

# Yale Valley Library District

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## Regular Meeting

June 9, 2022 6:00PM

Yale Valley Community Library  
11700 Lewis River Road  
Ariel, WA 98603

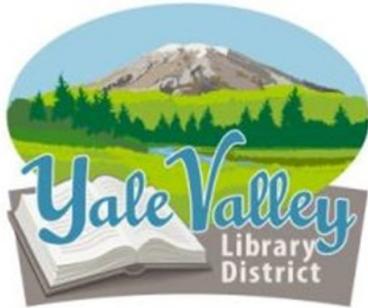
### AGENDA

#### **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: April 14, 2022                          |             |
| b. Approval of building project bills: Reviewed by Tina Moir |             |
| 5. Financial Report  | Information |
| 6. Approval of FVRL Contract Services Invoice                |             |
| 7. COVID-19 Update for Yale: Amelia Shelley                  | Information |
| 8. Facilities  | Information |
| a. Landscaping   |             |
| b. Port of Woodland Access                                   |             |
| c. Well  |             |
| 9. Branch Manager Report: Jennifer Hauan                     | Information |
| 10. Citizen Comments   |             |
| 11. Board Comments   |             |
| 12. Adjournment  |             |

# Yale Valley Library District

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New rug and chairs purchased for the Children's area in the Yale Valley

Regular Meeting

April 14, 2022

Yale Valley Community Library

Attendees: Yale Valley Board of Trustees: Eric Reese, Bob Appling, Cynthia McAllister, Tina Moir and Kathi Wheeler

FVRL: Amelia Shelley and Jennifer Huaun

Guest: Jane Higgins, Chair FVRL Board of Trustees

1. The meeting was called to order by the Chair, Eric Reese at 6:08pm.
2. The agenda was amended to include Facilities which would include Port of Woodland Access Request; Leach Field Access; Outdoor Seating; Landscaping. Moir/Appling The amended agenda was approved by all trustees present.
3. Introductions & Welcomes/Chair Announcements: Eric announced that his last meeting as a trustee will be June 9, 2022. He suggested that his position be posted. Eric noted that the squatters have left the property behind the library. Since the property has changed hands, debris has been removed. Amelia introduced Jane Higgins, the Chair of the FVRL Board of Trustees. Jane reported that she is a big fan of our new library and has heard many good things about it.
4. Consent Agenda:
  - a. February 10, 2022 Minutes: Moir/McAllister The minutes were approved by all trustees present.
  - b. Approve building projects: Bills were reviewed by Tina Moir. Wheeler/Moir The bills were approved by all trustees presents. The bills totaled \$1060.76 for the purchase from DEMCO of a rug and 3 stools for the children's area.

5. Financial Report: Amelia Shelley gave the financial report as Carrie Greenwood is no longer with FVRL. Amelia reported that YVLD revenue through March 2022 was \$5896.00. The final payment to Pacific Tech of \$45,541.00 has been paid. Our library is paid for! In June we will have 1/2 payment due to FVRL.
6. COVID Update: Amelia Shelley reported that the district as of March 19, no longer requires masking. We are still providing masks if patrons would like one. The district will monitor Covid closely and is very grateful that there was no internal spread.
7. Facilities:
  - a. Port of Woodland Access Request: The Port of Woodland has sent a request for consideration of placing the equipment inside an exterior wall closet as part of their dark fiber project. The equipment is necessary for the functioning of the fiber connectivity. After the YVLD Board discussed what the liability would be, possible compensation and viewed the closet where the equipment would be placed, the board decided to go ahead with negotiations with the Port of Woodland.
  - b. Leach Field Access: Amelia Shelley reported that Jay McCuiston had inspected the field and found that there had been no damage to the lines when the truck recklessly drove through the property to house behind the library. Also reported that most of the vehicles and abandoned trailers have been removed from the same property. The parcel is now under new ownership. One abandoned vehicle was towed from our parking lot. The plumbing in the library has been fixed. A part was replaced and the noise has stopped.
  - c. Outdoor Seating: During the past month, there has been a discussion of the possibility of an outdoor seating area with a table and room for chairs. This area would be out the door of the meeting room and would be accessible for patrons. Kathi Wheeler proposed the idea to Jay and Amelia. However, at the moment there is no way to secure a table which would need to be placed on a concrete pad. In discussing the idea with the Board, Kathi suggested a cover would be a nice addition. The idea is a good one and the Board feels it could be incorporated into our landscape design.
  - d. Landscaping: The Board discussed moving ahead with a landscaping plan. Kathi Wheeler stated that water and the availability of water should be in place before we begin planting. However, the board felt that we could proceed with a design for the library grounds now and still pursue a satisfactory solution to our water dilemma. During the summer, the school turns off the water at the school and that affects our water. Kathi suggested that the Board may need to consider a well at some point. Amelia will check with Superintendent Michael Green regarding his feelings toward a well and Kathi will compile a list of designers specializing in Native Plant design. Jane Higgins suggested contacting Rep. Ed Orcutt, our State Rep. and see if there are any grant funds for such a project. He was very helpful to the Battleground library and he is a forester by trade and interested in preserving native species. Kathi will make the contact.
8. Branch Manager Report: Jennifer Huaun: Jennifer discussed the Summer Reading Program at the library. Most of the programs will probably be virtual. Two of the programs will be Bigfoot and Krakan. Yale Library is planning to have a Story Walk and a scavenger hunt. The theme is **Explore** and will be June 15-August 15. The Woodland Library is having its big fund raiser for the new library on April 23, 2022. The time is 5-9pm at the Peterson's Big Red Barn in

