



AGENDA FOR PUBLIC MEETING

DATE: Monday, July 17, 2023 at 6:00pm

LOCATION: HYBRID: Zoom Meeting / White Salmon Community Library;

Zoom: <https://us02web.zoom.us/j/7248898607> or <https://zoom.us/join>
Meeting ID: 724 889 8607: Passcode: 136299 Or Dial: 206-337-9723

6:00 p.m. Regular Meeting

- | | |
|---|-------------|
| 1. Call to Order | ACTION |
| 2. Agenda Approval | |
| 3. Chair Announcements | INFORMATION |
| 4. Public Comments | |
| 5. Executive Session: RCW 42.30.110(1) – Personnel | |
| 6. Reports | |
| 6.1 Dave Scott, Washougal City Manager, Washougal Civic Campus Project | INFORMATION |
| 6.2 White Salmon Community Library Branch Report: Ruth Shafer, Branch Manager | |
| May 2023 Financial Statements: Attar Bhargal, Finance Manager | |
| 7. Consent Agenda | ACTION |
| Minutes Approval: June 20, 2023 and June 26, 2023 | |
| FVRL Expenditures Approval: Reviewed by Mr. Kotwani | |
| 8. Business | |
| 8.1 Personnel | ACTION |
| 8.1.1 Resolution 2023-13 – Contract for Acting Executive Director | |
| 8.2 Facilities | |
| 8.2.1 Resolution 2023-14 -- Authority to negotiate construction contract | ACTION |
| 8.3 Finance Committee | |
| 8.3.1 Resolution 2023-15 – Assignment of Reserve Funds | ACTION |
| 8.3.2 Draft 2024 Budget/Calendar | INFORMATION |
| 8.4 Policy Committee | |
| 8.4.1 Internet Use and Safety Policy -- Final Reading | |
| Public Hearing – Limit comments on policy to 2 minutes | ACTION |
| 8.4.2 Foundation Policy – First Reading | DISCUSSION |
| 8.4 Goldendale meeting follow up (Requested by Ms. Hodges) | INFORMATION |
| 9. Board Comments | |
| 10. Setting for next regular meeting – Monday August 21, 2023 (Hybrid/Ridgefield Community Library) | |
| 11. Adjournment | |

1007 E MILL PLAIN BLVD. VANCOUVER WASHINGTON 98663 • 360-906-5000 • www.fvrl.org

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



July 2023 - ORGANIZATIONAL REPORT

1. Capital Projects

- Woodland Community Library
 - Invitation to Bid - bid opening complete
 - LEED certification fees paid
- Grand Boulevard building
 - Door and frames installation
 - Carpet finished
 - Begin furniture installation

2. Executive Director's Activities: June 21 to July 16, 2023 (highlights)

- Supervisor's meeting
- Battle Ground Library visit
- Grand Boulevard - Q&A
- Grand Boulevard - OAC
- AFSCME Labor/Management meeting
- MOU Committee meeting
- Three Creeks Library visit
- Quarterly staff reviews
- Washougal Library visit
- Vancouver Mall Library visit
- Policy Committee Meeting
- Build the Library meeting
- City of Vancouver PEG Grant
- Clark County Assessor - Levy procedure
- Finance Committee Meeting
- Woodland bid review
- Public Libraries of Washington
- New Employee Orientation
- City of Washougal - MOU for parking project
- La Center Library visit
- Stevenson and White Salmon Library visits
- Welcome new Vancouver Branch Manager
- Training with Interim Director
- 2024 Budget development
- Wrapping up loose ends

In my final two weeks - Ridgefield, Woodland, and Cascade Park Library visits

City of Washougal Civic Campus Project

Presentation to FVRL District Board

7/17/2023



City of Washougal

Agenda

- City/FVRL Partnership
- Project Concept
- Project Timing
- Next Steps



City/FVRL Partnership

- Longstanding Lease
- Supplemental Support (storage, Master Gardener)
- Joint Planning for Future



Washougal Civic Campus Project

Description:

The “Washougal Civic Campus” project will transform our Towncenter campus into a one-of-a-kind outdoor community space:

- ✓ complement the construction of the new FVRL Washougal Branch facility (provide required parking)
- ✓ create the first permanent off-leash dog park
- ✓ splash pad & pocket park
- ✓ improve sidewalk facilities
- ✓ enhance programming at the Washougal Community Center

Benefits:

- ✓ enhance the Towncenter and support the local economy
- ✓ attract business investment and tourism
- ✓ provide cultural opportunities
- ✓ ensure that individuals of all ages and abilities have access to quality outdoor recreation
- ✓ support pedestrian safety

ESTIMATED COST \$6.5M



Washougal Civic Campus Project



Project Scope: Dog Park



Project Scope: Community Recreation Outdoor Seating





Project Scope: Pocket Park/Splash Pad



Next Steps

- MOU regarding partnership project
- Secure funding for Washougal Branch
- Execute project schedule



Thank You!

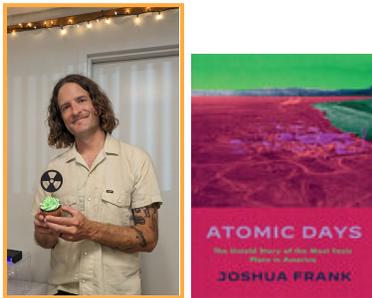


Monthly Report
June 2023
White Salmon Valley Community Library

Connections/Partnerships

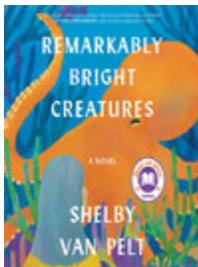
Rev Reads

Joshua Frank, author of Atomic Days presented our final Revolutionary Reads program in Goldendale. I was able to attend along with a van load of Friends of the White Salmon Valley Community Library, as well as several other WS library users. He gave a nice recap of the situation at one of the country's largest and most toxic sites, how it came to be and what, if any, plans are being made for the future. Terra went all out for us and had glow in the dark atomic cupcakes for refreshments!



Community Reads planning continues. June 2023

Plans are almost finalized for our 2023 Community Read (formerly known as KOOBDOOGA). The publicity work has begun, and I am grateful to CMD for helping us get all the posters, banners, and brochures they will be creating for us.



Farmers Market - Heidi Henning represented FVRLibraries on June 13 and will continue to make appearances throughout the summer.



Storytimes returned for the summer session in the branch on June 13 as well.

The Spring session of the very popular *Storytime in Park* events (at the local Rheingarten Park) ended on June 14. We will be continuing with select weeks in the summer, but the community has really expressed appreciation for this opportunity and venue.



Teen Night - We had 22 teens join us to celebrate the beginning of *Summer at Your Library* at an after-hours event on Friday June 16. They played games on the new Nintendo Switch system, sang karaoke and experimented with henna paste. 8 people collaborated to design something on Holly's hand, so she was officially community art for a few weeks.

Dungeons & Dragons - We have a new teen volunteer Dungeon Master for the summer session which began on June 20. The spring regulars have happily returned for new adventures.

Heidi hosted a SAYL event on June 21 "*Noodlin' Around*", using a OCP program kit.

Rhys Thomas performed his *Jugglemania* show on June 29 to a crowd of 55 happy audience members of all ages. It has been a while since he's been here (Rhys mentioned that the library looked different, so it was probably before the remodel in

Feb. 2016), and adult patrons expressed pleasure to have someone new and not "just



reptiles each year".

