



AGENDA FOR PUBLIC MEETING

DATE: Tuesday, February 21, 2023

LOCATION: In Person: Vancouver Community Library, 901 C Street; Vancouver, WA

Zoom Link: <https://us02web.zoom.us/j/85692841522>

Meeting ID: 856 9284 1522

Passcode: 202419

or

Dial by your location +1 206 337 9723 US (Seattle)

6:00 PM Regular Meeting

1. Call to Order

2. Agenda Approval

ACTION

3. Chair Announcements

INFORMATION

4. Public Comments (limit 2 minutes each)

5. Reports:

INFORMATION

5.1 Branch Report: Vancouver Mall Community Library: Brandon Cruz

5.2 December Financial Statements: Amelia Shelley

6. Consent Agenda

ACTION

6.1 Minutes Approval: January 17, 2023

6.2 FVRL Expenditure Approval: Reviewed by Vikram Kotwani

6.3 Collection Policy

6.4 2022 Contract List

7. Business

7.1 Policy Committee:

Collection Review Procedure: Jan Johnston

INFORMATION

7.2 Facilities Committee:

Woodland Project Update: Amelia Shelley

INFORMATION

7.3 Finance Committee:

Vancouver Mall Lease Agreement: Amelia Shelley

Resolution 2023-07: Vancouver Mall Lease Agreement

ACTION

Vancouver Library Carpet Project

Resolution 2023-08: Rubenstein Flooring Contract Closeout

ACTION

7.4 Foundation MOU Committee

INFORMATION

8. Board Comments

9. Setting of next regular meeting: Saturday, March 18, 2023 4 PM (Three Creeks Community Library/Zoom)

10. Adjournment

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

December 31, 2021 Ending Cash Balance	\$19,672,242
Year-to-date Revenue Received	\$28,639,813
Year-to-date Expenditures	-\$27,400,743
Add back Expenditures incurred but unpaid	28,789
Cash Balance December 31, 2022	<u><u>\$20,940,100</u></u>

January 01, 2022 - December 31, 2022 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

January 1, 2022 Starting Cash Balance:	\$19,672,242
December 31, 2022 Ending Cash Balance:	\$20,940,100
Reserve Plan Objectives 1-5:	-\$12,040,426
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$8,899,674

Restatement of cash balance with cash reserve plan detail -

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	\$8,899,674
Reserve Fund	
Objective 1 Capital Repairs and Maintenance	\$750,000
Objective 2 Replacement Vehicles	\$98,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,800,000
Brush Prairie	\$500,000
Unrestricted Capital	\$519,306
Objective 4 Innovation	\$100,000
Objective 5 Budget Stabilization Fund	1,864,526
Total Reserve Plan Objectives 1-5	\$12,040,426
Operational Fund > 60 to 90 days of annual operational budget	\$8,899,674

Cash Balance December 31, 2022	<u><u>\$20,940,100</u></u>
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Fort Vancouver Regional Library District

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

	2022 Budget (Approved 12/21)	December 2022 Revenues	Year-to-Date Totals thru December 2022	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.1 Property Taxes - Clark	24,250,000	88,702	24,212,403	99.84%
311.10.1 Property Taxes - Skamania	675,000	30,232	674,286	99.89%
311.10.1 Property Taxes - Klickitat	1,345,500	162,129	1,374,704	102.17%
311.10.1 Property Taxes - Cowlitz	325,000	25,777	319,324	98.25%
Total Property Taxes	26,595,500	306,840	26,580,717	99.94%
Other Taxes				
312.10. Other General Tax	-	27,683	116,589	0.00%
318.20 Leasehold Excise Tax	120,000	1,283	122,214	101.84%
Total Other Taxes	120,000	28,966	238,802	199.00%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	-	11,549	230.98%
335.05 State Forest Boards	225,000	6,908	41,450	18.42%
333.00 Federal Grants	-	-	132,618	-
338.7 Yale Valley Library Dist	162,500	61,332	175,997	108.31%
338.72 INET City of Vancouver (PEG)	61,000	61,000	61,000	100.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	454,000	129,240	422,615	93.09%
Charges for Services				
341.60 Equipment Use Fees	20,000	3,478	28,878	144.39%
347.21 Non-Resident Borrower Fee	6,000	1,908	8,606	143.43%
347.90 Lost / Damaged Material Fee	25,000	6,950	38,558	154.23%
347.50 Collection Agency Referral Fee	5,000	520	3,158	63.17%
Total Charges for Services	56,000	12,856	79,200	141.43%
Miscellaneous				
361.11 Investment Interest	120,000	31,258	217,886	181.57%
362.00 Rental Income	2,500	1,500	125,575	5022.99%
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	832	1,858	12.39%
369.90 Library Friends Groups' Reimbursements	150,000	3,889	136,645	91.10%
369.90 Library Foundation Reimbursements	1,000,000	991	143,687	14.37%
369.40 Insurance Reimbursements	250,000	-	229,269	91.71%
369.90 Miscellaneous	2,500	147	2,274	90.95%
367.1 Private Grants	150,000	-	292,628	195.09%
369.90 Other Miscellaneous - E-Rate	200,000	-	158,068	79.03%
395.00 Sale of Assets	20,000	426	8,277	41.39%
Total Miscellaneous	1,910,000	39,043	1,318,478	69.03%
Total Operating Revenue	\$ 29,135,500	516,945	28,639,813	98.30%
Transfer in from Reserves	\$ 2,400,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 31,535,500	516,945	28,639,813	90.82%

Jan.-Dec. 2022 Fiscal Year

December is the 12th month of the fiscal year. Year-to-date budget percentages should be at 100%, representing 12/12 months.

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

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	December 2022 Expenditures	Year-to-Date Totals thru December 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	1,369,013	11,768,276	98.07%
572.24	Benefit - Medical	2,560,000	188,509	2,187,978	85.47%
572.24	Benefit - Dental	300,000	21,148	268,074	89.36%
572.24	Benefit - Life, LTD, STD	125,000	7,441	126,610	101.29%
572.22	Benefit - PERS	1,540,000	139,965	1,179,864	76.61%
572.21	Benefit - FICA	910,000	102,854	880,266	96.73%
572.25	Benefit - L & I - Workers Compensation	100,000	6,117	75,999	76.00%
572.25	Benefit - PFML	20,000	2,187	18,836	94.18%
572.28	Unemployment Expense	10,000	98	5,434	54.34%
	Personnel Subtotal:	17,565,000	1,837,332	16,511,336	94.00%
Supplies					
572.30	Supplies	392,525	13,331	368,182	93.80%
572.35	Small Equipment (FF&E)	266,700	10,289	260,174	97.55%
572.38	Technology	433,000	75,007	523,341	120.86%
572.33	Professional Collection / Tech	350,000	21,684	239,598	68.46%
	Supplies & Small Equipmt/Tech Subtotal:	1,442,225	120,310	1,391,295	96.47%
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	41,989	1,274,670	55.42%
572.39	Electronic Resources	1,600,000	245,632	1,837,330	114.83%
	Library Materials Subtotal:	3,900,000	287,622	3,112,000	79.79%
Other Services / Charges					
572.41	Professional Services	1,725,000	75,480	1,844,181	106.91%
572.42	Communications	387,800	34,188	415,405	107.12%
572.43	Training / Travel	108,000	2,067	96,693	89.53%
572.44	Advertising	30,000	1,390	9,011	30.04%
572.45	Rentals / Leases	567,925	26,875	554,652	97.66%
572.46	Insurance	220,000	(1,038)	239,428	108.83%
572.47	Utilities	458,855	40,515	417,263	90.94%
572.48	Repairs & Maintenance	704,250	100,844	978,658	138.96%
572.49	Misc / Dues / Printing / Other	165,700	3,139	104,236	62.91%
572.50	Intergovernmental Services	3,640	157	3,386	93.02%
	Other Charges & Services Subtotal:	4,371,170	283,617	4,662,913	106.67%
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	-	347,378	69.48%
594.62	Buildings / Owned	3,392,105	252,343	1,354,858	39.94%
595.62	Yale Project	40,000	-	1,192	2.98%
594.64	Machinery & Equipment	325,000	10,174	19,771	6.08%
	Capital Outlay Subtotal:	4,257,105	262,517	1,723,199	40.48%
Grand Total All Expenditures:		31,535,500	2,791,398	27,400,743	86.89%

December is the 12th month of the fiscal year.
 Year-to-date budget percentages should be at
 100%, representing 12/12 months.

Jan.-Dec. 2022 Fiscal Year



February 2023 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- Continuing to follow current guidance

2. Capital Projects

- Woodland Community Library
 - Design development at 100%
 - Page turn with estimator
- Grand Boulevard building
 - Drywall underway
 - Plumbing and electrical continuing

3. Executive Director's Highlights: January 18 - February 17, 2023

- Woodland Library - 100% design development review
- City of Woodland - intergovernmental exchange
- Finance Committee
- New Employee Orientation
- Clark College - State of the College address
- Grand Blvd. Operations Center - Owner/Architect/Contractor meetings
- Public Libraries of Washington Legislative Committee
- Met with Clark County Councilors
- Furniture review - Grand Blvd.
- Interviews - Vancouver Branch Manager
- Washougal Friends meeting
- Equity Committee
- Foundation Board meeting
- State Auditor's Office Exit Conference
- Grand Boulevard - Q&A
- Public Libraries of Washington Director's meeting (Seattle)
- Woodland Library - groundbreaking planning
- Urban Library Council - Strategic Planning Focus Group
- Power and Data review - Grand Blvd.
- Quarterly staff reviews
- Clark County Treasurer Investment Pool Quarterly meeting
- Policy Committee meeting

JANUARY BRANCH STRATEGIC PRIORITY HIGHLIGHTS

February 21, 2023

EQUITY

- Battle Ground Community Library had 150 attend a Lunar New Year celebration featuring Chinese Lion Dancers. Washougal Community Library hosted a celebration for kids and families with crafts and a parade.



PARTNERSHIPS

- Mending 101. As part of Cascade Park Community Library's Conscious Consumption program series, staff hosted Mending 101. Two volunteers from Repair Clark County and one from Green Neighbors helped show best practices for repair methods for clothing. Several people brought items to mend and the more experienced sewists in the group were able to offer suggestions on repair methods.
- Goldendale Community Library hosted the Goldendale Leadership Exchange Lunch, which is a group that meets to share what they are working on and to connect. The group grew out of the work of the Mid-Columbia Economic Development District (MCEDD) and the Rural Economic Development Summit (REDS).
- Three Creeks Community Library hosted their tax partner, REN Locus, for a family financial literacy program called A Carnival of Coins. Kids ages 4-12 and their parents participated in games and crafts to learn smart money choices. Over 100 people attended!
- Vancouver Mall Library partnered with the Clark County Food Bank to provide a program about meal planning and nutrition. They demonstrated cooking techniques and sent everyone home with a bag full of food to make a stir-fry dinner.



PARTNERSHIPS (continued)

- White Salmon Valley Community Library continues to build their relationship with The Mountain View Grange. They hosted a showing of the film *The Raising of America: Early Childhood and the Future of Our Nation* with Washington Gorge Action Programs (WAGAP), the City of White Salmon and The Klickitat County Childcare Committee. Two City Commissioners and one County Commissioner attended, along with community members. Following the film, Johanna Roe from the Childcare Committee hosted a lively discussion on the value of quality early childhood education and the desperate need for child care in our county.
- The YMCA in Ridgefield is in development and in the interim, Ridgefield Community Library is providing space for them to host a Gentle Strength and Stress program in the library weekly. Aimed at seniors, this program is filling a need for activities for seniors in a town without a senior center.

CONNECTIONS



- New programs are popping up throughout the district. At Battle Ground Community Library, Monday Morning Mix-Up has been a huge success with families. This drop-in play-based program gets around 15 to 28 people coming to play and make connections each week.
- La Center Community Library hosted a Tween Book Group book with the title *The Fourteenth Goldfish*, a book with STEM themes. The tweens did a STEM challenge to pick up and move a ping-pong ball from one side of the table to the other without using their hands. The group created

many inventions, including a zip-line!

- David Wyatt, Stevenson Community Library's Branch Manager, is writing an article in the Skamania County Pioneer called Library Leaves, where he highlights library events and resources monthly. Communications and Marketing Division redesigned the original logo from the 80's/90's.



- In January, a herd of elk visited the Yale Valley Community Library. Unfortunately, they were closed, but they were happy to still have access to the wifi as they grazed.

CONNECTIONS (continued)

- Friends of Stevenson and North Bonneville Community Libraries were voted business of the year by the Skamania County Chamber of Commerce membership, and were presented the award at their annual awards dinner in January.
- Woodland Community Library's Family Fun program in January was a Build It theme. They provided the materials and families provided the creativity! One young engineer and his mom made a wrecking ball, which he proceeded to swing and knock down the duplo tower he built.



