an Equity Lens and Toolkit for staff to use and developed a training. As of May 2022, 35 employees had completed the training, with more rounds scheduled through the summer.

### PARTNERSHIPS

- The Outreach and Community Partnerships Division trained staff to use LibConnect, a partnership database, to track interactions and projects with our partners.



- We are identifying areas of the strategic plan that require partnerships in order to be intentional about where to focus our energy.

## CONNECTIONS

- Staff completed a language needs assessment of our service area to help us identify the most needed languages for translation and outreach.
- Communications and Marketing designed a new, monthly print newsletter to promote programs and services. This newsletter will be launched in late 2022/early 2023 to promote our programs and other resources.
- Internet access is now available to patrons in our rural communities through our bookmobiles.

## ORGANIZATIONAL CULTURE

- We created a communication plan for 2021-2024 Strategic Plan updates.
- A strategic planning page has been added to our intranet, The Source. It includes an action tracker to allow staff to follow the progress of strategic actions.
- Each location and division has completed updated benchmark surveys. Data will be compiled to identify our progress towards our outcomes and priorities.
- 60 staff members attended the Public Library Association semi-annual conference in Portland, OR in March. Staff attended sessions about library services, met with vendors, and learned from each other through networking.
- Four staff members attended the Washington Library Association Annual Conference in Bellevue.
- Plans are underway for revisiting the action items in the Strategic Plan for the second year of the plan (2022-2023), which should be launched in August 2022.

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## JUNE BRANCH HIGHLIGHTS

### JULY 18, 2022

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#### EQUITY

- Diane Clark, Outreach Librarian with Vancouver Community Library gave a presentation about library services and resources at Partners In Careers to a class of 70 Ukrainian Refugees.

#### CONNECTIONS

- The Skamania County Bookmobile attended The Alder Creek Picnic and Rodeo in Bickleton and staff interacted with 172 visitors. The feedback was extremely positive, with comments such as: "You are such a blessing to these kids!", "Thank you so much for all that you and The Library do for this community", "Bickleton loves the Library, never forget that!"
- Susan Helle from La Center Community Library hosted a pop-up storytime outside that 20 people attended. They also had a great turnout for their first in-person adult book discussion in two years.
- Summer at Your Library launched in June. Three Creeks Community Library reports that they had 804 readers signed up with 700 signups at Vancouver Community Library.
- Over 3000 people visited the Exploration Center on the third floor of Vancouver Community Library during the month of June and engaged with the art supplies, cafe, light table, and fishing boat.
- Planter's Day was the highlight of June for Woodland Community Library. They participated in the parade and even won a trophy for the "Attack of the Kraken" decorated van. The Friends \$8 Bag Book Sale and Foundation Beer Garden events were also places where the staff promoted library services. It was small town fun at its best!



#### PARTNERSHIPS

- Lois Lamkin and Diane Clark of Stevenson and Vancouver Community Libraries took the Skamania Bookmobile to the Gorge STEM Fair in Hood River. They hosted nearly 200 children to make Oobleck, a fluid made from cornstarch and water that temporarily thickens when force is applied. It was a fun and messy afternoon!

## PARTNERSHIPS (continued)



- Vancouver Community Library served 256 lunches to youth between June 20th when the program launched, and the end of the month. There was a [wonderful story](#) about this partnership with Share on KPTV that featured the library heavily.
- Outreach to schools in June focused on promoting Summer at Your Library. Here's Brandon Cruz from Vancouver Mall Library and Tre Meyer, a sub with Washougal Community Library, promoting the library and our resources at events at schools.
- The New Adult Book Group at Washougal Community Library reconvened at the 54 40' Brewery for the first time in-person since the pandemic! 20 people attended and enjoyed a great discussion.
- White Salmon Valley Community Library teamed up with Gorge Grown Food Network and Skyline Hospital to present kids' activities about spinach at the WS Farmers Market. Library staff read *Sylvia's Spinach* and planted spinach seeds with the kids, while the Hospital made spinach smoothies. Every child received a copy of the book, provided by Gorge Grown.

## ORGANIZATIONAL CULTURE

- Our Communications and Marketing team created and installed new wayfinding signage at Battle Ground Community Library, helping patrons better identify areas of the building.



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

	December 31, 2021 Ending Cash Balance	\$19,672,242
	Year-to-date Revenue Received	\$15,846,778
	Year-to-date Expenditures	-\$14,807,422
<b>Estimated</b>	<b>Cash Balance June 30, 2022</b>	<b>\$20,711,598</b>

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

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

December 31, 2021 Ending Cash Balance	\$19,672,242
June 2022 Cash Balance:	\$20,711,598
Reserve Plan Objectives 1-4:	-\$10,398,282
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$10,313,316

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

	2022 Budget (Approved 12/21)	June 2022 Revenues	All Revenue for the six-months ended June 2022	Year - to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10.( Property Taxes - Clark	24,250,000	243,109	13,743,956	56.68%
311.10.( Property Taxes - Skamania	675,000	82,254	410,180	60.77%
311.10.( Property Taxes - Klickitat	1,345,500	143,779	805,932	59.90%
311.10.( Property Taxes - Cowlitz	325,000	19,948	176,014	54.16%
<b>Total Property Taxes</b>	<b>26,595,500</b>	<b>489,090</b>	<b>15,136,081</b>	<b>56.91%</b>
<b>Other Taxes</b>				
312.10. Other General Tax	-	545	22,262	0.00%
318.20 Leasehold Excise Tax	120,000	162	67,827	56.52%
<b>Total Other Taxes</b>	<b>120,000</b>	<b>707</b>	<b>90,089</b>	<b>75.07%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
332.00 Federal in-lieu of Taxes	5,000	928	11,549	230.98%
335.05 State Forest Boards	225,000	-	12,410	5.52%
338.7 Yale Valley Library Dist	162,500	-	51,437	31.65%
338.72 INET City of Vancouver (PEG)	61,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>454,000</b>	<b>928</b>	<b>75,395</b>	<b>16.61%</b>
<b>Charges for Services</b>				
341.60 Equipment Use Fees	20,000	2,125	12,148	60.74%
347.21 Non-Resident Borrower Fee	6,000	11	2,152	35.87%
347.90 Lost / Damaged Material Fee	25,000	218	7,980	31.92%
347.50 Collection Agency Referral Fee	5,000	50	770	15.40%
<b>Total Charges for Services</b>	<b>56,000</b>	<b>2,404</b>	<b>23,050</b>	<b>41.16%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	120,000	15,989	64,978	54.15%
362.00 Rental Income	2,500	18,516	122,051	4882.05%
367.1 Restricted Contribution - BG	-	-	1,911	-
367.1 Restricted Contribution - GD	-	-	200	-
367.1 Restricted Contribution - WS	-	-	200	-
367.10 Gifts/Contributions	15,000	-	-	0.00%
369.90 Library Friends Groups' Reimbursements	150,000	4,046	5,610	3.74%
369.90 Library Foundation Reimbursements	1,000,000	34,738	35,318	3.53%
369.40 Insurance Reimbursements	250,000	-	-	0.00%
369.90 Miscellaneous	2,500	219	401	16.03%
367.1 Private Grants	150,000	291,286	291,493	194.33%
369.90 Other Miscellaneous - E-Rate	200,000	-	-	0.00%
395.00 Sale of Assets	20,000	-	-	0.00%
<b>Total Miscellaneous</b>	<b>1,910,000</b>	<b>364,794</b>	<b>522,162</b>	<b>27.34%</b>
<b>Total Operating Revenue</b>	<b>\$ 29,135,500</b>	<b>857,921</b>	<b>15,846,778</b>	<b>54.39%</b>
<b>Transfer in from Reserves</b>	<b>\$ 2,400,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Revenues and Transfer from Reserve</b>	<b>\$ 31,535,500</b>	<b>857,921</b>	<b>15,846,778</b>	<b>50.25%</b>

6/12 months = 50%

Jan.-Dec. 2022 Fiscal Year

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

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	June 2022 Expenditures	All Expenses for the six- months ended June 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	940,520	5,617,358	46.81%
572.24	Benefit - Medical	2,560,000	184,788	1,021,023	39.88%
572.24	Benefit - Dental	300,000	22,838	135,767	45.26%
572.24	Benefit - Life, LTD, STD	125,000	10,675	64,655	51.72%
572.22	Benefit - PERS	1,540,000	94,410	559,721	36.35%
572.21	Benefit - FICA	910,000	70,005	419,859	46.14%
572.25	Benefit - L & I - Workers Compensation	100,000	6,522	37,546	37.55%
572.25	Benefit - PFML	20,000	1,503	8,986	44.93%
572.28	Unemployment Expense	10,000	1,086	830	8.30%
	<b>Personnel Subtotal:</b>	<b>17,565,000</b>	<b>1,332,347</b>	<b>7,865,744</b>	<b>44.78%</b>
Supplies					
572.30	Supplies	392,525	57,113	208,606	53.14%
572.35	Small Equipment (FF&E)	266,700	19,940	238,891	89.57%
572.38	Technology	433,000	39,704	363,596	83.97%
572.33	Professional Collection / Tech	350,000	21,368	137,043	39.16%
	<b>Supplies &amp; Small Equipmt/Tech Subtotal:</b>	<b>1,442,225</b>	<b>138,125</b>	<b>948,136</b>	<b>65.74%</b>
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	170,122	677,791	29.47%
572.39	Electronic Resources	1,600,000	124,446	687,234	42.95%
	<b>Library Materials Subtotal:</b>	<b>3,900,000</b>	<b>294,568</b>	<b>1,365,025</b>	<b>35.00%</b>
Other Services / Charges					
572.41	Professional Services	1,725,000	287,295	1,103,096	63.95%
572.42	Communications	387,800	37,646	212,619	54.83%
572.43	Training / Travel	108,000	10,573	55,851	51.71%
572.44	Advertising	30,000	2,823	3,962	13.21%
572.45	Rentals / Leases	567,925	70,242	321,699	56.64%
572.46	Insurance	220,000	29,384	32,913	14.96%
572.47	Utilities	458,855	30,498	209,325	45.62%
572.48	Repairs & Maintenance	704,250	64,862	396,069	56.24%
572.49	Misc / Dues / Printing / Other	165,700	11,464	70,843	42.75%
572.50	Intergovernmental Services	3,640	826	1,966	54.01%
xxx.xx	Unallocated expenses	-	(37,441)	-	-
xxx.xx	Invoices on hold	-	(41,051)	(132,132)	-
	<b>Other Charges &amp; Services Subtotal:</b>	<b>4,371,170</b>	<b>467,121</b>	<b>2,276,211</b>	<b>52.07%</b>
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	-	14,065	2.81%
594.62	Buildings / Owned	3,392,105	308,337	859,588	25.34%
595.62	Yale Project	40,000	-	1,192	2.98%
594.64	Machinery & Equipment	325,000	-	64	0.02%
	<b>Capital Outlay Subtotal:</b>	<b>4,257,105</b>	<b>308,337</b>	<b>874,909</b>	<b>20.55%</b>
<b>Grand Total All Expenditures:</b>		<b>31,535,500</b>	<b>2,908,477</b>	<b>14,807,422</b>	<b>46.95%</b>

June is the 6th month of the fiscal year. Year-to-date budget percentages should be at 50%, representing 6/12 months.

Jan.-Dec. 2022 Fiscal Year

**Fort Vancouver Regional Library District  
Staff Report 2022-29  
Operations Center Flood Recovery Closeout  
Costs and Insurance Reimbursements**

**To:** Finance Committee, Board of Trustees

**From:** Amelia Shelley

**Date:** 07/05/2022

**Subject:** FVRL Operations Center - Contract Closeout Resolution 2022-11

**KEY POINTS:**

- FVRL Operations Center was flooded on October 3, 2020
- FVRL Board declared emergency on October 9, 2020
- Union Corner Construction was retained on October 12, 2020
- Liberty Mutual worked with FVRL to settle claim and cover losses
- UCC contract agreements and changes orders totalled \$1,590,648.58
- Final Liberty Mutual insurance settlement is \$4,243,111.81 (detailed below)
- Board approval of closeout is required on contracts exceeding \$300,000

**OVERVIEW:**

The Fort Vancouver Regional Library District (FVRL) Operations Center at 1007 East Mill Plain Boulevard, Vancouver, WA 98663, was flooded on the evening of October 3, 2020 with approximately a million gallons of water from a broken City of Vancouver (COV) water main located directly behind the building. The breakage was caused by Nutter Corporation, a contractor working on replacing a sewer line on FVRL's leased property.

FVRL hired Union Corner Construction, LLC to manage the restoration and renovation work required to get the building reopened. The work included mitigation of hazardous materials, replacing all existing building systems (electrical, HVAC, elevator, data wiring, and some plumbing) that were destroyed by the flood, improving restrooms and other features to meet current ADA standards, replacing light fixtures, doors, windows and other elements as need for the restoration of the building and bringing the building up to current building code standards.

