



AGENDA FOR PUBLIC MEETING

DATE: Tuesday, February 18, 2025 at 6:00 pm
LOCATION: **In Person:** Vancouver Community Library, 901 C Street, Vancouver 98660
Zoom Link: <https://us02web.zoom.us/j/87566671288>
Meeting ID: 875 6667 1288
Passcode: 844432

1. **Call to Order** ACTION
2. **Agenda Approval** ACTION
3. **Chair Announcements** INFORMATION
4. **Public Comments**
5. **Consent Agenda** ACTION
 - Minutes Approval: January 21, 2025
 - Approval of claims: January 2025
6. **Reports**
 - 6.1 December 2024 Financial Statements: Catrina Galicz ACTION
 - 6.2. FVRL Foundation Update:
Jenny Wilkerson, Executive Director INFORMATION
 - 6.3 FVRL Organizational Report:
Alicia Gomori & Jennifer Giltrop INFORMATION
 - 6.4 Vancouver Mall Branch Report: Brandon Cruz INFORMATION
7. **Business**
 - 7.1 **Facilities and Finance Committee**
 - a. Revolving Cash Staff Report: Catrina Galicz INFORMATION
 - b. Resolution 2025-04 Revolving Cash Funds:
Jennifer Giltrop ACTION
 - 7.2 **Policy Committee**
 - a. Non-Resident Fee Staff Report: Jennifer Giltrop INFORMATION
 - b. Library Privileges Policy (Second Reading) ACTION
 - c. Fiscal Management Policy (First Reading) INFORMATION
8. **Board Comments**
9. **Setting for next regular meeting:** Monday, March 17 at 6:00 p.m. at Three Creeks Community Library/Zoom
- 10 **Adjournment**

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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

Board of Trustees Meeting Minutes

Tuesday, January 21, 2025 – 6:00 PM

Regular Meeting

Cascade Park Community Library

600 NE 136th Vancouver, WA

Community Room

Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Megan Dugan, *Vice Chair*, City of Vancouver
Marie Coffey, *Secretary*, Clark County At-Large
Mary Ann Duncan-Cole, Skamania County
Olga Hodges, Klickitat County
Irina Kakorina, Clark County At-Large
Mary Williams, City of Vancouver

Present Board: Kristy Morgan, Megan Dugan, Marie Coffey, Mary Ann Duncan-Cole, Olga Hodges, Irina Kakorina, Mary Williams

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Rachael Reis, Branch Manager; Catrina Galicz, Finance Director; Andrea Scherer, Human Resources Director; Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Lynne Caldwell, Collection and Technology Director/Public Records Officer; Justin Keeler, Outreach and Community Partnership Director/Public Records Officer; Lucien Kress, IT Director; Dave Josephson, Facilities and Fleet Director; Brenda Cameron, Library Systems Manager;

Guests: Daniel Gotlieb, Hillis, Clark, Martin & Peterson P.S. (virtual)

Remote Access: <https://us02web.zoom.us/j/87566671288> • Meeting ID: 375 6667 1288 • Passcode: 844432 • Phone Access 206-337-9723

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

1. **CALL TO ORDER** - Chair Morgan called the meeting to order at 6:00 p.m.
2. **AGENDA APPROVAL** – At 6:01 p.m. Mary Ann Duncan Cole made a motion to approve the agenda. Marie Coffey seconded. Motion approved with 7 out of 7 votes.
3. **CHAIR ANNOUNCEMENTS** – There were no chair announcements.
4. **PUBLIC COMMENTS** – At 6:02 p.m. public comments began with the following speakers.
 - Katherine Gardner of Vancouver made a public comment about the importance of libraries in standing up against anti-intellectualism.
 - Quill Onstead of Portland made a public comment about drag queen story hour.
 - Tiffany Heine of Vancouver/Clark County made a public comment about drag queen story hour.
 - Randy Schmidt of Clark County made a public comment about drag queen story hour.
 - Emily Losness of Vancouver made a public comment about DEI.
 - Gary Wilson of Clark County made a public comment about safe programming for children.
 - Jude of Clark County made a public comment about DEI.
 - Stephanie Sanchez of Vancouver made a public comment about the Friends of Cascade Park Library.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:15 p.m. Mary Williams made a motion to approve the Consent Agenda. Mary Ann Duncan Cole seconded. Motion approved with 7 out of 7 votes.
6. **REPORTS**
 - 6.1. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:16 p.m. Catrina Galicz presented the following highlights for the month ending November 2024.

Statement of Cash: Cash at the end of November \$1 M higher than the beginning of the year. Have received substantially all revenues for the year by 11/30 but still have operating expenses to pay for December which will reduce cash for fiscal year end lower than fiscal year beginning. Meeting operating

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reserve requirement as of end of November. Galicz reminded the board that the timing of the district's revenue incoming is in April and October.

Statement of Revenue: The district is in great shape for year to date revenues. All but Skamania at 98% received. Cowlitz and Klickitat receipts lag a month (May and November) and Skamania lags two months behind (June and December). Other revenues are all meeting or exceeding expectations. Reimbursements for the Woodland project are held up by the ability to pay invoices (vendors compliance with state requirements) before invoices can be paid and requests made for reimbursement.

Statement of Expenses: Overall, the district continues to be under budget. Personnel expenses expected to be under budget due to vacancies throughout the year. Currently 11% is under spent. All other operating expenses are also trending under budget (5 to 15%) though this is expected to narrow before financial year end. Galicz reiterated how the ability to pay invoices is impacted by vendors' compliance with state regulations which can affect the Capital Outlay and other Services line item on the report.

RECEIVE AND FILE NOVEMBER FINANCIAL STATEMENTS – At 6:20 p.m. Mary Williams made a motion to approve receiving and filing the November 2024 financial statements. Megan Dugan seconded. Motion approved with 7 out of 7 votes.

6.2. BRANCH REPORT: CASCADE PARK COMMUNITY LIBRARY – At 6:22 p.m. Rachael Reis provided an update on library activities around the Cascade Park Community Library.

- Reis opened with an introduction to the branch history and the staff. Reis provided circulation and visitor numbers for 2024. Reis also shared new card numbers from the branch; 2024 is trending at 124 cards above 2023 total number of new cards, with 4173 new cards issued in 2024. Reis shared the branch goals for 2024 which include programs, partnerships and community connections.
- Reis highlighted the following programs, partnerships and community connections offered by the library;
 - Conscience Consumption program; partnered with Clark County Food Bank for 6-weeks of “seed to feed courses” on growing and cooking food, partnered with Waste Connections to do talks on recycling and held a “Trashion show” in the spring where patrons used upcycled materials as clothes and held a fashion show.
 - Teen council (group that focuses on teen programing) received a grant to participate in a program with the University of Washington iSchool and the Institute of Museum and Library Science to create programming aimed at increasing information literacy for teens.
 - 2024 saw a 10% increase in in branch participation in Summer at Your Library. Reis thanked the Cascade Park Friends and the Foundation for all of their support in those efforts. Their donation of time, funds, providing food, makes a huge difference in the success of library initiatives.
- Reis shared some of the Columbian articles published in 2024 that highlighted programming or offerings of the library.

Following the report, Reis answered trustee questions about the seed library and the logistics for the public reserving time for use of the 3D printer.

6.3. ORGANIZATIONAL REPORT – At 6:43 p.m. Alicia Gomori presented the following highlights of the organizational report:

- Battle Ground's Art Chat program teaches patrons a new art technique from a showcased artists and then provides an opportunity for patrons to showcase their own work.
- La Center held a Noon Year Eve's Party and had 80 patrons participate.

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- The Skamania bookmobile participated in the Starlight Parade as part of Holidays in the Gorge.
- Vancouver Audubon Society presented a lecture and activates about owls at Vancouver Mall.
- In the district-wide “Imagined Ink: Teen Writing Contest,” three of the winners claim the Vancouver Community Library as their “home” branch.
- Woodland continues to draw new patrons to the library. 335 new cards have been issued since opening in October.

7. BUSINESS

7.1. FACILITIES AND FINANCE COMMITTEE

7.1.A Bibliocommons Introduction – At 6:47 p.m. Jennifer Giltrop introduced Julian Mendez, Communications and Marketing Director, and Brenda Cameron, Library Systems Manager. Mendez was given the floor to present an introduction to Bibliocommons.

Mendez outlined the growing significance of the digital presence of FVRLibraries alongside its physical branches. While libraries are traditionally thought of as physical spaces, digital engagement has become essential in serving the community. The data from 2024 underscores this shift—1.8 million website visits surpassed 1.37 million in-person visits, and e-content checkouts (2.23 million) exceeded physical checkouts (1.5 million). However, several challenges hinder accessibility: an outdated website with poor navigation, slow loading times, inadequate translation tools, and a lack of personalized recommendations. These barriers lead to frustration and lower engagement. To maintain its mission of accessibility and community connection, FVRLibraries must address these digital shortcomings. Mendez made the analogy of a poorly maintained physical branch—where issues like broken signs or flooding would be swiftly fixed. The call to action is clear: the library must modernize its website and digital services to ensure they are as user-friendly, accessible, and functional as its physical locations.

BiblioCommons is a specialized platform designed exclusively for public libraries, integrating catalog management, events, website functionality, and personalized user experiences into a seamless system. Unlike other solutions that require multiple tools, BiblioCommons offers an all-in-one approach, leading to a high retention rate of over 90%. More than 200 libraries, including King County and Timberland Regional Library, have adopted the platform, reporting significant improvements—such as a 57% increase in checkouts and a 9% rise in visits.

The platform enhances user experience by addressing key accessibility and usability issues. It offers an intuitive interface for seniors, faster load times for parents assisting their children, accurate translations for multilingual users, and personalized recommendations for professionals seeking resources. Its clean navigation, easy-to-use search bar, and mobile-friendly design improve accessibility and functionality. Features like prominent hold buttons, real-time filtering, and content adaptation ensure users can efficiently find and borrow materials.

BiblioCommons also fosters community engagement through user-generated book ratings, lists, and reviews, allowing patrons to contribute to a shared knowledge base. Additionally, its personalized recommendations connect users with related events, blog posts, and resources.

The cost of implementing BiblioCommons is \$238,844.75 for the first year, which represents just 0.65% of FVRLibraries’ 2025 budget. The investment was anticipated, with \$300,000 earmarked, making it an under-

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budget initiative. By consolidating redundant tools, the platform is projected to save approximately \$75,000 annually. Furthermore, BiblioCommons ensures security and reliability with vendor-hosted solutions, reducing maintenance burdens on the library.

Overall, BiblioCommons offers a cost-effective, user-friendly, and community-focused solution, ensuring FVRLibraries can provide an improved and more accessible digital experience for all patrons. Giltrop added that the reason this is in front of the board is that it is a sole source and best practices and current policy dictate that the board needs to approve purchase from a sole source vendor. Giltrop also expressed that administration felt that it was important that the board understand the platform and this direction for the district and encourage discussion.

The floor was opened for questions.

Brenda Cameron answered a question about the catalog integration piece and how BiblioCommons takes all of the services and collections FVRL offers and integrates them into a much more user-friendly discoverable platform. Olga Hodges showed interest in the language functionality and Cameron clarified some of the language features in BiblioCommons.

Giltrop fielded questions about the cost and relation to the timing of the ask. She emphasized the urgent need to upgrade the library's digital presence, as the current website is outdated and there is no mobile app. Giltrop made the analogy that addressing the digital presence is akin to fixing a leaking roof or a broken bookmobile. Delaying the upgrade only postpones necessary maintenance costs, as the old site will require additional funding to keep it operational while a subpar user experience has the potential to lose patrons. Modernizing the website will ensure resources are easily discoverable and align the library's services with user expectations shaped by commercial platforms. Additionally, the investment is relatively small compared to the district's \$30 million budget.

The board engaged in discussion about the timing in relation to the levy lid lift. Coffey expressed a concern that there will be a public perception of conflicting intentions behind the ask for the levy lid lift and the roll out of a new digital interface that appears like a costly investment. Other trustees expressed a different view that the timing is optimal for the roll out to improve the quality of service provided to patrons and seeing the value in their library. This has the benefit of showing patrons more of what the library has to offer and that the library is up to date with the times in offering features and functionality expected in an online platform.

Hodges asked what the benefit would be for the staff. Cameron and Mendez expressed that, although staff has been great with managing work-arounds to make the current digital platform work, the amount of time and energy spent doing work-arounds could be devoted to other areas to enhance service to patrons. That could be better search results for front line staff helping patrons, that could also be communications staff getting word out about programming.

7.1.B. Resolution 2025-02: Bibliocommons Purchase – At 7:42 p.m. Mary Williams made a motion to approve Resolution 2025-02: Bibliocommons Purchase. Megan Dugan seconded. Motion approved with 7 out of 7 votes.

7.1.C Levy Lid Lift – At 7:45 p.m. Giltrop introduced Dan Gotlieb who joined remotely. Giltrop presented an overview of Staff Report 2025-02 which provided a summary of property tax levy law in Washington state and

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the methodology behind a levy lid lift. The board has been discussing financial projections and the need for a levy adjustment since a retreat in September 2024, followed by presentations in November and December.

FVRL, as an inter-county rural library, relies on property taxes for over 90% of its funding. Under Washington law, property tax revenue can only increase by 1% annually unless voters approve a levy lid lift. While revenue has increased by 2-3% annually due to new construction, expenses have grown at 4-5%, creating a funding gap that threatens the library's ability to sustain services.

FVRL last passed a levy lid lift in 2010, raising the rate to 50 cents per \$1,000 of assessed property value. However, the current rate has since dropped to 0.2686 cents per \$1,000. Without an increase, projections show a \$7.7 million deficit by 2026, requiring the library to cut services or deplete its fund balance, which is not sustainable.

If the board approves the resolution, the levy would be placed on the August 5th primary ballot. If passed, it would restore the rate to 50 cents per \$1,000, providing an estimated \$17 million in net income in the first year and sustaining services for approximately 12 years. This would also ensure the library maintains the necessary cash reserves to cover operations, as property tax revenue is received only twice a year.

The cost of placing the levy on the ballot ranges from \$280,000 to \$500,000, making it crucial for the measure to succeed. If approved, the library would develop a public communication plan outlining the impact of both approval and failure. Given these financial realities, the recommendation is to approve the resolution and proceed with the levy request, ensuring the library can continue providing essential services.

Gotlieb then went over the Resolution 2025-01 and the process moving forward should the resolution be approved. The resolution for the levy lid lift is a straightforward legal requirement that asks county auditors to place the measure on the August 5th ballot. If approved, the resolution must be submitted by May 2nd. While the core requirement is simply requesting the levy increase, the resolution also includes supporting statements explaining why the increase is necessary. These statements can serve as informational material for the public. The resolution includes several key provisions:

- Statement of Need – It outlines the necessity of restoring the property tax levy to 50 cents per \$1,000 of assessed value to sustain library operations.
- Request to County Auditors – It formally asks the auditors of Clark, Skamania, Klickitat, and part of Cowlitz counties to conduct a special election.
- Ballot Proposition – While the board drafts its preferred ballot language, state law ultimately grants county prosecutors the authority to finalize it.
- Voter Pamphlet Inclusion – The resolution states that FVRL will participate in the voter pamphlet process, including preparing an explanatory statement (handled by legal counsel) and providing lists of pro and con committee members.
- Election Costs – FVRL must share the election costs, which are distributed among jurisdictions based on their ballot participation.
- Legal Protections – A "survival clause" ensures that if any part of the resolution is invalidated, the rest remains enforceable.
- Submission Directive – It directs the executive director to deliver a certified copy of the resolution to county auditors by the deadline. Gotlieb provided a note on the process at this point. Should the board adopt this resolution Gotlieb's office will prepare the explanatory statement and share it with staff for review before it is submitted to county auditors.

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Gotlieb reminded the board that lid lift propositions only require a simple majority (50% +1) to pass, unlike bond measures that need a 60% supermajority.

Finally, Washington law imposes restrictions on how the library district can advocate for the measure. While the district can provide neutral fact sheets, it cannot use resources to campaign for the levy. Board members may personally support it but cannot do so in their official capacities or use district property, funds, or facilities for advocacy. Gotlieb and Giltrop fielded clarifying questions from the board on this point.

7.1.D. Resolution 2025-01: Levy Lid Lift At 8:13 p.m. Megan Dugan made a motion to approve Resolution 2025-02: Levy Lid Lift. Marie Coffey seconded. Motion approved unanimously with 7 out of 7 votes.

