



AGENDA FOR PUBLIC MEETING

DATE: Monday, August 22, 2022 at 6:00pm

LOCATION: **In Person:** White Salmon Community Library
77 NE Wauna Avenue; White Salmon, WA

Zoom Link: <https://us02web.zoom.us/j/88041932411>
Meeting ID: 880 4193 2411
Passcode: 380326
Dial: +1 253 215 8782 US

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: White Salmon Community Library, Ruth Shafer
 - 4.3 July Financial Statements, Attar Bhargal
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: July 18, 2022 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Megan Dugan
6. Business
 - 6.1 Resolution 2022-12: Skamania County Hazard Mitigation Plan ACTION
 - 6.2 Resolution 2022-13: Vancouver Public School District Contract ACTION
 - 6.3 Resolution 2022-14: Yacolt Lease Agreement ACTION
 - 6.4 Policy Committee: Trustee By-Laws and Ethics – Second Reading INFORMATION
 - 6.5 Finance Committee: 2023 Budget Forecast INFORMATION
7. Public Comments
8. Board Comments
9. Setting of next regular meeting – Monday, September 19, 2022
(Hybrid Meeting: Zoom/Battle Ground Community Library)
10. Adjournment



August 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 on-going
- Woodland Community Library
 - Concluded schematic design, moving into design development
- Washougal Community Library
 - Donor brochure
 - Novel Night event
- Grand Boulevard building
 - Demolition permit in process
 - RFP for remodel/construction released
 - Carpet removed

3. Executive Director's Activities: July 19 - August 19, 2022

- Friends of the Washougal Community Library meeting
- Build the Libraries Committee (WA/WD)
- Woodland Community Library - Project Team
- Washougal Community Library - donor brochure completion
- Board Committees - Policy and Finance
- Communications and Marketing - building campaigns, Library Card Month
- Washougal Branch Manager Zoe Nash welcome event
- Work at Vancouver and White Salmon
- City of Vancouver Council Meeting and Community Listening Session
- Cascade Park call for artists and Vancouver carpet
- Revolutionary Reads author event
- Washington State Library Diversity, Equity and Inclusion webinar
- City of Woodland short plat and pre app meetings
- Brush Prairie Library Interest Group
- Senator Linda Wilson - City of Washougal parking project
- Washington Public Library Directors
- Foundation Board Meeting
- Clark County Investment Pool Quarterly Meeting
- On board new Klickitat Trustee
- 2023 Budget Retreat - Administrative team



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.

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

December 31, 2021 Ending Cash Balance	\$19,672,242
Year-to-date Revenue Received	\$16,331,698
Year-to-date Expenditures	-\$15,340,264
Expenditures incurred but unpaid	\$543,054
Cash Balance July 31, 2022	\$21,206,729

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
July 2022 Cash Balance:	\$21,206,729
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)	\$10,808,447

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2022
For the Month Ending July 2022 (With year-to-date totals)

	2022 Budget (Approved 12/21)	July 2022 Revenues	All Revenue for the seven- months ended July 2022	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.1 Property Taxes - Clark	24,250,000	60,565	13,804,521	56.93%
311.10.1 Property Taxes - Skamania	675,000	8,620	418,800	62.04%
311.10.1 Property Taxes - Klickitat	1,345,500	38,534	844,466	62.76%
311.10.1 Property Taxes - Cowlitz	325,000	1,317	177,331	54.56%
Total Property Taxes	26,595,500	109,036	15,245,117	57.32%
Other Taxes				
312.10. Other General Tax	-	-	22,262	0.00%
318.20 Leasehold Excise Tax	120,000	1,049	68,876	57.40%
Total Other Taxes	120,000	1,049	91,138	75.95%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	-	11,549	230.98%
335.05 State Forest Boards	225,000	12,575	24,985	11.10%
338.7 Yale Valley Library Dist	162,500	62,600	114,037	70.18%
338.72 INET City of Vancouver (PEG)	61,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	454,000	75,175	150,571	33.17%
Charges for Services				
341.60 Equipment Use Fees	20,000	1,916	14,095	70.48%
347.21 Non-Resident Borrower Fee	6,000	252	2,404	40.07%
347.90 Lost / Damaged Material Fee	25,000	460	8,445	33.78%
347.50 Collection Agency Referral Fee	5,000	40	820	16.40%
Total Charges for Services	56,000	2,667	25,765	46.01%
Miscellaneous				
361.11 Investment Interest	120,000	20,403	85,381	71.15%
362.00 Rental Income	2,500	813	122,864	4914.57%
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	630	6,239	4.16%
369.90 Library Foundation Reimbursements	1,000,000	38,744	74,062	7.41%
369.40 Insurance Reimbursements	250,000	228,181	228,181	91.27%
369.90 Miscellaneous	2,500	121	521	20.84%
367.1 Private Grants	150,000	1	291,494	194.33%
369.90 Other Miscellaneous - E-Rate	200,000	8,053	8,053	4.03%
395.00 Sale of Assets	20,000	-	-	0.00%
Total Miscellaneous	1,910,000	296,945	819,107	42.89%
Total Operating Revenue	\$ 29,135,500	484,873	16,331,698	56.05%
Transfer in from Reserves	\$ 2,400,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 31,535,500	484,873	16,331,698	51.79%

Jan.-Dec. 2022 Fiscal Year

June is the 7th month of the fiscal year.
Year-to-date budget percentages should
be at 58.33%, representing 7/12
months.

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

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	July 2022 Expenditures	All Expenses for the seven-months ended July 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	931,136	6,548,494	54.57%
572.24	Benefit - Medical	2,560,000	182,228	1,285,858	50.23%
572.24	Benefit - Dental	300,000	22,455	158,222	52.74%
572.24	Benefit - Life, LTD, STD	125,000	10,764	75,419	60.34%
572.22	Benefit - PERS	1,540,000	93,391	653,112	42.41%
572.21	Benefit - FICA	910,000	69,518	489,377	53.78%
572.25	Benefit - L & I - Workers Compensation	100,000	6,107	43,653	43.65%
572.25	Benefit - PFML	20,000	1,493	10,478	52.39%
572.28	Unemployment Expense	10,000	-	830	8.30%
	Personnel Subtotal:	17,565,000	1,317,093	9,265,443	52.75%
Supplies					
572.30	Supplies	392,525	24,545	227,042	57.84%
572.35	Small Equipment (FF&E)	266,700	1,660	238,373	89.38%
572.38	Technology	433,000	3,014	352,166	81.33%
572.33	Professional Collection / Tech	350,000	10,665	113,620	32.46%
	Supplies & Small Equipmt/Tech Subtotal:	1,442,225	39,884	931,200	64.57%
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	51,184	728,975	31.69%
572.39	Electronic Resources	1,600,000	72,747	759,982	47.50%
	Library Materials Subtotal:	3,900,000	123,931	1,488,956	38.18%
Other Services / Charges					
572.41	Professional Services	1,725,000	106,706	1,168,101	67.72%
572.42	Communications	387,800	7,535	220,154	56.77%
572.43	Training / Travel	108,000	6,260	61,872	57.29%
572.44	Advertising	30,000	987	4,949	16.50%
572.45	Rentals / Leases	567,925	41,511	363,210	63.95%
572.46	Insurance	220,000	174,776	207,689	94.40%
572.47	Utilities	458,855	18,038	227,362	49.55%
572.48	Repairs & Maintenance	704,250	38,812	451,038	64.05%
572.49	Misc / Dues / Printing / Other	165,700	1,774	72,617	43.82%
572.50	Intergovernmental Services	3,640	284	2,251	61.83%
	Other Charges & Services Subtotal:	4,371,170	396,684	2,779,241	63.58%
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	-	14,065	2.81%
594.62	Buildings / Owned	3,392,105	513	860,101	25.36%
595.62	Yale Project	40,000	-	1,192	2.98%
594.64	Machinery & Equipment	325,000	-	64	0.02%
	Capital Outlay Subtotal:	4,257,105	513	875,422	20.56%
Grand Total All Expenditures:		31,535,500	1,878,104	15,340,264	48.64%

June is the 7th month of the fiscal year. Year-to-date budget percentages should be at 58.33%, representing 7/12 months.

Jan.-Dec. 2022 Fiscal Year

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

July 18, 2022

1. CALL TO ORDER

Chair Higgins called the regular meeting to order at 6:00pm noting that an Executive Session was held prior regarding consideration of the sale of property and the topic of personnel. No decisions were made. Chair Higgins welcomed everyone to the meeting.

RETREAT ATTENDEES:

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

Board Members Online: Jane Higgins

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director, Lynne Caldwell, Collection & Technology Services Director; Special Guest: Sean McGill, Ridgefield Branch Manager; IT Support: Moss Smetana; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

The agenda was amended to remove Attar Bhangal as presenting the financials. Amelia Shelley presented in his place.

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

3. CHAIR ANNOUNCEMENTS

There were no chair announcements.

4. REPORTS

FVRL Organizational Report, Mary Abler

Abler shared branch highlights and updated the Board on the progress of the strategic priorities work.

Branch Report: Ridgefield Community Library, Sean McGill

McGill gave an overview of the activities of the past year for the Ridgefield Community Library.

June Financial Statements, Amelia Shelley

Shelley gave an overview of the June revenue and expenses.

Operations Center Flood Recovery Closeout, Amelia Shelley

Shelley reviewed the insurance coverage closeout details including repairs, renovation and relocation costs.

5. CONSENT AGENDA

5.1 Minutes Approval – June 25, 2022 meeting

5.2 FVRL Expenditure Approval: Reviewed by Penny Love-Henslee

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

6. **BUSINESS**

6.1 2021 SAO Annual Financial Reports, Amelia Shelley

FVRL is required to share a yearly annual report with the Board of Trustees.

6.2 Policy Committee

a. Trustee Bylaws Policy – First Reading

b. Trustee Ethics and Responsibilities Policy – First Reading

One change was requested to the second bullet point of the first page of the Trustee Ethics, removing the words “by groups or individuals”.

There will be a second reading of these policies at the August meeting. Please contact Jane Higgins if you have additional changes.

6.3 Resolution 2022-10: Union Corner Construction Project Closeout

This resolution authorizes the closeout of the Union Corner Construction contract for construction of the FVRL Operations Center after the catastrophic flood of 2020. The resolution was amended to remove remote meeting reference in the first line of the resolution.

MOTION: Mary Ann Duncan-Cole moved and Megan Dugan seconded approval of the amended Resolution 2022-10: Union Corner Construction Project Closeout. The motion carried unanimously via roll call.

6.4 Resolution 2022-11: Woodland Architect’s Contract

This resolution approves the Hacker Architect’s contract. 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. The resolution was amended to reflect the correct library location for the meeting.

MOTION: Megan Dugan moved and Penny Love-Henslee seconded approval of amended Resolution 2022-11: Woodland Architect’s Contract. The motion carried unanimously via roll call.

6.5 Resolution 2022-12: Surplus – Capital Equipment Removal

FVRL gave the Board notice that we had surplus in the form of automated handling machines that we needed authorization to sell or discard.

MOTION: Kristy Morgan and Mary Ann Duncan-Cole seconded approval of Resolution 2022-12: Surplus – Capital Equipment Removal. The motion carried unanimously via roll call.

7. **CITIZEN COMMENTS**

Written comments opposing Drag Queen Story Hour (DQSH) programming in the library were received from: Gail Spreadborough, Mike Johnson, Lori Judkins, Amy Reber, Dennis Anderson, Anna Nolen, Doug Coop.

In person comments:

Tevis Laspa: Gave thanks and appreciation for the Ridgfield Library. Also commended branch manager, Sean McGill for his leadership and support.

Sharon Watt: Woodland Library Friends gave information about upcoming book sales and asked about the budget for the Woodland Library.

In person comments in support of DQSH and diverse programming in the libraries were received from: Mads Whitmarsh-Jones; Ryan Whitmarsh-Jones.

In person comments opposing DQSH programming in the library were received from: Gary Wilson, Randy Schmidt, Margo Logan, Phil Kronebusch.

BOARD COMMENTS

Megan Dugan thanked Sean McGill for his leadership. She also thanked Mary Abler for her reports that focus on the positive events happening in the district. Penny Love-Henslee enjoyed seeing the letters shared from the young patrons. She was also appreciative of seeing the pictures of the Operations Center flooding as it brings home the scope of the event. Chair Higgins thanked everyone for their attendance this evening.

8. NEXT REGULAR MEETING

The next meeting is to be determined. (Hybrid/Location TBD)

9. ADJOURNMENT

The meeting adjourned at 7:23pm.

