



AGENDA FOR PUBLIC MEETING

Date: Monday, November 20, 2023
Time: 6:00 PM
Location: HYBRID: Zoom Meeting /Woodland 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

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Public Comments
5. Executive Session: RCW 42.30.110(1) - Personnel
6. Reports
 - [Woodland Community Library Branch Report: Jennifer Huan](#) INFORMATION
 - [September Financial Statements: Attar Bhargal, Finance Manager](#) INFORMATION
 - [Branch Safety Report: Justin Keeler](#) INFORMATION
7. Consent Agenda
 - FVRL Expenditures Approval: Reviewed by Mary Ann Duncan-Cole ACTION
 - [Minutes Approval: October 16, 2023](#) ACTION
 - [Minutes Approval: October 26, 2023](#) ACTION
8. Business
 - 8.1 Finance Committee
 - [Second Reading 2023 Budget Amendment](#) INFORMATION
 - [Second Reading 2024 Budget](#) INFORMATION
 - [2024 Levy – Public Hearing](#)
 - [Resolution 2023-23 \(2024-01\) Adopting the 2024 Property Tax Levy](#) ACTION
 - 8.2 [FVRL 2024 Board Meeting Schedule](#) INFORMATION
 - 8.3 [Nominating Committee](#)
 - [Slate of 2024 Officers/Committee Appointments](#) INFORMATION
 - 8.4 [Personnel Committee: Executive Director Contract Amendment](#)
 - [Resolution 2023-24 Executive Director Contract Amendment](#) ACTION
9. Board Comments
10. Setting for next regular meeting – Monday December 11, 2023
(Hybrid/Vancouver Community Library)
11. Adjournment

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • 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

Woodland Monthly Report

October 2023

Jennifer Hauan

The big news for October is the start of construction on the new library! Bremik Construction mobilized their equipment on the site and currently have the first phase of the foundation completed. If all goes according to schedule, they will be finished by 9/30/2024.



Community Connections / Equity

Also building related, Dave J. and I attended the groundbreaking for the City of Woodland's new small Civic Center. This area will include an outdoor fire pit, fenced dog area and a building with restrooms and meeting space.



Organizational Culture / Partnership

Representatives from the library, Foundation, Friends and FVRL Board all participated in giving away nearly 2000 gently used children's books downtown Woodland on Halloween. There was a lot of excitement and positive comments about the new library construction start.



Jacob, our YES intern said he enjoyed his time working at WD and he learned a lot about what it takes to go to a job and work. We appreciate the FVRL staff who helped coordinate this great program.





Solar Eclipse attendance surprised us. We had 45 people show up to our program that morning at Horseshoe Lake Park. The sun peeked out at just the right moment to see the partial eclipse with our glasses.



Organizational Culture



Chris made arrangements for a Fire Extinguisher training and invited RI and LC staff. We all benefited from the experience of some hands-on practice and a very informative training from Mike Lackey from Clark & Cowlitz Fire Rescue.





Our daily door count average is steady at 126 people per day. We haven't seen much of an increase over the past few months.

Storytime participants continue to fluctuate from 4 participants to 15 at the most. The patrons who do use the library on a regular basis praise the friendliness and helpfulness of the staff.

We regularly talk with patrons who live outside our district and are disappointed by having to pay for a card. Many choose not to pay the fee and leave feeling frustrated. The few that believe that nothing should be a barrier to using the library enthusiastically pay their \$44 and take advantage of all we offer. I appreciate the patience and kindness the staff exhibits to everyone who comes into the library.

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

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$17,391,635
Year-to-date Expenditures	-\$23,148,565
Add back Expenditures incurred but unpaid	-\$287,217
Cash Balance September 30, 2023	\$14,895,953

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
September 30, 2023 Ending Cash Balance:	\$14,895,953
Reserve Plan Objectives 1-5:	-\$13,240,426
Operational Reserve (Unassigned)	\$1,655,527

Fort Vancouver Regional Library District

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

	2023 Budget (Approved 12/22)	September 2023 Revenues	Year-to-Date Totals thru September 2023	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.(Property Taxes - Clark	25,300,000	462,861	14,893,804	58.87%
311.10.(Property Taxes - Skamania	690,000	4,938	433,051	62.76%
311.10.(Property Taxes - Klickitat	1,315,000	62,488	960,080	73.01%
311.10.(Property Taxes - Cowlitz	315,000	5,763	217,379	69.01%
Total Property Taxes	27,620,000	536,050	16,504,314	59.75%
Other Taxes				
312.10. Other General Tax	25,000	-	41,855	167.42%
318.20 Leasehold Excise Tax	95,000	243	90,003	94.74%
Total Other Taxes	120,000	243	131,858	109.88%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	15,000	-	32,156	214.38%
335.05 State Forest Boards	150,000	56	14,857	9.90%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	-	70,016	38.90%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	370,500	56	117,030	31.59%
Charges for Services				
341.60 Equipment Use Fees	20,000	4,093	30,345	151.72%
347.21 Non-Resident Borrower Fee	6,000	578	4,824	80.40%
347.90 Lost / Damaged Material Fee	25,000	1,302	21,191	84.76%
347.50 Collection Agency Referral Fee	0	-	446	0.00%
Total Charges for Services	51,000	5,973	56,806	111.38%
Miscellaneous				
361.11 Investment Interest	200,000	37,729	348,389	174.19%
362.00 Rental Income	1,000	800	5,030	502.98%
367.10 Gifts/Contributions	15,000	14	206	1.37%
369.90 Library Friends Groups' Reimbursements	300,000	1,858	13,909	4.64%
369.90 Library Foundation Reimbursements	2,500,000	-	9,554	0.38%
369.40 Insurance Reimbursements	2,500	-	7,000	280.00%
369.90 Miscellaneous	2,500	(1,479)	6,562	262.49%
367.1 Private Grants	50,000	-	4,196	8.39%
369.90 Other Miscellaneous - E-Rate	150,000	181,191	181,191	120.79%
395.00 Sale of Assets	20,000	616	5,591	27.95%
Total Miscellaneous	3,241,000	220,728	581,627	17.95%
Total Operating Revenue	\$ 31,402,500	763,049	17,391,635	55.38%
Transfer in from Reserves	\$ 2,500,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 33,902,500	763,049	17,391,635	51.30%