FVRL has worked with Liberty Mutual and Biggs Insurance to assess the damages and material losses from the flood. FVRL has taken the necessary action for the repair and restoration of the building as well as facilitate the replacement of vehicles, furnishings, fixtures and equipment. In addition to the insurance coverage, FVRL received a \$600,000 purchase credit on 2018 Grand Blvd. for repairs to the building from the City of Vancouver. A final accounting for all flood-related costs is in the table below:

**Total Cost of the Operations Center Repairs**

<b>Leased Facilities Cost</b>	<b>\$749,844.35</b>
<b>OC repairs</b>	<b>\$2,604,126.24</b>
<b>Supplies, staff and FF&amp;E</b>	<b>\$825,389.49</b>
<b>Total expense</b>	<b>\$4,179,360.08</b>
<b>Total Loss</b>	<b>\$4,620,571.09</b>
<b>Less Depreciation</b>	<b>-\$374,959.28</b>
<b>Less Deductible</b>	<b>-\$2,500.00</b>
<b>Total reimbursement</b>	<b>\$4,243,111.81</b>
<b>Remaining</b>	<b>\$63,751.73</b>
<b>Less Retainage</b>	<b>\$62,565.73</b>
<b>Difference</b>	<b>\$1,186.00</b>

**Action Requested:** Approve the close out of the Union Corner Construction contract.



Insured:	FT VANCOUVER REG LIBRARY	Revised Limits considering Inflation Guard Calculator			Coinsurance Requirement
Claim or Event #	23861010	Inflation Guard	6%	Revised Limits	100%
Date of Loss	10/3/2020	Building Limits	\$78,761,018	Blanket	\$80,366,448.07
Policy period	6/1/2020 - 6/1/2021	Inflation Guard	6%	Blanket	\$26,581,138.72
Days on Policy	124	BPP-PPOI limits	\$26,050,144		\$0
Location:	1007 E Mill Plain BLVD, Vancouver, WA 98663	BI Limit			\$2,080,800
Adjuster:	Brandon Mann, AINS, AIC, SCLA	EE Limit	\$2,080,800	<input checked="" type="checkbox"/> Show Cov- Ext	\$100,000
Cause of Loss:	water	Coverage Ext.	\$100,000.00	<input type="checkbox"/> Show IM	\$0
		IM Limit	\$0.00		100%
Date Updated:	6/30/2022				

### Claim Summary by Exposures

	Building	BPP/PPOI	BSIN	EXEX	CVG-EXT	IM	Totals
Total Damages by coverage code	\$2,045,374.84	\$1,530,727.82	\$0.00	\$623,312.85	\$46,196.30	\$0.00	\$4,245,611.81
Percentage Payable applying Coinsurance	100.00%	100.00%	100.00%	100.00%	NA	100.00%	
Total Claim	\$2,045,374.84	\$1,530,727.82	\$0.00	\$623,312.85	\$46,196.30	\$0.00	\$4,245,611.81
Less policy deductible	(\$2,500.00)	\$0.00	\$0.00		\$0.00	\$0.00	(\$2,500.00)
ACV Claim	\$2,042,874.84	\$1,530,727.82	\$0.00	\$623,312.85	\$46,196.30	\$0.00	\$4,243,111.81
Net claim subject to Coverage Limits	\$2,042,874.84	\$1,530,727.82	\$0.00	\$623,312.85	\$46,196.30	\$0.00	\$4,243,111.81
Less prior payments	(\$2,042,874.84)	(\$1,530,727.82)	\$0.00	(\$623,312.85)	(\$46,196.30)	\$0.00	(\$4,243,111.81)
Net owed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CLAIM INFORMATION	
Insured:	FT VANCOUVER REG LIBRARY
Claim #	23861010
Date of Loss	10/3/2020
Locaion	1007 E Mill Plain BLVD, Vancouver, WA 98663
Adjuster	Brandon Mann, AINS, AIC, SCLA



	Building	BPP/PPOI	EXEX	CVG-EXT	Total
Replacement Cost Value	\$ 2,170,494.08	\$ 1,779,789.02	\$ 623,312.85	\$ 46,975.14	\$ 4,620,571.09
Less Depreciation	\$ (125,119.24)	\$ (249,061.20)	NA	\$ (778.84)	\$ (374,959.28)
Actual Cash Value	\$ 2,045,374.84	\$ 1,530,727.82	NA	\$ 46,196.30	\$ 3,622,298.96
Less Policy Deductible	\$ (2,500.00)	\$ -	NA	\$ -	\$ (2,500.00)
Net Confirmed ACV	\$ 2,042,874.84	\$ 1,530,727.82	\$ 623,312.85	\$ 46,196.30	\$ 4,243,111.81
Net Claim Subject to Coverage Limts	\$ 2,042,874.84	\$ 1,530,727.82	\$ 623,312.85	\$ 46,196.30	\$ 4,243,111.81
Less Prior Payments	\$ (2,042,874.84)	\$ (1,530,727.82)	\$ (623,312.85)	\$ (46,196.30)	\$ (4,243,111.81)
Amount Due	\$ -	\$ -	\$ -	\$ -	\$ -

\* Please reference the attached exposure worksheets for details

Replacement Cost Coverage - In some circumstances, you may initially be paid the actual cash value (ACV) of the loss, which is the total repair cost less depreciation. To claim recoverable depreciation, provide us with a copies of all invoices from the contractor or other receipts showing your total cost of repairs for covered property. Payment for this coverage is subject to the terms, conditions, and limitations of your policy, but generally it is based upon the amount you actually spend restoring or replacing the damaged covered property with like kind and quality, up to the amount of recoverable depreciation listed on our estimate.

Insured:	FT VANCOUVER REG LIBRARY	Coverage Line at Risk: BLDG	RCV	ACV	<b>Building Summary</b>	<b>RCV</b>	<b>ACV</b>
Claim or Event #	23861010	Revised Coverage Limit:	\$80,366,448	\$80,366,448	Total by coverage code	2,170,494.08	2,045,374.84
Date of Loss	10/3/20	Value as Determined:	\$80,366,448		Percentage Payable	100.00%	100.00%
Location:	1007 E Mill Plain BLVD, Vancouver, WA 98663	Coinsurance Percentage:	100%	100%	Total after applied coinsurance	2,170,494.08	2,045,374.84
Adjuster:	Brandon Mann, AINS, AIG, SCLA	Minimum Coverage Required:	\$80,366,448	\$0	Less deductible	(2500.00)	(2500.00)
		Coverage Limit	\$80,366,448	\$80,366,448	Claim before application of Limits	2,167,994.08	2,042,874.84
		Minimum Coverage Required:	\$80,366,448	\$0	Net claim subject to limits	2,167,994.08	2,042,874.84
		Payable %	100.00%	100.00%	Less prior payments	(2,042,874.84)	(2,042,874.84)
					Balance owed	125,119.24	-

**Building Claim Detail**

Ref #	Vendor Name	Description of Work Performed	Amount Claimed	Adjusted	Comments	Under Review	RCV Claim	Less Depreciation	ACV Claim	Adjuster Comments
			2,241,254.57	(70760.49)			2,170,494.08	(125119.24)	2,045,374.84	
1)	Building Estimate	Young & Associates repair estimate	1,590,695.33				1,590,695.33	(125119.24)	1,465,576.09	* see estimate for details
2)	Mitigation measure - building	Servpro - negotiated and paid	528,378.75	(69892.60)			458,486.15		458,486.15	agreed on final figures with ServPro
3)	Mit Sub-contract work	agreed cost reached w/ J. Woith	105,016.49	(867.89)			104,148.60		104,148.60	
4)	LSW Architects, PC	architect fees for restoration project October 2021	8,394.00				8,394.00		8,394.00	
5)							-		-	
6)	LSW Architects, PC	architect fees February 2022	754.00				754.00		754.00	
7)	LSW Architects, PC	architect fees April 2022	6,504.00				6,504.00		6,504.00	
8)	LSW Architects, PC	architect fees December 2021	1,512.00				1,512.00		1,512.00	
9)							-		-	
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41)							-		-	

Insured:	FT VANCOUVER REG LIBRARY	Coverage Line at Risk: BPP	RCV	ACV	<b>BPP/PPOI Summary</b>	<b>RCV</b>	<b>ACV</b>
Claim or Event #	23861010	Revised Coverage Limit:	\$26,581,139	\$26,581,139	Total by coverage code	1,779,789.02	1,530,727.82
Date of Loss	10/3/20	Value as Determined:	\$26,581,139		Percentage payable	100.00%	100.00%
Location:	1007 E Mill Plain BLVD, Vancouver, WA 98663	Coinsurance Percentage:	100%	100%	Total after coinsurance application	1,779,789.00	1,530,727.82
Adjuster:	Brandon Mann, AINS, AIC, SCLA	Minimum Coverage Required:	\$26,581,139	\$0	Less deductible		(0.00)
		Coverage Limit	\$26,581,139	\$26,581,139	Claim before application of Limits	1,779,789.00	1,530,727.82
		Minimum Coverage Required:	\$26,581,139	\$0	Net claim subject to limits	1,779,789.00	1,530,727.82
		Percentage Payable	100.00%	100.00%	Less prior payments	(1,530,727.82)	(1,530,727.82)
					Balance owed	249,061.18	-

**Business Personal Property Claim Detail**

Ref #	Vendor Name	Description of Work Performed	Amount Claimed	Adjusted	Comments	Under Review	RCV Claim	Less Depreciation	ACV Claim	Adjuster Comments
			1,837,876.76	(58087.74)		(0.00)	1,779,789.02	(249061.20)	1,530,727.82	
1)	Mitigation measure - contents		472,688.57	(58087.74)			414,600.83		414,600.83	
2)	Tosco Inventory		1,365,188.19				1,365,188.19	(249061.20)	1,116,126.99	Interim measure, FFE and Computers are in process
3)							-		-	
4)							-		-	
5)							-		-	
6)							-		-	
7)							-		-	
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42)							-		-	
43)							-		-	

Insured:	FT VANCOUVER REG LIBRARY	Coverage Line at Risk: BI	BSIN	EXEX	<b>Summary</b> Total by coverage code Percentage Payable Total after applied coinsurance Less applicable policy deductible Claim before application of Limits Net Claim Subject to Limits Less prior payments Balance owed	<b>BSIN</b>	<b>EXEX</b>	<b>Total</b>
Claim or Event #	23861010	Coverage Limit	\$0	\$2,080,800		-	623,312.85	623,313
Date of Loss	10/3/20	Value as Determined:				100.00%	100.00%	
Location:	1007 E Mill Plain BLVD, Vancouver, WA 9866	Coinsurance Percentage:	0%			-	623,312.85	623,313
Adjuster:	Brandon Mann, AINS, AIC, SCLA	Minimum Coverage Required:	\$0					-
		Coverage Limit	\$0			-	623,312.85	623,313
		Minimum Coverage Required:	\$0			-	623,312.85	623,313
		Payable %	100.00%	100.00%		-	(623,312.85)	(623,313)
						-	-	-
						-	-	-

### Business Income/Extra Expense Claim Detail

Ref #	Description of Work Performed	623,312.85 Amount Claimed	(0.00) Adjusted	Comments	(0.00) Under Review	623,312.85 Total Claim	- BSIN Claim	623,312.85 EXEX Claim	Adjuster Comments
1)	Lile Moving and Storage	2,701.75		inv SI-509233		2,701.75	-	2,701.75	incurred, lease was extended to 2022 for Crestwood Business Center, LLC, due to delays in building materials for first floor cubicles and lighting
2)	CBC lease - Nov	17,383.28		\$14,310 rent and \$3,073.28		17,383.28	-	17,383.28	
3)	CBC lease - Dec	17,383.28				17,383.28	-	17,383.28	
4)	CBC lease - Jan	17,383.28				17,383.28	-	17,383.28	
5)	CBC lease - Feb	17,383.28				17,383.28	-	17,383.28	
6)	CBC lease - Mar	17,383.28				17,383.28	-	17,383.28	
7)	CBC lease - Apr	17,383.28				17,383.28	-	17,383.28	
8)	CBC lease - May	17,383.28				17,383.28	-	17,383.28	
9)	CBC lease - June	17,383.28				17,383.28	-	17,383.28	
10)	CBC lease - July	17,383.28				17,383.28	-	17,383.28	
11)	Town Center One lease - Oct	12,098.52		Oct 12 - 31, 2020		12,098.52	-	12,098.52	
12)	Town Center One lease - Nov	18,752.71				18,752.71	-	18,752.71	
13)	Town Center One lease - Dec	18,752.71				18,752.71	-	18,752.71	
14)	Town Center One lease - Jan	18,752.71				18,752.71	-	18,752.71	
15)	Town Center One lease - Feb	18,752.71				18,752.71	-	18,752.71	
16)	Town Center One lease - Mar	18,752.71				18,752.71	-	18,752.71	
17)	Town Center One lease - Apr	18,752.71				18,752.71	-	18,752.71	
18)	Town Center One lease - May	18,752.71				18,752.71	-	18,752.71	
19)	Town Center One lease - Jun	18,752.71				18,752.71	-	18,752.71	
20)	Town Center One lease - July	18,752.71				18,752.71	-	18,752.71	
21)	CBC lease - Aug '21	17,383.28				17,383.28	-	17,383.28	
22)	CBC lease - Sep '21	17,383.28				17,383.28	-	17,383.28	
23)	Town Center One lease - Aug'21	18,752.71				18,752.71	-	18,752.71	
24)	Town Center One lease - Sep'21	18,752.71				18,752.71	-	18,752.71	
25)	CBC lease - Oct 2021	17,383.28				17,383.28	-	17,383.28	
26)	CBC lease - Nov 2021	17,383.28				17,383.28	-	17,383.28	
27)	CBC lease - Dec 2021	17,383.28				17,383.28	-	17,383.28	
28)	CBC lease - Jan 2022	17,383.28				17,383.28	-	17,383.28	
29)	CBC lease - Feb 2022	17,383.28				17,383.28	-	17,383.28	
30)	Lile International	2,446.68				2,446.68	-	2,446.68	Moving costs to relocate to loss location, December 2021
31)	Lile International	3,172.50				3,172.50	-	3,172.50	Moving costs to relocate to loss location, March 2022
32)	Comcast Business	539.92				539.92	-	539.92	Temporary Operations Center (TOC) internet October 2021
33)	Clark Pud	95.06				95.06	-	95.06	Electric for Crestwood Business Center unit 408 October 2021
34)	Clark Pud	140.68				140.68	-	140.68	Electric for Crestwood Business Center unit 412 October 2021