Approved:

Jane Higgins, Chair

Date

Mary Ann Duncan-Cole, Secretary

Date

BOARD COVER WORKSHEET

BOARD MEETING DATE

Monday, August 22, 2022

Transaction for July 2022

Accounts Payable Checks

Number	Date	Type	Vendor	Payment
115445	7/6/2022	CHK	AFSCME	\$2,425.58
115446	7/6/2022	CHK	BAKER & TAYLOR	\$3,434.96
115447	7/6/2022	CHK	CENTURYLINK formerly Embarq	\$350.74
115448	7/6/2022	CHK	EMPLOYMENT SECURITY DEPARTMENT	\$16.97
115449	7/6/2022	CHK	FVRL FOUNDATION	\$30.00
115450	7/6/2022	CHK	HOME DEPOT CREDIT SERVICES	\$695.01
115451	7/6/2022	CHK	ICMA RETIREMENT CORPORATION	\$9,634.83
115452	7/6/2022	CHK	NORTH PACIFIC MANAGEMENT	\$11,458.00
115453	7/6/2022	CHK	THE TOWN OF YACOLT	\$200.00
115454	7/6/2022	CHK	CITY OF VANCOUVER UTILITIES	\$2,287.93
115455	7/6/2022	CHK	VANCOUVER PEACE & JUSTICE FAIR	\$54.20
115456	7/6/2022	CHK	VERIZON	\$4,384.27
115457	7/6/2022	CHK	VISAABLE	\$24.59
115458	7/6/2022	CHK	VISABARRO	\$1,334.59
115459	7/6/2022	CHK	VISABLOS	\$708.22
115460	7/6/2022	CHK	VISAEMPLO1	\$446.79
115461	7/6/2022	CHK	VISAFEIN	\$257.69
115462	7/6/2022	CHK	VISAGETS	\$659.19
115463	7/6/2022	CHK	VISAGIFF	\$591.84
115464	7/6/2022	CHK	VISAJOHN	\$29.12
115465	7/6/2022	CHK	VISAJOSE	\$10.48
115466	7/6/2022	CHK	VISAKEND	\$2,165.28
115467	7/6/2022	CHK	VISAKRES	\$2,607.82
115468	7/6/2022	CHK	VISALAND	\$644.58
115469	7/6/2022	CHK	VISAMCCU	\$653.62
115470	7/6/2022	CHK	VISASHEL	\$383.68
115471	7/6/2022	CHK	VISATRAV	\$2,047.49
115472	7/6/2022	CHK	WPEA	\$2,477.64
115473	7/6/2022	CHK	WPEA UFCW	\$1,326.60
115474	7/13/2022	CHK	ALLIANT INSURANCE SERVICES, INC.	\$5,537.00
115475	7/13/2022	CHK	ALLYNS BUILDING CENTER	\$33.03
115476	7/13/2022	CHK	AT & T	\$405.39
115477	7/13/2022	CHK	AT&T MOBILITY	\$1,622.65
115478	7/13/2022	CHK	BAKER & TAYLOR	\$875.22
115479	7/13/2022	CHK	B&H Video Pro Audio	\$755.58
115480	7/13/2022	CHK	CAMAS-WASHOUGAL POST RECORD	\$108.00
115481	7/13/2022	CHK	CASCADE RAPTOR CENTER	\$200.00
115482	7/13/2022	CHK	CIT GROUP- DW LEASE	\$21,217.18
115483	7/13/2022	CHK	CITY OF SIERRA VISTA	\$29.99
115484	7/13/2022	CHK	CLARK PUD	\$4,194.16
115485	7/13/2022	CHK	CLARK COUNTY AUTO	\$91.82
115486	7/13/2022	CHK	CLEAN WORLD MAINT - HQ	\$60.79
115487	7/13/2022	CHK	COLUMBIA RIVER DISPOSAL	\$84.53
115488	7/13/2022	CHK	CREATIVE FINANCIAL STAFFING LLC	\$1,659.00
115489	7/13/2022	CHK	CENTURYLINK formerly Embarq	\$353.47
115490	7/13/2022	CHK	E-RATE FIRST, LLC	\$707.52
115491	7/13/2022	CHK	KELLY CARLOS FREEMAN	\$475.00
115492	7/13/2022	CHK	FRONTIER	\$92.65
115493	7/13/2022	CHK	GALE GROUP	\$2,861.17
115494	7/13/2022	CHK	GB MANCHESTER CORPORATION	\$8,650.00
115495	7/13/2022	CHK	CITY OF GOLDENDALE	\$329.08
115496	7/13/2022	CHK	COLUMBIA GORGE NEWS	\$275.00
115497	7/13/2022	CHK	H2OREGON	\$60.04
115498	7/13/2022	CHK	HAMPTON AUTO GLASS	\$54.20
115499	7/13/2022	CHK	HARRYS KEY SERVICE, INC.	\$218.34

115500	7/13/2022	CHK	WHITE SALMON ACE HARDWARE	\$4.50
115501	7/13/2022	CHK	JOHNSTON ARCHITECTS	\$24,931.25
115502	7/13/2022	CHK	KLICKITAT COUNTY PUD	\$1,382.89
115503	7/13/2022	CHK	SHANTI KRIENS	\$355.00
115504	7/13/2022	CHK	CITY OF LA CENTER	\$76.60
115505	7/13/2022	CHK	LES SCHWAB TIRE CENTER	\$368.43
115506	7/13/2022	CHK	LINGUAVA	\$65.00
115507	7/13/2022	CHK	METRO WATCH INC	\$2,027.00
115508	7/13/2022	CHK	MIDWEST TAPE	\$3,236.79
115509	7/13/2022	CHK	NORTHWEST NATURAL GAS COMPANY	\$143.88
115510	7/13/2022	CHK	OFFICE DEPOT CARD PLAN	\$180.88
115511	7/13/2022	CHK	OMSI	\$725.00
115512	7/13/2022	CHK	OVERDRIVE	\$36,438.59
115513	7/13/2022	CHK	PACIFIC OFFICE AUTOMATION	\$325.50
115514	7/13/2022	CHK	PFM FINANCIAL ADVISORS LLC	\$1,680.00
115515	7/13/2022	CHK	REFLECTOR	\$400.00
115516	7/13/2022	CHK	REV.COM, INC	\$241.50
115517	7/13/2022	CHK	RIDGEFIELD, CITY OF	\$344.48
115518	7/13/2022	CHK	SCHOLASTIC INC	\$4,997.72
115519	7/13/2022	CHK	SHUR-WAY BUILDING CENTERS	\$636.24
115520	7/13/2022	CHK	SKAMANIA COUNTY PUD #1	\$444.42
115521	7/13/2022	CHK	SHI INTERNATIONAL CORP was Software Intl	\$6,795.29
115522	7/13/2022	CHK	ST HIST SOC OF IOWA	\$6.00
115523	7/13/2022	CHK	ULINE	\$282.27
115524	7/13/2022	CHK	CITY OF VANCOUVER UTILITIES	\$1,312.79
115525	7/13/2022	CHK	WALTER E NELSON COMPANY	\$576.83
115526	7/13/2022	CHK	CITY OF WASHOUGAL	\$17.25
115527	7/13/2022	CHK	WASTE CONNECTIONS INC	\$4,715.92
115528	7/13/2022	CHK	WHEELERCREEK STUDIO INC.	\$687.50
115529	7/13/2022	CHK	CITY OF WOODLAND	\$2,786.14
115530	7/13/2022	CHK	WRIKE, INC	\$3,228.96
115531	7/20/2022	CHK	BAKER & TAYLOR	\$24,812.30
115532	7/20/2022	CHK	B&H Video Pro Audio	\$10,678.03
115533	7/20/2022	CHK	CANOPY	\$481.00
115534	7/20/2022	CHK	GALE GROUP	\$7,183.72
115535	7/20/2022	CHK	ICMA RETIREMENT CORPORATION	\$9,636.58
115536	7/20/2022	CHK	INGRAM	\$14,442.17
115537	7/20/2022	CHK	KANOPY LLC	\$7,782.00
115538	7/20/2022	CHK	MIDWEST LIBRARY SERVICE	\$152.00
115539	7/20/2022	CHK	MIDWEST TAPE	\$6,596.27
115540	7/20/2022	CHK	NEW YORK TIMES	\$7,592.00
115541	7/20/2022	CHK	OCLC INC - RSC SHRG/MTDT/CTLG	\$5,849.01
115542	7/20/2022	CHK	OFFICE PRODUCTS NORTHWEST	\$4,708.68
115543	7/20/2022	CHK	ORBIS CASCADE ALLIANCE	\$4,540.00
115544	7/20/2022	CHK	PAN ASIAN PUBLICATION USA INC	\$313.13
115545	7/20/2022	CHK	PROQUEST	\$5,154.49
115546	7/20/2022	CHK	SKAMANIA COUNTY PIONEER	\$104.50
115547	7/20/2022	CHK	SOHA SIGN CO INC	\$781.20
115548	7/20/2022	CHK	THOMSON REUTERS-WEST PUBLISHING CORP	\$726.95
115549	7/20/2022	CHK	TSAI FONG BOOKS, INC	\$616.44
115550	7/20/2022	CHK	TUMBLEWEED PRESS INC	\$2,000.00
115551	7/20/2022	CHK	WPEA	\$2,521.66
115552	7/20/2022	CHK	WT COX SUBSCRIPTIONS	\$151.36
				<u>\$318,530.63</u>
				Total Accounts Payable Warrants Issued

Accounts Payable EFT Payments

Number	Date	Type	Vendor	Payment
EFT01245	7/6/2022	CHK	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	\$1,637.82
EFT01246	7/6/2022	CHK	ALLEGIANCE BENEFIT PLAN MGMT - FEES	\$59.50
EFT01247	7/6/2022	CHK	CRUZ, BRANDON	\$23.13
EFT01248	7/6/2022	CHK	GET PROGRAM	\$353.00

EFT01249	7/13/2022	CHK	ABLER, MARY	\$54.00
EFT01250	7/13/2022	CHK	ANDERSON, HEATHER	\$54.00
EFT01251	7/13/2022	CHK	ANDRETA ASPON, LUCIANE	\$54.00
EFT01252	7/13/2022	CHK	MATTHEW BAKER	\$775.00
EFT01253	7/13/2022	CHK	BRAGA, SHERRY	\$54.00
EFT01254	7/13/2022	CHK	BRENGLE, EVAN	\$18.00
EFT01255	7/13/2022	CHK	CHERVENY, REBEKAH	\$90.00
EFT01256	7/13/2022	CHK	CHRISTIE, HOLLAND	\$30.00
EFT01257	7/13/2022	CHK	CLARK, DIANE	\$54.00
EFT01258	7/13/2022	CHK	CLARK, LAURA	\$90.00
EFT01259	7/13/2022	CHK	CLOHESSY, THERESA	\$30.00
EFT01260	7/13/2022	CHK	66 DEGREES, LLC	\$17,390.00
EFT01261	7/13/2022	CHK	CRUZ, BRANDON	\$11.25
EFT01262	7/13/2022	CHK	EWING, REBECCA	\$90.00
EFT01263	7/13/2022	CHK	FRAUGHT, LINDA	\$82.56
EFT01264	7/13/2022	CHK	GARCIA, MONICA	\$78.00
EFT01265	7/13/2022	CHK	HAUAN, JENNIFER	\$72.00
EFT01266	7/13/2022	CHK	HELLE, SUSAN	\$30.00
EFT01267	7/13/2022	CHK	HUDSON, KELSEY	\$54.00
EFT01268	7/13/2022	CHK	JESSA CAMPBELL AND THE SAPLINGS	\$300.00
EFT01269	7/13/2022	CHK	KEELER, JUSTIN	\$54.00
EFT01270	7/13/2022	CHK	KENDRICK, TAK	\$68.50
EFT01271	7/13/2022	CHK	KINCAID, BLAKE	\$54.00
EFT01272	7/13/2022	CHK	LANDI, LINDA	\$34.00
EFT01273	7/13/2022	CHK	MARTIN, AMANDA	\$97.50
EFT01274	7/13/2022	CHK	MARTIN, ELIZABETH	\$78.00
EFT01275	7/13/2022	CHK	BONNIE COBB	\$54.00
EFT01276	7/13/2022	CHK	TERRA MCLEOD	\$72.99
EFT01277	7/13/2022	CHK	CALDWELL-MINNICK, LYNNE	\$54.00
EFT01278	7/13/2022	CHK	SARAH NELSEN	\$300.00
EFT01279	7/13/2022	CHK	NOBARA, AINSLEY	\$54.00
EFT01280	7/13/2022	CHK	ANGEL OCASIO'S COMEDY	\$800.00
EFT01281	7/13/2022	CHK	O'NEILL, LEA ANNA	\$54.00
EFT01282	7/13/2022	CHK	RIES, RACHAEL	\$73.95
EFT01283	7/13/2022	CHK	ROGERS, MITCHELL	\$54.00
EFT01284	7/13/2022	CHK	SHAFER, RUTH	\$18.00
EFT01285	7/13/2022	CHK	SHRED NORTHWEST, LLC	\$217.00
EFT01286	7/13/2022	CHK	SMETANA, MIKE	\$63.75
EFT01287	7/13/2022	CHK	SNELL, COURTNEY	\$54.00
EFT01288	7/13/2022	CHK	SWINGRUBER, JURINDA	\$54.00
EFT01289	7/13/2022	CHK	TAKOHACHI, INC	\$200.00
EFT01290	7/13/2022	CHK	WAGNER, MICHELE (KATHERINE MICHELE)	\$54.00
EFT01291	7/13/2022	CHK	TINGLEY, TRACI	\$9.99
EFT01292	7/13/2022	CHK	WALLIN, SAM	\$90.00
EFT01293	7/13/2022	CHK	WHITE, DEENA	\$36.00
EFT01294	7/13/2022	CHK	WHITE, HANNA	\$54.00
EFT01295	7/13/2022	CHK	WOOD, BETH	\$54.00
EFT01296	7/13/2022	CHK	WRAY, KEELIE	\$58.00
EFT01297	7/13/2022	CHK	WYATT, DAVID	\$90.00
EFT01298	7/20/2022	CHK	GET PROGRAM	353
EFT01299	7/20/2022	CHK	WEX BANK	\$5,271.10
				<u>\$30,064.04</u> Total Accounts Payable EFTS Issued

Accounts Payable EFT Payments

Number	Date	Type		Payment	
114688	7/1/2022	CHK	CITY OF RIDGEFIELD	\$169.13	Total Accounts Payable Voided Transaction:

Payroll ACH Auto Pulls

7/10/2022 Net Payroll \$323,582.21

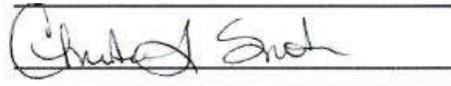
7/10/2022 State Family & Medical Leave	\$2,805.37	
7/10/2022 Federal Tax	\$105,596.96	
7/10/2022 Oregon Tax	\$3,434.70	
7/25/2022 Net Payroll	\$319,510.92	
7/25/2022 State Family & Medical Leave	\$2,769.51	
7/25/2022 Federal Tax	\$105,677.43	
7/25/2022 Oregon Tax	\$3,259.37	
	<u>\$866,636.47</u>	Total Payroll and ACH Auto Pulls

ACH EFT Transfers

7/11/2022 WA Dep. Of Retirement services	83,503.95	
7/26/2022 WA Dep. Of Retirement services	6,316.78	
7/27/2022 WA Dep. Of Retirement services	76,557.69	
7/25/2022 WA Dep. Of Revenue	1,504.25	
7/27/2022 Kaiser	15,729.23	
7/22/2022 ADP	4,478.17	
	<u>188,090.07</u>	Total ACH EFT Transfers

Total Funds to Aprproved for Disbursement \$1,403,152.08

Reviewed:



Christine L Smith, CPA

Date

8/12/2022

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

August 22, 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, August 22, 2022, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
July 1, 2022 through July 31, 2022

Accounts Payable Warrants Issued	Numbers	<u>115445</u>	Through	<u>115552</u>	<u>\$ 318,530.63</u>
Accounts Payable EFT Payments		<u>EFT01245</u>	Through	<u>EFT01299</u>	<u>\$ 30,064.04</u>
Accounts Payable Warrants Voided	Numbers	114688			<u>(\$ 169.13)</u>
Payroll Direct Deposits Issued	Payperiod	<u>07.10.2022</u>	Through	<u>07.25.2022</u>	<u>\$ 643,093.13</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
Federal Withholding	7.10.2022 and 7.25.2022	72,237.29			
State Withholding	7.10.2022 and 7.25.2022	6,694.07			
Fica Withholding	7.10.2022 and 7.25.2022	139,037.10			
Paid Family Medical Leave Payable	7.10.2022 and 7.25.2022	5,574.88			
WA Dep. Of Retirement services		166,378.42			
WA Dep. Of Revenue		1,504.25			
Kaiser		15729.23			
ADP		4,478.17			
					<u>\$ 411,633.41</u>
					<u>\$ 1,403,152.08</u>
 Total Transactions for Approval					 \$ 1,403,152.08

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

**Fort Vancouver Regional Library District
Staff Report 2022-37
Skamania County Hazard Mitigation Plan**

TO: Board of Trustees
FROM: Amelia Shelley
DATE: 08/22/2022

SUBJECT: Skamania County Hazard Mitigation Plan

SUMMARY: The 2021 draft [Skamania County Hazard Mitigation Plan](#) requires that all impacted agencies pass a resolution agreeing to the actions required by the plan. FVRL has three branches in Skamania County: the [Stevenson Community Library](#), the [North Bonneville Community Library](#) and the Skamania County [Bookmobile](#). Chapter 20 (pages 174-179) of the plan covers the obligations for FVRL.

Key Points: The Hazard Mitigation Plan updates the 2010 plan covering natural hazards that represent a potential threat to entities operating in Skamania County. The plan identifies the risks these hazards present and stipulates mitigation efforts needed by each jurisdiction to prevent loss. The plan's objective is to identify needed steps to reduce disaster risk through mitigation efforts and activities based on the natural hazards. FVRL staff participated in the plan review and provided information to Skamania County on library operations and hazard mitigation plans.

There are eight (8) primary types of natural hazards identified in the plan:

Wildfire	Flood
Earthquake	Drought
Severe storms (rain, snow, ice, wind)	Volcanic eruption
Landslide	Avalanche

By adopting Resolution 2022-12, FVRL agrees to review relevant sections of the Skamania County Hazard Mitigation Plan prior to undertaking any repairs or improvements to the Stevenson and North Bonneville Library facilities.

Staff recommendation: Adopt the 2021 Skamania County Hazard Mitigation Plan

Advantages: The plan provides reliable and responsive actions to take to prevent impact to the libraries in the event of a natural disaster.

Disadvantages: None

COUNTY FACE SHEET FOR CONTRACTS/LEASES/AGREEMENTS

1. Contract Number

2. Contract Status: (Check appropriate box)

Original

Renewal

Amendment A ^{ice}

3. Contractor Information:

Contractor: Skamania County EOC
 Contact Person: Dave Brown
 Title: Sheriff
 Address: 200 Vancouver Avenue
 Address: Stevenson, WA. 98648
 Phone: 509-427-9490

Brief description of purpose of the contract and County's contracted duties: Hazard plan for Skamania County to provide mitigation strategies and plans to natural hazards and disasters.

4. Term of Contract:

From: 2021 to 2031

5. Contract Award Process: (Check appropriate box)

General Purchase of materials, equipment or supplies - RCW 36.32.245 & 39.04.190

Exempt (Purchase is \$2,500 or less upon order of the Board of Commissioners

Informal Bid Process (Formal Quotes between \$2,500 and \$25,000)

Formal Sealed Bid Process (Purchase is over \$25,000)

This contract was awarded under RCW _____ or Skamania County Code _____

Please provide a summary of the competitive process by which this contract was awarded

Or the exemption and why it applies.

Exempt - The Sheriff's Office provides the service (See Resolution

#2012-74)

Public Works Construction & Improvements Projects - RCW 36.32.250 & 39.04.155 (Public Works, B&G, Capital Improvements Only)

Small Works Roster (PW projects up to \$200,000)

Exempt (PW projects less than \$10,000 upon order of the Board of Commissioners)

6. Budget Committed in Current Year: \$

Amount Not Budgeted in Current Year \$

Total Non-County Funds Committed: \$Source: Military Department

Total County Funds Committed: \$

TOTAL FUNDS COMMITTED: \$

7. County Contact Person:

Name: David S. Brown

Title: Sheriff



8. Department Approval:

 Department Head or Elected Official Signature

Special Comments:

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Skamania County Sheriff <u>David S. Brown</u> Department Signature
<u>AGENDA DATE</u>	_____
<u>SUBJECT</u>	Skamania County Hazard Mitigation Plan
<u>ACTION REQUESTED</u>	Authorize contract

SUMMARY/BACKGROUND

Skamania County Multi-Jurisdictional Natural Hazards Mitigation Plan update.

FISCAL IMPACT

\$0.00

RECOMMENDATION

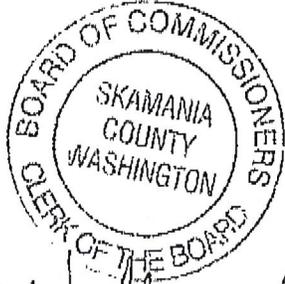
Authorize Plan x 2

LIST ATTACHMENTS

Face Sheet
Signature Authorization form x 2
HMPG (2 Copies)

Dated this 26th day of April, 2022.

ATTEST:



Debbie Slack
Debbie Slack, Clerk of the Board

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar
Richard Mahar, Chairman
T. W. Lannen
T. W. Lannen, Commissioner
Robert Hamlin
Robert Hamlin, Commissioner

Approved as to form only:

Adam Kick
Adam Kick,
Skamania County Prosecuting Attorney

Aye 3
Nay 0
Abstain 0
Absent 0



Skamania County

Multi-Jurisdictional

Natural Hazards Mitigation Plan

2021

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

RESOLUTION: 2022-12

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES ADOPTING THE SKAMANIA COUNTY HAZARD MITIGATION PLAN FOR THE STEVENSON COMMUNITY LIBRARY AND THE SKAMANIA COUNTY BOOKMOBILE

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held on Monday, August 22, 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 Stevenson Community Library and the Skamania County Bookmobile, are both units under the jurisdiction and funding of FVRL, and

WHEREAS, the Stevenson Community Library and the Skamania County Bookmobile, with the assistance from Emergency Management, has participated in the preparation of Skamania County’s 2021 Hazard Mitigation Plan (pages 174-179); and

WHEREAS, the 2021 Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000: and

WHEREAS, the Stevenson Community Library and Skamania County Bookmobile are local units of government that has afforded the citizens an opportunity to comment and provide input in the Plan and actions in the Plan; and

WHEREAS, FVRL has reviewed the Plan on behalf of its Skamania County locations and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the Fort Vancouver Regional Libraries Board of Trustees that they adopt the 2021 Hazard Mitigation Plan as this jurisdiction’s Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

Adopted this 22nd day of August 2022

Approved: _____
Jane Higgins, Chair

Attested: _____
Mary Ann Duncan-Cole, Secretary

**Fort Vancouver Regional Library District
Staff Report 2022-34
VITA Elementary School Operating Agreement**

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 08/22/2022

SUBJECT: Approval of the [VITA Elementary School Operating Agreement](#)

SUMMARY: FVRL entered into a Memorandum of Understanding with the City of Vancouver (City) and Vancouver School District No. 37 (VPS) in August of 2018 to study the possibility of constructing an elementary school on the property directly behind FVRL's Operations Center located at 1007 East Mill Plain Blvd. in Vancouver. The City and VPS made the decision to go forward with the project and construction of VITA Elementary School began in the fall of 2020.

Since before the start of construction of the new school, FVRL has been in negotiations with VPS to finalize an operating agreement for joint use of some exterior spaces, including egress across FVRL's leased areas to access the school building and the shared trash enclosure. School is scheduled to start in a couple of weeks and it is imperative to get this agreement finalized.

BACKGROUND: FVRL's Operations Center served as the old main library in Vancouver until the new C Street library location opened in 2011. At that time, FVRL negotiated a ten year lease with the City, with the possibility of a ten year extension, to allow the administrative offices and operations to remain at this location as well as parking for staff working at the downtown library. The City was not able to build parking for the new Vancouver Community Library as was originally envisioned and library staff have no other place to park for free other than the old main library site.

FVRL's lease agreement with the City required the submission of an exit plan 15 years past the initial lease date (2025). The City and FVRL agreed to amend the existing lease in late 2020 to accommodate the needs of the school for egress and trash service, as well as allow the school to be built on some of its formerly leased property. The lease with the City was amended a final time to reflect FVRL's decision to move its operations to the Grand Blvd location in 2023. FVRL also negotiated parking for its downtown staff as part of a twenty year agreement with the City as a separate lease.

VPS started construction on VITA in the fall of 2020, and a subcontractor broke a water main on October 3, 2020 which flooded the lower level of the Operations Center, leaving the building uninhabitable for nearly a year. The City offered FVRL some space at 2018 Grand Blvd. building to house its courier and facilities staff while the Operations Center was repaired. After some discussion, FVRL decided to purchase the City's Grand Blvd. building (formerly known as the

Navigation Center) to provide a new home for FVRL's operations at a reasonable price and with room to grow. The property was purchased at the end of 2021, with a move to the new building planned for mid-2023.

VITA Elementary School will be opening in a couple of weeks and will be providing lunch service to approximately 200 students a day. FVRL has requested a provision in the operating agreement that allows for monthly cleaning of the shared areas to keep food waste from becoming an issue. This is the only outstanding item to be settled in the agreement. A link to the draft version of the Operating Agreement is in your Board packet.

Key Points:

- VPS requires egress across FVRL's leased property for daily trips to the trash enclosure
- FVRL requests that this area be cleaned at the FVRL's discretion, but not more than once every 30 days
- No library staff will park on school property
- No school staff or guests will park on library property
- All parties will carry liability insurance for the areas of egress

Staff have not received a final version of the operating agreement and wish to be proactive on the Board's approval of the renewal pending receipt of the final agreement.

Action Requested: Approve Resolution 2022-13 authorizing the Executive Director to sign the [VPS/City/FVRL Operating Agreement](#) when received, and approving the agreement, as long as there are no substantive changes from what is represented in the final version.

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-13

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY
DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE AGREEMENT ON FVRL'S BEHALF WITH THE VANCOUVER SCHOOL
DISTRICT OEPRATING AGREEMENT FOR THE VITA ELEMENTARY SCHOOL**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Tuesday, August 22, 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 Fort Vancouver Regional Library District occupies a leased facility at 1007 East Mill Plain Boulevard, Vancouver Washington 98663, which serves as it Operations Center, and

WHEREAS, the Vancouver School District leased land from the City of Vancouver directly behind FVRL's Operations Center and will operate VITA elementary school on the property, and

WHEREAS, VITA Elementary School is set to open to students this fall, and requires access to FVRL's leased property for student egress to the building as well as trash disposal, and

WHEREAS, an operating agreement defining the terms of the egress and joint use is necessary for both organizations to define roles and maintain a professional relationship between the entities, and

WHEREAS, the City of Vancouver is an interested third party to this agreement, due to the leased nature of both properties.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to execute a final operating agreement on FVRL's behalf with the City of Vancouver and the Vancouver School District concerning joint use of FVRL's leased property at 1007 East Mill Plain Boulevard, Vancouver Washington 98663.

Adopted this 22nd day of August, 2022

Approved: _____
Jane Higgins, Chair

Attested: _____
Mary Ann Duncan-Cole, Secretary

Date: _____

**Fort Vancouver Regional Library District
Staff Report 2022-35
Yacolt Community Library Lease**

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 08/22/2022

SUBJECT: Renewal of existing lease with the Town of Yacolt

SUMMARY: The Town of Yacolt approved the renewal of the lease on the building that houses the Yacolt Community Library at their May 9, 2022 meeting. Staff is seeking Board approval to allow the Executive Director to sign the lease when the updated agreement is provided to FVRL.