7.2. POLICY AND NOMINATING COMMITTEE

Library Privileges Policy (first reading) – At 8:16 p.m. Giltrop presented an overview of why this policy is under review. The library sets an annual non-resident borrower fee, and this year, a proposed change aims to make the fee more equitable by aligning it more closely with what the average district taxpayer contributes. Currently, non-residents pay significantly less, which raises fairness concerns, especially as the library prepares for a levy lid lift. The board is being asked to consider this policy change now, with a vote on both the methodology and the specific fee amount in February. The proposal will include a comparison between the new calculation and the existing method to provide a clear understanding of the impact.

Giltrop answered questions and provided clarification about who the non-resident account holders generally are.

7.3. Committee Assignments

At 8:22 p.m. Chair Morgan presented the 2025 FVRL Board Committee Assignments.

8. BOARD COMMENT - at 8:22 p.m. Chair Morgan commented thanks to Rachel Reis on her presentation and Julian Mendez on their thorough presentation.

Mary Williams commented her thanks to Cascade Park Community Library her “home” branch which has always been warm and inviting with nice staff.

Olga Hodges commented on how inviting the branch was when she arrived and commended the work that is done here.

9. Setting for next regular meeting: Tuesday, February 18 at 6:00 p.m. at Vancouver Community Library. It will be a hybrid (in-person/online) meeting.

10. ADJOURNMENT – At 8:24 p.m. Marie Coffey made a motion to adjourn, Mary Williams seconded and the meeting was adjourned at 8:24 p.m.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

February 18, 2024

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, February 18, 2024,

The Board of Directors, by a vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued

	<u>January 1, 2025</u>	through	<u>January 31, 2025</u>	
Accounts Payable Warrants Issued	Numbers	<u>121064</u>	Through	<u>121177</u>
				\$ 621,463.90
Accounts Payable EFT Payments		<u>EFT02398</u>	Through	<u>EFT02411</u>
				\$ 25,198.62
Accounts Payable Warrants Voided	Numbers	120810		(\$ 16,786.00)
Subtotal FVRL General Fund Warrants, EFTS, Voids				\$ 629,876.52
Payroll Electronic Fund Transfers	Numbers	<u>20250110</u>	Through	<u>20250124</u>
				\$ 1,087,607.45
Other Electronic Fund Transfers Completed				
<i>Vendor</i>	<i>Date</i>			<i>Amount</i>
ADP Payroll Fees	January 17, 2025			\$ 5,672.96
KAISER HSA	January 30, 2025			\$ 14,758.54
KAISER HSA	January 30, 2025			\$ 52.00
WA DOR Sales/Use Tax	January 27, 2025			\$ 10,467.83
WA DRS - DCP	January 10, 2025			\$ 5,546.58
WA DRS - DCP	January 10, 2025			\$ 89,133.81
WA DRS - PERS	January 24, 2025			\$ 5,217.91
WA DRS - PERS	January 24, 2025			\$ 85,894.35
WA Dept L&I	January 27, 2025			\$ 31,573.59
				\$ 248,117.37
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids				\$ 1,965,601.34
Total Transactions for Approval				<u>\$ 1,965,601.34</u>



 DISTRICT LIBRARY - EXECUTIVE DIRECTOR



 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ACTI0002	Payment	1/10/2025	121064	ACTION TECHNOLOGY SYSTEMS	325.78
ANDE0001	Payment	1/10/2025	121065	ANDERSON GLASS COMPANY	58.08
ASPE0002	Payment	1/10/2025	121066	ASPEN PEST CONTROL	294.58
ASTO0001	Payment	1/10/2025	121067	ASTOUND BUSINESS SOLUTIONS, LLC	5,418.63
AT&T0001	Payment	1/10/2025	121068	AT & T	449.24
BAKE0002	Payment	1/10/2025	121069	BAKER & TAYLOR	5,609.37
BATT0001	Payment	1/10/2025	121070	CITY OF BATTLE GROUND	553.41
CLAR0004	Payment	1/10/2025	121071	CLARK PUD	732.77
CLAR0015	Payment	1/10/2025	121072	CLARK COUNTY TREASURER	200.00
CLEA0022	Payment	1/10/2025	121073	CLEAN-WORLD MAINTENANCE, INC	18,414.31
COLU0003	Payment	1/10/2025	121074	COLUMBIA RESOURCE COMPANY	64.79
COLU0011	Payment	1/10/2025	121075	COLUMBIA GORGE MUSEUM	750.00
COLU0032	Payment	1/10/2025	121076	COLUMBIA RIVER DISPOSAL	86.56
EBSC0001	Payment	1/10/2025	121077	EBSCO INFORMATION SERVICES	28,420.41
ENAV0001	Payment	1/10/2025	121078	ENAVATE, INC	489.15
FIRE0003	Payment	1/10/2025	121079	FIRE SYSTEMS WEST, INC.	455.46
GALE0002	Payment	1/10/2025	121080	GALE GROUP	63,935.09
GBMA0001	Payment	1/10/2025	121081	GB MANCHESTER CORPORATION	194.22
HANC0004	Payment	1/10/2025	121082	HANCOCK, KRISTINA M	1,000.00
HOME0001	Payment	1/10/2025	121083	HOME DEPOT CREDIT SERVICES	3,593.42
ICMA0001	Payment	1/10/2025	121084	ICMA RETIREMENT CORPORATION	7,056.22
INGR0001	Payment	1/10/2025	121085	INGRAM	13,421.75
KANO0001	Payment	1/10/2025	121086	KANOPY LLC	9,058.00
KETE0001	Payment	1/10/2025	121087	KETER ENVIRONMENTAL SERVICES INC	104.68
KLIC0002	Payment	1/10/2025	121088	KLICKITAT COUNTY PUD	2,249.06
KLIC0009	Payment	1/10/2025	121089	KLICKITAT COUNTY PUBLIC WORKS DEPT	231.16
MANA0003	Payment	1/10/2025	121090	THE MANAGEMENT GROUP, INC.	981.49
MIDW0001	Payment	1/10/2025	121091	MIDWEST LIBRARY SERVICE	260.18
MIDW0002	Payment	1/10/2025	121092	MIDWEST TAPE	21,108.04
MKSO0001	Payment	1/10/2025	121093	MK SOLUTIONS, INC.	12,379.00
NORT0005	Payment	1/10/2025	121094	NORTHWEST NATURAL GAS COMPANY	2,104.61
OCLC0002	Payment	1/10/2025	121095	OCLC INC - RSC SHRG/MTDT/CTLG	87,239.84
OEGI0001	Payment	1/10/2025	121096	OEG, INC	1,086.95
OFFI0001	Payment	1/10/2025	121097	OFFICE DEPOT CARD PLAN	1,453.64
OFFI0008	Payment	1/10/2025	121098	OFFICE OF THE SECRETARY OF STATE	14,000.00
OVER0004	Payment	1/10/2025	121099	OVERDRIVE	1,943.80
PARK0008	Payment	1/10/2025	121100	PARKROSE HARDWARE/BLUE TARP	32.59
PATR0002	Payment	1/10/2025	121101	PATRIOT FIRE PROTECTION	313.06

PLAY0001	Payment	1/10/2025 121102	PLAYAWAY PRODUCTS LLC	55.42
PUBL0007	Payment	1/10/2025 121103	PUBLIC LIBRARIES OF WASHINGTON	5,715.14
REPU0001	Payment	1/10/2025 121104	REPUBLIC SERVICES #487	140.40
RIDG0005	Payment	1/10/2025 121105	RIDGEFIELD, CITY OF	200.75
ROBE0013	Payment	1/10/2025 121106	ROBERT HALF FINANCE & ACCOUNTING	13,858.02
SPAC0001	Payment	1/10/2025 121107	SPACESAVER SPECIALISTS, INC.	1,652.24
STEV0001	Payment	1/10/2025 121108	CITY OF STEVENSON	331.29
SWIN0001	Payment	1/10/2025 121109	SWINGRUBER, JURINDA	22.78
TMOB0001	Payment	1/10/2025 121110	T-MOBILE USA INC	54.36
ULIN0001	Payment	1/10/2025 121111	ULINE	293.81
URBA0001	Payment	1/10/2025 121112	URBAN LIBRARIES COUNCIL	12,000.00
USAM0002	Payment	1/10/2025 121113	USA MECHANICAL	4,256.69
VANCO0001	Payment	1/10/2025 121114	CITY OF VANCOUVER UTILITIES	927.02
VINC0001	Payment	1/10/2025 121115	VINCENT, JORDANA	1,500.00
WALT0001	Payment	1/10/2025 121116	WALTER E NELSON COMPANY	489.16
WAPI0001	Payment	1/10/2025 121117	WAPITI NW, LLC	1,511.08
WASH0049	Payment	1/10/2025 121118	CITY OF WASHOUGAL	17.22
WAST0001	Payment	1/10/2025 121119	WASTE CONNECTIONS INC	4,649.69
WHIT0001	Payment	1/10/2025 121120	CITY OF WHITE SALMON	180.70
WOOD0001	Payment	1/10/2025 121121	CITY OF WOODLAND	967.74
WTCO0001	Payment	1/10/2025 121122	WT COX SUBSCRIPTIONS	18.00
ZAYO0001	Payment	1/10/2025 121123	ZAYO GROUP, LLC	3,213.84
ZZZZ0457	Payment	1/10/2025 121124	FOUTS, JUDITH	60.00
ALLY0001	Payment	1/22/2025 121125	ALLYNS BUILDING CENTER	35.32
BAKE0002	Payment	1/22/2025 121126	BAKER & TAYLOR	1,930.44
CDWG0001	Payment	1/22/2025 121127	CDW GOVERNMENT INC	58,189.62
CENT0009	Payment	1/22/2025 121128	CENTURYLINK	83.80
CENT0010	Payment	1/22/2025 121129	CENTER POINTE SIGNS, INC	755.46
CENT0013	Payment	1/22/2025 121130	CENTURYLINK	1,971.64
CLAR0004	Payment	1/22/2025 121131	CLARK PUD	11,931.47
CLAR0026	Payment	1/22/2025 121132	CLARK REG WASTEWTR	98.26
CNAS0001	Payment	1/22/2025 121133	CNA SURETY DIRECT BILL	175.00
COLU0024	Payment	1/22/2025 121134	COLUMBIA LANGUAGE SERVICES	1,909.74
COPY0002	Payment	1/22/2025 121135	COPY EXPRESS	2,566.10
COWL0001	Payment	1/22/2025 121136	COWLITZ COUNTY PUD	1,032.54
FIRS0003	Payment	1/22/2025 121137	FIRST CITIZENS BANK	16,539.54
FREI0002	Payment	1/22/2025 121138	FREIGHTLINER NORTHWEST	1,987.66
GBMA0001	Payment	1/22/2025 121139	GB MANCHESTER CORPORATION	7,528.68
GOLD0003	Payment	1/22/2025 121140	CITY OF GOLDENDALE	299.19

HACK0003	Payment	1/22/2025	121141	HACKER	3,080.00
HILL0009	Payment	1/22/2025	121142	HILLIS CLARK MARTIN & PETERSON	812.00
INFO0004	Payment	1/22/2025	121143	INFORMATION TODAY INC	493.03
INFO0005	Payment	1/22/2025	121144	INFO USA MARKETING INC	670.00
INGR0001	Payment	1/22/2025	121145	INGRAM	22,811.11
LACE0003	Payment	1/22/2025	121146	CITY OF LA CENTER	76.60
MACD0003	Payment	1/22/2025	121147	MACDONALD-MILLER FACILITY SOLUTIONS LLC	994.07
METR0011	Payment	1/22/2025	121148	METRO ACCESS CONTROL	734.81
MIDW0001	Payment	1/22/2025	121149	MIDWEST LIBRARY SERVICE	73.81
MIDW0002	Payment	1/22/2025	121150	MIDWEST TAPE	11,310.69
NICH0004	Payment	1/22/2025	121151	NICHE ACADEMY	5,000.00
NORT0005	Payment	1/22/2025	121152	NORTHWEST NATURAL GAS COMPANY	3,271.16
OFFI0001	Payment	1/22/2025	121153	OFFICE DEPOT CARD PLAN	791.90
OFFI0013	Payment	1/22/2025	121154	OFFICE INTERIOR CONCEPTS	163.05
OVER0004	Payment	1/22/2025	121155	OVERDRIVE	29,137.91
PACI0001	Payment	1/22/2025	121156	PACIFIC OFFICE AUTOMATION	1,079.34
PLAT0001	Payment	1/22/2025	121157	PLATT ELECTRIC SUPPLY	417.13
PRAI0001	Payment	1/22/2025	121158	PRAIRIE ELECTRIC, INC	5,664.75
PRAT0002	Payment	1/22/2025	121159	PRATT-WALTER, JENNIFER	430.00
PRES0004	Payment	1/22/2025	121160	PRESSREADER	29,614.00
ROBE0013	Payment	1/22/2025	121161	ROBERT HALF FINANCE & ACCOUNTING	9,222.38
SECU0005	Payment	1/22/2025	121162	SECURITAS TECHNOLOGY CORPORATION	37.95
SHUR0001	Payment	1/22/2025	121163	SHUR-WAY BUILDING CENTERS	54.25
STAT0003	Payment	1/22/2025	121164	STATE AUDITOR'S OFFICE	4,339.92
STER0004	Payment	1/22/2025	121165	STERLING	247.84
TDST0001	Payment	1/22/2025	121166	TDS TELECOM	250.42
THOM0015	Payment	1/22/2025	121167	THOMSON REUTERS-WEST PUBLISHING CORP	478.29
ULIN0001	Payment	1/22/2025	121168	ULINE	216.94
UNIQ0002	Payment	1/22/2025	121169	UNIQUE MANAGEMENT SERVICES INC	1,521.50
UNUM0002	Payment	1/22/2025	121170	UNUM LIFE INS CO OF AMERICA	14,766.00
USAM0002	Payment	1/22/2025	121171	USA MECHANICAL	4,217.56
VANC0025	Payment	1/22/2025	121172	CITY OF VANCOUVER- FINANCIAL SERVICES	59.00
VANC0040	Payment	1/22/2025	121173	VANCOUVER TOYOTA	163.84
WALT0001	Payment	1/22/2025	121174	WALTER E NELSON COMPANY	2,143.04
WHIT0028	Payment	1/22/2025	121175	WHITE SALMON ACE HARDWARE	49.04
WILL0024	Payment	1/22/2025	121176	WILLAMETTE GLASS	592.42
WORL0001	Payment	1/22/2025	121177	WORLD BOOK INC	1,259.00
				Subtotal Warrants	621,463.90

EFTs

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0011	Payment	1/10/2025	EFT02398	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	2,689.18
ALLE0014	Payment	1/10/2025	EFT02399	ALLEGIANCE BENEFIT PLAN MGMT - FEES	93.50
CANO0002	Payment	1/10/2025	EFT02400	CANOPY WELLBEING	520.00
CRUZ0003	Payment	1/10/2025	EFT02401	CRUZ, BRANDON	6.70
GETP0001	Payment	1/10/2025	EFT02402	GET PROGRAM	522.32
HAUA0001	Payment	1/10/2025	EFT02403	HAUAN, JENNIFER	30.00
KATH0001	Payment	1/10/2025	EFT02404	KATHLEEN L WHITNER	1,224.00
SHRE0001	Payment	1/10/2025	EFT02405	SHRED NORTHWEST, LLC	130.44
TDJC0001	Payment	1/10/2025	EFT02406	TERESA D. JOHNSON CPA, INC.	2,125.44
USCE0002	Payment	1/10/2025	EFT02407	US CENTENNIAL VANCOUVER MALL LLC	10,119.48
WPEA0001	Payment	1/10/2025	EFT02408	WPEA	3,220.38
NATIO032	Payment	1/22/2025	EFT02409	NATIONWIDE PREMIUM HOLDING	132.94
PUCK0002	Payment	1/22/2025	EFT02410	KIMBERLY S PUCKETT	500.00
WEXB0001	Payment	1/22/2025	EFT02411	WEX BANK	3,884.24
Subtotal EFT's					25,198.62

Voids

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
MORN0001	Payment	1/27/2025	120810	MORNINGSTAR	(16,786.00)
Subtotal Voids					(16,786.00)

