

Yale Valley Library District

Regular Meeting

November 10, 2022 6:00PM

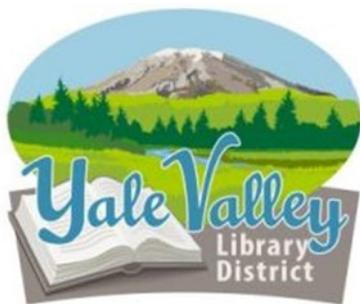
Yale Valley Community Library
11700 Lewis River Road
Ariel, WA 98603

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: October 13, 2022 | |
| | b. Approval of bills: Reviewed by Bob Appling | |
| 5 | 2022 Budget Revision/2023 Budget/2023 Levy (Public Hearing) | |
| | a. Resolution 2022 -06 2022 Budget Revision | |
| | b. Resolution 2022-04 (2023-01) 2023 Budget | |
| | c. Resolution 2022-05 (2023-02) 2023 Levy Certification | |
| 6 | Financial Report | Information |
| | a. Operational Costs – Staffing Costs | |
| | b. 2022 October Financials: Attar Bhangal | |
| 7 | Facilities | Information |
| 8 | Branch Manager Report: Jennifer Hauan | Information |
| 9 | 2023 Board Meeting Schedule | |
| 10 | Citizen Comments | |
| 11 | Board Comments | |
| 12 | Adjournment | |

Yale Valley Library District



Yale Friends Basket for Authors & Illustrators
Dinner Auction.

Regular Meeting

October 13, 2022

Yale Valley Community Library

Attendees:

Trustees: Tina Moir, Bob Appling, Cynthia McAllister and Kathi Wheeler

FVRL: Amelia Shelley, Director; Attar Bhangal, Finance Manager; Lesley Miller, Yale Library Supervisor

1. The meeting was called to order by Vice Chair, Tina Moir at 6:05pm.
2. The amended agenda was approved. Wheeler/Appling The agenda was approved by all trustees present.
3. Introductions and Welcomes/Chair Announcements: Tina welcomed Attar Bhangal, our new Finance Manager and Lesley Miller, Yale Library Supervisor who will be giving the Yale Library Report.
4. Consent Agenda
 - a. August 25, 2022 minutes approved. Appling/McAllister The August minutes were approved by all trustees present.
 - b. Approval of bills totaling \$629.18. Moir/Wheeler Bills were approved by all trustees present.
5. Draft 2023 Budget: The proposed budget for 2023 is \$125,000.00 in property tax collections. The difference is \$2,337.00 from 2022. Other projected income is \$39,970.00 for a total of \$164,970.00. The proposed 2023 Budget will be discussed at the November 10, 2022 regular meeting in an open hearing.
6. a. Operational Costs-Annual Review: This was the first review of our total expenses. Internet and courier service were more than expected. Wheeler asked about library usage relating to expanding hours in the future. In the next few months we will review how many patrons are using the library.

- b. 2022 August/September Financials: Attar Bhangal August revenues were \$1,364.00 for a total of \$97,200.00 or 59.77% of annual budget. There were no expenses in August. September revenues were \$1,170.00 for a total of \$98,370.00 or 60.49% of the annual budget. There were no expenses in September.
7. Facilities:
 - a. Landscaping: The issue with the landscaping is water. The idea of capturing rain water was discussed. The process of setting up tanks, filling and watering could also be an educational project. Snow removal was discussed for the winter. When the plow removes snow it also picks up and moves gravel. It was suggested that paving the parking lot may be an option. Although expensive it would improve walking in the parking lot and make it easier for snow removal.
8. Board of Officers Nomination/Election: Nominated: Chair, Tina Moir; Vice Chair, Cynthia MacAllister; Secretary, Kathi Wheeler; Treasurer; Bob Appling. Moir/Wheeler Nominations were approved by all trustees present.
9. Branch Manager Report: Lesley Miller: FVRL is holding a writing contest for ages 12-19 entitled "Imagine Ink". Details are at the library. FVRL Foundation will hold, after a 2 year hiatus due to Covid, The Authors and Illustrators Dinner and Auction. This year guest speaker is Susan Orlean, author of **The Library Book** and writer for the New Yorker magazine. Tickets are on sale now. The 1st Thursday, Yale School children visit the library for storytime and crafts. There are 63 children and they come in shifts. The 2nd Thursday is Family Game Night from 3:30-5:30pm. The 3rd Thursday is Family Fun Days month will be Pumpkin Craving and November will be Wreath Making. October is Spanish Heritage Month with many display books to check out. November will be American Month. There will be lots of book on display and to check out. Lesley requested a Slat wall end panel or display, approximately \$336.00; 2 rolling carts for crafts, \$125.00 each; 1 storage cart, \$600.00. Wheeler suggested these items be added to the budget. Amelia suggested a budget adjustment.
10. No Citizen Comments.
11. Board Comments: The Board feels that Lesley is doing an amazing job! There was discussion of moving the Board meeting time to the afternoon. This will be discussed further.
12. The meeting was adjourned at 6:56pm. Wheeler/Appling The motion was approved by all trustees present.

