

Yale Valley Library District

Regular Meeting

January 14, 2021 6:00PM

Location: Virtual Meeting

Participation will be available to the public.

Virtual Meeting: meet.google.com/isr-qcwc-wqa (copy & paste this address into your browser)

OR

Conference Call: +1 413-729-2682; PIN: 126 271 666#

AGENDA

Public Meeting

- | | |
|---|-------------|
| 1. Call to Order | 6:00 pm |
| 2. Agenda Approval | Action |
| 3. Introductions & Welcomes / Chair Announcements | Information |
| 4. Consent Agenda | Action |
| a. Minutes Approval: November 12, 2020 | |
| b. Minutes Approval: December 10, 2020 | |
| c. Approval of building project bills: Reviewed by Eric Reese | |
| 5. Financial Report: Carrie Greenwood | Information |
| 6. Building Project | Information |
| a. Project Update: Jay McCuiston | Information |
| 7. Revised FVRL Draft Contract | Information |
| 8. 2021 Board Meeting Schedule | Information |
| 9. COVID-19 Update for Yale: Amelia Shelley | Information |
| 10. Branch Manager Report: Jennifer Hauan | Information |
| 11. Citizen Comments | |
| 12. Board Comments | |
| 13. Adjournment | |

Yale Valley Library District

Regular Meeting Minutes

November 12, 2020

Location: Virtual Meeting

Attendees:

YVLD Board of Trustees: Eric Reese, Chris Conroy, Bob Appling

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Jennifer Hauan

Guests: Kathi Wheeler

1. Call to Order: Reese called the meeting to order at 6:22 P.M.
2. Agenda Approval: Conroy moved to approve an amended agenda, renaming items 5.a. Approval of Invoice dated 10-6-2020 and 5.b. Approval of Invoice dated 10-29-2020. Appling seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes/Chair Announcements: Reese welcomed Wheeler to the meeting and her upcoming position back on the board.
4. Minutes Approval: not enough trustees were present to approve minutes so approval will be moved to December meeting.
5. Financial Report: Greenwood presented the October 2020 Financial Report. The interest figure is an actual figure, not an estimate. Conroy asked if we have a contract with the State of Washington yet so we can start getting reimbursements of the building costs from the grant. Shelley replied that because of insurance required by the State, the State recommended that the grant be run through FVRL. The YVLD budget will be amended at the December board meeting to reflect this change.
 - a. Approval of Invoice dated 10-6-2020: Invoice represents building project bills totaling \$157,344.89. Conroy moved to approve payment of invoice. Reese seconded the motion. The motion was approved by each trustee.
 - b. Approval of Invoice dated 10-29-2020: Invoice represents the second half of Contract Services provided by FVRL in the amount of \$31,264, and one building project bill for a total invoice of \$31,639.59. Conroy moved to approve payment of the invoice. Appling seconded the motion. The motion was approved by each trustee.

6. 2021 Budget and FVRL Contract: Shelley ran through the budget proposal for 2021, and explained the need to re-write the contract for services agreement between YVLD and FVRL since the services provided by FVRL once the building opens will be much different than what is described in the current contract.
7. Public Hearing: Ratification of 2021 YVLD Levy: Reese opened the meeting to a public hearing. There were no public comments. Conroy moved to approve Resolution 2020-06 authorizing an increase in the regular property tax levy to be collected in the 2021 tax year. Reese seconded the motion. The motion was approved by each trustee.
8. Electronic Signature Policy: Conroy moved to approve the Electronic Signature Policy. Appling seconded the motion. The motion was approved by each trustee.
9. Electronic Signature Resolution #2020-6: Resolution number was amended to Resolution #2020-7. Conroy moved to approve Resolution #2020-7 directing FVRL to create an administrative policy to implement the use of electronic signatures. Appling seconded the motion. The motion was approved by each trustee.
10. Building Project:
 - a. Project Update: McCuistion reported that he met with the contractors today; they plan to start roofing on Monday; the board needs to decide what parts of the building to paint green or brown; the rough-in plumbing is almost done; the rough-in electrical is done and awaiting approval from the PUD; heating and cooling lines are installed; the front door is in the contractor's shop awaiting installation at the proper time; all entrances to the building are covered with plywood at night to deter theft or vandalism; and they are on track to be done by the end of the year.
 - b. Interiors Discussion: Shelley questioned whether trustees were satisfied with the arrangement of areas in the library and if they can proceed with the shelving order. Conroy responded that after taking a tour of the building the previous week, the arrangement looks good and go ahead with the order.
11. COVID-19 Update for Yale: Reese said that three people at his workplace are out with COVID, and cautioned people to be aware of the seriousness of the disease. Appling said that emergency services are running on a skeletal crew because so many are out with COVID. Shelley said that FVRL is continuing to be very careful, they have put a lot of policies into place, and think they can still go ahead with a Phase 2 opening allowing for 25% capacity and very limited services.