Payroll

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	1/10/2025	Payroll 1/10/2025	ADP - Net Payroll Wages	407,954.91
ADP0001	Payment	1/10/2025	Payroll 1/10/2025	ADP - Federal Payroll Taxes	133,842.20
ADP0001	Payment	1/10/2025	Payroll 1/10/2025	ADP - OR State Payroll Taxes	4,077.87
ADP0001	Payment	1/10/2025	Payroll 1/10/2025	ADP - PFML Taxes	5,358.32
ADP0001	Payment	1/10/2025	Payroll 1/10/2025	ADP - WA Cares Fund Taxes	3,190.47
ADP0001	Payment	1/10/2025	Payroll 1/10/2025	ADP - OR State Transit Tax	59.70
Subtotal 1st Payroll					554,483.47
ADP0001	Payment	1/24/2025	Payroll 1/24/2025	ADP - Net Payroll Wages	391,861.22
ADP0001	Payment	1/24/2025	Payroll 1/24/2025	ADP - Federal Payroll Taxes	129,866.50
ADP0001	Payment	1/24/2025	Payroll 1/24/2025	ADP - OR State Payroll Taxes	3,145.13
ADP0001	Payment	1/24/2025	Payroll 1/24/2025	ADP - PFML Taxes	5,140.65
ADP0001	Payment	1/24/2025	Payroll 1/24/2025	ADP - WA Cares Fund Taxes	3,050.26
ADP0001	Payment	1/24/2025	Payroll 1/24/2025	ADP - OR State Transit Tax	60.22

Subtotal 2nd Payroll 533,123.98

ADP Overall Total \$ 1,087,607.45

Other ACH

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
WASH0013	Payment	1/10/2025	115349	WASH DEPT OF RETIREMENT SYSTEM	5,546.58
WASH0013	Payment	1/24/2025	115350	WASH DEPT OF RETIREMENT SYSTEM	5,217.91
WASH0013	Payment	1/10/2025	115351	WASH DEPT OF RETIREMENT SYSTEM	89,133.61
WASH0013	Payment	1/24/2025	115352	WASH DEPT OF RETIREMENT SYSTEM	85,694.35
ADP0001	Payment	1/17/2024	115353	ADP	5,672.96
DEPT0002	Payment	1/27/2025	115354	DEPT OF LABOR & INDUSTRIES	31,573.59
WASH0007	Payment	1/27/2025	115355	WASHINGTON DEPT OF REVENUE	10,467.83
KAIS0005	Payment	1/30/2025	115452	KAISER HSA	14,758.54
KAIS0005	Payment	1/30/2025	115453	KAISER HSA	52.00
Subtotal Other ACH					<u>248,117.37</u>

Overall Total 1,965,601.34

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending December 2024 (With year-to-date totals)

December 31, 2023 Ending Cash Balance	19,056,296
Year-to-date Revenue Received	33,243,161
Year-to-date Expenditures	(34,161,640)
Adjustment for accrued expenditures	105,836
Cash Balance December 31, 2024	<u><u>\$ 18,243,653</u></u>

	Operational Reserves as of July 1, 2024	Net Operational Activity December 2024	Year-to-Date Totals thru December 2024	Operational Reserves as of December 31, 2024
Operational Reserve (Unassigned)	<u>\$ 8,715,870</u>	<u>(2,151,259)</u>	<u>(812,643)</u>	<u>\$ 11,925,159</u>
<small>Target: Operational Fund > 60 to 90 days of annual operational budget</small>				

	Reserves as of July 1, 2024	December 2024 Expenditures	Year-to-Date Totals thru December 2024	Cash Reserves as of December 31, 2024
Obj 1 - Capital repairs and maintenance	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Obj 2 - Replacement Vehicles	148,380	-	-	148,380
Obj 3 - Capital Projects				-
Washougal	4,092,678	-	-	4,092,678
Woodland	4,021,932	-	(4,021,932)	-
Grand Blvd Remodel	-	-	-	-
Brush Prairie	-	-	-	-
Unassigned Capital	677,436	-	-	677,436
Obj 4 - Innovation	400,000	-	-	400,000
Obj 5 - Budget Stabilization Fund	-	-	-	-
Cash Reserve Fund Expense Total	<u>\$ 10,340,426</u>	<u>\$ -</u>	<u>\$ (4,021,932)</u>	<u>\$ 6,318,494</u>

	Beginning January 1, 2024	Ending December 31, 2024
Overall Cash Balance	<u><u>\$ 19,056,296</u></u>	<u><u>\$ 18,243,653</u></u>

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2024
For the Month Ending December 2024 (With year-to-date totals)

	2024 Amended Budget (Adopted 7/2024)	December 2024 Revenues	Year-to-Date Totals thru December 2024	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,086,950	101,188	25,882,495	99%
Property Taxes - Skamania	714,643	148,080	718,570	101%
Property Taxes - Klickitat	1,359,320	79,133	1,424,948	105%
Property Taxes - Cowlitz	316,875	11,002	322,197	102%
Total Property Taxes	28,477,788	339,402	28,348,209	100%
Other Taxes				
Other General Tax	75,000	43,120	182,613	243%
Leasehold Excise Tax	115,000	1,359	154,037	134%
Total Other Taxes	190,000	44,479	336,650	177%
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	45,000	-	27,461	61%
Grants through ESD 112	6,000	-	8,674	145%
State Forest Boards	40,000	1,727	82,717	207%
Yale Valley Library Dist	165,000	30,662	183,336	111%
Total Intergovernmental, Grants & Contracts	256,000	32,389	302,188	118%
Charges for Services				
Equipment Use Fees	40,000	2,097	45,152	113%
Non-Resident Borrower Fee	8,000	1,758	14,528	182%
Lost / Damaged Material Fee	32,000	3,287	45,260	141%
Total Charges for Services	80,000	7,142	104,940	131%
Miscellaneous				
Investment Interest	475,000	68,162	666,686	140%
Rental Income	2,000	-	8,129	406%
Gifts/Contributions	-	1,000	2,370	100%
Library Friends Groups' Reimbursements	20,000	2,600	38,179	191%
Woodland Friends Reimbursements - Project	655,000	219,078	485,336	74%
Library Foundation Reimbursements	35,450	1,000	57,553	162%
Foundation Reimbursements (Grants)	2,449,550	-	2,449,550	100%
Foundation Reimbursements (Project - FBO)	175,000	-	209,275	120%
Miscellaneous	5,000	61,672	67,318	1346%
Other Miscellaneous - E-Rate	120,000	-	160,134	133%
Sale of Assets	10,000	-	6,645	66%
Total Miscellaneous	3,947,000	353,511	4,151,174	105.2%
Total Operating Revenue	\$ 32,950,788	776,924	33,243,161	101%
Use of Reserves to Balance Operating Budget	\$400,000	-	-	0%
Use of Reserves to Balance Capital Budget	\$4,021,932	-	4,021,932	100%
Use of Cash Reserves	\$ 4,421,932	-	4,021,932	91%
Total Revenues and Use of Cash Reserves	\$37,372,720	776,924	37,265,093	100%

Jan.-Dec. 2024 Fiscal Year

December is the 12th month of the fiscal year. Year-to-date budget percentages should be at 100%, representing 12/12 months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2024
For the Month Ending December 2024 (With year-to-date totals)

	2024 Amended Budget (Adopted 7/2024)	December 2024 Expenditures	Year-to-Date Totals thru December 2024	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 14,383,607	\$ 1,111,681	\$ 13,102,172	91%
Benefit - Medical	3,171,347	226,012	2,420,523	76%
Benefit - Dental	217,986	21,871	243,021	111%
Benefit - Life, LTD, AD&D	169,439	12,307	148,941	88%
Benefit - PERS	1,334,799	97,506	1,185,414	89%
Benefit - FICA	1,100,346	82,332	981,672	89%
Benefit - L & I - Workers Compensation	113,263	6,207	76,480	68%
Benefit - PFML	30,410	2,315	27,595	91%
Unemployment Expense	10,000	-	17,737	177%
Personnel Subtotal:	20,531,197	1,560,232	18,203,554	89%
Supplies				
Supplies	452,650	27,413	343,440	76%
Small Equipment (FF&E)	78,500	16,807	73,524	94%
Technology	411,000	69,556	421,893	103%
Professional Collection / Tech	316,000	36,289	282,681	89%
Supplies & Small Equipmt/Tech Subtotal:	1,258,150	150,066	1,121,538	89%
Library Books / Materials				
Library Books & Materials	1,542,000	192,251	1,503,703	98%
Electronic Resources	2,178,000	331,914	2,251,708	103%
Library Materials Subtotal:	3,720,000	524,165	3,755,411	101%
Other Services / Charges				
Professional Services	1,599,636	70,105	1,380,047	86%
Communications	372,371	33,624	355,510	95%
Training / Travel	107,000	15,561	119,883	112%
Advertising	26,000	2,915	23,763	91%
Rentals / Leases	582,275	12,728	529,819	91%
Insurance	262,700	362	289,103	110%
Utilities	479,000	46,201	435,647	91%
Repairs & Maintenance	978,739	55,085	1,006,476	103%
Misc / Dues / Printing / Other	149,425	1,773	125,359	84%
Intergovernmental Services	3,676	-	313	9%
Other Charges & Services Subtotal:	4,560,822	238,354	4,265,919	94%
Total Operating Expenditures:	30,070,169	2,472,817	27,346,421	91%
Capital Outlay:				
Buildings / Non-Owned	70,000	-	36,573	52%
Buildings / Owned	160,000	-	82,908	52%
Woodland (FVRL Reserves)	4,021,932	-	4,021,932	100%
Woodland (Grant Reimbursed)	2,038,525	-	2,038,525	100%
Woodland (Other Reimbursements)	971,694	425,167	622,253	64%
Yale	40,400	30,198	13,027	32%
Capital Outlay Subtotal:	7,302,551	455,366	6,815,219	93%
Grand Total All Expenditures:	\$ 37,372,720	\$ 2,928,183	\$ 34,161,640	91%

Jan.-Dec. 2024 Fiscal Year

December is the 12th month of the fiscal year. Year-to-date budget percentages should be at 100%, representing 12/12 months.



Foundation Update

FVRL Foundation Has a New Executive Director!



FVRL Foundation is excited to announce that Jenny Wilkerson has joined FVRL Foundation as the new Executive Director as of February 6. As a long-time Clark County resident and 20-year nonprofit leader, Jenny is honored to lead the efforts to support our libraries and the regional communities served. She brings diverse fundraising experience in her career, ranging from academic libraries, health care, higher education, and the environment. She is energized to take on this position and grow the impact of giving back to our libraries, staff and patrons. Jenny lives in the Felida area with her husband and two young children—they love the magic of exploring the stacks and are Libby's #1 fans.

Jenny looks forward to meeting all of the FVRL Foundation board members and FVRLibraries trustee members and would love to hear from them at jwilkerson@fvrlfoundation.org

Great News!

- The David and Helen Frink Foundation disbursed its annual contribution to the Foundation in the amount of \$27,627.
- The Foundation's partnership with ThriftBooks generated \$4,085 in revenue in January from online sales of used books.

Upcoming Events

Monday, February 17

[All Libraries Will Be Closed in Observance of Presidents Day](#)

Tuesday, February 18

[FVRL Trustee Meeting](#)

Hybrid: Vancouver Community Library and Zoom
6:00pm–8:00pm

Thursday, February 27

[FVRL Foundation Board Meeting](#)

FVRL Foundation Office
3:00pm–4:30pm

Friday, February 28

[Soul Line Dancing Fundraiser for Friends of Washougal Library](#)

Hathaway Elementary Cafeteria,
630 24th St, Washougal
6:30pm–7:30pm

Tuesday, March 11

[Friends of Washougal Library Fundraiser at Danglicious Vietnamese Kitchen](#)

1887 Main St Suite E, Washougal
1:00pm–8:00pm

Monday, March 17

[FVRL Trustee Meeting](#)

Hybrid: Three Creeks Community Library and Zoom
6:00pm–8:00pm

Thursday, March 27

[FVRL Foundation Board Meeting](#)

FVRL Foundation Office
3:00pm–4:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 50 Cornerstones, 2 Stepping Stones, 3 Keystones, 2 Capstones, and 1 naming opportunity.

**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

Upcoming Book Sales

Woodland Friends Book Sale:

Wednesday, February 19 – Saturday, February 22,
Woodland Community Library,

411 Lakeshore Drive,

10:00am–6:00pm Wednesday – Friday,

10:00am–2:00pm Saturday

*Note: this is a bag sale. Bags will be provided, and each filled bag will cost \$8.

Exciting New Resources at FVRLibraries!



Brainfuse HelpNow! at FVRLibraries provides patrons access to live tutoring, writing assistance, study tools, and more for learners of all ages. This resource includes college readiness support, flashcards, career exploration, and collaborative study options.

Live help is available daily from 1:00 p.m. to 10:00 p.m. to assist K-12 students and adults with a variety of subjects.

Patrons can also track their progress, collaborate on group projects, and share documents.



Fiero Code teaches users to build websites, apps, video games, animations and more through a self-guided software program with coding tutorials and real-world projects. Programming languages include HTML, CSS, Javascript, Python, Scratch, and SQL.

Fiero Code offers options for users to explore individual courses and structured curriculum pathways, participate in challenges and contests, and create and save their own unique projects.



Organizational Report: Highlights from January 2025

**Board of Trustees Meeting
February 18, 2025**



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Battle Ground Community Library

- 2025 started with a packed Toddler Drive-In. Families enjoyed creating cardboard cars and watching “movies” on Hoopla and Kanopy.
- Build It! Incorporated six different types of building materials for 15 builders. A local tutor who brought in one of her students told staff how thrilled she was that attending the program with him triggered a breakthrough in connecting with that student. She plans on attending as a regular part of their sessions and asked about other Build It programs at nearby locations.
- Tech Petting Zoo was a huge success. Thirty-three participants aged 18 months into adulthood engaged with cubelets, circuits, and code-a-pillars. Adult patrons asked open-ended questions that encouraged kids to experiment. One five year old decided that a particular staff member was her science partner. She led him to each station and then back to the circuits where they gleefully brainstormed ways to make their motor spin.
- Staff hosted a DIY Vision Board program. One attendee who works as an aide for neurodivergent young adults remarked that she appreciated the all-inclusive nature of it. She said that she specifically seeks out programs that are tailored for everyone (rather than being tailored for those who are neurodivergent) to help integrate her clients into mainstream activities.



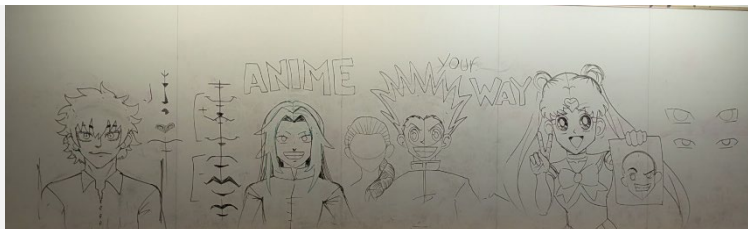
Toddler Drive-In (left) Tech Petting Zoo (right)

Battle Ground Community Library (continued)

- Preschool outreach connected with 78 students and teachers in the area in January.
- Staff attended a tabling event for the Clark County EOCF staff day. Approximately 120 teachers and support staff learned about educator cards, storytime visits, and library samplers. It was wonderful to see eyes light up when they learned about the ways FVRL helps make their job easier. Many teachers told staff about how much they enjoyed their class field trips to the downtown library.

Cascade Park Community Library

- The Drop-In Tech help has been well received by the patrons. Senior Library Assistant, Bonnie Cobb Ellis, received a card from a patron, thanking her for all the help provided. A patron proficient in technology expressed gratitude for the program because it provides opportunity to engage with others in conversation about technology.
- Staff visited the Literacy Night at Harmony Elementary, where they spoke with 88 people and signed 13 people up for library cards. They told one family about Cascade Park’s Tween Book Group, and that family ended up signing up for and attending the Tween Book Group the following week.
- The Watercolor painting class in January attracted full house of 20 attendees all of a variety of ages and abilities.
- Anime Your Way is a comprehensive step by step drawing program that teaches patrons how to create and modify an anime character from scratch. 32 people attended—surprisingly, a large number of adults—and the program was positively received.