ORGANIZATIONAL CULTURE

- Libs Martin and Rebekah Cherveney from Cascade Park Community Library attended the LibLearnX conference in New Orleans, hosted by the American Library Association. As part of their attendance, they will complete reports about sessions they attended to share what they learned with all staff.
- Three Creeks Community Library is piloting a weeding project, with the goal of improving and decreasing the size of their Children's collection in order to encourage browsing and displays of book covers to help increase circulation.



Foundation Update

Buy your tickets today!

Early Bird price \$50 until March 31, 2023 (tickets are \$60 after that)

Love

YOUR LIBRARY

SATURDAY, APRIL 29, 5-9 PM

loveyourlibrary2023.eventbrite.com

Show your love for the Woodland Library by attending the Love Your Library fundraiser!

Visit loveyourlibrary2023.eventbrite.com to purchase tickets. Come enjoy our festive and friendly gathering with live music, hearty appetizers, desserts, silent and live auctions, and an update on the Woodland Community Library Building project.

Proceeds from this event will go to the fund to build a new Woodland Community Library.

Great News!

- The Foundation received an unrestricted disbursement from the David and Helen Frink Foundation in the amount of \$30,534.42.
- The Friends of Vancouver Community Library deposited \$15,000 into their investment account.
- A local family fund made a \$5,000 donation to the Foundation to be directed to the Friends of Washougal Community Library for the Washougal Library Building Fund.
- The Foundation's partnership with ThriftBooks generated \$4,694.30 in revenue in January from the online sale of used books. The Foundation's total profit from ThriftBooks for the 2022 calendar year was \$42,876.
- A local charitable fund made an unrestricted \$1,000 donation to the Foundation.

Upcoming Events

Friday and Saturday, February 17–18

Woodland Friends Book Sale

Lewis River Fellowship,
2000 Lewis River Rd,
10:00am–4:00pm Friday and
10:00am–2:00pm Saturday

Monday, February 20

All libraries will be closed in recognition of Presidents Day

Tuesday, February 21

FVRL Trustee Meeting

Hybrid: Vancouver Community
Library and Zoom
6:00pm–8:00pm

Thursday, February 23

FVRL Foundation Board Meeting

Location TBC
3:00pm–4:00pm

Saturday, March 18

FVRL Trustee Meeting

Hybrid: Three Creeks Community
Library and Zoom
4:00pm–6:00pm

Thursday, March 23

FVRL Foundation Board Meeting

Location TBC
3:00pm–4:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 41 Cornerstones,
1 Stepping Stone,
and 4 Keystones.

Woodland has 34 Cornerstones,
5 Stepping Stones, 9 Keystones, and
5 Capstones.

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

How Board Members Can Help

–Spread the word about the Fred Meyer Rewards program:

fredmeyer.com/ii/community/community-rewards

Upcoming Book Sales

Woodland Friends:

February 17–18,
Lewis River Fellowship,
2000 Lewis River Rd,
10:00am–4:00pm Friday and
10:00am–2:00pm Saturday

Umpqua Bank Charitable Foundation Grants \$5,000 to FVRL Foundation for the 2023 Summer at Your Library Reading Program



Fort Vancouver Regional Library Foundation is honored to have received a \$5,000 grant from Umpqua Bank Charitable Foundation's Community Grants program in support of FVRLibraries' Summer at Your Library reading program. Pictured, from left: Wendi Eaton, FVRL Foundation Board member and Umpqua Bank Direct Lending Officer; Lori Wick, Umpqua Bank Community Ambassador for Clark County; and Rick Smithrud, FVRL Foundation Executive Director.

AmazonSmile Ending

Amazon is discontinuing its AmazonSmile program (which donated 0.5% of eligible purchases to shoppers' charity of choice) in an effort to refocus its charitable giving strategy. FVRL Foundation received a total of \$1,157.76 in AmazonSmile contributions in the eight years it participated.

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

January 17, 2023 – Cascade Park Community Library/Hybrid Meeting

1. CALL TO ORDER

Chair Morgan called the regular meeting to order at 6:00pm.

ATTENDEES:

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

Board Members Excused: Vikram Kotwani

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Dave Josephson, Facilities Director; Lee Strehlow, Human Resources Director; Attar Bhargal, Finance Manager; *Special Guests:* Ryan Ellis, Interim Branch Manager; Rick Smithrud, FVRL Foundation Director; *Recording:* Sami Bretherton, Executive Assistant

2. AGENDA

Chair Morgan asked to add a discussion on recording Board meetings item to the end of the business section. The meeting agenda was amended to reflect this change.

MOTION: Megan Dugan moved and Penny Love-Henslee seconded approval of the amended agenda. The motion carried unanimously.

3. CHAIR ANNOUNCEMENTS

Chair Morgan welcomed the public to the meeting and thanked the FVRL Foundation for joining this meeting to present and ask questions.

4. PUBLIC COMMENTS

Written comments in support of inclusive programming in the library: Charisa Martin Cairn, Ted Sarvata, Kelsey Gilkey, Alyssa McClure, David Alvey, Aly Strappazon, Eunice Ingermanson, Chris Hight, Whitney and David Young

Written comments against Drag Queen Story Hour (DQSH) programs in the library: Emily Stenersen, Irina Telega, James Judkins, Marilyn Roggenkamp, Mark Zagumenny, Marion Moses, Abby Dubinskiy, Lori Judkins, Natasha Yelchaninov, Anna, Doug Sheddy, Denise Serafin, Elizabeth Thiede, Glenda Martin, Valerine Chapman, Megan Clark, John Clark, Joanne Parrent, Doug Davis, Susan Wilson, Margo Logan, Melissa Leady

In person comments in support of inclusive programming in the library: David Alvey, Kati Emerick, Katherine Gardner, Quill Onstead, Wendi, Justin Allen, Jessica Cole, Katie Newhauser, Sean Moore, Keelie Wray, Peter Adrian, Eunice Ingermanson

In person comments against Drag Queen Story Hour (DQSH) programs in the library: Elizabeth Thiede, Phil Kronenbusch, Gary Wilson, Randy Schmidt, Margo Logan, Todd Andrews, Ron Roberts, Mark Zagumenny, Julie Martin, Gina Carson, Sofia Baranets, Dawn Seaver, James Clark

5. **REPORTS**

5.1 FVRL Organizational Report, Administrative Team

The Administrative team updated the Board on their work and projects.

5.2 Branch Report: Cascade Park Community Library, Ryan Ellis

Ellis reported on the Cascade Park Community Library activities for the past year.

5.3 December Financial Statements, Attar Bhangal

Bhangal reminded the Board that we will begin to have monthly financial statements one month in arrears starting in February. Therefore, December Financial Statements will be reviewed at the February meeting. Bhargal verbally reviewed 2022 Capital Projects for the Board.

5.4 FVRL Foundation Report, Rick Smithrud

Smithrud reviewed the events of the Foundation for 2022 and into 2023.

6. **CONSENT AGENDA**

6.1 Minutes Approval: December 19, 2022

6.2 FVRL Expenditure Approval: Reviewed by Megan Dugan

6.3 2023 Committee Roster

MOTION: Megan Dugan moved and Mary Ann Duncan-Cole seconded approval of the consent agenda. The motion carried unanimously.

7. **BUSINESS**

7.1 Foundation Memorandum of Understanding

After discussion, it was agreed that the FVRL Foundation and the FVRL District will agree to have 3 members from each Board as well as both Rick Smithrud and Amelia Shelley to work together on a new MOU.

7.2 Facilities Committee:

Capital Projects Update – Dave Josephson

Josephson gave updates on the capital projects underway.

Added Agenda Item: Recording of FVRL Board Meetings

The Board discussed recording the FVRL Board meetings. It was agreed that we will try the Zoom recording feature for the February meeting as a test. We will determine after that time if it meets our needs.

Lakeshore ROW Dedication - Resolution 2023-03

As part of the Lakeshore improvements, the City of Woodland has requested an easement for a three (3) foot right of way that would run along the Lakeshore Drive edge of the property.

MOTION: Megan Dugan moved and Penny Love-Henslee seconded approval of Resolution 2023-03. The motion carried unanimously.

7.3 Finance Committee:

Revolving Cash Funds - Resolution 2023-04

Staff is asking the Board to continue with the established practice of allowing revolving cash funds for library branches to remain set at \$3,000.

MOTION: Penny Love-Henslee moved and Megan Dugan seconded approval of Resolution 2-023-04. The motion carried unanimously.

Non-Resident Borrower Fees - Resolution 2023-05

Shelley reviewed non-resident borrower fees and how those are assessed. The Board is being asked to approve a resolution to maintain current non-resident fees for 2023.

MOTION: Penny Love-Henslee moved and Mary Ann Duncan-Cole seconded approval of Resolution 2023-05. The motion carried unanimously.

Clark County Treasurer Investment Agreement - Resolution 2023-06

Staff asks that the Board approve the revised Interlocal Agreement with the Clark County Treasurer's Office.

MOTION: Penny Love-Henslee moved and Olga Hodges seconded approval of Resolution 2023-06. The motion carried unanimously.

Vancouver Mall Lease Agreement (expires March 2023)

Shelley gave an overview of the costs associated with maintaining this library, statistics on library use, and the pros and cons of keeping the lease. The library lease and a resolution to approve renewal of the lease will be items on the February meeting agenda.

7.4 Policy Committee: Collection Policy (second reading)

All Trustees are encouraged to review the policy changes and give any feedback to the Policy Committee. The final version of the policy will be on the February meeting's Consent Agenda.

8. **BOARD COMMENTS**

Megan Dugan thanked the audience for staying for the long meeting. Dugan thanked Lynne Caldwell and Brenda Cameron for providing requested statistics for the discussion on Vancouver Mall Library.

Olga Hodges thanked the audience for staying for the long meeting. Hodges also thanked Amelia Shelley for all of her work in preparation for tonight's meeting.

9. **NEXT REGULAR MEETING**

The next meeting is Tuesday, February 21, 2023 (Vancouver Community Library/Zoom)

10. **ADJOURNMENT**

The meeting adjourned at 10:00pm.

Approved:

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

BOARD COVER WORKSHEET

BOARD DATE: February 21, 2023

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>
Accounts Payable		
January 5, 2023	116567 - 116590	\$ 32,098.11
January 13, 2023	116591 - 116624	\$ 61,041.96
January 20, 2023	116625 - 116698	\$ 429,772.86
January 27, 2023	116699 - 116753	\$ 678,856.45
January 30, 2023	116754 - 116755	\$ 459,609.80
Subtotal Accounts Payable Warrants Issued		<u>\$ 1,661,379.18</u>
Accounts Payable EFT Payments		
January 5, 2023	EFT01502	\$ 52.94
January 13, 2023	EFT01503 - EFT1505	\$ 6,803.43
January 20, 2023	EFT01506 - EFT01516	\$ 19,721.16
January 27, 2023	EFT01517 - EFT01526	\$ 28,879.79
Subtotal Accounts Payable EFT Payments		<u>\$ 55,457.32</u>
Subtotal Accounts Payable Warrants & EFT Payments		<u>\$ 1,716,836.50</u>
Accounts Payable Voids and Cancels		
January 17, 2023	116298	\$ (1,049.91)
January 23, 2023	115749	\$ (169.22)
January 30, 2023	116754	\$ (229,804.90)
Subtotal Accounts Payable Voids		<u>\$ (231,024.03)</u>
Subtotal A/P Warrants, EFTs, Voids		<u>\$ 1,485,812.47</u>
Subtotal ADP Payroll Debits		
January 10, 2023	Payroll - Net Wages	\$ 364,727.58
January 10, 2023	Federal Payroll Taxes	\$ 119,162.96
January 10, 2023	OR State Payroll Taxes	\$ 3,162.56
January 10, 2023	WA State PFML Taxes	\$ 4,184.81
January 25, 2023	Payroll - Net Wages	\$ 334,563.55
January 25, 2023	Federal Payroll Taxes	\$ 109,420.08
January 25, 2023	OR State Payroll Taxes	\$ 3,117.40
January 25, 2023	WA State PFML Taxes	\$ 3,822.29
January 27, 2023	Payroll - Net Wages	\$ 9,358.72
January 27, 2023	Federal Payroll Taxes	\$ 2,871.06
January 27, 2023	WA State PFML Taxes	\$ 90.27
Subtotal Payroll Transfers		<u>\$ 954,481.28</u>
Other ACH Debits		
January 20, 2023	ADP Payroll Fees	\$ 4,502.90
January 30, 2023	KAISER HSA	\$ 15,146.72
January 30, 2023	KAISER HSA	\$ 35.75
January 25, 2023	WA DOR Sales/Use Tax	\$ 5,981.67
January 17, 2023	WA DRS - DCP	\$ 6,387.24
January 25, 2023	WA DRS - DCP	\$ 6,315.88
January 13, 2023	WA DRS - PERS	\$ 86,828.14
January 24, 2023	WA DRS - PERS	\$ 79,986.83
Subtotal Other ACH Debit Transfers		<u>\$ 205,185.13</u>
Payroll Voids/Cancels		
Total Funds to Approve for Disbursement		<u><u>\$ 2,645,478.88</u></u>

