



AGENDA FOR PUBLIC MEETING

DATE: Monday, July 21, 2025 at 6:00 p.m.
LOCATION: **In Person:** White Salmon Valley Community Library;
77 NW Wauna Avenue, White Salmon, WA 98672
Zoom Link: <https://us06web.zoom.us/j/82151796387> or call in: 1 (971) 247-1195
Meeting ID: 821 5179 6387 Passcode: 664145

1. **Call to Order**
2. **Agenda Approval** ACTION
3. **Chair Announcements** INFORMATION
4. **Public Comments (limit 2 minutes each)**
5. **Consent Agenda** ACTION
Minutes Approval: June 16, 2025
Approval of Claims: June 2025
6. **Reports**
 - 6.1 May Financial Statements: Catrina Galicz ACTION
 - 6.2 FVRL Organizational Report: Alicia Gomori & Jennifer Giltrop INFORMATION
 - 6.3 White Salmon Branch Report: Molly Blalock INFORMATION
 - 6.4 Bibliocommons Update: Julian Mendez INFORMATION
 - 6.5 Levy Lid Lift – August 5: Jennifer Giltrop INFORMATION
7. **Business**
 - 7.1 **Policy Committee**
Purchasing and Procurement Policy (1st Read) INFORMATION
 - 7.2 **Facilities and Finance Committee**
Resolution 2025-08 MRSC Rosters: Small Public Works,
Consultant and Vender Rosters (1st Read) INFORMATION
8. **Board Comments**
9. **Setting for next regular meeting:** Monday, August 18 at 6:00 PM at
Goldendale Community Library/Zoom
10. **Adjournment**

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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale

Board of Trustees Meeting Minutes

Monday, June 16, 2025 – 6:00 PM

Ridgefield Community Library

210 N Main Ave, Ridgefield, WA 98642

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, Olga Hodges (remote), Irina Kakorina (remote), Mary Williams

Absent:

Present Staff: Jennifer Giltrop, Executive Director; 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; Devon Laing, IT Manager; Sean McGill, Branch Manager, Ridgefield Community Library

Remote Access: <https://us02web.zoom.us/j/83558837140> • Meeting ID: 835 5883 7140 • Passcode: 610362 • Phone Access 971-247-1195

Fort Vancouver Regional Library 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** – the chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
 - **Quill Onstead** of Portland made a public comment about drag queen story hour.
 - **Randy Schmidt** of Clark County made a public comment about drag queen story hour.
 - **Gary Wilson** of Clark County made a public comment about library services.
 - **Michael Jennings** of Ridgefield made a public comment about FVRL and library manager of the Ridgefield Community Library.

At 6:07 the chair closed the public comment portion of the agenda.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:07 p.m. Mary Ann Duncan-Cole made a motion to approve the Consent Agenda. Marie Coffey seconded. Motion approved with 7 out of 7 votes.

6. REPORTS

- 6.1 **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:08 p.m. Catrina Galicz presented the following highlights for the month ending April 2025.

Statement of Cash: FVRL receives the first installment of property taxes in the month of April, which helps the cash balance. The statement of cash for the month sits at just under \$23 million, meeting cash targets. Net operating activity though April is just about \$8.8 million with net operating activity for the year at about \$4.6. Galicz highlighted the line item for reserves used for technology replacements and upgrades, which reflects the purchase of BiblioCommons approved in January.

Statement of Revenue: Revenues from property taxes are meeting expectations. Property tax revenue received in April accounted for 82% of the year-to-date property tax revenue totals through April. Overall, this revenue reflects 46% of the property tax revenue expected for the year. Charges for services are at 48% of expectations for the year. Investment interest continues to exceed expectations.

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Statement of Expenses: Expenses are meeting expectations. Operating expenditures for personnel have been trending about 4% under budget. Under technology supplies, the line item is trending higher than budget to actual percent of 33%, this is due to the purchase of BiblioCommons. The charges for services line item for professional services are slightly under the expected 33%, however that line will trend upwards as the Strategic Plan and Master Facilities Plan efforts are further underway. The insurance line item sits at 0% in April but will be paid in June/July. Finally, Galicz noted that intergovernmental services which includes the August ballot cost estimate, will not be paid until late in 2025.

RECEIVE AND FILE APRIL FINANCIAL STATEMENTS – At 6:12 p.m. Dugan made a motion to approve receiving and filing the April 2025 financial statements. Duncan-Cole seconded. Motion approved with 7 out of 7 votes.

6.2 ORGANIZATIONAL REPORT – At 6:12 p.m. Giltrop provided the organizational report which included the following highlights.

- Cascade Park Community Library hosted a community resource fair which brought in over 150 attendees.
- Two patrons from the city of Washougal visited the Goldendale Library with the Passport Program only to discover that one of the staff knew the mom from being flight attendants in the 1980s. They hadn't seen each other since, nor did they know where each other was living. If it weren't for the Passport Program, they may have never met again.
- The Bookmobile from the Klickitat County visited Centerville School the day after the kindergarten class visited the Goldendale Library. The tour included showing students where the Bookmobile lives when it is not out in the community. The kindergartners were convinced that the Bookmobile drivers lived in the Bookmobile in the garage.
- La Center Community Library staff visited over 29 classes at the La Center Elementary School this month for summer reading presentations. Working with the school librarian, staff were able to cover most classes during their assigned library hour.
- The friends of the Ridgefield Community Library sponsored an author visit by Susan Tate Ankeny, author of *American Fly Girl* and *The Bombardier and The Girl*, as a fundraiser. Veterans received free admittance to the event which was held at the Ridgefield United Methodist Church. Over \$500 was raised for the purchase of books relating to World War II.
- Skamania County Reads was held for the 11th year featuring the book "Itch," a Pacific Northwest Trail story by Nick Fowler. Weekly events included a family hike on the Pacific Crest Trail, an art opening and an exhibit of local scenic photography, culminating in a visit from the author.
- At the Vancouver Community Library, staff participated in the small business fair at Fourth Plain Community Commons. This was an opportunity for patrons to access over a dozen nonprofit small business providers all under one roof. Providers were there to connect community members with all stages of business.
- Staff wrapped up a four week Reading and Action Program at the Washougal Library, partnering with the Washougal School District Family Resource Center to bring together 10 families for dinner, a book discussion and activity period for four consecutive weeks.
- A teen comedy workshop at White Salmon Community Library with physical comedy instructor, comedian and clown, Angel Ocasio was a programming highlight in May. The library invited drama class from the local high school as an opportunity to incorporate lessons into their production of "Alice and Wonderland" in the spring.