Jan.-Dec. 2023 Fiscal Year

September is the 9th month of the fiscal year. Year-to-date budget percentages should be at 75.00%, representing 9/12 months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2023
For the Month Ending September 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2023 Budget (Approved 12/22)	September 2023 Expenditures	Year-to-Date Totals thru September 2023	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,750,000	1,040,648	9,106,736	71.43%
572.24	Benefit - Medical	2,300,000	180,612	1,659,041	72.13%
572.24	Benefit - Dental	240,000	20,317	186,723	77.80%
572.24	Benefit - Life, LTD, AD&D	75,000	11,702	108,174	144.23%
572.22	Benefit - PERS	1,324,725	96,097	891,713	67.31%
572.21	Benefit - FICA	975,375	77,827	683,111	70.04%
572.25	Benefit - L & I - Workers Compensation	100,000	6,438	57,102	57.10%
572.25	Benefit - PFML	27,785	2,273	19,938	71.76%
572.28	Unemployment Expense	10,000	-	6,106	61.06%
	Personnel Subtotal:	17,802,885	1,435,914	12,718,645	71.44%
Supplies					
572.30	Supplies	458,000	26,689	244,021	53.28%
572.35	Small Equipment (FF&E)	250,000	7,515	100,496	40.20%
572.38	Technology	462,000	4,041	202,160	43.76%
572.33	Professional Collection / Tech	300,000	9,105	203,027	67.68%
	Supplies & Small Equipmt/Tech Subtotal:	1,470,000	47,350	749,704	51.00%
Library Books / Materials					
572.34	Library Books & Materials	1,903,500	99,786	994,251	52.23%
572.39	Electronic Resources	1,896,500	191,158	1,277,123	67.34%
	Library Materials Subtotal:	3,800,000	290,944	2,271,374	59.77%
Other Services / Charges					
572.41	Professional Services	2,079,225	118,691	999,878	48.09%
572.42	Communications	410,000	44,881	327,088	79.78%
572.43	Training / Travel	108,000	13,611	90,364	83.67%
572.44	Advertising	30,000	69	5,288	17.63%
572.45	Rentals / Leases	560,000	41,714	398,504	71.16%
572.46	Insurance	250,000	-	263,780	105.51%
572.47	Utilities	450,000	39,305	337,422	74.98%
572.48	Repairs & Maintenance	870,000	26,934	1,014,080	116.56%
572.49	Misc / Dues / Printing / Other	163,750	4,807	100,514	61.38%
572.50	Intergovernmental Services	3,640	-	2,484	68.24%
	Other Charges & Services Subtotal:	4,924,615	290,012	3,539,403	71.87%
Capital Outlay					
594.62	Buildings / Non-Owned	300,000	2,078	8,819	2.94%
594.62	Buildings / Owned	5,500,000	48,180	1,309,689	23.81%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	-	50,932	78.36%
	Capital Outlay Subtotal:	5,905,000	50,258	1,369,440	23.19%
Total Operating Expenditures:		33,902,500	2,114,478	20,648,565	60.91%
Total Reserved Projects			-	2,500,000	
Grand Total All Expenditures:		33,902,500	2,114,478	23,148,565	68.28%

BOARD COVER WORKSHEET

BOARD DATE:

November 20, 2023

Date Paid	Warrant Numbers	Amount
Accounts Payable		
October 5, 2023	118313 - 118328	\$ 24,572.92
October 12, 2023	118329 - 118369	\$ 189,681.97
October 19, 2023	118370 - 118436	\$ 306,193.90
October 25, 2023	118437 - 118464	\$ 462,199.20

Subtotal Accounts Payable Warrants Issued **\$ 982,647.99**

Accounts Payable EFT Payments		
October 5, 2023	EFT01800 - EFT01804	\$ 6,029.02
October 12, 2023	EFT01805 - EFT01806	\$ 11,521.86
October 19, 2023	EFT01807 - EFT01831	\$ 10,172.58
October 25, 2023	EFT01832 - EFT01836	\$ 8,926.14

Subtotal Accounts Payable EFT Payments **\$ 36,649.60**

Subtotal Accounts Payable Warrants & EFT Payments **\$ 1,019,297.59**

Accounts Payable Voids and Cancels

Subtotal Accounts Payable Voids **\$ -**

Subtotal A/P Warrants, EFTs, Voids **\$ 1,019,297.59**

Subtotal ADP Payroll Debits		
October 10, 2023	Payroll - Net Wages	\$342,009.93
October 10, 2023	Federal Payroll Taxes	\$110,098.74
October 10, 2023	OR State Payroll Taxes	\$2,657.06
October 10, 2023	PFML Taxes	\$3,927.88
October 10, 2023	WA Cares Fund	\$2,674.76
October 25, 2023	Payroll - Net Wages	\$341,144.44
October 25, 2023	Federal Payroll Taxes	\$111,076.89
October 25, 2023	OR State Payroll Taxes	\$2,624.43
October 25, 2023	PFML Taxes	\$3,915.62
October 25, 2023	WA Cares Fund	\$2,670.76

Subtotal Payroll Transfers **\$ 922,800.51**

Other ACH Debits		
October 20, 2023	ADP Payroll Fees	\$4,481.05
October 16, 2023	WA L&I	\$30,069.88
October 30, 2023	Endicia	\$8,000.00
October 26, 2023	Kaiser HSA	\$16,754.79
October 30, 2023	Kaiser HSA Fees	\$52.00
October 25, 2023	WA DOR - Sales/Use Tax	\$2,249.75
October 26, 2023	WA DOR - UCP	\$156.60
October 10, 2023	WA DRS - DCP	\$5,584.99
October 25, 2023	WA DRS - DCP	\$5,681.18
October 11, 2023	WA DRS - PERS	\$77,568.13
October 26, 2023	WA DRS - PERS	\$77,197.71

\$ 227,796.08

Payroll Voids/Cancels

Total Funds to Approve for Disbursement \$ 2,169,894.18

Finance Manager Reviewed

Atton Bhargal

Date

11/14/2023

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

November 20, 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, November 20, 2023, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
October 1, 2023 through October 31, 2023

Accounts Payable Warrants Issued	Numbers	<u>118313</u>	Through	<u>118464</u>	<u>\$ 982,647.99</u>
Accounts Payable EFT Payments		<u>EFT01800</u>	Through	<u>EFT01836</u>	<u>\$ 36,649.60</u>
Accounts Payable Voids	Numbers				<u>(_____)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 1,019,297.59</u>
Payroll Warrants Issued	Numbers	<u>_____</u>	Through	<u>_____</u>	<u>\$ -</u>
Payroll Transactions Voided	Numbers	<u>_____</u>			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20231010</u>	Through	<u>20231025</u>	<u>\$ 922,800.51</u>
Other Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>			<i>Amount</i>	
ADP Payroll Fees	October 20, 2023			\$4,481.05	
WA L&I	October 16, 2023			\$30,069.88	
Endicia	October 30, 2023			\$8,000.00	
Kaiser HSA	October 26, 2023			\$16,754.79	
Kaiser HSA Fees	October 30, 2023			\$52.00	
WA DOR - Sales/Use Tax	October 25, 2023			\$2,249.75	
WA DOR - UCP	October 26, 2023			\$156.60	
WA DRS - DCP	October 10, 2023			\$5,584.99	
WA DRS - DCP	October 25, 2023			\$5,681.18	
WA DRS - PERS	October 11, 2023			\$77,568.13	
WA DRS - PERS	October 26, 2023			\$77,197.71	
					<u>\$ 227,796.08</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 2,169,894.18</u>
Total Transactions for Approval					<u><u>\$ 2,169,894.18</u></u>

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

**Fort Vancouver Regional Library District
Staff Report 2023-52
Safety Report**

To: Board of Trustees

From: Justin Keeler, Interim Executive Director

Date: November 20, 2023

Subject: Safety Report

Background:

Infractions of our Rules of Conduct, primarily at our downtown Vancouver location, have increased in 2023. While we currently have 16 [Rules of Conduct](#), we are particularly focused on infractions of Rules of Conduct numbers 1-4:

- Engaging in or attempting to engage in any activity that would be a violation of any federal, state or local criminal law, statute or ordinance.
- Engaging in Sexual activities including physical contact with self or others as well as sexually harassing comments or behaviors.
- Possessing, selling, distributing, consuming or being impaired by or under the influence of a controlled substance or alcohol.
- Refusing to comply with the direction of a library staff member.

Violations of these 4 rules may result in immediate exclusion without prior warning. Any person that violates these rules can be excluded indefinitely and may be reported to the appropriate law enforcement agency.

Data:

We began using an incident reporting database called PITS in late 2018, to record details of infractions (Location, staff involved, description of incident, 911 calls, etc.). YTD in 2023 we have input **348 incidents** (of all kinds), District wide.