12. Branch Manager Report: Huan explained that Woodland will begin a Phase 2 opening on Monday, Nov 16. The library will be limited to 3 patrons in the building at one time. Plexiglass and shower curtains will provide barriers around library personnel, and hand washing stations will be available and their use encouraged. Patrons will be required to wear masks; they will be able to pick up holds inside; and can place holds in person rather than over the phone. Huan also reported that the Friends of Woodland Library have decided to hold their annual wreathmaking program. It will take place on Nov 30 at the VFW Hall. Five people at a time will be allowed into the building for a ½ hour period, and a total of 25 people will be able to participate.
13. Citizen Comments: Wheeler asked if COVID gets any worse, if it will affect the building schedule. Shelley answered that that was a good question, but would be addressed if that situation arises. Wheeler also asked about what the criteria is in selecting books for the Yale collection.
14. Board Comments: Appling hopes we can all just get through this COVID thing.
15. Adjournment: Reese adjourned the meeting at 7:30 P.M.

YVLD Board Chair

Date

Yale Valley Library District

Regular Meeting Minutes

December 10, 2020

Location: Virtual Meeting

Attendees:

YVLD Board of Trustees: Eric Reese, Chris Conroy, Tina Moir, Kathi Wheeler

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Jennifer Hauan

Guests: Victoria Johnson

1. Call to Order: Reese called the meeting to order at 6:03 P.M.
2. Agenda Approval: Conroy moved to approve the amended agenda, expanding item 6 to 6a: Amend 2020 Budget, and 6b: Approve 2021 Budget; and remove 7a, changing item 7 to Ratification of 2021 YVLD levy (revised). Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese announced that he had received notification today that Kathi Wheeler has been officially appointed to the board. Wheeler was welcomed onto the board by everyone.
4. Minutes Approval:
 - a. October 8, 2020 Minutes: Conroy moved to approve the October 8 minutes. Moir seconded the motion. The motion was approved by Reese, Conroy and Moir. Wheeler abstained.
 - b. November 12, 2020 Minutes: not enough trustees eligible to approve minutes were present, so approval was moved to January 2021 meeting.
5. Financial Report: Greenwood presented the November 2020 financial statement. Two items of note: over \$51,000 in timber tax was received in November bringing the total timber tax through November to \$76,167, almost 381% above budget; and the WA State Capital Grant of \$291,000 has been removed from the financial statement since the money is being sent to FVRL directly. Conroy requested that a footnote be added to the financial statement indicating that YVLD was awarded this money, and the capital outlay figure on the financial statement is \$291,000 higher than indicated.
 - a. Approval of building project bills: Conroy moved to approve payment of the invoice dated 12-2-2020 in the amount of \$237,768.30. Wheeler seconded the motion. The motion was approved by each trustee. Conroy moved to approve payment of the

invoice dated 12-9-2020 in the amount of \$5428.46. Moir seconded the motion. The motion was approved by each trustee.

6. Public Hearing: 2021 Budget and FVRL Contract: Reese opened the meeting to a public hearing. Shelley explained the changes made in the amended 2020 budget: the \$291,000 WA State Capital grant was removed from the Grants section; timber revenue was revised upwards from \$20,000 to \$80,000; haven't spent as much on construction yet, so transfer from reserves was reduced from \$706,716 to \$138,092; capital outlay is less because the grant money is no longer reflected.