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- At the Yacolt Express Library, Battle Ground and Yacolt staff visited the Yacolt primary school for kindergarten orientation night. The outreach event was very successful and provided library information and a great do-it-yourself book craft to over a hundred families.
- Work on the BiblioCommons implementation is progressing steadily. Content on online resources, FAQs and core service pages is populated with an emphasis on accessibility, clarity, and user experience. Staff training modules are being developed to prepare teams for a smooth transition and support the effective platform when it goes live.
- The Library Card Design Competition is open through June 30th to four age groups. The theme is “Our Stories, Our Communities.”
- FVRL has entered the community engagement phase of the Strategic Planning and Master Facilities Planning process. An advisory committee representing people from throughout the district has formed and consists of a mix of community partners, community and business leaders, education and governmental representatives, friends groups, members, staff and board members. From the board, Mary Williams and Marie Coffey represent the board in that group. A community survey has just been launched on the website and that will help us gather feedback from the community, which will inform these plans. The survey will be open for the community through August 24th. Six Community Conversations in addition to the survey have been scheduled around the district, and one virtual session scheduled for those who cannot make it in person. The Community Conversations provide spaces for library patrons where they can share their thoughts about the library and what it means to them and what it could become.
 - Battle Ground: Tuesday, July 1, 5-7 pm
 - Goldendale: Thursday, July 10, 4-6 pm
 - Cascade Park: Wednesday, July 16, 5-7 pm
 - Downtown Vancouver: Tuesday, July 22, 5-7 pm
 - Stevenson: Monday, July 28, 4-6 pm
 - Virtual: Wednesday, July 30, 12-1:30 pm
 - Ridgefield: Wednesday, July 30, 5-7 pm
- The FVRL Foundation’s Annual Authors and Illustrators Dinner and Silent Auction is on October 16th at the Hilton Vancouver. The event will have bestselling author Robert Dugoni, best known for his Tracy Crosswhite police series set in Seattle. The tables and tickets for this event start selling July 1st.

6.3 RIDGEFIELD BRANCH REPORT – At 6:27 p.m. Sean McGill presented the branch report for Ridgefield Community Library with the theme of building; creating a space where individuals can thrive, grow, and contribute to something larger than themselves. McGill started by introducing members of the staff, then focused on highlighting the programming Ridgefield Community Library offers. Art Chat is a program offered in partnership with the Ridgefield Art Association which introduces attendees an artist or form of art. Teen Art Chat is unique to Ridgefield and is focused more on trying different forms of art. The Southwest Washington Watercolor Society presented their spring juried show in Ridgefield this year. McGill highlighted the Dungeons and Dragons program held on Tuesdays. The library partners with YMCA in Ridgefield to offer a gentle exercise program for active seniors. The Y’s picnic in the park, where volunteers serve lunch, will take place Monday through Friday starting June 23rd. Library staff will set up a table at the park offering a simple activity or craft for kids. McGill also highlighted the very popular Firefighter story time held in May. Tech Petting Zoo epitomizes the theme of building—literally building while also building STEM skills, which are critically important for young patrons. The branch’s Build It Program is no longer about just building with Legos. Instead, participants are making slime, building

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marble mazes and tornadoes in a jar, and much more. For example, in August kids will be making working telescopes. This program is not just about building skills, it's about building interest in the world and how things work. McGill also highlighted the annual wreath-making program that is popular across the generations and the long-standing Fiber-Art program that has effectively taught sewing and crocheting skills to patrons for years. Library video game themed programs like Super Smash Brothers tournaments and Mario Kart Mini-Games build good sportsmanship, as McGill noted he has seen kids who have been knocked out of competitions gleefully cheer on their peers still competing. The Ridgefield Friends will be holding storybook adventures for Ridgefield Main Street Day. Each child who comes will receive a free book and enjoy fun activities at different stations with a cookie at the end. This is a huge project with dedicated volunteers. McGill closed with a look at a day in the life at the library.

7. BUSINESS

7.1 Facilities and Finance Committee

Vancouver Community Library Server Room Fire – At 6:40 p.m. Giltrop provided an update on the fire that took place in the server room of the Vancouver Community Library on June 7 and the impacts that followed. The dehumidifier within one of the air conditioning units for the server room malfunctioned and caught on fire. Prior to closing, IT staff called for help from facilities when the air conditioning had stopped working and temperatures got up to 110 degrees in the room. The library closed and the Director of Facilities arrived and worked on the primary air conditioning unit, when he turned around and he saw smoke coming from the secondary unit and exited the room and pulled the fire alarm and the fire department came quickly. The water sprinklers system to put out the fire is what damaged several things in the room all of which is laid out in the staff report. The Vancouver Community Library was closed Sunday as a mitigation of the smells of the smoke and chemicals were removed from the building. The branch reopened on Monday though without internet or external phones. The entire district did not have internet or external phone service until Tuesday evening as all 16 facilities connect through the Vancouver Community Library for internet access. IT staff worked diligently to bring everything up as quickly as possible. Because this was an emergency that impacted the entire district, administration had to implement emergency purchasing process to bring all of the contractors and vendors on board. One of the requirements of emergency purchasing is that administration present to the board the details of what was needed and why. Administration believes that a good majority of the cost will be covered by insurance, which has a \$5,000 deductible but currently the estimated cost of all the repairs is \$650,000. Giltrop promised continued reporting on this issue as it moves forward and answered questions from the trustees.

- 8. Executive Session RCW 42.30.110(1g) Personnel** –at 6:48 p.m. Chair Morgan announced that the board of trustees would exit the room to go into executive session, to return at 7:10 p.m.

The Chair called the meeting back to order at 7:10 p.m.

- 9. BOARD COMMENT** – at 7:10 p.m. the Chair opened the floor for board comments.

- Megan Dugan thanked and complimented Sean McGill on his presentation to the board.
- Mary Willems, as board liaison to the Foundation's board, commented on the success of the foundation's Storytime Event fundraiser for the Washougal Community library.

- 10. Setting for next Regular meeting;** Monday, July 21, 6:00 p.m. at White Salmon Community Library.

