



AGENDA FOR PUBLIC MEETING

DATE: Monday, March 17, 2025 at 6:00 pm
LOCATION: **In Person:** Three Creeks 800-C NE Tenney Road, Vancouver 98685
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: February 18, 2025
 - Approval of claims: February 2025
- 6. **Reports**
 - 6.1 January 2025 Financial Statements: Catrina Galicz ACTION
 - 6.2 FVRL Organizational Report:
 - Alicia Gomori & Jennifer Giltrop INFORMATION
 - 6.3 Three Creeks Report: Elizabeth Moss INFORMATION
- 7. **Business**
 - 7.1 **Facilities and Finance Committee**
 - a. Resolution 2025-03 Non-Resident Fee ACTION
 - b. Staff Report 2025-05 Levy Lid Lift – Service Plan Options INFORMATION
 - 7.2 **Policy Committee**
 - a. Fiscal Management Policy (Second Reading) ACTION
- 8. **Executive Session** RE: RCW 42.30.110(1)(c) Real Estate
- 9. **Board Comments**
- 10. **Setting for next special meeting:** Thursday, April 3 at 4:00 p.m. at Vancouver Community Library
Setting for next Regular meeting; Monday, April 21, 6:00 p.m. at Washougal Community Library
- 11. **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, February 18, 2025 – 6:00 PM

Regular Meeting

Vancouver Community Library

901 C Street Vancouver, WA

Columbia Room

Hybrid/In-Person

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

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Brandon Cruz, Branch Manager; Catrina Galicz, Finance Director; Andrea Scherer, Human Resources Director; Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Justin Keeler, Outreach and Community Partnership Director/Public Records Officer; Lucien Kress, IT Director; Dave Josephson, Facilities and Fleet Director;

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 6:00 p.m. Mary Williams made a motion to approve the agenda. Megan Dugan seconded. Motion approved with 7 out of 7 votes.
3. **CHAIR ANNOUNCEMENTS** – There were no chair announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers.
 - Patricia Skinner Patterson of Clark County made a public comment about inclusivity and censorship.
 - Katherine Gardner of Vancouver made a public comment about what she wants in her library.
 - Emily Losness of Vancouver made a public comment about equity and diversity.
 - Lucy Lo of Clark County made a public comment about safe learning places.
 - Fia Marie of Vancouver made a public comment about inclusivity.
 - Amber Black of Vancouver made a public comment about inclusivity.
 - Tiffany Heine of Vancouver made a public comment about drag queen story hour.
 - Brogan Sullivan of Camas made a public comment about how essential libraries are to the development of the social conscience.
 - Chris Smith of Vancouver made a public comment about book bans and limiting access to information
 - Angela Childers of Vancouver made a public comment about book bans and censorship.
 - S.B. Collins of Vancouver made a public comment about the importance of libraries.
 - John Bower of Vancouver made a public comment about gender related materials.
 - Gary Wilson of Clark County made a public comment about library programming and to donate a book.
 - Christine Zwach of Vancouver made a public comment about the importance of diversity in her local public library system.
 - Margo Logan of Portland made a public comment about a book recommendation.
 - Randy Schmidt of Clark County made a public comment about drag queen story hour.
 - Quill Onstead of Portland made a public comment about drag queen story hour.

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- Ruby of Vancouver made a public comment about restriction of LGBTQIA books.
- Charles Forshew of Vancouver made a public comment about how great libraries are.
- Eunice Ingermanson of Battle Ground made a public comment about LGBT materials.
- James Franklin of Vancouver made a public comment about the allowance of LGBT content.
- Gala Miller of Vancouver made a public comment about diversity, equity and inclusion.
- Kyung Willis of Vancouver made a public comment about the appreciation of library resources.
- Kay Ellison of Vancouver made a public comment about banning books.
- Jude of Clark County made a public comment about diversity, equity and inclusion.
- Shannon Toland of Vancouver made a public comment about drag queen story hour.
- Amanda of Vancouver made a public comment about book bans.

At 6:55 p.m. the Chair closed public comments and asked Jennifer Giltrop if there are any books being banned at the request of the public. Giltrop noted that there is a policy that outlines the public's ability to challenge materials and a process FVRL follows to review those challenges, however there no challenges under review at this time. The chair asked the board if the board was requesting any books be removed or challenged. Giltrop responded that the board has never asked for any books to be challenged or challenged any books, nor banned any from the collection. The Chair asked Giltrop if there was any work to segregate or move books. Giltrop said that this is not a topic that is being discussed internally or at the board level. FVRL's collection is guided by the Library Bill of Rights and the board's commitment to ensuring the public has equal access to information. Trustees support library staff's efforts to resist censorship, protect library user's privacy, and maintain a balanced and inclusive collection that meets the information needs of all patrons.

- 5. APPROVAL OF CONSENT AGENDA ITEMS**— At 6:57 p.m. Mary Williams made a motion to approve the Consent Agenda. Irina Kakorina 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 December 2024.
 - Statement of Cash:** The year ended with about \$800,000 less cash than the year began with. This was expected. In fact, this is slightly more cash than originally expected. This is also a \$1.8 million reduction over November financials. Galicz reminded the board of the timing of revenues being in April and October and the months in between are when revenues and reserves are spent down.
 - Statement of Revenue:** Revenues met or exceeded expectations in the individual categories in 2024. Revenue for the year trended just under \$300,000 above what was budgeted.
 - Statement of Expenses:** Galicz noted that the year ended under budget due to personnel vacancies and the strategic and master facilities plans being pushed back to 2025. The library books and materials budget was fully spent in 2024. A timing delay with state L & I requirements has also put some capital expenditures on hold until the new year.
 - 6.2. FVRL Foundation Update** – At 7:02 p.m. Jenny Wilkerson, Executive Director of the FVRL Foundation introduced herself to the board of trustees. Wilkerson comes to the foundation with 20 years of nonprofit fundraiser experience in the healthcare, higher education and environmental sectors. She has also worked in academic libraries, has done fundraising for libraries and has been a life-long library user. Wilkerson is from Clark County and is knowledgeable and engaged in the community the library serves.

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6.3. ORGANIZATIONAL REPORT – At 7:05 p.m. Alicia Gomori presented the following highlights of the organizational report:

- **The Goldendale Community Library** is using the display case to highlight all the resources available with a library card and offers the opportunity for card holders to put a star on the board to represent their card. The goal is to continue this through the year and see how many stars end up on the board.
- **The Klickitat Bookmobile** had a school teacher who was very grateful for the MLK and Civil Rights collection that was requested for her classroom.
- The Ridgefield Friends donated to the **Ridgefield Community Library** a large Big Bird and Oscar displays that the kids love.
- **Stevenson Community Library** expanded their teen programming, doing a teen hangout every Tuesday evening. The branch also transitioned family story time from Thursday to Saturday which benefits working families.
- **Washougal Community Library** started an outreach story time at Yahwehs Daycare.
- **White Salmon Community Library** hosted a teen late night with a trivia contest using Kahoot!, a platform that features many quizzes, pop culture, and the topics were selected by their teen council.

Giltrop added that the Woodland Community Library was awarded the American Council of Engineering Companies of Oregon's Small Project Award. Dave Josephson and Jennifer Hauan were able to attend that ceremony with Hacker Architects and PBS Engineering. Giltrop added that she is in the midst of holding information workshops with staff, the Foundation, and the Friends of the Library groups regarding the August levy lid lift.

6.4 VANCOUVER MALL BRANCH REPORT – At 7:12 p.m. the Chair invited Vancouver Mall Branch Manager Brandon Cruz, to present the Vancouver Mall Branch Report. Cruz introduced himself and the Vancouver Mall library. Located in the mall for over 40 years, the library is one of the smallest full-time branches in the district but has a significant impact. Other library districts, including Timberland and King County, have consulted with Vancouver Mall Library regarding setting up mall-based libraries. The library benefits from high foot traffic, introducing many individuals who have not visited a library in years to its services.

Cruz outlined some of the outreach and community engagement. In 2024 the library performed outreach at Orchards Elementary School and local daycare centers. The branch also got involved with mall events—CouveCon and Business After Hours—and partners with the mall utilizing the Little Free Library space for story times. Cruz highlighted a number of programs and events such as owl pellet dissection conducted in collaboration with the Vancouver Audubon Society and hosting a presentation with the Washington Talking Book and Braille Library from Seattle. The Summer at Your Library Programs have the benefit of using the mall's central court drawing large crowds for engagement.

Cruz closed his presentation with some statistics. Despite being one of the smallest branches, the library ranked fifth in new library card sign-ups across the district. Computer and wi-fi usage increased in 2024 over the previous year. Circulation ranked sixth in the district, indicating strong patron engagement. The library continues to attract new users, many of whom have not used a library in years. Cruz closed his presentation by thanking the board.

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Before closing the report section of the agenda, the Chair circled back to the Financial Report (6.1) to vote to receive and file the December financial statements.

RECEIVE AND FILE DECEMBER FINANCIAL STATEMENTS – At 7:26 p.m. Mary Williams made a motion to approve receiving and filing the December 2024 financial statements. Mary Ann Duncan Cole seconded. Motion approved with 7 out of 7 votes.

7. BUSINESS

7.1. FACILITIES AND FINANCE COMMITTEE

- A. **Revolving Cash Staff Report** – at 7:28 p.m. Galicz summarized that the organization is requesting approval from the board of trustees for a resolution related to cash funds across the branches. These cash funds support transactions through actual cash tills and different types of kiosks used by patrons for purchases, such as non-resident fees, earbuds, copies, and other services. The previous resolution, last approved in January 2023, specified a fixed dollar amount. The proposed change introduces a more flexible structure, allowing for operational changes, such as adding or removing kiosks or tills, which may alter the overall cash requirements. Instead of a set amount, the organization is now seeking approval for a threshold within which the fund will always remain, ensuring adaptability while maintaining financial oversight.
- B. **Resolution 2025-04: Revolving Cash Funds:** At 7:30 p.m. Mary Williams made a motion to approve Resolution 2025-04: Revolving Cash Funds. Mary Ann Duncan Cole seconded. Motion approved unanimously with 7 out of 7 votes.

7.2. POLICY AND NOMINATING COMMITTEE

- A. **Non-Resident Fee Staff Report** – At 7:31 p.m. Giltrop summarized the report for the trustees. Annually, the organization sets its non-resident fee amount, and at this time a proposed policy change regarding non-resident borrower fees is under review. The primary purchasers of non-resident library cards are individuals residing in unincorporated areas who do not pay for library services through property taxes. Upon evaluating the methodology for determining the fee, it was found to be inequitable compared to the taxes paid for libraries by district residents. The current calculation is based on dividing expected property tax revenue by the district's population, which would result in a fee of \$53.23 in 2025. However, the recommended change in approach involves applying the library's levy rate to the mean home value within the district's four counties (\$399,632.25), yielding a new fee of \$107.42 per year in 2025. This adjustment ensures that non-residents contribute an equitable share to the cost of library services. While the library encourages non-residents to purchase cards for library use, it is essential to maintain equity in charges for all users. Notably, reciprocal borrowing agreements, such as the one with the City of Camas, allow free access for residents of partner districts and are separate from non-resident fees. The majority of non-residents reside in unincorporated Cowlitz County and primarily use the Woodland Community Library. Giltrop opened the floor for questions.

Irina Kakorina asked if there were any aid or discount for low income residents. Giltrop advised that to address this question the board move forward in the agenda to review the Library Privileges Policy.

- B. **Library Privileges Policy (Second reading)** – Megan Dugan explained that the policy committee reviewed the second read of the policy and discussed if there could be an exemption from Washington state residents who are exempt from property taxes, due to income or disability or age

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accommodation. Staff looked into those property tax exemptions and the documentation that is provided when exemption is granted. There is a proposed amendment to the version of the policy that was provided in the packet. This amended version provided to the board adds the following language. "Senior citizens and people with disabilities who have been granted property tax exemption may have the non-resident fee waived with supporting documentation."

At 7:43 Megan Dugan made a motion to approve the policy as amended with the additional language discussed. Marie Coffey seconded. Motion approved unanimously with 7 out of 7 votes.

- C. Fiscal Management Policy (First Reading)** – At 7:44 p.m. Giltrop presented the first read of the fiscal management policy. The updates are a routine strengthening of policy following the annual audit with state auditor's office intended to better represent current and best practices. Giltrop briefly highlighted the sections that that were added; electronic funds transfer, grant management, revolving cash, and staff-related expenses. Giltrop pointed out that this is a first read so no action needs to be taken but offered the floor for questions the board may direct to Galicz.
- 8. BOARD COMMENT** - at 7:48 p.m. the chair thanked the Vancouver Community Library for hosting the meeting.
- As the Trustee severing as the liaison to the FVRL Foundation Board, Mary Williams welcomed Jenny Wilkerson.
 - Mary Williams thanked the public who offered their comments. Noting the number of people who left after public comment, Williams encouraged attendees to stay through the whole meeting for a full, transparent process.
- 9.** Setting for next regular meeting: Monday, March 17 at 6:00 p.m. at Three Creeks Community Library. It will be a hybrid (in-person/online) meeting.
- 10. ADJOURNMENT** – At 8:50 p.m. Mary Williams made a motion to adjourn, Megan Dugan seconded and the meeting was adjourned at 8:50 p.m.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

March 17, 2025

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.