Anime Your Way art on the whiteboard

Goldendale Community Library

- The Growing Through the Seasons 2025 kickoff was a great success. The program provides information and tips on all things gardening for every season. The January session featured a talk on garden planning with Paulette Lefever Holbrook.
- Adult Fiber Art Social Circle welcomes hobbyists interested in knitting, crochet, spinning, lap quilting, needlepoint, cross-stich and more. The winter 2025 series began with a few new faces in attendance.
- With the new year, staff decided to utilize the display case to highlight the plethora of resources available with a library card. As part of the display current card holders can put a silver star on the sky-board, while new library card holders can add a gold star. The goal is to continue this through the year and see how many stars appear on the board.



Klickitat County Bookmobile

- Centerville school students are continuing to take advantage of curated books by subjects and grade ranges. Three classes, which amount to 6 grades, will be checking out these books for February.
- One teacher was very grateful for the MLK collection she had requested: “Thank you so much for putting together the MLK & Civil Rights now for my classroom! Your picks were at the right reading level and were a great interest to my students. We enjoyed learning from different perspectives about the same topics. Students made connections from their reading to our whole group class lesson. Your book boxes (Native American, Winter Holiday, and MLK/Civil Rights) have been spot on. I really appreciate your support and willingness to enhance my classroom.”

La Center Community Library

- Staff led an Imaginative Box storytime for the branch's youngest patrons. It's amazing where their imagination takes them with just an ordinary box!
- LaCenter continues to offer Read to the Dog twice a month. Staff are seeing reading improvement with regular attendees which is so very gratifying.
- Staff put on two great Magic the Gathering card game programs. There were beginner's decks available for patrons and a community member donated additional game tools for play.
- One of the branch's writing group members has a new book published this month, *Axe Me No Questions*.
- STEM program attendees learned all about fractals and then did some hands on building of fractal tetrahedrons using marshmallows and toothpicks.
- Green Mountain School students are so excited by the library's monthly visits, staff have reported that sometimes they are literally jumping up and down! Staff take boxes of books to this remote north Clark co. school district for checkout and give book talks about all the latest and newly acquired books from the district. The students and teachers love it and checkout numbers have soared!



Imaginative Box Story Time (left) and STEM program (right)

Ridgefield Community Library

- At Build It! attendance was an astonishing 115 this month. The activity was making slime. Ridgefield’s full-time Senior Library Assistant has been enriching Build It! beyond simply LEGOS, and patrons are responding positively.
- Ridgefield’s Part Time Senior Library Assistant visited Ridgefield School District’s Early Learning Center and shared stories, songs, and a take home craft with children in four classes. This is important because it allows the families with children at the Center to form a relationship with the library.
- The Senior Branch Supervisor led a larger than normal adult book discussion. Discussion was of the title *Breaking Through: My Life in Science*.
- The Branch Manager attended meetings of Ridgefield La Center Kiwanis, Ridgefield Heritage Society, and Ridgefield Arts Experience. Members of Ridgefield Arts Experience include Barbara Wright, a visual artist; Rob Melton, owner of Opus Music in Ridgefield; and the Branch Manager. This group mashes together visual art, music, and acting with elementary and middle school students that culminates in a public performance based on a children’s book. The Branch Manager finished writing the script for the performance.



- The Friends of Ridgefield Community Library arranged for the donation of a life-sized sculpture of Big Bird and Oscar the Grouch, complete with garbage can. Though a staff person wondered if kids still knew about Big Bird, on the afternoon it arrived, a kid shouted, “Mom, there’s Big Bird!” and ran up and gave the sculpture a hug.

Stevenson & North Bonneville Community Library

- The Winter Craft series concluded with a sock gnome craft provided by the Community Art Studio of Skamania (CASS). They are a nonprofit that provides supportive opportunities for individuals and families living in and around Skamania County to express themselves and connect with others through experiences of art-making, skill-sharing, and dialogue. The entire winter craft series which included four events starting in November drew in a total of 288 patrons.

New programming in January 2025 includes:

- Expanded teen programming with a new Teen Hangout every Tuesday evening. Activities include artistic endeavors, movie nights, and homework help.
- Family storytime shifted from Thursday to Saturday to provide more access for family members that work during the week. The Library's second weekly storytime remains on Wednesday, focused on babies and toddlers age group.

Skamania County Bookmobile

Staff visited several community organizations to promote and provide library service.

- Wind River Middle School is a title 1 school in Carson which does not have its own school library. Staff connect with students during lunch to engage and solicit feedback on library programming, and maintain our Read Return Repeat collection which provides a small browsing collection to students.
- Recovery Cafe is a non-profit that supports recovery of those who have been impacted by events of homelessness, struggles with addiction and mental health challenges. It is hosted at the United Methodist church in Stevenson. Staff provide information about library services and are often a reentry point for people to library services. Library account signups and renewal of lost access is a primary focus.
- Rock Cove Assisted Living is the only senior living facility in Skamania County. Staff visit twice a month to check out books to residents and restock their Read Return Repeat collection.

Three Creeks Community Library

- Three Creeks has started an in-person Tween Book Group. The first book was *A Whale of the Wild* by Rosanne Parry. Registration hit capacity with interested patrons going on a waitlist. Overall, the tweens liked the book. At least one family preferred the audio book (on Libby). Tweens discussed the book, played a game about the salmon life cycle and did a science experiment about sound waves and reverberation.
- Información Acerca del Crédito Impositivo para Familias Trabajadoras: Staff moderated a Spanish-language info session by the Washington Department of Revenue about the Working Families Tax Credit, an annual refund available for low-to-moderate individuals and families of Washington State.
- Three Creeks held a Tweens Create event. Tweens painted sand dollars with watercolor paints and also did crayon-resistant paintings. Tweens had fun and asked for future events.



A Tweens Create patron shows off her work.

- Several of the library's ongoing programs had special themes in January: Willamette Writers hosted guest speaker Mary Robinette Kowal (Hugo Award Winning Author) to talk about overcoming barriers to writing. Homeschool Hangout featured artists and different art techniques. Accessible Crafts for Adults featured a tropical island art including sand art and ocean bottles.
- The Movie Matinee in January was *The Wild Robot* which drew larger crowds than any previous movie matinee in the past year.
- Staff did outreach at Prairie High School helping teens improve their interview skills for future employment opportunities.

Vancouver Community Library

- The Adventures in Art program for January was well attended. Patrons created some wonderful screenprints on paper and fabric. Some even brought their own totes and garments to print on.
- At Teen Thursday Hangout (formerly known as Thursday Thing) teens collaborated in zine making craft night! The teens really had fun, and one participant gifted staff their finished zine. With the teen's permission, the zine was shared with the local group Couve Zine Swap, which has "little free library" zine bins around Vancouver. Word got back to the teen that their zine was well received by the community!
- Tech Petting Zoo has 94 patrons in January. It was very busy, but the Youth Services team kept their cool and gave it their all! Patrons had an amazing time learning new things and gave so many happy comments to our Tech Team!
- 311 people completed the January scavenger hunt. That's an average of 11 people per day, up from our average of 6 people per day in December.
- Music and Movement has moved Mondays. The move from Fridays has proved to be more manageable for families. Two new families joined who expressed their appreciation for the program.

Vancouver Mall Community Library

- The Tech Help Drop-In Program allowed a patron to get individualized help with issues with his phone. The patron had been having issues with his phone for a long while and was incredibly appreciative of the help he received from staff.

Washougal Community Library

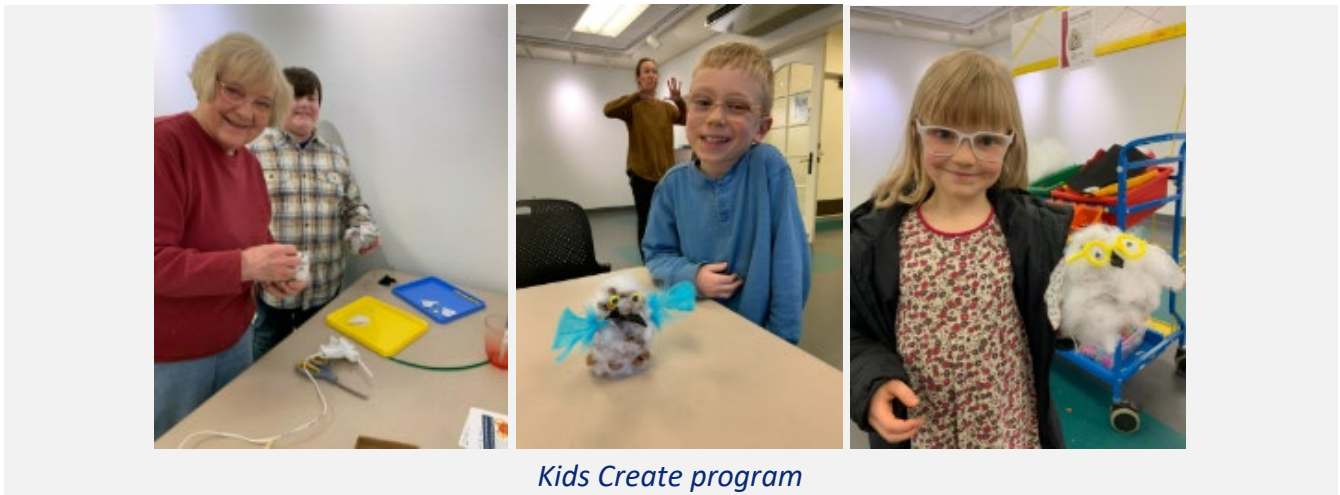
- Staff started a new outreach storytime this month at Yahweh Daycare. It was a small group to start but the kids in attendance were really engaged with the songs and stories. Daycare staff were excited to have the library visit weekly.
- The library held a puzzle exchange for adults. 16 people participate in the exchange. People really loved it so the branch will be hosting more in the future. One couple came in the day before, sad because they thought they had missed out and had really wanted to participate in the exchange but then found out the program wasn't until the next day and were so excited that they would after all be able to stop by and exchange puzzles.
- The library held a Tech Petting Zoo during the branch's monthly STEM lab in January. Kids and families liked all the tech toys but the cubelets were the biggest hit. The cubelet station was busy the whole hour of the program and even for 30 minutes after the program officially wrapped there were still kids there playing and experimenting with the different cubelets. One kid who is a regular visitor but is often reluctant to join library programs was very engaged with the cubelets and didn't want to leave. After the program he asked the staff the name of the cubelets and how much they cost as he wanted his mom to get some.
- Washougal staff and poet laureate Susan Dingle hosted a Zine Workshop. Participants created zines and then shared their work. This was Washougal's second time hosting this zine event. People came from as far as Battleground to attend.



The very popular Tech Petting Zoo

White Salmon Valley Community Library

- Storytimes and the newly renamed Early Learning Play to Learn (formerly Monday Morning Mix-up) are back after the winter break. The crowds are enjoying interactive stories, lots of singing and movement along with messy, process-art activities.
- Though only one book buddy came to the Kids Book Group in January (the day after New Years), he discussed the first book in the Dragon Masters series with staff and loved the book so much he put the next five books on hold.
- Eight tweens gathered to watch the last half of the movie Wonderstruck. The group has spent the last couple months reading the book, and had a lively discussion about which was better -- the book or the movie.
- After a long hiatus, Build it! was brought back in January with a wonderful group of builders, thanks to the newest staff member taking on the program.
- After school program, A-list, focused on camouflage for the first and second graders. The students learned about many different animals and related fun activities to tie it all together.
- January Teen Late Night hosted a Trivia Contest using the Kahoot! platform featuring mini-quizzes on pop culture topics selected by Teen Council.
- White Salmon's annual Teddy Bear Sleepover provided many great photo opportunities that the teen group conducted. Kids dropped off their stuffed animals on Thursday, then picked them up on Friday where they were able to see the photo shoot played through the event, which brought in 140 people!



White Salmon Valley Community Library (continued)

- Two new families joined in the fun at the Dallesport Community Center for the monthly community storytime. They were excited to learn about all that the library has to offer, and are looking forward to visiting the Klickitat County Bookmobile.
- BZ Corner community storytime drew a large crowd of very appreciative early learners and their grown-ups. The Missing Corner continues to be the perfect venue for this monthly program.
- The Trout Lake community storytime continues to draw a big crowd, so much so that there may be a need to explore another venue if the crowds continue to grow. The space at the church isn't quite big enough for this bi-monthly program.

Woodland Community Library

- Woodland Community Library continues to draw new people into the building. The branch issued 94 new cards in January 2025.
- Geology Rocks was a successful program all about Rocks! The participants learned a lot of amazing facts, got a close-up view of special minerals, and painted rocks to take home.
- The First Clay-O-Rama program was a “smashing” success. Participants created a Play-Doh warrior and then rated their creatures' superpowers and features. They rolled a pair of dice to see how much damage they were allowed to inflict on their opponents. Enthusiastic competition was enjoyed by all.
- Family Storytime continues to draw a good crowd. Staff always have an interesting optional activity after the stories and songs. Children and adults enjoyed cotton ball painting together this month.
- A group of people ranging in age from 13 - 75 gathered to create personal vision boards for the new year. They brought materials and used items provided by the library. Many of them stayed until closing time to work on their projects.
- A BloodWorks Bus spent a day parked in the Woodland Library parking lot. They reported 15 donors gave to this important cause.

Woodland Community Library (continued)

- The Department of Immigration held a Naturalization Ceremony in the Community Room on January 21st. 19 Candidates were sworn in by the Judge and became US citizens. They represented 17 different countries.
- The permanent Donor Wall panels were installed this month. Patrons regularly stop and read them and comment on the many people, businesses, and organizations that contributed to the new library.
- Woodland Community Library has been awarded the American Council of Engineering Companies of Oregon (ACEC) Small Projects Award.



Clockwise: Geology Rocks, new donor wall, Naturalization Ceremony

Yacolt Express Library

- The Wednesday and Friday Kids Create program had over 150 participants.
- A patron mentioned how appreciative he was of the Sunday self-service hours in Yacolt. He and his wife live in Amboy and they take a drive on Sundays for coffee and swing by the library on their way home to pick up their holds. “I am so thankful for the services this library provides! Our stop here is the highlight of our weekend.”
- Another Yacolt patron who lives locally in town cannot afford wifi and relies solely on the DVDs and non-fiction books he can check-out from the library for entertainment and enjoyment. He regularly comes in to see what is new and also uses the hold system. He told the staff, “This library is so wonderful! I don’t know what I’d do without it.”



A young patron shows off here work while making her face like the Yeti's.

Yale Valley

- In January the library has rotated several displays on a weekly basis with features on the top fiction of 2024, budget and organization, and chilling thrillers available in the adult sections. In the children's display featured transportation books.
- The Yale school students visited the library early January. The students are able to walk from the school to the library each month to browse the library, check out books and do an art activity. In January they made snow people out of recycled materials and paper rolls.
- On January 23rd the first Adult Book group met and discussed *I Cheerfully Refuse*, by Leif Enger. Six people attended and engaged in great discussion. The next book group will meet on February 20th and all plan to participate again.
- Participants in the Kids Create program made lanterns to celebrate Lunar New Year 2025, the year of the Snake.



Snow people (left) Lunar New Year Lanterns (right)

Outreach and Community Partnerships Division Report (OCP)

Programming and Outreach Department (POD)

- The Youth Programming workgroup met to plan out ideas related to the 75th Anniversary, develop two fall program options for Teens/Tweens centered on financial literacy and other life skills necessary for a successful transition to adulthood.
- The Adult Programming workgroup focused on updating procedures for public/staff use of 3D printers. Training is being scheduled to take place in mid-February at Battle Ground, Cascade Park, Three Creeks, and Vancouver Community Library. Work began on introducing a new set of sewing machines for new District programming.
- In partnership with Clark College, FAFSA/WAFSA informational programming was conducted, with translation provided in Ukrainian/Russian/Spanish languages.
- Spring/Summer Outreach: Planning is underway to identify large community events that target various audiences for levy lid lift information campaign. Engaged community partners have been identified.

Volunteer Services (VS)

- Community Resource Fair (02/05/25) at Vancouver was coordinated with 16 partner agencies.
- 2024 volunteer statistics have been gathered and recorded.
 - In 2024, a total of 773 volunteers gave 27,376 hours of service to FVRL libraries and programs.
 - 2024 saw an increase of 12.5% in the number of individual volunteers from 2023 and an increase of 34% in hours of service over prior year.
 - 17 partner organizations (Hewlett Packard, etc.) provided 289 volunteers who gave 4,000 hours of service.