Ref #	Description of Work Performed	Amount Claimed	Adjusted	Comments	Under Review	Total Claim	BSIN Claim	EXEX Claim	Adjuster Comments
35)	Comcast Business	199.95				199.95	-	199.95	TOC internet October 2021
36)	Clark Pud	102.08				102.08	-	102.08	Electric for Crestwood Business Center unit 410 October 2021
37)	Clark Pud	87.06				87.06	-	87.06	Electric for Crestwood Business Center unit 415 October 2021
38)	Northwest Natural Gas	45.90				45.90	-	45.90	Crestwood gas bill unit 415 October 2021
39)	Northwest Natural Gas	35.12				35.12	-	35.12	Crestwood gas bill unit 408 October 2021
40)	Northwest Natural Gas	24.41				24.41	-	24.41	Crestwood gas bill unit 410 October 2021
41)	Northwest Natural Gas	26.35				26.35	-	26.35	Crestwood gas bill unit 412 October 2021
42)	R20 LLC - Town Center One	18,752.71				18,752.71	-	18,752.71	TOC lease payment November 2021
43)	City of Vancouver Nav Ctr	2,913.00				2,913.00	-	2,913.00	lease payment November 2021
44)	COMCAST BUSINESS	\$ 539.92				539.92	-	539.92	Crestwood internet November 2021 Unit 415
45)	COMCAST BUSINESS	\$ 149.87				149.87	-	149.87	NC internet November 2021
46)	CLARK PUD	\$ 106.57				106.57	-	106.57	Crestwood Electric Unit 412 November 2021
47)	CLARK PUD	\$ 77.68				77.68	-	77.68	Crestwood Electric Unit 408 November 2021
48)	CLARK PUD	\$ 103.38				103.38	-	103.38	Crestwood Electric Unit 415 November 2021
49)	CLARK PUD	\$ 93.03				93.03	-	93.03	Crestwood Electric Unit 410 November 2021
50)	NORTHWEST NATURAL GAS	\$ 35.93				35.93	-	35.93	Crestwood gas Unit 410 November 2021
51)	NORTHWEST NATURAL GAS	\$ 106.16				106.16	-	106.16	Crestwood gas Unit 408 November 2021
52)	NORTHWEST NATURAL GAS	\$ 70.61				70.61	-	70.61	Crestwood gas Unit 415 November 2021
53)	NORTHWEST NATURAL GAS	\$ 96.76				96.76	-	96.76	Crestwood gas Unit 412 November 2021
54)	PAIGE CO CONTAINERS INC	\$ 53.81				53.81	-	53.81	moving boxes
55)	PAIGE CO CONTAINERS INC	\$ 75.00				75.00	-	75.00	moving boxes
56)	PAIGE CO CONTAINERS INC	\$ 558.00				558.00	-	558.00	moving boxes
57)	R20 LLC - Town Center One	18,752.71				18,752.71	-	18,752.71	December 2021 lease payment
58)	City of Vancouver Nav Ctr	2,913.00				2,913.00	-	2,913.00	December 2021 lease payment
59)	COMCAST BUSINESS	\$ 539.92				539.92	-	539.92	TOC internet November 2021
60)	COMCAST BUSINESS	\$ 149.87				149.87	-	149.87	NC internet December 2021
61)	COMCAST BUSINESS	\$ 539.92				539.92	-	539.92	CW internet December 2021
62)	CLARK PUD	\$ 80.94				80.94	-	80.94	Crestwood electric Unit 408 December 2021
63)	PAIGE CO CONTAINERS INC	\$ 144.57				144.57	-	144.57	moving boxes
64)	PAIGE CO CONTAINERS INC	\$ 250.00				250.00	-	250.00	moving boxes
65)	PAIGE CO CONTAINERS INC	\$ 1,450.80				1,450.80	-	1,450.80	moving boxes
66)	Clark Pud	98.98				98.98	-	98.98	Crestwood electric Unit 408 December 2021
67)	Clark Pud	101.75				101.75	-	101.75	Crestwood electric Unit 415 December 2021
68)	R20 LLC - Town Center One	18,752.71				18,752.71	-	18,752.71	TOC lease payment January 2022
69)	PAIGE CO CONTAINERS INC	66.47				66.47	-	66.47	moving boxes January 2022
70)	PAIGE CO CONTAINERS INC	782.00				782.00	-	782.00	moving boxes January 2022
71)	COMCAST BUSINESS	\$ 539.92				539.92	-	539.92	TOC internet January 2022
72)	CLARK PUD	\$ 75.39				75.39	-	75.39	Crestwood Electric - Unit 408 January 2022
73)	CLARK PUD	\$ 204.24				204.24	-	204.24	Crestwood Electric - Unit 412 January 2022
74)	NORTHWEST NATURAL GAS C	\$ 139.72				139.72	-	139.72	Crestwood Gas - Unit 415 January 2022
75)	NORTHWEST NATURAL GAS C	\$ 190.11				190.11	-	190.11	Crestwood Gas - Unit 412 January 2022
76)	NORTHWEST NATURAL GAS C	\$ 74.98				74.98	-	74.98	Crestwood Gas Unit 410 January 2022
77)	NORTHWEST NATURAL GAS C	\$ 170.84				170.84	-	170.84	Crestwood Gas - Unit # 408 January 2022
78)	COMCAST BUSINESS	\$ 164.87				164.87	-	164.87	NC Internet January 2022
79)	COMCAST BUSINESS	\$ 1,070.85				1,070.85	-	1,070.85	CW Internet January 2022
80)	CLARK PUD	\$ 70.03				70.03	-	70.03	Crestwood Electric - Unit 410 January 2022
81)	CLARK PUD	\$ 224.78				224.78	-	224.78	Crestwood Electric - Unit 408 January 2022
82)	CLARK PUD	\$ 56.32				56.32	-	56.32	Crestwood Electric Unit 415 January 2022

Ref #	Description of Work Performed	Amount Claimed	Adjusted	Comments	Under Review	Total Claim	BSIN Claim	EXEX Claim	Adjuster Comments
83)	NORTHWEST NATURAL GAS	\$ 417.06				417.06	-	417.06	Crestwood Gas - Unit 412 January 2022
84)	NORTHWEST NATURAL GAS	\$ 277.44				277.44	-	277.44	Crestwood Gas - Unit 415 January 2022
85)	NORTHWEST NATURAL GAS	\$ 227.17				227.17	-	227.17	Crestwood Gas Unit 410 January 2022
86)	COMCAST BUSINESS	\$ 541.55				541.55	-	541.55	CW internet January 2022
87)	R20 LLC	\$ 18,752.71				18,752.71	-	18,752.71	Temporary Operations Center February 2022 lease payment
88)	NORTHWEST NATURAL GAS	\$ 235.80				235.80	-	235.80	Crestwood Gas - Unit 408 February 2022
89)	COMCAST BUSINESS	\$ 541.55				541.55	-	541.55	TOC internet February 2022
90)	CLARK PUD	\$ 91.88				91.88	-	91.88	Crestwood Electric - Unit 408 February 2022
91)	NORTHWEST NATURAL GAS	\$ 46.53				46.53	-	46.53	Crestwood Gas Unit 410 February 2022
92)	NORTHWEST NATURAL GAS	\$ 100.94				100.94	-	100.94	Crestwood Gas - Unit 412 February 2022
93)	NORTHWEST NATURAL GAS	\$ 39.24				39.24	-	39.24	Crestwood Gas - unit 415 February 2022
94)	R20 LLC - Town Center One	\$ 18,752.71				18,752.71	-	18,752.71	TOC lease payment March 2022
95)	Comcast Business	\$ 1,083.10				1,083.10	-	1,083.10	TOC internet March 2022
96)	Clark Pud	\$ 94.09				94.09	-	94.09	Crestwood electric Unit #408 March 2022
97)	Northwest Natural Gas	\$ 181.72				181.72	-	181.72	Crestwood gas Unit #408 March 2022
98)	R20 LLC - Town Center One	\$ 2,740.72				2,740.72	-	2,740.72	Additional rent for March 2022
99)	Comcast Business	\$ 541.55				541.55	-	541.55	CW internet March 2022
100)	NORTHWEST NATURAL GAS	\$ 188.47				188.47	-	188.47	Crestwood Gas - Unit # 408 March 2022
101)	COMCAST BUSINESS	\$ 541.55				541.55	-	541.55	TOC Internet final for March 2022
102)	CLARK PUD	\$ 43.80				43.80	-	43.80	Crestwood Electric - Unit 408 March 2022
103)	PACIFIC OFC AUTOMATION	\$ 162.75				162.75	-	162.75	copier movers March 2022
104)	PACIFIC OFC AUTOMATION	\$ 244.13				244.13	-	244.13	copier movers March 2022

Insured:	FT VANCOUVER REG LIBRARY	Coverage Line at Risk:BLDG/BPP	RCV	ACV	Coverage		
Claim or Event #	23861010	Coverage Limits:	\$100,000	\$100,000	Extensions	Summary	
Date of Loss	10/3/20	Value as Determined:	\$46,975	\$46,196		RCV	
Location:	1007 E Mill Plain BLVD, Vancouver, WA 98663					ACV	
Adjuster:	Brandon Mann, AINS, AIC, SCLA						
					Total by coverage code	46,975.14	46,196.30
					Less Deductible		(0.00)
					Claim before Application of Limits	46,975.14	46,196.30
					Net claim subject to limits		46,196.30
					Less prior payments		(46,196.30)
					Balance owed		-

**Coverage Extension Claim Detail**

Ref #	Additional Coverage	Description of Work Performed	100,000.00 Coverage Limits	46,975.14 Amounts Claimed	Comments	Adjusted	46,975.14 RCV Claim	778.84 Less Depreciation	46,196.30 ACV Claim	46,196.30 ACV Subject to Limit	Adjuster Comments
1)	Fine Art	see Tosco inventory	50,000.00	42,300.00			42,300.00		42,300.00	42,300.00	no betterment - measure complete
2)	Personal Effects	see Tosco inventory	50,000.00	4,675.14			4,675.14	(778.84)	3,896.30	3,896.30	measure complete
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Insured:	FT VANCOUVER REG LIBRARY
Event #:	23861010
D/O/L:	44107
Location:	1007 E Mill Plain BLVD, Vancouver, V
Schedule By:	Brandon Mann, AINS, AIC, SCLA

Ref #	Date	4,243,111.81 Payment Amount	2,042,874.84 Building	1,530,727.82 BPP-PPOI	- BI	623,312.85 EE	46,196.30 Coverage Ext	- IM	Sum of payments made to date Adjuster Comments
1)	11/3/20	\$ 100,000.00				\$ 100,000.00			Extra expense advance
2)	12/16/20	\$ 1,921,831.69	\$ 1,550,582.10	\$ 371,249.59	\$ -	\$ -	\$ -	\$ -	building acv, initial building and BPP mitigation
3)	3/12/21	\$ 202,933.37	\$ 159,582.13	\$ 43,351.24	\$ -	\$ -	\$ -	\$ -	mitigation supplement payment
4)	5/17/21	\$ 1,398,174.28		\$ 1,111,953.80	\$ -	\$ 240,024.18	\$ 46,196.30	\$ -	BPP, cov ext (acvs) and extra expenses
5)	5/18/21	\$ 158,808.71	\$ 158,808.71	\$ -	\$ -	\$ -	\$ -	\$ -	building acv - supplement - agreement w/ contractor
6)	9/17/21	\$ 76,445.17	\$ -	\$ 4,173.19	\$ -	\$ 72,271.98	\$ -	\$ -	Incurred Extra Expenses totaling \$72,271.98 & supplemental Business Personal Property ACV payment
7)	11/16/21	\$ 156,737.90	\$ 156,737.90	\$ -	\$ -	\$ -	\$ -	\$ -	Supplemental ACV Building repairs and incurred costs for work completed through 11/16/2021
8)	6/30/22	\$ 228,180.69	\$ 17,164.00	\$ -	\$ -	\$ 211,016.69	\$ -	\$ -	Payment for incurred architect fees under BLDG covg, payment for incurred Extra Expense Sep 2021-Apr 2022
9)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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**FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
Board of Trustees Annual Retreat and Public Meeting Minutes**

*June 25, 2022*

**1. CALL TO ORDER**

Chair Higgins called the Board Retreat to order at 9:00am and welcomed everyone to the meeting.

**RETREAT ATTENDEES:**

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

*Absent:* Kaitlin Dittmar

*Administrative Team:* Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Justin Keeler, Outreach & Community Partnerships Director; Special Guest: Sam Wallin, Analyst/Special Projects Coordinator; Recording: Sami Bretherton, Executive Assistant

**District Overview**

Abler gave an overview of the mission, vision, purpose, and the areas the district serves. Information was shared on 2021 library services during COVID with an overview of remote, virtual and in-person services.

**Ethics and By-Laws**

The Trustees discussed and edited the Trustee Ethics and By-Laws policies. These will be on the July agenda for a first reading.

**Meeting Minutes Format**

The Trustees reviewed the Minutes format and discussed how much detail is needed for public comments in the Minutes.

**Project Financing**

Discussion on the various methods of funding for capital projects. No decisions were made at this time.

**Working Lunch with the Foundation Board**

Foundation Trustees (Paul Montague, Val Berrissoul, Dan Clark, Debbie Jennerjohn, Kristi Spurgeon) and Executive Director, Rick Smithrud, and Business Development Officer, Judy Musa, joined the FVRL Board of Trustees for lunch to discuss the MOU between the two entities. It was agreed that a work group would be formed to work on this project over the next few months.

**District Demographics**

Wallin provided information on various demographics to consider as we look at future library needs in our communities.

**Building site visit/Woodland Project Update**

The Trustees visited the new Woodland Library site and discussed the Woodland project.

**2022 YTD Budget Review**

Shelley provided a review of the YTD 2022 Budget.

**2. AGENDA**

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

**3. CALL TO ORDER**

Chair Higgins called the Board meeting to order at 4:00pm.

**4. CHAIR ANNOUNCEMENTS**

Chair Higgins welcomed the Trustees to the meeting. Higgins announced that Penny Love-Henslee will be Vice Chair beginning June 2022 with the departure of Kate Maple. Mary Ann Duncan-Cole will remain as Secretary.

**5. REPORTS**

Foundation Update: Rick Smithrud  
Smithrud gave an overview of the fundraising work of the Foundation.

Library Services Report: Mary Abler  
Abler gave highlights of the district’s activities from the past month.

Woodland Community Library Report: Jennifer Hauan  
Hauan provided an update on the Woodland Library’s activities over the past year.

**6. CONSENT AGENDA**

**6.1** Minutes Approval – May 16, 2022 meeting

**6.2** FVRL Expenditure Approval: Reviewed by Kristy Morgan

**MOTION:** Kristy Morgan and Penny Love-Henslee seconded approval of the consent agenda. The motion carried unanimously via roll call.

**7. BUSINESS**

Public Hearing: Surplus of Public Property  
There was no public comment.

**MOTION:** Kristy Morgan and Megan Dugan seconded approval of Resolution 2022-09: Surplus of Woodland Property. The motion carried unanimously via roll call.

**8. CITIZEN COMMENTS**

Written comments opposing Drag Queen Story Hour (DQSH) programming in the library were received from: Anna Nolan, Jon Anderson, Pauline and Red Warren, Marilyn Roggenkamp, Dennis Anderson, Karen Pierson, Susan Wilson, and Seth Cook. John Rawson submitted a written comment opposing Pride activities in the libraries. In person comments in support of DQSH and diverse programming in the libraries were received from: Quill Onstead, Mads Whitmarsh-Jones, and Ryan Whitmarsh-Jones. In person comments opposing DQSH programming in the library were received from: Gary Wilson, Anne Nolan, Margo Logan, and Trish Huddleston.

**BOARD COMMENTS**

There were no comments.

**8. NEXT REGULAR MEETING**

The next meeting is Monday, July 18, 2022 (Hybrid/Location TBD)

**9. ADJOURNMENT**

The meeting adjourned at 4:45pm.