Background: The Yacolt Library Express has been serving the Town of Yacolt for ten (10) years. The library is housed in the former Yacolt jail building, which is over 100 years old and operates primarily on a self-service model. The continuing high use of the facility and services are a testament to the love of reading and learning present in the community in and around Yacolt.

FVRL continues to improve the facility's performance through upgrades, replacing leaky windows and a window mounted air conditioner with a ground source heat pump split unit this year. FVRL also modified services and staffing to help everyone have a positive library experience. In 2021, we added dedicated staff for 24 hours a week and twice weekly courier stops.

The annual cost of operating the Yacolt facility is approximately \$120,000 and includes staffing at 1.4 FTE. The population of the Yacolt zip code (98675) is 8,200 and the number of households was 2,391 in 2021. Property tax collections for the area were \$45,320 in 2021 on an assessed value of \$142,255,865, but we would emphasize that the branch is used by many patrons who live outside of the immediate area.

Key Points:

- Existing lease for the building expires August 31, 2022
- Yacolt's Town Council approved the renewal of the lease on May 9, 2022
- Lease terms remain unchanged (@ \$200 a month)
- FVRL provides staffing, furnishings, cleaning and maintenance and repair of the facility

Staff have not received a revised version of the lease and wish to be proactive on the Board's approval of the renewal pending receipt of the new lease agreement.

Action Requested: Approve Resolution 2022-14 authorizing the Executive Director to sign the lease agreement when received and approving the agreement, as long as there are no substantive changes.

LEASE AGREEMENT

By and between

THE TOWN OF YACOLT

a Washington municipal corporation (“Landlord”)

and

**FORT VANCOUVER REGIONAL
LIBRARY DISTRICT,**

A Washington inter-county rural library district (“Tenant”)

Dated as of September 1, 2017

LEASE AGREEMENT

THIS LEASE AGREEMENT (“Lease” or “Agreement”) is made and entered into by and between the Town of Yacolt, a municipal corporation of the State of Washington (“Landlord”), and the Fort Vancouver Regional Library District, a Washington inter-county rural library district (“Tenant”).

1. Basic Lease Information.

- A. Lease Date: September 1, 2017.
- B. Landlord: The Town of Yacolt, a municipal corporation of the State of Washington, (hereinafter “Landlord”).
- C. Tenant: Fort Vancouver Regional Library District, a Washington inter-county rural library district, (hereinafter “Tenant”).
- D. Premises: The Premises are approximately 800 square feet located in the Old Town Hall building at 105 E. Yacolt Road, Yacolt, Washington, being essentially the entire ground floor of the building, as more fully described in Exhibit A. The Premises are located on and constitute a portion of the real property legally described in Exhibit B.
- E. Scheduled Term Commencement Date: September 1, 2017.
- F. Lease Term: The Initial Term of this Lease shall be Five (5) Years, and shall begin on the Commencement Date, (September 1, 2017), and end on August 31, 2022.
- G. Monthly Base Rent: This Lease is made and entered into in consideration of the mutual promises described herein together with a monthly base rent of Two Hundred and no/100 Dollars, (\$200.00).

2. Lease Documents. This Lease consists of the terms and conditions contained herein and the following documents which are hereby incorporated by reference as if set forth fully herein:

- A. Exhibit A: Outline of Premises - approximately 800 sq. ft. of the “Old Town Hall” building.
- B. Exhibit B: Legal Description of Real Property.

3. Premises and Term.

- A. In consideration of the obligation of Tenant to pay rent as herein provided and fully and faithfully perform the terms, provisions and covenants

described herein, Landlord hereby demises and leases to Tenant, and Tenant hereby takes and leases from Landlord those certain improved Premises as outlined on Exhibit A, attached hereto and incorporated herein by reference, together with the rights, privileges, easements, licenses, appurtenances, and amenities described herein and situated or to be situated upon land described in Exhibit B attached hereto and incorporated herein by reference, subject to the terms, conditions, restrictions and limitations set forth herein. Tenant understands and agrees that the real property described in Exhibit B, exclusive of the Premises, is not part of the leased property herein, and remains in the possession and control of the Landlord, subject to the nonexclusive right of the Tenant and its guests, customers, and agents to make reasonable use of the parking areas and property surrounding the Premises.

- B. TO HAVE AND TO HOLD the same for a term commencing on the Commencement Date (as hereinafter defined), and ending thereafter upon expiration or termination of the "Lease Term" (as hereafter defined).
 - C. The "Commencement Date" shall be the Scheduled Term Commencement Date shown in the Basic Lease Information, (Section 1.E.). Tenant acknowledges that no representations as to the repair of the Premises have been made by Landlord, unless such are expressly set forth in this Lease.
 - D. The "Initial Lease Term" shall begin on the Commencement Date and continue for a period of five (5) years, ending on August 31, 2022, unless earlier terminated pursuant to the provisions herein.
 - E. This Agreement will automatically renew for two (2) additional five (5) year term(s), (each additional five (5) year term shall be defined as an "Extension Term"), upon the same terms and conditions, unless either party notifies the other in writing of that party's desire to modify this Agreement, or of that party's intention not to renew this Agreement, at least ninety (90) days prior to the expiration of the Initial Term or then-existing Extension Term.
 - F. The Initial Term, any Extension Terms, and any holdover term are collectively referred to as the "Term" or "Lease Term".
4. **Rent.** Rent for the Lease Term shall be Two Hundred and no/100 Dollars (\$200.00) per month, due and payable in advance on the first day of each calendar month, by check or money order payable to "The Town of Yacolt" at the following address, (or as designated by Landlord): P.O. Box 160, Yacolt, WA 98675.
5. **Use of Premises.** The Premises shall be used continuously only for the purpose of operating a library service outlet during usual business hours as established by

the Tenant, and for reasonably related uses including, without limitation, the shared use of a portion of the Premises for the Yacolt Friends of the Library Express / Bigfoot Book Store. Tenant shall not allow use of the Premises in a manner which would increase insurance premiums or for any illegal purpose. Tenant shall comply with all governmental rules, orders, regulations or requirements relating to the use and occupancy of the premises.

6. Alterations: Repairs and Maintenance by Tenant.

- A. Repairs & Maintenance: The Tenant shall be responsible for all minor repairs and maintenance of the interior of the Premises, including janitorial services.

- B. Structural Alterations: Tenant shall not be responsible for any repair, restoration or replacement as to major building repairs or capital improvements including work related to the building's foundation, roof, and exterior walls, heating, ventilating and air-conditioning systems, major plumbing repairs, or electrical wiring. Tenant shall not make any structural alterations, additions or improvements to the Premises without the prior written consent of the Landlord. All additions and improvements shall belong to and become the property of the Landlord upon expiration or termination of the Lease unless otherwise agreed in writing.

Notwithstanding the foregoing, the Tenant shall have the right, but not the obligation, to install an awning over the front door of the Premises at its own expense, subject to prior written consent of the Landlord as to the aesthetic and structural design of such awning.

It is understood between the Landlord and the Tenant that the Tenant's computers, security system (cameras and door swipes), free standing furniture and shelving shall remain the property of the Tenant, but anything otherwise affixed to the walls, ceiling or floors (other than decorative hangs/photographs) shall be deemed a fixture and shall be deemed the property of the Landlord upon termination of this Lease.

- 7. **Utilities.** During the Lease Term, and any hold-over period, Tenant will pay for all water, gas, electricity, light, heat, telephone, power, and all other utilities and communications services used by Tenant on the Premises, whether or not such services are billed directly to Tenant. Landlord does not warrant the quality or adequacy of the utilities or services specified above, nor does Landlord warrant that any of the utilities or services specified above will be free from interruption caused by repairs, improvements, or alterations of the building or any of the equipment and facilities of the building, any labor controversy, or any other causes of any kind beyond Landlord's reasonable control.

8. **Signs.** Landlord will be responsible for providing exterior signage for the Tenant's library service outlet at the Premises, at Landlord's expense. Tenant shall be responsible for interior operational signs, excluding fire and safety signs.
9. **Landlord's Access to Premises.** Landlord and Landlord's agents and representatives shall have the right to enter and inspect the Premises at any reasonable times for the purpose of ascertaining the condition of the Premises, in emergency situations, to provide building maintenance services deemed necessary by the Landlord, and for any other reasonable purpose. Landlord shall also have the right, subject to the permission of the Tenant which shall not be unreasonably withheld, to use the Premises or portions thereof for civic, educational, or public purposes. By way of example, the Landlord may desire to continue its practice of providing access to the Old Town Hall's historic jail cells to local schools for student field trips. The Tenant agrees to the periodic shared use of the Premises for such purposes, so long as such use does not unreasonably interfere with the stated uses of the Premises by the Tenant.
10. **Taxes.**
- A. Real Property Taxes. The parties recognize that both Landlord and Tenant are public entities and as such, Real Property Taxes are unlikely to be assessed to either party in their own right.
- B. Personal Property. Tenant shall pay, before delinquency, all personal property taxes assessed against its leasehold improvements, equipment, furniture, fixtures, inventory, and any of its other personal property on the Premises.
11. **Tenant Duty to Indemnify, Defend and Hold Landlord Harmless.**
- A. Tenant shall hold harmless, indemnify and defend Landlord, its elected and appointed officials, officers, employees and agents, from and against any and all third party claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or destruction or damage to property or business, arising out of this Tenant's occupancy and use under this Lease, or others for which it is responsible. PROVIDED, that Tenant's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence or recklessness or intentional misconduct of Landlord, its elected or appointed officials, officers, employees or agents.
- B. In any and all claims against the Landlord, its elected or appointed officials, officers, employees, or agents by any employee of the Tenant, anyone directly or indirectly employed by them, or anyone for whose acts

they may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Tenant under Workers Compensation acts, disability benefit acts, or other employee benefit acts, it being clearly agreed and understood by the parties hereto that the Tenant expressly waives any immunity the Tenant might have had under such laws, including but not limited to Title 51 of the Revised Code of Washington. **BY EXECUTING THIS LEASE, THE TENANT ACKNOWLEDGES THAT THE FOREGOING WAIVER HAS BEEN MUTUALLY NEGOTIATED BY THE PARTIES. TENANT'S OBLIGATIONS UNDER THIS SECTION (SECTION 15) SHALL SURVIVE TERMINATION AND EXPIRATION OF THIS LEASE.**

- C. Tenant's obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Tenant, the Tenant's employees, or agents.

12. Insurance.

- A. Tenant General Liability Insurance. Tenant shall maintain in full force and effect at all times during the Term of this lease (i) General Public Liability Insurance covering the Premises and Tenant's use thereof against claims for personal injury, death and property damage occurring upon, in the Premises with limits of not less than One Million Dollars (\$1,000,000) for personal injury to or death to any number of persons arising out of any one occurrence and One Million Dollars (\$1,000,000) for property damage arising out of any one occurrence; (ii) insurance against fire, extended coverage and such other additional perils as now are or hereafter may be included in a standard extended coverage endorsement from time to time in general use in the Clark County, insuring Tenant's merchandise, trade fixtures, furnishings, equipment and all other items of personal property of Tenant located on or in the Premises; and (iii) workers' compensation coverage as required by law.

Landlord General Liability Insurance. Landlord shall maintain in full force and effect at all times during the Term of this lease (i) General Public Liability Insurance covering the Premises against claims for personal injury, death and property damage occurring upon, in the Premises with limits of not less than One Million Dollars (\$1,000,000) for personal injury to or death to any number of persons arising out of any one occurrence and One Million Dollars (\$1,000,000) for property damage arising out of any one occurrence; (ii) insurance against fire, extended coverage and such other additional perils as now are or hereafter may be included in a standard extended coverage endorsement.

B. Other Matters.

Tenant Insurance

All insurance required in this paragraph and all renewals of it will be issued by companies authorized to transact business in the State of Washington. All insurance policies shall expressly provide that such policies shall not be canceled or altered without thirty (30) days' prior written notice to Landlord and any lender, in the case of "all-risk" coverage insurance, and to Landlord, in the case of general liability insurance; and shall, to the extent obtainable, provide that no act or omission of Tenant which would otherwise result in forfeiture or reduction of the insurance will affect or limit the obligation of the insurance company to pay the amount of any loss sustained. Upon issuance each insurance policy, a duplicate or certificate of such policy shall be delivered to Landlord and any lender whom Landlord designates. Tenant may satisfy its obligation under this paragraph by appropriate endorsements of its blanket insurance policies.

Landlord Insurance

All insurance required in this paragraph and all renewals of it will be issued by companies authorized to transact business in the State of Washington. All insurance policies shall expressly provide that such policies shall not be canceled or altered without thirty (30) days' prior written notice to Tenant and any lender, in the case of "all-risk" coverage insurance, and to Tenant, in the case of general liability insurance; and shall, to the extent obtainable, provide that no act or omission of Landlord which would otherwise result in forfeiture or reduction of the insurance will affect or limit the obligation of the insurance company to pay the amount of any loss sustained. Upon issuance each insurance policy, a duplicate or certificate of such policy shall be delivered to Tenant and any lender whom Tenant designates. Landlord may satisfy its obligation under this paragraph by appropriate endorsements of its blanket insurance policies.

- C. Waiver of Subrogation by Tenant. Any insurance carried by the Tenant required by this Lease shall include a clause or endorsement denying to the insurer a right of subrogation against the Landlord to the extent rights have been waived by the insured prior to occurrence of an injury or loss. The Tenant, notwithstanding any provisions of this Lease to the contrary, hereby waives any rights of recovery against the Landlord for injury or loss due to hazards covered by insurance containing such a clause or endorsement.