Goldendale and White Salmon teamed up for a "first ever" **SAYL in the park in Lyle, WA**. We hosted Killer the Redtail and her handler for an engaging and interactive presentation about redtail hawks and other birds of prey that live both seasonally and year round in the Columbia River Gorge. We had 58 people attend, from Glenwood, Klickitat, White Salmon, Murdock, and Dallesport....but nobody from Lyle. So we know that people will drive to Lyle for a live animal summer program, but we might not see folks who actually live in Lyle. While we were trying to reach the kids we see during the school year both on the BKK and in the classrooms, we just didn't get those kids to come. I believe that many of the Lyle students do not stay in Lyle during the summer, but instead go up to the reservation for the summer months. This does not explain where the non-Native American kids were, but they weren't in the park!



Equity

Our new Spanish speaking PSA has been making some great connections with our teens. She has attended two teen after hour events to assist Holly, and then connected with some of these same teens at several community pride events. She has been working to get our Spanish language collection more robust and has added a set of flags of all the Spanish speaking countries in the world to that area, to increase awareness and a sense of belonging for our Spanish speaking patrons.(Sadly this person has resigned after just two months).

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

July 17, 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, July 17, 2023, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
June 1, 2023 through June 30, 2023

Accounts Payable Warrants Issued	Numbers	<u>117568</u>	Through	<u>117768</u>	<u>\$ 1,457,567.46</u>
Accounts Payable EFT Payments		<u>EFT01664</u>	Through	<u>EFT01697</u>	<u>\$ 43,143.01</u>
Accounts Payable Voids	Numbers	EFT01600			<u>(\$ 300.00)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 1,500,410.47</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	<u>\$ -</u>
Payroll Transactions Voided	Numbers	_____			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20230609</u>	Through	<u>20230623</u>	<u>\$ 972,917.07</u>

Other Electronic Fund Transfers Completed

<i>Vendor</i>	<i>Date</i>	<i>Amount</i>
ADP Payroll Fees	June 23, 2023	\$ 4,482.20
Alliant Insurance	June 28, 2023	\$ 35,653.32
Kaiser HSA	June 28, 2023	\$ 15,088.09
Kaiser HSA Fees	June 28, 2023	\$ 48.75
WA DOR Sales/Use Tax	June 26, 2023	\$ 2,345.23
WA DRS - DCP	June 8, 2023	\$ 5,362.82
WA DRS - DCP	June 23, 2023	\$ 5,921.32
WA DRS - PERS	June 9, 2023	\$ 87,744.36
WA DRS - PERS	June 26, 2023	\$ 82,200.84

\$ 238,846.93

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids \$ 2,712,174.47

Total Transactions for Approval \$ 2,712,174.47

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

BOARD COVER WORKSHEET

BOARD DATE: July 17, 2023

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>
Accounts Payable		
June 8, 2023	117568 - 117612	\$ 155,212.66
June 15, 2023	117613 - 117689	\$ 702,150.30
June 22, 2023	117690 - 117710	\$ 125,630.79
June 29, 2023	117711 - 117768	\$ 474,573.71
Subtotal Accounts Payable Warrants Issued		<u>\$ 1,457,567.46</u>
Accounts Payable EFT Payments		
June 8, 2023	EFT01664 - EFT01667	\$ 7,981.07
June 15, 2023	EFT01668 - EFT01677	\$ 5,202.72
June 22, 2023	EFT01678 - EFT01682	\$ 4,867.55
June 29, 2023	EFT01683 - EFT01697	\$ 25,091.67
Subtotal Accounts Payable EFT Payments		<u>\$ 43,143.01</u>
Subtotal Accounts Payable Warrants & EFT Payments		<u>\$ 1,500,710.47</u>
Accounts Payable Voids and Cancels		
June 15, 2023	EFT01600	\$ (300.00)
Subtotal Accounts Payable Voids		<u>\$ (300.00)</u>
Subtotal A/P Warrants, EFTs, Voids		<u>\$ 1,500,410.47</u>
Subtotal ADP Payroll Debits		
June 9, 2023	Payroll - Net Wages	\$ 369,874.58
June 9, 2023	Federal Payroll Taxes	\$ 120,576.54
June 9, 2023	OR State Payroll Taxes	\$ 3,488.66
June 9, 2023	PFML Taxes	\$ 4,228.99
June 23, 2023	Payroll - Net Wages	\$ 350,841.90
June 23, 2023	Federal Payroll Taxes	\$ 116,000.12
June 23, 2023	OR State Payroll Taxes	\$ 3,880.93
June 23, 2023	PFML Taxes	\$ 4,025.35
Subtotal Payroll Transfers		<u>\$ 972,917.07</u>
Other ACH Debits		
June 23, 2023	ADP Payroll Fees	\$ 4,482.20
June 28, 2023	Alliant Insurance	\$ 35,653.32
June 28, 2023	Kaiser HSA	\$ 15,088.09
June 28, 2023	Kaiser HSA Fees	\$ 48.75
June 26, 2023	WA DOR Sales/Use Tax	\$ 2,345.23
June 8, 2023	WA DRS - DCP	\$ 5,362.82
June 23, 2023	WA DRS - DCP	\$ 5,921.32
June 9, 2023	WA DRS - PERS	\$ 87,744.36
June 26, 2023	WA DRS - PERS	\$ 82,200.84
Subtotal Other ACH Debit Transfers		<u>\$ 238,846.93</u>
Payroll Voids/Cancels		
Total Funds to Approve for Disbursement		<u><u>\$ 2,712,174.47</u></u>

Finance Manager Reviewed Attar Blangul
 Date 7/10/2023

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending May 2023 (With year-to-date totals)

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$15,063,256
Year-to-date Expenditures	-\$12,378,840
Add back Expenditures incurred but unpaid	-\$161,542
Cash Balance May 31, 2023	\$23,462,974

January 01, 2023 - December 31, 2023 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

January 1, 2023 Starting Cash Balance:	\$20,940,100
May 31, 2023 Ending Cash Balance:	\$23,462,974
Reserve Plan Objectives 1-5:	-\$12,040,426
Operational Reserve (Unassigned)	\$11,422,548

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2023
For the Month Ending May 2023 (With year-to-date totals)

	2023 Budget (Approved 12/22)	May 2023 Revenues	Year-to-Date Totals thru May 2023	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.(Property Taxes - Clark	25,300,000	2,072,584	14,065,466	55.59%
311.10.(Property Taxes - Skamania	690,000	246,040	336,154	48.72%
311.10.(Property Taxes - Klickitat	1,315,000	-	155,932	11.86%
311.10.(Property Taxes - Cowlitz	315,000	126,886	146,718	46.58%
Total Property Taxes	27,620,000	2,445,511	14,704,269	53.24%
Other Taxes				
312.10. Other General Tax	25,000	8,838	31,121	124.49%
318.20 Leasehold Excise Tax	95,000	31,359	64,253	67.63%
Total Other Taxes	120,000	40,197	95,374	79.48%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	15,000	14,953	31,173	207.82%
335.05 State Forest Boards	150,000	158	12,054	8.04%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	16	16	0.01%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	370,500	15,127	43,244	11.67%
Charges for Services				
341.60 Equipment Use Fees	20,000	2,997	13,640	68.20%
347.21 Non-Resident Borrower Fee	6,000	170	1,014	16.90%
347.90 Lost / Damaged Material Fee	25,000	1,117	3,714	14.86%
347.50 Collection Agency Referral Fee	0	-	156	0.00%
Total Charges for Services	51,000	4,284	18,524	36.32%
Miscellaneous				
361.11 Investment Interest	200,000	58,662	172,451	86.23%
362.00 Rental Income	1,000	1,600	1,839	183.91%
367.10 Gifts/Contributions	15,000	2	171	1.14%
369.90 Library Friends Groups' Reimbursements	300,000	-	6,157	2.05%
369.90 Library Foundation Reimbursements	2,500,000	1,614	6,343	0.25%
369.40 Insurance Reimbursements	2,500	-	7,000	280.00%
369.90 Miscellaneous	2,500	61	3,109	124.36%
367.1 Private Grants	50,000	600	1,753	3.51%
369.90 Other Miscellaneous - E-Rate	150,000	-	-	0.00%
395.00 Sale of Assets	20,000	1,673	3,021	15.11%
Total Miscellaneous	3,241,000	64,210	201,844	6.23%
Total Operating Revenue	\$ 31,402,500	2,569,329	15,063,256	47.97%
Transfer in from Reserves	\$ 2,500,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 33,902,500	2,569,329	15,063,256	44.43%