- 11. ADJOURNMENT** – At 7:12 p.m. Mary Ann Duncan-Cole made a motion to adjourn. Marie Coffey seconded and the meeting was adjourned at 7:12 p.m.

DRAFT

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

July 21, 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, July 21, 2025,

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

<u>June 1, 2025</u>	through	<u>June 30, 2025</u>	
Accounts Payable Warrants Issued	Numbers	<u>121776</u>	Through <u>121943</u> <u>\$ 1,007,700.57</u>
Accounts Payable EFT Payments		<u>EFT02558</u>	Through <u>EFT02596</u> <u>\$ 133,661.88</u>
Accounts Payable Warrants Voided	Numbers	<u>121551</u>	(<u>\$ 105.29</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids			<u>\$ 1,141,257.16</u>
Payroll Electronic Fund Transfers	Numbers	<u>20250610</u>	Through <u>20250625</u> <u>\$ 1,090,082.89</u>
Other Electronic Fund Transfers Completed			
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
ADP Payroll Fees	June 27, 2025	\$ 5,235.76	
KAISER HSA	June 30, 2025	\$ 15,863.54	
Visa	June 2, 2025	\$ 25,467.04	
WA DOR Sales/Use Tax	June 24, 2025	\$ 1,257.29	
WA DRS - DCP	June 13, 2025	\$ 5,204.40	
WA DRS - DCP	June 13, 2025	\$ 92,104.41	
WA DRS - PERS	June 26, 2025	\$ 4,952.61	
WA DRS - PERS	June 26, 2025	\$ 83,721.38	
			<u>\$ 233,806.43</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids			<u>\$ 2,465,146.48</u>
Total Transactions for Approval			<u><u>\$ 2,465,146.48</u></u>

DISTRICT LIBRARY - EXECUTIVE DIRECTOR

DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

WARRANTS

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
360D0001	Payment	6/5/2025	121776	360 DIRT WORKS LLC	\$ 13,696.20
AFSC0001	Payment	6/5/2025	121777	AFSCME	2,717.03
ALDE0003	Payment	6/5/2025	121778	ALDER CREEK PIONEER ASSOCIATION CAROUSEL MUSEUM	40.00
ALLY0001	Payment	6/5/2025	121779	ALLYNS BUILDING CENTER	44.37
AT&T0001	Payment	6/5/2025	121780	AT & T	441.23
AT&T0003	Payment	6/5/2025	121781	AT&T MOBILITY	798.79
BAKE0002	Payment	6/5/2025	121782	BAKER & TAYLOR	1,679.96
BATT0010	Payment	6/5/2025	121783	BATTLE GROUND CINEMA LLC	300.00
BECK0008	Payment	6/5/2025	121784	JESSICA BECKER	500.00
CDWG0001	Payment	6/5/2025	121785	CDW GOVERNMENT INC	753.79
CENT0012	Payment	6/5/2025	121786	CENTURYLINK	439.63
CHIC0004	Payment	6/5/2025	121787	CHICAGO DISTRIBUTION CENTER	152.44
CLAR0004	Payment	6/5/2025	121788	CLARK PUD	3,066.90
CLAR0025	Payment	6/5/2025	121789	CLARK COUNTY HISTORICAL MUSEUM	625.00
CLEA0022	Payment	6/5/2025	121790	CLEAN-WORLD MAINTENANCE, INC	689.59
CODE0002	Payment	6/5/2025	121791	CODE 3 TRAINING	750.00
COLU0034	Payment	6/5/2025	121792	COLUMBIA GORGE DISCOVERY CENTER	250.00
COUC0002	Payment	6/5/2025	121793	COUCHMAN, STEPHEN	600.00
DELT0001	Payment	6/5/2025	121794	DELTA SYSTEMS INTEGRATION INC	3,112.25
DUGA0001	Payment	6/5/2025	121795	MEGAN DUGAN	69.30
DUNC0001	Payment	6/5/2025	121796	DUNCAN-COLE, MARYANN	41.02
FORT0002	Payment	6/5/2025	121797	FVRL FOUNDATION	20.00
GALE0002	Payment	6/5/2025	121798	GALE	2,548.38
GBMA0001	Payment	6/5/2025	121799	GB MANCHESTER CORPORATION	10,115.00
GISI0001	Payment	6/5/2025	121800	GISI MARKETING GROUP	5,861.06
GOLD0002	Payment	6/5/2025	121801	GOLDENDALE CHAMBER OF COMM	88.00
GUST0002	Payment	6/5/2025	121802	GREG GUSTAFSON	650.00
HARR0002	Payment	6/5/2025	121803	HARRY'S LAWN & POWER EQUIPMENT	127.33
HILL0009	Payment	6/5/2025	121804	HILLIS CLARK MARTIN & PETERSON	918.42
HOME0001	Payment	6/5/2025	121805	HOME DEPOT CREDIT SERVICES	1,158.86
ICMA0001	Payment	6/5/2025	121806	ICMA RETIREMENT CORPORATION	6,530.66
INGR0001	Payment	6/5/2025	121807	INGRAM	35,837.04
INTE0018	Payment	6/5/2025	121808	INTERIOR TECHNOLOGY INC	528.28
KAIS0001	Payment	6/5/2025	121809	KAISER FOUNDATION HEALTH PLAN	274,519.09
KAKO0001	Payment	6/5/2025	121810	KAKORINA, IRINA	32.76