Woodland. Tickets are \$45.00 per person. There will be music, appetizers, drinks and an auction. Lesley Miller, Yale support librarian, stated that the library has been busy, especially the Wi-Fi availability, computer stations and printing and copying. Yale School students are visiting the library on the first Thursday of each month. They were issued library cards, and were able to browse and check out books. There was a storytime and a “take can make” craft. The children’s play/activity panels were installed and have been very popular for our younger patrons. We plan to rotate the activity panel every few months.

9. Citizen Comments: Jane Higgins stated that she was very impressed with the new library and heard many good things about it. She said the library was very thoughtfully planned and an asset to the community.
10. Board Comments: None
11. Adjourn: The meeting was adjourned at 7:06pm. Wheeler/Appling The motion was approved by all trustees present.

Respectfully Submitted by Kathi Wheeler, YVLD Board of Trustees Secretary

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Presiding Officer

### **Statement of Cash**

December 31, 2021 Ending Cash Balance	<u>350,983</u>
Year-to-date Revenue Received	\$56,969
Year-to-date Expenditures	\$51,437
Cash Balance May 31, 2022	\$356,516

## Yale Valley Library District

For the Months Ending April 30, and May 31, 2022 (With Year-to-Date Totals)

### Revenue

Description	2022 Budget	April 2022 Revenues	May 2022 Revenues	All Revenue Received thru May 2022	Year-to - Date Annual Budget Percent
<b>Property Taxes</b>					
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 13,153	\$ 37,547	\$ 52,403	42.72%
<b>Total Property Taxes</b>	<b>122,663</b>	<b>13,153</b>	<b>37,547</b>	<b>52,403</b>	<b>42.72%</b>
<b>Other Taxes</b>					
317.2 Leasehold Excise Tax	0	0	0	0	0.00%
<b>Total Other Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>					
312.10 DNR - Timber Revenue	35,000	-	-	3,728	10.65%
361.02 DNR - Other Revenue	100	-	-	4	4.09%
335.02 State Capital Grant	-	-	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>35,100</b>	<b>-</b>	<b>-</b>	<b>3,732</b>	<b>10.63%</b>
<b>Miscellaneous</b>					
361.11 Investment Interest	2,500	\$ 171	\$ 202	834	33.38%
367-10 Non-Governmental Contributions	500	-	-	-	0.00%
367-10 Grant Revenue	-	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	-	0.00%
<b>Total Miscellaneous</b>	<b>3,000</b>	<b>171</b>	<b>202</b>	<b>834</b>	<b>27.82%</b>
<b>Total Revenue:</b>	<b>\$ 160,763</b>	<b>\$ 13,324</b>	<b>\$ 37,750</b>	<b>\$ 56,969</b>	<b>35.44%</b>
Transfer from Reserves	\$ 1,870	\$ -	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 162,633</b>	<b>13,324</b>	<b>37,750</b>	<b>56,969</b>	<b>35.03%</b>

### Expenses

Description	2022 Budget	April 2022 Expenses	May 2022 Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>					
572.41 Professional Services	122,633	-	-	-	0.00%
572.41 Professional Services-Fundraising/Architect	-	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	-	51,437	128.59%
<b>Grand Total Expense:</b>	<b>\$ 162,633</b>	<b>-</b>	<b>-</b>	<b>51,437</b>	<b>31.63%</b>

Net Cash Activity	5,532
Jan. 1, 2022 Cash with County Treasurer	350,983
<b>Ending Cash</b>	<b>356,516</b>

Non-Capital Reserve	339,576
Capital Reserve	16,941
<b>Total</b>	<b>356,516</b>

Teresa D Johnson, CPA, Inc did not perform an audit, review or compilation engagement on these financial statements, and no assurance is provided on them.