Jan.-Dec. 2023 Fiscal Year

May is the 5th month of the fiscal year.
Year-to-date budget percentages should
be at 41.67%, representing 5/12
months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2023

For the Month Ending May 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	<u>2023 Budget (Approved 12/22)</u>	<u>May 2023 Expenditures</u>	<u>Year-to-Date Totals thru May 2023</u>	<u>Year to Date Annual Budget Percentage</u>
Personnel					
572.10	Wages	12,750,000	966,450	4,974,268	39.01%
572.24	Benefit - Medical	2,300,000	184,259	924,586	40.20%
572.24	Benefit - Dental	240,000	20,774	104,289	43.45%
572.24	Benefit - Life, LTD, AD&D	75,000	11,741	60,784	81.04%
572.22	Benefit - PERS	1,324,725	97,263	501,431	37.85%
572.21	Benefit - FICA	975,375	72,426	373,052	38.25%
572.25	Benefit - L & I - Workers Compensation	100,000	6,415	31,466	31.47%
572.25	Benefit - PFML	27,785	2,116	10,887	39.18%
572.28	Unemployment Expense	10,000	2,856	5,803	58.03%
	Personnel Subtotal:	17,802,885	1,364,299	6,986,565	39.24%
Supplies					
572.30	Supplies	458,000	30,999	133,475	29.14%
572.35	Small Equipment (FF&E)	250,000	4,274	44,573	17.83%
572.38	Technology	462,000	481	36,575	7.92%
572.33	Professional Collection / Tech	300,000	16,779	129,027	43.01%
	Supplies & Small Equipmt/Tech Subtotal:	1,470,000	52,534	343,650	23.38%
Library Books / Materials					
572.34	Library Books & Materials	1,903,500	133,576	584,919	30.73%
572.39	Electronic Resources	1,896,500	121,348	652,455	34.40%
	Library Materials Subtotal:	3,800,000	254,923	1,237,374	32.56%
Other Services / Charges					
572.41	Professional Services	2,079,225	87,235	531,682	25.57%
572.42	Communications	410,000	48,727	191,723	46.76%
572.43	Training / Travel	108,000	14,272	50,627	46.88%
572.44	Advertising	30,000	1,450	2,678	8.93%
572.45	Rentals / Leases	560,000	43,565	230,086	41.09%
572.46	Insurance	250,000	-	7,689	3.08%
572.47	Utilities	450,000	34,295	194,695	43.27%
572.48	Repairs & Maintenance	870,000	59,539	360,330	41.42%
572.49	Misc / Dues / Printing / Other	163,750	10,873	62,288	38.04%
572.50	Intergovernmental Services	3,640	300	1,727	47.44%
	Other Charges & Services Subtotal:	4,924,615	300,257	1,633,525	33.17%
Capital Outlay					
594.62	Buildings / Non-Owned	300,000	-	-	0.00%
594.62	Buildings / Owned	5,500,000	-	198,948	3.62%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	64	50,932	78.36%
	Capital Outlay Subtotal:	5,905,000	64	249,880	4.23%
Total Operating Expenditures:		33,902,500	1,972,077	10,450,995	30.83%
Total Reserved Projects			551,972	1,927,845	
Grand Total All Expenditures:		33,902,500	2,524,049	12,378,840	36.51%



Public Meeting Minutes

Date: June 20, 2023

Time: 6:00 PM Regular Meeting

Location: Hybrid: Zoom Meeting / Goldendale Community Library

<p>Call to Order Chair Morgan, called the regular meeting to order.</p> <p>Attendees <u>Board Members Present:</u> Kristy Morgan, Megan Dugan, Penny Love-Henslee, Olga Hodges, Marie Coffey, Vikram Kotwani, Mary Ann Duncan-Cole <u>Administrative Team:</u> Executive Director, Amelia Shelley; Executive Assistant and Recorder, Rhonda Kay Calkins; Collection & Technology Services Director, Lynne Caldwell, Outreach and Community Partnerships Director, Justin Keeler; Human Resources Director, Lee Strehlow; Finance Manager, Attar Bhargal <u>Guests:</u> Goldendale Branch Manager, Terra McLeod</p>	6:00 PM
<p>Agenda Approval as Amended Motion: Megan Dugan 2nd: Mary Ann Duncan-Cole The motion carried unanimously.</p>	6:01 PM
<p>Chair Announcements Woodland breaking ground ceremony was Saturday, June 17, 2023. Ms. Coffey, Ms. Love-Henslee, and Ms. Dugan attended. Thank you to the Foundation and everyone who helped put it together.</p>	6:03 PM
<p>Public Comments</p> <ul style="list-style-type: none"> • Against Censorship: Kattie Gardner, Jude Jacobs, Larua Ferr, Sarah Wu • In support of DQSH: Quill Onstead, Emily Losness • Against DQSH: Tiffany Heine, Gary Wilson, Shelley Westtend, Darryl J. Johns • Books and Displays at Libraries: Rebekah Johnson, Lisa Chiles, Patrick Stuart, Mike Todd, Michael Hodges, David Jennings, Evan Axon, Mark Sigfernias, Mike Harteloo, Matt Chiles, Amanda Richards, Mindy Clark, Mikayla Wood, Fr. John Phelps • Resources and Services at Libraries: Becky Martin, Curtis Wilson • FVRL Support and Gratitude: Larry Hoctor • Mike Goodpaster 	6:11 PM
<p>Executive Session: RCW 42.30.110 (1) – Personnel Adjourned into Executive Session at 7:13 pm for 32 minutes. Meeting restarted at 7:47 pm.</p>	7:13 PM
<p>Reports</p>	
<p>Organization and Strategic Report: Division Directors, Amelia Shelley, Lee Strehlow, Justin Keeler, Lynne Caldwell, Ruth Shafer and Tak Kendrick The Division Directors gave verbal updates on their divisions.</p>	7:47 PM
<p>Goldendale Branch Report: Terra McLeod Ms. McLeod shared updates on library activities around Goldendale Library.</p>	8:07 PM
<p>April Financial Statements: Attar Bhargal reviewed+ April 2023 financial statements.</p>	8:19 PM



Consent Agenda Chair Morgan, asked for a motion to approve the Consent Agenda including meeting minutes from the May 15, 2023 board meeting. Motion: Kristy Morgan 2nd: Mary Ann Duncan-Cole Motion carried unanimously.	8:24 PM
FVRL Expenditure Approval: Reviewed by Kristy Morgan attested that she reviewed the May expenditures and found them in order.	8:24 PM
Business	
Finance Committee – Information Only: Amelia Shelley Ms. Shelley presented the SAO Report and 2024 Budget Planning guide.	8:25 PM
Policy Committee - Information Only : Amelia Shelley Ms. Shelley presented a first reading of the Library Internet Use and Safety Policy.	8:34 PM
Foundation MOU Committee - Information Only: Kristy Morgan and Penny Love-Henslee Ms. Morgan and Love-Henslee discussed obtaining a mediator to work with FVRL and the Foundation. There is still no date for the next meeting.	8:46 PM
Personnel Committee - Information Only: Lee Strehlow Ms. Strehlow provided an update on the Executive Director search.	8:56 PM
Board of Trustee Email – Discussion: Kristy Morgan and Amelia Shelley Ms. Shelley discussed the process of incoming emails addressed to the Trustees.	9:00 PM
Board Comments: Ms. Morgan thanked the friends for the treats. Thanked Mike for his troubleshooting and help at all meetings. Ms. Love-Henslee thanked Goldendale Friends and Terra for hosting us. Thanked security for being at the meeting. Ms. Hodges thanked the staff from Goldendale and FVRL for working with the large turnout. Asked the Goldendale branch to consider comments and provide an update on reaching out to the homeschool community. Mr. Kotwani asked about communication sent out to patrons regarding the Slate Clean at 18 program.	9:19 PM
Setting of next regular meeting: July 17, 2023 White Salmon Community Library/Zoom Motion to adjourn meeting Moved: Mary Ann Duncan Cole 2nd: Penny Love-Henslee	9:20 PM
Adjournment Approved:	9:21 PM

