

## Agenda for Regular Public Meeting

**Date:** November 14, 2024

**Time:** 3:00 PM

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

- |   |             |
|---|-------------|
| 1. Call to Order  |             |
| 2. Agenda Approval                                      | ACTION      |
| 3. Introductions and Welcomes/Chair Announcements       | INFORMATION |
| 4. Consent Agenda                                       | ACTION      |
| a. Minutes Approval: October 10, 2024                   |             |
| b. Invoice for contract services: July – December 2024  |             |
| 5. Financial Report                                     | INFORMATION |
| a. September 2024                                       |             |
| 6. 2025 Budget approval                                 | ACTION      |
| a. Public Hearing                                       |             |
| b. 2025 Budget Resolution                               |             |
| 7. 2025 Levy Certification                              | ACTION      |
| a. Public hearing                                       |             |
| b. 2025 Levy Resolution                                 |             |
| 8. 2025 YVLD Board Meeting Schedule                     | ACTION      |
| 9. Well Project Update: Jennifer Giltrop                | INFORMATION |
| 10. Branch Manager Report: Jennifer Hauan/Lesley Miller | INFORMATION |
| 11. Public Comments                                     |             |
| 12. Board Comments                                      |             |
| 13. Adjournment – Next Regular Meeting February 2025    |             |

# Yale Valley Library District

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Regular Meeting

October 10, 2024

Yale Community Library

3:00pm

Trustees: Julie Starr, Kathi Wheeler

FVRL: Jennifer Giltrop, Catrina Galicz

Member of the Public: Rob Starr

1. The meeting was called to order by secretary, Kathi Wheeler at 3:00pm.
2. The agenda was approved for the meeting.
3. Kathi welcomed everyone. Jennifer introduced Catrina Galicz, FVRL Finance Director.
4. Consent Agenda
  - a. The minutes approval of the Special Meeting September 6, 2024. A motion was made to amend and clarify the 9/6/24 minutes regarding the Well Project. The motion was made by Kathi Wheeler to state approval of the spending up to \$60,000 for well drilling, permitting, electrical connections and a shed for the pump and tank access. Wheeler/Starr The motion to amend and approve the September 6, 2024 meeting minutes was approved by all trustees present.
5. Financial Report: Catrina Galicz reported that income for August was \$2,096. There were no bills. The total revenue ending August, 2024 in the non-capital and capital reserves are \$415,038. There was a motion to accept and file the financial report. Starr/Wheeler The motion was approved by all trustees present.

There was discussion of a establishing a target operational fund balance for the district with Jennifer and Catrina. It was noted that a 90-day rainy day fund is standard for an entity such as YVLD. For the YVLD in 2025, that amount would be \$34,500. We have that amount now in our reserves. However, the board along with FVRL would like to begin work on a five (5) year financial plan for the district. This would include projections for expenditures, repairs, wish lists comparing it with projections for income. This will be an ongoing project that will educate and allow the board and FVRL to develop a sustainable future for the YVLD.
6. 2025 Draft Budget and Reserves-1<sup>st</sup> Reading: The estimated increase in property taxes for 2025 is approximately \$2,600. In addition, there is an estimate for a slight increase in Timber Revenue of \$2,200. Investment income will be falling as we are spending reserve funds for the new well and interest rates are falling. Investment income is estimated at approximately \$5,000 for 2025, while Miscellaneous revenue is projected at an estimated increase of \$1,000, with overall revenue estimated to increase by \$5,800. There will be a transfer increase from reserves of

\$9200.00. The estimated total use of Reserves and Revenue for 2025 proposed budget would be \$220,000. Proposed Expenditures for 2025 would be professional services to FVRL in the amount of \$150,000 and Capital Outlay (intended to for paving the parking lot) of approximately \$70,000. The board will hold a public hearing, approve a levy amount for 2025, and approve the 2025 Budget at the November 14, 2024 meeting.