13. Compliance with Laws.

- A. Tenant shall comply at its expense with all applicable laws, regulations and requirements of any public authority relating to operation and use of the Premises, including those regarding maintenance, operation and use of the Premises (“Legal Requirements”). Tenant shall not use nor permit the use of the Premises in any manner that will tend to create a legal nuisance. Tenant will not allow the Premises to fall into such a state of disrepair or disorder as to cause cancellation of required insurance coverages. Tenant shall have the right to contest the validity or application of any Legal Requirement by appropriate legal proceedings, diligently conducted and in good faith, in the name of the Tenant, without cost or expense to Landlord.
- B. Notwithstanding any other provision in this section, Tenant shall have no authority to apply for a change to the comprehensive plan designation or zoning of the Premises without the prior written approval of Landlord in its proprietary capacity in each instance, which consent may be withheld for any reason, or no reason at all.

14. Condemnation.

- A. Landlord and Tenant shall immediately notify the other in writing of the receipt of notice of any proceeding with respect to a condemnation or intent of any authority to exercise the power of eminent domain with respect to the Premises.
- B. If all of the Premises are taken by any lawful authority under the power of eminent domain during the term of this Lease, this Lease terminates as of the date condemner takes possession, and Tenant will have no claim or interest in or to any award of just compensation.
- C. If part of the Premises is taken by any lawful authority under the power of eminent domain during the term of this Lease, Landlord or Tenant may choose to terminate this Lease as of the date the condemner takes possession. Tenant will have no claim or interest in or to any award of just compensation or damages. If neither Landlord nor Tenant elects to terminate this Lease, the Lease will continue in full force.

15. Surrender of the Premises and Holding Over.

- A. Upon the termination of this Lease pursuant to the terms of this Lease, Tenant shall surrender the Premises, subject to and excepting depreciation and reasonable wear and tear. Tenant will allow Landlord’s representative to inspect the Premises during reasonable business hours at least seven (7) days prior to the expiration or termination of this Lease to verify the condition of the Premises, and Tenant will notify Landlord of a convenient

time for such inspection. Tenant will promptly correct any deficiency for which Tenant is responsible under the terms of this Lease, at Tenant's sole expense, and if Tenant fails to do so, Landlord may take the necessary action and collect its reasonable costs of performance as additional rent.

- B. Upon termination of this Lease, Tenant shall remove all of Tenant's equipment, machinery, signs, tenant improvements, fixtures, furnishings and other personal property. Unless otherwise agreed by the parties, and except as limited by law, any personal property left on the Premises by Tenant twenty (20) days after expiration or termination of this Lease shall conclusively be considered abandoned and belonging to Landlord as a result of reversion, and Landlord shall be entitled to use, sell or dispose of it free of any interest of Tenant.
 - C. If upon termination of this Lease Tenant does not vacate the Premises at the time required, Landlord shall have the option to treat Tenant as a tenant from month-to-month, subject to all of the provisions of this Lease, (except that the term will be month-to-month). No holding over by Tenant, whether with or without consent of Landlord, shall operate to extend this Lease except as otherwise expressly provided. The preceding provisions of this Section shall not be construed as Landlord's consent for Tenant to hold over.
- 16. Amendments.** No amendment or modification shall be made to this Lease, unless set forth in a written lease amendment signed by both parties.
- 17. Warranty of Quiet Enjoyment.** So long as Tenant complies with all terms of this Lease, Tenant shall be entitled to peaceable and undisturbed possession of the Premises and improvements free from any interference by Landlord or those claiming through Landlord, (subject to Landlord's right of access described in Section 9). On the date of execution of this Lease and thereafter, Landlord warrants that fee title to the real property is held in the name of Landlord, free and clear of all liens, encumbrances and restrictions.
- 18. Events of Default.** The following events shall be deemed to be events of default by Tenant under this Lease:
- A. Tenant shall have failed to pay rent or other amount required to be paid by Tenant under this Lease within twenty (20) days after written notice of such nonpayment by Landlord to Tenant;
 - B. Tenant shall have failed to perform any other term, covenant or condition of this Lease to be performed by Tenant except those described within Sections 18.A above, and Tenant shall have failed to cure the same within thirty (30) days after written notice from Landlord, delivered in accordance with the provisions of this Lease, where such failure could

reasonably be cured within such 30-day period; provided, however, that where such failure could not reasonably be cured within such 30-day period, then Tenant shall not be in default unless it has failed to promptly commence and thereafter continue to make diligent and reasonable efforts to cure such failure as soon as practicable, and in no event later than one hundred and eighty (180) days;

- C. Tenant becomes insolvent, or makes a transfer in fraud of creditors, or makes an assignment for the benefit of creditors;
 - D. Tenant files a petition under any section or chapter of the National Bankruptcy Act, as amended, or under any similar law or statute of the United States or any state thereof; or Tenant is adjudged bankrupt or insolvent in proceedings filed against Tenant thereunder;
 - E. A receiver or trustee is appointed for all or substantially all of the assets of Tenant;
 - F. Tenant abandons, deserts or vacates the entire Premises, or otherwise fails to use the Premises as described in Section 5 hereof. (It shall not be a default if Tenant vacates or decommissions and does not use a portion of the Premises, so long as Tenant reasonably satisfies its obligations under Section 5 hereof.);
 - G. Tenant fails to comply with any other term, provision or covenant of this Lease (other than the foregoing in this Section (Section 18), and does not cure such failure within twenty (20) days after written notice thereof to Tenant.
- 19. Remedies for Default.** Upon the occurrence of any such events of default described in Section 18 hereof, Landlord shall have the option to pursue any one or more of the following remedies without any notice or demand whatsoever.
- A. Landlord may terminate the Lease and accelerate all payments due hereunder which shall then become immediately due and payable.
 - B. Enter upon the Premises, without being liable for prosecution or any claim for damages therefore, and do whatever Tenant is obligated to do under the terms of this Lease; and Tenant agrees to reimburse Landlord on demand for any expenses which Landlord may incur in thus effecting compliance with Tenant's obligations under this Lease, and Tenant further agrees that Landlord shall not be liable for any damages resulting to the Tenant from such action, whether caused by the negligence of Landlord or otherwise.

- C. Commence an action in law to recover monetary damages and/or in equity to obtain specific performance.
 - D. Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or any other remedies provided by law, such remedies being cumulative and non-exclusive. No act or thing done by Landlord or its agents during the Lease Term hereby granted shall be deemed a termination of this Lease by Landlord. No waiver by Landlord of any violation or breach of any of the terms, provisions and covenants herein contained shall be deemed or construed to constitute a waiver of any other violation or breach of any of the terms, provisions and covenants herein contained. Landlord's acceptance of any payment hereunder after the occurrence of an event of default shall not be construed as a waiver of such default, unless Landlord so notifies Tenant in writing. Forbearance by Landlord to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute a waiver of such default or of Landlord's right to enforce any such remedies with respect to such default or any subsequent default. If, on account of any breach or default by Tenant in Tenant's obligations under the terms and conditions of this Lease, it shall become necessary or appropriate for Landlord to employ or consult with an attorney concerning or to enforce or defend any of Landlord's rights or remedies hereunder, Tenant agrees to pay any reasonable attorneys' fees so incurred.
- 20. Consequential Damages.** The parties to this Lease waive any claim against the other under this Lease for consequential, punitive, incidental, or similar damages.
- 21. Brokerage.** Tenant represents and warrants that it has dealt with no broker, agent or other person in connection with this transaction and that no other broker, agent or other person brought about this transaction and Tenant agrees to indemnify and hold Landlord harmless from and against any claims by any broker, agent or other person claiming a commission or other form of compensation by virtue of having dealt with Tenant with regard to this leasing transaction. Tenant further indemnifies and holds Landlord harmless from and against any claims by any other broker, agent or other person claiming a commission or other form of compensation by virtue of having dealt with Tenant with regard to any subsequent modification, extension, expansion of the Premises or other change in the terms of this Lease. The provisions of this paragraph shall survive the termination of this Lease.
- 22. Termination.**
- A. Tenant may terminate this Lease whenever the Tenant determines, in its sole discretion that such termination is in the best interests of the Tenant. Tenant may terminate this Lease upon giving one (1) year prior written notice by certified mail to the Landlord. In the event that Tenant does so

terminate this Lease for convenience, the Tenant shall continue to bear responsibility for all obligations described herein up to the termination date specified in such notice.

- B. Landlord shall not have the right to terminate this Lease except upon execution of a written lease amendment, signed by both parties, or pursuant to other terms of this Agreement, including without limitation the terms of Paragraph 3.

23. General Provisions.

- A. Notice. Each party to this Lease shall have a Lease Representative. Notices under this Lease shall be in writing, effective when personally delivered, or if mailed, effective when received after mailed registered mail, postage prepaid, to such party's Lease Representative. Rent and any other amounts payable to Landlord shall be sent to Landlord's Lease Representative. Any notice may also be sent by nationally recognized overnight courier, in which case it shall be deemed served or given upon delivery to the party's address for notice purposes. The address of Landlord and Tenant's Lease Representatives appears below. Either party may change their Lease Representative, and/or the address for their Lease Representative, upon five (5) days' written notice to the other party.

LANDLORD:

TENANT:

Mayor
Town of Yacolt
202 W. Cushman St.
P O Box 160
Yacolt, WA 98675

Executive Director
Fort Vancouver Regional Library
1007 E. Mill Plain Blvd.
Vancouver, WA 98663

- B. Time of Essence. Time is of the essence in the performance of this Lease.
- C. Section Headings. The captions inserted within this Lease are for convenience only and in no way define, limit or otherwise describe the scope or intent of this Lease, or any provision hereof, or in any way affect the interpretation of this Lease.
- D. Successors and Assigns. This Lease shall be assignable by Landlord without the consent of the Tenant. The Tenants shall not assign or sublet the Premises, by operation of law or otherwise, without the Landlord's prior written consent. Subject to the provisions of this Agreement against assignment of Tenant's interest under this Agreement, all provisions of this Agreement extend to and bind, or inure to the benefit of, the parties to this Agreement and to every representative, successor, and assign of the parties.

- E. Non-waiver. The parties agree that the excuse or forgiveness of performance, or waiver of any provision(s) of this Lease does not constitute a waiver of such provision(s) or future performance, or prejudice the right of the waiving party to enforce any of the provisions of this Agreement at a later time. All waivers of any provision(s) of this Lease shall be in writing and in the absence of such, no action or inaction shall be construed to be such a waiver.
- F. Attorney Fees. In the event that legal action is instituted to interpret or enforce the terms of this Lease, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney fees and other costs of litigation at trial, hearing or on appeal of such action, or on any petition for review, in addition to all other sums provided by law.
- G. Estoppel Certificate. Either party will within twenty (20) days after notice from the other deliver to the other party a certificate certifying whether or not this Lease has been modified and is in full force and effect; whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent. Further, either party will within a reasonable time after notice from the other deliver to the other party a certificate certifying any other facts, not privileged or otherwise exempt from disclosure by virtue of law or court order, that may be reasonably requested. Failure to deliver the certificate within the specified time shall be conclusive upon the party of whom the certificate was requested that the Lease is in full force and effect and has not been modified except as represented by the party requesting the certificate.
- H. Survival. All obligations of Tenant hereunder not fully performed as of the expiration or earlier termination of the Term of this Lease shall survive the expiration or earlier termination of the Term hereof, including without limitation all payment obligations with respect to taxes and insurance and all obligations concerning the condition of the Premises. Upon the expiration or earlier termination of the Term hereof, and prior to Tenant vacating the Premises, Tenant shall itself cause, or pay to Landlord any amount reasonably estimated by Landlord as necessary to put the Premises, including without limitation all heating and air conditioning systems and equipment therein, in good condition and repair pursuant to Section 6 hereof, and shall leave the Premises in broom-clean condition. All such amounts shall be used and held by Landlord for payment of such obligations of Tenant hereunder, with Tenant being liable for any additional costs therefore upon demand by Landlord, or with any excess to be returned to Tenant after all such obligations have been determined and satisfied, as the case may be.

- I. Entire Agreement. The parties agree that this Lease is the complete expression of its terms and conditions. Any oral or written representations or understandings not incorporated in this Lease are specifically excluded. This Lease shall not be valid or binding unless and until accepted by Landlord in writing and a fully executed copy delivered to both parties hereto. Once fully executed, this Lease shall supersede any and all prior leases between the parties with respect to the Premises. Notwithstanding the foregoing, the parties understand and agree that this Agreement effectively provides for the extension of that earlier Lease Agreement between the parties dated September 1, 2012, with certain terms being modified as described herein, and that the prior Lease Agreement between the parties shall continue in effect through its term ending August 31, 2017.
- J. Counterparts. This Lease may be executed in multiple counterparts, each of which shall constitute an original and all of which shall constitute one document.
- K. Governing Law, Jurisdiction and Venue. This Lease shall be governed by and its terms and conditions construed in accordance with the laws of the State of Washington. Any action to enforce the provisions of this Lease shall be brought in the court(s) of competent jurisdiction of Clark County, Washington.
- L. Severability. If any of the provisions contained within this Lease shall be declared invalid, illegal or unenforceable in any respect, the validity of the remaining provisions contained in this Lease shall not be affected.
- M. Public Records Act. The parties hereby acknowledge that both Landlord and Tenant are governmental entities and as such are subject to the requirements of the Public Records Act, RCW 42.56 *et seq.* Accordingly, the parties understand that to the extent a proper request is made, one or both of the parties may be required by virtue of that Act to disclose any records actually in their possession or deemed by judicial determination to be in their possession, which may include records regarded by one of the parties as confidential or proprietary. To the extent that either party provides any records to the other that it regards as confidential or proprietary, the parties agree to conspicuously mark the records as such. The parties hereby waive any and all claims or causes of action for any injury they may suffer by virtue of the other party's release of records covered under the Public Records Act. Landlord and Tenant agree to take all reasonable steps to notify each other in a timely fashion of any request made under the Public Records Act which will require disclosure of any records marked by the other as confidential or proprietary, so that the

party who has so marked the records may seek a judicial order of protection if necessary.