KLIC0002	Payment	6/5/2025 121811	KLICKITAT COUNTY PUD	1,596.37
KLIC0006	Payment	6/5/2025 121812	KLICKITAT COUNTY HISTORICAL SOCIETY	90.00
KLIC0009	Payment	6/5/2025 121813	KLICKITAT COUNTY PUBLIC WORKS DEPT	629.07
LAN50001	Payment	6/5/2025 121814	LAN SU CHINESE GARDEN	1,680.00
LEXA0001	Payment	6/5/2025 121815	REBECCA ANN LEXA	200.00
LING0003	Payment	6/5/2025 121816	LINGUAVA	136.50
LYNG0001	Payment	6/5/2025 121817	LYNGSOE SYSTEMS INC.	44,631.94
MACD0003	Payment	6/5/2025 121818	MACDONALD-MILLER FACILITY SOLUTIONS LLC	1,862.28
MIDW0001	Payment	6/5/2025 121819	MIDWEST LIBRARY SERVICE	22.21
MIDW0002	Payment	6/5/2025 121820	MIDWEST TAPE	14,388.70
MORG0004	Payment	6/5/2025 121821	MORGAN, KRISTINA	86.52
NORT0005	Payment	6/5/2025 121822	NORTHWEST NATURAL GAS COMPANY	355.00
OFFI0001	Payment	6/5/2025 121823	OFFICE DEPOT CARD PLAN	1,949.96
OFFI0013	Payment	6/5/2025 121824	OFFICE INTERIOR CONCEPTS	848.64
OLMS0001	Payment	6/5/2025 121825	OLMSTEAD, BARRIE	15.00
OREG0044	Payment	6/5/2025 121826	OREGON KOTO-KAI	500.00
OVER0004	Payment	6/5/2025 121827	OVERDRIVE	43,067.68
PDQC0001	Payment	6/5/2025 121828	PDQ.COM CORPORATION	6,201.60
PITT0003	Payment	6/5/2025 121829	PITTOCK MANSION SOCIETY	600.00
PLAY0001	Payment	6/5/2025 121830	PLAYAWAY PRODUCTS LLC	2,526.46
RICH0013	Payment	6/5/2025 121831	RICHARDSON, JEFFREY JON	150.00
ROBE0013	Payment	6/5/2025 121832	ROBERT HALF FINANCE & ACCOUNTING	8,038.80
SHOW0001	Payment	6/5/2025 121833	SHOWCASES	102.17
SKAM0001	Payment	6/5/2025 121834	SKAMANIA COUNTY PUD #1	480.60
SOHA0001	Payment	6/5/2025 121835	SOHA SIGN CO INC	180.88
STAR0001	Payment	6/5/2025 121836	STAR RENTALS	844.88
SWAN0001	Payment	6/5/2025 121837	SWANK MOVIE LICENSING USA	550.00
TKEL0001	Payment	6/5/2025 121838	TK ELEVATOR CORPORATION	1,248.51
TMOB0001	Payment	6/5/2025 121839	T-MOBILE USA INC	111.03
ULIN0001	Payment	6/5/2025 121840	ULINE	406.32
UNIQ0002	Payment	6/5/2025 121841	UNIQUE MANAGEMENT SERVICES INC	1,226.15
USAM0002	Payment	6/5/2025 121842	USA MECHANICAL	4,958.89
VANC0001	Payment	6/5/2025 121843	CITY OF VANCOUVER UTILITIES	827.19
VANC0014	Payment	6/5/2025 121844	CITY OF VANCOUVER-PARKS & REC	520.00
VERI0002	Payment	6/5/2025 121845	VERIZON	823.51
WALT0001	Payment	6/5/2025 121846	WALTER E NELSON COMPANY	1,251.15
WASH0051	Payment	6/5/2025 121847	WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES	461.96

WHIT0028	Payment	6/5/2025 121848	WHITE SALMON ACE HARDWARE	69.93
WILC0001	Payment	6/5/2025 121849	WILCO	79.23
WOOD0001	Payment	6/5/2025 121850	CITY OF WOODLAND	376.70
ZIPL0001	Payment	6/5/2025 121851	ZIPLY FIBER	4.70
ALLY0001	Payment	6/20/2025 121852	ALLYNS BUILDING CENTER	55.28
ASTO0001	Payment	6/20/2025 121853	ASTOUND BUSINESS SOLUTIONS, LLC	5,418.63
AVIS0001	Payment	6/20/2025 121854	AVISTA UTILITIES	23.23
BAKE0002	Payment	6/20/2025 121855	BAKER & TAYLOR	575.03
BATT0001	Payment	6/20/2025 121856	CITY OF BATTLE GROUND	847.02
CBMS0007	Payment	6/20/2025 121857	CBM SYSTEMS, LLC	6,163.56
CDWG0001	Payment	6/20/2025 121858	CDW GOVERNMENT INC	554.44
CENT0009	Payment	6/20/2025 121859	CENTURYLINK	70.84
CENT0012	Payment	6/20/2025 121860	CENTURYLINK	926.35
CENT0013	Payment	6/20/2025 121861	CENTURYLINK	2,025.74
CHIC0004	Payment	6/20/2025 121862	CHICAGO DISTRIBUTION CENTER	68.92
CINC0001	Payment	6/20/2025 121863	CINCINNATI INSURANCE COMPANIES	7,537.43
CITY0005	Payment	6/20/2025 121864	CITY OF NORTH BONNEVILLE	240.00
CLAR0004	Payment	6/20/2025 121865	CLARK PUD	12,035.92
CLAR0026	Payment	6/20/2025 121866	CLARK REG WASTEWTR	308.84
CLEA0022	Payment	6/20/2025 121867	CLEAN-WORLD MAINTENANCE, INC	103,355.69
COFF0003	Payment	6/20/2025 121868	COFFMAN ENGINEERS, INC	2,021.93
COLU0003	Payment	6/20/2025 121869	COLUMBIA RESOURCE COMPANY	43.16
COLU0005	Payment	6/20/2025 121870	COLUMBIAN	1,350.00
COLU0007	Payment	6/20/2025 121871	COLUMBIA HARDWARE	43.41
COLU0024	Payment	6/20/2025 121872	COLUMBIA LANGUAGE SERVICES	807.20
COLU0032	Payment	6/20/2025 121873	COLUMBIA RIVER DISPOSAL	87.11
COMC0002	Payment	6/20/2025 121874	COMCAST INSTITUTIONAL NETWORKS	10,220.05
COWL0001	Payment	6/20/2025 121875	COWLITZ COUNTY PUD	733.17
DISC0002	Payment	6/20/2025 121876	DISCOUNT SCHOOL SUPPLY	482.07
ENAV0001	Payment	6/20/2025 121877	ENAVATE, INC	489.60
ENTE0001	Payment	6/20/2025 121878	ENTEK CORPORATION	980.57
FREI0002	Payment	6/20/2025 121879	FREIGHTLINER NORTHWEST	4,153.14
FREN0003	Payment	6/20/2025 121880	FRENCH BOOKS ONLINE LLC	142.94
GALE0002	Payment	6/20/2025 121881	GALE	766.88
GETT0001	Payment	6/20/2025 121882	GETTY IMAGES (US), INC	4,100.00
GISI0001	Payment	6/20/2025 121883	GISI MARKETING GROUP	1,045.08
GOLD0003	Payment	6/20/2025 121884	CITY OF GOLDENDALE	445.77