Finance Manager Reviewed

Atter Brangel

Date

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Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ABBI0001	Payment	1/13/2023	116591	MARILYN ABBINK	\$ 78.28
ACTI0002	Payment	1/20/2023	116625	ACTION TECHNOLOGY SYSTEMS	\$ 299.70
AFSC0001	Payment	1/27/2023	116699	AFSCME	\$ 2,386.33
ALLE0011	Payment	1/27/2023	EFT01517	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	\$ 2,268.34
ALLY0001	Payment	1/27/2023	116700	ALLYNS BUILDING CENTER	\$ 42.99
AMAZ0001	Payment	1/27/2023	116701	AMAZON.COM CREDIT	\$ 144.35
AT&T0001	Payment	1/5/2023	116567	AT & T	\$ 410.76
AT&T0003	Payment	1/5/2023	116568	AT&T MOBILITY	\$ 1,420.89
BAKE0002	Payment	1/20/2023	116626	BAKER & TAYLOR	\$ 30,465.82
BATT0001	Payment	1/13/2023	116592	CITY OF BATTLE GROUND	\$ 499.67
BROD0001	Payment	1/20/2023	116627	BRODART COMPANY	\$ 1,328.77
CASC0010	Payment	1/13/2023	116593	CANOPY	\$ 490.25
CENT0001	Payment	1/20/2023	116628	CENTER POINT PUBLISHING	\$ 426.66
CHER0004	Payment	1/27/2023	116702	CHERRY ROOFING	\$ 1,990.95
CHIC0004	Payment	1/27/2023	116703	CHICAGO DISTRIBUTION CENTER	\$ 89.50
CITG0002	Payment	1/20/2023	116629	CIT GROUP- DW LEASE	\$ 31,792.52
CITY0005	Payment	1/20/2023	116630	CITY OF NORTH BONNEVILLE	\$ 240.00
CITY0005	Payment	1/27/2023	116704	CITY OF NORTH BONNEVILLE	\$ 240.00
CLAR0004	Payment	1/5/2023	116569	CLARK PUD	\$ 1,392.55
CLAR0004	Payment	1/13/2023	116594	CLARK PUD	\$ 8,274.69
CLAR0004	Payment	1/20/2023	116631	CLARK PUD	\$ 4,030.44
CLAR0015	Payment	1/20/2023	116632	CLARK COUNTY TREASURER	\$ 200.00
CLAR0026	Payment	1/13/2023	116595	CLARK REG WASTEWTR	\$ 85.04
CLEA0007	Payment	1/20/2023	116633	CLEAN WORLD MAINT-WS	\$ 2,774.00
CLEA0007	Payment	1/27/2023	116705	CLEAN WORLD MAINT-WS	\$ 1,887.00
CLEA0008	Payment	1/20/2023	116634	CLEAN WORLD MAINT-ST	\$ 2,017.00
CLEA0009	Payment	1/20/2023	116635	CLEAN WORLD MAINT- WD	\$ 342.00
CLEA0009	Payment	1/27/2023	116706	CLEAN WORLD MAINT- WD	\$ 379.00
CLEA0010	Payment	1/27/2023	116707	CLEAN WORLD MAINT-WA	\$ 317.00
CLEA0011	Payment	1/20/2023	116636	CLEAN WORLD MAINT-BG	\$ 2,857.00
CLEA0011	Payment	1/27/2023	116708	CLEAN WORLD MAINT-BG	\$ 2,976.00
CLEA0013	Payment	1/20/2023	116637	CLEAN WORLD MAINT - HQ	\$ 5,162.00
CLEA0014	Payment	1/20/2023	116638	CLEAN WORLD MAINT - LC	\$ 1,610.00
CLEA0015	Payment	1/20/2023	116639	CLEAN WORLD MAINT - RI	\$ 3,621.00
CLEA0016	Payment	1/20/2023	116640	CLEAN WORLD MAINT - VM	\$ 1,704.00
CLEA0017	Payment	1/20/2023	116641	CLEAN WORLD MAINT - TC	\$ 2,743.00
CLEA0017	Payment	1/27/2023	116709	CLEAN WORLD MAINT - TC	\$ 3,275.00
CLEA0018	Payment	1/27/2023	116710	CLEAN WORLD MAINT - VA	\$ 32,179.00
CLEA0019	Payment	1/20/2023	116642	CLEAN WORLD MAINT - YAC	\$ 688.00
CLEA0020	Payment	1/20/2023	116643	CLEAN WORLD MAIN - CP	\$ 4,114.00
CLEA0020	Payment	1/27/2023	116711	CLEAN WORLD MAIN - CP	\$ 4,835.00
CLEA0021	Payment	1/20/2023	116644	CLEAN WORLD MAINT - YAL	\$ 390.00
CLOU0001	Payment	1/20/2023	EFT01506	66 DEGREES, LLC	\$ 135.00
COFF0003	Payment	1/27/2023	116712	COFFMAN ENGINEERS	\$ 2,189.00
COLU0003	Payment	1/5/2023	116570	COLUMBIA RESOURCE COMPANY	\$ 213.69
COLU0007	Payment	1/20/2023	116645	COLUMBIA HARDWARE	\$ 119.51
COLU0007	Payment	1/27/2023	116713	COLUMBIA HARDWARE	\$ 211.03
COLU0032	Payment	1/13/2023	116596	COLUMBIA RIVER DISPOSAL	\$ 84.53
COMC0002	Payment	1/20/2023	116646	COMCAST INSTITUTIONAL NETWORKS	\$ 11,431.88
COMC0003	Payment	1/5/2023	116571	COMCAST BUSINESS	\$ 181.50

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
COMC0003	Payment	1/27/2023	116714	COMCAST BUSINESS	\$ 186.52
CORP0003	Payment	1/20/2023	116647	CORPORATE SUPPLY LLC	\$ 257.44
COWL0001	Payment	1/20/2023	116648	COWLITZ COUNTY PUD	\$ 544.86
DEMC0001	Payment	1/27/2023	116715	DEMCO	\$ 1,066.25
DEPT0002	Payment	1/20/2023	116649	DEPT OF LABOR & INDUSTRIES	\$ 30,973.54
DUGA0001	Payment	1/20/2023	EFT01507	MEGAN DUGAN	\$ 58.75
DUNP0001	Payment	1/20/2023	EFT01508	DUNPHY, MIKE	\$ 10.00
ECOL0001	Payment	1/27/2023	116716	ECOLIGHTS NORTHWEST, LLC	\$ 295.75
EMBA0001	Payment	1/5/2023	116572	CENTURYLINK formerly Embarq	\$ 364.06
EMBA0001	Payment	1/13/2023	116597	CENTURYLINK formerly Embarq	\$ 420.48
EMBA0001	Payment	1/20/2023	116650	CENTURYLINK formerly Embarq	\$ 378.07
ERNS0001	Payment	1/27/2023	EFT01518	ERNST, CYNTHIA	\$ 21.25
FIND0001	Payment	1/20/2023	116651	FINDAWAY WORLD, LLC	\$ 1,405.65
FORT0002	Payment	1/27/2023	116717	FVRL FOUNDATION	\$ 30.00
FRON0002	Payment	1/13/2023	116598	FRONTIER	\$ 82.31
FRON0002	Payment	1/20/2023	116652	FRONTIER	\$ 100.28
GALE0002	Payment	1/20/2023	116653	GALE GROUP	\$ 59,935.23
GALE0002	Payment	1/27/2023	116718	GALE GROUP	\$ 2,424.43
GETP0001	Payment	1/13/2023	EFT01503	GET PROGRAM	\$ 353.00
GETP0001	Payment	1/27/2023	EFT01519	GET PROGRAM	\$ 385.00
GOLD0003	Payment	1/5/2023	116573	CITY OF GOLDENDALE	\$ 267.58
H2OR0001	Payment	1/13/2023	116599	H2OREGON	\$ 35.05
HACK0003	Payment	1/27/2023	116719	HACKER	\$ 64,248.18
HANO0001	Payment	1/13/2023	116624	HANOVER INSURANCE GROUP	\$ 6,502.00
HARR0001	Payment	1/20/2023	116654	HARRYS KEY SERVICE, INC.	\$ 148.26
HARR0001	Payment	1/27/2023	116720	HARRYS KEY SERVICE, INC.	\$ 65.00
HAUA0001	Payment	1/20/2023	EFT01509	HAUAN, JENNIFER	\$ 346.75
HIGG0002	Payment	1/20/2023	EFT01510	JANE HIGGINS	\$ 208.75
HISC0001	Payment	1/20/2023	116655	WHITE SALMON ACE HARDWARE	\$ 18.19
HODG0002	Payment	1/27/2023	EFT01520	HODGES, OLGA	\$ 173.13
HOME0001	Payment	1/13/2023	116600	HOME DEPOT CREDIT SERVICES	\$ 1,844.01
HOME0013	Payment	1/27/2023	116721	HOMEDALE PUBLIC LIBRARY	\$ 13.00
ICMA0001	Payment	1/13/2023	116601	ICMA RETIREMENT CORPORATION	\$ 10,414.32
ICMA0001	Payment	1/27/2023	116722	ICMA RETIREMENT CORPORATION	\$ 9,989.28
INFO0005	Payment	1/20/2023	116656	INFO USA MARKETING INC	\$ 1,374.00
INFO0012	Payment	1/20/2023	116657	INFORMATION SYSTEMS	\$ 2,235.10
INGR0001	Payment	1/20/2023	116658	INGRAM	\$ 26,145.68
INGR0001	Payment	1/27/2023	116723	INGRAM	\$ 9,410.75
INTE0021	Payment	1/13/2023	116602	INTEGRA TELECOM	\$ 2,837.43
JRTM0001	Payment	1/5/2023	116574	JRT MECHANICAL, INC	\$ 466.55
KAIS0001	Payment	1/30/2023	116754	KAISER FOUNDATION HEALTH PLAN	\$ 229,804.90
KAIS0001	Payment	1/30/2023	116755	KAISER FOUNDATION HEALTH PLAN	\$ 229,804.90
KANO0001	Payment	1/20/2023	116659	KANOPY LLC	\$ 9,350.00
KATH0001	Payment	1/27/2023	116724	KATHY'S JANITORIAL - KATHLEEN L. WHITNER	\$ 2,226.00
KETE0001	Payment	1/5/2023	116575	KETER ENVIRONMENTAL SERVICES INC	\$ 95.79
KLIC0002	Payment	1/5/2023	116576	KLICKITAT COUNTY PUD	\$ 2,377.70
KLIC005	Payment	1/5/2023	116577	KLICKITAT COUNTY ER&R DEPT.	\$ 269.55
KLIC005	Payment	1/27/2023	116725	KLICKITAT COUNTY ER&R DEPT.	\$ 61.90
LACE0003	Payment	1/13/2023	116603	CITY OF LA CENTER	\$ 76.60
LAMM0001	Payment	1/5/2023	EFT01502	LAMM, KELLY J	\$ 52.94