Approved:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**BOARD COVER WORKSHEET**

**BOARD DATE:**

July 18, 2022

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
<b>Accounts Payable</b>			
June 1, 2022	115199-115228	296,965.02	
June 10, 2022	115229-115277	140,031.92	
June 16, 2022	115278-115340	557,479.80	
June 22, 2022	115341-115389	234,714.72	
June 29, 2022	115390-115444	415,340.90	
Total Accounts Payable Warrants Issued		<u>1,644,532.36</u>	
<b>Accounts Payable EFT Payments</b>			
June 1, 2022	EFT01202-EFT01212	18,019.57	
June 10, 2022	EFT01213-EFT01216	417.94	
June 16, 2022	EFT01217-EFT01226	8,125.67	
June 22, 2022	EFT01227-EFT01231	29,020.61	
June 29, 2022	EFT01232-EFT01244	7,608.90	
Total Accounts Payable EFT Payments		<u>63,192.69</u>	
<b>Accounts Payable Voids and Cancels</b>			
	115306		997.29
	115323		299.16
	EFT01211		3,333.33
Total Accounts Payable Warrant Voids and Cancels			<u>4,629.78</u>
<b>Total ADP ACH Auto Pull</b>			
June 10, 2022	Payroll	332,491.55	
June 10, 2022	State Family & Medical Leave	2,879.72	
June 10, 2022	Federal	108,964.75	
June 10, 2022	Oregon	3,288.98	
June 24, 2022	ADP Fee	4,481.15	
June 24, 2022	Payroll	315,987.78	
June 24, 2022	State Family & Medical Leave	2,731.96	
June 24, 2022	Federal	104,270.48	
June 24, 2022	Oregon	3,186.85	
Total Payroll Direct Deposit Transfers		<u>878,283.22</u>	
<b>ACH EFT Transfer</b>			
June 27, 2022	WA Department of Revenue	600.09	
June 6, 2022	WA Dept of Retirement	73,505.64	
June 9, 2022	WA Dept of Retirement	6,414.84	
June 15, 2022	WA Dept of Retirement	79,258.14	
June 27, 2022	WA Dept of Retirement	75,303.87	
June 28, 2022	WA Dept of Retirement	6,375.32	
June 28, 2022	Kaiser	55.25	
June 29, 2022	Kaiser	15,840.58	
June 22, 2022	Endicia (postage)	8,500.00	
Total ACH EFT Transfers		<u>265,853.73</u>	
<b>Payroll Voids/Cancels</b>			
			<u>0.00</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids		<u>2,851,862.00</u>	<u>4,629.78</u>
<b>Total Funds to Approve for Disbursement</b>			<u><u>2,847,232.22</u></u>

Finance Manager Reviewed

*Atter Bhargal*

Date

*7/14/22*

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

Approval of Claims

As of

**July 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, July 18, 2022, The Board of Directors, by a \_\_\_\_\_  
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued  
June 1, 2022 through June 30, 2022

<b>Accounts Payable Warrants Issued</b>	Numbers	<u>115199</u>	Through	<u>115444</u>	<u>\$ 1,644,532.36</u>
<b>Accounts Payable EFT Payments</b>		<u>EFT01202</u>	Through	<u>EFT01244</u>	<u>\$ 63,192.69</u>
<b>Accounts Payable Warrants Voided</b>	Numbers	115306, 115323, EFT01211			<u>( \$ 4,629.78 )</u>
<b>Subtotal FVRL General Fund Warrants, EFTS, Voids</b>					<u>\$ 1,703,095.27</u>
<b>Payroll Warrants Issued</b>	Numbers	_____	Through	_____	<u>\$ -</u>
<b>Payroll Transactions Voided</b>	Numbers	_____			<u>( \$ - )</u>
<b>Payroll Direct Deposits Issued</b>	Numbers	<u>20220610</u>	Through	<u>20220624</u>	<u>\$ 648,479.33</u>

**Electronic Fund Transfers Completed**

<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
WA State PFML	June 10, 2022	2,879.72	
Federal	June 10, 2022	108,964.75	
Oregon	June 10, 2022	3,288.98	
ADP Fee	June 24, 2022	4,481.15	
WA State PFML	June 24, 2022	2,731.96	
Federal	June 24, 2022	104,270.48	
Oregon	June 24, 2022	3,186.85	
WA DOR	June 27, 2022	600.09	
WA DRS	June 6, 2022	73,505.64	
WA DRS	June 9, 2022	6,414.84	
WA DRS	June 16, 2022	79,258.14	
WA DRS	June 27, 2022	75,303.87	
WA DRS	June 28, 2022	6,375.32	
Kaiser HSA Fee	June 28, 2022	55.25	
Kaiser HSA	June 29, 2022	15,840.58	
Endkicia (postage)	June 22, 2022	8,500.00	<u>\$ 495,657.62</u>

**Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids** \$ 2,847,232.22

**Total Transactions for Approval** \$ 2,847,232.22

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

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

**Fort Vancouver Regional Library District  
Bylaws of the Library Board of Trustees  
DRAFT 06.25.22 (SR 2022-23)**

**ARTICLE I: Powers, Purpose and Responsibilities**

**1.1 Name:** The name of the municipal corporation duly established pursuant to Chapter 27.12 of the revised Code of the State of Washington shall be the Fort Vancouver Regional Library District (District), a Washington Inter-county rural library district.

**1.2 Purpose:** The purpose of the District is to provide for the provision of free public library service to the residents of Clark (excluding the City of Camas), Skamania, and Klickitat Counties, as well as to the residents of any annexed cities and municipalities, counties or other library districts that may annex or contract for service.

**1.3 Legal Basis:** The Board of Trustees (Board) shall perform all functions and duties of the library board as authorized by chapter 27.12 RCW, as amended and all other laws that may be applicable, or may hereafter become law. By and in the corporate name, the District will have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

**1.4 Governing Body:** The governing body of the Fort Vancouver Regional Library District shall be a Board of Trustees, hereinafter referred to as the Board (RCW 27.12.190).

**ARTICLE II: Membership**

**2.1 Appointment:** A Board of seven (7) Trustees will be appointed by joint action of the Boards of County Commissioners and Councils of Clark, Skamania and Klickitat Counties. Two positions shall be recommended by the City of Vancouver.

**2.2 Terms of Office:** A trustee will be appointed to serve for seven years. Trustees will hold office until expiration of their term and until their successor is duly appointed. Trustees must reside within the District boundaries and in the county or municipality from which they were appointed at all times during their tenure. No person will be appointed for more than two consecutive terms. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

**2.3 Resignations:** If any Trustee resigns at any time, written notice must be sent to the Board Chair and the appointing body. Any such resignation shall take effect at the date of receipt of the

notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.

**2.4 Vacancies:** Any vacancies shall be filled for unexpired terms as soon as possible, in accordance with the process described in **Appointments and Terms of Office**.

**2.5 Compensation:** A library trustee will not receive a salary or other compensation for services as a trustee, but necessary expenses actually incurred shall be paid from the library funds.

**2.6 Removal:** A trustee may be removed by the joint action of the Boards of County Commissioners according to RCW 27.12.

Position Number	Initial Term/ Expiration every seven years thereafter	Residential Qualification
1	December 31, 1975	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas
2	December 31, 1976	City of Vancouver
3	December 31, 1977	Skamania County
4	December 31, 1980	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas
5	December 31, 1981	City of Vancouver
6	December 31, 1978	Klickitat County
7	December 31, 1979	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas

**ARTICLE III: Officers**

**3.1 Election:** The Board’s officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment.

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

**3.3 Duties:** The Board Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and perform all other duties associated with that office.

The Vice-Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

The Secretary shall assure that a true and accurate record is maintained of all meetings of the Board, and in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board.

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

#### **ARTICLE IV: Meetings**

**4.1 Regular Meetings:** Meetings shall be held monthly and notice given per 42.30 RCW. The date, hour, and location shall be set by the Board with a tentative schedule for the year will be set no later than the December meeting. If possible, one meeting a year will be held in or near each community library.

**4.2 Special, Emergency and Study Session Meetings:** Special meetings, emergency meetings, and study sessions may be scheduled and notice given per section 5.4 of these bylaws.

**4.3 Open Public Meetings:** Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, with the exception of any Executive Sessions. 42.30 RCW

**4.4 Agenda:** The agenda for each board meeting shall be determined by the Chair in consultation with the Executive Director. The written agenda shall be prepared by the Executive Director and delivered to each Trustee, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to a regular meeting, and not less than twenty-four (24) hours prior to any special meeting.

**4.5 Notice:** Written notification of the agenda of each regular meeting will be posted to the District's website no later than twenty-four hours in advance of the published start time of the meeting. Notices will be sent to local newspapers and media outlets at least twenty-four hours in advance of the published start time of the meeting.

**4.6 Quorum:** A quorum is required for the transaction of any business before the Board and will consist of a majority of the members of the Board in office immediately prior to the start of the meeting. 24.03.090 RCW

**4.7 Absences:** It is the intention of the Board to maintain full representation of the district in all policy-making decisions. Therefore, regular attendance is encouraged. If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or designee in advance of a pending absence.

**4.8 Teleconference or Videoconference Participation:** Trustees may participate by teleconference or videoconference in any meeting of the Board subject to reasonable technical availability at the meeting location. Such participation shall be permitted for all purposes

provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

**4.9 Form of Action:** The Board determines all actions and decisions by motion or resolution. Motions and seconds to motions shall be made orally and decided by voice vote. A simple majority is needed to pass a motion or adopt a resolution. 23.03.085, 24.03.090 RCW

**4.10 Board Acting as a Body:** The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these bylaws.

**4.11 Records of the Board Meetings:** The proceedings of Board meetings will be recorded in minutes, maintained by the District per the Washington State Common Records Retention Schedule and posted on the District's website. Minutes of each meeting will be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for approval or necessary corrections.

#### **ARTICLE V: Responsibilities of the Director**

**5.1 Appointment:** The Board will select and appoint a competent, qualified Executive Director consistent with 27.12.190 and 27.04.055 RCW qualifications, who will serve at their pleasure. Compensation will be fixed by mutual agreement.

**5.2 Responsibilities of the Executive Director:** The Executive Director will manage Library operations on behalf of the Board and under its review and guidance. The Executive Director will develop, plan, implement, and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the communities in the District's service area. This will include, but not be limited to, staff and organizational structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in patron service, community relations and optimum operation of the libraries within annual budget appropriations. The Executive Director shall serve as the representative of the District to the communities and the general public.

**5.3 Performance Evaluation:** The Board will evaluate the Executive Director's job performance at a minimum of once a year.

**5.4 Acting Director:** During a short-term absence, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence of 30 days or more, the Board will appoint an Acting Director.

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all committees, with the exception of the Personnel Committee, on which the Human Resources Director serves in this role.

**6.3 Recommendations:** Committee members are expected to participate in committee meetings and make recommendations to the larger Board based on their in-depth knowledge of a particular subject.

### **Article VII: Board Policies**

**7.1 Definition:** Board policies are those statements duly adopted by the Board to direct the activities and mission of the District.

**7.2 Adoption or Amendment of Board Policies:** Board policies shall be reviewed at least once every five years and amended as often as needed to comply with changes to the law or as needed to support library practices.

**7.3 Severability:** All Board approved policies 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 a policy, or the validity of its application to other persons or circumstances.

**7.4 Continuance:** All Board approved policies 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 continuous application of the other parts of the policy.

**7.5 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.

**7.6 Non-substantial changes:** Between scheduled reviews the Executive Director may make interim revisions to policies as needed for typographical or cross reference corrections or title changes to positions or organizational units.

### **Article VIII: Indemnification**

**8.1 Responsibility:** The District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

### **Article IX: Amendments to the Bylaws**

**9.1 Review and Revision:** These bylaws may be revised or amended by a majority vote of the Board at any regular or special meeting of the Board, provided written notice of such amendment is sent to all members at least ten days prior to the regular meeting at which such action is to be taken.

Relevant Policies: Asset Management; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence; Trustee Ethics and Responsibilities

Applicable Laws: [23.03.085 RCW](#), [24.03.090 RCW](#), [27.04.055 RCW](#), [27.12 RCW](#), [42.30 RCW](#)

Adopted: April 8, 1976; Revised 12/18/79; Revised 1/18/86; Revised 7/18/88; Revised 2/9/04; Revised 3/22/04; Revised 2/13/12; Revised 3/13/12; Revised

DRAFT

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Fort Vancouver Regional Library District  
DRAFT 06.25.22 (SR 2022-23) CLEAN**

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**7.6 Non-substantial changes:** Between scheduled reviews, the Executive Director may make interim revisions to policies as needed for typographical or cross reference corrections or for title changes to positions or organizational units.

### **Article VIII: Indemnification**

**8.1 Responsibility:** The District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

### **Article IX: Amendments to the Bylaws**

**9.1 Review and Revision:** These bylaws may be revised or amended by a majority vote of the Board at any regular or special meeting of the Board, provided written notice of such amendment is sent to all members at least ten days prior to the regular meeting at which such action is to be taken.

Relevant Policies: Asset Management; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence; Trustee Ethics and Responsibilities

Applicable Laws: 23.03.085 RCW, 24.03.090 RCW, 27.04.055 RCW, 27.12 RCW, 42.30 RCW

Adopted: April 8, 1976; Revised 12/18/79; Revised 1/18/86; Revised 7/18/88; Revised 2/9/04; Revised 3/22/04; Revised 2/13/12; Revised 3/13/12; Revised

# Fort Vancouver Regional Library District Trustee Ethics and Responsibilities Policy

**DRAFT - 07/18/2022 (SR 2022-24)**

## Purpose

The Board of Trustees of the Fort Vancouver Regional Library District (FVRL) is responsible for providing and maintaining quality public library services for the citizens of the regional library district as set forth in RCW 27.12 and any other applicable laws. To set direction, monitor and review library performance, and to fulfill the obligations of the public trust, the Board:

## Trustee Ethics

As a member of the Fort Vancouver Regional Library District Board of Trustees, I will support the mission of a public library in a free society. ~~More~~ Specifically, ~~I will~~:

- Work to ensure that the public has equal access to information, both as a Constitutional Right and as the best way to sustain a democratic way of life.
- ~~Resist efforts by groups or individuals to censor library materials.~~ Support the efforts of library staff in resisting censorship of library materials by groups or individuals.
- Support the acquisition and maintenance of a complete and balanced library collection.
- Keep confidential any matters discussed in executive session.
- Support District efforts to meet the library and information needs of all patrons.
- Maintain independent judgment without regard to personal benefit, special interests, or influence of partisan political groups.
- Protect the privacy of library users.
- Keep all library policies free of discrimination racism, sexism, and other bigotries of any kind.
- ~~Conduct work at the policy and planning level, understanding that implementation of District policies and plans is the responsibility of the Library Executive Director.~~
- Follow legal and ethical practices in making decisions.
- Recognize that authority rests with the whole Board assembled in public meetings, and make no personal statements or promises on behalf of the Board, nor take any private action, which may compromise the Board or the District.
- Support Respect the actions taken by a majority of the Board and clearly differentiate personal opinions from Board decisions.
- Recuse myself from participating in any financial or legal actions that might constitute a conflict of interest personally or professionally.

## Trustee Responsibilities

- Select, hire and evaluate the Library a competent and qualified Executive Director who is responsible for library operations on behalf of the Board.