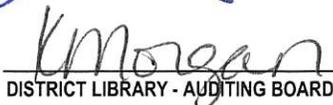
As of this date, March 17, 2025,

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

	<u>February 1, 2025</u>	through	<u>February 28, 2025</u>	
Accounts Payable Warrants Issued	Numbers		Through	\$ 1,027,448.01
		<u>121178</u>		
			<u>121320</u>	
Accounts Payable EFT Payments		<u>EFT02412</u>	Through	\$ 45,471.48
			<u>EFT02440</u>	
Accounts Payable Warrants Voided	Numbers	121195, 121243, 121247		(\$ 12,515.73)
Subtotal FVRL General Fund Warrants, EFTS, Voids				\$ 1,060,403.76
Payroll Electronic Fund Transfers	Numbers	<u>20250210</u>	Through	\$ 1,076,652.23
			<u>20250225</u>	
Other Electronic Fund Transfers Completed				
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>		
ADP Payroll Fees	February 21, 2025	\$ 5,028.73		
ADP Payroll Fees	February 28, 2025	\$ 1,903.40		
Visa	February 3, 2025	\$ 12,749.31		
Endicia - Postage	February 26, 2025	\$ 8,000.00		
Kaiser HSA Fees	February 28, 2025	\$ 15,065.21		
Kaiser HSA Fees	February 28, 2025	\$ 55.25		
WA DOR Sales/Use Tax	February 24, 2025	\$ 461.09		
WA DRS - DCP	February 12, 2025	\$ 5,184.22		
WA DRS - DCP	February 12, 2025	\$ 90,962.45		
WA DRS - PERS	February 26, 2025	4,906.94		
WA DRS - PERS	February 26, 2025	82,704.44		
Employment Security	February 11, 2025	2,691.66		
				\$ 229,712.70
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids				\$ 2,366,768.69
Total Transactions for Approval				\$ 2,366,768.69



 DISTRICT LIBRARY - EXECUTIVE DIRECTOR



 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
AFSC0001	Payment	2/6/2025	121178	AFSCME	2,784.24
ASPE0002	Payment	2/6/2025	121179	ASPEN PEST CONTROL	190.23
AT&T0001	Payment	2/6/2025	121180	AT & T	489.26
AT&T0003	Payment	2/6/2025	121181	AT&T MOBILITY	1,421.71
AVIS0001	Payment	2/6/2025	121182	AVISTA UTILITIES	203.09
B&HP0001	Payment	2/6/2025	121183	B&H PHOTO VIDEO	3,382.77
BAKE0002	Payment	2/6/2025	121184	BAKER & TAYLOR	4,172.50
BIBL0004	Payment	2/6/2025	121185	BIBLIOCOMMONS CORP	236,230.40
BUDG0002	Payment	2/6/2025	121186	BUDGET BLINDS- VANCOUVER	1,605.06
CBMS0007	Payment	2/6/2025	121187	CBM SYSTEMS, LLC	3,367.42
CDWG0001	Payment	2/6/2025	121188	CDW GOVERNMENT INC	2,947.94
CENT0001	Payment	2/6/2025	121189	CENTER POINT PUBLISHING	438.66
CENT0012	Payment	2/6/2025	121190	CENTURYLINK	860.61
CITY0005	Payment	2/6/2025	121191	CITY OF NORTH BONNEVILLE	240.00
CLAR0004	Payment	2/6/2025	121192	CLARK PUD	3,613.13
CLEA0022	Payment	2/6/2025	121193	CLEAN-WORLD MAINTENANCE, INC	55,488.79
COFF0003	Payment	2/6/2025	121194	COFFMAN ENGINEERS, INC	702.00
COMC0002	Payment	2/6/2025	121195	COMCAST INSTITUTIONAL NETWORKS	10,215.31
CONT0005	Payment	2/6/2025	121196	CONTRACT FLOORING & INTERIORS	1,254.75
COSU0001	Payment	2/6/2025	121197	COSUGI	150.00
CREA0009	Payment	2/6/2025	121198	CREATIVE FINANCIAL STAFFING LLC	1,545.72
FERG0006	Payment	2/6/2025	121199	FERGUSON FACILITIES SUPPLY	373.06
FIRE0005	Payment	2/6/2025	121200	FIRE RECOVERY USA, LLC	150.00
FORT0002	Payment	2/6/2025	121201	FVRL FOUNDATION	20.00
FREI0002	Payment	2/6/2025	121202	FREIGHTLINER NORTHWEST	2,502.77
GALE0002	Payment	2/6/2025	121203	GALE GROUP	1,321.03
GISI0001	Payment	2/6/2025	121204	GISI MARKETING GROUP	380.31
HARR0001	Payment	2/6/2025	121205	HARRYS KEY SERVICE, INC.	42.07
HOME0001	Payment	2/6/2025	121206	HOME DEPOT CREDIT SERVICES	840.00
ICMA0001	Payment	2/6/2025	121207	ICMA RETIREMENT CORPORATION	6,921.58
INGR0001	Payment	2/6/2025	121208	INGRAM	26,418.27
JRTM0001	Payment	2/6/2025	121209	JRT MECHANICAL, INC	2,375.81
KAIS0001	Payment	2/6/2025	121210	KAISER FOUNDATION HEALTH PLAN	260,392.28
KLIC0002	Payment	2/6/2025	121211	KLICKITAT COUNTY PUD	2,345.15
KLIC0009	Payment	2/6/2025	121212	KLICKITAT COUNTY PUBLIC WORKS DEPT	122.19
MIDW0001	Payment	2/6/2025	121213	MIDWEST LIBRARY SERVICE	184.64
MIDW0002	Payment	2/6/2025	121214	MIDWEST TAPE	2,933.07
MORN0001	Payment	2/6/2025	121215	MORNINGSTAR	16,786.00
NAPA0001	Payment	2/6/2025	121216	NAPA GENUINE PARTS (CORP)	295.69
NORT0005	Payment	2/6/2025	121217	NORTHWEST NATURAL GAS COMPANY	10,065.19
OEGI0001	Payment	2/6/2025	121218	OEG, INC	8,085.08
OFFI0001	Payment	2/6/2025	121219	OFFICE DEPOT CARD PLAN	1,337.31
OLMS0001	Payment	2/6/2025	121220	OLMSTEAD, BARRIE	2,000.00
OVER0004	Payment	2/6/2025	121221	OVERDRIVE	48,560.16

PACI0001	Payment	2/6/2025	121222	PACIFIC OFFICE AUTOMATION	4,730.13
PACI0010	Payment	2/6/2025	121223	PACIFIC POWER GROUP, LLC	792.24
PANA0001	Payment	2/6/2025	121224	PAN ASIAN PUBLICATION USA INC	35.50
PARK0008	Payment	2/6/2025	121225	PARKROSE HARDWARE/BLUE TARP	57.30
PLAT0001	Payment	2/6/2025	121226	PLATT ELECTRIC SUPPLY	645.71
PLAY0001	Payment	2/6/2025	121227	PLAYAWAY PRODUCTS LLC	686.79
PLEA0002	Payment	2/6/2025	121228	PLEASE DON'T DIE BLACK MEN	60.00
QUAD0002	Payment	2/6/2025	121229	QUADIENT, INC	587.07
ROBE0013	Payment	2/6/2025	121230	ROBERT HALF FINANCE & ACCOUNTING	11,850.30
SCHO0004	Payment	2/6/2025	121231	SCHOLASTIC INC	196.64
SKAM0001	Payment	2/6/2025	121232	SKAMANIA COUNTY PUD #1	736.30
SOHA0001	Payment	2/6/2025	121233	SOHA SIGN CO INC	1,961.31
STER0004	Payment	2/6/2025	121234	STERLING	205.31
SWAN0001	Payment	2/6/2025	121235	SWANK MOVIE LICENSING USA	550.00
SWIN0001	Payment	2/6/2025	121236	SWINGRUBER, JURINDA	60.10
TMOB0001	Payment	2/6/2025	121237	T-MOBILE USA INC	64.04
TOWN0007	Payment	2/6/2025	121238	THE TOWN OF YACOLT	200.00
TSAI0001	Payment	2/6/2025	121239	TSAI FONG BOOKS, INC	146.45
ULIN0001	Payment	2/6/2025	121240	ULINE	619.73
ULTI0001	Payment	2/6/2025	121241	ULTIMATE FILM PROS INC	533.03
USAM0002	Payment	2/6/2025	121242	USA MECHANICAL	7,168.76
VANC0001	Payment	2/6/2025	121243	CITY OF VANCOUVER UTILITIES	2,176.46
WALT0001	Payment	2/6/2025	121244	WALTER E NELSON COMPANY	1,495.11
WOOD0001	Payment	2/6/2025	121245	CITY OF WOODLAND	376.70
YAKI0006	Payment	2/6/2025	121246	YAKIMA GENERATOR	349.54
ZIPL0001	Payment	2/6/2025	121247	ZIPLY FIBER	123.96
ZZZZ0458	Payment	2/6/2025	121248	KONOPEV, NATALYA M	15.00
ZZZZ0459	Payment	2/6/2025	121249	HUBBARD, ANDREW	25.00
ZZZZ0460	Payment	2/6/2025	121250	HANCOCK, LAURA L	25.00
ALLI0006	Payment	2/21/2025	121251	ALLIANT INSURANCE SERVICES, INC.	716.00
ALLY0001	Payment	2/21/2025	121252	ALLYNS BUILDING CENTER	3.75
ASTO0001	Payment	2/21/2025	121253	ASTOUND BUSINESS SOLUTIONS, LLC	5,418.63
B&HP0001	Payment	2/21/2025	121254	B&H PHOTO VIDEO	6,765.53
BAKE0002	Payment	2/21/2025	121255	BAKER & TAYLOR	1,443.06
BATT0001	Payment	2/21/2025	121256	CITY OF BATTLE GROUND	569.59
CDWG0001	Payment	2/21/2025	121257	CDW GOVERNMENT INC	490.35
CENT0009	Payment	2/21/2025	121258	CENTURYLINK	70.80
CENT0012	Payment	2/21/2025	121259	CENTURYLINK	956.38
CENT0013	Payment	2/21/2025	121260	CENTURYLINK	1,971.64
CLAR0004	Payment	2/21/2025	121261	CLARK PUD	12,183.11
CLAR0015	Payment	2/21/2025	121262	CLARK COUNTY TREASURER	20.00
CLAR0026	Payment	2/21/2025	121263	CLARK REG WASTEWTR	105.29
COLU0003	Payment	2/21/2025	121264	COLUMBIA RESOURCE COMPANY	66.49
COLU0024	Payment	2/21/2025	121265	COLUMBIA LANGUAGE SERVICES	540.00
COLU0032	Payment	2/21/2025	121266	COLUMBIA RIVER DISPOSAL	86.56

COMC0002	Payment	2/21/2025	121267	COMCAST INSTITUTIONAL NETWORKS	20,430.62
COWL0001	Payment	2/21/2025	121268	COWLITZ COUNTY PUD	992.67
CREA0009	Payment	2/21/2025	121269	CREATIVE FINANCIAL STAFFING LLC	2,583.90
ENAV0001	Payment	2/21/2025	121270	ENAVATE, INC	489.15
GALE0002	Payment	2/21/2025	121271	GALE GROUP	763.26
GISI0001	Payment	2/21/2025	121272	GISI MARKETING GROUP	683.80
GOLD0003	Payment	2/21/2025	121273	CITY OF GOLDENDALE	298.23
GROO0003	Payment	2/21/2025	121274	GRO OUTDOOR LIVING	2,958.84
HARR0001	Payment	2/21/2025	121275	HARRYS KEY SERVICE, INC.	52.06
ICMA0001	Payment	2/21/2025	121276	ICMA RETIREMENT CORPORATION	7,248.01
IMAG0003	Payment	2/21/2025	121277	IMAGE360	39.10
INGR0001	Payment	2/21/2025	121278	INGRAM	34,711.80
JOHN0041	Payment	2/21/2025	121279	JOHNSON CONTROLS INC	394.04
KAKO0001	Payment	2/21/2025	121280	KAKORINA, IRINA	18.76
KANO0001	Payment	2/21/2025	121281	KANOPY LLC	9,303.00
KETE0001	Payment	2/21/2025	121282	KETER ENVIRONMENTAL SERVICES INC	104.68
LACE0003	Payment	2/21/2025	121283	CITY OF LA CENTER	76.60
LESS0001	Payment	2/21/2025	121284	LES SCHWAB TIRE CENTER	1,707.97
LING0003	Payment	2/21/2025	121285	LINGUAVA	293.07
MANU0001	Payment	2/21/2025	121286	MANUFACTURERS NEWS INC	109.90
MIDW0001	Payment	2/21/2025	121287	MIDWEST LIBRARY SERVICE	350.14
MIDW0002	Payment	2/21/2025	121288	MIDWEST TAPE	12,764.62
MKSO0001	Payment	2/21/2025	121289	MK SOLUTIONS, INC.	1,189.17
NIET0001	Payment	2/21/2025	121290	NIETO III, CARLOS	1,125.00
NORT0005	Payment	2/21/2025	121291	NORTHWEST NATURAL GAS COMPANY	3,200.17
OFFI0001	Payment	2/21/2025	121292	OFFICE DEPOT CARD PLAN	1,315.37
OREG0002	Payment	2/21/2025	121293	OREGON EQUIPMENT COMPANY, INC	794.60
OTIS0001	Payment	2/21/2025	121294	OTIS ELEVATOR COMPANY	2,030.75
OVER0004	Payment	2/21/2025	121295	OVERDRIVE	58,002.14
PACI0001	Payment	2/21/2025	121296	PACIFIC OFFICE AUTOMATION	7,359.33
PATT0005	Payment	2/21/2025	121297	PATTERSON, JENNIFER	8,095.80
PLAT0001	Payment	2/21/2025	121298	PLATT ELECTRIC SUPPLY	35.53
REPU0001	Payment	2/21/2025	121299	REPUBLIC SERVICES #487	145.41
ROBE0013	Payment	2/21/2025	121300	ROBERT HALF FINANCE & ACCOUNTING	14,206.50
RODD0001	Payment	2/21/2025	121301	RODDA PAINT CO	103.81
SAMA0001	Payment	2/21/2025	121302	SAMARITAN TECHNOLOGIES	2,780.00
SELL0003	Payment	2/21/2025	121303	SELLERS, JANICE MARIE	100.00
SOHA0001	Payment	2/21/2025	121304	SOHA SIGN CO INC	38.32
STER0004	Payment	2/21/2025	121305	STERLING	874.38
STEV0001	Payment	2/21/2025	121306	CITY OF STEVENSON	362.47
TDST0001	Payment	2/21/2025	121307	TDS TELECOM	250.31
THOM0015	Payment	2/21/2025	121308	THOMSON REUTERS-WEST PUBLISHING CORP	478.29
ULIN0001	Payment	2/21/2025	121309	ULINE	307.33
UNIQ0002	Payment	2/21/2025	121310	UNIQUE MANAGEMENT SERVICES INC	1,575.20
UNUM0002	Payment	2/21/2025	121311	UNUM LIFE INS CO OF AMERICA	15,229.22