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date



Public Meeting Minutes

Date: Monday, June 26, 2023
Time: 6:00 PM Special Meeting
Location: HYBRID: Zoom Meeting / Three Creeks Community Library

<p>Call to Order Chair Morgan, called the regular meeting to order.</p> <p>Attendees <u>Board Members Present:</u> Kristy Morgan, Megan Dugan, Penny Love-Henslee <u>Board Members Online:</u> Olga Hodges, Marie Coffey, Vikram Kotwani <u>Administrative Team:</u> Executive Director, Amelia Shelley; Human Resources Director, Lee Strehlow; Outreach and Community Partnerships Director, Justin Keeler</p>	6:00 PM
<p>Agenda Approval Motion: Megan Dugan 2nd: Penny Love-Henslee The motion carried unanimously.</p>	6:01 PM
<p>Chair Announcements Kristy Morgan met with the Personnel Committee prior to the meeting to speak to Justin Keeler regarding the Interim Executive Director position.</p>	6:02 PM
<p>Public Comments</p> <ul style="list-style-type: none"> • Board Should Not Share Personal Beliefs: Keelie Wray, Quil Onstead, Katherine Gardner, Lori Meyers • Personal Beliefs Should be Shared: Becky, Shelley, Meika, Katherine (GD), Seraphim (sic) • Against LGBTQ Material: Isaac • Interim Executive Director: Dennis Johnson 	6:03 PM
<p>Business</p>	
<p>Appointment of Interim Executive Director: Kristy Morgan Kristy Morgan Motion: Megan Dugan 2nd: Penny Love-Henslee Motion carried unanimously.</p>	6:27 PM
<p>Board Comments None</p>	6:32 PM
<p>Setting of next regular meeting: Monday, July 17, 2023, 6:00 PM (Hybrid/White Salmon Community Library) Motion to adjourn meeting Moved: Penny Love-Henslee 2nd: Megan Dugan</p>	6:34 PM
<p>Adjournment Approved:</p>	6:35 PM

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

**Fort Vancouver Regional Library District
Staff Report 2023-36
Interim Executive Director Appointment**

TO: Board of Trustees
FROM: Amelia Shelley
DATE: 07/17/23
SUBJECT: Appointment of an Interim Executive Director

SUMMARY:

FVRL's Executive Director Amelia Shelley gave notice on March 15, 2023 to the Board of Trustees of her intention to retire effective July 31, 2023. Since that time, the Personnel Committee has been working with Human Resources Director Lee Strehlow and consultant Lynn Barboza of [Strategic Government Resources](#) on preparing the recruitment materials.

The job announcement for the next Executive Director went out on July 7, 2023 with virtual interviews planned for August and in-person interviews in September. Due to the gap in time between Ms. Shelley's departure, and the selection and arrival of the next individual in this position, the Board believes it is prudent to appoint an Interim to cover the Executive Director's duties during the vacancy.

The FVRL Board of [Trustees' Bylaws](#) Section 5 addresses the selection and appointment of a competent, qualified Executive Director consistent with [27.12.190](#) and [27.04.055](#) RCW. Per Section 5.4. Acting Director, the Bylaws indicate that during a period when the position is vacant or during a long-term absence of 30 days or more, the Board will appoint an Acting Director. Based on the requirements of the position, the Board is offering the Acting Executive Director appointment to Justin Keeler.

The Board recognizes that Mr. Keeler possesses the requisite qualifications, is already a bank signatory for the District (able to approve payroll and accounts payable), and as a member of the District's Administrative team, has insight to the daily operations and activities of the District. The Board would like to engage Mr. Keeler by contract to cover the interim role.

ACTION REQUESTED:

Staff requests that the Board makes the following motion:

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2023-13, authorizing the Board of Trustees to approve the employment contract appointing Justin Keeler as the interim Executive Director effective August 1, 2023.

Resolution 2023-13

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES REGARDING APPROVAL OF INTERIM EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT

A meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Monday, July 17, 2023, at the White Salmon Valley Community Library, 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 then attending.

WHEREAS, FVRL's Executive Director Amelia Shelley gave notice on March 15, 2023 to the Board of Trustees of her intention to retire effective July 31, 2023, and

WHEREAS, per Section 5.4. Acting Director, the Bylaws indicate that during a period when the position is vacant or during a long-term absence of 30 days or more, the Board will appoint an Interim Director, and

WHEREAS, Outreach and Community Partnerships Director Justin Keeler possesses the requisite qualifications for the position, and has agreed to the terms of employment for the duration of his tenure in the role, and

WHEREAS, the FVRL Personnel Committee has offered Mr. Keeler a Letter of Appointment for the position, and

WHEREAS, FVRL Board of Trustees' Bylaws Section 5 addresses the selection and appointment of a competent, qualified Executive Director consistent with [27.12.190](#) and [27.04.055](#), and

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2023-13, authorizing the Board of Trustees to approve the employment contract appointing Justin Keeler as the interim Executive Director effective August 1, 2023.

Adopted this 17th day of July, 2023

Kristy Morgan, Chair

Megan Dugan, Vice-Chair

Fort Vancouver Regional Library District
Staff Report 2023-38
Woodland Community Library Construction Contract

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 07/17/2023

SUBJECT: Woodland Community Library

SUMMARY: An Invitation to Bid for the [Woodland Community Library](#) was released on June 5, 2023 and the bids for the project were received on July 10, 2023. Despite a preliminary estimate of \$5.8 million based on the design development drawing set, all five responsive bids came in at over \$6.3 million. Facilities Director Dave Josephson believes that we can get that number down through value engineering with the selected contractor in advance of a final contract.

SUMMARY OF CASH RESOURCES AND ANTICIPATED EXPENSES

Revenue Source	Amount	Expended	Needed	Match
State Grants (FND)	\$ 3,000,000	\$ (500,000)	\$ 2,500,000	requires match
Friends	\$ 615,739		\$ 700,000	
FVRL	\$ 2,415,536	\$ (419,490)	\$ 1,996,046	current
Foundation	\$ 161,123		\$ 300,000	
			\$ 5,496,046	
Gap (FVRL)			\$ 1,700,000	additional
			\$ 7,196,046	
Construction Costs	Amount	Value Engineer		
facility, site and landscaping	\$ 6,500,000			
architect and consultants	\$ 400,000			
permits	\$ 50,000			
ff&e	\$ 200,000			
	\$ 7,150,000			

ACTION: Staff recommends approval of the authority for the Executive Director to negotiate a contract with the lowest responsive bidder. It will be necessary to increase the amount of assigned reserve funds to the Woodland Community Library project to meet budget requirements. Additionally, staff recommends continuing to seek alternative sources for funding in cooperation with the Foundation to help fund the project and offset the expenses. See Staff Report 2023-37 for additional information.