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
LANS0001	Payment	1/20/2023	116660	LAN SU CHINESE GARDEN	\$ 1,680.00
LAZE0004	Payment	1/20/2023	116661	GISI MARKETING GROUP	\$ 299.47
LESS0001	Payment	1/20/2023	116662	LES SCHWAB TIRE CENTER	\$ 555.45
LING0003	Payment	1/20/2023	116663	LINGUAVA	\$ 243.51
LOVE0008	Payment	1/20/2023	116664	PENNY LOVE-HENSLEE	\$ 145.00
MANA0003	Payment	1/27/2023	116726	THE MANAGEMENT GROUP, INC.	\$ 1,408.48
MICR0004	Payment	1/20/2023	116665	MICROMAIN CORPORATION	\$ 3,750.00
MIDW0001	Payment	1/20/2023	116666	MIDWEST LIBRARY SERVICE	\$ 642.26
MIDW0002	Payment	1/20/2023	116667	MIDWEST TAPE	\$ 10,276.91
MIDW0002	Payment	1/27/2023	116727	MIDWEST TAPE	\$ 1,151.23
MIDW0003	Payment	1/20/2023	116668	MIDWEST TAPE UNPROCESSED	\$ 52.39
MILL0032	Payment	1/20/2023	EFT01511	MILLER, LESLEY	\$ 70.00
MORG0004	Payment	1/20/2023	116669	KRISTINA MORGAN	\$ 33.75
MORG0004	Payment	1/27/2023	116728	KRISTINA MORGAN	\$ 8.52
MUNT0001	Payment	1/20/2023	EFT01512	MUNTEAN, LARISA	\$ 75.00
NORT0005	Payment	1/5/2023	116578	NORTHWEST NATURAL GAS COMPANY	\$ 1,123.41
NORT0005	Payment	1/13/2023	116604	NORTHWEST NATURAL GAS COMPANY	\$ 2,038.58
NORT0005	Payment	1/20/2023	116670	NORTHWEST NATURAL GAS COMPANY	\$ 4,698.37
NORT0005	Payment	1/27/2023	116729	NORTHWEST NATURAL GAS COMPANY	\$ 5,033.77
NORT0056	Payment	1/27/2023	EFT01521	NORTH PACIFIC MANAGEMENT	\$ 11,801.00
OCLC0002	Payment	1/20/2023	116671	OCLC INC - RSC SHRG/MTDT/CTLG	\$ 20,464.08
OETC0001	Payment	1/20/2023	116672	OETC	\$ 54.41
OFFI0001	Payment	1/20/2023	116673	OFFICE DEPOT CARD PLAN	\$ 2,471.78
OFFI0001	Payment	1/27/2023	116730	OFFICE DEPOT CARD PLAN	\$ 765.41
OFFI0008	Payment	1/20/2023	116674	OFFICE OF THE SECRETARY OF STATE	\$ 14,000.00
OFFI0009	Payment	1/20/2023	116675	OFFICE PRODUCTS NORTHWEST	\$ 7,705.67
OREG0036	Payment	1/20/2023	116676	GORGE OREGONIAN	\$ 660.00
OTIS0001	Payment	1/27/2023	116731	OTIS ELEVATOR COMPANY	\$ 5,350.50
OVER0002	Payment	1/27/2023	116732	OVERHEAD DOOR OF YAKIMA	\$ 1,837.98
OVER0004	Payment	1/20/2023	116677	OVERDRIVE	\$ 62,021.07
OVER0004	Payment	1/27/2023	116733	OVERDRIVE	\$ 28,648.54
PACI0020	Payment	1/5/2023	116579	FREIGHTLINER NW	\$ 2,052.84
PACI0020	Payment	1/20/2023	116678	FREIGHTLINER NW	\$ 638.89
PAIG0001	Payment	1/20/2023	116679	PAIGE COMPANY CONTAINERS, INC	\$ 2,861.00
PAMP0002	Payment	1/20/2023	116680	PAMPLIN PRINTING	\$ 1,395.00
PARK0008	Payment	1/20/2023	116681	PARKROSE HARDWARE/BLUE TARP	\$ 13.00
PBS0001	Payment	1/5/2023	116580	PBS ENVIRONMENTAL (PDX)	\$ 1,808.75
PBS0001	Payment	1/27/2023	116734	PBS ENVIRONMENTAL (PDX)	\$ 8,041.00
PBS0002	Payment	1/20/2023	116682	PBS ENVIRONMENTAL (VANCOUVER)	\$ 938.75
PBS0002	Payment	1/27/2023	116735	PBS ENVIRONMENTAL (VANCOUVER)	\$ 608.25
PERF0003	Payment	1/20/2023	116683	PERFORMYARD, INC.	\$ 20,000.00
PLAT0001	Payment	1/20/2023	116684	PLATT ELECTRIC SUPPLY	\$ 2,001.80
PORT0032	Payment	1/20/2023	EFT01513	FRANCES PORTILLO	\$ 17,500.00
QWES0001	Payment	1/20/2023	116685	CENTURY LINK formerly Qwest	\$ 1,956.49
REPU0001	Payment	1/13/2023	116605	REPUBLIC SERVICES #487	\$ 60.31
RIDG0005	Payment	1/5/2023	116581	RIDGEFIELD, CITY OF	\$ 171.75
RIES0001	Payment	1/20/2023	EFT01514	RIES, RACHAEL	\$ 30.00
RUBE0001	Payment	1/27/2023	116736	RUBENSTEIN'S	\$ 124,200.00
SARK0004	Payment	1/27/2023	EFT01522	SARKKINEN, KRISTINE A	\$ 706.67
SCOT0005	Payment	1/13/2023	116606	SCOTT, CONNIE	\$ 1,025.64

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
SHRE0001	Payment	1/20/2023	EFT01515	SHRED NORTHWEST, LLC	\$ 120.00
SHRE0001	Payment	1/27/2023	EFT01523	SHRED NORTHWEST, LLC	\$ 320.00
SIMP0003	Payment	1/5/2023	116582	SIMPLE SAFETY SOLUTIONS	\$ 1,800.00
SKAM0001	Payment	1/5/2023	116583	SKAMANIA COUNTY PUD #1	\$ 812.55
SOHA0001	Payment	1/20/2023	116686	SOHA SIGN CO INC	\$ 472.10
SPRI0007	Payment	1/5/2023	116584	SPRINGSHARE LLC	\$ 9,425.00
STAM0002	Payment	1/20/2023	116687	STAMP-CONNECTION.COM	\$ 89.50
STAN0013	Payment	1/20/2023	116688	STANLEY CONVERGENT SECURITY SOLUTIONS, INC.	\$ 244.86
STAN0013	Payment	1/27/2023	116737	STANLEY CONVERGENT SECURITY SOLUTIONS, INC.	\$ 279.84
STAR0001	Payment	1/27/2023	116738	STAR RENTALS	\$ 790.92
STAT0003	Payment	1/20/2023	116689	STATE AUDITOR'S OFFICE	\$ 10,681.20
STAT0003	Payment	1/27/2023	116739	STATE AUDITOR'S OFFICE	\$ 1,451.25
STER0002	Payment	1/27/2023	116740	STERICYCLE, INC	\$ 10.36
STEV0001	Payment	1/5/2023	116585	CITY OF STEVENSON	\$ 278.37
TAYL0011	Payment	1/20/2023	116690	THE TAYLOR GROUP	\$ 3,333.33
TDJC0001	Payment	1/20/2023	EFT01516	TERESA D. JOHNSON CPA, INC.	\$ 1,166.91
TDST0001	Payment	1/13/2023	116607	TDS TELECOM	\$ 204.53
TECT0001	Payment	1/20/2023	116691	ENAVATE MANAGED SERVICES, INC	\$ 250.00
THOM0015	Payment	1/27/2023	116741	THOMSON REUTERS-WEST PUBLISHING CORP	\$ 401.82
THYS0001	Payment	1/27/2023	116742	THYSSENKRUPP ELEVATOR CORP	\$ 1,845.59
TOWN0007	Payment	1/27/2023	116743	THE TOWN OF YACOLT	\$ 200.00
TSAI0001	Payment	1/20/2023	116692	TSAI FONG BOOKS, INC	\$ 1,106.35
ULIN0001	Payment	1/20/2023	116693	ULINE	\$ 722.99
ULIN0001	Payment	1/27/2023	116744	ULINE	\$ 225.89
UNIO0002	Payment	1/27/2023	116745	UNION CORNER CONSTRUCTION INC	\$ 322,504.60
UNUM0002	Payment	1/27/2023	116746	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$ 13,506.30
URBA0001	Payment	1/27/2023	116747	URBAN LIBRARIES COUNCIL	\$ 12,000.00
VANC0001	Payment	1/5/2023	116586	CITY OF VANCOUVER UTILITIES	\$ 2,273.47
VANC0001	Payment	1/13/2023	116608	CITY OF VANCOUVER UTILITIES	\$ 1,412.27
VANC0025	Payment	1/20/2023	116694	CITY OF VANCOUVER- FINANCIAL SERVICES	\$ 120.00
VANC0025	Payment	1/27/2023	116748	CITY OF VANCOUVER- FINANCIAL SERVICES	\$ 63.00
VANC0037	Payment	1/27/2023	116749	VANCOUVER FALSE ALARM REDUCTION PROGRAM	\$ 20.00
VERI0002	Payment	1/5/2023	116587	VERIZON	\$ 4,290.47
VERI0002	Payment	1/27/2023	116750	VERIZON	\$ 4,999.01
VERI0004	Payment	1/27/2023	116751	STERLING VOLUNTEERS	\$ 171.00
VISABARRO	Payment	1/13/2023	116609	VISABARRO	\$ 579.51
VISABLOS	Payment	1/13/2023	116610	VISABLOS	\$ 320.69
VISAEMPL01	Payment	1/13/2023	116611	VISAEMPLE01	\$ 549.20
VISAEMPL02	Payment	1/13/2023	116612	VISAEMPLE02	\$ 48.80
VISAEMPL03	Payment	1/13/2023	116613	VISAEMPLE03	\$ 149.00
VISAGETS	Payment	1/13/2023	116614	VISAGETS	\$ 1,788.72
VISAGIFF	Payment	1/13/2023	116615	VISAGIFF	\$ 3,357.83
VISAJOSE	Payment	1/13/2023	116616	VISAJOSE	\$ 962.81
VISAKEND	Payment	1/13/2023	116617	VISAKEND	\$ 1,092.70
VISAKRES	Payment	1/13/2023	116618	VISAKRES	\$ 569.96
VISAMCCU	Payment	1/13/2023	116619	VISAMCCU	\$ 715.30
VISASHEL	Payment	1/13/2023	116620	VISASHEL	\$ 2.60
VISATRAV	Payment	1/13/2023	116621	VISATRAV	\$ 4,241.24
WALT0001	Payment	1/20/2023	116695	WALTER E NELSON COMPANY	\$ 4,299.50
WAPI0001	Payment	1/20/2023	116696	WAPITI NW, LLC	\$ 650.88

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
WASH0006	Payment	1/20/2023	116697	WASHINGTON LIBRARY ASSOCIATION	\$ 6,717.00
WASH0049	Payment	1/5/2023	116588	CITY OF WASHOUGAL	\$ 17.25
WAST0001	Payment	1/13/2023	116622	WASTE CONNECTIONS INC	\$ 4,778.37
WAVE0001	Payment	1/13/2023	116623	WAVE	\$ 5,419.24
WEST0004	Payment	1/27/2023	EFT01524	US CENTENNIAL VANCOUVER MALL LLC	\$ 8,881.53
WEXB0001	Payment	1/13/2023	EFT01504	WEX BANK	\$ 3,696.02
WHEE0006	Payment	1/20/2023	116698	WHEELERCREEK STUDIO INC.	\$ 302.50
WHIT0001	Payment	1/5/2023	116589	CITY OF WHITE SALMON	\$ 157.76
WILC0001	Payment	1/27/2023	116752	WILCO	\$ 4.76
WOOD0001	Payment	1/5/2023	116590	CITY OF WOODLAND	\$ 425.87
WPEA0001	Payment	1/13/2023	EFT01505	WPEA	\$ 2,754.41
WPEA0001	Payment	1/27/2023	EFT01525	WPEA	\$ 2,501.81
WPEA0003	Payment	1/27/2023	EFT01526	WPEA UFCW	\$ 1,821.06
YAKI0006	Payment	1/27/2023	116753	YAKIMA GENERATOR	\$ 169.22
				Subtotal Warrant & EFT Transactions	\$ 1,716,836.50
Vendor ID	Document Type	Void Date	Document Number	Vendor Name	Document Amount
SBEL0001	Payment	1/17/2023	116298	SB ELECTRONIC SYSTEMS LIMITED	\$ (1,049.91)
YAKI0006	Payment	1/23/2023	115749	YAKIMA GENERATOR	\$ (169.22)
KAIS0001	Payment	1/30/2023	116754	KAISER FOUNDATION HEALTH PLAN	\$ (229,804.90)
				Subtotal Void Transactions	\$ (231,024.03)
				Subtotal Warrants, EFTs, Voids	\$ 1,485,812.47
Payroll					
Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	1/10/2023	Payroll 1/10/2023	ADP - Net Payroll Wages	\$ 364,727.58
ADP0001	Payment	1/10/2023	Payroll 1/10/2023	ADP - Federal Payroll Taxes	\$ 119,162.96
ADP0001	Payment	1/10/2023	Payroll 1/10/2023	ADP - OR State Payroll Taxes	\$ 3,162.56
ADP0001	Payment	1/10/2023	Payroll 1/10/2023	ADP - WA State PFML Taxes	\$ 4,184.81
ADP0001	Payment	1/25/2023	Payroll 1/25/2023	ADP - Net Payroll Wages	\$ 334,563.55
ADP0001	Payment	1/25/2023	Payroll 1/25/2023	ADP - Federal Payroll Taxes	\$ 109,420.08
ADP0001	Payment	1/25/2023	Payroll 1/25/2023	ADP - OR State Payroll Taxes	\$ 3,117.40
ADP0001	Payment	1/25/2023	Payroll 1/25/2023	ADP - WA State PFML Taxes	\$ 3,822.29
ADP0001	Payment	1/27/2023	Payroll 1/27/2023	ADP - Net Payroll Wages	\$ 9,358.72
ADP0001	Payment	1/27/2023	Payroll 1/27/2023	ADP - Federal Payroll Taxes	\$ 2,871.06
ADP0001	Payment	1/27/2023	Payroll 1/27/2023	ADP - WA State PFML Taxes	\$ 90.27
				Subtotal Payroll Debit Transactions	\$ 954,481.28
Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	1/20/2023	0000000000109479	ADP Payroll Fees	\$ 4,502.90
KAIS0005	Payment	1/30/2023	0000000000109483	KAISER HSA	\$ 15,146.72
KAIS0005	Payment	1/30/2023	0000000000109484	KAISER HSA	\$ 35.75
WASH0007	Payment	1/25/2023	0000000000109481	WASHINGTON DEPT OF REVENUE	\$ 5,981.67
WASH0008	Payment	1/17/2023	0000000000109478	WASHINGTON STATE TREASURER	\$ 6,387.24
WASH0008	Payment	1/25/2023	0000000000109482	WASHINGTON STATE TREASURER	\$ 6,315.88
WASH0013	Payment	1/13/2023	0000000000109477	WASH DEPT OF RETIREMENT SYSTEM	\$ 86,828.14
WASH0013	Payment	1/24/2023	0000000000109480	WASH DEPT OF RETIREMENT SYSTEM	\$ 79,986.83
				Subtotal Other ACH Debit Transactions	\$ 205,185.13
				Total Disbursements	\$ 2,645,478.88