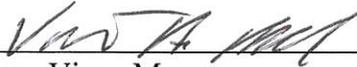
- N. Recording. This Lease shall not be recorded, but the parties shall execute a memorandum of this Lease in recordable form, which may be recorded. The memorandum of lease shall include references to and grants of any Easements.

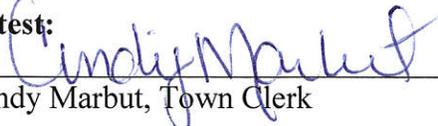
BY EXECUTING THIS LEASE IN THE SPACE PROVIDED BELOW, THE INDIVIDUALS IDENTIFIED BELOW WARRANT THAT THEY ARE DULY AUTHORIZED TO EXECUTE THE LEASE ON SUCH PARTY'S BEHALF AND HAVE AUTHORITY TO SO BIND THE PARTY.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year first above written.

LANDLORD:

TOWN OF YACOLT, a Washington municipal corporation

By: 
Name: Vince Myers
Title: Mayor

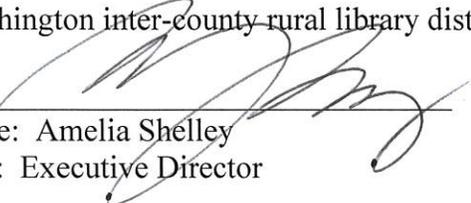
Attest:

Cindy Marbut, Town Clerk

Approved as to form:


David W. Ridenour, Town Attorney

TENANT:

FORT VANCOUVER REGIONAL LIBRARY DISTRICT,
a Washington inter-county rural library district

By: 
Name: Amelia Shelley
Title: Executive Director

STATE OF WASHINGTON)
) ss.
COUNTY OF CLARK)

On September 5th, 2017, before me personally appeared Vince Myers, to me personally known to be the **MAYOR** of **THE TOWN OF YACOLT, WASHINGTON**, a Washington municipal corporation, the corporation that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that he/she/they was authorized to execute said instrument on behalf of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

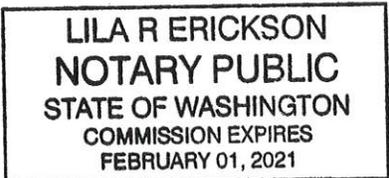


Signature: Cindy L. Marbut
Name (Print): Cindy L. Marbut
NOTARY PUBLIC in and for the State
of Washington, residing at Clark County, Yacolt
My appointment expires: 1-6-19

STATE OF WASHINGTON)
) ss.
COUNTY OF CLARK)

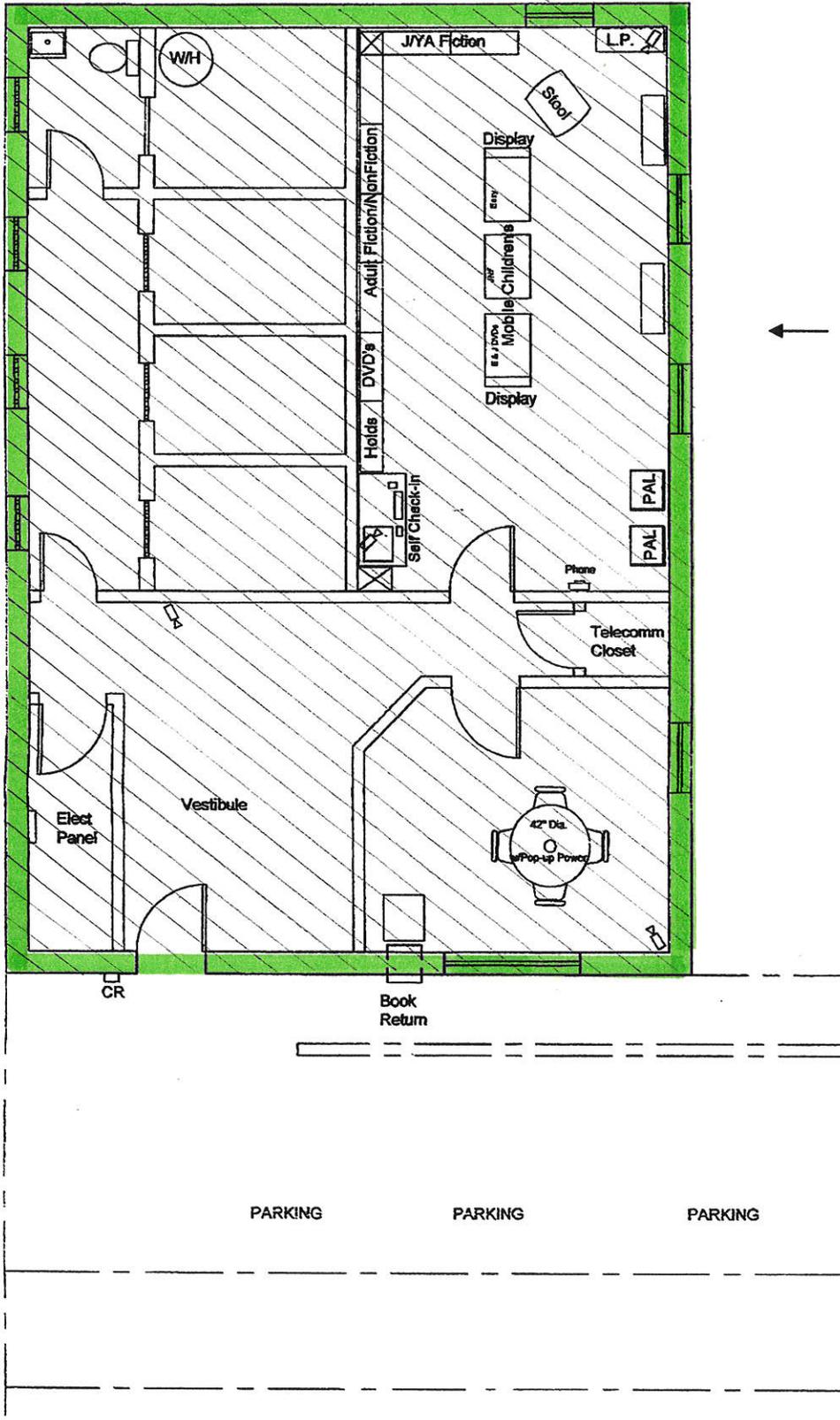
On September 7, 2017, before me personally appeared Amelia Shelley, to me known to be the **EXECUTIVE DIRECTOR** of the **FORT VANCOUVER REGIONAL LIBRARY DISTRICT**, an inter-county rural library district, that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said inter-county rural library district on behalf of said agency, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument on behalf of said inter-county rural library district for the benefit of said agency.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



Signature: Lila R. Erickson
Name (Print): Lila R. Erickson
NOTARY PUBLIC in and for the State
of Washington, residing at Clark County, Vancouver
My appointment expires: February 1, 2021

Exhibit A
(Outline and Description of Premises)



← Leased Premises
 Identified by Diagonal
 Lines and Border

Exhibit B

(Legal Description of Real Property Occupied Partially by the Tenant.)

Lot 4, Block 2, SECOND ADDITION TO YACOLT, according to the plat thereof,
recorded in Volume 'B' of plats, page 001, records of Clark County, Washington;

Tax Account Parcel Number 65540000;

and commonly known as 105 E. Yacolt Road, Yacolt, Washington 98675.

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-14

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY
DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE AGREEMENT ON FVRL'S BEHALF WITH THE TOWN OF YACOLT
LEASE RENEWAL FOR THE YACOLT EXPRESS LIBRARY**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Tuesday, August 22, 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 Fort Vancouver Regional Library District operates the Yacolt Express Library at 105 East Yacolt Road, Yacolt Washington 98675, and

WHEREAS, the owner of the property (Town of Yacolt) leased this property to FVRL starting in September of 2012 to serve as a community library, and

WHEREAS, FVRL intends to continue to operate a community library in Yacolt in this location for another five (5) years, and

WHEREAS, the existing lease agreement between FVRL and the Town of Yacolt expires on August 31, 2022, and

WHEREAS, the Town of Yacolt approved a renewal of the existing agreement for another five (5) year term at their Council meeting on May 9, 2022,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to execute a revised lease agreement on FVRL's behalf with the Town of Yacolt for 105 East Yacolt Road, Yacolt Washington 98675 from September 1, 2022 through August 31, 2027.

Adopted this 22nd day of August, 2022

Approved: _____
Jane Higgins, Chair

Attested: _____
Mary Ann Duncan-Cole, Secretary

Date: _____

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

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 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 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 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.

ARTICLE VI: Committees

6.1 Purpose: The Chair may form standing or special committees and may ask up to three Trustees and any number of others to serve on them.

6.2 Appointment: Committees shall be appointed by the Chair as deemed necessary should a need be identified. The Executive Director serves as the District's liaison on 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 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 - 08/05/2022 (SR 2022-24) REVISED

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:~~ **Trustees must:**

- 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.
- **Be prepared to support the efforts of library staff in resisting censorship.**
- 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 themselves from participating in any financial or legal actions that might constitute a conflict of interest personally or professionally.~~
- **Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution, and disqualify themselves immediately whenever the appearance of a conflict of interest exists.**

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 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.~~
- **Understand the financial needs of the District.**
- **Fulfill mandated fiduciary responsibilities** by **adopting** and **monitoring 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 **evaluate** ~~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:

- 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 libraries of 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
Staff Report 2022-36
2023 Budget Forecast

TO: Board of Trustees

FROM: Amelia Shelley

DATE: 08/22/2022

SUBJECT: 2023 Budget - forecast and goals

SUMMARY: FVRL is statutorily required to create and approve a budget as part of the Board of Trustees annual obligations. The 2023 budget should reflect the new strategic plan as well as needed capital and operational expenditures to better serve our communities. It is likely the levy rate will drop again in 2023, while assessed values continue to increase. A more complete picture will be presented at the September meeting, after branch and other division funding requests are submitted.

Key points for 2023:

REVENUES

- Anticipating a full 1% increase will be available to governmental entities
- Forecast based on average annual growth of 3%
- New construction/state assessed utilities late in September
- Anticipating continued slow growth in fees
- Reimbursements for capital projects (Woodland)

EXPENDITURES

Personnel:

- Bargaining results of compensation study
- Continuing to rebuild staffing
- Insurance cost increase estimated ~ 6%
- Restructure of Outreach and Community Partnerships
- New positions in IT (2)

Supplies and Equipment

- Anticipating increases in general costs
- Improve computer replacement schedule

Library Materials

- Reduction in print and increase in digital budget

Professional Services

- Custodial contracts up for bid
- Communications
- Repair and Maintenance contracts

Capital Projects

- New electric Sprinter van for north county
- Landscaping - GD, TC
- Grand Blvd. building remodel, roof, HVAC units
- Woodland Library construction

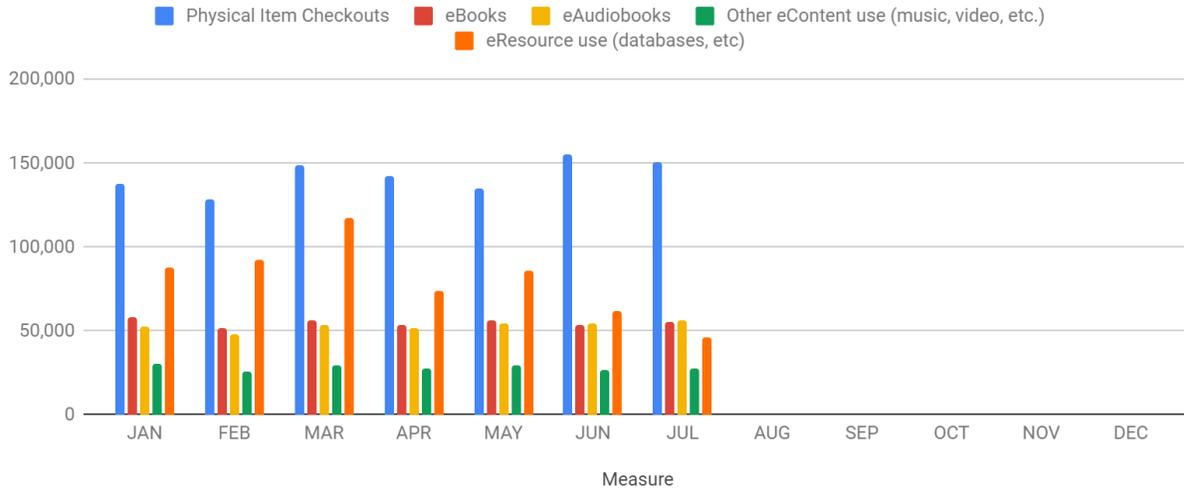
No Action Requested - presentation on 2023 budget at meeting