Motion: NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2023-14 and authorizes the Executive Director (or Interim Executive Director) to award and execute a contract and any required amendments to Bremik Construction, Inc. for the Woodland Community Library construction project for a bid amount not to exceed \$6,482,000 including Washington sales tax.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2023-14

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES
AUTHORIZING THE AWARD OF THE WOODLAND COMMUNITY LIBRARY GENERAL CONSTRUCTION
CONTRACT TO THE LOWEST RESPONSIVE BIDDER AND AUTHORIZING THE EXECUTIVE DIRECTOR
TO EXECUTE A CONTRACT AND ANY REQUIRED AMENDMENTS**

A regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held Monday, July 17, 2023 at the White Salmon Valley Community Library, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, the Woodland Community Library serves residents in the City of Woodland, Cowlitz County, along with Clark County residents who live in unincorporated areas of Woodland, and

WHEREAS, the Woodland Community Library was identified in the 2012 Strategic Facility Study as a location in need of replacement, and the Board authorized the purchase of property at 838 Goerig Street in 2017 to serve as the site for future Woodland Community Library, and

WHEREAS, FVRL has demolished existing buildings, subdivided this property and contracted with Hacker Architects to provide a design and construction drawings for a new 7500 square foot library on a portion of the original parcel, and

WHEREAS, FVRL issued an Invitation to Bid on June 5, 2023 for interested contractors based on the architecture design drawings, and received four (4) responsive bids, and

WHEREAS, the bids for the project were received, opened and reviewed on July 10, 2023 to determine the lowest responsive bidder, and Bremik Construction, Inc. was determined to be the lowest responsive bidder at \$6,482,000; and

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

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2023-14 and authorizes the Executive Director (or Interim Executive Director) to award and execute a contract and any required amendments to Bremik Construction, Inc. for the Woodland Community Library construction project for a bid amount not to exceed \$6,482,000 including Washington sales tax.

Adopted this 17th day of July, 2023

Kristy Morgan, Chair

Megan Dugan, Vice Chair

**Fort Vancouver Regional Library District
Staff Report 2023-37
Woodland Construction Project Funding**

TO: Board of Trustees
FROM: Finance Committee, Amelia Shelley
DATE: 7/17/2023
SUBJECT: Assignment of reserve funds for Woodland

SUMMARY: At the end of 2022, FVRL's actual revenue and expenditures to budget, and established the end of year cash position of \$20,940,100 for the District. This amount exceeded the prior year's ending cash of \$19,672,242 resulting in **\$1,267,858** in unanticipated revenue as shown below:

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

The Board determines how unanticipated revenue from the prior year will be allocated through reserve fund assignments in 2023. Additionally, there is **\$519,306** in unrestricted capital that is unassigned. Both of these sources could be applied to the Woodland project to make up the shortfall in budgeted funds based on the low bid of \$6,484,000. Our current reserve fund balances as shown in our May 2023 reserve balance sheet:

Description	2023 Cash Reserves	May 2023 Expenditures	Year-to-Date Totals thru May 2023	Year to Date Annual Budget Percentage
I - Reserved 2023 Budgeted Categories:				
Obj 1 - Capital repairs and maintenance	750,000	0	0	0.00%
Obj 2 - Replacement Vehicles	98,380	0	0	0.00%
Obj 3 - Capital Projects				
Washougal	2,992,678	0	0	0.00%
Woodland	\$2,415,536	126,361	419,490	17.37%
Grand Blvd Remodel	\$2,800,000	425,611	1,508,355	53.87%
Brush Prairie	\$500,000	0	0	0.00%
Unrestricted Capital	\$519,306	0	0	0.00%
Obj 4 - Innovation	100,000	0	0	0.00%
Obj 5 - Budget Stabilization Fund	1,864,526	0	0	0.00%
Cash Reserve Fund Expense Total	12,040,426	551,972	1,927,845	0.00%

FVRL has set aside a total of \$3,050,000 to date for the Woodland Community Library project. Of that, \$1,053,954 has been expended on the project, primarily for architect and consultant fees, permits, developer fees, and other site related costs. A Washington State Department of Commerce grant of \$500,000 was paid to FVRL through reimbursements in 2021 and 2022 to help cover design and site expenses. A remaining \$2.5 million in capital grants from the state remain earmarked for this project, but they must be spent in the coming year.

PROJECT BUDGET: Despite a preliminary estimate of \$5.8 million for the design development drawing set, four responsive bids for the project came in over \$6.4 million. Facilities Director Dave Josephson believes that the final budget number can be reduced through “value engineering” (looking for ways to save money) with the contractor in advance of a final contract. The lowest responsive bid for the project came from Bremik Construction at a price of \$6,482,000 for the building.

Up until now, there has been an equal amount of funds set aside for Washougal. It has always been assumed that FVRL would need to sell up to \$3 million in LOCAL bonds to finance that project, as well as count on additional fundraising and grants to fully fund the new library there. While the Washougal project will result in a larger building (right now estimated at \$10 million for 13,000 square feet), the ratio of FVRL’s contributions versus outside funds would be similar at about 60% of the total budget.

STAFF RECOMMENDATION:

Staff requests that the Board assigns \$1,200,000 from 2022 unanticipated excess revenue and \$500,000 unassigned capital reserves to the Woodland Community Library capital project. It is likely that these additional dollars will not be expended before 2024, but staff recommends allocation within the 2023 fiscal year as part of the annual reserve plan stipulated by the [Fiscal Management Policy](#).

PROS:

Woodland needs to start this summer to avoid losing \$2.5 million in grants. Ensuring that the Woodland project has adequate funding for construction ensures that this long promised project will be completed. Staff believes there are opportunities for value engineering that may help bring the total price down, and there is still ample time for fund raising in the year ahead to help offset the additional demand for FVRL funds. Further delays could result in the loss of state grant funds. Staff also recommends hiring a fundraising firm to assist with this project.

CONS:

There is no denying this is a very expensive project. Some of the cost is driven by the site (poor soils) and some driven by the design including cedar siding, LEED Silver certification requirements from the state grants, and unforeseen expenses from road improvements on Lakeshore that added to the total cost of the library.

Motion: Resolution 2023-15: NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2023-15 and assigns up to one million seven hundred thousand dollars in reserve funds to support the construction of the Woodland Community Library.

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2023-15

RESOLUTION OF THE BOARD OF TRUSTEES OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADOPTING THE ASSIGNMENT OF RESERVE FUNDS FOR THE WOODLAND COMMUNITY LIBRARY CONSTRUCTION PROJECT

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (District) was held on July 17, 2023 at the White Salmon Community Library, attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees recognizes that adequate funding is necessary to ensure that the District can proceed with negotiating a contract with the lowest responsive bidder for the Woodland Community Library construction project; and

WHEREAS, the FVRL Board of Trustees recognize that having operational and capital reserves provides an important resource which enables the District to respond to unanticipated events or emergencies, to guard against economic downturns, and to plan for growth of library services and facilities in the future; and

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

WHEREAS, the FVRL Board of Trustees recognizes their responsibility to annually assign excess revenues to ensure that the District’s organizational objectives are adequately funded through existing reserves whenever possible,

NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2023-15 and assigns up to one million seven hundred thousand dollars in reserve funds to support the construction of the Woodland Community Library.