- | | |
|--------------------------|-------------------|
| ● VA (254 or 73%) | ● WD (5) |
| ● GD (25) | ● WSV (5) |
| ● VM (13) | ● Operations (2) |
| ● CP (11) | ● LC (1) |
| ● TC (9) | ● ST (1) |
| ● WA (7) | ● Yacolt/Yale (0) |
| ● RI (6) | |

Most of our locations have not had to call 911 this year. Of the total 348 incidents, 55 required a call to 911. 32 required a police response. The incidents requiring a police response include things such as; Drug/Alcohol related challenges, a child being left in a vehicle, unresponsive patrons, disruptive behavior, violating prior exclusions that resulted in criminal trespass or assaults on our Security team.

- **2023 YTD**, at Vancouver, there have been **254** incidents that required documentation. **45** resulted in a call to 911
- In **2022**, there were **162, 37** resulted in a 911 call.
- In **2021**, there were **84** incidents, **15** required a 911 call.
- In **2020**, there were **80** incidents and **19** of which required a 911 call.

Behavioral challenges are on the rise, specifically, at our downtown Vancouver location. The environment is changing, for many reasons, outside of our control.

Recently, we have taken a number of steps to help support Vancouver staff and patrons:

Actions:

- Re-wrote the Security Guard Job Description, resulting in a pay increase in recognition of the changing environment.
- Over the past three weeks we have had three meetings with union representatives and employees to identify concerns and brainstorm solutions, implementing straight forward suggestions.
- Based on recommendations of Vancouver Security staff, temporarily closed 4th and 5th floor restrooms in response to drug/alcohol use beginning April 7th. There has been a marked reduction in drug related infractions in response to this action. January 1st through April 6th, there were 19 drug related incidents. April 7th through July, there were 9. August until 11/16, there have been 8. We will reevaluate in January.
- Vancouver is being evaluated for additional security cameras on the south exposure.
- De-escalation training (for all staff) is being researched.
- Basic self defense/defensive tactics training is being researched, primarily for the Security team, but may expand to include other front line staff.
- Seeking an expert to conduct a comprehensive security audit of the Vancouver facility.
- Pending recommendation that we work with the Policy Committee to adjust our Rules of Conduct. Fewer rules, and less discretion on the part of staff when addressing significant problem behaviors. More guidance on exclusions, including fewer decision points in terms of length of exclusions.
- Conducted a critical incident debrief for VA staff using our EAP.
- Developing more specific guidance and training for active shooter threat.
- Removing two 5th floor computers that were in an area without line of sight and consistently were problem locations.
- Disable motion sensor lights so they are on full time.

Takeaways:

The data in this report indicates an increase in behavioral challenges that result in incident reports being generated, at the Vancouver location. It also shows that staff at that location are diligent and consistent in addressing issues and documenting them. With the exception of Vancouver, none of our other locations have seen an upward trend in behavior challenges.



Public Meeting Minutes

Date: October 16, 2023
Time: 6:00 PM Regular Meeting
Location: HYBRID: Zoom Meeting / La Center Community Library

<p>Call to Order Chair Morgan, called the regular meeting to order.</p> <p>Attendees <u>Board Members In-Person:</u> Kristy Morgan, Penny Love-Henslee, Marie Coffey, Vikram Kotwani, Mary Ann Duncan-Cole, Olga Hodges <u>Board Members Virtual:</u> Megan Dugan <u>Board Members Absent:</u> <u>FVRL Team:</u> Interim Executive Director, Justin Keeler; Executive Assistant, Rhonda Kay Calkins; Public Services Director, Ruth Shafer; Finance Manager, Attar Bhungal; Branch Manager, Elizabeth Moss; IT Specialist, Mike Smetana <u>Guests:</u> La Center Branch Manager, Jurinda Swingruber</p>	<p>6:00 PM</p>
<p>Agenda Approval Motion: Penny Love-Henslee 2nd: Mary Ann Duncan-Cole The motion carried unanimously.</p>	<p>6:01 PM</p>
<p>Chair Announcements: Housekeeping</p> <ol style="list-style-type: none"> 1. Secretary Role: Chair Morgan shared state regulations for this role and how the role was used with the prior Executive Director. Asking the secretary to collaborate with the recorder, Rhonda Calkins, to ensure meeting minutes are accurate. Nothing in the by-laws has changed, and it is being brought back to its intended purpose. 2. Voting Procedure: Chair Morgan stated we are not changing any processes. We are putting the responsibility of abstaining from voting back onto the board members. Every Trustee will be called on for vote. The recorder will not be deciding who should and shouldn't be voting. If you should not be voting, it is your responsibility to abstain when called upon. 3. Executive Director Recruitment: Chair Morgan thanked everyone who participated in the Executive Director recruitment. 4. Banned Book Week: Chair Morgan spoke about how we missed an opportunity to speak to the public. We should be celebrating at FVRL that we have not banned any books. Chair Morgan asked Interim Executive Director the following questions with his response to follow: <ul style="list-style-type: none"> • How many books have been banned since you started as Executive Director, or can remember: No books have been banned as long as I can remember? • How many books have the board asked to be banned: None that I'm aware of. • How many Drag Queen Story Hours are planned for the future: There are no drag queen story hours planned in the near future. 	<p>6:01 PM</p>



Public Comments	6:05 PM
<ol style="list-style-type: none"> 1. Janet Hamada: Equity and Diversity 2. Katherine Gardner: Comments on the board 3. Gabrielle Gilbert: Censorship 4. Tiffany Heine: DQSH and books 5. Sharon Watt: Woodland Library 6. Randy Schmidt: DQSH 7. Quil Onstead: DQSH 8. Eunice Ingermanson: Inclusion 9. Gary Wilson: Executive Director Selection 10. Sarah Wu: Pink slip and appreciation to choose which books they read. 11. June: Grooming in libraries 	
<p>Chair Morgan asked what a pink slip for books is. Public Services Director, Ruth Shafer, said this year when we celebrated banned book week instead of putting up displays, they put a bookmark in the books of authors who have been banned or challenged. There is a difference between a challenge and a ban. They're authors who have been banned or challenged across the country over time. The book itself may not have, but the author has at some point.</p> <p>Chair Morgan asked what the difference is between a challenge and a ban. Director Shafer explained a book challenge is everyone's right and they can bring it to any library staff's attention. They have the right to bring to our attention material that is inappropriate to our collection. FVRL has a collection review process for these books that have been brought to us. There is a written challenge and then we review them and we respond in writing on what we are going to do. A banned book is something that is removed from the collection. FVRL has not removed any books in the time that Director Shafter has been with FVRL.</p> <p>Chair Morgan asked why challenged books have been put together with banned books. Director Shafer explained that they do not know why it has been done. The first step to ban a book is to challenge it. Most books that are banned are banned in schools, not public libraries.</p> <p>Penny Love-Henslee asked if some books come pre-cataloged. Director Shafer replied that we believe that we do have a certain selection with dewey numbers and stickers. Every book goes through the catalog process and our system.</p> <p>Olga Hodges asked if there are ever any mistakes made by staff when cataloging? Director Shafer replied, yes, we are human and mistakes can happen. If it is brought to our attention, we have a committee that makes the decision.</p>	6:22 PM
<p>Executive Session: RCW 42.30.110(1) Personnel Adjourned into Executive Session at 6:27 PM for 30 minutes with action to take. Meeting restarted at 7:02 PM.</p>	6:27 PM
<p>Reports</p>	
<p>La Center Branch Report: Jurinda Swingruber Ms. Swingruber provided an update on library activities around La Center. A few highlights:</p> <ul style="list-style-type: none"> • Provided a history of the building back to 1908 • Have had renovations including a new roof and striping on the parking lot. • Spoke about the La Center community and local sites including schools. • Introduced the La Center staff and their role with the library. • Green Mountain School Outreach: K-8 and serves 225 students. 	7:02 PM