# Yale Valley Library District

*For the Month Ending May 31, 2022 (With Year-to-Date Totals)*

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance 01/01/2022</b>	\$287,173
Property Tax Collections (Revenue)	52,403
Other Taxes (Revenue)	-
Professional Expenses (Expenses)	-
<b>Non Capital Reserve Ending Balance 5/31/2022</b>	<b>\$339,576</b>
<b>Capital Reserve Beginning Balance 01/01/2022</b>	\$63,811
Intergovernmental Grants and Contracts (Revenue)	3,732
Miscellaneous (Revenue)	834
Professional Services Architects (Expenses)	-
Capital Outlay (Expenses)	(51,437)
<b>Capital Reserve Ending Balance 5/31/2022</b>	<b>\$16,941</b>
<b>Total Non Capital and Capital Reserves</b>	<b>\$356,516</b>

Teresa D Johnson, CPA, Inc did not perform an audit, review or compilation engagement on these financial statements, and no assurance is provided on them.



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 1004  
Date 6/7/2022

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

**Remit To:** Fort Vancouver Regional Library District  
2018 Grand Blvd  
Vancouver, WA 98661

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID	Payment Terms			
		YALE0001				
Qty		Description			Unit Price	Ext. Price
1		JANUARY - JUNE 2022 CONTRACT SERVICES			\$61,331.50	\$61,331.50

<b>Subtotal</b>	\$61,331.50
<b>Tax</b>	\$0.00
<b>Total</b>	\$61,331.50



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 1003  
Date 6/6/2022

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

**Remit To:** Fort Vancouver Regional Library District  
2018 Grand Blvd  
Vancouver, WA 98661

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID			Payment Terms		
		YALE0001					
Qty		Description				Unit Price	Ext. Price
1		DISPLAY HOLDERS - ARAKAWA				\$131.36	\$131.36
1		BARKDUST - YARD N GARDEN				\$76.42	\$76.42

**Subtotal** \$207.78  
**Tax** \$0.00  
**Total** \$207.78

4

# Invoice #: SI-201710



## Arakawa Hanging Systems

Arakawa Hanging Systems  
12555 NE Marx Street Bldg #11  
Portland OR 97230  
United States

sales@arakawagrip.com

888-272-5292 | www.arakawagrip.com

**Invoice to:**  
Yale Valley Library District  
PO Box 434  
Ariel WA 98603  
United States

15 Feb 2022

**Customer:** Sir/Madam  
**Company:** Yale Valley Library District

360-906-5011

Fort Vancouver Regional Library  
Attn: Sami Bretherton  
2018 Grand Blvd.  
Vancouver WA 98661  
United States

Prepaid

COPY

VISA GREE

Date	Rec'd by
Date 2/15/2022	Aprvd by <i>[Signature]</i>
Directors Signature	Amounts
Budget number	\$131.36
007 101 020 10 62 00	

YALE

Qty	Item name	SKU	Price	Discount	Item net	Total net
6	BS20RKS - Midway Gripper for Art - Hook w/ Key Lock - requires 2.0mm allen key (part# 2.0AKS)	BS20RKS	\$17.80	0.00%	\$17.8000	\$106.80
1	2.0AKS - Allen Key 2.0mm	2.0AKS	\$0.00	0.00%	\$0.0000	\$0.00
1	Handling	Handling	\$0.00	0.00%	\$4.0000	\$4.00
1	FedEx ground (1-5 Business Days) Shipping - Tracking # 5484 0602 8916	Shipping	\$0.00	0.00%	\$10.2700	\$10.27
<b>Subtotal</b>						<b>\$121.07</b>
Clark 8.5% @ 8.5%						\$10.29
<b>Total</b>						<b>\$131.36</b>
Paid to date						\$131.36

Thank you for your order!