VANC0001	Payment	2/21/2025	121312	CITY OF VANCOUVER UTILITIES	2,176.46
VANC0010	Payment	2/21/2025	121313	VANCOUVER'S DOWNTOWN ASSOC	150.00
VANC0040	Payment	2/21/2025	121314	VANCOUVER TOYOTA	299.82
WALT0001	Payment	2/21/2025	121315	WALTER E NELSON COMPANY	3,200.20
WAPI0001	Payment	2/21/2025	121316	WAPITI NW, LLC	3,539.88
WAST0001	Payment	2/21/2025	121317	WASTE CONNECTIONS INC	4,814.03
WHIT0001	Payment	2/21/2025	121318	CITY OF WHITE SALMON	190.75
ZAYO0001	Payment	2/21/2025	121319	ZAYO GROUP, LLC	3,219.79
ZIPL0001	Payment	2/21/2025	121320	ZIPLY FIBER	247.85
Warrant Subtotal					1,027,448.01

VOID's

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
COMC0002	Payment	2/6/2025	121195	COMCAST INSTITUTIONAL NETWORKS	(10,215.31)
VANC0001	Payment	2/6/2025	121243	CITY OF VANCOUVER UTILITIES	(2,176.46)
ZIPL0001	Payment	2/6/2025	121247	ZIPLY FIBER	(123.96)
VOID's Subtotal					(12,515.73)

EFT's

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
66DE0001	Payment	2/6/2025	EFT02412	66DEGREES, LLC	54.35
ALLE0011	Payment	2/6/2025	EFT02413	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	2,210.50
ALLE0014	Payment	2/6/2025	EFT02414	ALLEGIANCE BENEFIT PLAN MGMT - FEES	89.25
ALLE0015	Payment	2/6/2025	EFT02415	ALLEGIANCE COBRA SERVICES INC	75.00
BAZU0001	Payment	2/6/2025	EFT02416	BAZUA, MARA Z	300.00
CHIP0002	Payment	2/6/2025	EFT02417	CHIPMAN, BONNY	600.00
GETP0001	Payment	2/6/2025	EFT02418	GET PROGRAM	522.32
HODG0002	Payment	2/6/2025	EFT02419	HODGES, OLGA	214.80
JOSL0003	Payment	2/6/2025	EFT02420	CLARK-JOSLIN, AARON	75.00
KATH0001	Payment	2/6/2025	EFT02421	KATHLEEN L WHITNER	1,224.00
NATI0032	Payment	2/6/2025	EFT02422	NATIONWIDE PREMIUM HOLDING	132.95
NORT0056	Payment	2/6/2025	EFT02423	NORTH PACIFIC MANAGEMENT	12,520.00
PEOP0001	Payment	2/6/2025	EFT02424	PEOPLESPLACE	115.34
SHRE0001	Payment	2/6/2025	EFT02425	SHRED NORTHWEST, LLC	792.00
SOFI0001	Payment	2/6/2025	EFT02426	SOFIE, CARL	14.00
STOE0001	Payment	2/6/2025	EFT02427	STOEL RIVES LLP	665.00
USCE0002	Payment	2/6/2025	EFT02428	US CENTENNIAL VANCOUVER MALL LLC	10,119.48
WPEA0001	Payment	2/6/2025	EFT02429	WPEA	3,001.29
WPEA0003	Payment	2/6/2025	EFT02430	WPEA UFCW	2,085.20
CANO0002	Payment	2/21/2025	EFT02431	CANOPY WELLBEING	516.00
GARD0003	Payment	2/21/2025	EFT02432	GARDEN DELIGHTS HERB FARM	50.00
GETP0001	Payment	2/21/2025	EFT02433	GET PROGRAM	522.32
KAPL0003	Payment	2/21/2025	EFT02434	KAPLAN, JENELLE	9.80
OLIN0001	Payment	2/21/2025	EFT02435	OLINGER, FRANCES	75.00
SHRE0001	Payment	2/21/2025	EFT02436	SHRED NORTHWEST, LLC	130.44

STOE0001	Payment	2/21/2025	EFT02437	STOEL RIVES LLP	2,090.00
WASH0050	Payment	2/21/2025	EFT02438	WASHOUGAL ACUPUNCTURE AND MASSAGE	300.00
WEXB0001	Payment	2/21/2025	EFT02439	WEX BANK	3,704.49
WPEA0001	Payment	2/21/2025	EFT02440	WPEA	3,262.95
EFT's Subtotal					45,471.48

PAYROLL

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	2/10/2025	Payroll 2/10/2025	ADP - Net Payroll Wages	414,759.62
ADP0001	Payment	2/10/2025	Payroll 2/10/2025	ADP - Federal Payroll Taxes	138,357.36
ADP0001	Payment	2/10/2025	Payroll 2/10/2025	ADP - OR State Payroll Taxes	4,295.41
ADP0001	Payment	2/10/2025	Payroll 2/10/2025	ADP - PFML Taxes	5,470.07
ADP0001	Payment	2/10/2025	Payroll 2/10/2025	ADP - WA Cares Fund Taxes	3,243.44
ADP0001	Payment	2/10/2025	Payroll 2/10/2025	ADP - OR State Transit Tax	62.95
Subtotal 1st Payroll					566,188.85
ADP0001	Payment	2/25/2025	Payroll 2/25/2025	ADP - Net Payroll Wages	375,674.55
ADP0001	Payment	2/25/2025	Payroll 2/25/2025	ADP - Federal Payroll Taxes	123,067.28
ADP0001	Payment	2/25/2025	Payroll 2/25/2025	ADP - OR State Payroll Taxes	3,843.19
ADP0001	Payment	2/25/2025	Payroll 2/25/2025	ADP - PFML Taxes	4,909.60
ADP0001	Payment	2/25/2025	Payroll 2/25/2025	ADP - WA Cares Fund Taxes	2,911.78
ADP0001	Payment	2/25/2025	Payroll 2/25/2025	ADP - OR State Transit Tax	56.98
Subtotal 2nd Payroll					510,463.38
ADP- Overall Total					1,076,652.23

Other ACH's

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	2/21/2025	115535	ADP	5,028.73
ADP0001	Payment	2/28/2025	115536	ADP	1,903.40
WASH0007	Payment	2/24/2025	115543	WASHINGTON DEPT OF REVENUE	461.09
WASH0013	Payment	2/12/2025	115539	WASH DEPT OF RETIREMENT SYSTEM	90,962.45
WASH0013	Payment	2/12/2025	115540	WASH DEPT OF RETIREMENT SYSTEM	5,184.22
WASH0013	Payment	2/26/2025	115541	WASH DEPT OF RETIREMENT SYSTEM	82,704.44
WASH0013	Payment	2/26/2025	115542	WASH DEPT OF RETIREMENT SYSTEM	4,906.94
KAIS0005	Payment	2/28/2025	115537	KAISER HSA	15,065.21
KAIS0005	Payment	2/28/2025	115538	KAISER HSA	55.25
VISA0002	Payment	2/3/2025	115544	VISA	12,749.31
EMPL0002	Payment	2/11/2025	115545	EMPLOYMENT SECURITY DEPARTMENT	2,691.66
ENDI0001	Payment	2/26/2025	115546	ENDICIA	8,000.00
Other ACH's					229,712.70
Overall Total					2,366,768.69

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending January 2025 (With year-to-date totals)

December 31, 2024 Ending Cash Balance	18,243,653
Year-to-date Revenue Received	207,094
Year-to-date Expenditures	(2,213,926)
Adjustment for accrued expenditures	249,889
Cash Balance January 31, 2025	<u><u>\$ 16,486,711</u></u>

	Operational Reservices as of January 1, 2025	Net Operational Activity January 2025	Year-to-Date Totals thru January 2025	Operational Reserves as of January 31, 2025
Operational Reserve (Unassigned)	<u>\$ 11,284,975</u>	<u>(1,756,943)</u>	<u>(1,756,943)</u>	<u>\$ 9,528,033</u>

Target: Operational Fund > 60 to 90 days of annual budget

60 Days = \$5,881,494

90 Days = \$8,822,241

	Reserves as of January 1, 2025	January 2025 Expenditures	Year-to-Date Totals thru January 2025	Cash Reserves as of January 31, 2025
Obj 1 - Capital repairs and maintenance	\$ 1,345,000	\$ -	\$ -	\$ 1,345,000
Obj 2 - Replacement Vehicles	10,000	-	-	10,000
Obj 3 - Capital Projects				-
Washougal	4,092,678	-	-	4,092,678
Branch Refresh Projects	1,211,000	-	-	1,211,000
Obj 4 - Technology Replacements & Upgrades	300,000	-	-	300,000
Obj 5 - Budget Stabilization Fund	-	-	-	-
Cash Reserve Fund Expense Total	<u>\$ 6,958,678</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,958,678</u>

	Beginning January 1, 2025	Ending January 31, 2025
Overall Cash Balance	<u><u>\$ 18,243,653</u></u>	<u><u>\$ 16,486,711</u></u>

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2025
For the Month Ending January 31, 2025 (With year-to-date totals)

	2025 Amended Budget	January 2025 Revenues	Year-to-Date Totals thru January 2025	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,660,340	73,434	73,434	0%
Property Taxes - Skamania	797,195	3,917	3,917	0%
Property Taxes - Klickitat	1,513,678	15,977	15,977	1%
Property Taxes - Cowlitz	338,389	1,886	1,886	1%
Total Property Taxes	29,309,602	95,214	95,214	0%
Other Taxes				
Other General Tax	75,000	-	-	0%
Leasehold Excise Tax	135,000	7,587	7,587	6%
Total Other Taxes	210,000	7,587	7,587	4%
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	45,000	476	476	1%
Federal Grants	0	1,362	1,362	100%
Grants through ESD 112	6,000	-	-	0%
State Forest Boards	40,000	17,611	17,611	44%
Yale Valley Library Dist	150,000	-	-	0%
Yale Valley Library Dist Capital Reimb.	70,000	-	-	0%
Total Intergovernmental, Grants & Contracts	311,000	19,450	19,450	6%
Charges for Services				
Equipment Use Fees	42,000	4,358	4,358	10%
Non-Resident Borrower Fee	9,000	1,200	1,200	13%
Lost / Damaged Material Fee	34,000	3,220	3,220	9%
Total Charges for Services	85,000	8,778	8,778	10%
Miscellaneous				
Investment Interest	485,000	60,627	60,627	13%
Rental Income	2,000	200	200	10%
Gifts/Contributions	-	44	44	100%
Library Friends Groups' Reimbursements	20,000	201	201	1%
Library Foundation Reimbursements	20,450	7,884	7,884	39%
Miscellaneous	2,500	7,110	7,110	284%
Other Miscellaneous - E-Rate	120,000	-	-	0%
Sale of Assets	10,000	-	-	0%
Total Miscellaneous	659,950	76,065	76,065	11.5%
Total Operating Revenue	\$ 30,575,552	207,094	207,094	1%
Use of Reserves to Balance Operating Budget	\$2,522,411	-	-	0%
Use of Reserves to Balance Capital Budget	\$2,191,000	-	-	0%
Use of Cash Reserves	\$ 4,713,411	-	-	0%
Total Revenues and Use of Cash Reserves	\$35,288,963	207,094	207,094	1%