Communications and Marketing Division Report (CMD)

Highlights of Recent Activities

- **Bibliocommons Website Launch Approved**

FVRL and CMD are excited to begin “renovating” our digital branch by launching the new Bibliocommons website. Current efforts are underway to prepare for this transition, including exploring new capabilities and planning for a seamless changeover later this year.

- **Feedback on the News & Events Booklet**

CMD received feedback from five patrons (two from Goldendale, two unknown, and one from Vancouver) regarding the *News & Events* booklet. While the number of calls was very modest, the depth of these conversations (each lasting at least 20 minutes) highlights the importance of this resource to our patrons. Responses were overwhelmingly positive, and patrons shared their appreciation for an opportunity to provide feedback. The most significant request for improvement was to do more to highlight each branch so patrons were aware of what made each branch unique. The division also gathered feedback from three survey respondents, which will help shape future iterations. The next edition of *News & Events* is scheduled for publication in early March.

75th Anniversary Celebrations

We are actively preparing promotional materials and activity resources for the two 75th Anniversary-related activities:

- **March Women’s History Month Events:** These will highlight the library’s rich history and the important role women played in shaping FVRLibraries.
- **Passport Program:** A yearlong initiative designed to engage patrons by encouraging them to explore multiple branches.

More information on these celebrations will be shared in the coming weeks as plans are finalized.

IT Division Report

- IT is in the process of upgrading the network routers in the District's two bookmobiles. The new routers will allow access to multiple cellular networks, increasing network coverage in Klickitat and Skamania Counties and providing an improved experience to our rural patrons.
- IT will soon begin replacement of about 85 older computers at Battle Ground, Cascade Park, Operations Center, La Center, and Three Creeks, in addition to a number of laptops and chromebooks.

Other ongoing and recently completed projects include:

- Configuration and distribution of new tablets for staff use
- Integration of the District's Apple computers and laptops into the Windows Active Directory for better security and ease of management
- Replacement of the aging staff printer at Goldendale Community Library
- Procurement of ten new 3D printers to replace aging models around the District
- Repair of the Battle Ground Community Library's automated materials handling (AMH) system
- Repair of the public address systems at Vancouver and Cascade Park Community Libraries

Facilities Division Report

The Woodland Community Library was awarded the American Council of Engineering Companies of Oregon (ACEC) Small Projects Award. FVRL and key partners PBS Engineering and Environmental, Hacker Architects, Bremik Construction and PLACE Landscape Architecture were recognized. The project was lauded for the way that its design connects the community to local parks and natural features not only aesthetically but also in environmental sustainability. The project met LEED Silver standards and achieved a 20% reduction in water usage. The project was also commended for its accessibility considerations which include ADA parking stalls and accessibility to public transportation. Overall, the project was recognized for successful collaboration and sustainable site development to serve the community and the environment. On January 30, Woodland Branch Manager Jennifer Huan and Facilities and Fleet Director Dave Josephson represented FVRL at the 2024 Engineering Excellence Awards Dinner to accept the award.



Small Project Award

Submitting Firm: PBS Engineering and Environmental

Location: Woodland, Washington

Client/Developer/Owner: Fort Vancouver Regional Libraries

Other Consultants/Key Participants: Hacker Architects, PLACE Landscape Architecture

General Contractor: Bremik Construction

"We are particularly appreciative of the flexibility and precision demonstrated throughout this process. PBS Engineering and Environmental played a pivotal role by managing civil, geotechnical, water resource, and traffic engineering services, including intricate stormwater, sewer, and water system designs that align with LEED Silver standards. This project exemplifies the way collaboration can create valuable assets for our communities."

– Jennifer Giltrop, Fort Vancouver Regional Libraries executive director



Aerial view of the new library. Photo courtesy of PBS.

Woodland Community Library

To better serve the growing community, the Fort Vancouver Regional Library District sought to replace Woodland's outdated library with a facility capable of accommodating the area's increasing population. The result was the Woodland Community Library Project, a state-of-the-art facility triple the size of the city's former building.

In collaboration with Fort Vancouver Regional Libraries and local organizations, the project team designed a welcoming, accessible, and flexible environment on 2.42 acres for learning and community connection. The library features versatile indoor spaces for various activities and age groups. Outdoor areas include gathering spots and learning gardens connected to a nearby public park and lake, promoting a seamless indoor-outdoor learning experience that incorporates the local environment. The project team demonstrated flexibility and adaptability throughout the design process, successfully refining the original 12,000-square-foot layout to approximately 7,560 square feet to more effectively meet the owner's budget targets.

The library was constructed with several accessibility considerations in mind to allow for the inclusion of multiple forms of transportation access. These include an associated parking lot with ADA stalls for personal vehicles, and site positioning across the street from the Woodland Park and Ride for bus traffic. The site also included the addition of a sidewalk along the site frontage for pedestrian and bicycle accessibility. A future Civic Center is proposed for the adjacent site to the east of the library for further connectivity within the community.

The connection to local parks and natural features, such as the lake, not only provides an aesthetically pleasing environment but also promotes a sustainable approach to site development, using natural surroundings to enhance the community's connection to the environment.

PBS Engineering and Environmental provided civil, geotechnical, water resource, and traffic engineering services for this project, preparing construction drawings, ensuring regulatory compliance, supporting construction efforts, and coordinating approvals. The schematic design phase involved creating conceptual engineering drawings and utility plans to LEED Silver standards, while the design development phase refined these plans with detailed layouts for stormwater, sanitary sewer, and water systems along with grading design. The engineering team implemented systems to control runoff and facilitate efficient water resource use, estimated to contribute to a 20 percent reduction in water usage over conventional systems. PBS' precise integration of civil, geotechnical, and traffic engineering further illustrates a unique application of existing engineering disciplines tailored to the library's requirements. Coordination with Hacker Architects and PLACE Landscape Architecture ensured balanced site grading and effective stormwater management.

The Woodland Community Library exemplifies how modern, sustainable design can be integrated into community-based projects, setting an example for future developments. It is set to be a central destination for generations to come.



The new library. Photo courtesy of PBS.

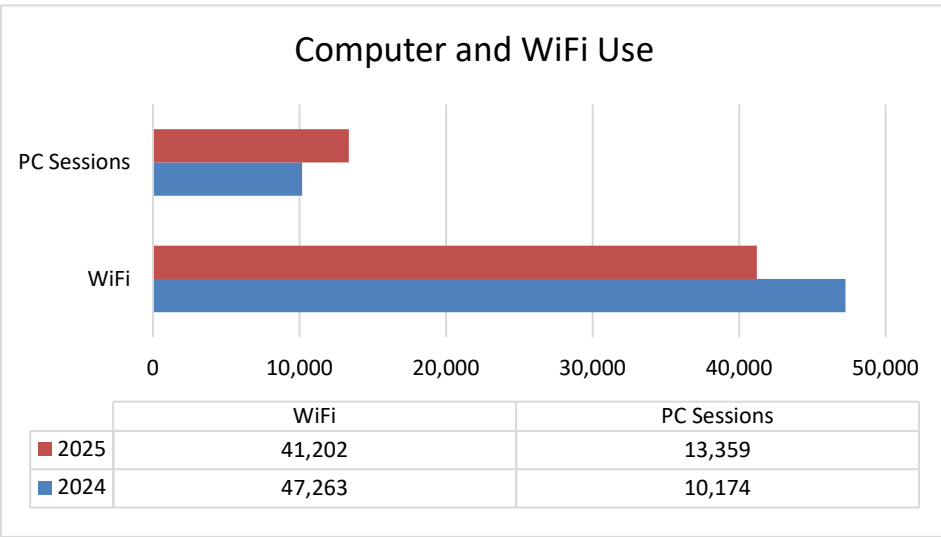
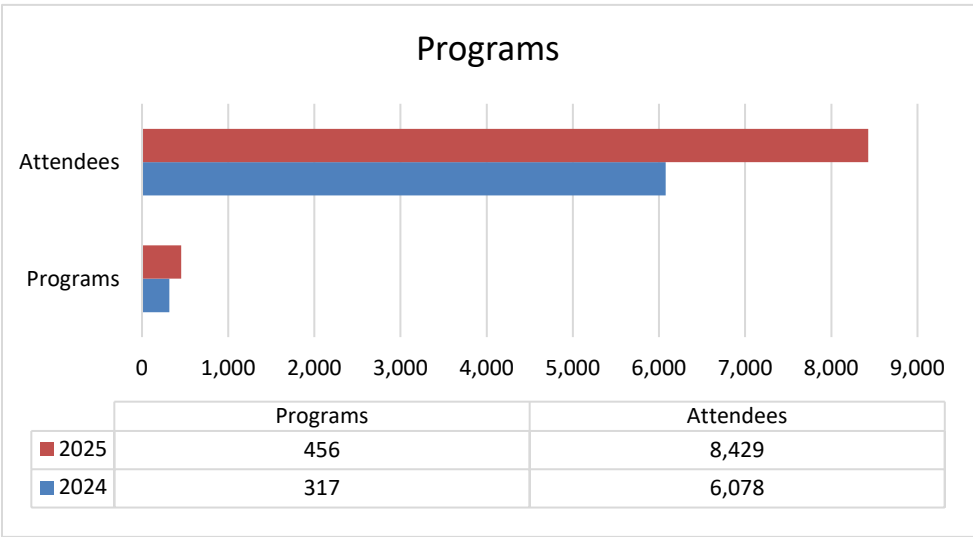
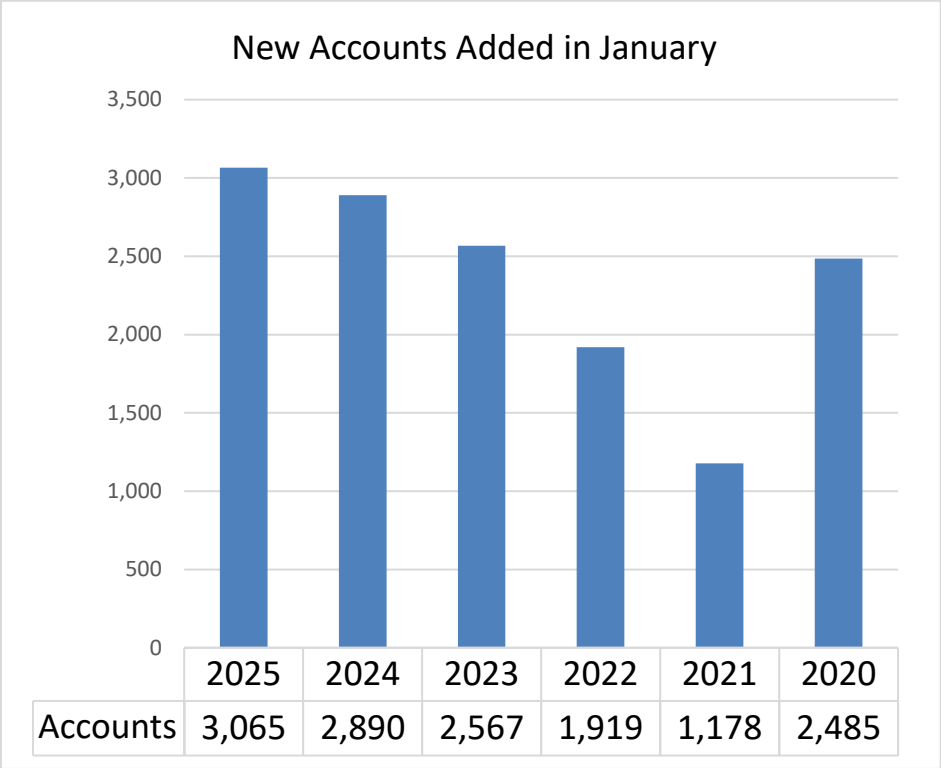
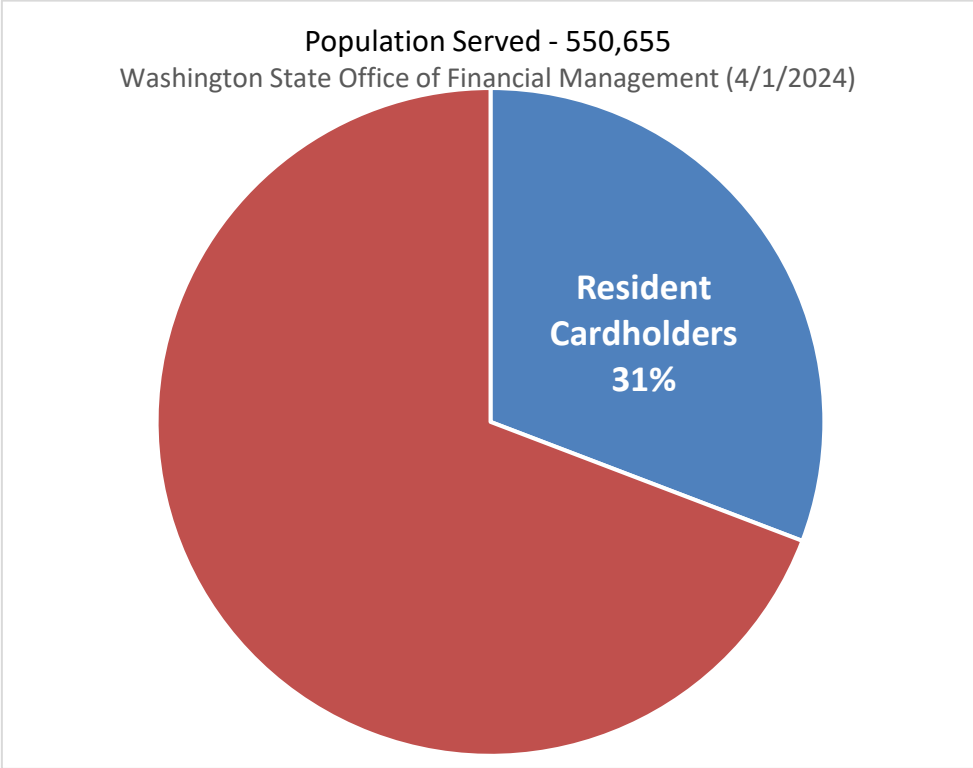


The grand opening. Photo courtesy of PBS.



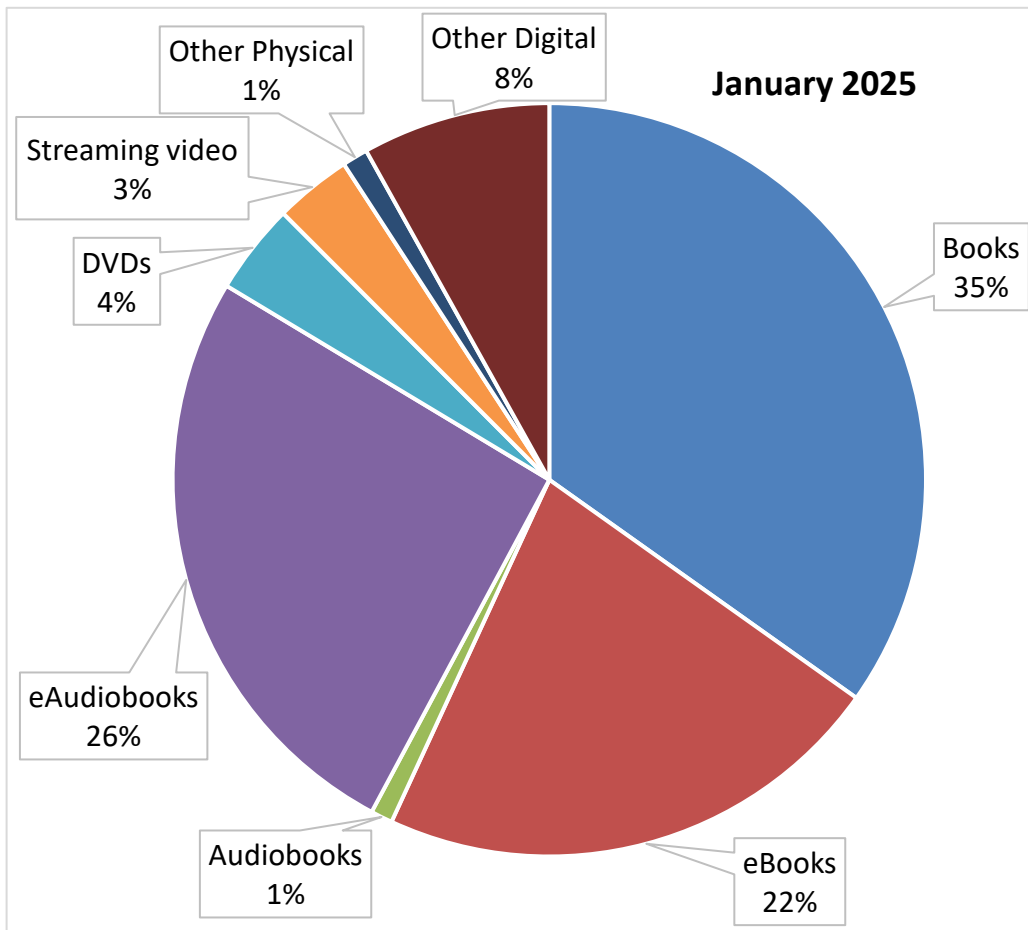
The library's interior. Photo courtesy of PBS.