7. Well Drilling Project Update: Jennifer Giltrop reported that Cowlitz County Health and Human Services has approved our well site for a non-residential non-public water system. We will be proceeding with McGhee & Sons Well Drilling doing the work and they have set a date schedule before November 30, 2024. Jay McCuiston will be overseeing the project.
8. Branch Manager Report: Jennifer Giltrop reported for both Jennifer Hauan and Lesley Miller. Jennifer H. is preparing for the Grand Opening of the Woodland Public Library on Saturday, October 12, 2024. The festivities will begin at 10:00pm. Lesley reported on circulation totals for 2024. Check outs and renewals from January 1-October 7 was 7,934 and 6,870 were patrons from Yale. That is 86% circulation at Yale. Lesley met with Tina Moir with Friends of the Yale Library and they are planning a joint "Family Fall Event" on Thursday, October 31 from 5-8pm at the library. It will be an Open House event with refreshments, a book giveaway, a kid's craft and an opportunity to get a library card. The Friends group will be on hand to promote their group. The Cowlitz/Skamania fire District 7 will also be doing a "Trunk or Treat" event at the fire station next door. All great events for the community. Yale School students visited the library last Thursday and she is excited to report that she issued 22 library cards to new students. Great Job, Lesley!
9. Public Comments: Rob Starr reported the Yale Friends will be meetings January 10, 2025; April 19, 2025; and June 21, 2025 in the Yale Library meeting room at 11:00am. Mark your calendars!
10. Board Comments: Kathi will attend the Family Fall Event with information about serving on the YVLD Board of Trustees.
11. The meeting was adjourned at 4:02pm Starr/Wheeler The motion was approved by all trustees present.

Respectfully submitted,

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Kathi Wheeler, Secretary



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 1215  
Date 10/31/2024

**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 - DEC YALE CONTRACT SERVICES			\$72,500.00	\$72,500.00	

Subtotal	\$72,500.00
Tax	\$0.00
<b>Total</b>	<b>\$72,500.00</b>

# Yale Valley Library District

For the Month Ending September 30, 2024 (With Year-to-Date Totals)

## Statement of Cash

January 1, 2024 Ending Cash Balance	\$ 372,723
Year-to-date Revenue Received	119,380
Year-to-date Expenditures	<u>(80,174)</u>
Cash Balance September 30, 2024	<b>\$ 411,929</b>

# Yale Valley Library District

*For the Month Ending September 30, 2024 (With Year-to-Date Totals)*

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance January 1, 2024</b>	\$	271,427
Property Tax Collections (Revenue)		82,853
Other Taxes (Revenue)		1
Professional Expenses (Expenses)		(72,500)
<b>Non Capital Reserve Ending Balance September 30, 2024</b>	<b>\$</b>	<b>281,781</b>
<b>Capital Reserve Beginning Balance January 1, 2024</b>	\$	101,296
Intergovernmental, Grants and Contracts (Revenue)		25,396
Miscellaneous (Revenue)		11,130
Capital Out lay (Expenses)		(7,674)
<b>Capital Reserve Ending Balance September 30, 2024</b>	<b>\$</b>	<b>130,148</b>
<b>Total Non Capital and Capital Reserves</b>	<b>\$</b>	<b>411,929</b>

# Yale Valley Library District

For the Month Ending September 30, 2024 (With Year-to-Date Totals)

## Revenue

Description	2024 Amended Budget (Adopted 9/2024)	September	Year-to-Date Totals thru September 2024	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 130,000	\$ 3,234	\$ 82,853	63.73%
<b>Total Property Taxes</b>	<b>130,000</b>	<b>3,234</b>	<b>82,853</b>	<b>63.73%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	-	-	1	0.00%
<b>Total Other Taxes</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	35,000	-	24,750	70.71%
361.02 DNR - Other Revenue	100	-	646	646.43%
335.02 Federal Grants	\$0	-	-	0.00%
335.02 State Capital Grant	-	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>35,100</b>	<b>-</b>	<b>25,396</b>	<b>72.35%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	3,500	1,331	11,130	318.01%
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>4,000</b>	<b>1,331</b>	<b>11,130</b>	<b>278.26%</b>
<b>Total Revenue:</b>	<b>\$ 169,100</b>	<b>\$ 4,565</b>	<b>\$ 119,380</b>	<b>70.60%</b>
Transfer from Reserves	\$ 35,900	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 205,000</b>	<b>\$ 4,565</b>	<b>\$ 119,380</b>	<b>58.23%</b>

## Expenses

Description	2024 Amended Budget (Adopted 9/2024)	September	Year-to-Date Totals thru September 2024	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	\$ 145,000	\$ -	\$ 72,500	50.00%
572.62 Capital Outlay	60,000	-	7,674	12.79%
<b>Grand Total Expense:</b>	<b>\$ 205,000</b>	<b>\$ -</b>	<b>\$ 80,174</b>	<b>39.11%</b>

Net Cash Activity	\$ 39,206
Jan. 1, 2024 Cash with County Treasurer	\$ 372,723
<b>Ending Cash September 30, 2024</b>	<b>\$ 411,929</b>