GOLD0005	Payment	6/20/2025 121885	GOLDENDALE SENTINEL	1,150.00
GORD0004	Payment	6/20/2025 121886	GORDON REES SCULLY MANSUKHANI LLP	5,003.00
GROO0003	Payment	6/20/2025 121887	GRO OUTDOOR LIVING	1,480.78
ICMA0001	Payment	6/20/2025 121888	ICMA RETIREMENT CORPORATION	6,104.44
IMAG0003	Payment	6/20/2025 121889	IMAGE360	39.13
INGR0001	Payment	6/20/2025 121890	INGRAM	51,339.01
JOHN0041	Payment	6/20/2025 121891	JOHNSON CONTROLS INC	247.50
KANO0001	Payment	6/20/2025 121892	KANOPY LLC	9,411.00
KASK0001	Payment	6/20/2025 121893	KASKI ELECTRIC LLC	3,715.65
KETE0001	Payment	6/20/2025 121894	KETER ENVIRONMENTAL SERVICES INC	104.68
KINO0001	Payment	6/20/2025 121895	KINOKUNIYA BOOKSTORES OF AMERICA	515.19
KLIC0009	Payment	6/20/2025 121896	KLICKITAT COUNTY PUBLIC WORKS DEPT	570.25
LACE0003	Payment	6/20/2025 121897	CITY OF LA CENTER	76.60
LESS0001	Payment	6/20/2025 121898	LES SCHWAB TIRE CENTER	617.72
LIAL0001	Payment	6/20/2025 121899	LI, ALYSSA	100.00
LING0003	Payment	6/20/2025 121900	LINGUAVA	1,587.73
MACD0003	Payment	6/20/2025 121901	MACDONALD-MILLER FACILITY SOLUTIONS LLC	1,095.31
MIDW0001	Payment	6/20/2025 121902	MIDWEST LIBRARY SERVICE	156.01
MIDW0002	Payment	6/20/2025 121903	MIDWEST TAPE	16,992.88
NAPA0001	Payment	6/20/2025 121904	NAPA GENUINE PARTS (CORP)	481.91
NEWY0004	Payment	6/20/2025 121905	NEW YORK TIMES	14,729.26
NORT0005	Payment	6/20/2025 121906	NORTHWEST NATURAL GAS COMPANY	2,878.67
NORT0055	Payment	6/20/2025 121907	NORTHWEST REMODEL & DESIGN	25,844.51
OEGI0001	Payment	6/20/2025 121908	OEG, INC	359.04
OETC0001	Payment	6/20/2025 121909	OETC	326.10
OFFI0001	Payment	6/20/2025 121910	OFFICE DEPOT CARD PLAN	1,953.05
ONTI0001	Payment	6/20/2025 121911	JULIANNA S ONTIVEROS	225.00
OVER0004	Payment	6/20/2025 121912	OVERDRIVE	66,627.14
PACI0010	Payment	6/20/2025 121913	PACIFIC POWER GROUP, LLC	799.68
PATT0005	Payment	6/20/2025 121914	PATTERSON, JENNIFER	7,812.00
PLAT0001	Payment	6/20/2025 121915	PLATT ELECTRIC SUPPLY	518.65
PLAY0001	Payment	6/20/2025 121916	PLAYAWAY PRODUCTS LLC	1,830.94
PROQ0001	Payment	6/20/2025 121917	PROQUEST	21,924.18
REPU0001	Payment	6/20/2025 121918	REPUBLIC SERVICES #487	140.40
ROBE0013	Payment	6/20/2025 121919	ROBERT HALF FINANCE & ACCOUNTING	8,038.80
RODD0001	Payment	6/20/2025 121920	RODDA PAINT CO	43.52
SCHO0004	Payment	6/20/2025 121921	SCHOLASTIC INC	2,356.73

SENT0001	Payment	6/20/2025	121922	SENTRUM BOOKSTORE	257.80
SHIE0001	Payment	6/20/2025	121923	SHIELS OBLETZ JOHNSEN, INC	2,124.74
SKAM0005	Payment	6/20/2025	121924	SKAMANIA COUNTY CHAMBER	200.00
STER0004	Payment	6/20/2025	121925	STERLING	687.00
STEV0001	Payment	6/20/2025	121926	CITY OF STEVENSON	362.47
SWAN0001	Payment	6/20/2025	121927	SWANK MOVIE LICENSING USA	659.00
SWIN0001	Payment	6/20/2025	121928	SWINGRUBER, JURINDA	25.20
TDST0001	Payment	6/20/2025	121929	TDS TELECOM	247.94
THOM0015	Payment	6/20/2025	121930	THOMSON REUTERS-WEST PUBLISHING CORP	610.37
TOWN0007	Payment	6/20/2025	121931	THE TOWN OF YACOLT	200.00
ULIN0001	Payment	6/20/2025	121932	ULINE	1,111.21
UNIQ0002	Payment	6/20/2025	121933	UNIQUE MANAGEMENT SERVICES INC	1,834.75
UNUM0002	Payment	6/20/2025	121934	UNUM LIFE INS CO OF AMERICA	15,847.48
VANC0026	Payment	6/20/2025	121935	VANCOUVER FAMILY MAGAZINE	1,507.00
WALT0001	Payment	6/20/2025	121936	WALTER E NELSON COMPANY	956.37
WAST0001	Payment	6/20/2025	121937	WASTE CONNECTIONS INC	4,905.02
WHIT0001	Payment	6/20/2025	121938	CITY OF WHITE SALMON	204.05
WTCO0001	Payment	6/20/2025	121939	WT COX SUBSCRIPTIONS	239.51
ZAYO0001	Payment	6/20/2025	121940	ZAYO GROUP, LLC	3,370.50
ZIPL0001	Payment	6/20/2025	121941	ZIPLY FIBER	128.66
ZZZZ0462	Payment	6/20/2025	121942	SAVARD, JO DEAN	50.00
ALLI0006	Payment	6/25/2025	121943	ALLIANT INSURANCE SERVICES, INC.	33,053.13
Warrant Subtotal					\$ 1,007,700.57