Jan.-Dec. 2025 Fiscal Year

January is the 1st month of the fiscal year. Year-to-date budget percentages should be at 8%, representing 1/12 months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2025
For the Month Ending January 31, 2025 (With year-to-date totals)

	2025 Budget	January 2025 Expenditures	Year-to-Date Totals thru January 2025	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 15,374,149	\$ 1,141,188	\$ 1,141,188	7%
Benefit - Medical	3,413,423	223,938	223,938	7%
Benefit - Dental	311,074	21,473	21,473	7%
Benefit - Life, LTD, AD&D	159,584	13,410	13,410	8%
Benefit - PERS	1,388,286	101,268	101,268	7%
Benefit - FICA	1,176,122	85,812	85,812	7%
Benefit - L & I - Workers Compensation	117,567	5,603	5,603	5%
Benefit - PFML	40,205	3,382	3,382	8%
Unemployment Expense	15,000	-	-	0%
Personnel Subtotal:	21,995,410	1,596,076	1,596,076	7%
Supplies				
Supplies	341,300	16,218	16,218	5%
Small Equipment (FF&E)	391,000	163	163	0%
Technology	725,000	-	-	0%
Professional Collection / Tech	323,000	49,635	49,635	15%
Supplies & Small Equipmt/Tech Subtotal:	1,780,300	66,016	66,016	4%
Library Books / Materials				
Library Books & Materials	1,875,500	70,787	70,787	4%
Electronic Resources	1,944,500	170,258	170,258	9%
Library Materials Subtotal:	3,820,000	241,046	241,046	6%
Other Services / Charges				
Professional Services	1,823,300	94,967	94,967	5%
Communications	402,600	25,416	25,416	6%
Training / Travel	150,000	2,529	2,529	2%
Advertising	37,000	-	-	0%
Rentals / Leases	616,903	27,641	27,641	4%
Insurance	281,000	175	175	0%
Utilities	479,000	30,150	30,150	6%
FAC Repairs & Maintenance	305,300	20,297	20,297	7%
IT Maintenance and Licensing	687,900	82,605	82,605	12%
Misc / Dues / Printing / Other	148,450	22,214	22,214	15%
Intergovernmental Services	500,800	20	20	0%
Other Charges & Services Subtotal:	5,432,253	306,015	306,015	6%
Total Operating Expenditures:	33,027,963	2,209,153	2,209,153	7%
Capital Outlay:				
Buildings / Non-Owned	374,000	-	-	0%
Buildings / Owned	1,807,000	-	-	0%
Woodland (Other Reimbursements)	-	4,773	4,773	100%
Yale	70,000	-	-	0%
Machinery & Equipment	10,000	-	-	0%
Capital Outlay Subtotal:	2,261,000	4,773	4,773	0%
Grand Total All Expenditures:	\$ 35,288,963	\$ 2,213,926	\$ 2,213,926	6%

Jan.-Dec. 2025 Fiscal Year

January is the 1st month of the fiscal year. Year-to-date budget percentages should be at 8%, representing 1/12 months.



Organizational Report: Highlights from February 2025

Board of Trustees Meeting
March 17, 2025



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Battle Ground Community Library

- A mom brought all her kids (six kids in total, ages four through high school) to the library when they lost power, because what else do you do when the power goes out? The library has something for all ages!
- **Play to Learn** had 80 visitors in three sessions and has created such a sense of shared space that one Wednesday afternoon staff spotted a couple of moms using it for a baby playdate.
- **Tween Book Group** discussed *Honestly Elliott* by Gillian McDunn and made candy sushi. The kids enjoyed discussing the realistic struggles of a sixth grader **with ADHD**.
- The Battle Ground Library also received a letter in the mail from a couple who recently relocated to Seattle to be closer to their daughter. They expressed how much they appreciated the library and how much they miss all of the staff.
- Two staff tabled at a Black History Month Fashion Show at Fort Vancouver High School



Cascade Park Community Library

- The Spanish Computer Class is going well. Patrons are learning valuable computing skills in their own language.
- The Tween Book Group this month read *Show Me a Sign* by Ann Clare LeZotte, a historical fiction novel about a Deaf girl growing up on Martha's Vineyard in the early 1800s. One family who attended the book group shared that they started their own bookclub among family and classmates to discuss the book.
- A patron, who had recently stopped coming to toddler storytime after attending for the past 3 years, visited the library again to say hi. Her two children have both aged out of storytimes for younger readers, and with a third on the way, they stopped attending storytimes but still try to visit the library once a week. She added that both her kids still often request and sing storytime songs at home.

Goldendale Community Library

- The Goldendale High School's teen reading group made a special trip to the library to browse titles not available in their school library, read, and check out if they'd like.
- The Goldendale Fire Department donated two Bleeding Control Kits to add to the library's safety supplies. One will go to the branch, one for the BKK.
- The Growing Through the Seasons program continued with higher-than-average interest, though the weather did keep some from braving the wind and rain to swap seeds.



Klickitat County Bookmobile

- Recently a patron dropped by a Klickitat Bookmobile stop to tell the drivers how grateful he was for FVRL. He lives in Vancouver and services coffee at convenience stores and often sees Bookmobiles along his route. He shared a story of how his family was driving through White Salmon and his son was able to find a book they had trouble finding before and added how convenient it was to be able to drop the book back off when they returned to the Vancouver area. He expressed his gratitude for everything the library does. He said he hopes to continue to see the book mobile for many years to come!

La Center Community Library

- 45 folks showed up for the Tech Petting Zoo held upstairs in the library. Thanks to a grant from Pacific Power, the library district was able to purchase and put together a kit with seven different hands-on activities. Everyone was kept very busy and had a great time testing and trying out all the different tech toys offered. In fact, some kids didn't want to leave at the end of the program. Due to its success this program will likely be held again in the fall.



- The Branch Manager met with Brad Richardson, Executive Director of the Clark County Historical Museum. He dropped off a brass historical plaque about the building. It will replace the worn wooden sign outside the front door.
- This month Remnant Homeschool Coop had two groups come through the branch for a tour of the library and discussion of library resources. The Branch Manager will follow up with some visits to their homeschool meet ups in the

spring. They were really blown away by all the great databases and other library resources they had access to for free with their library cards.

- This month community member Cindy Vajtai led a Doodle Workshop where everyone created a great little doodle collage book.
- Tweens this month learned some hand stitching skills as they created their own unique Valentine's Love Monster.
- Staff were helping a patron who was attempting to enlarge and translate a document in a different language. Throughout the session, there was discussion of the language of the document, the country where it originated, and the family the patron was attempting to learn more about. At the next computer, a patron working on her own project overheard parts of the conversation and politely jumped in to say that she has family from the same part of the world and her family speak the language in the document that was to be translated. Staff finished helping, and the two patrons continued their conversation for quite a while, trading tips and tricks for genealogical research and computer work, and stories of their families. It was fun to see the connection made, and the advice and knowledge shared between the two patrons.

Stevenson & N. Bonneville Community Libraries and Skamania County Book Mobile

- 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 the 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.
 - AARP Tax Aide is a critical and ever popular service for patrons. It is the only free tax help in Skamania County and is staffed by dedicated local volunteers year after year. Appointments are already solidly booked up to the filing deadline.
 - Teen programming has expanded 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. Month over month it is showing slow growth.
 - Wednesday programming has seen a surge in interest. In late February 28 attended storytime and 24 attended the afterschool Kids Create program. Half that number is typical for each of those programs.

Ridgefield Community Library

- First Saturday's theme in February was "Books 'n Bowls". The Friends held a book sale bringing in over \$2000. Staff presented story time that morning as a special treat and prepared a charm craft for children using Scrabble tiles.
- A staff person and student volunteers from Washington State University Vancouver's Writing Center staffed a program designed to amp up resumes and cover letters.
- The Tech Petting Zoo on February 19 was popular with people who came staying an hour or more with a friendly building competition taking place at the Magnatiles station and a small group seeing how many circuit boards they could hook together with alligator clips and still have an effect. Kids at the Cubelets station made a "Hypnosis machine."
- Excited attendees arrived early for Teen Art Chat February 20. Staff had a fun activity planned for the teens, and the teens took charge and determined what the theme for next month's meeting would be.

- Staff at Build It! assisted participants making marble mazes as staff purposefully moves this program beyond LEGOS.
- Senior Library Assistants (SLAs) went to the Early Learning Center to share stories and brought a take home craft on February 28.
- A class from Cedar Tree Christian School came for a tour and story time on February 21.



- Adult Book Discussion grew again and staff are considering moving this program into a different space to accommodate the growth. The Horror Book Discussion group got off to a great start with both virtual and in-person participants. One virtual participant joined from as far away as Hawaii!
- Music and Movement's theme was India. Enthusiastic youngsters came and pranced, danced, and leapt around as if they were professional dancers.
- Staff offered tips for becoming expert catalog users to homeschool students visiting the library informally with a teacher from Wisdom Ridge Academy, Ridgefield School District's online program.
- Staff are in regular contact with a woman who is leading a Japanese Conversation Circle at the branch as this may become a library program in the fall.
- The Branch Manager met with Kiwanis, Ridgefield Heritage Society, and the volunteers with the Ridgefield Arts Experience and continues to lead Tabletop roleplaying programs on Tuesday and Friday.

Three Creeks Community Library

- Tax Help: VITA has started tax season help. They are at the library all day on Friday and Saturday, focusing on tax preparation for low to moderate income families, English language learners, and adults with disabilities.
- Pajama Storytimes: Since tax season preparation prevents Saturday storytime, staff host a pajama storytime on Wednesday evening. Families enjoy coming together for the evening storytime with two families thanking staff members for hosting a storytime to which working parents can bring their children.
- Tech Petting Zoo: This month, Three Creeks hosted a tech petting zoo as part of the monthly homeschool hangout. Students were able to explore robots and coding with everything from preschool code-a-pillars to cubelets and edison robots.
- Staff presented a storytime for Noah’s Ark Preschool.
- Staff made a presentation to the Professional Referral Partners organization discussing the different resources available through the library, focusing on small business resources.
- Three Creeks welcomed a new dog in the Kids Read to a Dog program. Meet Nutmeg!
- One of the moms in the baby storytime group told staff that Three Creeks’ Baby Storytimes are one of the most welcoming of the ones she’s been to. She has met a core group of friends here. Most of them are first-time parents. They meet outside of storytimes for playdates, get-togethers at each other’s homes, etc. She wanted staff to tell “library land” how important baby storytime is and how much it means to her!



Vancouver Community Library

- The Winter Resource Fair on February 5th was very successful with around 200 people attending in the Columbia Room. The Friends of the Library bought pizzas and cookies and Worksource provided bottled water. About 20 community partners were there, including Clark Co Food Bank, Fourth Plain Forward, Goodwill, Janus Youth, Latino Leadership NW, and many others.
- AARP Tax-Aide is off to a great start. Within the first two weeks of tax season, AARP helped over 100 people. In 2024 they helped over 400 people over ten weeks. So, they've already reached 25% of last year's total in the first two weeks of service!
- The first of this year's Business Tax Basics Workshop with the Department of Revenue was a success. These are popular programs that end with attendees breaking out into small groups based on their industry for in-depth consultation.
- The Southwest Washington's Small Business Providers monthly meeting continues to attract additional nonprofit business providers. This month there were presentations by the Hispanic Metropolitan Chamber and the Historic Trust. Providers also shared updates and overviews of the services they provide.
- Adventures in Art in February explored the possibilities of soft sculpture. There were a variety of materials for patrons to choose from. Staff did a simple hand sewing demo to get everyone started. Some sewed, some glued, some stapled their sculptures. Everyone had a great time socializing. Some of the finished projects included plush valentine hearts, a cat, a fidget mat, a tote bag, and a small 3D quilt square.



Vancouver Mall Library

- The Tech Petting Zoo program was part of the district's partnership with the Pacific Power Foundation which sent different Science, Technology, Engineering, and Mathematics (STEM) tools/toys around the district. There were five stations: Magna-Tiles, Edisons, Cubelets, Circuits, and Code-a-pillars. The program was one of the most attended in-branch programs at the mall branch with 63 people in attendance.



Washougal Community Library

- The branch manager spoke on a panel for the Clark County Commission on Aging. The Commission on Aging provides leadership, advocacy, community awareness, and develops partnerships to initiate positive change toward an all-age friendly, livable community. Each month the commission holds a meeting and “fireside chat” and invites various organizations to speak and share resources about a topic. February’s topic focused on “Healthy Communities – Improving Access to Healthy Food.” The branch manager talked about Washougal’s (and other branches) seed libraries, how patrons can access the seed libraries, participate in seed saving, and access resources and library programs related to growing seeds and food.
- In WA’s STEM lab this month, kids learned about elastic potential energy and kinetic energy while creating ping pong ball launchers with rubber bands and paper towel rolls. There was some math snuck in there too as they practiced launching their balls at targets and counting up their scores. Some parents got in on the action working with their kids on how to make a better ping pong ball launcher. One family was inspired and made plans to make their own at home using more permanent materials.



Woodland Community Library

- Woodland Community Library services and community connections continue to grow as staff settle into the new building. A branch daily door count recorded a record 310 patrons entered the library on a Wednesday in February!
- Family Storytime participation exploded this month with 70+ participants in one week. The branch is working with the Programming and Outreach Department to add another weekly Family storytime starting the second week of March.
- The Adult Book Group is going strong and has been increasing in participants. With the growth the branch is experiencing, another Adult Book Discussion Group is being added. This group will be reading and discussing Young Adult Literature.