Approved this day July 17, 2023

Approved: _____
Chair, Kristy Morgan

Attested: _____
Vice Chair, Megan Dugan

Assignment	June	July	August	September	October	November	December
Finance, ED	Revenue & Expenditure 1st estimate	Review process before instructions go out	Update 5 year forecast, reserves and review of 2023 budget	Updated Revenue & expenditures, balance budget	1st reading of budget to Board	2nd reading of budget to Board, levy public hearing	Board budget approval, public hearing
Finance Committee		Review 6 month expenditure for current year, revenue estimate	Identify budget goals, priorities, shortfalls, etc.	Draft 2024 and amended 2023 budgets prepared	Final revenue and expenditure forecasts	Final 2024 budget and 2023 amendments prepared	Adoption of 2024 Budget
Admin Team		Budget requests & instructions to Departments/Managers	Budget retreat, draft Division Budget Requests Due	Finalize Division budget requests	Develop 2024 work plans and narratives	Finalize work plans and budget narrative	Final budget document to Board
ED/Board of Trustees		Staff Report on YTD budget status	Initiate budget narrative, identify data points	Determine budget goals, outcomes	Prepare amended budget request, reserve allocations	Property tax levy, approval and resolution; filed with counties, Nov. 30	Submit final levy rate and budgets to all County Assessors and Clerks

Fort Vancouver Regional Library District
Staff Report 2023-39
Internet Use and Safety Policy

TO: Board of Trustees

FROM: Amelia Shelley

DATE: 7/17/23

SUBJECT: Internet Use and Safety Policy (final reading)

Summary:

The Federal Communications Commission's (FCC) E-Rate program makes telecommunications and information services more affordable for schools and libraries by providing up to 80% of the cost of equipment and connectivity available as a rebate. The Children's Internet Protection Act (CIPA) dictates that all Internet access in libraries must be filtered to be eligible for E-Rate funding. FVRL's existing Internet Use Policy includes language about Internet filtering as required by CIPA, but does not address what safety measures are in place concerning minor's access to the Internet at the library. Staff are requesting an amendment to the existing Internet Use Policy to address this deficiency.

Key Points:

As a recipient of E-Rate, FVRL is required to include in our Internet Use Policy to provisions that cover Internet safety for minors including:

- Using filtering software to restrict access to inappropriate images on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- CIPA does not require the tracking of Internet use by minors or adults

Background:

FVRL has been a recipient of E-Rate funds for some years that have helped offset the cost of connectivity and some computer equipment used throughout the District. CIPA requires that libraries where members of the public have access to the Internet on computers, has in place a policy of Internet safety for minors that includes the operation of a *technology protection measure* (filter) with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are considered obscene, child pornography or harmful to children as well as a *policy of Internet safety*.

FVRL has in place a [Rules of Conduct Policy](#) that prohibits behaviors related to Internet safety including any illegal behavior or behavior of a sexual nature such as unwanted touching or language that could be seen as harassment. The policy also prohibits openly viewing explicit sexual material. All of these behaviors can result in immediate exclusion from all FVRL premises without prior warning at the discretion of staff. Any person engaged in illegal activity may lose all library privileges for up to life and the incident may be reported to the appropriate law enforcement agency.

Policy revisions:

The following new provisions have been added to the existing Internet Use Policy to ensure CIPA compliance; defining the policy as covered under CIPA, specific information about filtering software and the responsibilities of parents and guardians to protect and guide their minor children's Internet use. We had added no gambling but we currently do not monitor that aspect and have changed the language for more specificity of what our software actually blocks.

The following has been added to prohibited behaviors:

1. Use FVRL's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials as defined by law or material that violates laws relating to child pornography;
2. Dissemination, exhibit, or display to minors materials that are harmful to minors as defined by law;
3. Falsification of one's age to gain access to Internet sites;
4. Gain unauthorized access to any computing, information, or communications devices or resources;
5. Damage, alter, or degrade computer equipment, peripherals, software, or configurations

Action requested:

Tonight's public hearing satisfies the CIPA requirement that the public have the opportunity to comment on the policy before passage. The staff requests that the Board approve the revised policy.

Fort Vancouver Regional Library District Library Internet Use and Safety Policy CLEAN DRAFT

PURPOSE

The Fort Vancouver Regional Library District (FVRL) provides free access to the Internet for our patrons through library computers as well as wireless access through patron-owned devices. This policy sets the requirements and expectations for such use by library patrons of all ages.

POLICY

FVRL is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of customers, and to following the provisions of the Children's Internet Protection Act (CIPA). However, the Internet is a decentralized, unmoderated global network; FVRL has no control over the content found there and is not responsible for the availability and accuracy of information found on the Internet. Internet access provided by FVRL uses filtering software to block sexually explicit images and gambling sites proxies/anonymizers, torrent file downloads, and other "suspicious" web sites.

INTERNET SAFETY FOR MINORS

FVRL's Internet access is filtered on all library public computers and WiFi service to block access to material that may be considered offensive. Parents, guardians and caregivers are in charge of what their own minor children read, view, or listen to in the library as well as online. Families should discuss together Internet use, Internet safety, and sharing personal information online.

USER RESPONSIBILITIES

Patrons recognize that their use of the Internet on library premises is conducted in a public place shared by many and acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Library patrons shall comply with all federal, state, and local laws. The following behaviors are prohibited while using FVRL electronic resources or services:

1. Use FVRL's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials as defined by law or material that violates laws relating to child pornography;
2. Disseminate, exhibit, or display to minors materials that are harmful to minors as defined by law;
3. Engage in threatening or harassing behavior including cyberbullying on social media sites.
4. Interfere with others' use of computers or electronic resources.
5. Access, disseminate, download or print information in violation of copyright laws.
6. Destroy, damage, or deface library facilities, materials, equipment or software, or use them in a manner to bypass security, cause injury, or interrupt services.
7. Falsification of one's age to gain access to Internet sites.
8. Gain unauthorized access to any computing, information, or communications devices or resources.
9. Damage, alter, or degrade computer equipment, peripherals, software, or configurations.

FVRL is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library staff will not track the use of the Internet in any way other than as directed by the Confidentiality of Patron and Circulation Records Policy.

Internet users may request access to a particular site that they feel has been inappropriately blocked. Decisions about whether to unblock a site will be in accordance with district guidelines.

PROTECTION OF PERSONAL INFORMATION

Commercial or personal functions such as credit card purchases, stock trades, bank transactions, or accessing remote personal or business systems are to be conducted at the user's own risk. The Library's public network environment is open to all users, thus there is a possibility of interception of information or illegal access by malicious users or software. FVRL assumes no responsibility for damage or theft which occurs while using **the library's** electronic resources.

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 FVRL's web site.

SEVERABILITY

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

CONTINUANCE

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

References: [Children's Internet Protection Act](#); [RCW 9.68A](#);

Related Policies: Confidentiality of Patron and Circulation Records Policy; Rules of Conduct; Security Monitoring Policy; Social Media Policy

Board approval: October 16, 2017, replaces Electronic Information Access Policy

Fort Vancouver Regional Library District
Staff Report 2023-40
Foundation Policy

TO: Board of Trustees
FROM: Amelia Shelley, Executive Director
DATE: 07/17/2023
SUBJECT: Foundation Policy

Summary

The Board Chair appointed an ad hoc committee to meet with the Foundation Board to negotiate a new Memorandum of Understanding (MOU). Through that process, the MOU Committee has requested that the Policy Committee consider and provide to the Board a new policy that defines and describes the fundraising relationship between the two entities.

Foundation History

FVRL's Foundation was formed to address the need for a 501(c)3 to apply for certain types of grants. Initially, the Foundation was a part of FVRL and its employees worked for the District. In 1996, the Foundation became a separate entity and formed a corporation for that purpose. It's stated mission is:

The Fort Vancouver Regional Library Foundation aims to strengthen and enhance the Fort Vancouver Regional Library District's capacity to dynamically serve its communities. We engage with these communities to promote literacy, communicate the value of the Library, and inspire civic support. We also seek and welcome gifts to expand Library facilities, programs and services. Our vision is to be a leading library foundation. We strive to build public and private initiatives that provide opportunities to enrich life-long learning throughout our community.