VOIDS

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
CLAR0026	Payment	4/21/2025	121551	CLARK REG WASTEWTR	\$ (105.29)
Void Total					\$ (105.29)

EFT's

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0011	Payment	6/5/2025	EFT02558	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	\$ 2,206.50
ALLE0014	Payment	6/5/2025	EFT02559	ALLEGIANCE BENEFIT PLAN MGMT - FEES	97.75
ALLE0015	Payment	6/5/2025	EFT02560	ALLEGIANCE COBRA SERVICES INC	75.00
BUEH0001	Payment	6/5/2025	EFT02561	BUEHNER, KRISTEN	0.70
CHIP0002	Payment	6/5/2025	EFT02562	CHIPMAN, BONNY	600.00
COFF0002	Payment	6/5/2025	EFT02563	MARIE COFFEY	136.78
ENGD0001	Payment	6/5/2025	EFT02564	ENGDAHL, TANNA	50.00
GETP0001	Payment	6/5/2025	EFT02565	GET PROGRAM	582.32

KATH0001	Payment	6/5/2025 EFT02566	KATHLEEN L WHITNER	1,125.71
MART0011	Payment	6/5/2025 EFT02567	YUKI MARTIN	583.00
MCGR0004	Payment	6/5/2025 EFT02568	MCGRAY, CASEY	65.80
NATI0032	Payment	6/5/2025 EFT02569	NATIONWIDE PREMIUM HOLDING	253.07
PEOP0001	Payment	6/5/2025 EFT02570	PEOPLESPLACE	8,785.75
PUCK0002	Payment	6/5/2025 EFT02571	KIMBERLY S PUCKETT	600.00
SHRE0001	Payment	6/5/2025 EFT02572	SHRED NORTHWEST, LLC	130.56
USCE0002	Payment	6/5/2025 EFT02573	US CENTENNIAL VANCOUVER MALL LLC	10,119.48
WILL0031	Payment	6/5/2025 EFT02574	MARY WILLIAMS	15.82
WPEA0001	Payment	6/5/2025 EFT02575	WPEA	3,008.92
WPEA0003	Payment	6/5/2025 EFT02576	WPEA UFCW	2,101.24
66DE0001	Payment	6/20/2025 EFT02577	66DEGREES, LLC	32.83
BUEH0001	Payment	6/20/2025 EFT02578	BUEHNER, KRISTEN	0.70
CANO0002	Payment	6/20/2025 EFT02579	CANOPY WELLBEING	544.00
CLAR0036	Payment	6/20/2025 EFT02580	CLARK, LAURA	7.00
CREA0009	Payment	6/20/2025 EFT02581	CREATIVE FINANCIAL STAFFING LLC	1,129.26
CRUZ0003	Payment	6/20/2025 EFT02582	CRUZ, BRANDON	10.50
FIRS0003	Payment	6/20/2025 EFT02583	FIRST CITIZENS BANK	19,600.04
FOWL0001	Payment	6/20/2025 EFT02584	FOWLER, NICHOLAS	1,150.00
GETP0001	Payment	6/20/2025 EFT02585	GET PROGRAM	607.32
GROU0003	Payment	6/20/2025 EFT02586	GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC	55,595.01
HRAN0001	Payment	6/20/2025 EFT02587	HR ANSWERS, INC	1,800.00
KATH0001	Payment	6/20/2025 EFT02588	KATHLEEN L WHITNER	1,228.48
MART0011	Payment	6/20/2025 EFT02589	YUKI MARTIN	362.00
MCLE0002	Payment	6/20/2025 EFT02590	TERRA MCLEOD	11.38
MINT0005	Payment	6/20/2025 EFT02591	MINTZ, KATHLEEN	37.80
NORT0056	Payment	6/20/2025 EFT02592	NORTH PACIFIC MANAGEMENT	12,520.00
TDJC0001	Payment	6/20/2025 EFT02593	TERESA D. JOHNSON CPA, INC.	489.18
WEXB0001	Payment	6/20/2025 EFT02594	WEX BANK	4,650.51
WOLF0006	Payment	6/20/2025 EFT02595	WOLF HAVEN INTERNATIONAL	150.00
WPEA0001	Payment	6/20/2025 EFT02596	WPEA	3,197.47
			EFT's Total	\$ 133,661.88

PAYROLL

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	6/10/2025	Payrol 6/10/2025	ADP - Net Payroll Wages	\$ 421,607.18
ADP0001	Payment	6/10/2025	Payrol 6/10/2025	ADP - Federal Payroll Taxes	137,493.01
ADP0001	Payment	6/10/2025	Payrol 6/10/2025	ADP - OR State Payroll Taxes	4,459.94
ADP0001	Payment	6/10/2025	Payrol 6/10/2025	ADP - PFML Taxes	5,521.52
ADP0001	Payment	6/10/2025	Payrol 6/10/2025	ADP - WA Cares Fund Taxes	3,280.02
ADP0001	Payment	6/10/2025	Payrol 6/10/2025	ADP - OR State Transit Tax	65.64
Subtotal 1st Payroll					\$ 572,427.31
ADP0001	Payment	6/25/2025	Payroll 6/25/2025	ADP - Net Payroll Wages	\$ 380,861.90
ADP0001	Payment	6/25/2025	Payroll 6/25/2025	ADP - Federal Payroll Taxes	124,687.73
ADP0001	Payment	6/25/2025	Payroll 6/25/2025	ADP - OR State Payroll Taxes	4,086.56
ADP0001	Payment	6/25/2025	Payroll 6/25/2025	ADP - PFML Taxes	4,997.16
ADP0001	Payment	6/25/2025	Payroll 6/25/2025	ADP - WA Cares Fund Taxes	2,962.01
ADP0001	Payment	6/25/2025	Payroll 6/25/2025	ADP - OR State Transit Tax	60.22
Subtotal 2nd Payroll					\$ 517,655.58
Payroll Total					\$ 1,090,082.89

OTHER ACH

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	6/27/2025	116375	ADP	\$ 5,235.76
KAIS0005	Payment	6/30/2025	116382	KAISER HSA	15,863.54
VISA0002	Payment	6/2/2025	116376	FNBO Visa	25,467.04
WASH0007	Payment	6/24/2025	116379	WASHINGTON DEPT OF REVENUE	1,257.29
WASH0013	Payment	6/13/2025	116377	WASH DEPT OF RETIREMENT SYSTEM	5,204.40
WASH0013	Payment	6/13/2025	116378	WASH DEPT OF RETIREMENT SYSTEM	92,104.41
WASH0013	Payment	6/26/2025	116380	WASH DEPT OF RETIREMENT SYSTEM	4,952.61
WASH0013	Payment	6/26/2025	116381	WASH DEPT OF RETIREMENT SYSTEM	83,721.38
Other ACH's					\$ 233,806.43
Overall Total					2,465,146.48