- The Making Valentines craft event was popular in February. Participating families applied their creativity to make cards to give away. Burgerville heard about the event and brought cookies and coupons! They have been great supporters of the building project and continue to encourage the library's service to Woodland.

- The Art Exhibit was refreshed this month, featuring four local artists. It is very satisfying to see people leisurely viewing the art hung in the Community Room.



- Spring is here and it shows as the 2,000 tulip bulbs that were planted by volunteers are growing! It will be very beautiful in April/May.

Yacolt Library Express

- 2,300 patrons came through the Yacolt Library in February.
- Staff created an interactive “Why I Love My Library” display. A few favorites were “I love you and the books,” “I like the librarians because they are nice,” “Thank you for all your help!” and “It’s a great hang out place and I love coming here to hang out. I am so thankful for the library!”



- A patron remarked that she always asks her son which library he wants to go to and he always says Yacolt. She said she is amazed that every time they come to this library, they find something new. She added that for such a small library she is impressed with how organized it is and her son absolutely loves coming on craft day. She couldn’t thank the staff enough for the library and the service it provides her family.

Yale Valley Community Library

- On February 20th the Adult Book group met and discussed *Good Night, Irene* by Luis Alberto Urrea. 11 people attended and discussed the book. The next book group will meet on March 27th and have decided to discuss a favorite book they have read or are currently reading.
- At the Kids Create program on February 20th attendees painted Yetis using forks.
- The Yale school students visited the library early February. 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. This month they made mosaic hearts.



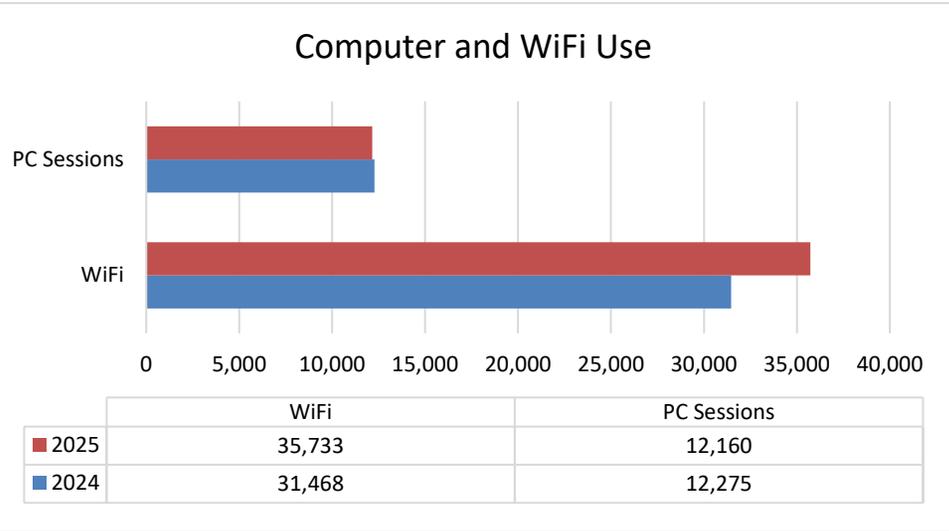
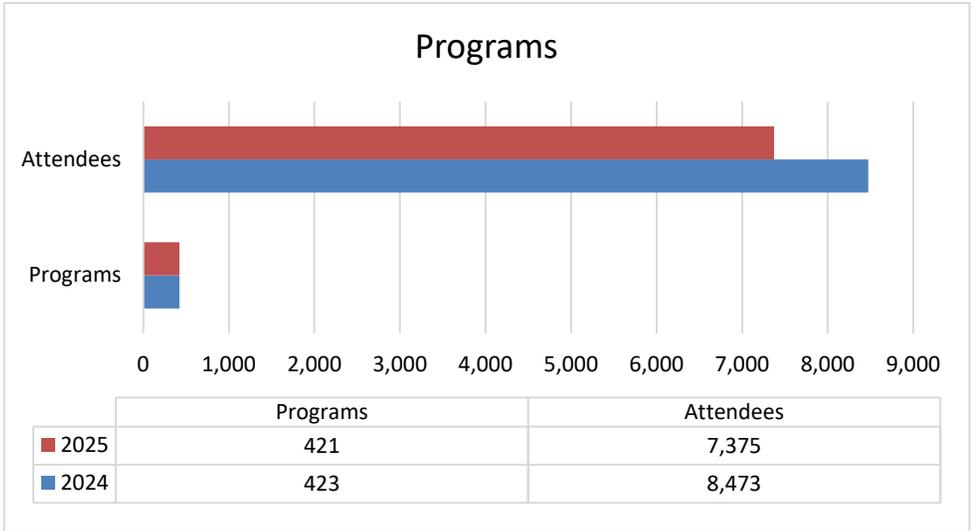
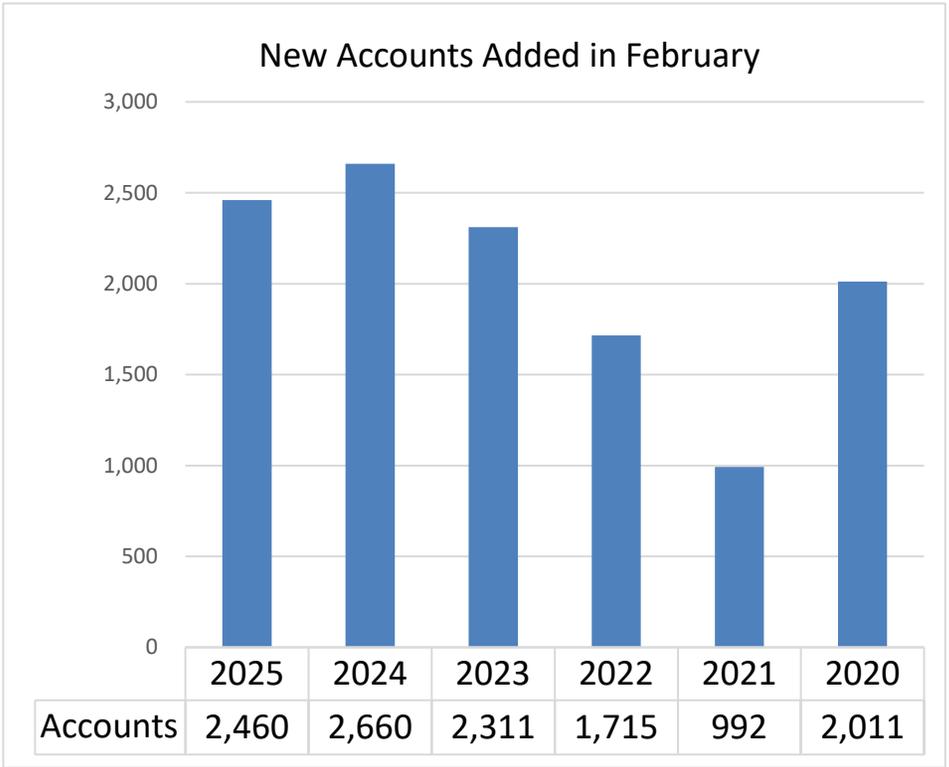
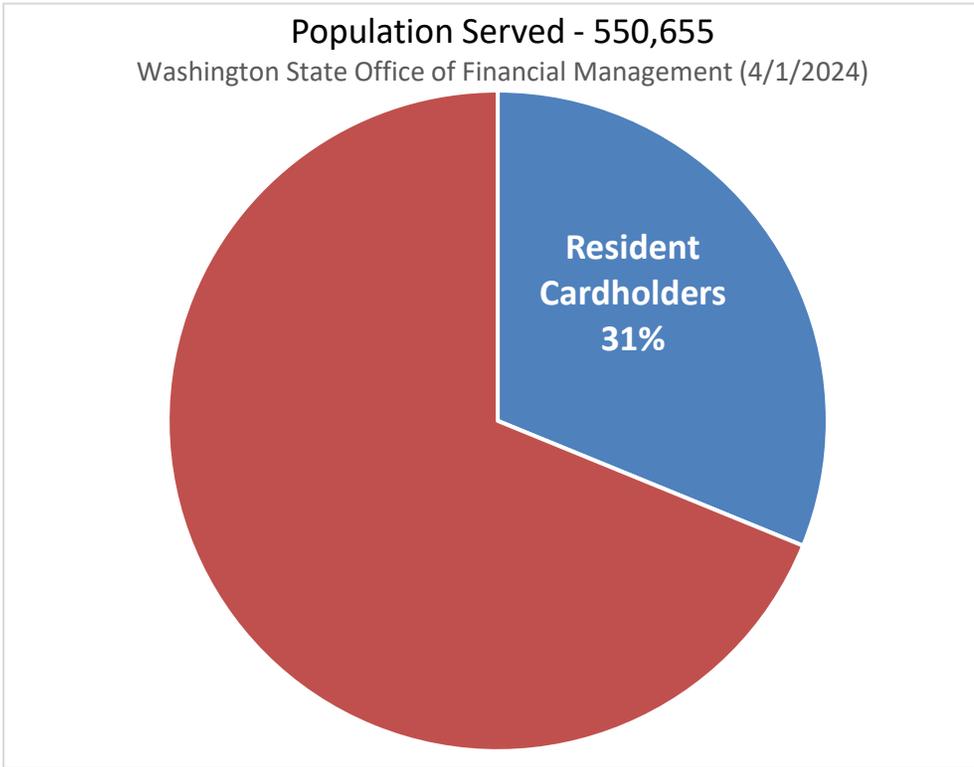
Operations Center

- The facilities team gathered on February 28th to thank Jay McCuiston for his 10 years of library service as the Facilities Manager. Jay retired from FVRL at the end of February and will be missed as a vital link of all of the branches, keeping them safe and ready to conduct business every day. An interim Facilities Manger trained under Jay in his last weeks and will manage the transition until a permanent manger is brought on board.
- IT set up ten new 3D printers to replace aging devices in many libraries. The Lulzbot Mini 3 model is faster than earlier models and offers a larger build area.

The new printers will become available to patrons after the training and certification processes are complete. 3D printers continue to be one-way libraries engage their communities and create inspiring spaces.

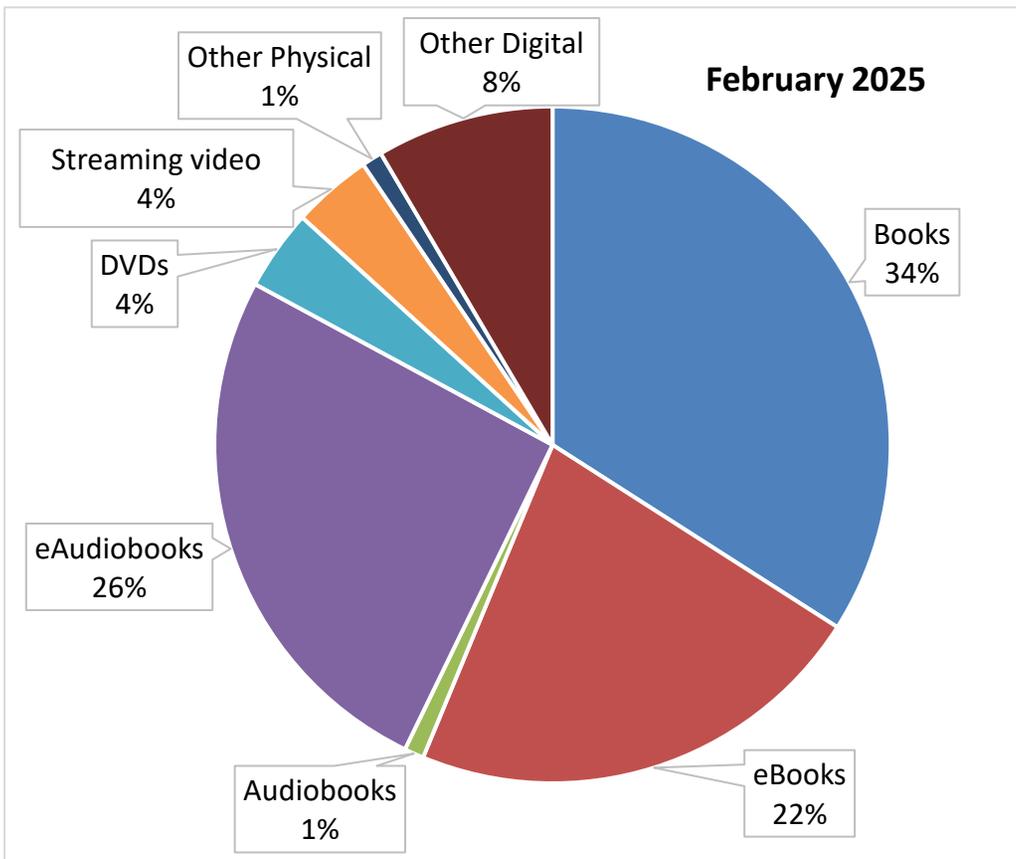
- IT has received 120 new computers and 20 laptops as part of its annual equipment upgrade cycle and is planning the installation process. Additional equipment will be procured through the e-Rate bidding process over the next few months. A carefully calibrated replacement cycle and the use of federal funding programs like e-Rate allow the District to optimize its funding and support the sorts of technology that serves patron needs.
- Jackie Little, Programs and Outreach Department SLA was awarded the Washington Library Association's Outstanding Service Award for. This award is in recognition of Jackie's innovative use of 3D printing to meet community needs, particularly disability advocacy at the Veteran's Administration Hospital in Vancouver.
- Volunteer Services Discussed partnering with Vancouver Chamber of Commerce on their internship referral program. FVRLibraries is now listed among their referral agencies. This increases the library's visibility and provides opportunities for young adults to grow in their job skills
- FVRL hosted February Community Resource Fair. Over 200 attendees connected with 20 service agencies to learn more about the resources available in Vancouver. The DSHS van was in attendance, connecting with multiple new clients, completing assistance applications and issuing EBT cards. These events remove barriers to connecting to the broad array of resources available in the community.