- ~~Focus on policy and planning level work.~~ **Conduct work at the policy and planning level, by reviewing and adopting policies as necessary for the efficient and effective operation of the library District and provision of quality library service.**
- **Adopt** mission and **goal** statements that form the framework for all library operations and long range planning **for FVRL.**
- **Understand and accept that implementation of Board actions is the responsibility of the Library Executive Director.**
- ~~The adopted mission and goals statements are administered by the Library Executive Director.~~
- **Work** with the Library Executive Director and other appropriate officials **and partners to secure** the library receives adequate **needed** funding.
- **Fulfill mandated fiduciary responsibilities** by **adopting** and **monitoring the District's** annual budget **and monthly expenditures** as required by state law.
- ~~Review and adopt policies necessary for the efficient and effective operation of the library and provision of quality library service;~~
- Does not transfer or delegate its authority to set or enforce such **District** policies to any other agency.
- **Execute** responsibilities as defined in adopted policies.
- **Listen** to the concerns of the public, **refer** complaints to the Library Executive Director, and **act** on such complaints at a public meeting only after they have been **reviewed** by the **Board and the Library Executive Director.**
- **Maintain** up-to-date bylaws.
- **Monitor** and **review** district-wide library planning to ensure that such planning considers, but is not limited to:
  - Significant changes in the service area
  - Technological advances within the field
  - Significant developments in library service within the state, region, and nation
  - Development of other services within the regional library district
  - Planning efforts of other organizations within the district
  - Legislative issues
  - Financial conditions
  - Growth projections
  - Facilities development
  - Principles of efficient and effective provision of quality library service

**Trustee Commitments:** ~~Individual members of the Board agree to:~~

- Attend Board meetings regularly, **or if attendance is impossible, notify the Library Executive Director or Board Chair in advance.**
- Read the distributed materials before each meeting.
- Participate constructively in the decision-making process.
- Speak on behalf of the Board when appropriate.
- Keep abreast of important developments in library trends and practices.

- Participate in Board development activities.
- Become familiar with national, state, and local laws and with rules and regulations regarding libraries.
- Support and promote the Fort Vancouver Regional Library District as an indispensable part of a livable community.
- ~~When attendance is impossible, notify the Library Executive Director or Board Chair in advance.~~

**Related Policies:** Related Policies: Asset Management; Bylaws of the Library Board of Trustees; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence

**Applicable Law:** 23.03.085, 24.03.090, 27.04.055, 27.12, 42.30 RCW

**Adopted:** June 11, 1992 as *Code of Ethics for Library Trustees*; Policy name revised to "*Ethics, Code for Library Trustees*" for easier indexing, 2/10/03; revised and combined with Role of the Board Policy: April 9, 2007; Reviewed March 9, 2009; Revised and reaffirmed April 13, 2009;

# Fort Vancouver Regional Library District Trustee Ethics and Responsibilities Policy

**DRAFT - 07/18/2022 (SR 2022-24) CLEAN**

## Purpose

The Board of Trustees of the Fort Vancouver Regional Library District (FVRL) is responsible for providing and maintaining quality public library services for the citizens of the regional library district as set forth in RCW 27.12 and any other applicable laws. To set direction, monitor and review library performance, and to fulfill the obligations of the public trust, the Board:

## Trustee Ethics

As a member of the Fort Vancouver Regional Library District Board of Trustees, I will support the mission of a public library in a free society. Specifically:

- Work to ensure that the public has equal access to information, both as a Constitutional Right and as the best way to sustain a democratic way of life.
- Support the efforts of library staff in resisting censorship by groups or individuals.
- Support the acquisition and maintenance of a complete and balanced library collection.
- Keep confidential any matters discussed in executive session.
- Support District efforts to meet the library and information needs of all patrons.
- Maintain independent judgment without regard to personal benefit, special interests, or influence of partisan political groups.
- Protect the privacy of library users.
- Keep all library policies free of discrimination.
- Follow legal and ethical practices in making decisions.
- Recognize that authority rests with the whole Board assembled in public meetings, and make no personal statements or promises on behalf of the Board, nor take any private action, which may compromise the Board or the District.
- Respect the actions taken by a majority of the Board and clearly differentiate personal opinions from Board decisions.
- Recuse myself from participating in any financial or legal actions that might constitute a conflict of interest personally or professionally.

## Trustee Responsibilities

- Select, hire and evaluate a competent and qualified Executive Director.
- Conduct work at the policy and planning level, by reviewing and adopting policies as necessary for the efficient and effective operation of the District and provision of quality library service.
- Adopt mission and goal statements that form the framework for all library operations and long range planning for FVRL.
- Understand and accept that implementation of Board actions is the responsibility of the Executive Director.

- **Work** with the Executive Director and other appropriate officials **and partners to secure needed** funding.
- **Fulfill mandated fiduciary responsibilities** by adopt**ing** and monitor**ing the District's** annual budget **and monthly expenditures** as required by state law.
- Does not transfer or delegate its authority to set or enforce **District** policies to any other agency.
- **Execute** responsibilities as defined in adopted policies.
- **Listen** to **the** concerns of the public, **refer** complaints to the Executive Director, and **act** on such complaints at a public meeting only after they have been **reviewed** by the **Board and the** Executive Director.
- **Maintain** up-to-date bylaws.
- **Monitor** and **review** district-wide library planning to ensure that such planning considers, but is not limited to:
  - Significant changes in the service area
  - Technological advances within the field
  - Significant developments in library service within the state, region, and nation
  - Development of other services within the regional library district
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  - Legislative issues
  - Financial conditions
  - Growth projections
  - Facilities development
  - Principles of efficient and effective provision of quality library service

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- Attend Board meetings regularly, **or if attendance is impossible, notify the Library Executive Director or Board Chair in advance.**
- Read the distributed materials before each meeting.
- Participate constructively in the decision-making process.
- Speak on behalf of the Board when appropriate.
- Keep abreast of important developments in library trends and practices.
- Participate in Board development activities.
- Become familiar with national, state, and local laws and with rules and regulations regarding libraries.
- Support and promote the Fort Vancouver Regional Library District as an indispensable part of a livable community.

**Related Policies:** **Related Policies: Asset Management; Bylaws of the Library Board of Trustees; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence**

**Applicable Law:** 23.03.085, 24.03.090, 27.04.055, 27.12, 42.30 RCW

**Adopted:** June 11, 1992 as *Code of Ethics for Library Trustees*; Policy name revised to "*Ethics, Code for Library Trustees*" for easier indexing, 2/10/03; revised and combined with Role of the Board Policy: April 9, 2007; Reviewed March 9, 2009; Revised and reaffirmed April 13, 2009;

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**RESOLUTION: 2022-10**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES, AUTHORIZING THE CLOSEOUT OF THE UNION CORNER CONSTRUCTION CONTRACT FOR THE RENOVATION OF THE FVRL OPERATIONS CENTER**

A meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Monday, July 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 Operations Center located at 1007 East Mill Plain Boulevard, Vancouver WA 98663, was damaged by a catastrophic flood on October 3, 2020; and

**WHEREAS**, the FVRL Board of Trustees declared an emergency on October 9, 2020 and directed staff to contract with the necessary vendors to manage facility clean up and repair; and

**WHEREAS**, FVRL contracted with Union Corner Construction, LLC to perform the emergency renovation work on the FVRL Operations Center; and

**WHEREAS**, the work performed within the scope of the Union Corner Construction contract has been completed; and

**WHEREAS**, the State of Washington requires that a Notice of Completion is filed prior to the close out of all public works contracts exceeding \$35,000; and

**WHEREAS**, all public works contracts in excess of \$300,000 additionally require Board approval prior to submission of a Notice of Completion to the State,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the closeout of the Union Corner Construction contract for construction of the FVRL Operations Center.

Adopted this 18th day of July, 2022

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

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

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

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G702

PAGE One of Two

**OWNER:**  
Fort Vancouver Regional Library District  
16821 SE McGilivray Blvd, Ste 100, Bldg 1  
Vancouver, WA 98683

**PROJECT:**  
FVRL Operations Center  
1107 E Mill Plain Blvd  
Vancouver, WA 98663

Distribute to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**FROM (CONTRACTOR):**  
Union Corner Construction, Inc.  
6500 A NE St. Johns Rd  
Vancouver, WA 98661-1230

**VIA (ARCHITECT)**  
LSW Architects  
610 Ester St., Ste 200  
Vancouver, WA 98660

**PROJECT NO:** 2105  
**Bid Number**  
**CONTRACT DATE:** 3/8/2021

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month			
Number	Date Approved		
CO #1 & 9-12		214,686.96	
CO #2-8			19,128.01
CO #13		6,119.64	
Totals		220,806.60	19,128.01
Net change by Change Orders			201,678.59

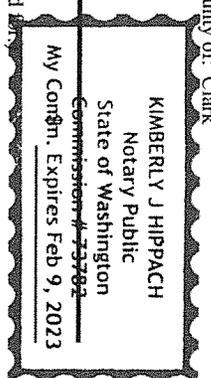
<b>1. ORIGINAL CONTRACT SUM</b>		<b>1,155,997.78</b>
2. Net change by Change Orders		201,678.59
3. CONTRACT SUM TO DATE (Line 1 + - 2)		1,357,676.37
4. TOTAL COMPLETED & STORED TO DATE		1,357,676.37
5. RETAINAGE:		
a. 5% of Completed Work	\$ 0.00	
b. % of Stored Material	\$ 0.00	
Total Retainage (Line 5a + 5b or Total in Column 1 of G703)	\$ 0.00	
6. TOTAL EARNED LESS RETAINAGE		1,357,676.37
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificates)		1,295,110.64
8. CURRENT PAYMENT DUE		<b>62,565.73</b>
9. BALANCE TO FINISH, PLUS RETAINAGE		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR: UNION CORNER CONSTRUCTION, INC.**

**DATE:** 7/12/2022  
**Rick Porter, President**

State of: Washington  
Subscribed and sworn to before me this 12th day of July, 2022  
Notary Public: Kimberly J Hippach  
My Commission expires: 2/9/2023



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as

indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.  
Facsimile of G702-1983

AMOUNT CERTIFIED: .....  
ARCHITECT: .....  
Date: .....

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO

AIA Document G702, Application and Certificate for payment, containing

CONTRACTORS signed Certification is attached.

In tabulation below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 2105.R  
 APPLICATION DATE: 7/12/2022  
 PERIOD TO: 6/30/2022  
 PROJECT NO:

Operations Center

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D or E)	G TOTAL Completed and Stored To Date (D+E+F)	H % (G/C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)							
<b>Pre-Construction Work</b>										
1	Preconstruction Work	32,809.78	32,809.78				32,809.78	100%	0.00	0.00
2	Overhead & Profit	4,265.27	4,265.27				4,265.27	100%	0.00	0.00
<b>Permit Plans Package</b>										
3	Testing	23,032.09	23,032.09				23,032.09	100%	0.00	0.00
4	Dump Fees	914.07	914.07				914.07	100%	0.00	0.00
5	Janitorial Cleaning	13,908.00	13,908.00				13,908.00	100%	0.00	0.00
6	Abatement	135,950.00	135,950.00				135,950.00	100%	0.00	0.00
7	Selective Demolition	50,000.00	50,000.00				50,000.00	100%	0.00	0.00
8	Cabinets/Countertops	20,990.00	20,990.00				20,990.00	100%	0.00	0.00
9	Crystalline Waterproofing	15,050.00	15,050.00				15,050.00	100%	0.00	0.00
10	Insulation	23,364.00	23,364.00				23,364.00	100%	0.00	0.00
11	Mirrors/Glazing Films	2,145.00	2,145.00				2,145.00	100%	0.00	0.00
12	Doors, Frames, Hardware	35,155.00	35,155.00				35,155.00	100%	0.00	0.00
13	Metal Studs	44,188.00	44,188.00				44,188.00	100%	0.00	0.00
14	Drywall	55,774.00	55,774.00				55,774.00	100%	0.00	0.00
15	Acoustic Ceiling	9,990.00	9,990.00				9,990.00	100%	0.00	0.00
16	Painting	21,811.00	21,811.00				21,811.00	100%	0.00	0.00
17	Floor Covering	133,545.00	133,545.00				133,545.00	100%	0.00	0.00
18	Toilet Compartments	4,848.00	4,848.00				4,848.00	100%	0.00	0.00
19	Bath Accessories	1,513.00	1,513.00				1,513.00	100%	0.00	0.00
20	Signs-Purchase	79.00	79.00				79.00	100%	0.00	0.00
21	Elevator Contingency	1,855.49	1,855.49				1,855.49	100%	0.00	0.00
22	Plumbing	68,839.30	68,839.30				68,839.30	100%	0.00	0.00
23	Plumbing Safe-Off	5,000.00	5,000.00				5,000.00	100%	0.00	0.00
24	HVAC	9,807.00	9,807.00				9,807.00	100%	0.00	0.00

Retainage

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO

AIA Document G702, Application and Certificate for payment, containing CONTRACTORS signed Certification is attached.

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APPLICATION NUMBER: 2105.R  
 APPLICATION DATE: 7/12/2022  
 PERIOD TO: 6/30/2022  
 PROJECT NO:

Operations Center

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G TOTAL Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period				
25	Electrical - Restroom Remodel	18,495.00	18,495.00			18,495.00	0.00	0.00
26	Electrical - Lighting	103,995.00	103,995.00			103,995.00	0.00	0.00
27	Electrical - Plug Allowance	14,535.00	14,535.00			14,535.00	0.00	0.00
28	Electrical Safe-Off	10,000.00	10,000.00			10,000.00	0.00	0.00
29	Fire Alarm	5,000.00	5,000.00			5,000.00	0.00	0.00
30	Carpentry Labor	11,447.68	11,447.68			11,447.68	0.00	0.00
31	Miscellaneous Material	1,019.00	1,019.00			1,019.00	0.00	0.00
32	Project Manager	13,844.27	13,844.27			13,844.27	0.00	0.00
33	On-Site Supervision	27,687.41	27,687.41			27,687.41	0.00	0.00
34	UCC Contingency	25,075.81	25,075.81			25,075.81	0.00	0.00
35	Overhead & Profit	118,151.42	118,151.42			118,151.42	0.00	0.00
<b>CHANGE ORDERS (incl. OH&amp;P)</b>								
36	Asbestos Overspray	5,932.50	5,932.50			5,932.50	0.00	0.00
37	Delete Floor Coverings	-89,395.80	-89,395.80			-89,395.80	0.00	0.00
38	Additional Lighting	54,070.50	54,070.50			54,070.50	0.00	0.00
39	Drywall/ACT	14,375.86	14,375.86			14,375.86	0.00	0.00
40	Cabinet Deduct	-9,028.70	-9,028.70			-9,028.70	0.00	0.00
41	Door Hardware Changes	-2,462.27	-2,462.27			-2,462.27	0.00	0.00
42	HVAC Modifications	6,307.66	6,307.66			6,307.66	0.00	0.00
43	Data Outlets	8,503.25	8,503.25			8,503.25	0.00	0.00
44	Exterior Lighting Power	2,593.35	2,593.35			2,593.35	0.00	0.00
45	Electrical Demo	3,066.48	3,066.48			3,066.48	0.00	0.00
46	Added Light Switching	7,339.35	7,339.35			7,339.35	0.00	0.00
47	Misc Electrical	1,533.66	1,533.66			1,533.66	0.00	0.00
48	Leel Bathroom Floors	5,077.44	5,077.44			5,077.44	0.00	0.00
49	Card Reader Cabling	7,847.85	7,847.85			7,847.85	0.00	0.00