<ul style="list-style-type: none"> • Outreach: Monthly story times at various locations. • Programs: Master gardeners, wool felting workshops, read to the dogs, author nature hikes for families, fabric wreath workshops and teen self-defense program, book discussions, genealogy, summer reading. • Friends of the library: Book sales, blind date with a book giveaway, plant a seed, grow a reader, Harry Potter Party, Harvest Festival, Holiday Centerpieces, Gingerbread houses <p>Penny Love-Henslee asked how much of an increase you are seeing with outreach programs. Ms. Swingruber replied that the numbers have increased since Covid. Circulation has not recovered yet, but we are handing out new cards.</p> <p>Mary Ann Duncan-Cole asked what kind of things are you doing for seniors. Ms. Swingruber replied with we try to do a mobile workshop four times a year for e-resources, meals on wheels, book discussions.</p> <p>Penny Love-Henslee asked if they still have their 3-D printer. Ms. Swingruber said yes and it is still in active use.</p> <p>Olga Hodges asked how big the homeschool community is and how does La Center serve it. Ms. Swingruber said they have quite a few homeschool families. They offer programming: book discussions. A lot of them are interested in social aspect of programming.</p> <p>Olga Hodges asked if there is high usage of floating library collection and if they get a lot of holds and pickups. Ms. Swingruber said it is a combination of pickups, in-person and virtual use.</p>	
<p>August Financial Statements: Attar Bhangal discussed the August 2023 financial statements.</p>	7:14 PM
<p>Consent Agenda</p>	
<p>FVRL Expenditure Approval: Reviewed by Megan Dugan attested that she reviewed the September expenditures and found them in order.</p>	7:25 PM
<p>Meeting Minutes: September 18, 2023 and Special Meeting Minutes for October 10, 2023 Chair Morgan, asked for a motion to approve the Consent Agenda. Motion: Penny Love-Henslee 2nd: Olga Hodges Motion carried unanimously.</p>	7:25 PM
<p>Business</p>	
<p>2023 Budget Amendment First Reading: Justin Keeler Director Keeler presented the first reading of the Amended 2023 budget. He provided revised expenses that should be reflected on the amended budget. No Action</p>	7:26 PM
<p>2024 Budget First Reading: Justin Keeler Director Keeler presented the first reading of the 2024 budget. Chair Morgan asked under Operation: Services, Overhead and Maintenance what is covered under Professional Services. Director Keeler replied with architectural fees, legal, CPA, custodial/maintenance. Chair Morgan asked about advertising and if it is our own department or other things? Director Keeler replied that it is paying for ads in the Columbian or Vancouver families, marketing. Chair Morgan asked what Intergovernmental Services, inflation allowance is. Director Keeler said it was a placeholder left over and not used. He is happy to look into it and provide the information at a later date.</p>	7:28 PM



<p>Megan Dugan asked about the personnel increase and the anticipation of full staffing and how many open positions are there currently. Director Keeler replied with 20 or so open. Megan Dugan asked if we are anticipating full staffing will we be doing more recruiting? Director Keeler replied, yes. Chair Morgan asked why the Library Friends Groups went from 300,000 to 600,000. Director Keeler replied that it is in anticipation of the Woodland project. Olga Hodges asked if we received feedback from branches on where they can use more financial support. Is that something that goes upstream and we respond? Director Keeler replied the revenue may change but the expense side will not. Olga Hodges asked if there is a specific process for this? Director Keeler replied if it is a direct need they use the current year's budget. If it is a long-term item, the admin team discusses it and puts it on a budget plan. They then provide an answer to the requestor. We get feedback from all the branches. Vikram Kotwani increase of 4.5% for wages is for fully staffed employees? Director Keeler said yes. Mary Ann Duncan-Cole asked if overtime is used to fill the gaps of positions not filled. Director Keeler replied yes. No Action</p>	
<p>Resolution 2023-19: Graphics Printer and Laminator: Justin Keeler Director Keeler provided information on a large format printer that has been decommissioned as the software necessary to operate it is no longer available. The paper sensor is inoperable. There was a request to approve Resolution 2023-19, Surplus Graphics Printer and Laminator, to allow FVRL to designate the Graphics Printer and Laminator as surplus. Motion: Mary Ann Duncan-Cole 2nd: Megan Dugan Motion carried unanimously.</p>	7:38 PM
<p>Personnel Committee: Resolution 2023-20 Selection of Candidate for Executive Director Personnel Committee Chair Hodges discussed the recruitment process for the next Executive Director. We used the group SGR to assist with the recruiting and hiring process. The Personnel Committee settled on 9 semi-finalists and ultimately had three finalists. There were virtual interviews along with in-persons. There were three finalists and one dropped out. The Personnel Committee went over all the feedback and information provided to them from staff and the public. After much deliberation the finalist the Personnel Committee is ready to recommend Jennifer Giltrop as the next Executive Director. Chair Hodges. requested authority to negotiate contract for the next Executive Director. Motion: Olga Hodges 2nd: Vikram Kotwani Motion carried unanimously.</p>	7:42 PM
<p>Personnel Committee: Resolution 2023-21 Authority to Negotiate Contract for Executive Director Chair Morgan requested authority to negotiate contract for the next Executive Director. Motion: Mary Ann Duncan-Cole 2nd: Penny Love-Henslee Motion carried unanimously.</p>	7:47 PM
<p>Board Comments: Chair Morgan thanked Justin Keeler for stepping up to be Interim Executive Director.</p>	7:48 PM



<p>Olga Hodges – Justin this was a hard decision and thank you for all you have done in the past 11 weeks. Thank you for your amazing communication skills and passion. Vikram Kotwani – Thank you Justin Megan Dugan – Thank you Justin Keeler and Ruth Shafer. Thank you for stepping up during this difficult period. I will be at the Hilton tomorrow for the author and illustrators’ dinner.</p>	
<p>Setting of next regular meeting: Monday, November 20th, 6:00 PM Woodland Community Library and via Zoom Motion to adjourn meeting Moved: Penny Love-Henslee 2nd: Mary Ann Duncan-Cole</p>	7:49 PM
<p>Adjournment Approved:</p>	7:50 PM

 Kristy Morgan, Chair

 Date

 Megan Dugan, Vice Chair

 Date



Public Meeting Minutes

Date: October 26, 2023
Time: 5:00 PM Special Meeting
Location: HYBRID: Zoom Meeting / Operations Center

<p>Call to Order Chair Morgan, called the regular meeting to order.</p> <p>Attendees <u>Board Members In-Person:</u> Kristy Morgan , Megan Dugan, Penny Love-Henslee <u>Board Members Virtual:</u> Olga Hodges, Vikram Kotwani, Marie Coffey <u>Board Members Absent:</u> Mary Ann Duncan-Cole <u>FVRL Team:</u> Executive Assistant, Rhonda Kay Calkins; IT Specialist, Mike Smetana</p>	5:01 PM
<p>Agenda Approval Motion: Penny Love-Henslee 2nd: Megan Dugan The motion had a majority vote.</p>	5:01 PM
<p>Executive Session</p>	5:02 PM
<p>Business</p>	
<p>Resolution 2023-22, Approval of Executive Director Employment Contract: Kristy Morgan Name presented Motion: Penny Love-Henslee 2nd: Olga Hodges Motion had a majority vote.</p>	5:17 PM
<p>Board Comments: Marie Coffey was virtual but could not get re-connected to the meeting after Executive Session. She voiced a yes vote in text to Chair Morgan.</p>	5:19 PM
<p>Setting of next regular meeting: Monday, November 20, 2023 at 6:00 PM (Woodland Community Library/Zoom) Motion to adjourn meeting Moved: Megan Dugan 2nd: Penny Love-Henslee</p>	5:19 PM
<p>Adjournment</p>	5:19 PM

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

**Fort Vancouver Regional Library District
Staff Report 2023-49
2023 Budget Amendment - Second Reading**

To: Board of Trustees

From: Justin Keeler, Interim Executive Director

Date: November 20, 2023

Subject: 2023 Budget Amendment - Second Reading

Summary:

FVRL is required to amend the annual budget to reflect any unanticipated revenue within the year under our Fiscal Management Policy. Staff believes it is prudent to indicate where unanticipated income is used to offset expenses. Those revised expenses should also be reflected in the amended budget.