February 2025 – Cardholders, Programs, and Technology Use

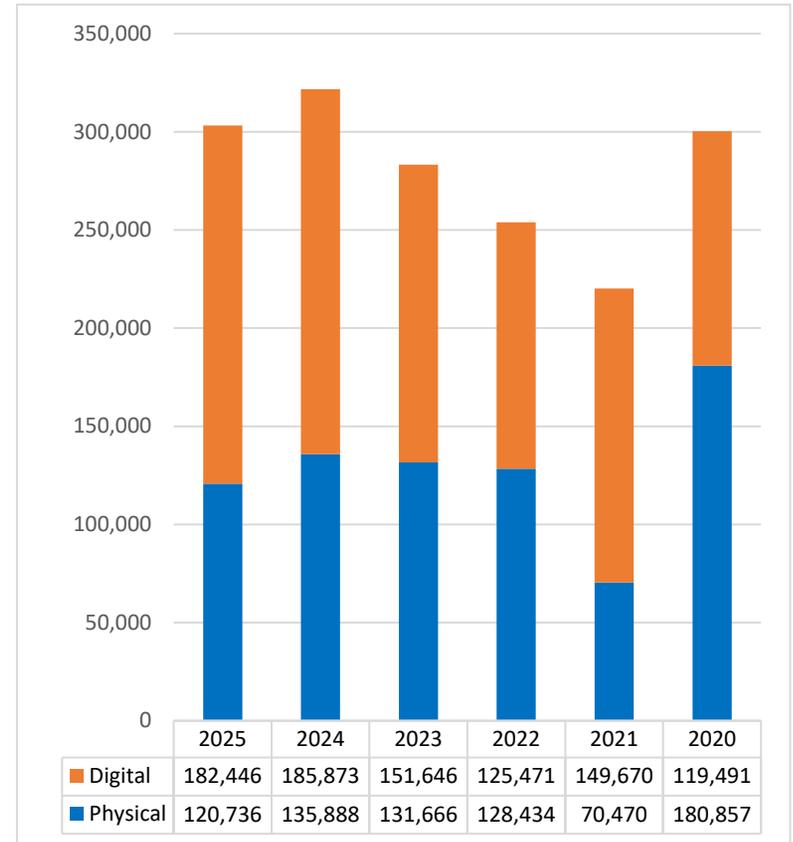


Collection Use – February 2025 - Checkouts by Item Format

Categories	2025	2024	2023	2022	2021	2020
Books	103,247	114,969	110,733	107,194	59,611	137,985
eBooks	67,306	66,320	59,014	51,967	61,327	47,455
Audiobooks	2,840	3,346	3,464	3,580	1,916	6,569
eAudiobooks	77,884	71,451	58,998	47,697	49,067	41,611
DVDs	11,686	13,814	13,896	14,019	7,792	31,289
Streaming video	11,544	10,462	8,870	7,458	10,374	4,974
Other Physical	2,963	3,759	3,573	3,641	1,151	5,014
Other Digital	25,712	37,640	24,764	18,349	28,902	25,451
Totals	303,182	321,761	283,312	253,905	220,140	300,348



Physical & Digital Collection Checkouts 2020-2025

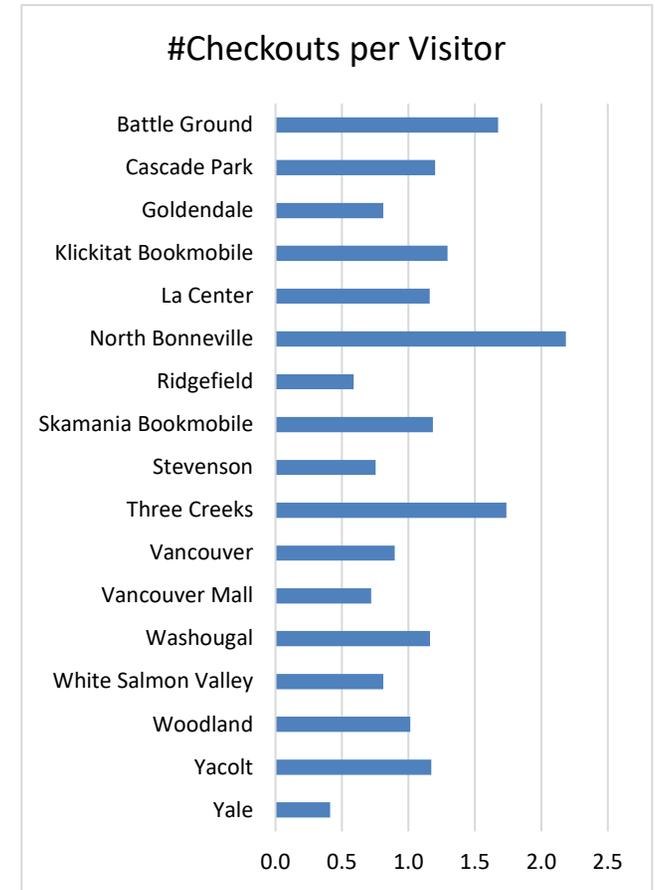


Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items. Does not include Interlibrary Loan checkouts.

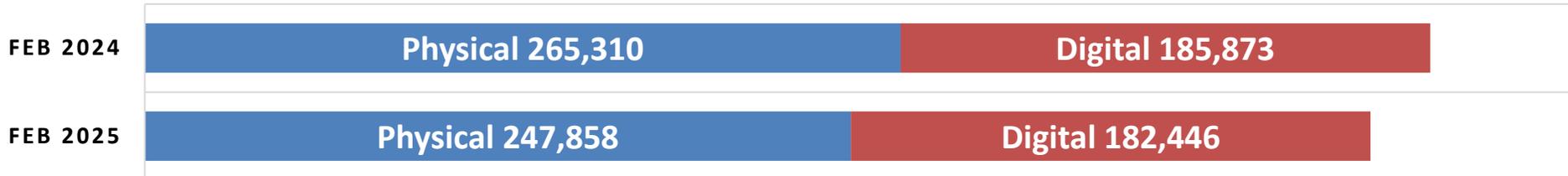
Other Digital includes magazines and streaming music.

February 2025 – Total Circulation and Visitors

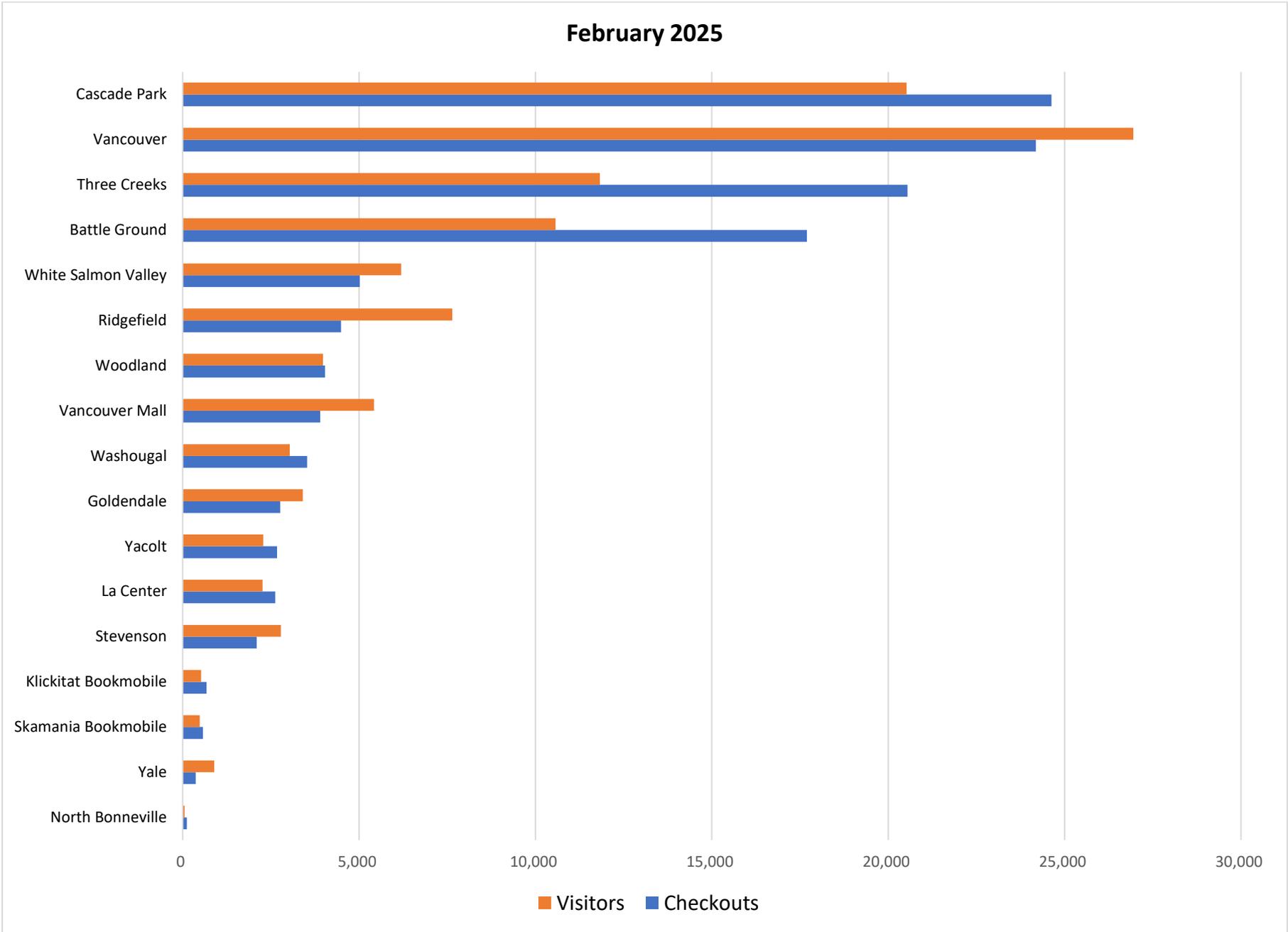
Location	February 2025		February 2024		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	35,167	10,567	39,750	11,293	-11.53%	-6.43%
Cascade Park	51,831	20,520	58,281	22,867	-11.07%	-10.26%
Goldendale	5,044	3,407	6,333	3,955	-20.35%	-13.86%
Klickitat Bookmobile	996	521	1,027	599	-3.02%	-13.02%
La Center	5,012	2,265	5,159	2,286	-2.85%	-0.92%
North Bonneville	218	54	232	45	-6.03%	20.00%
Ridgefield	9,123	7,645	9,405	6,341	-3.00%	20.56%
Skamania Bookmobile	850	485	846	507	0.47%	-4.34%
Stevenson	3,749	2,784	4,314	3,171	-13.10%	-12.20%
Three Creeks	39,627	11,823	42,285	12,599	-6.29%	-6.16%
Vancouver	56,684	26,946	58,147	29,693	-2.52%	-9.25%
Vancouver Mall	8,471	5,426	9,367	5,909	-9.57%	-8.17%
Washougal	6,820	3,035	7,889	3,882	-13.55%	-21.82%
Woodland	7,972	3,974	5,084	2,682	56.81%	48.17%
White Salmon Valley	9,059	6,193	9,443	6,424	-4.07%	-3.60%
Yacolt	4,847	2,282	5,345	2,616	-9.32%	-12.77%
Yale Valley	917	894	844	601	8.65%	48.75%
Green Mountain	249	No Visitors	165	No Visitors	50.91%	No Visitors
Books by Mail	950	No Visitors	999	No Visitors	-4.90%	No Visitors
Operations Center	272	No Visitors	395	No Visitors	-31.14%	No Visitors
Location Total	247,858	108,821	265,310	115,470	-6.58%	-5.76%
Digital Collections	182,446		185,873		-1.84%	
Grand Total	430,304		451,183		-4.63%	