Retainage

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO

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 PERIOD TO: 6/30/2022  
 PROJECT NO:

Operations Center

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Stored (Not in D or E)	G TOTAL Completed and Stored To Date (D+E+F)	H % (G/C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)							
50	Card Reader System	19,847.32	19,847.32				19,847.32	100%	0.00	0.00
51	HVAC Insulation Credit	-2,313.11	-2,313.11				-2,313.11	100%	0.00	0.00
52	Rubber Floor Tile	59,695.64	59,695.64				59,695.64	100%	0.00	0.00
53	Low Voltage Cabling	66,067.85	66,067.85				66,067.85	100%	0.00	0.00
54	CO 20 Add Cabinet	1,719.86	1,719.86				1,719.86	100%	0.00	0.00
55	CO 21 Plumbing Changes	3,672.62	3,672.62				3,672.62	100%	0.00	0.00
56	CO 22 Electrical Changes	3,579.84	3,579.84				3,579.84	100%	0.00	0.00
57	CO 23 Stairway Base	1,017.00	1,017.00				1,017.00	100%	0.00	0.00
58	CO 24 Fire Alarm	11,190.51	11,190.51				11,190.51	100%	0.00	0.00
59	CO 25 Fire Alarm Final	4,563.90	4,563.90				4,563.90	100%	0.00	0.00
60	CO 26 Rubber Floor Deduct	-2,812.23	-2,812.23				-2,812.23	100%	0.00	0.00
61	CO 27 Bond Premium	3,482.66	3,482.66				3,482.66	100%	0.00	0.00
62	CO 10R Rep Broken Glass	1,758.05	1,758.05				1,758.05	100%	0.00	0.00
Subtotal		1,251,314.63	1,251,314.63				1,251,314.63	100%	0.00	0.00
WA State Sales Tax @8.5		106,361.74	106,361.74				106,361.74		0.00	
Total		1,357,676.37	1,357,676.37				1,357,676.37		0.00	0.00

AIA Document G703\* Application and Certificate for payment \* facsimile of May 1983 Edition

Retainage



6500A NE St. Johns Rd. Vancouver, WA 98661 Phone: (360) 695-1034 Fax: (360) 699-5216

Union Corner Construction, Inc.  
6500A NE St. Johns Road  
Vancouver, WA 98661

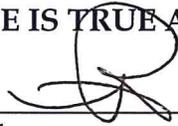
Project: FVRL Operations Center

### UNCONDITIONAL RELEASE

The undersigned does hereby acknowledge that the undersigned has been paid and has received payment in the sum of \$62,565.73 for labor, services, equipment or materials furnished to the above referenced project and upon properly endorsed and has been paid by the bank upon which it was drawn, this document shall become effective to release pro tanto any and all claims and the rights of lien which the undersigned has on the above referenced project. This release covers payments for labor, services, equipment, material furnished and/or claims through **June 30, 2022** only and does not cover any retention, pending change order items or items furnished after that date.

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT.

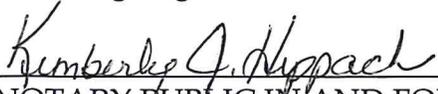
I CERTIFY UNDER PENALTY PERJURY UNDER LAW OF THE STATE OF WASHINGTON THAT THE ABOVE IS TRUE AND CORRECT STATEMENT.

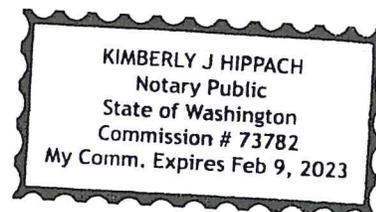
SIGNATURE:   
Title: President  
Date: July 12, 2022

### NOTARY

State of: Washington  
County of: Clark

The foregoing release was subscribed and sworn to me this 12<sup>th</sup> day of July 2022

  
NOTARY PUBLIC IN AND FOR THE STATE  
OF Washington  
Residing at Vancouver, WA 98682  
My commission expires: February 9, 2023



**Fort Vancouver Regional Library District**  
**Staff Report 2022-31**  
**Architectural and Engineering Services Contract**  
**Woodland Community Library**

**TO: Board of Trustees**

**FROM:** Amelia Shelley, Executive Director

**DATE:** 07/18/2022

**SUBJECT: B101-2017 Architectural and Engineering Services Contract Woodland Community Library**

**SUMMARY:** Based on the final decision on the location of the new Woodland Community Library, and the amount of funds available to the project, FVRL has determined it is ready to begin the final stages of schematic design, design development, construction drawings, permitting and other steps to move the project forward.

**OVERVIEW:** FVRL selected Hacker Architects (Hacker) through a competitive Request for Qualifications process in 2019 to complete a Conceptual Design for a new Woodland Community Library. That work concluded in 2020 and we have been working with Hacker since early in 2022 to confirm the building placement and final size. FVRL's original contract with Hacker was for Conceptual and Schematic Design Services only.

FVRL has negotiated a second contract with Hacker that includes schematic design, design development, construction drawings, permitting and engineering and other consultant services, as well as an estimate for construction administration, should we be ready to move forward at that time.

The current budget for this project is \$7 million all in. In general, architectural services should not exceed 8-12% of the total project cost and consultant services should not add up to more than another 5%. The combined total of the contract and consultant services is 17% of the budget.

**Additional Design and Consulting Services included in the contract:**

- Sustainability/LEED Consultant
- Landscape design
- Security and safety planning
- Mechanical, Structural, and Plumbing Engineering
- Lighting and acoustics
- Low voltage design
- Interior design
- Code requirements
- FF&E support

**Woodland Estimated Budget (07.18.22)**

Revenue Source	Allocated	Expenses	7500 sf	Gap
WA Capital Grant	\$ 2,560,000	Cost of construction	\$5,000,000	
Friends	\$ 642,395	Soft Costs	\$1,500,000	
FVRL	\$2,415,536	Contingency @ 5%	\$250,000	
Foundation	\$ 144,701	FF&E	\$250,000	
<b>Total</b>	<b>\$ 5,762,362</b>	<b>Total</b>	<b>\$7,000,000</b>	<b>\$ 1,237,638</b>

**Proposed Architectural Design Schedule**

Phase	Time	Dates
Schematic Design	13 weeks	Jul - Sept 2022
Design Development	17 weeks	Sept - Dec 2022
Construction Drawings	21 weeks	Jan - Apr 2023
Permitting	Concurrent with CD	Jan - Apr 2023
Bid	Concurrent with CD	Mar - Apr 2023
Construction Admin*	14 to 16 months	Apr 2023 - Jun 2024

**ACTION REQUESTED:** Staff requests that the Board give the Executive Director the authority to negotiate a final contract with Hacker for the Woodland Community Library project.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

**Resolution 2022-8**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO ENGAGE IN FINALIZING THE CONTRACT FOR ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES FOR THE WOODLAND COMMUNITY LIBRARY**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held April 18, 2022 at the Vancouver Community Library, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

**WHEREAS**, the Fort Vancouver Regional Library District issued a Request for Qualifications for Conceptual Design Services for a new Woodland Community Library on September 27, 2019; and

**WHEREAS**, the Request for Qualifications for the Woodland Community Library Conceptual Design stipulated that FVRL reserved the right to continue with the Finalist selected for future services beyond those services advertised in the RFQ; and

**WHEREAS**, FVRL selected Hacker Architects as the most qualified applicant and who have completed the conceptual design program and are willing to begin the next phases of planning for the new Woodland library; and

**WHEREAS**, an additional architectural and engineering agreement covering schematic design, design development, construction drawings and administrative services as well as consultants to meet LEED Silver standards as required by state statute is necessary; and

**WHEREAS**, the contract will exceed the Executive Director's authority to negotiate FVRL contracts is limited to a maximum of \$350,000 and contracts over that amount require approval by the Board of Trustees,

**NOW, THEREFORE, BE IT RESOLVED** that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2022-8, authorizing the Executive Director to engage in finalizing the contract with Hacker Architects for the Woodland Community Library.

Adopted this 18th day of April, 2022

*Dorcas Jane Higgins*

Dorcas Jane Higgins (Apr 20, 2022 11:41 PDT)

Jane Higgins, Chair

*Mary Ann Duncan-Cole*

Mary Ann Duncan-Cole, Secretary

April 12, 2022

Revised April 27, 2022 (REV-2)

Revised May 11, 2022 (REV-3)

Revised July 4, 2022 (REV-4)

Amelia Shelley  
Executive Director  
Fort Vancouver Regional Libraries – Operations Center  
1007 E Mill Plain Blvd, Vancouver WA 98663  
ashelley@fvrl.org 360-906-5011

Re: Woodland Library  
Proposal for Design Services

Dear Amelia:

We are excited for the opportunity to continue collaborating with the you on the new Woodland Library. With this letter we describe our understanding of the project scope and assumptions based on the request for proposal as well as our conversations with you.

### **Project Description**

- The project is the design of a new approximately 7,500 sf library on a 2.42-acre site at 828 Goerig Street in Woodland WA. The library is part of the Fort Vancouver Regional Library District (FVRL). The project work is Schematic Design through Construction Administration. The design will be based on the 100% Schematic Design for the 11,000-sf building completed in 2020. However, the design will need to be modified / reduced in size to meet the new 7,500 sf goal.
- A preliminary architectural concept plan has been developed for this smaller size. The design will be based on this concept presented to the Committee on Feb 22, 2022. See attached Concept Design package.
- Site elements, general configuration and systems will be based on the previous Schematic Design but need to be adjusted to fit the new building footprint and configuration. Construction of site elements may be phased as funding allows.

- It is anticipated that the city will be purchasing the corner lot. As such, this site area and associated off-site improvements are not included.
- Given that the project will be based on the already completed 100% SD, a “reduced duration” SD phase is planned.
- LEED Silver (minimum) certification is required.
- The estimated construction budget is approx. \$6.5 Million Construction (includes approximate building cost of \$4M, Base Site elements cost of \$1.5M, and enhanced site elements of \$1M)

**Schedule**

This proposal is based on the following durations and milestones. The anticipated contract start date is May 30th, 2022.

Phase	Duration - weeks	Assumptions
<b>Schematic Design</b>	12	8 wks. to 100% SD Set plus 4 wks. for cost and review
100% SD	Milestone Issuance	Cost estimate
<b>Design Development</b>	15	11 wks. to 100% DD Set plus 4 wks. for cost and review
50% DD	Milestone Issuance	Internal Review, No cost estimate
100% DD	Milestone Issuance	Cost estimate
<b>Construction Documents</b>	14	14 wks. to Permit Set with a concurrent cost estimate at 50% CD
50% CD	Milestone Issuance	Cost estimate
Permit Set	Milestone Issuance	Milestone at 95% CD’s level, GMP or Bid
<b>Permitting</b>	6 (estimated)	Duration may vary. Single permit assumed.
<b>Bidding Phase</b>	(Concurrent w/ Permitting)	
<b>Construction</b>	16 months (estimated)	
Conformed Set*	Milestone Issuance	*Permit Set modified to include any addenda issued during permitting and bidding negotiations phases and accepted alternates. Issued at the end of the permitting & bidding phase.

**Contract**

We anticipate negotiating the contract once this proposal is accepted. This proposal assumes using the American Institute of Architects (AIA) Document B101-2017 Standard Form of Agreement Between Owner and Architect as a baseline for negotiation. We request that this proposal letter (and attached exhibits) be included as an exhibit to the contract.

**Delivery Method**

Design-Bid-Build delivery.

**Design Team and Fees**

The Design work is split into 2 phases:

Phase 1: SD, DD, CD, Permit (lump sum fee)

Phase 2: Bid, CA, Close Out (T+M not to exceed – estimate only at this time)

The fees and reimbursable allowance are as outlined below:

Discipline	Firm	PHASE 1					PHASE 2 (estimates only)				Total Fee
		SD	DD	CD	PERMIT	PHASE 1 TOTAL	BID	CA	Close Out	PHASE 2 TOTAL	
<b>BASIC SERVICES</b>											
Architectural (incl. Spec Writer)	Total	\$ 75,138	\$ 121,417	\$ 148,335	\$ 14,841	\$ 359,731	\$ 4,047	\$ 204,059	\$ 2,284	\$ 210,390	\$ 570,121
Structural	KPFF	\$ 9,200	\$ 9,000	\$ 20,000	\$ 2,000	\$ 34,200	\$ 1,000	\$ 10,000	\$ 2,500	\$ 13,500	\$ 48,000
MEP	PAE	\$ 9,600	\$ 20,900	\$ 36,500	\$ 800	\$ 67,800	\$ 1,200	\$ 20,000	\$ 2,000	\$ 23,200	\$ 91,000
<b>Basic Services Total</b>		<b>\$ 88,238</b>	<b>\$ 151,317</b>	<b>\$ 204,835</b>	<b>\$ 17,641</b>	<b>\$ 462,031</b>	<b>\$ 6,247</b>	<b>\$ 224,059</b>	<b>\$ 6,784</b>	<b>\$ 247,090</b>	<b>\$ 709,121</b>
<b>SUPPLEMENTAL SERVICES</b>											
Interiors	Hacker Architects	\$ 16,632	\$ 22,176	\$ 23,100	\$ -	\$ 61,908	\$ -	\$ 11,616	\$ -	\$ 11,616	\$ 73,524
Civil						\$ -				\$ -	
Design	TBD					\$ -				\$ -	
Public Works Improvements	TBD					\$ -				\$ -	
Landscape	PLACE	\$ 14,000	\$ 20,000	\$ 24,000	\$ 1,000	\$ 59,000	\$ 1,000	\$ 8,000	\$ 1,000	\$ 10,000	\$ 69,000
Code Consultant	Code Unlimited	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 7,500				\$ -	\$ 7,500
Lighting	O-	\$ 1,440	\$ 6,480	\$ 5,760	\$ 1,440	\$ 15,120		\$ 5,760	\$ -	\$ 5,760	\$ 20,880
Acoustic	Listen	\$ 3,320	\$ 7,105	\$ 8,575	\$ -	\$ 19,600		\$ 7,350	\$ -	\$ 7,350	\$ 26,950
Low Voltage Design						\$ -				\$ -	
Telecommunications System	PAE	\$ 1,750	\$ 2,500	\$ 4,000	\$ 200	\$ 8,450	\$ 300	\$ 1,500	\$ 500	\$ 2,300	\$ 10,750
Audiovisual System	PAE	\$ 1,140	\$ 1,625	\$ 2,600	\$ 200	\$ 5,565	\$ 300	\$ 970	\$ 500	\$ 1,770	\$ 7,335
Electronic Safety and Security System	PAE	\$ 610	\$ 875	\$ 1,400	\$ 200	\$ 3,085	\$ 300	\$ 525	\$ 500	\$ 1,325	\$ 4,410
<b>SEPA APPLICATION</b>						\$ -				\$ -	
SEPA Submittal Prep and Application	Hacker Architects	\$ 4,160	\$ -	\$ -	\$ -	\$ 4,160				\$ -	\$ 4,160
<b>LEED</b>						\$ -				\$ -	
Sustainability Consultant	LENSA	\$ 3,300	\$ 3,400	\$ 9,400	\$ -	\$ 16,100	\$ 14,000	\$ 3,100	\$ -	\$ 17,100	\$ 33,200
LEED Certification Support:						\$ -				\$ -	
Energy Study and Modeling	PAE			\$ 20,000	\$ -	\$ 20,000	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 25,000
Credit Tracking and Documentation	PAE			\$ 5,000	\$ -	\$ 5,000	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 7,500
Lighting Documentation for LEED	O-			\$ 1,600	\$ -	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ 1,600	\$ 3,200
<b>10%</b>	<b>mark-up</b>	4,945	6,666	10,793	304	22,708	190	5,882	560	6,632	29,340
<b>Supplemental Services Total</b>		<b>\$ 94,397</b>	<b>\$ 73,327</b>	<b>\$ 118,728</b>	<b>\$ 3,344</b>	<b>\$ 249,796</b>	<b>\$ 2,090</b>	<b>\$ 64,703</b>	<b>\$ 6,160</b>	<b>\$ 72,953</b>	<b>\$ 322,749</b>
<b>Project Total (Basic and Supplemental)</b>		<b>\$ 142,635</b>	<b>\$ 224,644</b>	<b>\$ 323,563</b>	<b>\$ 20,985</b>	<b>\$ 711,827</b>	<b>\$ 8,337</b>	<b>\$ 298,762</b>	<b>\$ 12,944</b>	<b>\$ 320,043</b>	<b>\$ 1,031,870</b>