January 2025 – Cardholders, Programs, and Technology Use

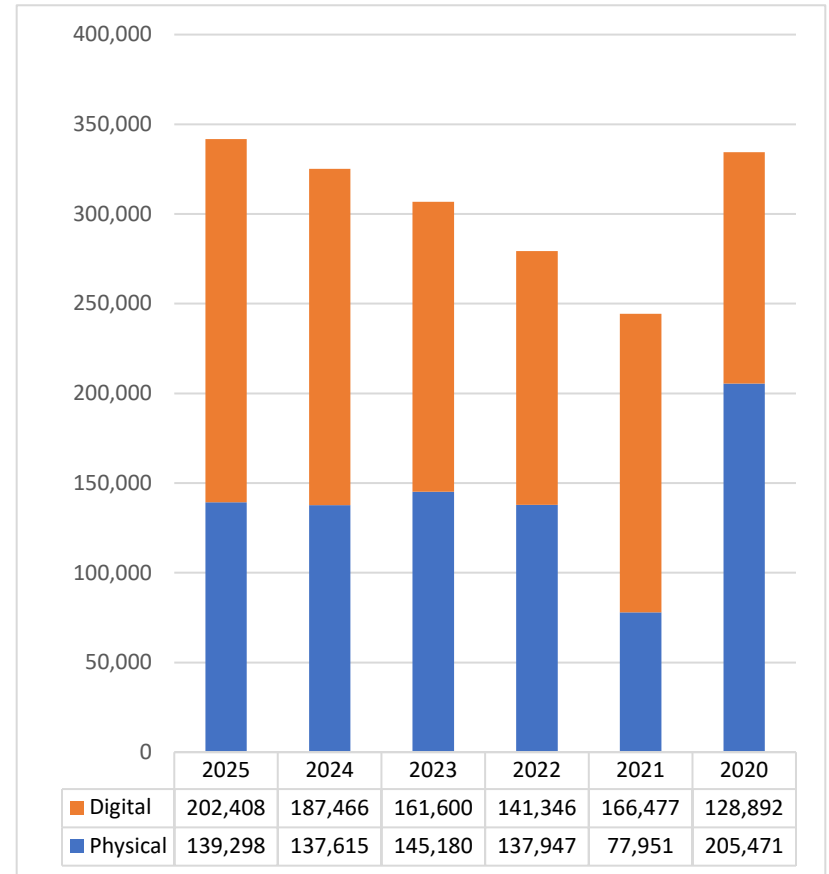


Collection Use – January 2025 - Checkouts by Item Format

Categories	2025	2024	2023	2022	2021	2020
Books	119,016	116,886	121,373	114,099	65,930	157,215
eBooks	75,350	73,468	64,110	58,507	68,584	52,492
Audiobooks	3,205	3,287	3,840	3,809	2,196	7,184
eAudiobooks	88,142	77,004	64,747	52,209	55,034	44,784
DVDs	13,318	13,814	16,246	16,280	8,527	35,250
Streaming video	11,298	11,505	9,232	8,847	10,374	5,580
Other Physical	3,759	3,628	3,721	3,759	1,298	5,822
Other Digital	27,618	25,489	23,511	21,783	32,485	26,036
Totals	341,706	325,081	306,780	279,293	244,428	334,363



Physical & Digital Collection Checkouts 2020-2025

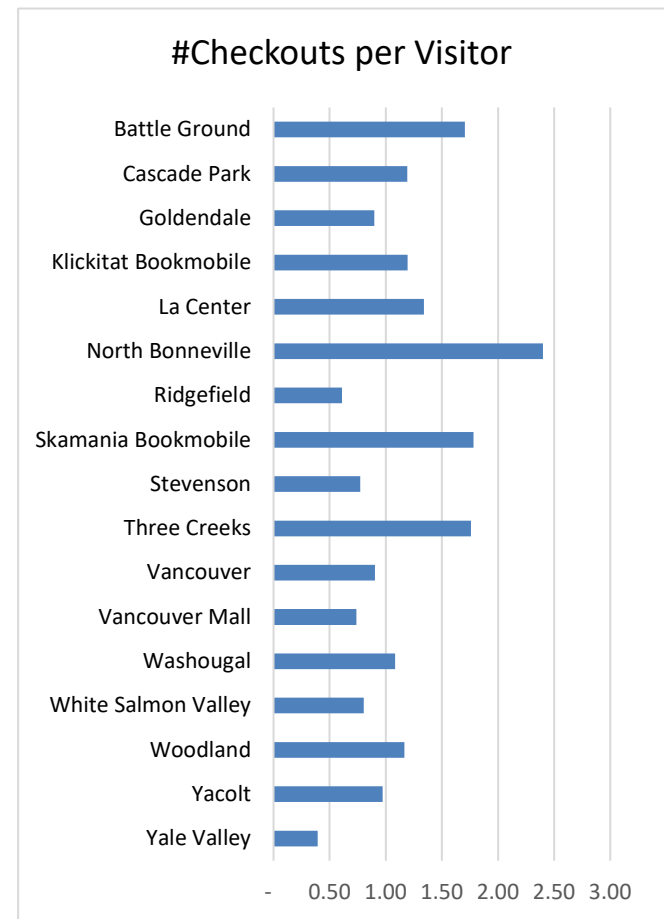


Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items. Does not include Interlibrary Loan checkouts.

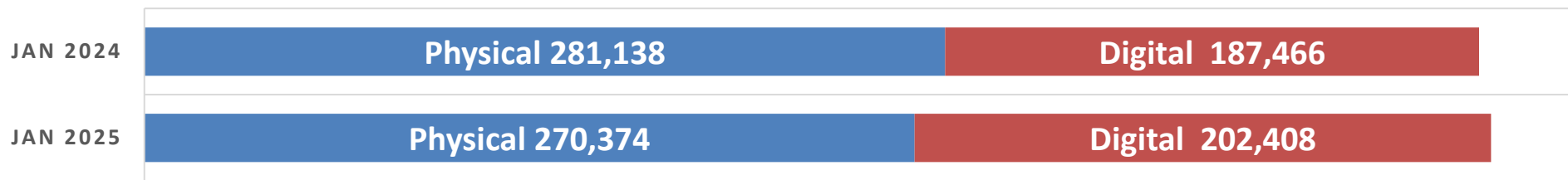
Other Digital includes magazines and streaming music.

January 2025 – Total Circulation and Visitors

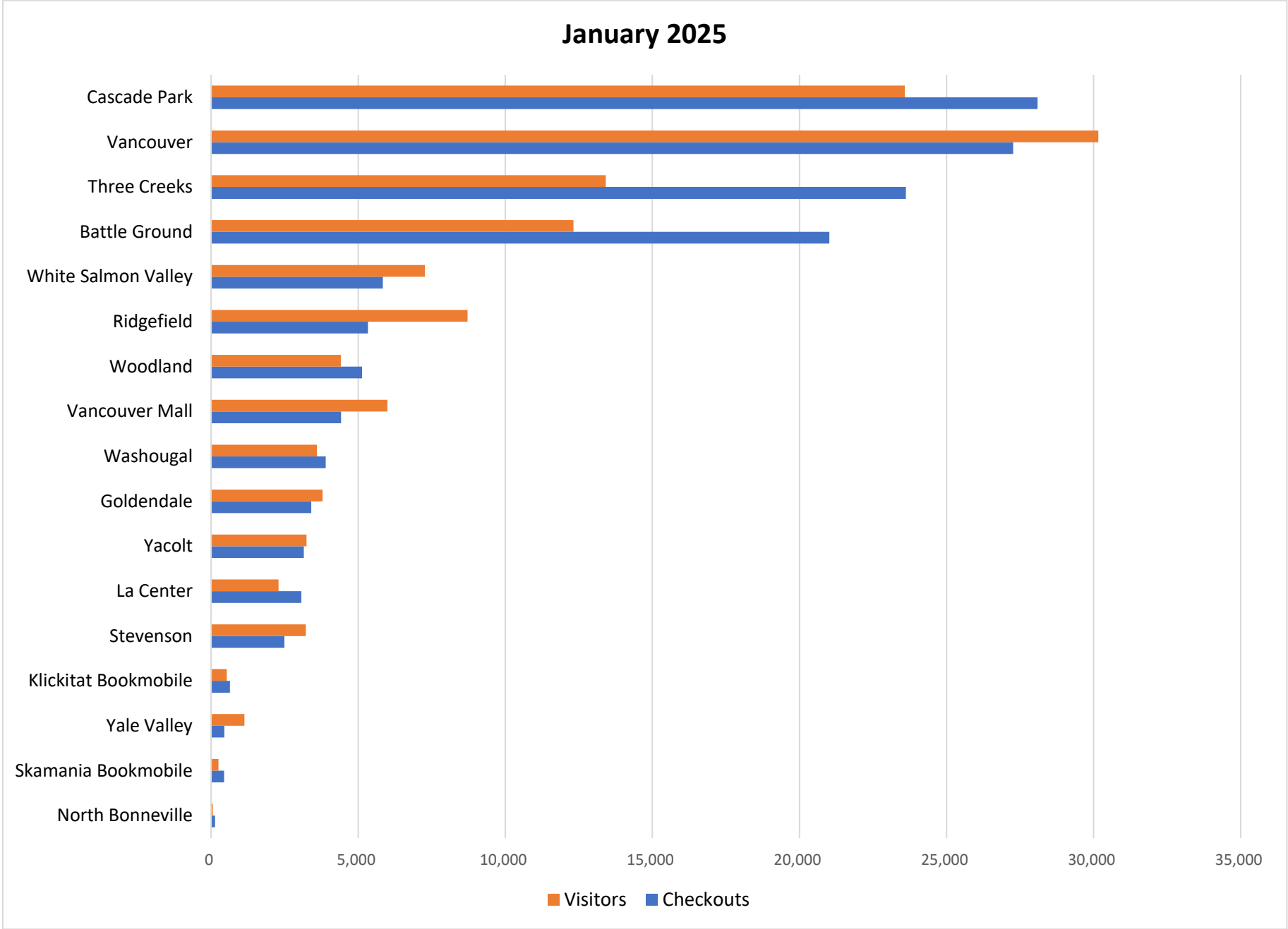
Location	January 2025		January 2024		Change	
	Total	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	38,614	12,316	41,993	9,714	-8.05%	26.79%
Cascade Park	56,926	23,578	61,236	16,179	-7.04%	45.73%
Goldendale	5,760	3,790	5,972	3,059	-3.55%	23.90%
Klickitat Bookmobile	1,101	534	841	288	30.92%	85.42%
La Center	5,332	2,289	5,646	2,117	-5.56%	8.12%
North Bonneville	270	55	286	46	-5.59%	19.57%
Ridgefield	10,058	8,721	9,846	4,995	2.15%	74.59%
Skamania Bookmobile	909	249	900	286	1.00%	-12.94%
Stevenson	4,346	3,220	4,679	2,640	-7.12%	21.97%
Three Creeks	43,542	13,416	46,025	11,538	-5.39%	16.28%
Vancouver	59,758	30,158	62,757	25,407	-4.78%	18.70%
Vancouver Mall	9,080	5,996	9,939	5,548	-8.64%	8.07%
Washougal	7,396	3,597	7,712	3,235	-4.10%	11.19%
Woodland	9,511	4,409	5,247	2,291	81.27%	92.45%
White Salmon Valley	9,853	7,264	9,622	5,614	2.40%	29.39%
Yacolt	5,342	3,241	5,661	2,620	-5.64%	23.70%
Yale Valley	906	1,130	1,044	344	-13.22%	228.49%
Green Mountain	287	No Visitors	166	No Visitors	72.89%	No Visitors
Books by Mail	1,033	No Visitors	1,194	No Visitors	-13.48%	No Visitors
Operations Center	350	No Visitors	372	No Visitors	-5.91%	No Visitors
Location Total	270,374	123,963	281,138	95,921	-3.83%	29.23%
Digital Collections	202,408		187,466		7.97%	
Grand Total	472,782		468,604		0.89%	