Yale

COPY



1501 NE 102nd Street  
 Vancouver, Washington, 98686  
 United States  
 360-573-7172

**Sales Receipt**  
 01/25/2022 8:39 am

Ticket: 220000186014  
 Register: Register 2 (Back Elo)

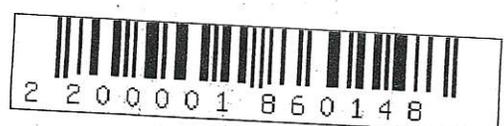
Item	#	Price
Crushed Gravel 3/4 Minus (1 yard)	1 x	\$47.00
Crushed Gravel 3/4" Minus (1/2 yard)	1 x	\$23.50
Subtotal		\$70.50
Tax (\$70.50 @ 8.4%)		\$5.92
Total Tax		\$5.92
<b>Total</b>		<b>\$76.42</b>

**PAYMENTS**

Credit Card \$76.42

Thank you for coming in! Please visit our website for our plant guarantee: [www.yardngardenland.com](http://www.yardngardenland.com) Returns are accepted within 14 days with receipt.

Thank You!



**TRANSACTION DETAILS**

Sale \$76.42  
 VISA \*\*\*\*\*4224  
 CREDIT  
 Date 01/25/2022 8:39 am

**Fort Vancouver Regional Library District**  
**Board Report 2022-02**  
**Port of Woodland Access Request**

**TO:** YVLD Board of Trustees

**FROM:** Amelia Shelley

**DATE:** 06/09/22

**SUBJECT:** Yale Valley Community Library - Request for Access to Exterior Closet and Power

**SUMMARY:** The Port of Woodland (Port) has received funding for the second phase of the project to expand high-speed fiber to any and all residents and businesses on the side roads from the Lewis River Road SR 503 line between Ariel and Cougar. The Port would like to place the necessary equipment inside the exterior utility closet of the Yale Valley Community Library as part of their dark fiber project. You can learn more about the project at <https://portofwoodland.com/dark-fiber>.

The Port will cover the cost of a new meter, any new hardware-related costs and installation of the equipment and any infrastructure to support the equipment. If in the future, anything that is found to be a cost to the Library that the Port did not foresee at the outset, they will agree to cover and either reimburse YVLD or pay those costs as they are charged. The Port suggests that the next steps include discussions with the PUD. The Port and FVRL will also work on a Memorandum of Understanding between the two entities to cover the details of the agreement. The port has asked their attorney to start drafting that agreement and will reach out to the PUD.

The Port is working on the agreement for the YVLD site with our legal counsel but they don't have the draft yet. The construction has been awarded to Utiligi LLC but they are awaiting the Cowlitz County SEPA process to complete to get the last permits to move forward. The county, earlier this year, had stated the Port didn't have to get permits but then early May changed their minds, so that has delayed construction. Their legal counsel is currently working on the agreements for easements, construction access for each property owner, which is first needed for the library and school district, then the MOU.

**PROJECT DETAILS:** The Port has issued a Request for Proposals for the construction bid for the backbone on State Route 503 from Ariel to Cougar portion of the project. The project should get underway late spring and be under construction through the fall.

**REQUEST:** The Port would like to request the following:

- Install a code entry lock on the exterior door to facilitate entry. Access would be limited to fiber providers.
- Add two to three racks/cabinets to the utility closet to stage dark fiber equipment
- Access to power to operate equipment (may require additional electrical support)

**FUNDING:** The Port would cover costs incurred for the installation of the racks and code entry lock. Ongoing costs for power would be determined after an initial trial period of monitoring the electric bills and determining any additional costs incurred by the equipment.

**TIMING:** The project is to be completed no later than 2024, but hopefully by the end of 2023.

**LEGAL CONSIDERATIONS:** The Woodland School District is currently reviewing the details of the project but believe it is within the existing agreement with the YVLD's lease to enter into the partnership.

**RECOMMENDATION:** Approve the colocation of Port of Woodland fiber optic line equipment at the Yale Valley Community Library.

**Fort Vancouver Regional Library District  
Board Report 2022-03  
Woodland School District Well Request**

**TO:** YVLD Board of Trustees

**FROM:** Amelia Shelley

**DATE:** 06/09/22

**SUBJECT:** Yale Valley Community Library – Feasibility of digging a well

**SUMMARY:** The Woodland School District Superintendent Dr. Michael Green related that before we approach digging a well, we may want to check into how the department of health will classify YVLD. For the school, they were classified as a small municipal utility and have had to do regular monitoring and mitigation associated with the water system. They used to have a well with a small pressure tank and have been required to invest in many tens of thousands of dollars in improvements to meet the health department requirements. He suggested that we may want to avoid this if possible. He believes the school and the library are using well water, not spring water. It has been many years since they were on the spring.

He also let me know that they have had some issues with one of their two pressure pumps that have been resolved by having them run serially rather than simultaneously. He believes this has addressed the issues with pressure that the library was experiencing. Additionally, the school district recently installed an upgraded purification system that automatically adjusts chlorination.