Respectfully Submitted, Kathi Wheeler, YVLD Board of Trustees Secretary

Presiding Officer



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

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Invoice 1035
Date 11/8/2022

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		JULY - DECEMBER - 2022 CONTRACT SERVICES		\$61,331.50	\$61,331.50

Subtotal	\$61,331.50
Tax	\$0.00
Total	\$61,331.50

Yale Valley Library District
Revised 2022 Budget - Proposed Budget 2023

Revenue

<u>Description</u>	2022 Budget	2022 Budget Revised	Proposed Budget 2023	Difference
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 122,663	\$ 125,000	2,337
Total Property Taxes	122,663	122,663	\$ 125,000	2,337
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	35,000	\$ 35,000	-
335.02 DNR - Other Revenue	100	100	\$ 100	-
335.02 State Capital Grant	\$0	\$0	\$ -	-
Total Intergovernmental, Grants & Contracts	35,100	35,100	\$ 35,100	-
Miscellaneous				
361.11 Investment Interest	2,500	2,500	\$ 2,500	-
367-10 Non-Governmental Contributions	500	500	\$ 500	-
367-10 Grant Revenue	-	-	\$ -	-
369.90 Miscellaneous Revenue	0	0	\$ -	-
Total Miscellaneous	3,000	3,000	\$ 3,000	-
Total Revenue:	\$ 160,763	\$ 160,763	\$ 163,100	2,337
Transfer from Reserves	\$ 1,870	\$ 19,237	\$ 16,900	(2,337)
Total Revenue and Reserves	\$ 162,633	\$ 180,000	\$ 180,000	-

Expenses

572.41 Professional services - FVRL	\$ 122,663	\$ 125,200	\$ 140,000	14,800
572.41 Professional Services - Other	-	-	-	-
572.62 Capital Outlay	40,000	54,800	40,000	(14,800)
Grand Total Expense:	\$ 162,663	\$ 180,000	180,000	-

**Yale Valley Library District
2022 Revised Budget
Resolution 2022-06**

The regular meeting of the Yale Valley Library District (YVLD) Board of Trustees was held November 10, 2022 at the Yale Valley Community Library, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, YVLD was established in 2003 as an rural partial-county library district, and levies property taxes pursuant to the Revised Code of Washington 27.12.150, and

WHEREAS, the YVLD Board of Trustees adopted the 2022 budget in the amount of \$162,663 after a public hearing on December 9, 2021, and

WHEREAS, YVLD's Board of Trustees is responsible for the adoption and management of YVLD's budget and finances per RCW 27.12.210 (4&5), and

WHEREAS, YVLD expended funds in 2022 to cover retainage for the Yale Valley Community Library project to the contractor that were anticipated to be spent in 2021, and

WHEREAS, YVLD's budget should be updated during the year to reflect any unanticipated revenue and expenses incurred during the year, and

WHEREAS, the Board approved 2021 budget of \$162,633 will be increased by \$19,237 to equal an amended 2022 budget total of \$180,000 to sufficiently cover all 2022 expenses.

NOW THEREFORE BE IT RESOLVED that the Yale Valley Library District adopts Resolution 2022-06 approving the amended 2022 budget of \$180,000.