In the nearly thirty years of its existence, the Foundation has supported FVRL through numerous ways including securing grants for capital projects, creating opportunities for donors to support their libraries and helping the Friend of the Libraries in their philanthropic efforts to assist their local branch. While this partnership has been successful, it has not been without its challenges. The MOU Committee believes additional clarity around expectations and intents is essential to maintaining a positive and productive relationship.

Memorandum of Understanding

Since 1995, FVRL and the Foundation have operated under a Memorandum of Understanding (MOU) that should be renewed every five years. It is intended to serve as a contractual agreement between the two organizations dictating how they will work together and support each other's efforts. The current MOU was last updated in 2015 and requires that the agreement is updated every five years. As we have exceeded the anticipated time frame for renewal, the section under *Termination*, states, This agreement

shall continue until terminated, which indicates that both entities should consider the MOU to be in *status quo*.

Policy

FVRL uses policies to define the parameters within which the organization operates to provide staff with guidance based on the law and the best interests of the communities we serve. FVRL has two current policies that address its relationship to the Foundation - *Gifts and Recognition* and *Gift of Art* Policies. However, neither of these policies define the relationship between the two organizations.

FVRL's Board of Trustees has the ability to create new policy to assist the District in its work and there is interest in creating a policy that might provide direction for FVRL's relationship to the Foundation. Without the ability to finalize a new MOU, it stands to reason that a policy may be the faster way to solve these concerns.

Action

This is a first reading of this policy. Staff would appreciate comments before the next Policy Committee meeting on Aug 3, 2023 .

Fort Vancouver Regional Library District Library Foundation Policy

Purpose

The intent of this policy is to create a clear statement of expectations between the Fort Vancouver Regional Library District (Library) Library and the Fort Vancouver Regional Library Foundation (Foundation) **that applies to the Library Board of Trustees' (Trustees) fiscal oversight of the District.** The Library and Foundation each have separate roles in fundraising, but need to work with each other to accomplish the goal of promoting the general welfare of the **libraries.**

Policy

The Library and the Foundation will collaborate, through their respective authorized representatives, to plan and execute comprehensive fundraising and donor acquisition programs in support of the Library's mission. **The following provisions are intended to provide clarity of intent for both organizations to maintain a successful and productive relationship while meeting the Library's annual objectives for fundraising.**

- The Foundation Board of **Directors shall be** responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts ~~to it~~ consistent with donor intent and applicable laws. The Foundation shall remain a separately incorporated 501(c)3 non-profit for the purpose of raising funds, accepting gifts and writing grants **on the Library's behalf.**
- The Library Executive Director and Trustee Foundation Liaison will serve on the Foundation's Board of **Directors** as **Ex Officio** (non-voting) members. FVRL expects that the Liaison and Executive Director are invited to the entire business meeting.
- The Foundation **shall** exclusively **own** their donor database and **be** responsible for its maintenance.
- **The Foundation will cap its overhead expenses at not more than 20% of their net worth.**
- The Foundation **shall be** responsible for communicating long-term plans, as approved by their Board of **Directors**, to the Library's Executive Director and Board of Trustees.
- The **Library** Executive Director shall communicate priorities and long-term plans as approved by the FVRL Board of Trustees to the Foundation.
- Grants applied for and accepted on behalf **of** the Library, **shall be shared** with Library staff responsible for grant administration **prior to submission.**
- The Library and Foundation shall provide data to each other as a part of collaborative fundraising efforts.

- The Library shall provide **proof** of compliance **to any** donor restrictions **upon requesting reimbursement** from the Foundation **after** the funds have been **expended**.
- The Library will provide services to the Foundation when **requested in** a timely **manner**. **The Foundation will follow the Library's timelines when requesting use of any Library staff-supplied services**. The Library and Foundation will agree in advance for the compensation of such services.
- The Library retains the right to use an internal or external fundraising organization for special projects. It will inform the Foundation of such engagements, **to prevent the** Foundation from **pursuing** the same opportunities.
- The Library Board of Trustees shall approve **outside** organizations that are used for fundraising purposes.
- The Library retains the right to apply for any and all available government, public, or private grants.
- **The Library reserves the right to restrict use of its name and logo by the Foundation, and can revoke it at any time.**

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:

References:

Approved by the Board of Trustees:

	June Circulation			YTD Circulation		
	2023	2022	Change	2023	2022	Change
Battle Ground Community Library	40,085	45,547	-11.99%	252,507	260,829	-3.19%
Cascade Park Community Library	64,099	69,197	-7.37%	382,100	390,034	-2.03%
La Center Community Library	5,822	6,989	-16.70%	35,454	39,705	-10.71%
Ridgefield Community Library	11,037	11,159	-1.09%	59,847	57,106	4.80%
Three Creeks Community Library	47,307	50,284	-5.92%	285,667	273,615	4.40%
Vancouver Community Library	60,928	59,536	2.34%	355,462	331,206	7.32%
Vancouver Mall Library	10,514	11,382	-7.63%	68,204	69,332	-1.63%
Washougal Community Library	7,983	8,129	-1.80%	49,237	47,391	3.90%
Green Mountain Library Express	168	158	6.33%	1,433	1,276	12.30%
Yacolt Library Express	5,080	4,828	5.22%	29,790	28,920	3.01%
LibCabinet at Vancouver Mall	0	1	100.00%	0	0	100.00%
Clark County Total	253,023	267,209	-5.31%	1,519,701	1,499,414	1.35%
Woodland Community Library	5,050	5,163	-2.19%	32,469	30,003	8.22%
Yale Library Express	984	932	5.58%	5,950	4,777	24.56%
Cowlitz County Total	6,034	6,095	-1.00%	38,419	34,780	10.46%
Goldendale Community Library	5,933	6,064	-2.16%	39,689	37,434	6.02%
White Salmon Valley Community Library	9,399	10,289	-8.65%	61,260	60,842	0.69%
Klickitat County Bookmobile	452	533	-15.20%	6,377	5,789	10.16%
Klickitat County Total	15,784	16,886	-6.53%	107,326	104,065	3.13%
North Bonneville Community Library	330	431	-23.43%	2,426	2,465	-1.58%
Stevenson Community Library	3,881	4,188	-7.33%	26,503	26,136	1.40%
Skamania County Bookmobile	821	1,134	-27.60%	6,128	6,994	-12.38%
Skamania County Total	5,032	5,753	-12.53%	35,057	35,595	-1.51%
District-wide renewals	106	163	-34.97%	1,233	784	57.27%
Mail	1,123	1,068	5.15%	7,668	6,569	16.73%
InterLibrary Loan Materials	351	273	28.57%	2,099	1,774	18.32%
Misc Total	1,580	1,504	5.05%	11,000	9,127	20.52%
Downloadable eBooks	61,868	53,637	15.35%	374,366	330,223	13.37%
eMagazines	1,249	1,674	-25.39%	8,450	10,553	-19.93%
Downloadable & streaming audiobooks	65,597	54,195	21.04%	386,159	314,925	22.62%
Downloadable & streaming music	22,975	16,583	38.55%	140,362	108,231	29.69%
Streaming video	8,555	8,575	-0.23%	53,091	50,078	6.02%
eContent Total	160,244	134,664	19.00%	962,428	814,010	18.23%
TOTAL	441,697	432,111	2.22%	2,673,931	2,496,991	7.09%

Fort Vancouver Regional Library District's executive director to retire

[clarkcountytoday.com/news/fort-vancouver-regional-library-districts-executive-director-to-retire](https://www.clarkcountytoday.com/news/fort-vancouver-regional-library-districts-executive-director-to-retire)

ClarkCountyToday.com

April 14, 2023



Amelia Shelley

Amelia Shelley received significant public scrutiny in recent years for her support of Drag Queen Story Hour programs

After nearly eight years leading Fort Vancouver Community Libraries (FVRLibraries), Amelia Shelley has announced she will retire as executive director this summer.