Assignment	June	July	August	September	October	November	December
Finance, ED	Revenue & Expenditure 1st estimate	Review process before instructions go out	Update 5 year forecast, reserves and review of 2022 budget	Updated Revenue & expenditures, balance budget	1st reading of budget to Board	2nd reading of budget to Board, levy public hearing	Board budget approval, public hearing
Finance Committee		Review 6 month expenditure for current year, revenue estimate	Identify budget goals, priorities, shortfalls, etc.	Draft 2023 and amended 2022 budgets prepared	Final revenue and expenditure forecasts	Final 2023 budget and 2022 amendments prepared	Adoption of 2023 Budget
Admin Team		Budget requests & instructions to Departments/ Managers	Budget retreat, draft Division Budget Requests Due	Finalize Division budget requests	Develop 2023 work plans and narratives	Finalize work plans and budget narrative	Final budget document to Board
ED/Board of Trustees		2022 workplan review and status report to Board	Initiate budget narrative, identify data points	Determine budget goals, outcomes	Prepare amended budget request, reserve allocations	Property tax levy, approval and resolution; filed with counties, Nov. 30	Submit final levy rate and budgets to all County Assessors

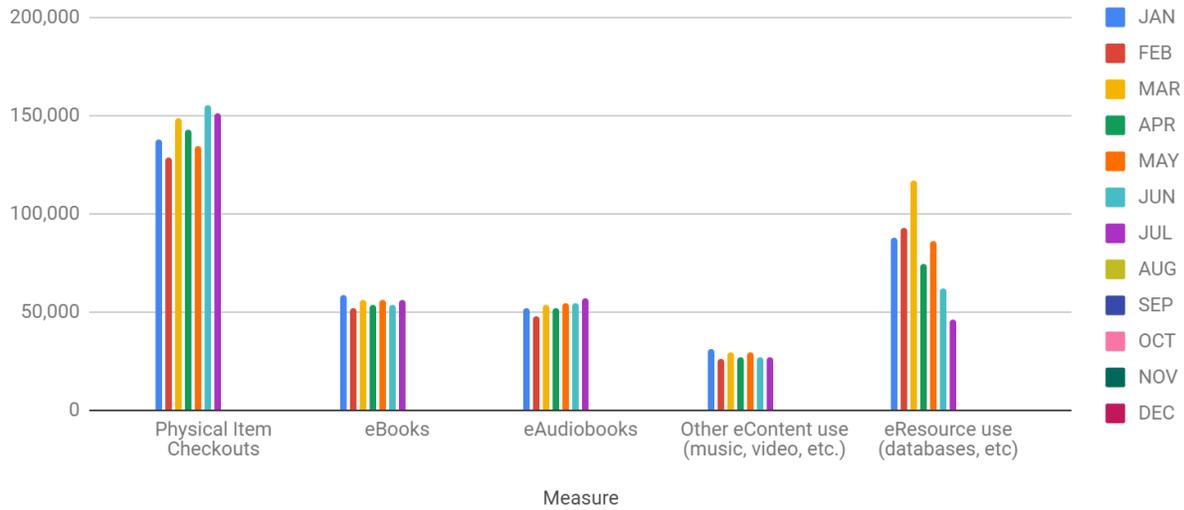
	July Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	45,745	45,257	1.08%	306,574	217,272	41.10%
Cascade Park Community Library	70,839	66,319	6.82%	460,873	322,267	43.01%
La Center Community Library	6,739	6,586	2.32%	46,444	37,072	25.28%
Ridgefield Community Library	11,605	11,340	2.34%	68,711	39,282	74.92%
Three Creeks Community Library	49,645	49,597	0.10%	323,260	239,646	34.89%
Vancouver Community Library	64,883	53,395	21.52%	396,089	262,832	50.70%
Vancouver Mall Library	11,602	12,564	-7.66%	80,934	64,537	25.41%
Washougal Community Library	8,379	8,716	-3.87%	55,770	52,985	5.26%
Green Mountain Library Express	45	2	2150.00%	1,321	91	1351.65%
Yacolt Library Express	4,576	4,135	10.67%	33,496	17,230	94.41%
LibCabinet at Vancouver Mall		333		38		
Clark County Total	274,058	257,911	6.26%	1,773,510	1,253,214	41.52%
Woodland Community Library	5,089	5,135	-0.90%	35,092	29,781	17.83%
Yale Library Express	1,130	532	112.41%	5,907	1,755	236.58%
Cowlitz County Total	6,219	5,667	9.74%	40,999	31,536	30.01%
Goldendale Community Library	5,624	5,735	-1.94%	43,058	28,106	53.20%
White Salmon Valley Community Library	10,062	11,441	-12.05%	70,904	59,377	19.41%
Klickitat County Bookmobile	452	272	66.18%	6,241	823	658.32%
Klickitat County Total	16,138	17,448	-7.51%	120,203	88,306	36.12%
North Bonneville Community Library	319	560	-43.04%	2,784	3,932	-29.20%
Stevenson Community Library	4,565	4,366	4.56%	30,701	25,038	22.62%
Skamania County Bookmobile	622	904	-31.19%	7,616	2,575	195.77%
Skamania County Total	5,506	5,830	-5.56%	41,101	31,545	30.29%
District-wide renewals	116	303	-61.72%	900	1,669	-46.08%
Mail	1,032	3,232	-68.07%	7,601	30,693	-75.24%
InterLibrary Loan Materials	224	226	-0.88%	1,998	691	189.15%
Misc Total	1,372	3,761	-63.52%	10,499	33,053	-68.24%
Downloadable eBooks	55,812	57,515	-2.96%	386,035	428,561	-9.92%
eMagazines	1,716	2,143	-19.93%	12,269	17,671	-30.57%
Downloadable & streaming audiobooks	56,506	52,467	7.70%	371,431	364,469	1.91%
Downloadable & streaming music	17,413	21,278	-18.16%	125,644	168,149	-25.28%
Streaming video	5,133	9,535	-46.17%	55,211	66,867	-17.43%
eContent Total	136,580	142,938	-4.45%	950,590	1,045,717	-9.10%
TOTAL	439,873	433,555	1.46%	2,936,902	2,483,371	18.26%

July 2022 Circulation Charts

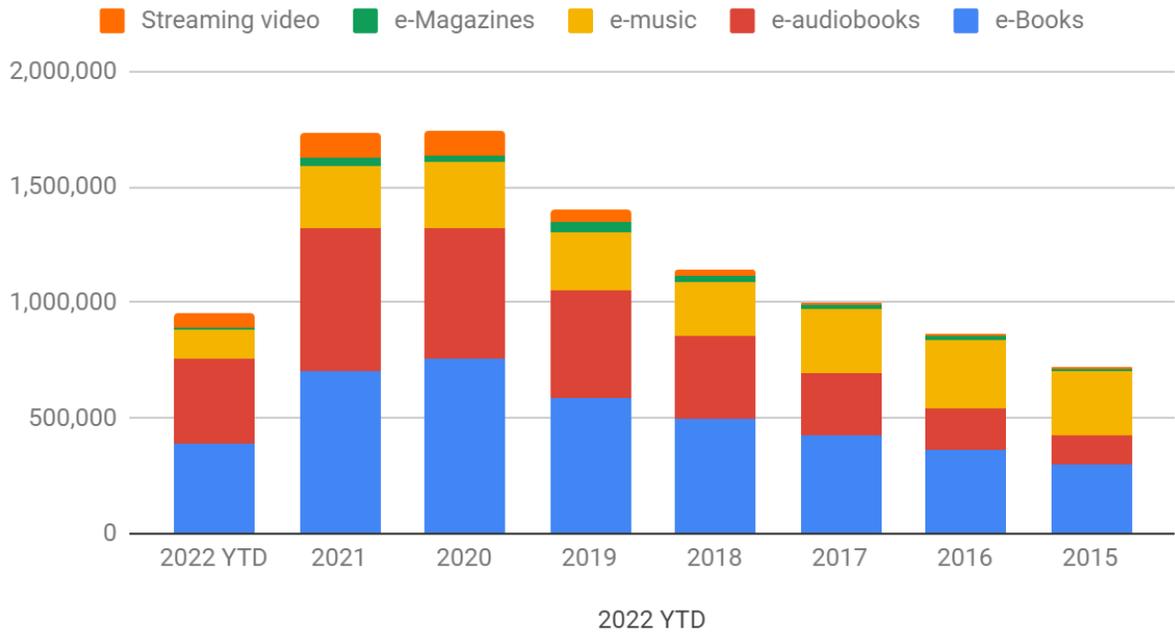
Physical and eContent use by month



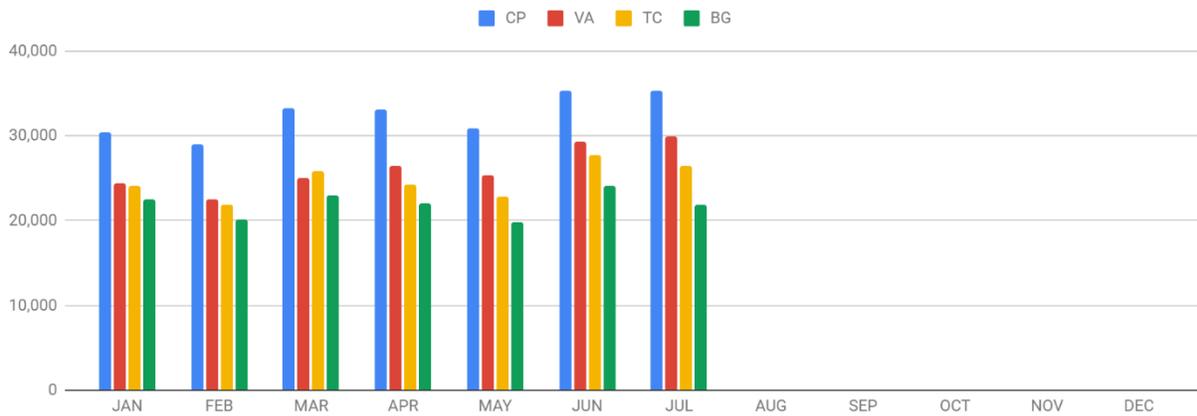
Physical and eContent use, month by month



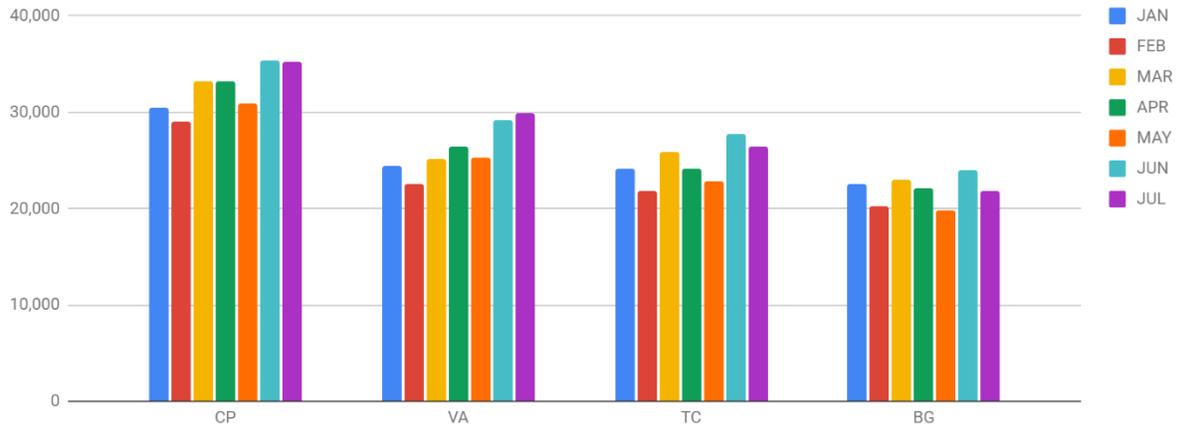
eContent Year by Year



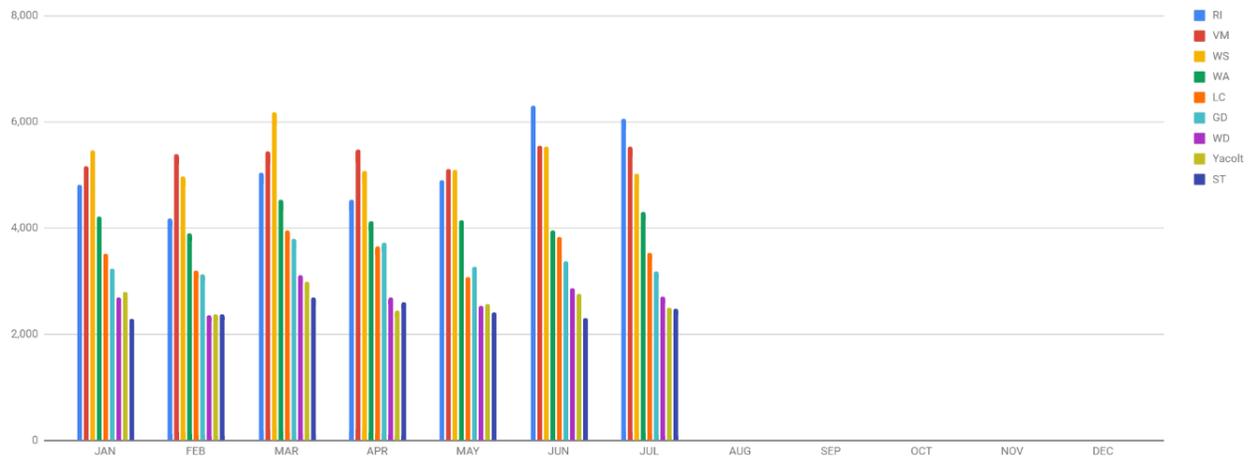
first time checkouts per month, four largest libraries



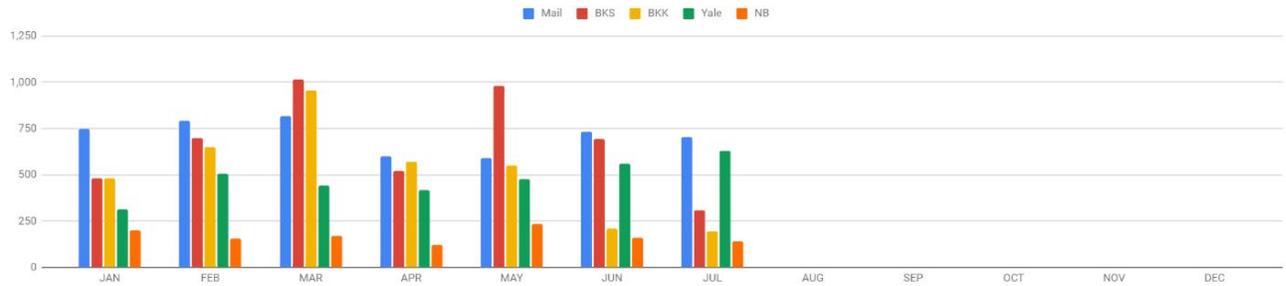
first time checkouts by library, month by month, four largest libraries



first time checkouts by month, smaller and rural locations



first time checkouts by month, library by library, smaller and rural locations



Check Out Washington backpacks offer an opportunity to explore nature

lowercolumbianaturenetwork.org/blog/check-out-washington-backpacks-give-opportunity-to-explore-nature

Jun 15



Experiencing all our great state has to offer has it's barriers. Some parks require passes for entry or parking and that holds some back. The Fort Vancouver Regional Library wants to make it easier to explore with its Check Out Washington backpack program to help people get outside and have the tools to navigate.