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

February 21, 2023

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, February 21, 2023, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
January 1, 2023 through January 31, 2023

Accounts Payable Warrants Issued	Numbers	<u>116567</u>	Through	<u>116755</u>	<u>\$ 1,661,379.18</u>
Accounts Payable EFT Payments		<u>EFT01502</u>	Through	<u>EFT01526</u>	<u>\$ 55,457.32</u>
Accounts Payable Warrants Voided	Numbers	115749, 116298, 116754			<u>(\$ 231,024.03)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 1,485,812.47</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	<u>\$ -</u>
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20230110</u>	Through	<u>20230127</u>	<u>\$ 954,481.28</u>
Other Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>				<i>Amount</i>
ADP Payroll Fees	January 20, 2023				\$ 4,502.90
KAISER HSA	January 30, 2023				\$ 15,146.72
KAISER HSA	January 30, 2023				\$ 35.75
WA DOR Sales/Use Tax	January 25, 2023				\$ 5,981.67
WA DRS - DCP	January 17, 2023				\$ 6,387.24
WA DRS - DCP	January 25, 2023				\$ 6,315.88
WA DRS - PERS	January 13, 2023				\$ 86,828.14
WA DRS - PERS	January 24, 2023				\$ 79,986.83
					<u>\$ 205,185.13</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 2,645,478.88</u>
Total Transactions for Approval					<u><u>\$ 2,645,478.88</u></u>

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

FORT VANCOUVER REGIONAL LIBRARY DISTRICT COLLECTION POLICY

PURPOSE

The Fort Vancouver Regional Library District (FVRL) offers a collection of library materials and information resources (collection) in keeping with its mission and values. The Board of Trustees (Board) has a strong commitment to support the acquisition and maintenance of a balanced library collection and recognizes that the libraries' physical and digital collections are contained in varied, evolving and divergent materials and formats.

POLICY STATEMENT

FVRL is committed to a collection of library materials and resources that allow for free access to ideas and information to reflect the broad range of interests of the communities we serve.

COLLECTION OBJECTIVES

FVRL is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The primary objectives of the collection will be:

- To educate and inform
- To promote the pleasure of reading
- To develop the skills and abilities needed for personal success
- To encourage and enhance personal, artistic, and intellectual growth

The collection will be selected and maintained to enable each individual to choose materials and information according to her or his own free choice. The collection as a whole will be a diverse source of information representing as many viewpoints as possible. FVRL neither encourages or discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of either the author or the material. Selection of materials by FVRL does not mean the District endorses the contents or the views expressed in those materials.

The Board recognizes that FVRL's resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, as well as electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

ACCESS

The Board believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

FVRL does not stand in place of the parent (in loco parentis). Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

The collection will be organized and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled because of controversy about the author or the subject matter.

The Board considers materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution. If a person claims that a particular item is not constitutionally protected, the burden of proof rests with that person.

If a court having jurisdiction over the District decides that any material in the collection is not protected by these constitutions, such material will be removed immediately. Material under court consideration will remain available until a final court ruling is made after all appeals are exhausted.

SELECTION

Selection of materials is vested in FVRL's Executive Director, who may authorize staff members qualified for this duty by education, training, and job classification to assist. The Executive Director has full authority to use her or his judgment in interpreting this Policy. Materials selected will be deemed to have been selected by the Board.

Criteria to be considered in adding specific materials, to the collection include, but are not limited to:

- collection objectives
- present collection composition
- public interest
- community relevance
- critical merit
- patron requests
- level of demand
- timeliness of topic
- diversity of viewpoint
- diversity of formats to meet user needs
- cost, availability and durability of formats

Items selected must meet one or more of these criteria but not every item that meets one or more of them will be selected. FVRL strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection. Requests may be met through purchase, resource sharing with other libraries, electronic delivery or other means.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Gift items are subject to the same selection criteria used for purchased materials.

COLLECTION REVIEW (REQUESTS FOR RECONSIDERATION)

The Board recognizes the right of individuals or groups to question materials in the collection and FVRL will give serious consideration to each opinion so expressed. A formal material challenge is initiated when a fully completed and signed copy of the [Collection Review Form](#) is received by FVRL. Collection Review Forms, available at any library branch and online, will be accepted only from residents within the Fort Vancouver Regional Library District service area for items owned by the District.

The collection Review Form will be sent to the Executive Director, who will refer it to a staff committee for review. The committee will consist of the Collection Manager, a Collection Development Librarian, a site supervisor from the branch where the challenge was received, and other appointed staff as needed to perform an independent review of the challenged item. Material under consideration will remain available to patrons until a decision is made.

The review committee will give the Executive Director their recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy. Because of the need to accommodate individual as well as group requests, the number of forms received will not be a factor in reaching a recommendation. The Executive Director will make a final decision regarding the material and reply to the individual or groups in writing as soon as practical.

DISCARDING MATERIALS

The Board recognizes that discarding materials is an important part of maintaining the collection in order to keep the collection fresh and free of outdated and worn/damaged materials. Discarding materials is vested in the Executive Director, who may authorize qualified staff to assist. Materials discarded will be deemed to have been discarded by the Board.

When discarding materials, the District will consider the same criteria as for selecting materials, as well as physical condition. Materials will not be removed because of controversy. Replacement of materials will be based on collection objectives.

The District is not a library of historical record. To ensure a vital collection of continuing value to the communities we serve, except in the area of local history, materials that are not well used may be withdrawn.

ADMINISTRATION

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

SEVERABILITY

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

CONTINUANCE

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

Relevant policies: Appeal Rights of Patrons, Asset Management, Fiscal Management, Gifts and Recognition, Public Liability, Purchasing and Procurement, Trustee Ethics and Responsibilities

References: 27.12 RCW, 42.56.310 RCW

Approved by the Board of Trustees: *Original Policy: November 29, 1972; Revised and Adopted: October 26, 1981; Revised and Reaffirmed: September 11, 1989; Revised and Reaffirmed: October 14, 1991; Revised and Reaffirmed: August 16, 1993; Revised and Reaffirmed: August 30, 1995; Revised and Reaffirmed: August 14, 2000; Revised: April 21, 2008 (replaces former policy titled "Selecting and Discarding Materials"); Revised and Reaffirmed:*

2022 FVRL Contracts for Service

Vendor	Contract amount	Description
360 DIRT WORKS LLC	\$ 59,507.42	Operations Center
66 DEGREES, LLC	\$ 22,105.05	Google for Business
AAF INTERNATIONAL	\$ 5,182.71	Air filters
A-LINE ASPHALT MAINT, INC	\$ 3,941.43	Paving
ALLSTREAM	\$ 14,865.01	Phones
ANCHOR ELECTRIC LLC	\$ 1,346.25	Electrician
BIBLIOTHECA ITG, LLC	\$ 1,274.88	RFID annual license and maintenance
CHERRY ROOFING	\$ 39,819.14	LC roof
CHINOOK PLUMBING	\$ 2,124.77	Plumbing
CIT GROUP- DW LEASE	\$ 247,395.24	copiers and printers
CITY OF VANCOUVER	\$ 28,920.79	Permits for 2018 Grand Blvd.
CITY OF VANCOUVER- FINANCIAL SERVICES	\$ 1,450.00	Building inspection fees
CLEAN WORLD MAIN - CP	\$ 52,370.00	janitorial services
CLEAN WORLD MAINT - HQ	\$ 80,216.65	janitorial services
CLEAN WORLD MAINT - LC	\$ 14,972.00	janitorial services
CLEAN WORLD MAINT - RI	\$ 36,116.00	janitorial services
CLEAN WORLD MAINT - TC	\$ 32,673.00	janitorial services
CLEAN WORLD MAINT - VA	\$ 312,292.00	janitorial services
CLEAN WORLD MAINT - VM	\$ 15,969.00	janitorial services
CLEAN WORLD MAINT - YAC	\$ 6,643.00	janitorial services
CLEAN WORLD MAINT - YAL	\$ 5,636.00	janitorial services
CLOUDBAKERS, LLC	\$ 28,499.39	Google for Business
COMPRISE TECHNOLOGIES, INC	\$ 24,477.60	Payment systems
CONSPECTUS, INC.	\$ 17,500.00	Construction consulting
CONTRACT FLOORING & INTERIORS	\$ 13,471.41	WS flooring
CYBERREEF SOLUTIONS, INC.	\$ 1,872.00	Mobile data management
DELTA AV	\$ 11,372.10	AV systems
DOCULYNX	\$ 3,238.73	Information management
EMERSON HARDWOOD CO	\$ 5,104.33	ST workroom remodel
ENAVATE MANAGED SERVICES, INC	\$ 33,702.64	Great Plains software
ENTEK CORPORATION	\$ 126,537.87	HVAC maintenance
ENVIRONMENTAL CONTROLS	\$ 5,335.15	HVAC management
FIRE SYSTEMS WEST, INC.	\$ 2,423.92	Fire monitoring
FRONTLINE TECHNOLOGIES GROUP, LLC	\$ 9,961.37	Substitute/Absence Mngmnt Software
GB MANCHESTER CORPORATION	\$ 15,727.10	Plumbing
GRO OUTDOOR LIVING	\$ 35,452.71	Groundskeeping
HACKER	\$ 47,497.46	Architectural services WA/WD
JOHNSON CONTROLS	\$ 24,888.12	HVAC controls
JOHNSTON ARCHITECTS	\$ 152,642.00	OC Architect
JRT MECHANICAL, INC	\$ 52,821.60	HVAC maintenance
KASKI ELECTRIC LLC	\$ 30,443.32	Electrician
KONE INC	\$ 11,807.97	Elevator maintenance and repair
LYNGSOE SYSTEMS INC.	\$ 488,064.46	AMH equipment - VA/TC/CP
MICROMAIN CORPORATION	\$ 3,390.63	facilities software
MK SOLUTIONS, INC.	\$ 25,329.74	AMH equipment - BG
NEW TERRA LANDSCAPE & DESIGN	\$ 4,144.70	Grounds keeping

2022 FVRL Contracts for Service

NORTHWEST REMODEL & DESIGN	\$	11,682.21	Painting BG/CP/VM
OCLC INC - RSC SHRG/MTDT/CTLG	\$	8,408.69	Cataloging
OETC	\$	2,120.09	Cyber security
OFFICE PRODUCTS NORTHWEST	\$	3,662.96	Office furniture
OREGON ELECTRIC GROUP	\$	18,808.81	Electrician
OREGON EQUIPMENT COMPANY, INC	\$	2,706.31	HVAC repair
OTIS ELEVATOR COMPANY	\$	10,980.51	Elevator maintenance and repair
OVERHEAD DOOR CO OF PORTLAND	\$	2,986.26	repairs OC
OVERHEAD DOOR OF YAKIMA	\$	2,106.59	repairs GD
PATRIOT FIRE PROTECTION	\$	4,203.63	Fire monitoring
PBS ENVIRONMENTAL (PDX)	\$	71,031.88	WD, OC Civil
PBS ENVIRONMENTAL (VANCOUVER)	\$	23,268.90	Civil engineering
PDQ.COM CORPORATION	\$	2,278.50	Cybersecurity
ROOF TOPPERS, INC	\$	6,076.00	Rood repair
RUBENSTEIN'S	\$	353,411.10	VA flooring
SHI INTERNATIONAL CORP was Software Intl	\$	10,700.92	HR management software
SIMPLE SAFETY SOLUTIONS	\$	2,703.00	Safety and first aid kits
SIRSIDYNIX TECHNOLOGY CENTER	\$	285,540.41	ILS
SITE SPECIFIC	\$	4,257.50	RI art installation closeout
SMARSH	\$	3,335.27	archiving software
SPACESAVER SPECIALISTS, INC.	\$	5,980.93	shelving
SQBOX SOLUTIONS LTD	\$	5,200.00	Intranet
THYSSENKRUPP ELEVATOR CORP	\$	57,413.11	Elevator maintenance and repair
TODAY'S BUSINESS SOLUTIONS, INC.	\$	24,059.83	Print management
TRANEOREGON	\$	9,942.13	HVAC
UNION CORNER CONSTRUCTION INC	\$	425,708.29	OC/RI Construction
USA MECHANICAL	\$	55,680.32	HVAC maintenance
VOCERA COMMUNICATIONS, INC	\$	3,974.36	VA Intercom
WILLAMETTE GLASS	\$	10,269.53	Window repairs

**Fort Vancouver Regional Library District
Staff Report 2023-12
Policy Committee Report**

TO: Board of Trustees
FROM: Amelia Shelley, Policy Committee
DATE: 02/21/2023
SUBJECT: Collection Review Procedure

SUMMARY: FVRL follows a set procedure after receiving a Collection Review request.