Shelley reported that Cowlitz County Assessor had supplied FVRL with revised property tax figures, and that YVLD could revise the 2021 Levy Certification. This revision increases the amount of tax revenue available by over \$10,000. Shelley explained the breakdown of operating expenses for 2021. Wages and benefits were increased from the last budget draft to allow the hiring of a senior librarian. This position will report to Hauan and will probably be full-time with 20 hours worked at Yale and 20 hours worked at Yacolt. Shelley recommended that the FVRL Contract allow for flexibility moving forward as we work out how to operate Yale Library. The budgeted figure for internet communications is high, but there may be future options to reduce the cost. The Port of Woodland received a grant to install Dark Fiber up to Cougar.

Reese closed the public hearing.

- a. Amend 2020 Budget: Conroy moved to approve Resolution 2020-10 adopting the Amended 2020 Budget. Wheeler seconded the motion. The motion was approved by each trustee.
 - b. Approve 2021 Budget: Conroy moved to approve Resolution 2020-09 adopting the 2021 Budget and the 2021 Levy Certifications. Wheeler seconded the motion. The motion was approved by each trustee.
7. Ratification of 2021 YVLD Levy (revised): Moir moved to approve Resolution 2020-08 authorizing an increase in the regular property tax levy to be collected in the 2021 tax year. Conroy seconded the motion. The motion was approved by each trustee.
 8. Building Project:
 - a. Project Update: McCuiston reported that he visited the construction site on Tuesday. The contractors hope to have all the insulation installed by the end of the week and inspected on Monday. Then they will start on the sheetrock. Contractors are waiting for dry weather to pour the concrete for the handicap areas of the parking lot and the sidewalks. McCuiston made a change to the building exterior, replacing actual wood trim boards at the bottom of the exterior siding with Hardi trim. It's a small additional cost. Another change, costing about \$850, is to add additional support to the gutters so they can handle heavy snow loads.

Reese asked about temperatures for the exterior painting. McCuistion replied that the contractors will be installing the gutters, and then cleaning the mud off the siding. They need dry weather for the siding to dry after cleaning. Once it's clean and dry, it can be painted. The temperature needs to be in the 50's to paint. The project is about 1½ weeks behind schedule at this point, with completion in the first part of January.

- b. Interiors Discussion: Shelley detailed some decisions still to be made about the furniture. The trustees expressed their preferences, and she will forward the details of other product choices in emails to the trustees. Decisions need to be made soon.

In further "building news", Shelley reported that the library still doesn't have its own address yet. It should have been assigned one when the building permit was issued, but it wasn't. She has tried contacting various people in the Building and Planning Department of Cowlitz County, but no one has replied. Moir will reach out to some of her contacts and see if she can get a response.

Shelley, also, reported that they have been trying to contact the property owner next to the library building site. Someone has parked a trailer in the private driveway dividing the Woodland School District property. The trailer is not far from the contractors' office. The occupants of the trailer have been plugging into the contractors' electricity. It is not known if these people are there with the owner's permission or if they are squatters. Conroy suggested that maybe the sheriff's office should be contacted. Shelley replied that the contractors have been resistant to taking any action other than unplugging the cord. They fear retaliation and possible vandalism. There has been a small amount of theft of some materials, but not a significant amount. Johnson volunteered to look into the situation.

9. COVID-19 Update for Yale: Shelley noted that COVID is still with us and they are continuing to abide by guidelines while providing as much service as possible. She, also, reported that she had attended an online meeting with the Washington State Land Trust this week. Changes could be made that might impact the amount of timber revenue earned by YVLD. She suggested that we market ourselves as "The Library that Timber Built".
10. Branch Manager Report: Huan reported that they are still making trips to Yale once a week. Library management has kept very busy looking for ways to provide services.
11. 2021 Board Meeting Schedule/Bill Review Schedule: Conroy moved to approve the 2021 Board Meeting Schedule and Bill Review Schedule. Wheeler seconded the motion. The motion was approved by each trustee.
12. Citizen Comments: no citizen comments.
13. Board Comments: Reese reported that Appling was not able to attend tonight's meeting. From April to October 2021, Appling will be off-grid and not able to attend meetings. Reese suggested that the board might need to find a replacement. Also, Conroy's 2nd term

will end July 9, 2021, so that position will need to be filled next year. Johnson was encouraged to apply for a position.