## Yale Valley Library District

*DRAFT 2025 Budget - for 11/14/24 Adoption*

### Schedule of Reserves

	<i>2024</i>		<i>2025</i>
<b>Non Capital Reserve Beginning Balance January 1</b>	\$ 271,427	\$	259,561
Property Tax Collections (Revenue)	133,134		135,000
Professional Expenses (Expenses)	(145,000)		(150,000)
<b>Non Capital Reserve Ending Balance December 31</b>	<u>\$ 259,561</u>	<u>\$</u>	<u>244,561</u>
<i>90 Day Operational Reserves</i>	<i>36,250</i>		<i>37,500</i>
<b>Capital Reserve Beginning Balance January 1</b>	\$ 101,296	\$	87,501
Intergovernmental, Grants and Contracts (Revenue)	35,600		37,600
Miscellaneous (Revenue)	10,605		5,000
Capital Out lay (Expenses)	(60,000)		(70,000)
<b>Capital Reserve Ending Balance December July 31</b>	<u>\$ 87,501</u>	<u>\$</u>	<u>60,101</u>
<b>Total Non Capital and Capital Reserves</b>	<u><u>\$ 347,062</u></u>	<u><u>\$</u></u>	<u><u>304,662</u></u>



**Yale Valley Library District**  
**DRAFT 2025 Budget - for 11/14/24 Adoption**

**Revenue**

		<b>Per FYE FS</b>						
<u>Description</u>		2022 Actual	2023 Actual	2024 Projected - Actual FVRL	Budget 2024 AMENDED 9/2024	Proposed Budget 2025	\$ Change	% Change
<b>Property Taxes</b>								
311.10	Property Tax Collections	\$ 122,924	\$ 126,532	\$ 133,134	\$ 130,000	\$ 135,000	5,000	4%
<b>Total Property Taxes</b>		<b>122,924</b>	<b>126,532</b>	<b>133,134</b>	<b>\$ 130,000</b>	<b>\$ 135,000</b>	<b>5,000</b>	<b>4%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>								
335.02	DNR - Timber Revenue	40,023	31,603	35,000	\$ 35,000	\$ 37,000	2,000	6%
335.02	DNR - Other Revenue	4	0	600	\$ 400	\$ 600	200	50%
<b>Total Intergovernmental, Grants &amp; Contracts</b>		<b>40,027</b>	<b>31,603</b>	<b>35,600</b>	<b>\$ 35,400</b>	<b>\$ 37,600</b>	<b>2,200</b>	<b>6%</b>
<b>Miscellaneous</b>								
361.11	Investment Interest	3,626	9,620	10,605	\$ 3,500	\$ 5,000	1,500	43%
367-10	Non-Governmental Contributions	-	50	-	\$ 500	\$ -	(500)	-100%
<b>Total Miscellaneous</b>		<b>3,626</b>	<b>9,670</b>	<b>10,605</b>	<b>\$ 4,000</b>	<b>\$ 5,000</b>	<b>1,000</b>	<b>25%</b>
<b>Total Revenue:</b>		<b>\$ 166,577</b>	<b>\$ 167,805</b>	<b>\$ 179,339</b>	<b>\$ 169,400</b>	<b>\$ 177,600</b>	<b>8,200</b>	<b>5%</b>
Transfer from Reserves		\$ -	\$ -	\$ -	\$ 35,600	\$ 42,400	6,800	19%
<b>Total Revenue and Reserves</b>		<b>\$ 166,577</b>	<b>\$ 167,805</b>	<b>\$ 185,764</b>	<b>\$ 205,000</b>	<b>\$ 220,000</b>	<b>15,000</b>	<b>7%</b>

**Expenses**

572.41	Professional services - FVRL	\$ 124,579	\$ 140,117	\$ 145,000	\$ 145,000	\$ 150,000	5,000	3%
572.41	Professional Services - Other	-	-	-	-	-	-	
572.62	Capital Outlay	51,419	-	60,000	60,000	70,000	10,000	17%
<b>Grand Total Expense:</b>		<b>\$ 175,998</b>	<b>\$ 140,117</b>	<b>\$ 205,000</b>	<b>205,000</b>	<b>220,000</b>	<b>15,000</b>	<b>7%</b>