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending May 31, 2025 (With year-to-date totals)

December 31, 2024 Ending Cash Balance	18,243,653
Year-to-date Revenue Received	16,702,535
Year-to-date Expenditures	(11,689,702)
Adjustment for accrued expenditures	67,697
Cash Balance May 31, 2025	<u>\$ 23,324,183</u>

	Cash Reserves as of January 1, 2025	Net Operational Activity May, 2025	Year-to-Date Totals thru May, 2025	Cash Reserves as of May 31, 2025
Operational Reserve (Unassigned)	<u>\$ 11,284,975</u>	670,441	5,080,530	<u>\$ 16,638,499</u>

	Capital Reserves as of January 1,	May, 2025 Expenditures	Year-to-Date Totals thru May, 2025	Capital Reserves as of May 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	36,764	272,995	27,005
Cash Reserve Fund Expense Total	<u>\$ 6,958,678</u>	<u>\$ 36,764</u>	<u>\$ 272,995</u>	<u>\$ 6,685,683</u>

	Beginning January 1, 2025	Ending May 31, 2025
Overall Cash Balance	<u>\$ 18,243,653</u>	<u>\$ 23,324,183</u>

Target: > 60 to 90 days of annual budget

60 Days = \$5,881,494

90 Days = \$8,822,241

Fort Vancouver Regional Library District

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

	2025 Amended Budget	May, 2025 Revenues	Year-to-Date Totals thru May, 2025	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,660,340	1,636,995	14,688,576	55%
Property Taxes - Skamania	797,195	320,482	412,602	52%
Property Taxes - Klickitat	1,513,678	557,246	769,731	51%
Property Taxes - Cowlitz	338,389	139,722	160,369	47%
Total Property Taxes	29,309,602	2,654,445	16,031,278	55%
Other Taxes				
Other General Tax	75,000	4,629	25,926	35%
Leasehold Excise Tax	135,000	36,895	76,864	57%
Total Other Taxes	210,000	41,525	102,790	49%
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	45,000	-	476	1%
Federal Grants	0	-	1,362	100%
ESD 112	6,000	-	-	0%
State Forest Boards	40,000	5,460	33,138	83%
Yale Valley Library Dist	150,000	-	-	0%
Yale Valley Library Dist Capital Reimb.	70,000	-	6,512	9%
Total Intergovernmental, Grants & Contracts	311,000	5,460	41,489	13%
Charges for Services				
Equipment Use Fees	42,000	4,508	23,586	56%
Non-Resident Borrower Fee	9,000	2,381	8,903	99%
Lost / Damaged Material Fee	34,000	3,646	18,862	55%
Total Charges for Services	85,000	10,535	51,351	60%
Miscellaneous				
Investment Interest	485,000	92,655	302,119	62%
Rental Income	2,000	727	1,121	56%
Gifts/Contributions	-	430	972	100%
Library Friends Groups' Reimbursements	20,000	882	7,888	39%
Woodland Friends Reimbursements - Project	-	80,702	104,048	100%
Library Foundation Reimbursements	20,450	1,761	42,325	207%
Miscellaneous	2,500	487	16,051	100%
Other Miscellaneous - E-Rate	120,000	-	-	0%
Sale of Assets	10,000	1,020	1,103	11%
Total Miscellaneous	659,950	178,665	475,628	72.1%
Total Operating Revenue	\$ 30,575,552	2,890,629	16,702,535	55%
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	2,890,629	16,702,535	47%

Jan.-Dec. 2025 Fiscal Year

May is the 5th month of the fiscal year.
Year-to-date budget percentages should
be at 42%, representing 5/12 months.

Fort Vancouver Regional Library District

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

			Year-to-Date Totals thru May, 2025	Year to Date Annual Budget Percentage
	2025 Budget	May, 2025 Expenditures		
Operating Expenditures:				
Personnel				
Wages	\$ 15,374,149	\$ 1,160,064	\$ 5,645,921	37%
Benefit - Medical	3,413,423	233,122	1,132,780	33%
Benefit - Dental	311,074	22,536	109,510	35%
Benefit - Life, LTD, AD&D	159,584	13,455	67,699	42%
Benefit - PERS	1,388,286	102,715	500,385	36%
Benefit - FICA	1,176,122	87,204	424,454	36%
Benefit - L & I - Workers Compensation	117,567	7,033	32,337	28%
Benefit - PFML	40,205	3,040	15,186	38%
Unemployment Expense	15,000	-	2,692	18%
Personnel Subtotal:	21,995,410	1,629,170	7,930,963	36%
Supplies				
Supplies	341,300	25,216	130,531	38%
Small Equipment (FF&E)	391,000	8,916	20,232	5%
Technology	725,000	15,949	482,530	67%
Professional Collection / Tech	323,000	31,489	135,037	42%
Supplies & Small Equipmt/Tech Subtotal:	1,780,300	81,569	768,331	43%
Library Books / Materials				
Library Books & Materials	1,875,500	129,884	533,982	28%
Electronic Resources	1,944,500	36,764	722,736	37%
Library Materials Subtotal:	3,820,000	166,648	1,256,717	33%
Other Services / Charges				
Professional Services	1,823,300	139,868	613,575	34%
Communications	402,600	26,344	154,066	38%
Training / Travel	150,000	10,184	26,276	18%
Advertising	37,000	2,183	6,899	19%
Rentals / Leases	616,903	42,486	229,896	37%
Insurance	281,000	-	891	0%
Utilities	479,000	39,028	195,354	41%
FAC Repairs & Maintenance	305,300	41,553	177,889	58%
IT Maintenance and Licensing	687,900	52,078	180,565	26%
Misc / Dues / Printing / Other	148,450	17,846	55,248	37%
Intergovernmental Services	500,800	-	150	0%
Other Charges & Services Subtotal:	5,432,253	371,570	1,640,810	30%
Total Operating Expenditures:	33,027,963	2,248,958	11,596,821	35%
Capital Outlay:				
Buildings / Non-Owned	374,000	-	-	0%
Buildings / Owned	1,807,000	8,718	46,289	3%
Woodland (Other Reimbursements)	-	5,073	14,615	100%
Yale	70,000	25,137	31,977	46%
Machinery & Equipment	10,000	-	-	0%
Capital Outlay Subtotal:	2,261,000	38,927	92,881	4%
Grand Total All Expenditures:	\$ 35,288,963	\$ 2,287,885	\$ 11,689,702	33%

Jan.-Dec. 2025 Fiscal Year

May is the 5th month of the fiscal year.
Year-to-date budget percentages should be
at 42%, representing 5/12 months.