Unanticipated Revenue: \$311,000

Peg Grant from City of Vancouver: \$61,000

Additional Investment Interest: \$250,000

Changes to Expenses:

Buildings Owned:

Amending from \$5,500,000 to \$3,311,000 to offset spending from reserves for OC Remodel and current year Woodland Community Library project expenses.

Recommendation:

This is the second reading of the 2023 Budget Amendment. No action at this time.

Fort Vancouver Regional Library District
Staff Report 2023-50
2024 Budget Second Reading

To: Board of Trustees

From: Justin Keeler, Interim Executive Director

Date: November 20, 2023

Subject: 2024 Budget Second Reading

FVRL is statutorily obligated to create and approve a budget as part of the Board of Trustees annual obligations. The 2024 budget reflects the needed revenue and expenses needed to best serve FVRL's many communities.

Summary:

FVRL's 2024 proposed budget is based on providing excellent customer service through all of our physical locations, and via our Bookmobiles that provide rural services to Klickitat and Skamania Counties. This will be achieved through fully staffing our branch libraries and departments, a comprehensive offering of library programs, and maintaining our collections.

The budget reflects our commitment to the communities of Woodland and Washougal through the construction of new branch libraries in both of those cities. \$4,000,000 has been allocated from reserves to ensure FVRL has the financial resources available to complete Woodland and assign funds to the Washougal project.

The proposed 2024 budget also assumes a 5.4% increase to personnel expenses that will be driven by contract negotiations and an increase in benefits.

Highlights for 2024:

Revenues: Operational increase of 3.1%

- Reflects 1% levy increase
- Reflects reduced revenue from Timber Tax
- Reflects continued growth from investment interest

Expenditures:

- Budgeted at 100%
- Reflects a 6.7% increase in expenses overall.
- Increase is driven by ongoing contract negotiations, increases to the cost of benefits, and capital expenditures for Woodland and Washougal:
 - Buildings/Owned - \$2,000,000 for Woodland
 - Reserves - \$3,000,000 for Woodland and \$1,000,000 for Washougal
- Anticipates full staffing

No requested action: This is the second of two readings of the proposed 2024 budget. Staff will provide final numbers in December for Board approval.

Fort Vancouver Regional Library District

Statement of Expenditure - Budget - Fiscal Year 2024

DRAFT

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2023 Approved Budget	2024 Draft Budget	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	12,750,000	13,323,750	573,750	4.50%
572.24	Benefit - Medical	2,300,000	2,622,000	322,000	14.00%
572.24	Benefit - Dental	240,000	249,600	9,600	4.00%
572.24	Benefit - Life, AD&D, LTD	75,000	78,750	3,750	5.00%
572.22	Benefit - PERS	1,324,725	1,337,972	13,247	1.00%
572.21	Benefit - FICA	975,375	1,019,267	43,892	2.00%
572.25	Benefit - L & I	100,000	101,000	1,000	1.00%
572.2X	Benefit - PFMLA	27,785	29,035	1,250	4.50%
572.28	Unemployment Expense	10,000	10,001	1	0.01%
	Personnel Subtotal:	17,802,885	18,771,375	968,490	5.44%
Equipment: Technology & Supplies					
572.30	Supplies	\$458,000	458,000	0	0.00%
572.35	Small Equipmt (FFE)	\$250,000	250,000	0	0.00%
572.38	Technology	\$462,000	462,000	0	0.00%
572.33	Library Software and Professional	\$300,000	300,000	0	0.00%
	Equipment Subtotal:	1,470,000	1,470,000	0	0.00%
Resources: Books, Materials & e-resources					

572.34	Library Books & Materials	\$1,903,500	1,900,000	-3,500	-0.18%
572.39	Electronic Resources	\$1,896,500	1,820,000	-76,500	-4.03%
	Resources Subtotal:	3,800,000	3,720,000	-80,000	-2.11%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	\$2,079,225	2,080,000	775	0.04%
572.42	Communications	\$410,000	428,200	18,200	4.44%
572.43	Training / Travel	\$108,000	108,000	0	0.00%
572.44	Advertising	\$30,000	30,000	0	0.00%
572.45	Rentals / Leases	\$560,000	576,800	16,800	3.00%
572.46	Insurance	\$250,000	255,000	5,000	2.00%
572.47	Utilities	\$450,000	469,000	19,000	4.22%
572.48	Repairs & Maintenance	\$870,000	887,400	17,400	2.00%
572.49	Misc / Dues / Printing / Other	\$163,750	165,388	1,638	1.00%
572.50	Intergovernmental Services	\$3,640	3,676	36	0.99%
	Inflation allowance	0	-	-	-
	Operations Subtotal:	4,924,615	5,003,464	78,849	1.60%
	Subtotal-Operating Expenditures	27,997,500	28,964,839	967,339	3.46%
Capital Projects: Library					
572.62	Buildings / Non-Owned	\$300,000	250,000	-50,000	-16.67%
572.62	Yale	\$40,000	40,400	400	1.00%
594.62	Buildings / Owned	\$5,500,000	2,827,261	-2,672,739	-48.60%
594.64	Machinery & Equipment	\$65,000	100,000	35,000	53.85%
	Capital Projects Subtotal:	5,905,000	3,217,661	-2,687,339	-45.51%
	Total Reserve Projects		4,000,000		
Grand Total All		\$ 33,902,500	36,182,500	\$ 2,280,000	6.73%

Fort Vancouver Regional Library District
Statement Of Revenue - Budget - Fiscal Year 2023

DRAFT

REVENUE		2023 Approved Budget	2024 Draft Budget	Dollar Difference	Percent Change
Bars	Description				
311.10	Property Taxes - Clark	\$25,300,000	\$26,100,000	\$800,000	3.16%
311.10	Property Taxes - Cowlitz	\$315,000	\$325,000	\$10,000	3.17%
311.10	Property Taxes - Klickitat	\$1,315,000	\$1,360,000	\$45,000	3.42%
311.10	Property Taxes - Skamania	\$690,000	\$715,000	\$25,000	3.62%
	Property Taxes	27,620,000	\$28,500,000	\$880,000	3.19%
311.11	Other General Tax	25,000	25,000	\$0	
318.20	Leasehold Excise Tax	95,000	95,000	\$0	0.00%
	Other Taxes	120,000	120,000	\$0	0.00%
	State grants	25,000	25,000	0	0%
332.00	Federal in-lieu of Taxes	15,000	25,000	\$10,000	66.67%
335.05	State Forest Boards	150,000	50,000	-\$100,000	-66.67%
338.72	Yale Valley Library District	180,000	185,000	\$5,000	2.78%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	370,500	285,500	-\$85,000	-22.94%
341.60	Equipment Use Fees	20,000	40,000	\$20,000	100.00%
347.21	Non-Resident Borrower Fee	6,000	8,000	\$2,000	33.33%
347.90	Lost / Damaged Material Fee	25,000	32,000	\$7,000	28.00%
	Charges for Services	51,000	80,000	\$29,000	56.86%
361.11	Investment Interest	200,000	400,000	\$200,000	100.00%
362.00	Rental Income	1,000	2,000	\$1,000	100.00%
367.10	Gifts/Contributions	15,000	10,000	-\$5,000	-33.33%
369.90	Miscellaneous	2,500	2,500	\$0	0.00%
369.90	Grants	50,000	50,000	\$0	0.00%