Hired in 2015 as successor to retiring director Nancy Tessman, highlights of Shelley's tenure at FVRLibraries include:

- Increased emphasis and access to electronic books, materials and resources throughout the library district
- Increased visibility for the public library through community partnerships, outreach and rebranding
- Completion of a \$3.6 million remodel and new construction project at Ridgefield Community Library

- Completion of a \$1 million self-service library in Yale as part of FVRLibraries' partnership with Yale Valley Library District
- Planning for new library facilities in Woodland, Washougal and Brush Prairie, including a groundbreaking for a new Woodland Community Library this June
- Development and delivery of two new bookmobiles to provide service to rural communities
- Overseeing pandemic-related changes to keep library services in communities, including curbside pickup options, virtual programs, a dedicated library mobile app, and increased safety precautions

Shelley also received significant public scrutiny in recent years for her support of Drag Queen Story Hour programs at Fort Vancouver Regional Library. The programs featured adults dressed as Drag Queens reading to young children.

Shelley sees the next few months as a time to wrap things up while also leaving the district in good condition for the new executive director.

“I’m proud of all our libraries have accomplished and I believe the District is positioned for continued success. We have some exciting projects underway — including new facilities to serve the communities of Woodland, Washougal and Brush Prairie — that I’m particularly excited about and I can’t wait to visit them as a library patron,” she said. “I look forward to seeing FVRLibraries continue to be a trusted community resource and a place where everyone feels valued and welcome. I’m also excited for my own next chapter and look forward to watching our libraries thrive in southwest Washington.”

Shelley’s over 25-year career as a library administrator includes almost eight years as executive director of Garfield County Public Library District in Colorado and 10 years as Youth and Outreach Services manager at Laramie County Library in Cheyenne, Wyoming.

As for next steps for the library district, the FVRLibraries Board of Trustees is planning to launch a national search to find Shelley’s successor. They intend to make an announcement about recruitment in the coming weeks.

Shelley’s last day with FVRLibraries will be July 31, 2023.

Information in this report was provided by Fort Vancouver Regional Libraries.

Vancouver celebrates Small Business Month in May

 cityofvancouver.us/eph/page/vancouver-celebrates-small-business-month-may-0

On Monday, May 1, Vancouver Mayor Anne McEnerny-Ogle will proclaim the month of May “Small Business Month” in Vancouver. The designation coincides with National Small Business Month and National Small Business Week (April 30 – May 6).

“Small businesses are the heart of our City’s economy, representing more than 95 percent of our businesses, and we must work to ensure that our City grows not only from the top down, but also from the bottom up and the middle out,” said Mayor Anne McEnerny-Ogle. “Small Business Month invites residents and visitors to support the continued recovery of our small business community as we emerge from the pandemic and work through other economic hardships.”



Also, in observance of Small Business Month, the City is teaming up with the Vancouver Community Library to co-host Connect and Navigate, on Thursday, May 11 from 3 to 6 p.m. at the Vancouver Community Library, 901 C Street. This small business resource fair will feature a variety of local resources to help:

- Grow your small business
- Find resources for every stage of your business venture
- Meet advisers, business counselors and learn about available services – all in one place

Throughout the month of May, the City and its partners will showcase local small business stories, share ways for the community to support small businesses and promote opportunities for entrepreneurs, startups and existing small businesses to grow and thrive in Vancouver. Follow the hashtag #CouveSmallBiz and visit the City of Vancouver on [Facebook](#), [Instagram](#) or [LinkedIn](#) to watch, learn and stay informed.

The City is committed to supporting the growth of its small business community by removing barriers to success and bolstering a thriving local economy through programs such as:

- Business assistance: Awarded \$278,000 for business microenterprise education and technical assistance, including business license/certification programs, microloans, and credit repair in 2022. An additional \$470,000 in business assistance funding is proposed for similar business needs in 2023.

- Pre-Lease Program: A free one-hour informational meeting and tour within the commercial space that a business owner or property owner wants to buy/lease/renovate with all the experts in the room. Learn what's needed for the space – before buying, investing or signing a lease - from various City departments like permitting, sewer, engineering, building, Fire Marshal, Clark County Public Health, land use, parking, and more.
- Procurement - Doing Business with the City: A program that publicly advertises bid opportunities offering businesses the ability to fulfill the city's needs for goods, services, construction/public improvement projects, and professional/technical assistance. An interactive website invites businesses to submit bids, quotes, and proposals competitively. This service offers businesses a unique solution to filling their project pipelines, adding to their expanded growth and sales.
- Restaurant Start-Up Guide: A simple eight-step guide detailing what permits, licensing, plans and inspections are needed before opening a restaurant within city limits. A useful tool that expedites the research, learning and discovery process for restaurateurs.

Explore more services, business education and resource opportunities.

Foundation Update

Authors & Illustrators
2023 DINNER AND AUCTION

David Baldacci

FUNDRAISER | OCTOBER 17, 5:30–9:30 pm | Hilton Vancouver

COMING SOON

TICKETS: \$120
Tables of 10: \$1,200

Save the Date!

FVRL Foundation’s Authors & Illustrators Dinner & Silent Auction will take place October 17 at the Hilton Vancouver and will feature globally recognized author David Baldacci. Baldacci has written 48 novels, including 1996’s *Absolute Power* and the recent *Simply Lies*, all of which have been international bestsellers, with several adapted for film and television. Tickets will be available at fvrlfoundation.org soon. We look forward to seeing you there!

Great News!

- FVRL Foundation has received a \$75,000 commitment in support of the Woodland Community Library Building Project.
- Donor opportunities for the building projects in Washougal and Woodland are being reserved, including the Children’s Area Reading Nook for the Washougal Community Library at \$3,000 and a bench for Woodland Community Library at \$1,000.
- The Foundation’s partnership with ThriftBooks generated over \$2,600 in revenue in June from the online sale of used books.

Upcoming Events

Monday, July 17

FVRL Trustee Meeting

Hybrid: White Salmon Valley
Community Library and Zoom
6:00pm–8:00pm

Friday–Sunday, July 28–30

La Center Friends Book Sale

La Center Community Library
5:00pm–7:00pm Friday,
9:00am–4:00pm Saturday,
10:00am–12:00pm Sunday

Friday and Saturday, August 4–5

**Vancouver Community Library
Art4Art Fundraiser**

Vancouver Community Library
5:30pm–7:30pm Friday,
11:30am–2:00pm Saturday

Monday, August 21

FVRL Trustee Meeting

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

Monday, September 4

**All libraries will be closed in
observance of Labor Day**

**Building Campaigns and
Cornerstone Pledges**

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

Woodland has 35 Cornerstones,
5 Stepping Stones, 8 Keystones, and
6 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

**Help Support FVRL Foundation with a Tasty Meal
from Panda Express!**



On Tuesday, August 15, the new Panda Express located
at **304 SE 123rd Avenue** in Vancouver will be offering
50% OF TOTAL SALES of food purchased on FVRL
Foundation’s behalf back to us!

You can order ahead or on the day of the event:

- Online, enter **355914** in the fundraiser code box at pandaexpress.com or on the app.
- **In-person, bring the official Panda Express flyer or show it on your smartphone.**

*Please note that this is the only Panda Express location
participating in the fundraiser.*

Woodland Groundbreaking:

Thanks to everyone who attended the groundbreaking
ceremony for the new Woodland Community Library!



Photo courtesy of Michael Schultz