14. Adjournment: Wheeler moved that the meeting adjourn. Moir seconded the motion. The motion was approved by each trustee. The meeting adjourned at 7:30 P.M.

YVLD Board Chair

Date



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Invoice 0895
Date 1/6/2021

Bill To: YALE VALLEY LIBRARY DISTRICT
PO BOX 434
ARIEL WA 98603

Remit To: Fort Vancouver Regional Library District
1007 E. Mill Plain Boulevard
Vancouver, WA 98663

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID		Payment Terms		
		YALE0001				
Qty		Description		Unit Price	Ext. Price	
1		3 FORM		\$1,847.92	\$1,847.92	
1		COLUMBIA WEST		\$329.34	\$329.34	
1		ENGINEERIN		\$204.78	\$204.78	
1		JOHANSSON		\$69,825.00	\$69,825.00	
1		ARCHITECTURE		\$14,141.00	\$14,141.00	
1		PACIFIC TECH		\$5,497.30	\$5,497.30	
1		CONSTRUCTIO		\$64.42	\$64.42	
1		SPACESAVER				
1		SPECIALISTS				
1		OFFICE PRODUCTS - FURNITURE DEPOSIT				
1		VISAMCCU - BUILDING SUPPLIES				

Subtotal \$91,909.76
Tax \$0.00
Total \$91,909.76

Yale Valley Library District

For the Month Ending December 31, 2020 (With Year-to-Date Totals)

Statement of Cash

December 31, 2019 Ending Cash Balance	\$978,889
Year-to-date Revenue Received	\$209,610
Year-to-date Expenditures	\$204,082
Cash Balance December 31, 2020	\$984,417

Yale Valley Library District

For the Month Ending December 31, 2020 (With Year-to-Date Totals)

Revenue

Description	2020 Budget	December 2020 Revenues	All Revenue Received thru December 2020	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 102,526	\$ 4,982	96,761	94.38%
Total Property Taxes	102,526	4,982	96,761	94.38%
Other Taxes				
317.2 Leasehold Excise Tax	\$0	0	\$168	0.00%
Total Other Taxes	\$0	0	\$168	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	20,000	1,110	77,277	386.39%
335.02 DNR - Other Revenue	100	-	368	367.88%
335.02 State Capital Grant	291,000	-	-	0.00%
Total Intergovernmental, Grants & Contracts	311,100	1,110	77,645	24.96%
Miscellaneous				
361.11 Investment Interest	16,057	810	14,109	87.87%
367-10 Non-Governmental Contributions	5000	-	5,000	100.00%
367-10 Grant Revenue	25,000	-	15,927	63.71%
369.90 Miscellaneous Revenue	200	-	-	0.00%
Total Miscellaneous	46,257	810	35,036	75.74%
Total Revenue:	\$ 459,883	\$ 6,903	\$ 209,610	45.58%
Transfer from Reserves	\$ 706,718	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 1,166,601	6,903	209,610	17.97%

Expenses

Description	2020 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	62,528	-	31,322	50.09%
572.41 Professional Services-Fundraising/Architect	30,000	-	33,376	111.25%
572.62 Capital Outlay	1,074,073	-	139,384	12.98%
Grand Total Expense:	\$ 1,166,601	-	204,082	17.49%

Net Cash Activity	5,528
Jan. 1, 2020 Cash with County Treasurer	978,889
Ending Cash	984,417

Non-Capital Reserve	317,372
Capital Reserve	667,045
Total	984,417

Yale Valley Library District

For the Month Ending December 31, 2020 (With Year-to-Date Totals)