369.40	Insurance	2,500	2,500	\$0	0.00%
369.90	Other Miscellaneous - E-Rate	150,000	120,000	-\$30,000	-20.00%
395.00	Sale of Assets	20,000	10,000	-\$10,000	-50.00%
	Miscellaneous	441,000	597,000	\$156,000	35.37%
	Subtotal-Operating Revenues	28,602,500	\$29,582,500	980,000	3.43%
397.10	Transfer in	2,500,000	4,000,000	\$1,500,000	60.00%
	Transfer from Reserves	2,500,000	4,000,000	\$1,500,000	60.00%
369.90	Library Friends Groups	300,000	600,000	\$300,000	100.00%
369.90	Fort Vancouver Regional Library Foundation	2,500,000	2,000,000	-\$500,000	-20.00%
	Reimbursements	2,800,000	2,600,000	-\$200,000	-7.14%
	Grand Total Revenue	33,902,500	\$36,182,500	\$2,280,000	6.73%

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

Staff Report 2023-51
2024 Levy Rate Certification

To: Board of Trustees

From: Justin Keeler, Interim Executive Director

Date: November 20, 2023

Subject: 2024 levy rate Certification

Key Points:

- 2024 levy rate captures full 1% increase, as allowed by state law.
- The 1% increase does not include revenue gained from new construction or state assessed utilities.
- Calculated by dividing estimated 2024 levy by the Total Assessed Value (TAV) of all properties in the District.

Summary: Annually, FVRLibraries works with the Assessor's offices from Clark, Cowlitz, Skamania, and Klickitat Counties to develop the annual levy rate. The levy rate includes the 1% increase, new construction, and state assessed utilities. The levy must be certified by our Board of Trustees prior to the **November 30th** deadline to submit the levy rate to the counties.

To establish the '24 levy rate, we have used the 1% increase. This rate is based on preliminary information that has been shared by the Counties. This is typical for this point in the year.

\$28,367,052.86 (est. 2024 levy)/\$105,349,166.30 (TAV) = \$0.269 (est. 2024 levy rate)

By levying the full 1% that is allowable, the Trustees are ensuring continuity in access to library services.

Action Requested:

Staff requests that the Board pass Resolution 2023-23 (2024-01) to authorize the 1% increase, which increases revenue by \$277,612.83 before additional factors. A draft 2024 budget with estimated property tax revenue based on this levy rate has been provided in the Board packet for your information.

Resolution Script: NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2024 property tax levy to be collected in the 2024 tax year.

Resolution 2023-23 (2024-01)

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES ADOPTING THE 2024 PROPERTY TAX LEVY**

The regular meeting of the Fort Vancouver Regional Library District Board of Trustees was held November 20, 2023, attended by a quorum of the Board for the conduct of such business, including a public hearing for the purpose of providing comments on district revenue sources and budget; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote fo all Trustees then attending.

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Fort Vancouver Regional Library District requires an increase in property tax revenue from the previous year, in order to discharge the anticipated expenses and obligation of the district and in its best interest; and

WHEREAS, the increase factor for the 2024 levy shall be 101% over the prior year’s actual levy of (\$27,761,282.92), resulting in a dollar amount increase of \$277,612.83. This increase is exclusive of property tax revenues resulting from the addition of new construction and improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities and any increase in the value of state-assessed property, and any additional amounts resulting from annexations or refunds that have occurred.

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2024 property tax levy to be collected in the 2024 tax year.

Adopted this 20th day of November, 2023

Kristy Morgan, Chair

Megan Dugan, Vice-Chair

2024 FVRL Regular Board Meeting Dates/Locations/Bill Review

Meetings are generally held in the evening.
Questions can be directed to the Executive Director's office at 360-906-5011

DATE	LOCATION	FINANCE REVIEW
January 16 (Tue)	Cascade Park	Megan
February 20 (Tue)	Vancouver	Vikram
March 16 (Sat) Retreat	Three Creeks	Penny
April 15 (Mon)	Washougal	Mary Ann
May 20 (Mon)	Stevenson	Olga
June 17 (Mon)	Goldendale	Kristy
July 15 (Mon)	White Salmon	Vikram
August 19 (Mon)	Ridgefield	Marie
September 16 (Mon)	Battle Ground	Penny
October 21 (Mon)	La Center	Megan
November 18 (Mon)	Woodland	Mary Ann
December 16 (Mon)	Vancouver	Kristy

Fort Vancouver Regional Library District
Staff Report 2023-48
Election of Officers

To: Board of Trustees
From: Nominating Committee
Date: November 20, 2023
Subject: Election of Officers

Summary:

Per Article III of the FVRL Board of Trustees Bylaws, the Board's officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment. FVRL's practice has been to appoint a Nominating Committee to recruit a slate of officers for the following year in October, and announce those names at the november meeting. This gives other interested candidates the opportunity to put their name forward at that time. A final slate is voted on at the December meeting to name officers for the following year. All Board members are eligible to serve as officers.

Key Points

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

Duties: The Board Chair presides at all meetings of the Board, authorizes calls for special meetings, appoints all committees, executes all documents authorized by the Board, and performs all other duties associated with that office. The Board Chair meets with the Executive Director in advance of the monthly meeting to approve the agenda and discuss any concerns.

The Vice-Chair, in the event of the absence of the Chair, assumes and performs the duties and functions of the Chair.

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

Vacancies: Any vacancy occurring in any elected office shall be filled at the next regular meeting of the BBoard.

Action Requested: Set the slate of Officers for election at the December meeting.

**Fort Vancouver Regional Library District
Staff Report 2023-51
Executive Director Contract Amendment**

To: Board of Trustees

From: Lee Strehlow, Human Resources Director

Date: November 20, 2023

Subject: Executive Director Contract Amendment

Summary: Amendment to Employment Contract for Executive Director - Jennifer Giltrop.

Action Requested: Approval of resolution in order to amend Employment Contract.

Recommendation:

Amendment to contract provides for the correct vacation accrual for Ms. Giltrop.

Resolution 2023-24

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES ADOPTING THE FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

The regular meeting of the Fort Vancouver Regional Library District Board of Trustees was held November 20, 2023, 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 Personnel Committee has appointed Jennifer Giltrop as Executive Director; and

WHEREAS, the Personnel Committee entered into contract negotiations with Ms. Giltrop.

WHEREAS, to accurately reflect the original employment contract.

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the First Amendment to Employment Agreement.

Adopted this 20th day of November, 2023

Kristy Morgan, Chair

Megan Dugan, Vice-Chair

Foundation Update

Thank You

to all our sponsors, volunteers and guests for making our **2023 Authors & Illustrators Dinner** a huge success!

Presented by



With generous support from



The Columbian



Friends of Battle Ground Community Library • Friends of Cascade Park Community Library
 Johnson Bixby • Paul Montague Tax Preparation
 Peterson & Associates, CPA's, PS • Umpqua Bank • University Village

Many thanks to everyone who attended, sponsored, donated, volunteered, staffed, or otherwise supported this year's Authors & Illustrators Dinner and Silent Auction with author David Baldacci—it was a wonderful night, and we couldn't have done it without all of you!