Steps to a Collection Review

When a patron approaches a staff person with concerns about a book, they are offered a Collection Review Form. After a Collection Review Form is received at a branch, it is sent to the **Collections Manager** (CM) who assembles the review committee and coordinates the process. The following are the steps they take to complete the process.

1. Confirm with the **Executive Director** (ED) that a committee meeting is required and determine who should serve on the committee for the particular complaint.
2. Prepare a receipt of form letter to the patron for the **ED's** signature.
3. Obtain as many copies of the book/material (may need to place holds) as soon as possible for routing to the committee.
4. Send the Collection Review Form to the **Committee**. Include a request to schedule a committee meeting in about 3 weeks to discuss the material. Work with the committee members to confirm a meeting date, time and location.
5. After reading the book, reviews, complaint form, and other information, the **Committee** meets to discuss the material.
6. Give the **ED** the **Committee's** response letter, a copy of the book, the patron complaint, and any other materials for review. **ED** will review and return to the **CM**. The final decision is mailed to the patron.
7. The **CM** emails a scanned copy of the letter and the original patron complaint to the **Committee** as a FYI, so they know the review is completed and what the final response was to the patron.

8. Submit any challenged titles to the American Library Association's Office of Intellectual Freedom at www.ala.org/tools/challengesupport/report
9. Update the annual review log.
10. Gather books and provide a copy of the final patron letter along with a cover note instructing **Technical Services** staff if any cataloging changes are required.
11. File a copy of the original Collection Review form, response letter and any other documentation in the Public Records folder.
12. Books are returned to **Collection Management Supervisor** for routing back to the libraries.

KEY DOCUMENTS:

- Collection Review request form
- Collection Policy



Your name _____

Your mailing address _____

Your phone number (optional) _____

Date _____ Library _____

Title of book or item _____

Author _____

1. What is the subject matter of the book or item, in your view?

2. What do you object to in the material? (please be specific; cite pages, etc.)

3. Why do you object to the material?

4. All titles in the Fort Vancouver Regional Library District collection have been selected in compliance with the FVRL Collection Policy (attached to this form). Have you read this policy? Yes No.
Do you believe that the material in question falls outside the policy? If so, please explain why.

5. What action do you wish the District to take?

6. Are you usually able to find what you want in the library? Yes No.
If not, what materials would you like to be able to find in the library collection?

If you have any questions about the Library's Collection Policy, you may contact the Office of the Executive Director, Fort Vancouver Regional Library District, 1007 E. Mill Plain Blvd., Vancouver, WA 98663 • (360) 699-8813

Staff Use Only

Patron assisted by: _____

Date _____

Forward to Executive Director



Q: I've completed a Collection Review Request form. What happens now?

A: Once we have received a request for review about library materials, we take the following action:

1. The request is forwarded to the library's Executive Director and the Collection Review Committee.
The Executive Director will send you a letter to acknowledge receipt of your concerns.
2. After the committee members have had a chance to review the item in question and consider professional reviews and other criteria (including the Collection Review Policy), they meet to discuss the issues and concerns you have raised.
3. The committee makes a recommendation to the Executive Director
4. After considering the committee's recommendation and reviewing the item in question, the Executive Director makes a decision about it and send a letter to you explaining the decision.

Fort Vancouver Regional Library District serves more than 436,000 residents in Clark, Skamania and Klickitat Counties and portions of Cowlitz County. Our goal as a public library is to meet the information and reading needs of the individuals we serve. Citizens who use the library come from a wide range of backgrounds and have diverse and often opposing interest, needs and viewpoints. Our policy supports parental responsibility for monitoring the selection choices of their own minor children.

We encourage library users to suggest materials that they would like included in the library. We also encourage library users to suggest materials that they would like included in the library. We also encourage library users to ask for assistance in locating materials that meet their individual and family needs.

For more information about library policies, call 360-906-5000 or toll-free (from area code 509 only) 1-888-546-2707. Or, find out policies online at www.fvrl.org (under "About Us").

Fort Vancouver Regional Library District
Staff Report 2023-13
Woodland Community Library Update

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 02/21/2023

SUBJECT: Woodland Community Library

SUMMARY: The Woodland Community Library is at 100% Design Development and currently in pricing. We anticipate moving into construction drawings in early March with a bid set going out in May. This is a brief review of the building and the budget.

KEY POINTS:

- The Woodland Community Library serves residents in Cowlitz County, along with Clark County residents who live in unincorporated areas of Woodland. Only those living within the Woodland city limits, or in Clark County, are eligible to use the library without additional fees.
- Woodland was identified in the 2012 Strategic Facility Study as a location in dire need of replacement. The current facility is over 100 years old and is not ADA compliant.
- This project has received \$3 million in state capital grants through the Fort Vancouver Regional Library Foundation's efforts. Those grants are time sensitive and must be expended by the end of 2024.
- The original design for this library was reduced from 12,000 square feet to 7500 square feet to try to keep the project within budget. This has proved difficult due to soil issues with the site and rising construction costs.
- We are currently planning a groundbreaking ceremony for the project to coincide with Planter's Day on Jun 17, 2023 in conjunction with the Friends of the Woodland Community Library and the Foundation.

ARCHITECT UPDATES: Staff have been working with Hacker Architects on value engineering to help keep the costs down for this project. Items that have been eliminated include a radiant heat floor (exchanged for an overhead HVAC system) and reduced glazing by switching from curtain wall construction to storefront window systems. The architect has completed 100% design development and we are currently having the drawings estimated. We may repeat this process when we get to 50% construction drawing completion to ensure we are staying on track with our funding. We are looking at submitting our drawings for permits early to help expedite the process. Per the state capital grants the Foundation received on our behalf, the building is required to meet a LEED Silver standard for construction and design.

CITY OF WOODLAND UPDATES: Staff have been meeting with the City of Woodland to discuss the intergovernmental exchange of property on the corner of Goerig Street and Lakeshore Drive. This property was subdivided and surplus by the Board in 2022. The City has been working on improvements to Lakeshore Drive for which FVRL will be required to pay for the portion adjacent to our property. The right of way improvements will be offset by the land's value as part of the exchange. Our attorney is working on the documents for the intergovernmental transfer, and the City is working on the Memorandum of Understanding for the joint use of the future facility's parking lot.

FVRL maintains an [informational website](#) of the project.

ACTION: None required at this time.

**Fort Vancouver Regional Library District
Staff Report 2023-14
Facilities Committee Report - Vancouver Mall Lease Renewal**

TO: Board of Trustees
FROM: Amelia Shelley
DATE: 2/21/2023
SUBJECT: Vancouver Mall Lease Renewal

SUBJECT: Vancouver Mall Lease

The lease for the 3575 square foot (sf) property we lease at the Vancouver Mall expires March 31, 2023. The Westfield Corp. has offered FVRL a 5 year extension. Starting in 2024, the cost is increasing by about 12% over our prior ten year lease, and then increases by 4% a year for the duration of the extension. Below is a break down of the current lease and the new rate schedule.

Grand Total VM Lease Payment				
	Annual Rate	Monthly Rate	Total Annual Expense	
Mar 2013 - Dec 2013	\$ 72,000.50	\$ 6,000.04	\$ 57,097.15	(9.5 months)
Jan 2014 - Dec 2014	\$ 74,880.52	\$ 6,240.04	\$ 74,880.52	
Jan 2015 - Dec 2015	\$ 77,875.74	\$ 6,489.65	\$ 77,875.74	
Jan 2016 - Dec 2016	\$ 80,990.77	\$ 6,749.23	\$ 80,990.77	
Jan 2017 - Dec 2017	\$ 84,230.40	\$ 7,019.20	\$ 84,230.40	
Jan 2018 - Dec 2018	\$ 87,599.62	\$ 7,299.97	\$ 87,599.62	
Jan 2019 - Dec 2019	\$ 91,103.60	\$ 7,591.97	\$ 91,103.60	
Jan 2020 - Dec 2020	\$ 94,747.75	\$ 7,895.65	\$ 94,747.75	
Jan 2021 - Dec 2021	\$ 98,537.66	\$ 8,211.47	\$ 98,537.66	
Jan 2022 - Dec 2022	\$ 102,479.16	\$ 8,539.93	\$ 102,479.16	
Jan 2023 - Mar 2023	\$ 106,578.33	\$ 8,881.53	\$ 26,644.58	(3 months)
Apr 2023 - Dec 2023	\$ 106,578.33	\$ 8,881.53	\$ 79,933.77	(9 months)
Jan 2024 - Dec 2024	\$ 111,897.50	\$ 9,324.79	\$ 111,897.50	
Jan 2025 - Dec 2025	\$ 116,373.40	\$ 9,697.78	\$ 116,373.40	
Jan 2026 - Dec 2026	\$ 121,028.34	\$10,085.69	\$ 121,028.34	
Jan 2027 - Mar 2028	\$ 125,869.47	\$10,489.12	\$ 31,467.37	(3 months)

SUMMARY: FVRL has had a presence at the Vancouver Mall since the 1980s. The current Vancouver Mall Community Library opened in 2013 after moving from another larger location within the Mall. The move to a smaller space was requested by the Mall (not FVRL) and resulted in the additional expense of remodeling the space. The cost of that remodel exceeded \$1 million.

The Mall location holds a special role in our District as it tends to be the first branch many new arrivals discover. Moving to a new location is an expensive and time consuming effort. A quick look at other available spaces in the area earlier this year found that rents were between \$24 and \$28 per sf before taxes. Staff recommends using the upcoming strategic capital facilities study to determine if the Mall remains a viable model based on cost, or whether a new location would serve the area better. The five year time frame for this lease should give the District adequate time to determine feasibility and cost, as well financing and other factors for this location.

2022 statistics from the Vancouver Mall Community Library:

Measure	#	% FVRL total	Rank
Items in Collection (Jan 2, 2023)	20,160	3.23%	6
New patron accounts added 2022	1,398	9.29%	3
Current items out (checked out at VM)	6,184	4.18%	5
2022 Checkouts	63,065	3.73%	6
2022 Renewals	74,971	4.27%	5
2022 Circ (checkout + renew)	138,036	4.00%	5
2022 Holds picked up at VM	21,842	4.57%	6
2022 Check ins	71,646	3.62%	7

The Vancouver Mall Branch continues to be an asset in the District, in some cases outperforming larger locations due to the easy proximity it offers to shoppers. The Vancouver Mall location employs nine individuals at 7.4 FTE and is open seven days a week.

STAFF RECOMMENDATION: Approve a five year lease with Westfield prior to March 2023.

PROS: There isn't enough time to find a new location prior to the deadline and it's unclear when considering the cost of construction, supply chain issues, staff capacity and other factors that any money would be saved in the five years of this lease.

CONS: Increasing costs, lack of ownership.

RESOLUTION SCRIPT: Resolution 2023-07: BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees approves the lease amendment for the Vancouver Mall Library extending the existing lease from March 1, 2023 to March 31, 2028.



8750 N. Central Expressway
 Suite 1740
 Dallas, Texas 75231
 972-888-8000

8700 NE Vancouver Mall Dr.
 Vancouver, WA 98662
 360-892-6255

February 16, 2023

Amelia Shelley
 Executive Director
 360-906-5011
 Fort Vancouver Regional Libraries Operations Center
 1007 East Mill Plain Blvd. Vancouver WA 98663

Via email: Amelia Shelley <ashelley@fvrl.org>

**Re: Letter of Intent -Lease Renewal of Mall Library Connection
 Vancouver Mall**

Dear Amelia:

This letter of intent ("LOI") outlines the terms on which **US Centennial Vancouver Mall, LLC, a Delaware limited liability company** ("Landlord"), would be willing to pursue further lease renewal negotiations with respect to the above captioned property, with **Fort Vancouver Regional Library District, DBA Vancouver Mall Community Library Connection**, ("Tenant").

This LOI outlines the basic terms on which Landlord would be interested in entering a proposed lease renewal (the "Lease Renewal").

The parties agree that the Lease will include the terms set forth herein and will be prepared by Landlord's counsel and provided to Tenant for review.