Adopted this 10th day of November, 2022

Tina Moir, Chair

Cynthia McAllister, Vice Chair

**Yale Valley Library District
2023 Budget Resolution 2022-04 (2023-01)**

WHEREAS, the Yale Valley Library District Board of Trustees has met and considered its budget for the calendar year 2023; and a public hearing on the budget was held on November 10, 2022 to consider the District's levy for 2023; and

WHEREAS, YVLD was established in 2003 as an rural partial-county library district, and levies property taxes pursuant to the Revised Code of Washington 27.12.150, and

WHEREAS, funds for the establishment and maintenance of the library service of the district shall be provided by the Cowlitz County Board of County Commissioners by means of an annual tax levy on the property in the district of not more than fifty cents per thousand dollars of assessed value per year, and

WHEREAS, the tax levy shall be at a uniform rate and shall be based on a budget to be compiled by the Board of Trustees of the rural partial-county library district who shall determine the uniform tax rate necessary and certify their determination to the respective boards of county commissioners, and

WHEREAS, the YVLD Board of Trustees held a public hearing on November 10, 2022 to consider the District's budget for 2023.

NOW, THEREFORE, BE IT RESOLVED that the YVLD Board of Trustees adopts the 2023 budget in the amount of \$180,000.

Adopted this 10th day of November, 2022

Tina Moir, Chair

Kathi Wheeler, Secretary

Cynthia McAllister, Vice Chair

Bob Appling

**Yale Valley Library District
2023 Levy Resolution
2022-05 (2023-02)**

WHEREAS, the YVLD Board of Trustees has met and considered its budget for the calendar year 2023; and a public hearing on the levy was held at the Yale Valley Community Library on November 10, 2022 to consider the District's levy for 2023; and

WHEREAS; the district's actual levy from the previous year was \$119,626; and

WHEREAS, the district's highest lawful levy for 2022 was \$122,663;

WHEREAS; the Board of trustees attest that the district's population does not exceed 10,000; and

WHEREAS, the district is allowed to increase its highest lawful levy by 1% annually;

NOW, THEREFORE, BE IT RESOLVED by the Yale Valley Library District Board of Trustees, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year.

The dollar amount of the increase in the actual levy from the previous year shall be \$1,639 which is an increase of one percent (1%) over the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, and any increase in the value of state assessed property and any annexations that have occurred and refunds made.

BE IT FURTHER RESOLVED that the Yale Valley Library District Board of Trustees adopts the 2023 Levy Certifications for Cowlitz County.

Adopted this 10th day of November, 2022

Tina Moir, Chair

Cynthia McAllister, Vice Chair



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Tina Moir,
(Name)

Chair, for Yale Valley Library District, do hereby certify to
(Title) (District Name)

the Cowlitz County legislative authority that the Board of Trustees
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2023 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/10/22:
(Date of Public Hearing)

Regular Levy: \$123,996.00
(State the **total** dollar amount to be levied)

Excess Levy: \$0.00
(State the **total** dollar amount to be levied)

Refund Levy: \$332.00
(State the **total** dollar amount to be levied)

Signature: _____

Date: 11/10/22

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Yale Valley Library District

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

Revenue

Description	2022 Budget	October 2022 Revenues	All Revenue Received thru October 2022	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 14,650	\$ 90,140	73.49%
Total Property Taxes	122,663	14,650	90,140	73.49%
Other Taxes				
317.2 Leasehold Excise Tax	-	0	0	0.00%
Total Other Taxes	-	0	0	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	1	20,720	59.20%
361.02 DNR - Other Revenue	100	-	4	4.18%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	1	20,724	59.04%
Miscellaneous				
361.11 Investment Interest	2,500	421	2,576	103.06%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	3,000	421	2,576	85.88%
Total Revenue:	\$ 160,763	\$ 15,072	\$ 113,441	70.56%
Transfer from Reserves	\$ 1,870	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 162,633	\$ 15,072	\$ 113,441	69.75%

Expenses

Description	2022 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 122,633	\$ 629	\$ 63,229	51.56%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	51,437	128.59%
Grand Total Expense:	\$ 162,633	\$ 629	\$ 114,666	70.51%

Net Cash Activity	\$ (1,225)
Jan. 1, 2022 Cash with County Treasurer	350,983
Ending Cash	\$ 349,758

Non-Capital Reserve	\$ 314,084
Capital Reserve	35,674
Total	\$ 349,758

Yale Valley Library District
Regular Meeting Schedule - **draft**
2023

February 9.....6:00pm
April 13.....6:00pm
June 8.....6:00pm
August 10.....6:00pm
October 12.....6:00pm
November 9.....6:00pm

<u>2023 Officers (first half)</u>	<u>2023 Officers (second half)</u>
Tina Moir, Chair Cynthia McCallister, Vice-Chair Bob Appling, Treasurer Kathi Wheeler, Secretary	