Great News!

- The Foundation received a \$10,326 disbursement from a local charitable trust.
- As part of the Authors & Illustrators Dinner and Silent Auction, featured speaker David Baldacci donated \$10,000 to the Foundation.
- A longtime supporter contributed \$7,357.36 in unrestricted funds to the Foundation.
- The Friends of Woodland Community Library added \$5,000 to their investment account.
- An anonymous donor contributed \$4,000 to the Woodland Library Building Fund.
- The Clark County Realtors Foundation awarded a \$1,000 grant to the Foundation to benefit FVRLibraries' Reading in Action Program.

Upcoming Events

Monday, November 20

[FVRL Trustee Meeting](#)

Hybrid: Woodland Community Center
(next to the library) and Zoom

6:00pm–8:00pm

Tuesday, November 28

Giving Tuesday

Ends at midnight

Thursday–Friday, November 23–24

[All libraries will be closed in recognition of Thanksgiving and Native Heritage Day](#)

Saturday–Saturday, December 2–9,

Vancouver Friends Book Sale:

Vancouver Library

11:30am–4:30pm every day

Thursday, December 7

FVRL Foundation Board Meeting

FVRL Foundation Office

3:00pm–4:00pm

Monday, December 11

[FVRL Trustee Meeting](#)

Hybrid: Vancouver Community
Library) and Zoom

6:00pm–8:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 43 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/i/community/community-rewards

Construction Begins on the New Woodland Community Library



Image courtesy of Jennifer Hauan

The community of Woodland is one very large step closer to seeing a new library as construction gets underway.

Giving Tuesday

November 28

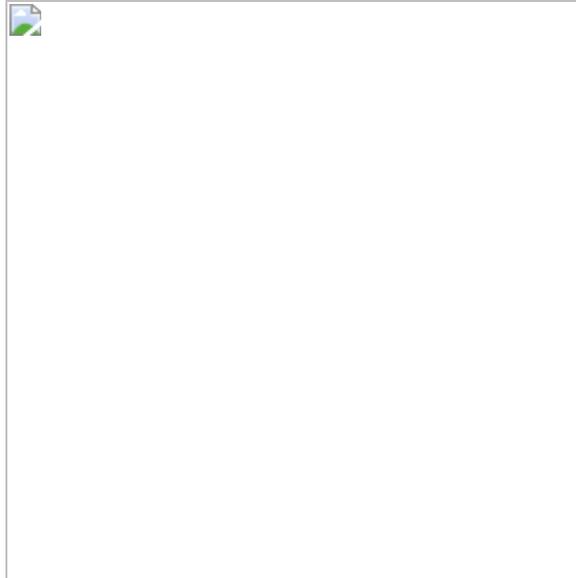
**GIVING
TUESDAY**

Giving Tuesday is a great opportunity to support FVRL Foundation in its efforts to actively promote literacy and lifelong learning. Plus, for every \$50 you donate at fvrlfoundation.org before midnight, November 29, your name will be entered for a chance to win two tickets to the 2024 Authors & Illustrators Dinner and Silent Auction!

Library district approves new executive director

 thereflector.com/stories/library-district-approves-new-executive-director,327885

Rick Bannan / rick@thereflector.com



Rick Bannan / rick@thereflector.com

The Fort Vancouver Regional Library District's newest executive director has spent much of her time working on the east side of the country, but she relishes a chance to return to the Pacific Northwest.

During its Oct. 16 meeting, the FVRL Board of Trustees approved hiring Jennifer Giltrop to the position. She was a final candidate following a national search that also included Justin Keeler, who has served in the interim director position since prior executive director Amelia Shelley left at the end of July, being considered.

Giltrop, who has served in a variety of library industry positions for over two decades, won out over Keeler, who has worked for FVRL for more than 17 years, including as librarian at the Vancouver Mall, La Center and Woodland community libraries before taking the role as outreach and community partnerships director prior to the interim executive director position.

Born and raised in Michigan, Giltrop received a bachelor of science in business administration at Aquinas College and a master of library and information science from Wayne State University in Michigan. She said she first encountered library culture while working at a newly formed library district as a finance and human resources director.

Her first job in the position was reforming staff classifications, something not done in 20 years when it was part of the county government. During the process she shadowed the different positions, which is where she said she fell in love with public library systems.

“I am truly blessed to be part of such an important institution in our country and in our world,” Giltrop said.

Giltrop has worked in a variety of systems, from single-building districts serving fewer than 20,000 population to large ones like Seattle and Washington, D.C., with dozens of locations.

She also worked at Library Systems and Services, a private company that manages municipal libraries across the country. As chief library officer for the company, she spent most of her time on the road, meeting with libraries managed under the company.

Giltrop said that experience let her see “every kind of issue you can imagine” with operating a library.

She acknowledged the idea of a private, for-profit company managing public libraries might not be popular with those committed to the concept of a library directed by citizens.

“I invested my public library expertise in making sure we were handling things to the best of our ability,” Giltrop said.

The best part for Giltrop is working with employees of the library, she said.

“It’s the library staff, day in and day out, doing what they do, committed to great customer service, intellectual freedom, accessibility, making sure everyone makes sure everyone feels safe and welcome in our spaces,” Giltrop said, adding outreach involving the community outside of the district building’s walls is a priority.

She said her range of experience will help keep the district running.

“I think that I bring a lot of business acumen to the position, but also I am a staunch public library advocate,” Giltrop said.

Working for an independent library district like FVRL was attractive to Giltrop, given her range of previous experience. Such a district doesn’t have to compete with other municipal services when it draws up its budget.

“Will you ever have all the funding in the world that you want? No, no one does,” Giltrop said. The district also has its foundation, different “friends of” community library groups and grant opportunities to help fund operations and projects.

Giltrop said she will help to wrap up the current strategic planning process and begin a new one. She has experience taking them on, mentioning she particularly enjoys the community engagement sessions.

“Whether we agree or disagree, I still think it’s important that we hear all voices,” Giltrop said.

She said the mix of urban and rural areas also caught her eye for seeking the position. Her time working for the Seattle Public Library gave her an appreciation for the Pacific Northwest.

“If I’m not working at the library, I’ll be outside,” Giltrop said.

The district still has to finalize the contract with Giltrop, a spokesperson for FVRL said. The district will release more details about the transition to the new position as that contract is finalized.

FVRLibraries names Jennifer Giltrop as new executive director

clarkcountytoday.com/news/fvrlibraries-names-jennifer-giltrop-as-new-executive-director

October 27, 2023



Jennifer Giltrop has officially been hired as executive director for Fort Vancouver Regional Libraries.

Giltrop's first day with FVRLibraries will be Dec. 4

VANCOUVER – Following an extensive nationwide search, Jennifer Giltrop has officially been hired as executive director for Fort Vancouver Regional Libraries. During a special meeting on Thursday (Oct. 26), the board of trustees voted 5-0 (with two members unable to attend) to approve the contract for Giltrop, who most recently served as chief library officer for Library Systems & Services, LLC and has an extensive background working with libraries throughout the U.S.

In her over 25 years of library administration and management experience, Giltrop has also served as the deputy director for Jacksonville Public Library, the director of public services for DC Public Library, and public services director for Seattle Public Library. Notable among her many achievements was leading Jacksonville Public Library to be recognized as Florida

Library of the Year in 2017. She has a Bachelor of Science in Business Administration from Aquinas College (MI), Master of Library & Information Science from Wayne State University (MI), and numerous certifications and professional memberships.