**Yale Valley Library District  
2025-2030 OPERATING AND CAPITAL BUDGET FORECAST**

YEAR	PLANNING YEAR CALENDAR YEAR	0 2025	1 2026	2 2027	3 2028	4 2029	5 2030
<b>BEGINNING CASH BALANCE</b>		302,262	259,862	283,520	302,932	317,778	327,718
<b>TOTAL SOURCES</b>		177,600	181,158	184,787	188,489	192,266	196,118
<b>TOTAL USES</b>		220,000	157,500	165,375	173,644	182,326	191,442
<b>ENDING FUND CASH BALANCE</b>		259,862	283,520	302,932	317,778	327,718	332,394
<b>RESERVES TEST</b>							
	60 Days of Operating Expenses	25,000	26,250	27,563	28,941	30,388	31,907
Meets test by		234,862	257,270	275,370	288,837	297,330	300,486
<b>Test Met?</b>		<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
	90 Days of Operating Expenses	37,500	39,375	41,344	43,411	45,581	47,861
Meets test by		222,362	244,145	261,589	274,367	282,136	284,533
<b>Test Met?</b>		<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

**Yale Valley Library District  
Levy Rate History**

<b>Year</b>	<b>Levy Rate</b>
2005	0.500
2006	0.463
2007	0.463
2008	0.444
2009	0.425
2010	0.446
2011	0.454
2012	0.492
2013	0.500
2014	0.500
2015	0.446
2016	0.466
2017	0.461
2018	0.411
2019	0.391
2020	0.369
2021	0.374
2022	0.365
2023	0.318
2024	0.313

**Yale Valley Library District  
Resolution 2024-02**

**2025 Budget**

**WHEREAS**, the Yale Valley Library District Board of Trustees has met and considered its budget for the calendar year 2025; and a public hearing on the budget was held on November 14, 2024 to consider the District's levy for 2025; and

**WHEREAS**, YVLD was established in 2003 as a 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 14, 2024 to consider the District's budget for 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the YVLD Board of Trustees adopts the 2025 budget in the amount of \$220,000 (\$150,000 Operating Expenses and \$70,000 Capital Outlay).

Adopted this 14<sup>TH</sup> day of November, 2024

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Cynthia McAllister, Acting Chair

  
Kathi Wheeler, Secretary



# 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, Cynthia McAllister,  
(Name)

Acting 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.)

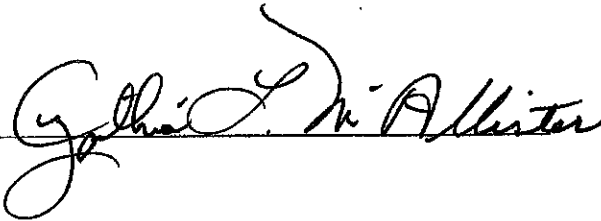
of said district requests that the following levy amounts be collected in 2025 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 11/14/2024 ;  
(Date of Public Hearing)

Regular Levy: 137,197  
(State the total dollar amount to be levied)

Excess Levy: \_\_\_\_\_  
(State the total dollar amount to be levied)

Refund Levy: \_\_\_\_\_  
(State the total dollar amount to be levied)

Signature: 

Date: 11/14/2024

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

## Levy Certification

Submit this document, or something similar, 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.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Cynthia McAllister (Name),  
Acting Chair (Title), for Yale Valley Library District (District name),  
do hereby certify to the Cowlitz (Name of county) County legislative authority  
that the Board of Trustees (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2025 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/14/2024 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	137,197.00	
Administrative refund amount	0.00	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Cynthia McAllister Date: 11/14/2024

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](http://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

**Yale Valley Library District  
Resolution 2024-03**

**2025 Levy Resolution**

The regular meeting of the Yale Valley Library District Board of Trustees was held November 14, 2024, 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 for all Trustees then attending.

**WHEREAS**, the Yale Valley Library District Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Yale Valley 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

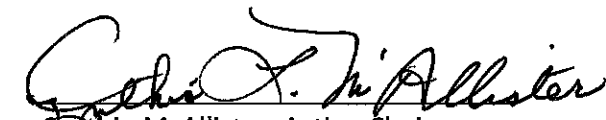
**WHEREAS**, the population of this district is less than 10,000; and


**WHEREAS**, the increase factor for the 2025 levy shall be 101% over the prior year's actual levy of \$133,134, resulting in a dollar amount increase of \$1,331. 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 Yale Valley Library District Board of Trustees adopts the 2024 Levy Certifications for Cowlitz County.

Adopted this 14<sup>TH</sup> day of November, 2024

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Cynthia McAllister, Acting Chair

  
Kathi Wheeler, Secretary

# 2025 YVLD Board of Trustees Meetings

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Thursday, February 13, 2025 3pm

Thursday, April 10, 2025 3pm

Thursday, June 12, 2025 3pm

Thursday, August 14, 2025 3pm

Thursday, October 9, 2025 3pm

Thursday, November 13, 2025 3pm

Meetings are the 2<sup>nd</sup> Thursday of the above dates. The board can decide Special Meetings as needed.