Phase 1 – SD, DD, CD, Permit (Lump Sum Fee) = \$ 711,827

Reimbursable allowance = \$5000

Phase 2- Bid, CA, Close Out (T+M not to exceed - estimate) = \$320,043

Reimbursable allowance = \$10,000

In addition, the following Optional Services\*\* could be added at your request:

OPTIONAL SERVICES		SD	DD	CD	PERMIT/BID	CA	Close Out	Total Fee
<b>CODE REQ'D ENVELOPE TESTING</b>								\$ -
Whole Building Air Leakage	(TBD)					\$ 7,500 (estimate)		\$ 7,500
<b>PAE</b>								\$ -
Photovoltaic System Analysis and Design	PAE	\$ 1,500	\$ 3,250	\$ 4,735		\$ 1,725	\$ 290	\$ 11,500
Energy Incentive Program Analysis	PAE	\$ 1,000		\$ 2,500				\$ 3,500
Daylighting Model	PAE	\$ 5,000	\$ 5,000					\$ 10,000
Fundamental Commissioning (excl. Envelope)	PAE			\$ 4,000		\$ 40,000		\$ 44,000
Enhanced Commissioning (excl. envelope)	PAE			\$ 5,000		\$ 20,000		\$ 25,000
<b>RDH (Envelope Commissioning and Testing)</b>								\$ -
Building Envelope Commissioning (Fundamental)	RDH		\$ 3,000	\$ 5,000				\$ 8,000
Enhanced Building Envelope Commissioning	RDH	\$ 3,000	\$ 5,000	\$ 11,000	\$ 1,500	\$ 40,000	\$ 5,000	\$ 65,500
Water Penetration Testing	RDH					\$ 10,500		\$ 10,500
<b>DCW</b>								\$ -
Cost Estimator (at 100% SD Only)	DCW						Included In ASR 1	\$ -
<b>The Felt Hat</b>								\$ -
Wayfinding + Graphics (Library)	The Felt Hat	\$ 8,000	\$ 9,000	\$ 5,000	\$ 400	\$ 5,400	\$ 200	\$ 28,000
Monument Signage	The Felt Hat	\$ 5,000	\$ 7,500	\$ 4,000	\$ 600	\$ 3,000	\$ 500	\$ 20,600
Graphic Standards Playbook	The Felt Hat	-	\$ 800	\$ 200	-	-	-	\$ 1,000

Reimbursable allowance for listed Optional Services are as follows:

- Photovoltaic System Analysis and Design = \$500
- Fundamental Commissioning by PAE = \$2,000
- Enhanced Building Envelope Commissioning = \$500
- Monument Signage = \$1,030
- Graphic Standards Playbook = \$50

\*\* Note that all LEED related building commissioning scope (prerequisite and optional) is listed under Optional Services per Owner request. Depending on LEED scorecard progress in early Schematic Design Phase, the design team may advise Owner to pursue these scopes to achieve LEED Silver (minimum) if not enough credits are secured from basic and supplemental services. It is assumed that the owner will be engaging 3<sup>rd</sup> part building commissioning agents and testing services as needed.

### Insurance

Hacker and our consultants will carry insurance as set forth in table below and shall name the owner as an additional insured upon contract signature. A limitation of liability to what is defined in the attached matrix will be required. If desired, coverage higher than what is shown can be provided for an additional fee.

Discipline	Firm	Professional	General	Workmans			Comments
		Liability	Liability	Auto	Comp	Umbrella	
Architect (Prime)	Hacker	\$2M/\$5M	\$2M/\$2M	\$1M	\$1M	\$4M/\$4M	per claim / aggregate
Subconsultants							
Structural	KPFF	\$10M/\$10M	\$1M/\$2M	\$1M	\$1M	\$10M/\$10M	per claim / aggregate
MEP	PAE	\$5M/\$5M	\$1M/\$2M	\$1M	\$1M	\$5M/\$5M	covers all PAE scope
Civil	HHPR	\$2M/\$4M	\$1M/\$2M	\$1M/\$1M	\$0.5M	\$5M/\$5M	per claim / aggregate
Landscape	PLACE	\$2M/\$3M	\$2M/\$2M	\$1M	\$0.5M	\$2M	per claim / aggregate
Lighting	O-	\$1m	\$1m/\$2m		\$1m	\$5m/\$5m	per claim / aggregate
Acoustic	Listen	\$2M/\$2M	\$1m/\$2m	\$1M	\$1M	\$2M	per claim / aggregate
Sustainability	Lensa	\$1M/\$1M	\$2M/\$4M	\$2M	Not req'd	None	per claim / aggregate
Wayfinding + Graphics	The Felt Hat	n/a	\$2M/\$2M	\$1M	\$1M	\$1M	per claim / aggregate
Building Envelope Cx	RDH	\$1M/\$1M	\$2M/\$2M	\$1M	\$1M	\$5M/\$5M	per claim / aggregate

**Assumptions:**

- This proposal assumes that the Owner will provide the following services:
  - Hazardous Materials Report
  - Environmental (abatement) (if required)
  - Geotechnical Engineering (completed)
  - Site Survey (completed)
  - Traffic Study (completed)
  - Arborist (if required)
  - Special Inspections & Materials Testing
  - LEED Certification fees
  - Code Required Testing
  - All LEED related building commissioning and testing services
  - Code required signage design
- A Cost Consultant is not included, but needs to be on board by the end of Schematic Design for Cost estimates at 100% SD and 100% DD
- As-designed Record Drawings are included. As-constructed Record Drawings (commonly known as “as-builts”) can be provided as an additional service.
- Assistance with WA Dept. of Ecology SEPA Checklist is included.
- A Civil engineer is not currently included but needs to be on board by week 2 of SD.
- FFE is currently not included. Hacker can provide if desired.
- The Owner will coordinate installation and procurement of owner-provided equipment.
- Multiple bid and permit packages are not anticipated but can be provided as an additional service.
- Assumes renderings developed during the design phase for the purposes of design evolution can be used for marketing and jurisdictional purposes. Additional renderings can be provided. Additional Services may apply.
- Coordination with utility provider(s) will be led by owner, with support from the design team during the design phase. The design/build subcontractor will provide support once engaged.
- It is assumed that Whole Building Air Leakage testing is required per Building Code and an estimate \$ amount is added under Optional Services to assist Owner with budgeting efforts.
- Assumes one Community Event per phase for Architecture team.

- **Cost of the Work Process during Phase 1:**

For Schematic Design: Upon receipt of the Owners review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under SD Cost Action below and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

*SD Cost Action:* If, prior to the conclusion of the Design Development Phase, the estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

For Design Development: Upon receipt of the Owners review comments and cost estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under DD Cost Actions below and request the Owner's approval of the Design Development Documents.

*DD Cost Actions:* If the Owner's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

.1 give written approval of an increase in the budget for the Cost of the Work.

.2 terminate

.3 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or

.4 implement any other mutually acceptable alternative.

Note A: If the Owner chooses to proceed under .3 above, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under 1 above. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility.

For Construction Documents: Upon receipt of the Owner's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under CD Cost Action below and request the Owner's approval of the Construction Documents.

*CD Cost Action:* After incorporation of modifications under Note A, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by the Owners subsequent cost estimates, the Guaranteed Maximum Price proposal, or Control Estimate that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

- For additional assumptions refer to the attached Exhibit C: Proposal Contract and Scope Assumptions – Architectural and Consultants

Again, thank you for this opportunity. We are excited about the potential this project offers to Woodland community. Please call if you have any questions or would like to discuss this proposal further.

Sincerely,



Laura Klinger, Principal  
Hacker

Accepted:

Amelia Shelley, Executive Director  
Fort Vancouver Regional Libraries

Enclosures:

- Exhibit B: 2022 Hacker Reimbursable Expenses and 2022 Hacker Hourly Rates
  - Exhibit C: Proposal Contract and Scope Assumptions – Architectural and Consultants
  - Exhibit D: Insurance matrix
  - Concept Design for Reduced Building Area (Feb 22, 2022)
  - Landscape Design Scope Diagram (April 20, 2022)
  - Enlarged fee matrix
- cc: Hacker File

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

**Resolution 2022-11**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES APPROVING THE CONTRACT FOR ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES FOR THE WOODLAND COMMUNITY LIBRARY**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held July 18, 2022 at the Vancouver Community Library, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

**WHEREAS**, the FVRL Board of Trustees authorized the Executive Director through Resolution 2022-8 to negotiate a contract on the District’s behalf with Hacker Architects pertaining to their continuing work on the new Woodland Community Library; and

**WHEREAS**, Hacker Architects provided a standard American Institute of Architect’s (AIA) B-101 2017 contract covering the next phases of the work on the Woodland Community Library; and

**WHEREAS**, Hacker Architects has completed the conceptual design program for the new library and is ready to begin the next phases of design of the library along with their consultants for the sum of \$711,827, plus reimbursable expenses, and requests an estimated amount of \$320,043, plus reimbursable expenses to complete the project; and

**WHEREAS**, an architectural and engineering agreement covering schematic design, design development, construction drawings and permitting services for Hacker Architects as well as their consultants, is necessary for the performance of the work; and

**WHEREAS**, the Executive Director’s authority to approve FVRL contracts is limited to a maximum of \$350,000, and contracts over that amount require approval by the Board of Trustees,

**NOW, THEREFORE, BE IT RESOLVED** that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2022-11, approving the AIA B101-2017 contract with Hacker Architects for the sum of \$1,031,870, plus reimbursable expenses for the work.

Adopted this 18th day of July, 2022

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Jane Higgins, Chair

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Mary Ann Duncan-Cole, Secretary

**Fort Vancouver Regional Library District**  
**Staff Report 2022-32**  
**Automated Materials Handlers - Surplus of Equipment**

**TO:** FVRL Board of Trustees

**FROM:** Amelia Shelley, Executive Director

**DATE:** 07/18/2022

**SUBJECT: Surplus of Decommissioned Automated Materials Handling Equipment**

**KEY POINTS**

- Existing AMH systems were purchased when the libraries were new
- Failed frequently and needed repair or maintenance
- Original AMH vendor no longer provided software updates
- Failures cost staff time and are not always covered by maintenance agreements

**SUMMARY**

FVRL is in the process of replacing the Automated Materials Handling equipment at three libraries: Three Creeks, Cascade Park and Vancouver. As part of the replacement, old equipment was removed and must be surplussed. It is not possible to reuse or rehabilitate these systems. We will recycle what metal we can from the units.

**ACTION REQUESTED**

Staff requests that the Board of Trustees authorize the surplus of the AMH equipment on the attached list.

**RESOLUTION SCRIPT: 2022-12**

Resolution of the Fort Vancouver Regional Library District Board of Trustees declaring Fort Vancouver Regional Library District items as surplus and authorizing items to be sold or discarded.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Fort Vancouver Regional Library District authorizes and directs the Executive Director or designee to sell or discard the items.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Resolution 2022-12**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES DECLARING FORT VANCOUVER REGIONAL LIBRARY DISTRICT ITEM(S) AS SURPLUS AND AUTHORIZING ITEM(S) TO BE DISCARDED.**

A public meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held July 18, 2022, at the Ridgefield Community Library, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

**WHEREAS**, the FVRL Board of Trustees has authorized the purchase of item(s) through budget approval; and

**WHEREAS**, FVRL effectively utilizes its equipment to maximize service, which may result in upgrading equipment; and

**WHEREAS**, RCW 27.12 authorizes the FVRL Board of Trustees to designate the Executive Director or designee(s) to lawfully dispose of equipment no longer used by or required by the District; and

**WHEREAS**, in order to dispose of the no longer used item(s), the FVRL Board of Trustees must declare the item(s) as surplus; and

**WHEREAS**, staff has developed a list of outdated and non-functioning FVRL equipment that should be declared surplus;

**NOW, THEREFORE, BE IT RESOLVED** that the FVRL Board of Trustees declares the item(s) on the attached list as surplus, and authorizes and directs the Executive Director or designee(s) to sell or discard the item(s).