“Jennifer Giltrop distinguished herself throughout the entire recruiting and interviewing process,” said Olga Hodges, who chairs the FVRL Board’s personnel committee. “She has a knack for bringing people together and meeting them where they’re at, even taking the time recently to visit the smaller and rural libraries in our district. We’re very excited for her to join us and work with our dedicated staff.”

Giltrop’s first day with FVRLibraries will be Dec. 4. The vacancy was created when Amelia Shelley retired at the end of July after nearly eight years as FVRLibraries’ executive director.

“I am honored to be selected as the next executive director of Fort Vancouver Regional Libraries,” said Giltrop. “FVRL is a beacon of learning, connection, opportunity, and inspiration for the people we serve. I look forward to joining this great organization and talented staff as we continue to provide excellent library services for our communities.”

Giltrop was chosen from a group of 16 candidates from a nationwide search. FVRLibraries contracted with Strategic Government Resources (SGR) of Keller, Texas for management of the search, interview and selection process.

Information provided by Fort Vancouver Regional Libraries.

FVRL announces new executive director

goldendalesentinel.com/news/fvrl-announces-new-executive-director/article_f75bbee2-78ca-11ee-8a0d-23d7f6ba673e.html

November 1, 2023



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Fort Vancouver Regional Libraries welcomes Jennifer Giltrop as new Executive Director

[VBJ vbjusa.com/news/movers-shakers/fort-vancouver-regional-libraries-welcomes-jennifer-giltrop-as-new-executive-director](http://vbj.vbjusa.com/news/movers-shakers/fort-vancouver-regional-libraries-welcomes-jennifer-giltrop-as-new-executive-director)

Steve McDonagh

November 2, 2023



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League of Women Voters of Clark County, Fort Vancouver Regional Library asking ‘Does Local News Even Matter?’

 thereflector.com/stories/league-of-women-voters-of-clark-county-fort-vancouver-regional-library-asking-does-local-news,328796

The Reflector

Posted Monday, November 6, 2023 1:53 pm

The Reflector

Join representatives from The Reflector, Oregon Public Broadcasting, Clark County Today and The Columbian for a community forum on Thursday, Nov. 16, as they respond to the question: “Does Local News Even Matter?”

Mayor Anne McEnery-Ogle of Vancouver, University of Oregon Agora Journalism Center’s Regina G. Lawrence and Len Reed, formerly an editor at The Oregonian, and now a faculty member at Washington State University Vancouver, will also participate.

The panelists will discuss how the local news crisis is playing out in Clark County and what it

means for the future of local news in Southwest Washington. Statewide, a million subscribers to local newspapers have been lost, while papers have cut two-thirds of their news staffs, and 20 papers have closed altogether, according to a press release.

The free event begins at 7 p.m. and will take place in the Columbia Room of the Vancouver Community Library, 901 C St., in Vancouver. Seating is limited, and registration is required at fvrl.librarymarket.com/does-local-news-even-matter-community-forum.

For those needing closed-caption viewing or who are unable to attend in person, Clark/Vancouver Television, CVTV.org, will air the event live, as well as make it available as a recording.

The event will also be streamed live on the League of Women Voters of Clark County Facebook page at facebook.com/LWVClarkCounty.

The League of Women Voters of Washington recently completed an extensive study of local newspapers in the Evergreen state titled “The Decline of Local News and Its Impact on Democracy.”

The study is available as a softback for \$9.52 on Amazon and as an electronic book for \$1.99. A free pdf is available at <https://www.lwwa.org/resources/Documents/Studies/LocalNews/Decline%2036.pdf>. Details about the League's study are also available at lwwa.org/local-news.

New Woodland Library construction begins

 thereflector.com/stories/new-woodland-library-construction-begins,328806

Rick Bannan /rick@thereflector.com

Rick Bannan /rick@thereflector.com

The site of the new Woodland Community Library is beginning to buzz with activity as the library has set a goal to have the facility open next fall.

Fencing went up at the Lakeshore Drive site for the new library, east of Goerig Street, Oct. 17. When complete, the 7,500-square-foot building will more than triple the size of the space Woodland's library currently occupies at its location at 770 Park St.

The project had a ceremonial groundbreaking during Woodland's Planters Days on June 17. Since then, the Fort Vancouver Regional Library District, which operates the Woodland Library, awarded a bid for construction to Bremik Construction, Inc., for a contract totalling close to \$6.5 million.

Though Bremik's bid was the lowest, it was still above FVRL's estimate of \$5.8 million for construction, FVRL Communications and Marketing Director Tak Kendrick said. The project still needed about \$1 million in funding as of the latest cost estimate on the district website.

Kendrick said the FVRL Foundation, the fundraising nonprofit for the district, is pursuing multiple grants to help cover the gap. Through foundation support and district reserves, the cost of the project will be covered, he said.

"But fundraising is still going on," Kendrick said.

With the site prep work underway, concrete for the building foundation is set to be poured in December, with the structure itself starting to appear in January, Kendrick said. The district wanted to get started on the construction sooner than later.

"We really felt like we owed this to the people in the community, the people of Woodland and our patrons," Kendrick said.

A new location for Woodland has been in the works since 2013 when the district commissioned a facilities study that identified the need. In 2017, the district purchased the land for the new spot for slightly more than \$1 million.

The district serves libraries in Clark, Skamania and Klickitat counties as well as Woodland and also supports the independent Yale Valley Library District.

The architectural firm the district hired to design the building had multiple meetings to get feedback about the library. Through the outreach, it became clear that residents wanted “not just lots of books, but places where people can study, people can have a community space,” Kendrick said.

Alongside adult and children’s sections, staff offices and study rooms, the library also will feature a large community room and outdoor terrace.

The existing library is about 2,400 square feet in a building that was built in 1909. The Woodland Public Library moved into the building in 1926, which became a branch of FVRL in 1997, according to information from the district.

Construction of the library is planned to be complete in August, Kendrick said. Once the building is finished, the district can begin moving in books, computers and furniture ahead of the official opening of its doors.

“I think that fall of 2024 is still a pretty solid timeline,” Kendrick said.

He said it felt great to be able to show the progress on the library as FVRL has been working on it behind the scenes for years.

“We know the community’s been ready for this and waiting patiently, and we’re so excited to be able to really get going on this project,” Kendrick said.

Library holds appreciation reception

goldendalesentinel.com/features/library-holds-appreciation-reception/article_0d2e8b62-83d6-11ee-b9a3-3ff0dc4752a6.html

November 15, 2023



Terra McLeod

For The Sentinel

Fort Vancouver Regional Libraries (FVRL) recently held a reception at the Goldendale Community Library to celebrate all of the wonderful volunteers who support the library and the community. There were door prizes, raffles for other prizes and gift cards, and speeches by Friends of the Goldendale Library.

The Friends of the Goldendale Library had recently received an influx of new active members, which brought in new ideas and energy. This allowed them to revive the regular book sales as well as the popular Ice Cream Social. The group has also had the opportunity to donate a copy of the book they published, *Blue Light to Pucker Huddle*, an oral history of the area, to area school classrooms. Members have also helped at ongoing library programs. They also publish a members newsletter six times a year that includes upcoming events, book reviews, updates from the librarian, and more.

President Kathleen Mckinney spoke at the event that the value of being a Friend goes beyond supporting literacy. There is fellowship, and deep friendships can be made. “The Friends of the Library is an important symbol to the community that the library belongs to all and it is worth working for.”

FVRL reiterates its appreciation for the Friends supporting its mission to strengthen communities through knowledge, experiences, and creativity.

The next Friends meeting is at the Goldendale Community Library today, November 15, at 5 p.m. and is open to the public. If you would like to attend virtually, email tmcleod@fvrl.org