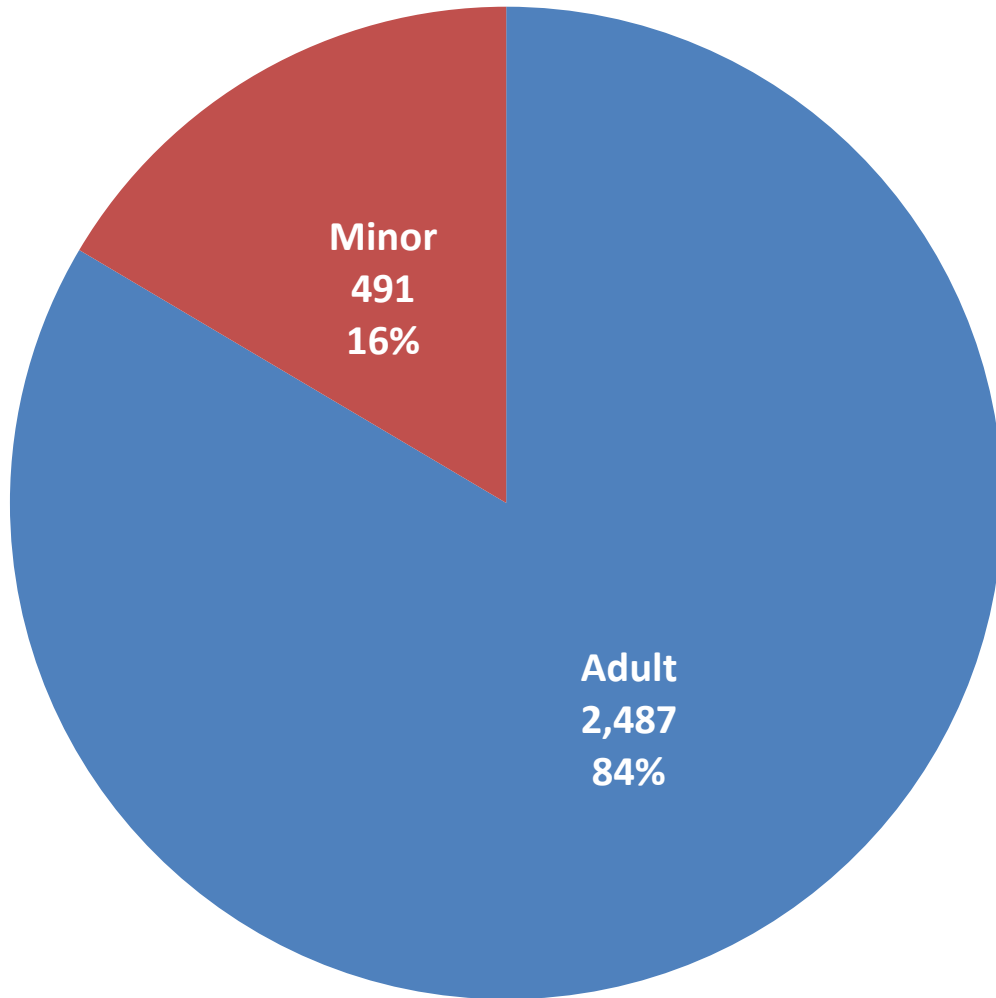
TOTAL CIRCULATION



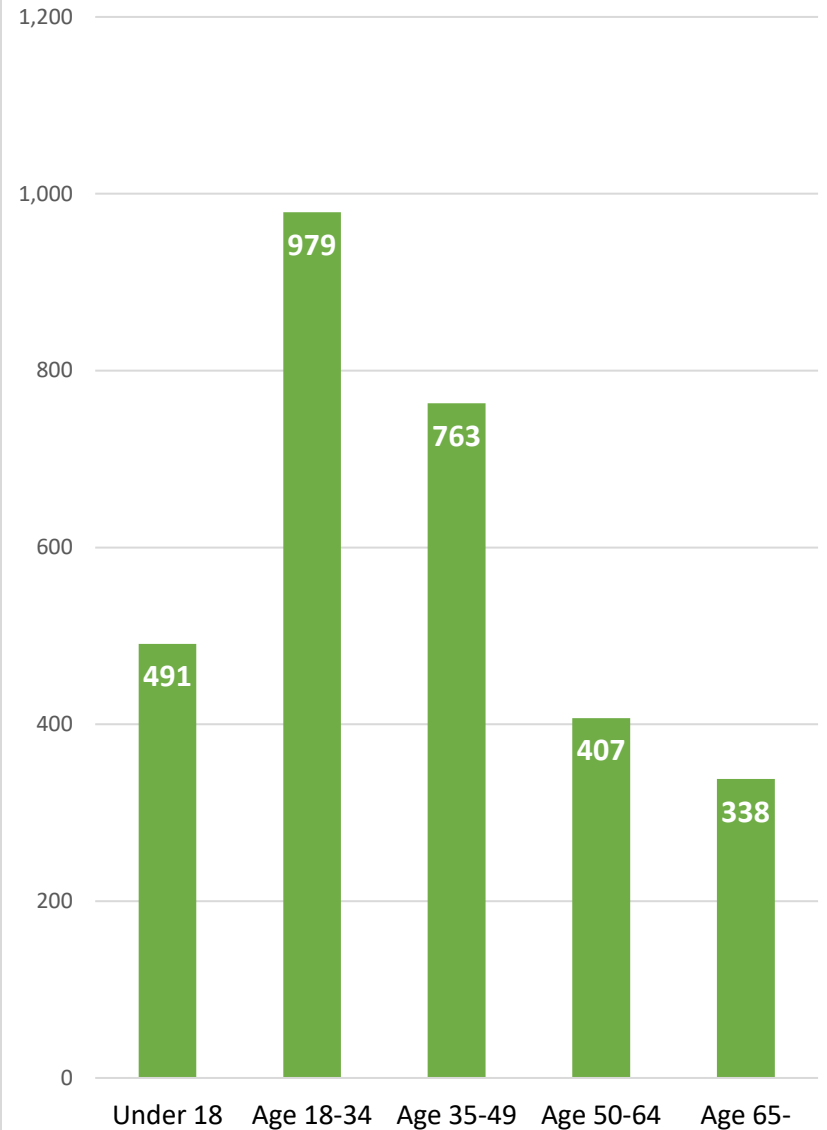
January 2025 – Library Activity: Checkouts and Visitors by Library



Number of Accounts Added: January 2025



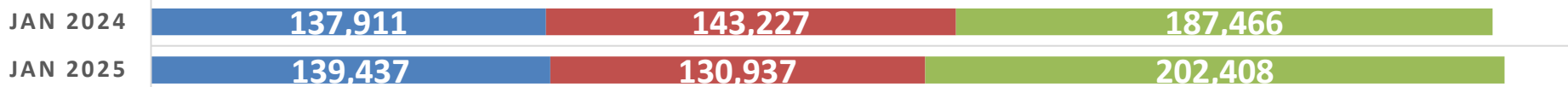
Accounts Added in January 2025 by Patron Age



January 2025 – Total Circulation

	Jan 2025			Jan 2024			Change		
	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ
Battle Ground	21,014	17,600	38,614	21,534	20,459	41,993	-2.4%	-14.0%	-8.0%
Klickitat Bookmobile	638	463	1,101	380	461	841	67.9%	0.4%	30.9%
Skamania Bookmobile	444	465	909	495	405	900	-10.3%	14.8%	1.0%
Cascade Park	28,095	28,831	56,926	28,965	32,271	61,236	-3.0%	-10.7%	-7.0%
Goldendale	3,405	2,355	5,760	3,287	2,685	5,972	3.6%	-12.3%	-3.5%
Green Mountain	120	167	287		166	166		0.6%	72.9%
La Center	3,064	2,268	5,332	3,022	2,624	5,646	1.4%	-13.6%	-5.6%
North Bonneville	132	138	270	99	187	286	33.3%	-26.2%	-5.6%
Ridgefield	5,331	4,727	10,058	4,982	4,864	9,846	7.0%	-2.8%	2.2%
Stevenson	2,490	1,856	4,346	2,500	2,179	4,679	-0.4%	-14.8%	-7.1%
Three Creeks	23,615	19,927	43,542	24,199	21,826	46,025	-2.4%	-8.7%	-5.4%
Vancouver	27,267	32,491	59,758	26,934	35,823	62,757	1.2%	-9.3%	-4.8%
Vancouver Mall	4,420	4,660	9,080	4,499	5,440	9,939	-1.8%	-14.3%	-8.6%
Washougal	3,900	3,496	7,396	4,105	3,607	7,712	-5.0%	-3.1%	-4.1%
Woodland	5,135	4,376	9,511	2,739	2,508	5,247	87.5%	74.5%	81.3%
White Salmon Valley	5,835	4,018	9,853	5,156	4,466	9,622	13.2%	-10.0%	2.4%
Yacolt	3,150	2,192	5,342	3,412	2,249	5,661	-7.7%	-2.5%	-5.6%
Yale	446	460	906	443	601	1,044	0.7%	-23.5%	-13.2%
Books by Mail	702	331	1,033	834	360	1,194	-15.8%	-8.1%	-13.5%
Operations Center/ILL	234	116	350	326	46	372	-28.2%	152.2%	-5.9%
Total - Physical	139,437	130,937	270,374	137,911	143,227	281,138	1.1%	-8.6%	-3.8%
Digital Collections	202,408	0	202,408	187,466	0	187,466	8.0%		8.0%
Grand Total	341,845	130,937	472,782	325,377	143,227	468,604	5.1%	-8.6%	0.9%

■ Physical checkouts ■ Physical renewals ■ Digital checkouts

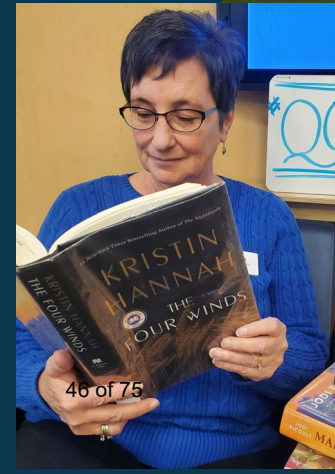
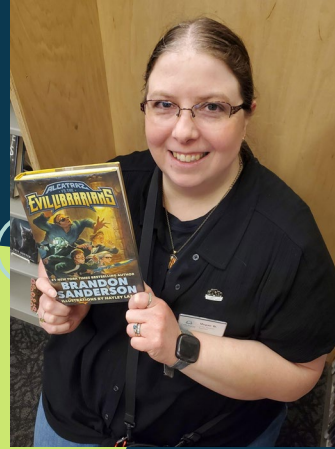


Vancouver Mall Library





STAFF



Outreach

- Orchards Elementary
- Image Elementary
- Little Beginners Daycare



Partnering with the Mall - CouveCon



Vancouver Mall event that brings the fan convention experience to the entire mall.

Library offered

- Cosplay repair station
- Button making
- Mask making



Partnering with the Mall - Storytime

The Little Free Library was refreshed and is used as venue for Vancouver Mall Library's storytime.



Partnering with the Mall - Business After Hours

Vancouver Mall event in partnership with the Greater Vancouver Chamber

- 80 businesses participated
- Scavenger hunt brought business professionals to the library
- Visitors engaged with button making



Programs - Owl Pellets



The presenter led the kids in an activity dissecting owl pellets.



Partnered with the Vancouver Audubon Society for presentation on Owls

Programs - Washington Talking Book and Braille Library

A presenter from WTBBL visited the branch and introduced patrons and staff to their resources, services and accessibility devices



Programs - Sew-A-Creature

Patrons learn different sewing techniques



Programs - Summer at Your Library- Reptile Man



Some Summer at Your Library activities hosted in greater mall area

- More space
- Larger attendance
- Shopper foot traffic engaging with library



Over 200 people engaged with reptile man.

Programs - Summer at Your Library Presenters- enTaiko



Over 150 stopped to watch enTaiko, a Japanese Taiko drum school and performance group.

Programs - Summer at Your Library Presenters- Angel Ocasio



Over 230 people came to see Angel's comedy and music show.

Programs - Summer at Your Library- District Programs



Stamp Making



Kaleidoscopes

Marble Maze



Programs - Library Con/May the Fourth

- Free Comic Book Day aligned with Star Wars Day in 2024.
- Vancouver Mall Library hosted button and lightsaber making, Jabba the Hut cornhole, and photo ops with the 501st Legion, a Star Wars cosplay group.
- Biggest non-presenter program of the year for the branch.



Branch Statistics



New Library Cards

1,798 new card sign ups

5th most sign ups in the district



Visitors

69,827 branch visitors

7th most in visitors in the district



Computer Usage

11,732 internet logins

5th in the district

13% increase from 2023



Circulation

113,662 new check out and renewals

6th most in the district



WiFi Connections

2,255 unique WiFi in branch connections per month

6th most in the district



Thank
you

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
STAFF REPORT 2025-04
FINANCE COMMITTEE REVOLVING CASH FUND TO BRANCHES**

To: Board of Trustees

FROM: Catrina Galicz

Date: 02/18/2025

SUBJECT: Revolving Cash Fund in Branches

SUMMARY:

FVRL maintains revolving cash funds at branch libraries for payment kiosks, cash drawers and / or coin/currency receptacles as well as change machines attached to public copiers and printers. Cash drawers are used to accept cash payments for lost/damaged material fees, referral fees, interlibrary loan fees, non-resident borrower fees, and miscellaneous retail item sales (USBs and earbuds) as applicable per branch. Although through the years we have increased the use of payment kiosks to decrease the amount of staff cash handling, we'll always need to maintain cash funds for change. The State Auditor's Office (SAO) regularly review cash handling and reconciling given this is always considered an area of higher risk. We continue to respect opportunities for improvement as recommended by SAO and with that we are updating our resolution to be in line with practice.

The amount and type of cash funds vary by branch and are based on the unique needs of the branch patrons. This makes it pertinent that our resolution providing this authority allows for flexibility in how Finance supports branches within reason in terms of increasing / decreasing certain funds by type (payment kiosks, cash drawers and / or coin/currency receptacles) and / or establishing a new funds for a branch.

Resolution 2023-04 approved in January 2023 approved \$3,000 in revolving funds; however, as of FYE 2024 we do not have that amount of cash in all the various funds types being held by the branches. The District is best served having an approved range of revolving funds to be overseen by Finance and allow for efficient and effective changes as needed for branches, such as adding a kiosk to the new Woodland branch. This resolution will not increase the amount of previously authorized funds, it establishes a minimum while the maximum agrees with the amount authorized in 2023.

ACTION REQUESTED: Pass resolution 2025-04 to approve a range amount and purpose of revolving cash funds in the library branches for public purposes.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
RESOLUTION NUMBER 2025-04 REVOLVING CASH FUNDS**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES
AUTHORIZING THE AMOUNT OF REVOLVING CASH FUNDS AVAILABLE FOR BRANCH
LIBRARY BUSINESS PURPOSES.**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held February 18, 2025 at Vancouver 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, the FVRL Board of Trustees authorizes a maximum amount of cash to be distributed and maintained as district locations and commerce needs dictate; and

WHEREAS, FVRL provides cash for the branches to make change to patrons for lost/damaged material fees, referral fees, interlibrary loan fees, non-resident borrower fees, and miscellaneous retail item sales (USBs and earbuds); and

WHEREAS, FVRL has payment kiosks, cash drawers and/or coin/currency receptacles as well as change machines attached to public copiers and printers; and

WHEREAS, establishing a minimum / maximum threshold of cash funds that meets the district's need for coin and bills for this essential for the flexibility of this public service.

NOW, THEREFORE, BE IT RESOLVED that the FVRL Board of Trustees authorizes the amount of revolving cash funds available for this purpose to be no less than \$2,000 and no more than \$3,000 at any given time.

Approved _____
Kristy Morgan, Chair

Approved _____
Marie Coffey, Secretary

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
STAFF REPORT 2025-03
POLICY & FINANCE COMMITTEES: NON-RESIDENT BORROWER FEES**

To: Board of Trustees

FROM: Jennifer Giltrop

Date: 02/18/2025

SUBJECT: Fees for Non-Resident Borrowers

Summary: The Fort Vancouver Regional Library District has a Library Privileges Policy that governs who may have a library card. The primary purchasers of these cards are those living in unincorporated areas outside of Woodland. Persons in that area do not pay any taxes toward any library service so the non-resident fee is a way for those people to gain access to services. Children who attend Woodland schools are given access to our eResources at no charge through the Connect Card program.

We also realize the use of non-resident cards from people living in areas of Oregon that are across the river from White Salmon Valley Community Library. Our policy defines non-residents as those in counties geographically adjacent to the FVRL service area where there is no tax-supported public library.

During discussions last year, there was a desire to change the methodology for calculating non-residents fees to reflect closer equity between what FVRL taxpayers pay for library services and what FVRL charges for non-resident fees. It was determined that staff would bring a change of policy back for consideration in 2025.

Per the current policy, *Library accounts are available to non-resident borrowers for a fee paid annually. The fee will be the equivalent to the number of residents in the FVRL service district divided by the total income generated by property tax. This fee will be set annually by the Executive Director.* Under this calculation, the cost for a non-resident card would be \$53.20/year per individual.

METHODOLOGY FOR INDIVIDUAL CARD FEE:

FVRL service population taken from the 2024 population estimates from the Washington State Office of Financial Management: **550,655**.

Expected Property Tax income from our 2025 budget: **\$29,309,602**

\$29,309,602 divided by 550,655=\$53.23. (Rounded to \$53.20 for ease of quarterly payment of \$13.30.)

Per the proposed policy change today, *FVRL may charge non-residents a single household fee determined annually by the Board of Trustees. Non-resident fees will reflect the same rate an*

average (mean) household pays in property taxes to FVRL and may be paid quarterly, semi-annually, or annually.

METHODOLOGY FOR HOUSEHOLD CARD FEE:

Using the WA Department of Revenue as the source for the 2023 average (mean) home values for the counties we serve:

Clark: \$521,291
Skamania: \$399,652
Klickitat: \$316,115
Cowlitz: \$361,471

Total: \$1,598,529 divide by 4 (counties) = **\$399,632.25 average (mean) home value**

\$399,932.25 average home value multiplied by 2025 levy rate 0.2686/1000 = \$107.42 (rounded to \$107 for ease in quarterly payment).

2025 Non-Resident Fee = \$107/year or \$26.75/quarter

Summary of Current Non-Resident Card holders:

We currently have 354 active Non-Resident card holders. Of those, 332 reside in Cowlitz County. 9 card holders are from Oregon, and the remaining 13 are from various locations around the country. The latter is due to our policy to allow temporary residents to purchase a Non-Resident card. This would be people visiting the area for the summer, temporarily staying with family in the area, etc.

Recommendation: Implement the non-resident methodology that reflects what an average home value in the FVRL service area pays for library service and apply that to non-resident card fees.

- This represents a significant fee increase from \$53.20 to \$107, or more than double.
- The new methodology implements a more equitable approach in charging non-residents what the average homeowner pays in the FVRL District.
- The current methodology is for individual non-resident cards, while the proposed new fee is for all individuals residing in a household.

Library Privileges Policy

PURPOSE

The Fort Vancouver Regional Library District (FVRL) Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment and has a great deal of trust in our borrowers. Our fine-free system is an expression of that faith. Therefore, the Board has established rules for the borrowing of materials intended to provide equitable and convenient access to the resources of the Library District.

POLICY

FVRL supports and encourages access to library resources by all members of the community, regardless of age, education, ethnicity, language, income, or physical limitations.

Library accounts are free to resident and reciprocal borrowers of any age, with the provision of current physical address and proof of identity.

Library accounts with limited privileges are available to resident and reciprocal borrowers who have not provided proof of current physical address, or who are without proof of physical address or identification, or for minors under the age of 18 without the signature of a parent/guardian.