- Landlord:** US Centennial Vancouver Mall, LLC
- Tenant:** Fort Vancouver Regional Library District
- Guarantor(s):** None
- Tenant's Trade Name:** Vancouver Mall Community Library Connection
- Tenant's Premises:** Space 285
- Size:** Approximately 3,575 square feet.
- Renewal Term:** The Renewal Term shall consist of Five (5) Years to expire 3/31/28
- Rent Start Date:** 4/1/23



Minimum Base Rent:	Waived
Percentage Rent:	Waived
Operating Expenses:	Tenant shall pay a Fixed Operating Expense of \$28.11 PSF. The Operating Expense shall increase annually by Four Percent (4%) beginning 01/01/24. (Lease Section 8.03 (b))
Real Estate Taxes:	Tenant shall pay a Real Estate Tax equal to \$3.19 PSF. The Real Estate Tax shall increase annually by Four Percent (4%) beginning 01/01/24. (Lease Section 2.04)
Promo Fund Charge:	Waived
Utilities:	All separately metered, except for water and electric, which is billed by Landlord. Tenant shall pay all separately metered utilities directly to the utility company. EMHVAC: \$ WAIVED Water: \$ 420.00 per year Fire / (FDS): \$ WAIVED Electricity: Direct billed Trash: Direct billed
Tenant's Work:	None Required
Tenant Allowance:	None
Landlord's Work:	None
Permitted Use:	No Change
Radius Restriction:	None. (Lease Section 7.04 Deleted)
Assignment/Subletting:	No Change
Operating Hours:	Revise Lease Section 7.02 (a) regarding Operating Hours to allow Tenant to add to "permitted closures" allowing Tenant to close for business on Native Heritage Day, Juneteenth, and All Staff Day. Additionally, Tenant will not be required to extend its Operating Hours to "Holiday Mall Hours" during the months of November and December during the entire Renewal Term.
Broker/Commissions:	None
Confidentiality:	Without the prior written consent of Landlord, Tenant will not disclose (other than to its representatives, employees, agents, consultants, and professional advisors), and Tenant will direct its representatives,



employees, agents, consultants, and professional advisors not to disclose to any person or entity any of the terms, conditions or other facts with respect to this LOI or the Lease.

The parties agree and understand that this LOI is intended to be, and will be construed only as, an understanding, summarizing and evidencing the discussions between the parties through the date listed on the first page of this LOI, and the rights and obligations of the parties remain to be defined in the definitive Lease. Except with regard to the terms of this paragraph and the confidentiality provision in this LOI, the parties will be bound only by the terms of the definitive Lease which has been fully executed and delivered by the parties. As such, except with regard to this paragraph and the confidentiality provision in this LOI, this LOI does not constitute and will not be construed to constitute a binding agreement, nor does it constitute a binding agreement to enter into an agreement, or an "agreement to agree."

Furthermore, the parties understand that even if a party changes its financial position, condition or otherwise relies on the subject matter or the proposed terms and conditions contained in this LOI, any such reliance or change in position or condition will not be construed as the creation of an enforceable contract between the parties or an intention to be bound to the terms of this LOI. The parties understand and agree that this LOI does not address all of the material terms and conditions, and that this LOI is contingent upon further negotiations and subject to the execution of a definitive Lease embodying the terms and conditions contained in this LOI or otherwise mutually acceptable to the parties. Notwithstanding anything to the contrary in this LOI, no oral statements or representations made by any agent of Landlord prior to or after delivery of this LOI will be construed as alteration or modification of the non-binding intentions of this LOI.

If the foregoing is acceptable to Tenant, please have a copy of this LOI signed in the space below and then return the signed copy to me.

Sincerely,

Glenn

Glenn S. Rosen – SVP National Leasing
Centennial Real Management, LLC
as agent for Landlord

HEREBY ACCEPTED:

Fort Vancouver Regional Library District

By: _____
Title: _____
Date: _____

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Resolution 2023-07

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
(FVRL) BOARD OF TRUSTEES APPROVING THE AMENDED LEASE
AGREEMENT FOR VANCOUVER MALL COMMUNITY LIBRARY**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held February 21, 2023 at the Vancouver Community Library in Vancouver, Washington, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, FVRL has operated a library at the Vancouver Mall located at 8700 NE Vancouver Mall Drive, Vancouver, WA 98662 since 1983, and

WHEREAS, FVRL has operated the Vancouver Mall Community Library in space 285 since 2013, and

WHEREAS, the current lease for the Vancouver Mall Community Library expires March 31, 2023; and

WHEREAS, Centennial Real Estate is offering FVRL a five (5) year lease amendment to the existing lease at the Vancouver Mall to expire March 31, 2028, and

WHEREAS, FVRL seeks to avoid any interruption of services at this location as it remains a significant asset to the community to have a library in this location.

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees approves the lease amendment for the Vancouver Mall Library extending the existing lease from March 1, 2023 to March 31, 2028.

Adopted this 21st day of March, 2023

Kristy Morgan, Chair

Megan Dugan, Vice Chair

Fort Vancouver Regional Library District
Staff Report 2023-15
Rubenstein Carpet Contract Closeout

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 02/21/2023

SUBJECT: Rubenstein Carpet Contract Closeout

KEY POINTS

- Carpet at the Vancouver Community Library has been replaced
- Rubenstein Flooring will be applying for closeout
- Contracts in excess of \$35,000 require closeout with the state
- Closeouts in excess of \$300,000 require Board approval prior to submission

SUMMARY

Rubenstein Flooring has completed the carpet phase of the work at the Vancouver Community Library. There is still a small amount of vinyl flooring to install that should wrap up in early March. Staff seeks Board approval to submit the closeout to the state for this contract. State law requires that FVRL withhold 5% retainage on the contract until closeout is approved by the state. This process can take several months.

The approved contract was not to exceed \$560,000. The final contract was \$507,430.00, retainage equals 5% of the total contract, although the vendor can request it to be reduced to 10% of the outstanding amount on the invoice.

ACTION REQUESTED

Staff requests that the Board of Trustees authorize the Finance Manager to proceed with closing out the contract with Rubenstein Flooring.

RESOLUTION SCRIPT: 2023-08: BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to file a Notice of Completion for the Vancouver Community Library flooring project, and close out the Rubenstein Flooring contract once all approvals have been returned by the state.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

RESOLUTION: 2023-08

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES, AUTHORIZING THE RUBENSTEIN FLOORING CONTRACT CLOSEOUT

A meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held remotely on Tuesday, February 21, 2023 attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, FVRL awarded a contract to Rubenstein Flooring for carpeting and vinyl flooring replacement at the Vancouver Community Library for the purchase, shipping and delivery, and installation of carpet and vinyl flooring not to exceed \$560,000 including Washington sales tax; and

WHEREAS, the work has been performed and completed within the scope of the contract and to FVRL’s satisfaction; and

WHEREAS, retainage for the work is held by FVRL until all approvals have been received from the state through the close out process; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to file a Notice of Completion for the Vancouver Community Library flooring project, and close out the Rubenstein Flooring contract once all approvals have been returned by the state.

Adopted this 21st day of February, 2023

Approved: _____
Kristy Morgan, Chair

Attested: _____
Megan Dugan, Vice Chair

	January Circulation			YTD Circulation		
	2023	2022	Change	2023	2022	Change
Battle Ground Community Library	43,606	41,927	4.00%	43,606	41,927	4.00%
Cascade Park Community Library	64,965	60,991	6.52%	64,965	60,991	6.52%
La Center Community Library	6,118	6,393	-4.30%	6,118	6,393	-4.30%
Ridgefield Community Library	10,136	9,259	9.47%	10,136	9,259	9.47%
Three Creeks Community Library	48,724	44,484	9.53%	48,724	44,484	9.53%
Vancouver Community Library	53,456	52,993	0.87%	53,456	52,993	0.87%
Vancouver Mall Library	12,630	11,502	9.81%	12,630	11,502	9.81%
Washougal Community Library	8,560	7,635	12.12%	8,560	7,635	12.12%
Green Mountain Library Express	257	212	21.23%	257	212	21.23%
Yacolt Library Express	4,768	4,754	0.29%	4,768	4,754	0.29%
LibCabinet at Vancouver Mall	0	16	-100.00%	0		
Clark County Total	253,220	240,150	5.44%	253,220	240,150	5.44%
Woodland Community Library	6,043	4,803	25.82%	6,043	4,803	25.82%
Yale Library Express	950	600	58.33%	950	600	58.33%
Cowlitz County Total	6,993	5,403	29.43%	6,993	5,403	29.43%
Goldendale Community Library	7,470	5,747	29.98%	7,470	5,747	29.98%
White Salmon Valley Community Library	10,801	9,836	9.81%	10,801	9,836	9.81%
Klickitat County Bookmobile	1,269	893	42.11%	1,269	893	42.11%
Klickitat County Total	19,540	16,476	18.60%	19,540	16,476	18.60%
North Bonneville Community Library	495	444	11.49%	495	444	11.49%
Stevenson Community Library	4,886	4,130	18.31%	4,886	4,130	18.31%
Skamania County Bookmobile	982	925	6.16%	982	925	6.16%
Skamania County Total	6,363	5,499	15.71%	6,363	5,499	15.71%
District-wide renewals	192	133	44.36%	192	133	44.36%
Mail	1,453	1,152	26.13%	1,453	1,152	26.13%
InterLibrary Loan		248	-100.00%	0	248	-100.00%
Misc Total	1,645	1,533	7.31%	1,645	1,533	7.31%
Downloadable eBooks	64,110	58,507	9.58%	64,110	58,507	9.58%
eMagazines	1,708	1,885	-9.39%	1,708	1,885	-9.39%
Downloadable & streaming audiobooks	64,747	52,209	24.02%	64,747	52,209	24.02%
Downloadable & streaming music	21,803	19,898	9.57%	21,803	19,898	9.57%
Streaming video	9,232	8,847	4.35%	9,232	8,847	4.35%
eContent Total	161,600	141,346	14.33%	161,600	141,346	14.33%
TOTAL	449,361	410,407	9.49%	449,361	410,407	9.49%

Descendants visit Chief Umtuch exhibit at Battle Ground Community Library

[columbian.com/news/2023/jan/12/descendants-visit-chief-umtuch-exhibit-at-battle-ground-community-library](https://www.columbian.com/news/2023/jan/12/descendants-visit-chief-umtuch-exhibit-at-battle-ground-community-library)

Shari Phiel



BATTLE GROUND — Just after Christmas, Mary Umtuch logged on to her computer to check for the video updates her family members usually post during the holidays. Instead, she found a short video about an exhibit at the Battle Ground Community Library and a claim the mystery surrounding the death of her famous forefather, Chief Umtuch, had been solved.

“Usually my family puts up some videos, and it said, ‘We finally know who killed Chief Umtuch,’” Mary Umtuch said. “This has been a mystery for so long.”

The video described an exhibit created by local historian and researcher Don Higgins. Higgins recently penned a new book titled “Peace Wins at the Battle Ground 1855” about the region’s Native American history, the role of Chief Umtuch and how Battle Ground got its name. On Thursday, Mary Umtuch, her sister Sue Umtuch Hanson, brother Jonathan Umtuch, along with some nephews and granddaughters, visited the library to see the exhibit for themselves.

“To know that the history of the local area is still of interest is a big deal,” Mary Umtuch said. “That’s just tremendous when it comes to who you are, where you come from. There is a story behind everything, even how people got here from other lands.”

Chief Umtuch was instrumental in bringing a peaceful resolution to the rising tensions and violence that had erupted between white settlers and Native American people during the mid- and late 1850s.

While much of her family now lives in Oregon, some in Warm Springs and others in Portland, she said they knew it was important to see the exhibit for themselves.

“It’s an honor to know that we come from a place where there was peace,” Mary Umtuch said, adding peace is something her own family and household remains focused on today.

For Jonathan Umtuch, the Battle Ground exhibit reaffirmed the details and information about his family he uncovered in his own research.

“I did the family’s history back when I was in middle school. A lot of what I see here coincides with what I learned back then,” he said.

This wasn’t the first time the family has visited Battle Ground. Sue Umtuch Hanson said she, her siblings and other family members participated in a ceremony for the opening of Chief Umtuch Middle School in 2008.

“When this display came up they were like, ‘We’ve got to see this,’ ” she said. “There’s a lot of enlightenment here. Of course, we’ve seen and heard the stories but this highlights them,” Sue Umtuch Hanson said.

Mary Umtuch is hopeful by continuing to focus on the role her forefather and other Native Americans played in settling the region will convince lawmakers from Oregon and Washington to rename Government Island.

“We’d love to see Government Island changed to Chief Umtuch Island,” she said. “He brought peace to this whole area. ... He signed a treaty right over there in Fort Vancouver.”

While Higgins said he doesn’t have definitive proof as to who killed Chief Umtuch, he believes the accounts given by Chief Umtuch’s successors that the chief was accidentally shot and killed by members of his own tribe. Chief Umtuch, who was known to dress in western European clothing, was returning to tell the tribe he had agreed to return to Fort Vancouver the next day.

Copies of Higgins’ book can be found at the Battle Ground Community Library, 1207 S.E. Eighth Way, Battle Ground, but are not currently for sale. For more information about the book or exhibit, as well as library hours and location, go to <https://www.fvrl.org/loc/battle-ground> or call 360-906-5000.