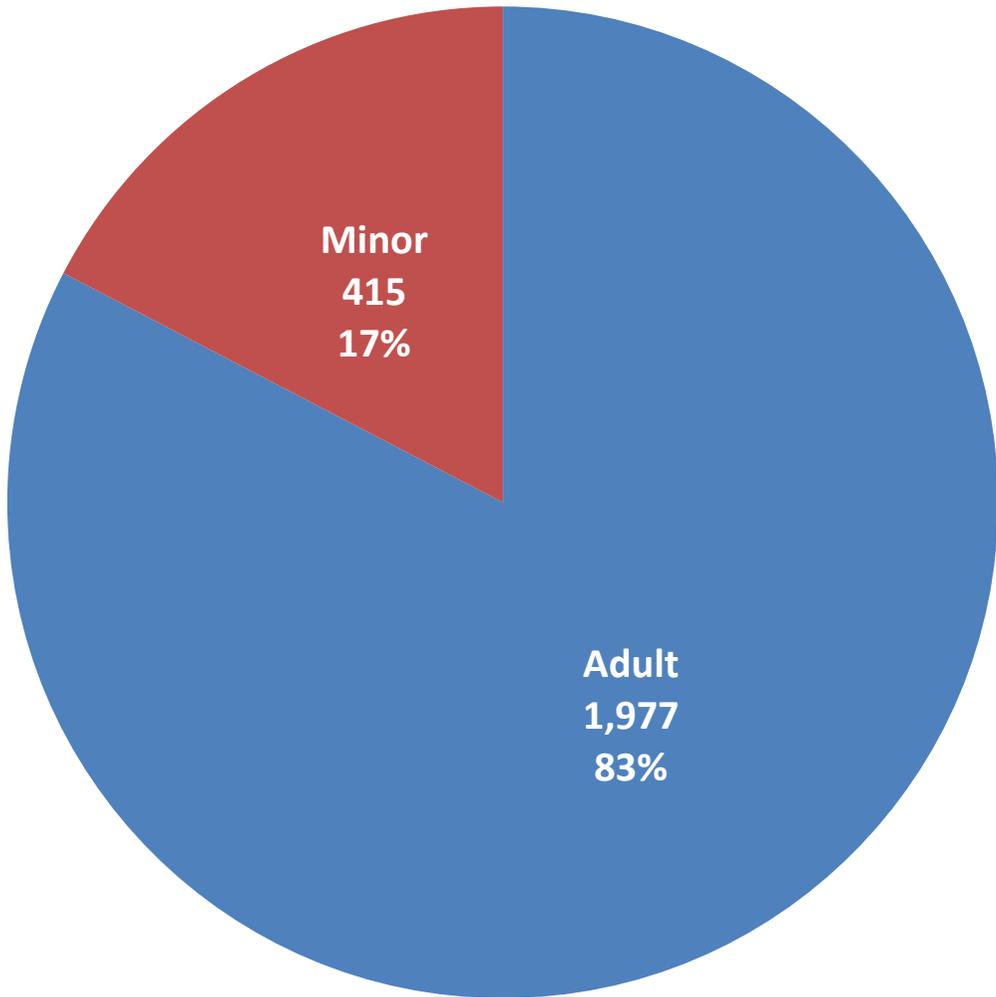
TOTAL CIRCULATION



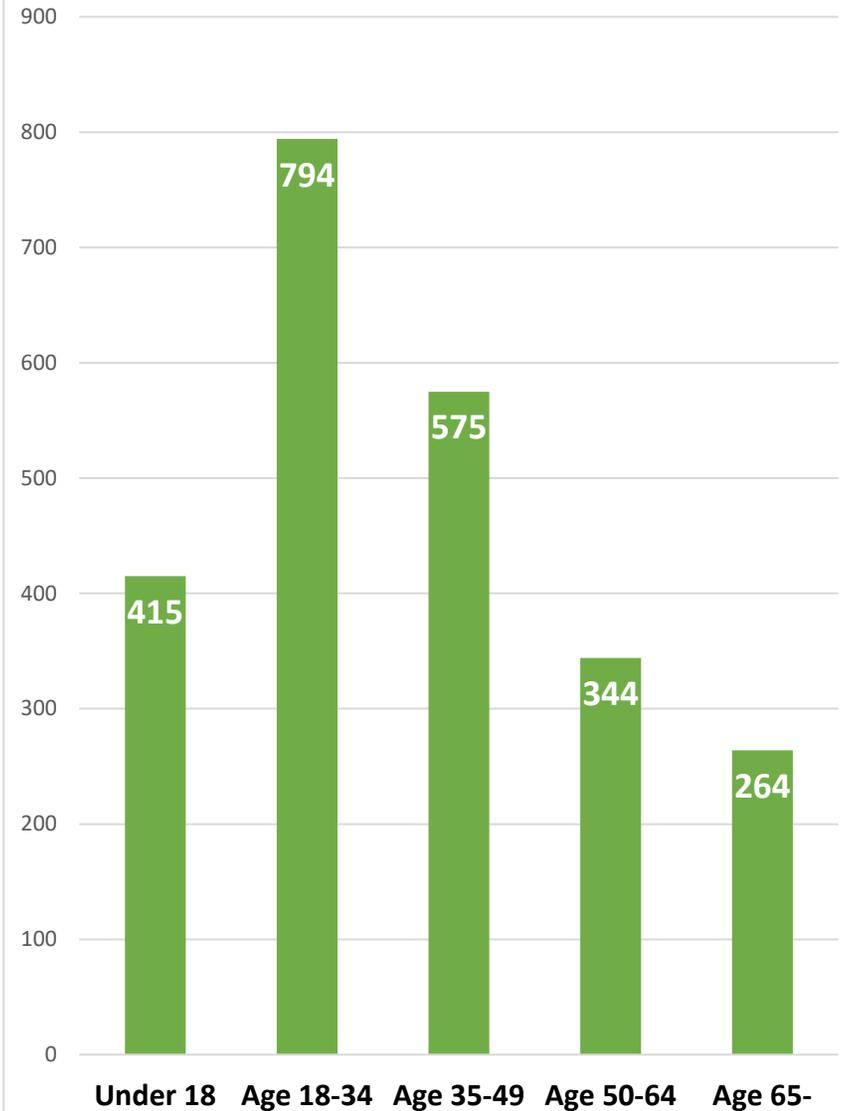
February 2025 – Library Activity: Checkouts and Visitors by Library



Number of Accounts Added: February 2025



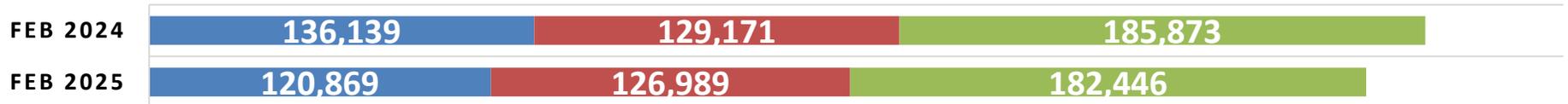
New Accounts Added by Patron Age



February 2025 – Total Circulation

	Feb 2025			Feb 2024			Change		
	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ
Battle Ground	17,694	17,473	35,167	21,003	18,747	39,750	-15.8%	-6.8%	-11.5%
Klickitat Bookmobile	674	322	996	726	301	1,027	-7.2%	7.0%	-3.0%
Skamania Bookmobile	574	276	850	497	349	846	15.5%	-20.9%	0.5%
Cascade Park	24,629	27,202	51,831	29,436	28,845	58,281	-16.3%	-5.7%	-11.1%
Goldendale	2,763	2,281	5,044	3,831	2,502	6,333	-27.9%	-8.8%	-20.4%
Green Mountain	115	134	249	125	40	165	-8.0%	235.0%	50.9%
La Center	2,625	2,387	5,012	2,937	2,222	5,159	-10.6%	7.4%	-2.8%
North Bonneville	118	100	218	104	128	232	13.5%	-21.9%	-6.0%
Ridgefield	4,489	4,634	9,123	5,132	4,273	9,405	-12.5%	8.4%	-3.0%
Stevenson	2,098	1,651	3,749	2,441	1,873	4,314	-14.1%	-11.9%	-13.1%
Three Creeks	20,549	19,078	39,627	22,395	19,890	42,285	-8.2%	-4.1%	-6.3%
Vancouver	24,185	32,499	56,684	25,946	32,201	58,147	-6.8%	0.9%	-2.5%
Vancouver Mall	3,903	4,568	8,471	4,441	4,926	9,367	-12.1%	-7.3%	-9.6%
Washougal	3,527	3,293	6,820	4,426	3,463	7,889	-20.3%	-4.9%	-13.6%
Woodland	4,032	3,940	7,972	2,893	2,191	5,084	39.4%	79.8%	56.8%
White Salmon Valley	5,023	4,036	9,059	5,255	4,188	9,443	-4.4%	-3.6%	-4.1%
Yacolt	2,677	2,170	4,847	3,105	2,240	5,345	-13.8%	-3.1%	-9.3%
Yale	367	550	917	424	420	844	-13.4%	31.0%	8.6%
Books by Mail	643	307	950	706	293	999	-8.9%	4.8%	-4.9%
Operations Center/ILL	184	88	272	316	79	395	-41.8%	11.4%	-31.1%
Total - Physical	120,869	126,989	247,858	136,139	129,171	265,310	-11.2%	-1.7%	-6.6%
Digital Collections	182,446	0	182,446	185,873	0	185,873	-1.8%		-1.8%
Grand Total	303,315	126,989	430,304	322,012	129,171	451,183	-5.8%	-1.7%	-4.6%

■ Physical checkouts ■ Physical renewals ■ Digital checkouts



Media Report – March 17, 2025

Book banning debate overtakes Tuesday's FVRLibraries board meeting (The Columbian; Feb. 19, 2025)

<https://www.columbian.com/news/2025/jan/11/vancouver-library-unleashes-a-love-of-reading-on-kids-at-read-to-the-dogs-events/>

Drag queen story hour and banned books debate dominates Vancouver library board meeting (KATU News; Feb. 20, 2025)

<https://katu.com/news/local/drag-queen-story-hour-and-banned-books-debate-dominates-vancouver-library-board-meeting-lgbtq-trans-banning-hate-ignorance-washington>

Couve Scoop: FVRLibraries Celebrates 75 Years (Vancouver Family Magazine; Mar. 1, 2025)

https://issuu.com/vancouverfamilymagazine/docs/vancouver_family_magazine_march_2025



Foundation Update

Show Your Love for Your Library on Library Giving Day—April 1, 2025!



Library
Giving
Day

Library Giving Day enables individuals and businesses to contribute and help libraries continue to thrive. This year, FVRLibraries is celebrating 75 years of strengthening local communities through knowledge, experiences, and creativity. FVRL Foundation supports FVRLibraries in being the best they can be with all that they offer, and we couldn't do it without you. Your contribution assists us in funding vital and exciting Library programs and campaigns, including Summer Reading at the Library, the Bookmark Contest, Experience Passes for local attractions, Library building projects, and more.

Help us to ensure that the Library can continue to grow and provide exceptional service. Show your love by making a gift at fvrlfoundation.org anytime through April 1—every donation makes a big impact!

Great News!

- The Foundation's partnership with ThriftBooks generated \$2,048 in revenue in February from online sales of used books.
- Gifts in memory of Charlotte Hartman, Stan Henslee, and Mara Reynolds continue to come in to the Foundation.

Upcoming Events

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 Operations Center
2018 Grand Blvd, Sunnyside Room
3:00pm–4:00pm

Friday, March 28

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

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

Tuesday, April 8

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

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

Monday, April 21

[FVRL Trustee Meeting](#)

Hybrid: Washougal Community Center (1681 C St) and Zoom
6:00pm–8:00pm

Washougal Building Campaign 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

[White Salmon Valley Friends Book Sale:](#)

Friday, March 21 – Sunday, March 23,
White Salmon Valley Community Library,
77 NE Wauna Avenue,
10:00am–5:30pm Friday and Saturday,
11:00am–2:00pm Sunday

*Note: Sunday's sale is a bag sale.



Two FVRLibraries individuals or groups have been honored with Washington Library Association (WLA) Merit Awards, which recognize their dedication and impact.

Jackie Little, who has worked for FVRLibraries since the late 1990s, received an Outstanding Service award for innovative use of 3D printing to support veterans and advocate for accessibility.

The Friends of Woodland Library received the Volunteer Leadership Award for their years of advocacy and fundraising for the new Woodland Community Library.

The awards will be issued at the WLA conference in April.

Many congratulations to Jackie and the Woodland Friends!

FVRLibraries

**Three Creeks
Community Library**

**Presentation to the Board of Trustees
March 2025**



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

"If you have a garden
and a library, you
have everything you
need."

-Marcus Tullius
Cicero





History of Three Creeks Community Library

- Community Started
- Name chosen for Salmon, Cougar and Whipple Creeks
- Library opened January 12, 2002
- Refresh in 2014

Growing Statistics

	2024 Numbers	Increase Over Prior Year
Visitors	151,608	4.8%
New Library Cards	2,183	10.7%
Computer Usage	13,344	16.9%
Programs	485	41.4%
Program Participants	13,586	26.3%
Summer Reading Programs	1,854	28.9%



Growing in Community Engagement

- Focusing on specific patrons who may have been underserved in the past
- Homeschool Families
- Tweens
- Adults/Seniors
- Adults with Disabilities
- English Language Learners



Growing Our Outreach

- Summers in the Park
- Assisted Living Centers - Highgate Senior Living Facility
- Tenney Creek
- Recovery Cafe



Growing Our Partnerships

- Vancouver Public Schools – Reptile Man at Hazel Dell
- Skyview Stormbots
- School Outreach
 - Weekly storytimes at three elementary schools
 - If you Give a First Grader a Library Card
 - Community bookswap at the Gardner School
 - Primetime Storytime
- Battle of the Books



Growing our Program Partners

- Focusing on working with outside groups to provide expert information and programs for our communities





Thinking Money for Kids

ALA Grant to promote financial literacy with school-age children.