The Check out Washington backpack kit contains binoculars, field guides, educational materials, and a Discover Pass.

Check Out Washington makes a limited edition Discover Pass available through participating libraries statewide. This pass may be used for motor vehicle access to lands managed by: Washington State Parks, Washington State Department of Natural Resources, Washington Department of Fish & Wildlife. It provides free admission to state parks and other areas requiring a Discover Pass.

The Check Out Washington Pass offers access to millions of acres of state recreation lands in Washington, including:

- More than 100 developed state parks
- More than 350 primitive recreation sites, including campgrounds and picnic areas
- Nearly 700 water-access points
- Nearly 2,000 miles of designated water and land recreation trails
- More than 80 natural areas
- More than 30 wildlife areas

“While many families use these locally, providing the pass has been a significant way for us to reduce barriers for families that wouldn’t otherwise be able to afford it.”

— Kelsey Hudson, FVRL Student & Youth Partnership Coordinator

The backpacks can be in demand, especially in the summer months, but Kelsey Hudson, FVRL Student and Youth Partnership Coordinator said, “even with the holds, folks usually wait less than a month to get a bag at this point, and then have three weeks to use it.”

This summer at the Goldendale Community Library

goldendalesentinel.com/community/this-summer-at-the-goldendale-community-library/article_0d7307c4-f25f-11ec-9590-2b8e51a4a379.html

Terra McLeod

June 22, 2022



Summer at Your Library started off with a successful Yarn Bomb on Saturday June 11. The community art project will be on display throughout the rest of June, so drop by and experience the fabric art project completed through community support. Many thanks to all who participated in the weekly knit/crochet challenges and to those who braved the chilly wind and helped us put everything together!

Summer at Your Library is for all ages and runs from June 15 through August 15. Read, create, explore and learn all summer long! Track your reading and activities online through our website www.fvrl.org/summer-reading, or visit the library or Bookmobile to sign up.

Some of the library toys are returning to the Children's area. Also drop by and use supplies on our mobile art cart to create art with self-led art & craft challenges throughout the summer.

Next up will be a new type of program. We will be streaming "Family History Essentials: Weaving the Past with Speaker Walter Dominquez". Sign up at fvrl.org to attend this hybrid event, streamed live in the Goldendale Community Library Camplan Room on June 16, 3 to 4:30 p.m.

The morning Book Discussion Group has returned. This month we will be discussing *Shuggie Bain* by Douglas Stuart on June 20 at 11 a.m. Books are still available at the library. We will be meeting every third Monday of the month at 11 a.m.

We are very excited to have local author Laurie Case Wilhite talk at the library about her recent book *Paddle to the Pacific* on June 23 at 7 p.m. Sign up at fvrl.org to reserve your seat.

Visit the library in June to view our community art exhibit of the myriad of hexagonal works of art created during the month of May. They are displayed in the shape of the James Webb Space Telescope mirror. The artwork will be taken down in July and submitted to the city sponsored Sesquicentennial Time Capsule, which will be buried at the event on July 8 at 6:30 p.m. on the courthouse lawn. Please drop off submissions for the time capsule at the library or Bookmobile by June 25.

Finally, the Goldendale Friends of the Library are working to put on the well-loved book sale during Community Days. They need your help to set up and take down, as well as during the sale. Please consider donating a couple of hours to make this sale a success. Contact the library for more information.

We look forward to seeing you at the Goldendale Community Library this summer.

Program offering kids free lunch across 13 Clark County locations

 [kptv.com/2022/07/07/program-offering-kids-free-lunch-across-13-clark-county-locations](https://www.kptv.com/2022/07/07/program-offering-kids-free-lunch-across-13-clark-county-locations)

By [Anna Katayama](#)

Published: Jul. 6, 2022 at 5:16 PM PDT

PORTLAND Ore. (KPTV) - Free lunch is being served at 13 locations throughout Clark County this summer. An organization called Share is running the program designed to make sure kids who receive free and reduced lunch at school have a place to go for a nutritious meal during the summer months.

The Vancouver Library will serve as one of the 13 locations where lunch is served. Anyone 18 years old or younger is invited to come by between the hours of noon and 1 p.m. That's when lunch is served Monday through Friday. There's no registration required and everyone is welcome.

The free meals are prepared by volunteers at St. Joseph Catholic Church each weekday morning. The volunteers help SHARE make the meals and then deliver them to the 13 locations where the meals will be served. Indra Burcella is retired and says volunteering to help prepare the lunches has been a joy for her. She encourages others to volunteer as well.

For a complete list of locations where a free summer lunch will be available, click [here](#).

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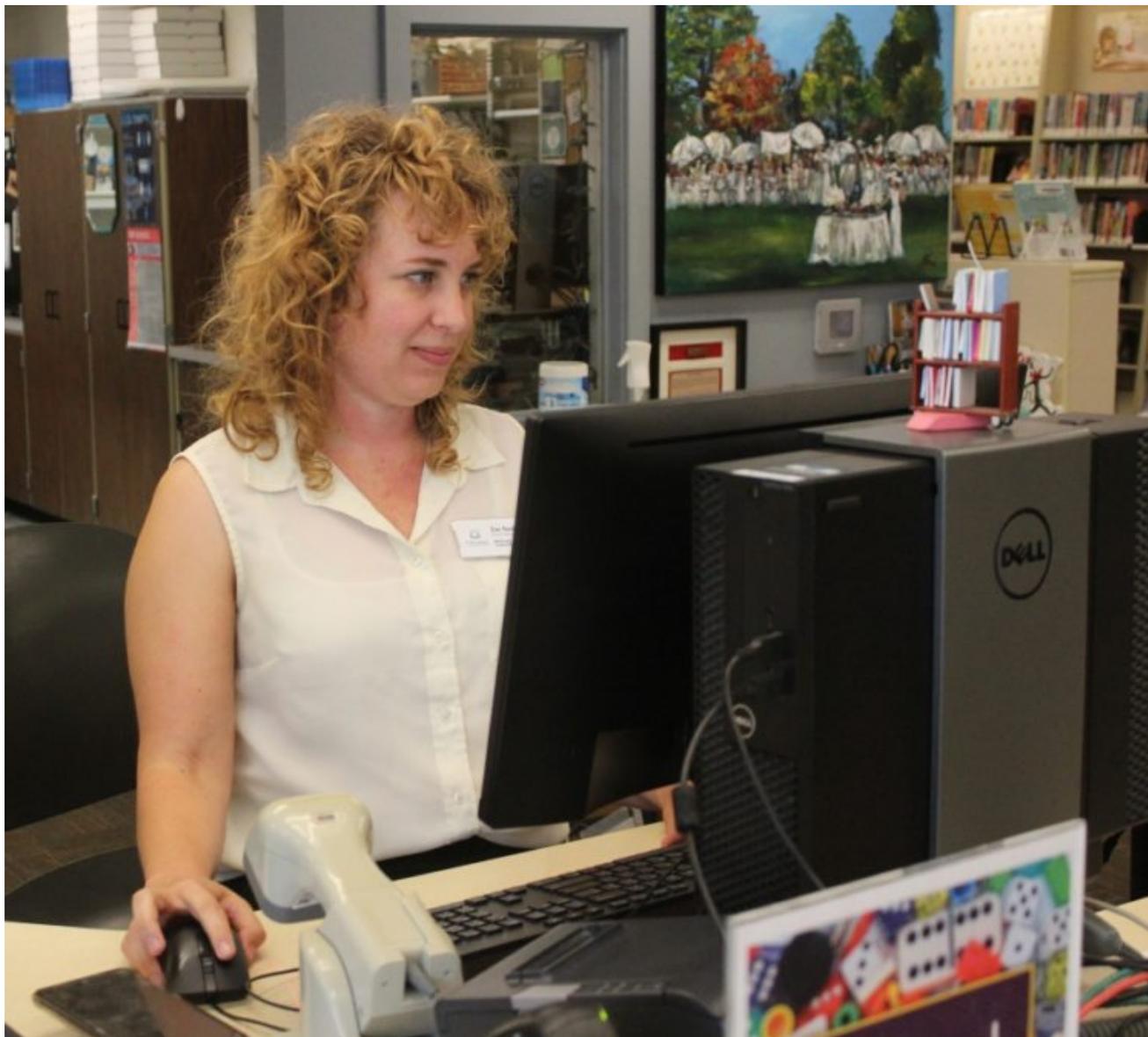
New Washougal library manager ready to ‘make connections’

camaspostrecord.com/news/2022/jul/07/new-washougal-library-manager-ready-to-make-connections

July 7, 2022

Zoe Nash replaces former library manager Rachael Ries

By [Doug Flanagan](#) | July 7, 2022 12:28 pm | [comments](#)



Zoe Nash, the new manager of the Washougal Community Library, worked for the Orange County, Calif., library system for 10 years prior to coming to Washougal in 2022. (Doug Flanagan/Post-Record)

([Doug Flanagan](#)/Post-Record)

Zoe Nash developed an interest in library sciences relatively later in life, somewhat by chance. She earned a bachelor of arts degree in cultural anthropology from the University of California-Santa Barbara in 2006 and intended to pursue a career as an archivist, but eventually realized that occupation wasn't for her and discovered her true passion in another walk of life.

“My original degree has a focus in archival stuff and museums, because that's where I wanted to focus,” Nash said. “But in the process of going to school and working, I was like, ‘I just need to get a library job.’ So I started at a public library. Then I was like, ‘This is really fun. I like this.’ I realized that the archive (jobs are) more of a by-yourself situation. I think it's fun to collaborate with people and interact.”

That decision led her to a rewarding career as a librarian in southern California — and now Washougal. Fort Vancouver Regional Library (FVRL) announced last month that it has hired Nash as the new branch manager at the Washougal Community Library, replacing Rachael Ries, who accepted a similar position at the FVRL's Cascade Park (Vancouver) location in April.

“We are very excited to have Zoe join our Washougal team,” said FVRL executive director Amelia Shelley. “(In her previous positions), she created innovative programming and had an active role in developing strong community partnerships. She is a great fit for us as we continue to create community awareness, engagement and support for building a new library in Washougal.”

Nash, a native of Orange, California, worked for the Orange County (California) Library System for the past 10 years. She served in clerk and assistant roles for several years before being promoted to adult services librarian, a position she held at several branches, most recently in La Habra, California.

But she applied for the Washougal position because she felt she was ready for a change, both personally and professionally.

“I do have family in Washington, so part of it was to be able to be closer to them,” she said. “I was looking for a different kind of lifestyle — I love nature and the outdoors. The cost of living (was a factor).

“And I really like a small branch like this — you really get to interact with people and make connections with people, and sometimes I feel that (aspect) gets lost when you're working at a bigger branch. It is part of a larger system, so there is room to grow professionally. And there's a lot of opportunities that I see here in the way that FVRL values its employees and creates a work-life balance.”

While working for the Orange County Library System, Nash enrolled at San Jose State University and earned a master of library and information science degree in 2012.

“Every day is so different (as a librarian),” she said. “You get to do tons of different stuff — you’re doing programming, or you’re working with your staff, or you get to go out and do fun events. And there’s that knowledge and education factor that I think librarians enjoy with the books and lifelong learning. I’m always learning something. I like the environment — it’s pushing me to grow and learn.”

Nash had never heard of Washougal and hadn’t spent a lot of time in the Pacific Northwest before applying for the position. She’s not quite sure how she’ll handle the rain, but she’s pretty confident that her new home will provide an ideal outlet for her personal interests.

“I’m a big hiker and camper,” she said. “Being outside, having the access, (the outdoors) being so close, that’s really enjoyable for me. Right after work I can go out on my bike and it’s right there. I like the proximity of it. And it’s new to me — it’s a different environment. Southern California has its own (outdoor scene), which I also love, but it’s very different.”

In the short-term, Nash is looking forward to establishing as many relationships with local residents and organizations as she can in order to facilitate community growth. And long-term, she’s already begun to think about the impact of the new library facility that FVRL is planning to build in Washougal.

“To me, it’s really exciting,” she said. “It’s usually really hard to get a brand-new building — usually you have to refurbish (your current building) or work with what you have. I think the fact that they’re involving the community in the design is amazing, because (in my experience) that doesn’t usually happen. It gives you an opportunity to have something that your community does want. You’re going to build something that people love.”