Letter: Library knows how to handle info

 columbian.com/news/2023/jan/31/letter-library-knows-how-to-handle-info

Stephanie Rollins, Vancouver

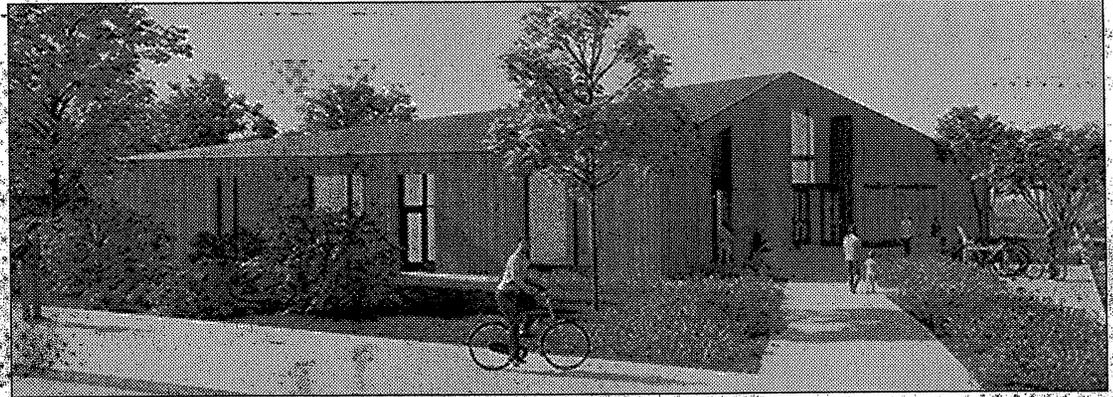
Recent Donald Trump and Joe Biden sagas of careless handling of classified, top-secret, government documents are ultra disturbing. But, I have a simple solution for the future protection of secret documents.

Let our Fort Vancouver Regional Library System handle U.S. government documents. Unlike the U.S. government, our library actually has a system for tracking what bits of information are checked out, who checked them out, and follows up when the pieces are not returned by a specific date.

It is now obvious that the feds have no idea what top-secret info has been taken away, who took it away, where it is located, or when it will be returned. Replace some of the third-rate lawyers and other incompetents (who couldn't get or didn't want real jobs) operating government with professional librarians. We could all feel more assured that documents critical for national security were being better managed.

We encourage readers to express their views about public issues. Letters to the editor are subject to editing for brevity and clarity. Limit letters to 200 words (100 words if endorsing or opposing a political candidate or ballot measure) and allow 30 days between submissions. [Send Us a Letter](#)

BUSINESS



The proposed new library has a contemporary design.

Rendering by Hacker

New community library planned for Woodland

By EMMA HINCHLIFFE

A/E Editor

A new 7,500-square-foot community library is planned for Woodland, a small city in both Clark and Cowlitz counties located around 20 miles north of Vancouver.

Pending additional funding, the new facility would be built at 828 Goerig St. on land purchased for the project in 2017. FVRLibraries would own and operate the new space.

The library is intended to greatly expand capacity and services for a growing community and would triple the size of the current Woodland Community Library which is located a short distance from Goerig Street, at 770 Park St., in a historic building built in 1926.

Hacker is designing the new library for FVRLibraries which is developing the project in partnership with the Fort Vancouver Regional Library Foundation and Friends of Woodland Community Library.

Renderings show a one-level sleek and contemporary looking building with a mix of indoor and outdoor spaces. The architect says

indoor spaces would prioritize flexibility, growth, and accessibility to support a broad variety of activities and the needs of different age groups. Outdoor spaces are envisioned as an extension of the library and would include gathering spaces and learning gardens. The goal is to create a welcoming and accessible space that will become a new central destination for the Woodland community today and for future generations.

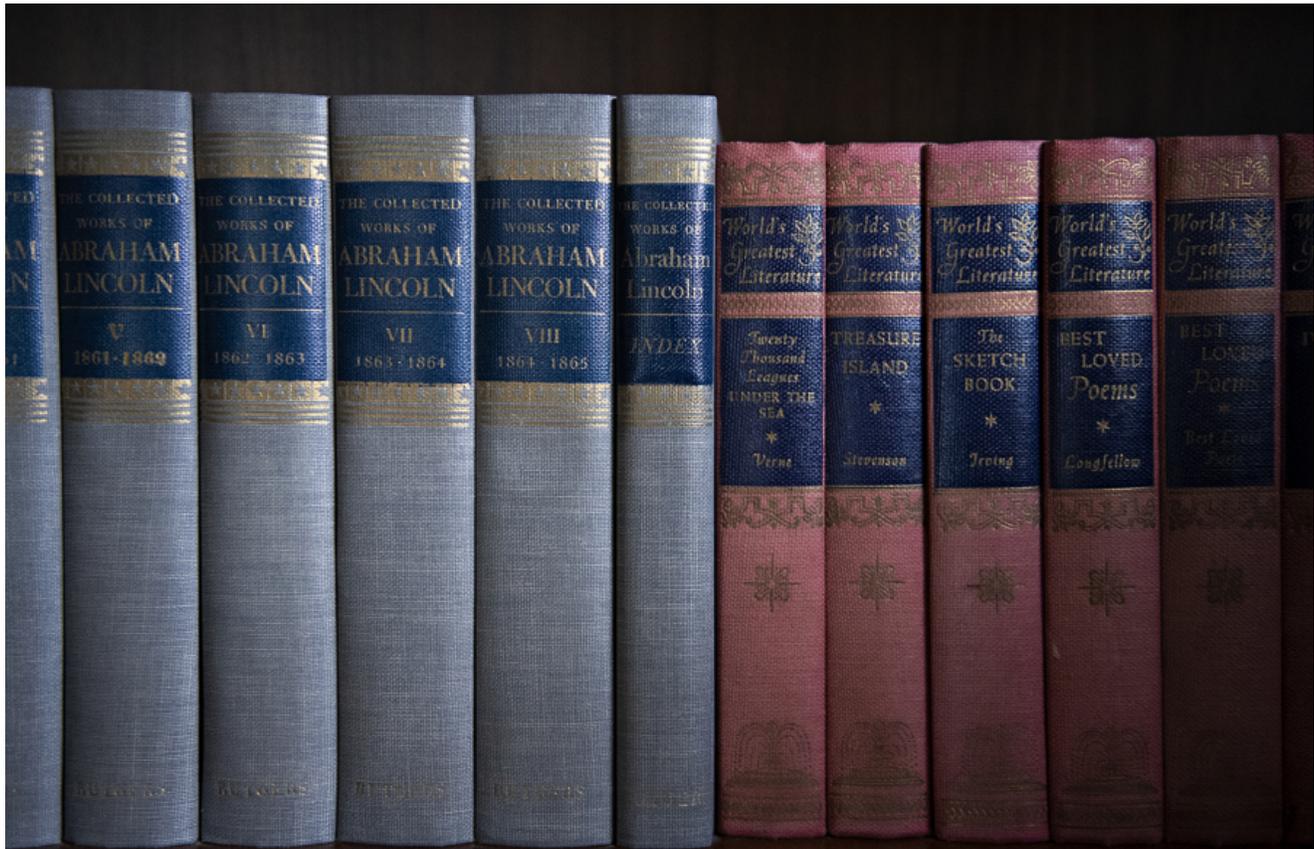
The project dates back to 2014. An earlier plan called for a 10,000 square foot library building. The decision to move forward with a smaller library was made in 2020 due to budget concerns. The proposed scaled back building is estimated to cost \$7 million. According to FVRLibraries website, the project is \$1 million short of its \$7 million goal and is currently fundraising to meet its target.

If funding is secured, the project is expected to go out to bid this April/May, with a projected groundbreaking in June. Construction is estimated to take up to 12 months and the new library is expected to open summer 2024.

Audit: FVRLibraries violated state Constitution by issuing back pay to nonrepresented employees

[columbian.com/news/2023/feb/11/audit-fvrlibraries-violated-state-constitution-by-issuing-back-pay-to-nonrepresented-employees](https://www.columbian.com/news/2023/feb/11/audit-fvrlibraries-violated-state-constitution-by-issuing-back-pay-to-nonrepresented-employees)

Griffin Reilly



The Fort Vancouver Regional Library district violated the Washington Constitution by retroactively compensating non-represented employees in 2021, according to [findings in a routine audit](#) released by the Washington State Auditor’s office Monday.

According to the report, FVRLibraries employees represented by the American Federation of State County and Municipal Employees reached a new bargaining agreement on Nov. 1, 2021, that gave them a 6 percent pay increase effective back to Jan. 1, 2021.

The district then also retroactively applied that same pay increase — which, in total, amounted to \$122,521 — to 57 non-represented employees in similar positions.

That action was in violation of [Article II, Section 25 of the Washington Constitution](#), which bans “extra compensation to any public officer, agent, employee, servant, or contractor, after the services shall have been rendered, or the contract entered into,” according to the state auditor’s office.

As a reporting agency, the state auditor’s office lacks the authority to force any money to be returned, but it suggested that FVRLibraries review with its legal counsel what the next steps should be.

The following internal review found that such refunds aren’t due from the identified employees.

“Based on FVRLibraries’ past practice, and the time elapsed between the distribution of pay and the SAO’s audit, they believe it is not reasonable to expect these individuals to return these funds,” the district said in its response.

The audit assessed the period of Jan. 1, 2020, to Dec. 31, 2021.

What happened?

FVRLibraries argued that the decision was originally made to keep pay fair for non-union employees and to prioritize worker retention.

“The market salary study the district undertook in 2021 revealed that FVRLibraries was behind the market in compensation for many of our AFSCME and non-represented positions, driving the decision to grant a six percent increase to all employees at the end of the year, along with the retroactive compensation,” the district said. “FVRLibraries hoped that would narrow the gap for many employees and help the district retain valuable employees and increase compensation equal to or above our peers in the state.”

FVRLibraries also indicated that the practice of matching pay increases was something it had done in previous years and that it wasn’t aware that such payments that aren’t part of a collective bargaining agreement are against state law, as it had never been flagged in a previous audit.

“We looked at the personnel records for a 40-year employee that was non-represented for the duration of their career with FVRL. We found instances of retroactive pay going back to the 1980s,” FVRLibraries executive director Amelia Shelley wrote in an email Friday. “It did not happen every year, but frequently enough to be considered an acceptable practice by FVRL.”

Kathleen Cooper, a spokesperson for the state auditor’s office, said Friday that the office hadn’t found such violations in previous audits because the increases were applied retroactively.

“This is something that trips governments up from time to time,” Cooper said. “Governments can raise pay to ensure parity or for other policy reasons, but it must be done before the period of payment and tied to performance.”

Going forward, FVRLibraries said it should implement a policy for non-represented employees to have a compensation plan that indicates when a retroactive pay increase may be possible based on job expectation and performance.

Cooper said the state auditor's office will follow up on the situation's remedy during the next audit.

Conscious Consumption series offers tips for environmentally friendly lifestyles

clark.wa.gov/public-health/conscious-consumption-series-offers-tips-environmentally-friendly-lifestyles

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

Public Health's Green Neighbors, Green Schools and Composter Recycler programs, along with several other community organizations, are partnering with Fort Vancouver Regional Libraries and Cascade Park Community Library to offer the Conscious Consumption series. The series features workshops and events for residents of all ages to learn about sustainability topics, including food waste reduction, worm bin composting, sustainable fashion, and crafting with recycled materials.

Join Public Health at the Cascade Park Community Library, 600 NE 136th Ave., for the following events:

- **Consumption Consequences Board Game for Teens:** 2-3 pm Saturday, Feb. 25. Green Neighbors and Green Schools programs invite teens 12-19 years old to play a fun board game that educates about the environmental impacts of common purchases.
- **Recycle 101:** 2-3 pm Saturday, March 4. Green Neighbors and partners at the city of Vancouver explain what items can be recycled in blue curbside carts and what happens to the items after they're picked up.
- **Worm Bin Composting:** 2-3 pm Saturday, March 25. Composter Recycler experts teach participants how to compost at home using red worms, turning food scraps into all-natural fertilizer. Participants will receive supplies for their own worm bin.
- **Worm Bin Exploration and Decomposer Bingo:** 2-3 pm Saturday, April 15. Green Schools team hosts an interactive bingo game that allows children to get up close and personal with the invertebrates that help break down waste, including red worms, spiders and centipedes.
- **Trashion Show:** 2-3 pm Saturday, May 13. Youth 12-19 years old can create a wearable garment or accessory for the Trashion Show runway or submit artwork for a gallery show. All entries must be made from reused or recycled materials. All ages are welcome to attend the show. Registration is required for teens submitting garments, accessories or artwork for the show.

Visit the [Fort Vancouver Regional Libraries event calendar](#) for a complete list of upcoming Conscious Consumption events, including sessions that teach participants how to use a sewing machine, hand sew, and craft with recycled items.

To learn more about recycling, composting and reducing waste at home, visit the [Green Neighbors website](#)