Library accounts are available to nonresident borrowers for a fee paid annually. ~~The fee will be the equivalent to the number of residents in the FVRL service district divided by the total income generated by property tax. FVRL may charge non-residents a single household fee determined annually by the Board of Trustees. Non-resident fees will reflect the same rate an average (mean) household pays in property taxes to FVRL~~ per the Washington Department of Revenue. Non-resident fees may be paid quarterly, semi-annually, or annually. This fee will be set annually by the Executive Director. Senior citizens and people with disabilities who have been granted property tax exemption may have the non-resident fee waived with supporting documentation.

Educator accounts are available to those who can provide proof of employment as a classroom educator at a daycare, public or private K-12 school within FVRL's service area OR are a homeschool provider of a child under 18 (valid Declaration of Intent required over age 8). Educator accounts are not intended for personal use. Patrons holding both a personal account and an educator account must keep both accounts in good standing or risk loss of privileges for both.

See **Definitions** for more information on borrower types.

Lost, stolen and replacement library cards

Patrons are responsible for reporting lost or stolen cards to the library to avoid being held accountable for materials checked out on their ~~accounts~~ cards after the loss or theft. If a patron

reports a card lost or stolen, they must present identification in accordance with policy to be issued a new card.

Rules for borrowing

Library materials are loaned to individual library users with valid library ~~accounts~~ ~~cards~~ for a specified period of time. The borrower is expected to return or renew the materials no later than the due date.

When a patron changes their residential or mailing address, phone number, or email address, it is their responsibility to inform the library of the change to their account.

There are no daily or recurring fines for overdue materials; however, individuals will be charged for lost ~~or and~~ damaged materials.

Borrowers are responsible for everything checked out on their ~~accounts~~ ~~cards~~, even if those items are lost or stolen. Borrowing privileges of an individual cardholder will be suspended when limits established for the following activities are exceeded:

- Overdue materials
- Dollar amount owed for unreturned, missing or damaged materials
- Interlibrary loan items unreturned, missing or damaged

The Executive Director is authorized to establish and enforce reasonable limits for these privileges and will regularly keep the board informed of changes to the limits.

Restoration of borrowing privileges

Borrowing privileges will generally be restored when the patron has returned or paid for sufficient materials to be within the established limits. Exceptions for suspending, limiting, or restoring privileges may be made at the discretion of the Executive Director or designee.

Intentionally damaging or retaining materials

It is a violation of state law to intentionally injure, deface, destroy or retain library property. Any person violating this subsection will have their library borrowing privileges suspended and may be prosecuted to the full extent of the law. Library borrowing shall remain suspended or limited at the discretion of the Executive Director, or designee, in consultation with the Library Board policy committee, regardless of whether the library is fully compensated for damaged materials.

Implementation and appeal rights

Library staff, as delegated by the Executive Director, will implement this policy. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner. Any person whose borrowing privileges have been suspended may appeal to the Executive Director to have their privileges restored or limited to a lesser extent. Library

users who question the way that this policy has been applied to them may use the appeal process established by the Appeal Rights of Patrons Policy.

DEFINITIONS

Resident

Includes individuals living in Clark, Skamania and Klickitat County with the exception of the City of Camas; living within the city limits of Woodland, WA, and within any contracting district service area; and property owners in the Library District's service area, even if they live elsewhere.

Reciprocal

Oregon residents of Clackamas, Hood River, Multnomah, and Washington Counties, and Washington residents of Camas and other tax-supported public library jurisdictions with which FVRL has a reciprocal agreement. A full list of Washington and Oregon reciprocal partners is available on our website.

Nonresident

Individuals from counties geographically adjacent to the FVRL service area where there is no tax-supported public library, jurisdictions without reciprocal agreements, or temporary residents (except as listed above).

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

Policy History

Board Approvals:

- Original Policy 10/14/1991
- Revised 10/11/1993
- Revised 5/2/1994
- Revised 9/12/1994
- Revised and combined with the Policy on Loaning of Materials 7/08/2002
- Revised 12/13/2004
- Revised 05/09/2005 – Implemented 8/01/2005 (formerly titled Borrowing Privileges)
- Revised 4/11/2006
- Revised 8/10/2009
- Revised 4/12/2010
- Revised 5/15/2015

- Revised 7/16/2018
- Revised 6/21/2021
- Revised 1/21/2025

Fiscal Management Policy

Purpose

Fort Vancouver Regional Library District (FVRL), as an intercounty rural library district as defined by the state of Washington in RCW 27.12.090, recognizes it has financial responsibility for the management and investment of taxpayers' money. To set direction, monitor and review the FVRL's financial health, and to fulfill the obligations of the public trust, the Board of Trustees (Board) of the FVRL establishes the following fiscal management policy:

Policy

It shall be the goal of FVRL to achieve and maintain a strong financial position that provides the necessary resources to sustain library operations and pay for unanticipated emergencies, withstand downturns in the local, regional and global economies, ensure timely payment of all fiscal obligations, and meet all debt obligations. These goals will be achieved through the following practices. FVRL will manage both one-time and ongoing expenditures within current resources, establish and adequately fund reserve accounts, regularly monitor and report on budget performance, evaluate the fiscal impact of new services prior to implementation, operate as efficiently as possible, and constantly review library services for appropriateness and effectiveness.

Accounts Payable

FVRL will make every effort to pay bills within 30 days of receipt. For Public Works projects, all applicable Intents and Affidavits must be submitted to Washington State Department of Labor & Industries (LNI) and any other required legal filing completed prior to payment.

Annual Budget

The Board will adopt and maintain a balanced annual operating budget. FVRL's staff will prepare an annual budget based on anticipated revenues and expenses, and present it to the Board for approval. The process will follow an established calendar and include a public hearing for the final reading. The annual levy resolution for tax collection purposes must adopted by the Board be set and sent to the Clark County Assessor by November 30 of each year to support Clark County, serving as FVRL home County, in establishing the FVRL uniform millage rate in coordination with Klickitat, Skamania and Cowlitz County. The millage rate, once calculated and provided by Clark County, is certified by the Executive Director or designee and provided to each County Assessor's office.

Staff will build and maintain a five-year rolling forecast of the budget to be presented to the Board as part of the annual budget and long-term planning process to ensure FVRL's financial stability is managed and maintained.

Auditing Officers and Expenditure Certification

The Executive Director will serve as an Auditing Officer pursuant to RCW 42.24.080. The Executive Director can appoint the Deputy Director or other FVRL Director as a designee in their absence to ensure the timely payment of warrants.

BARS

FVRL will follow the prescribed Budget, Accounting, and Reporting System (BARS) as outlined by the Washington State Auditor's Office.

Capital project funding

Library facilities may be built using bond funds, Library Capital Facility Area (LCFA) bond funds, special levies, fundraising and/or operating funds when appropriate. FVRL will prioritize capital maintenance and replacement schedule over new construction when establishing the annual budget.

Cash Receipting

FVRL staff will maintain physical security of cash receipts, designate who can approve steps and actions related to cash receipts (such as adding a new receipts location, deposits or accepting credit cards), and have procedures in place to monitor and record transactions. [When designating employees to perform various cash receipting tasks segregation of duties will be maintained. If segregation of duties is not feasible then compensating controls will be implemented.](#)

Cash Reserves

A portion of the funds held by FVRL are set aside for short, mid and long-term sustainability and will be maintained at sufficient levels to protect FVRL's financial position and responsibilities to the public.

- Reserve funds can be committed, assigned, restricted or unrestricted, as determined by the Board. The Board will adopt a Reserve Plan and review it annually.
- Any year-end operating surpluses will be considered unappropriated and available for use in maintaining reserve levels set by policy or will be available for project specific and/or "one-time" only expenditures.
- FVRL's reserves may include funds for budget stabilization, ongoing long-range capital repairs and maintenance objectives, replacement of equipment and vehicles, and other objectives as deemed appropriate by the Board.
- Employee leave liabilities are carried as part of the operating budget but may be set aside as a reserve as the Board deems appropriate to reduce exposure.

Debt Management

As a junior taxing district, FVRL has a few options in determining the method of taking on debt. Those include short term loan obligations, limited tax general obligation or “councilmanic” bonds, unlimited tax general obligation or “voted” bonds, and other types of debt including leases, as well as intergovernmental and Local Option Capital Asset Lending (LOCAL) loans. Long-term debt is only to be used to finance capital improvements and should never be used to support current operations.

Disbursement systems controls

FVRL shall establish and maintain control systems for each major disbursements process, including payroll and accounts payable, as well as controls over transactions from initiation to payment, account monitoring, [record retention](#) and fraud protection. ~~Monthly audits by the Executive Director will be conducted to assure compliance.~~

All disbursements made, via credit card, check, or EFT, must serve a valid public purpose and strictly comply with District policies and procedures. Expenditures shall be reviewed and approved by authorized personnel to ensure they align with the District's mission, objectives, and budgetary constraints. Each transaction must be supported by adequate documentation, including invoices, receipts, and any required approvals, to verify its legitimacy and purpose. The District prohibits unauthorized, personal, or otherwise improper use of funds and mandates regular reviews and audits to enforce compliance and safeguard public resources.

Electronic Funds Transfer (EFT)

Payments via EFT will follow the same review and authorization process as check disbursements. In addition to the normal internal controls (see section on Segregation of Duties), FVRL will utilize bank offered security measures such as separate bank user ID's to increase security surrounding EFT payments by separating the ability to initiate/modify and approve an EFT.

All EFT payments will be coordinated and submitted through the Finance Department. The Finance Department Director or her/his designee will approve all new requests and any changes to the EFT, will ensure ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the banking system and includes the following:

1. Validate – all new electronic payment instruction requests received, even if the request is internal.
2. Contact – the supplier or requester must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e. current bank account name, number, and routing information).
3. Update – after changes are confirmed the vendor data will be updated in the financial accounting system by an individual authorized to perform vendor maintenance.

Transmission of the ACH file from financial system to bank will occur through a secure single user account login by authorized Finance staff, verifying the number of EFT's submitted to the bank and that the total matches the report in the financial accounting system.

Expenditure Certification

Pursuant to RCW 42.24.080, the Finance Director is designated to certify all claims made against FVRL for payment. The Executive Director shall certify payments in the absence of the Finance Director.

Financial Reporting

FVRL's financial reporting will be on a cash basis. Financial reports shall be submitted to the Board at the regular monthly public meeting. The Board shall receive a copy of the annual report after it is filed with the Washington State Auditor's Office. Forecasts will encompass five years and be updated annually. Balanced revenue and expenditure forecasts will be prepared to examine FVRL's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements.

Fiscal Agent

In accordance with RCW 27.12.070 and 27.12.160, FVRL maintains an agreement with the Clark County Treasurer to serve as the District's fiscal agent.

Fund Manager

FVRL designates the Finance Director or their designee as the Fund Manager.

Grant Management

FVRL will monitor and track grants for compliance with award-specific terms and conditions, grantor entity guidelines, program guidelines, applicable State and Federal regulations, and internal FVRL policies and procedures. Where there is a difference between FVRL policy and State or Federal requirements the most restrictive requirement shall govern. The Finance department will develop the required grant award and project tracking process and set up the general ledger to meet all budgeting, control, accounting, and reporting requirements.

Revolving Cash Funds Imprest Funds

FVRL appoints one custodian for each location to be accountable for the cash ~~imprest funds in~~ the form of change on hand, kiosks, and / or cash tills as applicable per branch location. ~~(petty cash account) who is independent of invoice processing, check signing, general accounting and cash receipting functions. These fund will be reconciled and receipts deposited in accordance with BARS, Treasurer's Office agreements and FVRL procedures. regularly by the custodian~~

~~and periodically rechecked by someone other than the custodian. The custodian will keep all applicable cash funds the imprest funds in a secure location. If debit cards are tied to the imprest fund then the debit card will also be kept in a secure location. The imprest fund will be replenished monthly under the same review and approval process as invoices.~~

~~When the custodian changes (or the account is abolished) the cash funds must be replenished rot he authorized amount, reviewed and certified as being turned over to the Finance Director treasurer or new custodian.~~

~~The cash funds at branches Revolving imprest funds are public funds and may never be used for personal cash advances, loans, or expenditures.~~

Investments

FVRL adopts the Clark County Investment Policy as its investment policy and will participate in the Clark County Investment Pool. Staff will share quarterly Investment reports with the Board as they are received and will regularly review investments to ensure compliance with any direction from the State Auditor's Office.

Insurance

FVRL will maintain adequate insurance policies or self-insurance reserves to pay all claims against the District.

Liabilities

FVRL is the custodian for employee accounts held under IRS plan 457 and has no liability for losses under such plans, but does have the duty of due care that would be required of a prudent investor. FVRL will not use these assets to satisfy the claims of general creditors.

Minimum Balance

FVRL's fund balance represents the net cash after all revenues have been deposited and all expenses have been paid. While FVRL budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters. The minimum balance for the fund should not be less than 60 to 90 days of annual ~~budgeted operational~~ expenditures to ensure adequate funding to maintain services between property tax collections. The Board delegates the responsibility of maintaining an adequate fund balance to the Executive Director to maintain sufficient cash available for the operational needs of the District.

Revenue Sources

Although library services are primarily funded through property taxes, FVRL will seek information on alternative funding from multiple sources, e.g. grants, partnerships and fees. FVRL will monitor and take appropriate action concerning legislation affecting the funding of library districts.

Staff-related expenses

FVRL will follow these general guidelines for expenses directly related to expenditures for staff, [volunteer](#), or board-related activities.

1. FVRL will pay membership fees and participation expenses for Board or staff members when doing so will provide a benefit to the library. Authority to cover the cost is vested in the Executive Director or their designee.
2. The Board authorizes reimbursement for eligible expenses related to travel on behalf of the libraries. The Executive Director shall establish and administer travel procedures that are deemed beneficial to FVRL.
3. FVRL may provide food in conjunction with day long training or meetings when such meals provide sustained periods of time for working together without undue interruption.
4. FVRL may provide clothing or other library branded items to staff as a provision of employment.
5. FVRL may provide cell phones or laptop computers to designated staff or board members for task-related communication purposes. Devices will be returned when requested.
6. FVRL may provide items to the public that support use of the library and enhance literacy in the community, including books, book bags, writing materials and other library or literacy related resources.
7. All travel and training requests will be pre-approved by the Executive Director or their designee except for cases where unforeseen circumstances (weather or other delays) may incur additional expenses on the employees' behalf.
8. [FVRL may demonstrate appreciation to employees, volunteers, or board members as so long as the cost of items \(perishable or non-perishable\) are de minimis in value.](#)
- ~~7.~~[9. FVRL may provide food and beverages consumed at hosted receptions where attendance is related to the recipient's official duties or for the purpose of volunteer recognition/appreciation.](#)

Segregation of Duties

Duties shall be segregated to ensure that there is appropriate separation from assets by those empowered to approve expenditures. These include signatories not having access to the ability to print checks or access FVRL's accounts. Duties for authorization, reconciliation, [EFT initiation/modification](#), recording, asset inventory, surplus of assets and other accounting duties shall be delegated among the Finance staff to ensure compliance. [When staff levels allow the four types of duties \(authorization, custody, record-keeping, reconciliation\) will be tasked to separate individuals. If segregation of duties is not feasible then compensating controls will be implemented. By utilizing the County as the treasurer for FVRL the District benefits from regular reporting, additional audit trail of disbursement, and standardized practices.](#)

Administration

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

Severability

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

Continuance

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Resources

Applicable laws

- RCW 27.12.160
- RCW 27.12.090
- RCW 27.12.180

Relevant policies

- [Asset Management](#)
- [Purchase Card](#)
- [Purchasing and Procurement](#)
- [Purchase, Lease, Exchange or Sale of Real Property](#)
- [Trustee Ethics and Responsibilities](#)

Board approved

- Original Policy: September 26, 1988 (for Fiscal Years 1989, 1990, 1991)
- Revised: October 14, 1991
- Revised: December 13, 1993
- Revised: April 14, 1997 (for Fiscal Year 1997)
- Revised: May 14, 2001
- Revised: September 9, 2002
- Revised: June 9, 2003
- Reaffirmed: September 13, 2004
- Revised: October 10, 2005
- Revised: April 11, 2006
- Revised: May 14, 2007

- Revised: Nov. 12, 2007
- Revised: April 21, 2008
- Revised: November 14, 2011
- Revised: November 12, 2012
- Revised: October 17, 2016
- Revised: December 16, 2019
- Revised: November 15, 2021
- Revised: March 18, 2024
- Revised: March 17, 2025