Schedule of Reserves

*Non Cash Activity
Grant ran Through Fort Vancouver
Regional Libraries*

State of Washington Grant		\$291,000.00	Grant Award	Ran Through FVRL's Books
Non Capital Reserve Beginning Balance 01/01/2020	\$251,765			
Property Tax Collections (Revenue)	96,761			
Other Taxes (Revenue)	168			
Professional Expenses (Expenses)	(31,264)	(31,264)		
Professional Expenses (Expenses)	(58)		To Be Refunded RI bill	58
Non Capital Reserve Ending Balance 11/30/2020	\$317,372			
Capital Reserve Beginning Balance 01/01/2020	\$727,124			
Intergovernmental Grants and Contracts (Revenue)	77,645			
Miscellaneous (Revenue)	35,036			
Professional Services Architects (Expenses)	(33,376)	(2,526)		
Capital Out lay (Expenses)	(139,384)	(155,194)		
Capital Reserve Ending Balance 11/30/2020	\$667,045			
Total Non Capital and Capital Reserves	\$984,417	\$102,073.52	Grant Remaining to apply to expenses for November	
November Capital Expenses		-\$237,768.30		
December Capital Expense Adjustment		-\$5,428.46		
Remaining Balance owed to Fort Vancouver Regional Library After November Expenses		-\$141,123.24		Transferred On 01/11/2021

DRAFT

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY OPERATIONAL AND ADMINISTRATIVE SERVICES
between
FORT VANCOUVER REGIONAL LIBRARY DISTRICT
and
YALE VALLEY LIBRARY DISTRICT**

THIS Intergovernmental Agreement, is entered into on _____ by and between the FORT VANCOUVER REGIONAL LIBRARY DISTRICT, an intercounty rural library district, (FVRL) and the YALE VALLEY LIBRARY DISTRICT, a rural partial-county library district (YVLD) **concerning the operation of Yale Valley Community Library (Library) and District:**

WITNESSETH:

WHEREAS, FVRL operates libraries in Clark, Skamania, and Klickitat counties and in the City of Woodland in Cowlitz county; and

WHEREAS, YVLD was created to provide library services for its residents, and

WHEREAS, YVLD entered into an Agreement with FVRL in 2004 to provide the residents of YVLD with resources and library services generally available throughout the FVRL service area, and to furnish library services to the extent deemed reasonable and equitable by the FVRL Board of Trustees in view of its regional service responsibilities, and;

WHEREAS, the existing Agreement needs to be updated to include changes reflecting the addition and operation of a library facility in Ariel, Washington in 2021; and

WHEREAS, the voters of YVLD approved a maximum ad valorem tax levy in the sum of \$.50 per \$1,000 of assessed value of taxable real and personal property within the boundaries of said District to pay for such services to such residents; and

WHEREAS, the 2005 tax collection levy rate was set at \$.50 per \$1,000 of the assessed value of all taxable, real and personal property within the boundaries of YVLD; and

WHEREAS, personal and real property within YVLD boundaries is subject to tax limiting factors outlined in RCW 84.55.

NOW, THEREFORE, in consideration of the mutual benefits to be derived, the parties hereto agree to amend the current Agreement to read as follows:

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SECTION 1. LIBRARY CARDS AND PRIVILEGES

1.01 FVRL will issue library cards to the residents of YVLD following similar guidelines, policies and procedures as for residents of FVRL.

1.02 Holders of the FVRL library cards, issued pursuant to this Agreement shall be entitled to all of the privileges of library use accorded to the residents of the FVRL service area and can be used at any FVRL location.

SECTION 2. LIBRARY SERVICES

~~2.01 Holders of the FVRL library cards, issued pursuant to this Agreement shall be entitled to all of the privileges of library use accorded to the residents of the FVRL service area.~~

~~2.02 YVLD holders of FVRL library cards issued pursuant to this Agreement shall be entitled to have books mailed to them at no cost.~~

~~2.03 At FVRL's discretion, and consistent with services provided to rural areas within the FVRL district, bookmobile service will be provided regularly to YVLD. The frequency and duration of the bookmobile stop will be determined by FVRL, after discussion with YVLD.~~

~~2.04 FVRL does not currently intend to have a facility in the Yale valley.~~

2.01 FVRL will operate the Library on behalf of the Yale Valley Library District. Services offered will be commensurate with this agreement. All FVRL policies and procedures shall apply to YVLD patrons.