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

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



## Capital Equipment Removal Request

Board Approval List  
July 18, 2022

1. Cascade Park AMH Equipment – Installed 2009
2. Three Creeks AMH Equipment – Installed 2007
3. Vancouver AMH Equipment – Installed 2011
4. Vancouver Mall AMH Equipment – Installed 2013

Requested by   
Lynne Caldwell, CATS Director

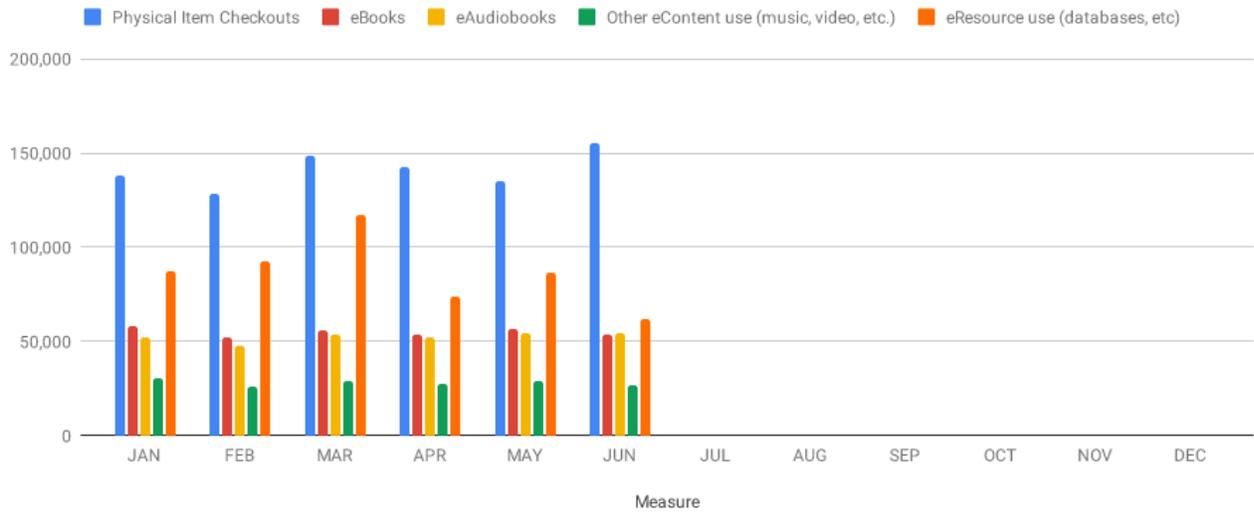
Authorized by   
Amelia Shelley, Executive Director

Board Approval: July 18, 2022 (Scheduled)

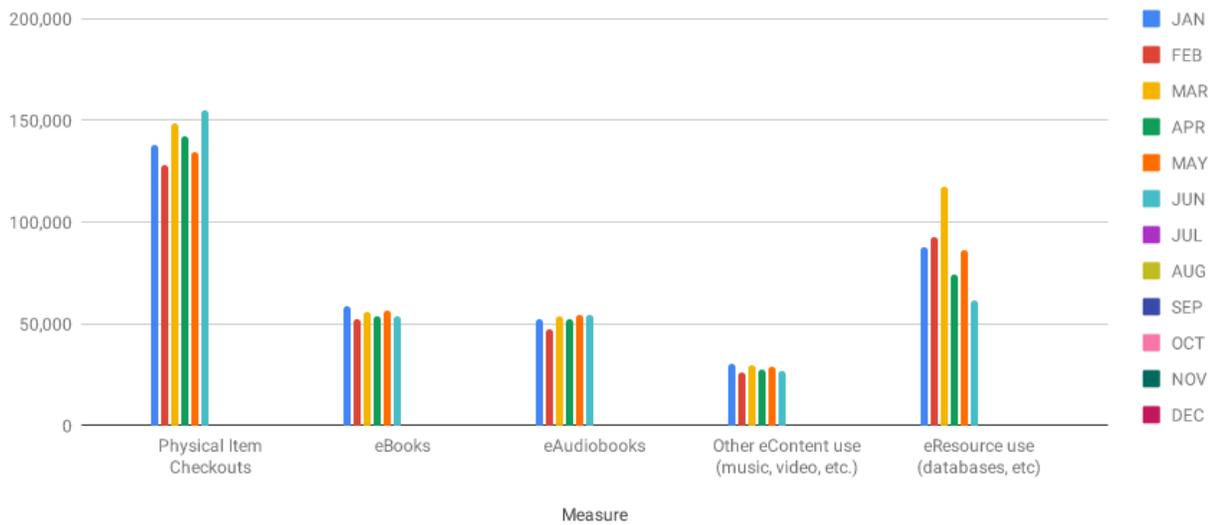
	June Circulation			YTD Circulation		
	2022	2021	Change	2021	2020	Change
Battle Ground Community Library	45,547	36,837	23.64%	260,829	172,015	51.63%
Cascade Park Community Library	69,197	54,754	26.38%	390,034	255,948	52.39%
La Center Community Library	6,989	7,059	-0.99%	39,705	30,486	30.24%
Ridgefield Community Library	11,159	4,261	161.89%	57,106	27,942	104.37%
Three Creeks Community Library	50,284	42,159	19.27%	273,615	190,049	43.97%
Vancouver Community Library	59,536	40,842	45.77%	331,206	209,437	58.14%
Vancouver Mall Library	11,382	10,639	6.98%	69,332	51,973	33.40%
Washougal Community Library	8,129	8,278	-1.80%	47,391	44,269	7.05%
Green Mountain Library Express	158	1	15700.00%	1,276	89	1333.71%
Yacolt Library Express	4,828	1,810	166.74%	28,920	13,095	120.85%
LibCabinet at Vancouver Mall	1	530	100.00%	38	0	100.00%
<b>Clark County Total</b>	<b>267,210</b>	<b>206,640</b>	<b>29.31%</b>	<b>1,499,452</b>	<b>995,303</b>	<b>50.65%</b>
Woodland Community Library	5,163	4,861	6.21%	30,003	24,646	21.74%
Yale Library Express	932	444	109.91%	4,777	1,223	290.60%
<b>Cowlitz County Total</b>	<b>6,095</b>	<b>5,305</b>	<b>14.89%</b>	<b>34,780</b>	<b>25,869</b>	<b>34.45%</b>
Goldendale Community Library	6,064	4,227	43.46%	37,434	22,371	67.33%
White Salmon Valley Community Library	10,289	9,820	4.78%	60,842	47,936	26.92%
Klickitat County Bookmobile	533	145	267.59%	5,789	551	950.64%
<b>Klickitat County Total</b>	<b>16,886</b>	<b>14,192</b>	<b>18.98%</b>	<b>104,065</b>	<b>70,858</b>	<b>46.86%</b>
North Bonneville Community Library	431	530	-18.68%	2,465	3,372	-26.90%
Stevenson Community Library	4,188	3,988	5.02%	26,136	20,672	26.43%
Skamania County Bookmobile	1,134	547	107.31%	6,994	1,671	318.55%
<b>Skamania County Total</b>	<b>5,753</b>	<b>5,065</b>	<b>13.58%</b>	<b>35,595</b>	<b>25,715</b>	<b>38.42%</b>
District-wide renewals	163	235	-30.64%	784	1,366	-42.61%
Mail	1,068	4,341	-75.40%	6,569	27,461	-76.08%
InterLibrary Loan Materials	273	208	31.25%	1,774	465	281.51%
<b>Misc Total</b>	<b>1,504</b>	<b>4,784</b>	<b>-68.56%</b>	<b>9,127</b>	<b>29,292</b>	<b>-68.84%</b>
Downloadable eBooks	53,637	56,594	-5.22%	330,223	371,046	-11.00%
eMagazines	1,674	2,153	-22.25%	10,553	15,528	-32.04%
Downloadable & streaming audiobooks	54,195	50,230	7.89%	314,925	312,002	0.94%
Downloadable & streaming music	16,583	21,707	-23.61%	108,231	146,871	-26.31%
Streaming video	8,575	9,492	-9.66%	50,078	57,332	-12.65%
<b>eContent Total</b>	<b>134,664</b>	<b>140,176</b>	<b>-3.93%</b>	<b>814,010</b>	<b>902,779</b>	<b>-9.83%</b>
<b>TOTAL</b>	<b>432,112</b>	<b>376,162</b>	<b>14.87%</b>	<b>2,497,029</b>	<b>2,049,816</b>	<b>21.82%</b>

# FVRL CIRCULATION - YTD 2022

Physical and eContent use by month

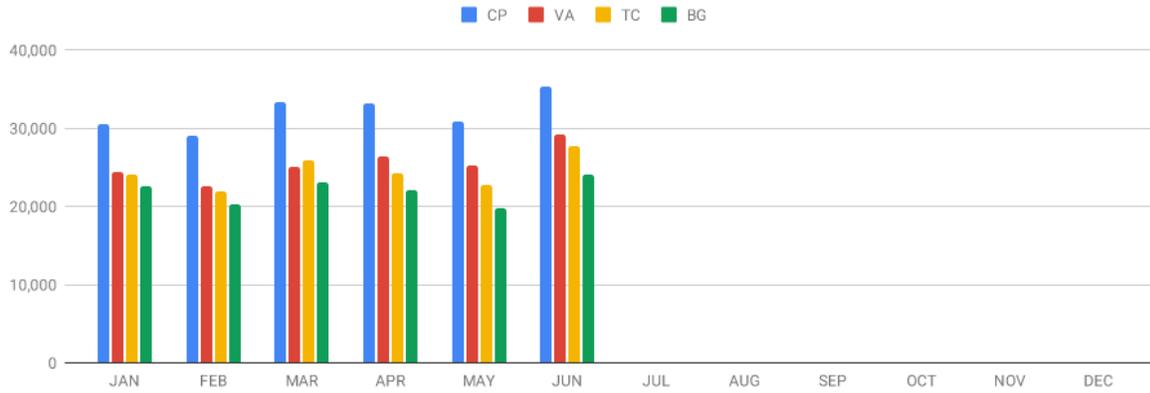


Physical and eContent use, month by month

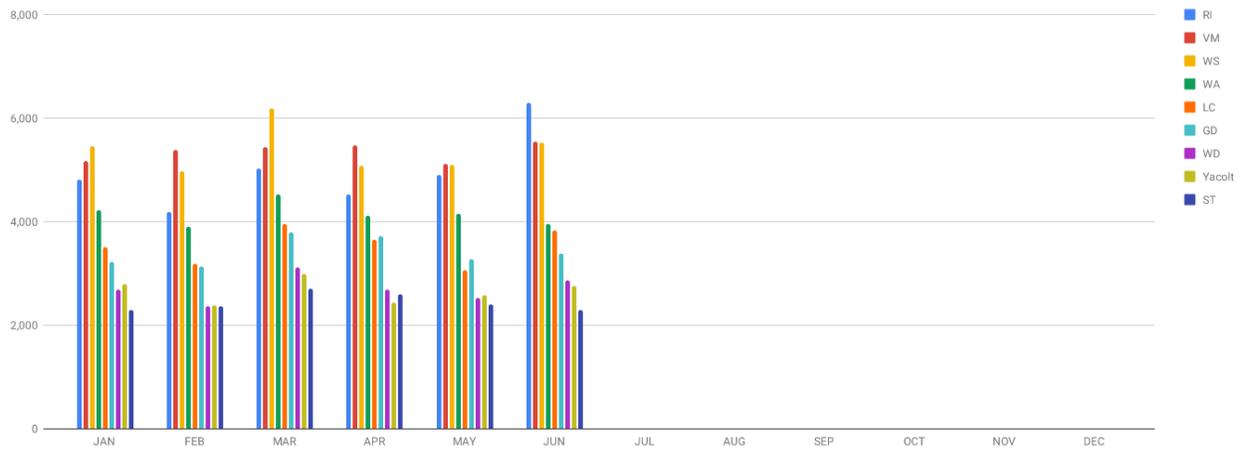


# FVRL CIRCULATION - YTD 2022

first time checkouts per month, four largest libraries

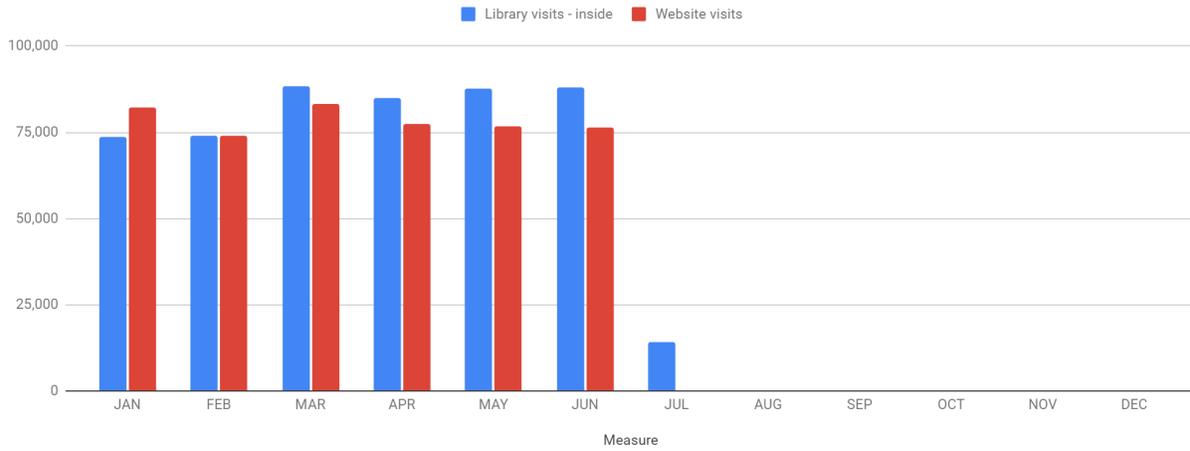


first time checkouts by month, smaller and rural locations

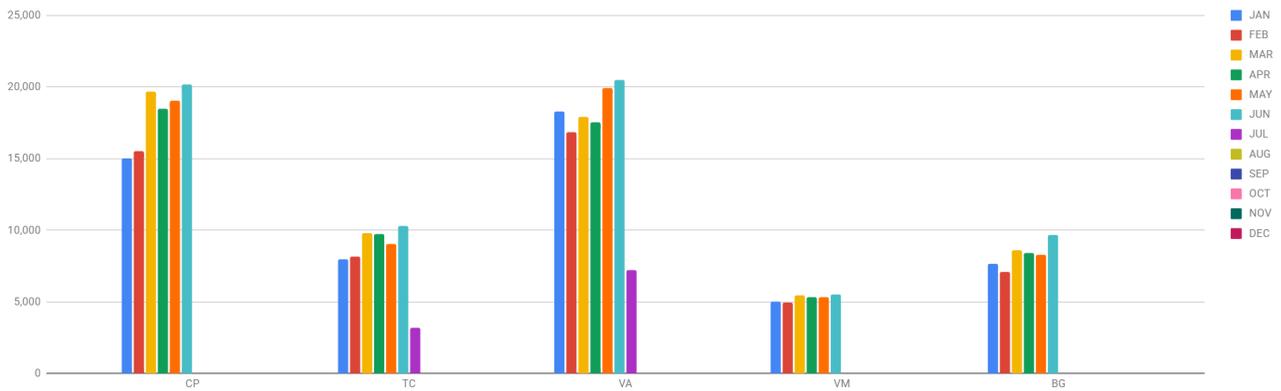


# FVRL VISITOR COUNTS - 2022 YTD

Library visits - inside and Website visits



Monthly visits at CP, TC, VA, VM, and BG



Monthly visits at small and rural branches, and bookmobiles