“I would like for your employees at this branch to be recognized for their patience with my special needs and devotion to their jobs!”

“Love the Library”

“Customer Service is exceptional at 3 Creeks Library in Salmon Creek.”

“Thank you so much for the wonderful work you do with the library programming. It has been great for both of us!”

“Beyond belief this library is a home too, with all my neighbors, my love will never change.”

“Pleasant Surprise Nice Little Library”

Staff





Friends of Three Creeks Community Library



Thank You



FORT VANCOUVER REGIONAL LIBRARY DISTRICT

RESOLUTION NUMBER 2025-03

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held March 17, 2025 at the 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.

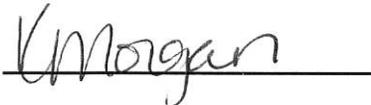
WHEREAS, the Board of Trustees make library cards available to anyone living or owning property in the FVRL service area including Clark, Skamania and Klickitat counties, the City of Woodland in Cowlitz County and the Yale Valley Library District service area; excluding those living within the city limits of Camas, and

WHEREAS, FVRL library cards are not provided for free to 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, and,

WHEREAS, users not eligible for a free library card may purchase a non-resident library card with the cost methodology using what the average (mean) household pays in property taxes to FVRL; and,

BE IT RESOLVED by the Board of Trustees of the Fort Vancouver Regional Library District that the 2025 Non-Resident Borrower Fee effective April 1, 2025 will be set at \$107 payable annually or in quarterly increments.

Adopted this 17th day of March 2025.



Kristy Morgan, Chair



Marie Coffey, Secretary

**Fort Vancouver Regional Library District
Staff Report 2025-05**

TO: FVRL Board of Trustees

FROM: Jennifer Giltrop, Executive Director

DATE: 3/17/25

SUBJECT: Levy Lid Lift – Service Plan Options

The Board of Trustees considered and discussed financial trends and projections from September 2024 to January 2025, resulting in the board’s approval of Resolution 2025-01. This resolution calls for an election on August 5, 2025, requesting voter authorization for Fort Vancouver Regional Library District (FVRLibraries) to restore its regular property tax levy to \$0.50 per \$1,000 of taxable assessed value.

For reference, the average (mean) home value in the district in 2024 was \$399,632.25. The cost to the taxpayer based on the average home value will be \$199.82 per year for library services if the levy is approved. This represents an increase of \$92.47 annually or \$7.71 monthly for the average homeowner.

Service plan options have been developed for both possible outcomes on the August 5 vote.

Upcoming Board Meetings

- *Special Board of Trustees Meeting:* Thursday, April 3, at 4 p.m. at the Vancouver Community Library. The purpose of this meeting is for an in-depth discussion of service plan options, and allow time for questions.
- *Regular Board of Trustees Meeting:* Monday, April 21 at 6 p.m. at the Washougal Community Library. At this meeting, staff will be seeking approval on the direction for each of the outcomes of the August 5 vote. This approval will inform FVRLibraries’ Information Campaign, scheduled to launch in late April.

Aligning the Mission, Value, and Purpose of FVRLibraries to Levy Lid Lift Decisions

FVRLibraries is dedicated to lifelong learning, community engagement, and equitable resource access. The Levy Lid Lift measure on August 5 is grounded in these commitments, providing funding that sustains library services across the district. By bringing this measure to voters, FVRLibraries is prioritizing transparency and community involvement in decisions that affect library services. The proposed options outline potential effects on library operations and the district’s ability to meet community needs, helping voters make an informed decision.

Summary of Options

When making decisions regarding potential cuts or investments, FVRLibraries carefully considers several key questions that directly relate to our mission and values:

1. Community Needs and Expectations: Each proposed decision is assessed to determine how it meets critical community needs and expectations, particularly prioritizing services patrons value most. *What specific impacts will reductions have on community members across the district's diverse region?*

2. Fiscal Sustainability and Responsibility: Decisions are evaluated for financial responsibility and long-term sustainability. *Can essential reserves be realistically maintained to ensure financial stability? How do proposed changes impact the library's financial health immediately and in the long term?*

3. Impact on Service Levels and Quality: Changes in staffing, hours, or resources are considered in relation to service quality and accessibility. *Will adjustments significantly compromise the library's ability to meet the community's ongoing and future needs effectively?*

4. Infrastructure and Facility Maintenance: Facility-related cuts are reviewed to determine whether they will compromise safety, accessibility, or long-term operational integrity. *Can maintenance be responsibly delayed without creating costly future issues or negatively affecting patron experiences?*

5. Strategic Growth and Innovation: Decisions are assessed for alignment with potential strategic goals for innovation and future growth. *Do proposed cuts or investments enhance or hinder the capacity to adapt to community changes, demographic shifts, and technological advancements?*

By consistently applying these guiding questions, FVRLibraries works to make financially sound decisions that align with the district's core values and mission, ensuring transparency and accountability.

In developing these plans, we also account for critical organizational considerations.

- FVRLibraries has two labor unions with collective bargaining agreements, which will guide any staffing reduction process should the levy fail. The specific impact on employees will only be determined after the levy results.
- FVRLibraries follows a fiscal management policy that aims to maintain a reserve balance covering 60 to 90 days of annual operating costs. This policy ensures financial stability, particularly given our revenue structure, where approximately 96% of our total annual revenue comes from property taxes, which are only substantially received twice yearly in April and October.

These carefully balanced considerations ensure that our decisions responsibly reflect both immediate needs and the long-term priorities of our community and the library system as a whole.

Next Steps

The discussion with the Board of Trustees will illuminate if further options need to be presented and/or current options revised. The goal is to finalize and adopt one option for each potential scenario at the April 21 meeting. The adopted options will become the details used in the Information Campaign, ensuring the public has clear and transparent details before.

It is important to note that the financial forecasts use the most current data available, but actual results and budget expenses may vary over time. To ensure library services align with community needs, FVRLibraries will launch a strategic planning process this spring, inviting public input to help shape future library hours and services. Community feedback will play a key role in determining how service hours are structured based on available funding.

Levy Lid Lift Pass Options

Levy Lid Lift Passes – Option #1: Current FVRL Service Levels – Levy Lid Lift estimated sustain budget through 2040

Hours & Services

- Branch and Bookmobile hours are consistent with 2025 hours—no change in hours. Current open hours are 690 per week districtwide.
- Continued investment in Books and Materials, increasing in line with operating costs year over year to maintain a recurring 12% of operating budget.

Maintenance & Expansion of Physical Branches

- Includes funding for the new Washougal Community Library building and related operations.
- Maintains basic repairs/maintenance of facilities budget.

Personnel

- Maintains integrity of inflation factors for Personnel budget and other expenses.
- Personnel costs are expected to represent 67% to 71% of the total operating budget from 2025-2034, then increases to 72% in 2038. Staff FTEs expected to stay relatively the same.
- Ensures training and travel budget is sufficient to invest in staff growth & development

Levy Lid Lift Passes – Option #2: Increase FVRL Service Hours by 13% - Levy Lid Lift estimated to sustain budget through 2035

Hours & Services

- Branch and bookmobile hours will be increased in 2026 by 13% over 2025 hours. That represents an increase of 91 hours or 781 total open hours per week districtwide.
- Continued investment in Books and Materials, increasing in line with operating costs year over year to maintain a recurring 12% of operating budget.
- Includes a new Clark County Bookmobile in 2026 for underserved areas of the county.

Maintenance & Expansion of Physical Branches

- Maintains basic repairs/maintenance of facilities budget.
- Includes funding for the new Washougal Community Library building in 2027 and related operations in 2027 and beyond.
- Includes funding for a new library in 2030 to address growth in the district (location TBD and will be informed by master facilities plan). Includes related operations costs in 2031 and beyond.
- Increases costs associated with increased Insurance needs increased WA building size, additional bookmobile and new / additional branch location

Personnel

- Staff positions increase 8% or an estimated 18 FTE in 2026 to deliver an estimated 91 more open hours per week district-wide.
- Personnel costs are expected to represent 67% to 71% of the total operating budget from 2025 to 2031, then remains at 71% through 2035. This is driven by increased staffing to support increased hours.
- Ensures training and travel budget is sufficient to invest in staff growth & development.

Levy Lid Lift Fail Options

Levy Lid Lift Fails – Option #1: Significant Upfront Reductions

- Realizes a higher upfront reduction allowing staffing and services to adjust to the new normal, while also providing management capacity to focus on continued Levy Lid Lift efforts which will be required.
- Requires \$500K in the budget for Levy Lid Lift ballot costs each year until it passes.

Hours & Services

- Branch and Bookmobile hours reduced by approximately 51% or 352 hours per week districtwide between 2026 – 2030.

- Branch and Bookmobile hours reduced by 30% or 207 hours districtwide in 2026.
- Branch and Bookmobile hours reduced by 30% or 145 hours district wide in 2029.
- Books and Materials would maintain 12% of budget, but the impact on the overall investment would be a reduction of 36% or \$675,000 between 2025-2030.
- Removes any investment of expanded service.

Maintenance & Reduction of Physical Branches

- Vancouver Mall Library would close at end of the lease term 3/31/2028.
- Maintains costs that cannot be adjusted no matter our service level to the public
 - Insurance
 - Rents/Leases
 - Basic Repairs/Maintenance of Facilities
- Removes any investment in new libraries or renovations.
- Reduction estimated in utilities, supplies, custodial, professional and other services.

Personnel

- Reduction estimate impacts for 2026 through 2030 include:
 - Personnel Costs remain above 60% of the overall budget each year.
 - Staff positions reduced by approximately 30% or an estimated 68 FTE in 2026. This reduction remains in 2027 – 2028.
 - Staff positions reduced by approximately 25% or an estimated 40 FTE in 2029. This reduction remains in 2030.
- Maintains the integrity of expected inflation factors for personnel costs and other expenses.

Levy Lid Lift Fails – Option #2: Minimum Annual Reductions

- Reduces the annual service impact to meet the minimum amount needed each year to meet the 60-90 days of annual budgeted expenditures.
- Will require annual reduction adjustments to staffing and patron services, which will be labor intensive and costly administratively, and may cause further confusion to the public as hours will change every year to meet budget.
- Reduces controllable costs which has a direct and material impact on services to patrons including reducing branch hours/staffing.
- Requires \$500K in the budget for Levy Lid Lift ballot costs each year until it passes.

Hours & Services

- Branch and Bookmobile hours reduced by approximately 41% or 286 hours districtwide between 2026 – 2030.
 - Branch and Bookmobile hours reduced by 15% or 103 hours districtwide in 2026.

- Branch and Bookmobile hours reduced by 31% or 186 hours districtwide from 2027-2030.
- Books and Materials would maintain 12% of budget, but the impact on the overall investment would be a reduction of 47% or \$900K between 2025-2030.

Maintenance & Reduction of Physical Branches

- Vancouver Mall Library would close at end of the lease term 3/31/2028.
- Reduction estimated in utilities, supplies, custodial, professional and other services.
- Maintains costs that cannot be adjusted no matter our service level to the public
 - Insurance
 - Rents/Leases
 - Basic Repairs/Maintenance of Facilities
- Removes any investment in new libraries or new bookmobile.

Personnel

- Reduction estimate impacts for 2026 through 2030 include:
 - Personnel Costs remain above 60% of the overall budget each year.
 - Staff positions will be reduced by approximately 50% or an estimated 134 FTE between 2026 – 2030.
 - Staff positions reduced by 15% or an estimated 34 FTE in 2026.
 - Staffing reduced by 7% to 16% each year or an estimated 100 FTE from 2027 – 2030.
- Maintains the integrity of expected inflation factors for personnel costs and other expenses.

Summary Comparison of Options – 2026 Impacts

	Pass Option 1	Pass Option 2	Fail Option 1	Fail Option 2
Branch Hours	Maintained	Increased 13%	Reduced 30%	Reduced 15%
Staffing Impact	Maintained	Increased 8%	Reduced 30%	Reduced 15%
New Washougal Branch location	Y	Y	N	N
New Clark County Branch (Location TBD)	N	Y	N	N
New Clark County Bookmobile	N	Y	N	N
Collections % of Operating	12% Maintained	12% Maintained	12% Maintained	12% Maintained
Personnel % of Operating	68%	69%	64%	65%
Branch Closure	N	N	Y*	Y*
	*Note: The Vancouver Mall Library expected to close at end of lease in 2028			

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 be set adopted by the Board 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 schedules 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.

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 IDs 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 will ensure that the payment is necessary, that all required documentation is provided and appropriately approved, 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 requestor 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 instruction (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 EFTs 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.

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 ~~operational budgeted~~ 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.

Revolving Cash Funds

FVRL appoints one custodian for each location to be accountable for the cash funds in the form of change on hand, kiosks, and/or cash tills as applicable per branch location. These funds will be reconciled and receipts deposited in accordance with BARS, Treasurer's Office agreements, and FVRL procedures. The custodian will keep all applicable cash funds in a secure location.

When the custodian changes (or the account is abolished) the cash funds must be reviewed and certified as being turned over to the Finance Director or new custodian.

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

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 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