2.02 FVRL will supply the Library with a collection of materials to circulate to local residents including but not limited to books, DVDs, kits, audio books, electronic devices and other formats.

2.03 All materials in the Library are part of FVRL's collection and will be floated to other locations as they are requested by other FVRL patrons. There is no guarantee that a specific item will be available in the library in perpetuity. Exceptions may be made for items associated with local history.

2.04 FVRL's Collections Policy shall guide the acquisition and retention of all materials at the Library.

SECTION 3. LIBRARY PERSONNEL

3.01: FVRL agrees to hire and maintain a workforce to staff the Yale Valley Library for a minimum of ____ hours per week. They will be represented by FVRL's employee unions for their respective positions.

3.02 FVRL will pay all salaries and all benefits for these employees and they will be considered employees of FVRL and shall be supervised by FVRL.

DRAFT

3.03 FVRL will set a schedule for these employees in alignment with FVRL's other libraries and within the collective bargaining agreements of FVRL's unions.

3.04 FVRL's Personnel Manual and other terms of employment will supersede any verbal or written agreements made with staff by the YVLD Board or by members of the Friends of the Yale Valley Library District.

SECTION 4. LIBRARY OVERHEAD COSTS

4.01 FVRL will fund all routine expenses for the Yale Valley Community Library as outlined by the attached list (Exhibit A) of agreed upon services.

4.02 Accounts for utilities shall be in FVRL's name.

4.03 FVRL shall be named as an additional insured on all YVLD insurance policies.

4.04 Emergency repairs, long-term maintenance expenses and damage caused by acts of vandalism, nature or unexpected incidents shall be solely covered by YVLD.

SECTION 5. FACILITY REPAIRS AND MAINTENANCE

5.01 FVRL will provide regular maintenance support to the Library through its Facilities Department and staff.

5.02 FVRL will be responsible for providing regular maintenance on the Library's HVAC, plumbing, electrical, alarm and security systems as indicated in Exhibit A.

SECTION 6. LIBRARY COURIER SERVICES

6.01 FVRL will provide regular courier deliveries to the Library twice a week. Schedule to be determined by the need and volume of materials requested.

SECTION 7. ACCOUNTING SERVICES

7.01 ~~In addition to the library services described herein, FVRL will provide for YVLD at no additional charge, such administrative services as are necessary to maintain YVLD as a Rural Partial-County Library District.~~

7.02 The Treasurer of Cowlitz County will forward all revenue (property tax, timber revenue and any other revenue) on a monthly basis to the Clark County Treasurer. The Clark County Treasurer will establish and maintain a separate fund for YVLD.

7.03 FVRL will process and pay all bills for the Yale Valley Community Library as outlined in this agreement. FVRL may seek reimbursement for any bills for YVLD that exceed this agreement. All non-contractual expenses will be approved by the YVLD Board prior to reimbursement.

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SECTION 8. TREASURER

8.01 It is understood that the Treasurer for YVLD will be the Treasurer of Cowlitz County ("Treasurer"). The Treasurer will on a monthly basis forward all revenue (property tax, timber revenue and any other revenue) to the Clark County Treasurer. The Clark County Treasurer will establish a separate fund for the YVLD.

SECTION 8. ADMINISTRATIVE SERVICES

8.01 FVRL will provide to YVLD agreed upon administrative services per Exhibit B (attached). The list is intended to serve for illustrative purposes and may not be comprehensive of all activities.

SECTION 9. COMPENSATION

9.01 For each year that this Agreement is in effect, YVLD shall pay FVRL 100% of YVLD's previous year's FVRL payment multiplied by either 101% or the Implicit Price Deflator (IPD) whichever is lower. YVLD's annual levy for Cowlitz County.

9.02 Each subsequent year's payment under this agreement will be based on the prior year's levy multiplied by 101%.

9.03 FVRL will provide an annual accounting to YVLD's Board in October of each year as a basis for determining if this amount needs to be adjusted or reduced as it relates to actual costs and to establish a budget for the following year.

9.04 Payments to FVRL by YVLD shall be made semi-annually as soon as practical, in two equal payments, after the property taxes are deposited by the Cowlitz County Treasurer into the YVLD fund established in the Clark County Treasurer's office, but generally no later than June 15 and December 15 of each year.

9.05 YVLD may receive grants, donations and other revenues intended to fund and support the Library separate from this agreement with FVRL. Those funds will be held by the Clark County Treasurer and considered to be reserved for Library expenses as determined by the YVLD Board.

SECTION 10. TERM OF AGREEMENT

10.01 This Agreement commences upon signature of all parties.

10.02 This Agreement will remain in effect until either party requests termination of the Agreement. Either party must give six (6) months notice to the other party, in writing by certified letter, of the desire to terminate this Agreement.

SECTION 11. SEVERABILITY AND CONTINUANCE

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11.01 The provisions of this agreement are declared to be separate and severable. The invalidity of any section or other portion of this agreement shall not affect the validity of the remainder of the agreement. Further, this agreement shall be construed and applied as a continuation of the provisions of the agreement, if amended, insofar as applicable, and the repeal of any part of the agreement shall not be construed as affecting such continuous application.

SECTION 12. INDEMNIFICATION

12.01 YVLD shall indemnify, save harmless and defend FVRL, its officers, trustees and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of FVRL's employees.

SECTION 13. WASHINGTON LAW

13.01 This Contract shall be governed by and construed under the laws of the State of Washington. Both parties agree that any judicial dispute shall be brought in Clark County Superior Court of the State of Washington.

FORT VANCOUVER REGIONAL
LIBRARY DISTRICT

YALE VALLEY LIBRARY
DISTRICT

EXECUTIVE DIRECTOR

BOARD CHAIR

EXHIBIT A

FORT VANCOUVER REGIONAL LIBRARY DISTRICT OPERATIONAL SUPPORT SERVICES FOR YALE VALLEY LIBRARY DISTRICT

The following is a list intended to be inclusive of all library operational services included in the annual agreement between FVRL and YVLD covered by the agreement for Operational and Administrative Support Services.

Staff Expenses

Wages and Benefits for personnel
Staff training and support
Transportation or mileage to and from Ariel (as necessary)

Materials and Supplies

Books, media and other materials
Cleaning and custodial supplies (as needed)
Office supplies
Courier service
Access to digital and eResources
Program supplies

Repairs and Maintenance

Custodial service
Grounds maintenance

Overhead expenses

Insurance (property, liability, etc.)
Utilities (electricity, trash,

Monthly and annual expenses

Communications (internet and mail box)
Copier and printer lease
Security monitoring
Software and database licensing

EXHIBIT B

FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADMINISTRATIVE SERVICES FOR YALE VALLEY LIBRARY DISTRICT

Support to the Board of Trustees

- Attendance at board meetings
- Publication of meeting notices to website and paper of record
- Copies of agenda and any other documents
- Financial reports
- Email addresses (@fvrl.org)
- Research and interpretation of laws related to libraries (RCW 27) – including any legal fees
- Taxation information
- Errors & Omissions Insurance
- WLA Conference registration and associated conference attendance costs, i.e. hotel, food, transportation. (WLA)
- Miscellaneous board expenses, e.g. printing, photo development, supplies
- Data collection and analysis

Annual Budget Preparation and Publication

- Calculation of annual levy
- Notification to Cowlitz County officials of resolution and levy
- Publication of annual budget

Accounting Services

- Accounts Payable including warrant disbursement
- Accounts Reconciliation
- Monthly financial statements
- Audits

Community Relations Activities

- Attendance at community events
- Flyers and other graphic services
- Website maintenance and updates
- Program support

Updated 12/31/2020

Yale Valley Library District

Regular Meeting Schedule 2021

January 14.....	6:00pm
February 11.....	6:00pm
March 11.....	6:00pm
April 8.....	6:00pm
May 13.....	6:00pm
June 10.....	6:00pm
July 8.....	6:00pm
August 12.....	6:00pm
September 9.....	6:00pm
October 14.....	6:00pm
November 11.....	6:00pm
December 9.....	6:00pm

2021 Officers

Eric Reese, Chair

Tina Moir, Vice-Chair

Chris Conroy, Secretary