Organizational Report: Highlights from June 2025

Board of Trustees Meeting
July 21, 2025



Battle Ground Community Library

- The Battle Ground Branch Manager presented to the Battle Ground Lions Club and the Greater Federation of Women's Clubs on library programs and services. She also attended the Lewis River Rotary's monthly meeting with the Library Director, who presented on the upcoming levy.
- The June Family Clothing Swap was incredibly successful. More than 60 people came to donate and pick out new clothing.
- The first Summer at Your Library program in Battle Ground was overwhelmingly popular. More than 400 people attended to learn with The Reptile Man.



Eager volunteers raise their hands to engage with the reptiles.

- Summer programs continued to go strong over the rest of June. 60 people attended the STEM Petting Zoo and summer storytimes have had incredible attendance, including one that exceeded 90 attendees.
- Staff hosted the first of three programs dedicated to a celebration of the 250th anniversary of author Jane Austen's birth. Jane Austen Trivia Night had 22 attendees and the staff host received a standing ovation for her trivia slides. The other programs in the series include Austen Inspired Embroidery (July 18) and Pride, Prejudice and Parlor Games (August 22).
- Summer at Your Library sign-ups for Battle Ground surpassed 900 during the month of June.

Cascade Park Community Library

- Cascade Park Community Library tabled at a Dogpaw-sponsored event in June. Dogpaw runs and maintains four off-leash parks in Clark County, maintained by volunteers. 100 visitors with their dogs visited the FVRL table which offered a “take a stick library” for dogs and the opportunity to sign up for a library card for dog owners.
- The branch’s 75th Anniversary celebration on June 17 included two performances of the beloved Reptile Man. The event had a huge turnout and received positive feedback from patrons. The Friends provided cake and ice cream and helped facilitate the quilt making activity with Project Linus, a nonprofit that provides blankets to children in need.
- Staff provided outreach to Brookdale Senior Facility, informing residents of library services and signing up individuals for library cards. Staff also dropped off Read, Return, Repeat books for the residents.
- The second Summer Reading performer, Angel Ocasio performed to a packed house on a rainy Saturday. A multi-generational audience enjoyed the show.



A patron's dog takes advantage of the stick library

Goldendale Community Library

- June began with the annual concert of the Goldendale High School Jazz Band, which regularly brings an audience of at least 50 people of all ages to the amphitheater.
- International Yarn Bomb Day resulted in a number of trees in front of the library being decorated in surprising ways.
- The Summer at Your Library Launch Party with space painting brought in over 50 people who signed up for summer reading and participated in space painting. Patrons also took home an experience kit to create their own alien.



Storytime with bubbles (left) Yarn Bomb (middle) Space painting(right)

- Summer visits from local schools continued in June. Staff had a great time talking about Summer Reading and all the fun activities patrons can participate in the coming months.
- A new homeschool group started and asked for a tour of library resources. Twelve home educators, many who had not been to the library in a while, and their kids came and learned about online resources and search tips.

Goldendale Community Library (continued)

- Rescue Dogs in Action was a tremendous success, with many patrons asking for tips for training their own Border Collies.
- The Reptile Man always draws a crowd. The weather cooperated to hold the performance outside, allowing over 150 people to enjoy an hour of reptiles.
- The team was able to participate in Wishram School's Literacy & Math Night. Their challenge was to read for a minute and beat the top Words Per Minute champion. Participating resulted in scheduling a library resource tour for teachers the following week.



The Reptile Man (left), Dogs in Action (taking a break) (right)

- Bookmobile summer outreach kicked off at the Goldendale Farmers Market. New library cards were issued. People learned about the 75th anniversary and associated programs, as well as what to look forward to at the Goldendale Library.
- The Bookmobile was in need of maintenance, so it was van service for the Alder Creek Pioneer Picnic & Rodeo. As people passed by the table, comments included, "Thank you for being here" and "The bookmobile and what you do is pretty great."



La Center Community Library

- This month saw the entire 5th & 6th grades visit the library on their walking fieldtrips. Library staff were able to give them a tour of the library, give out library cards, and talk about Summer Reading and all the great events planned this summer.



Visiting 5th grade class (left) volunteers at Choose Your Own Space Adventure program (right)

- La Center Community Library held the Summer Reading kickoff program with a live action version of the “Oregon Trail” game only this was updated to a galactic space mission in keeping with the space theme this summer. Many families had fun planning supplies for their mission and rolling through space to see if they would make it safely to Alpha Centauri!
- About 400 patrons signed up for summer reading at the branch this month. Approximately 260 books were also given out by the friends for summer reading which is really wonderful!
- The library has seen a lot patrons come into the La Center Branch to get their FVRL passport stamp. Most of those passports are filled in with many stamps from across the district. Staff have been enjoying seeing new faces and engaging in great conversations with patrons who are loving the passport program.

Ridgefield Community Library

- Picnic in the Park, sponsored by the YMCA, started June 23. Library staff will be at this event every weekday with a simple activity or craft project.
- Staff began tabling at the Farmers Market June 28 and will continue every Saturday.
- In June the library hosted visits of seven third grade classes from South Ridge Elementary. Additionally, 19 classes from Union Ridge Elementary came to the library to learn about Summer at Your Library.
- The Planet Tea Light activity put together by Program Services was very popular with 53 attending to make planets out of Ping Pong balls.
- At Build It! in June 36 participants made paddle wheel boats and then got to test them in a kiddie pool.
- Thanks to the promotional efforts of the branch manager and an eager volunteer English Conversation Circle has increased.
- The Ridgefield Community Library is the cool place to be to watch movies with good attendance at the Family Movie.
- June 28 the library sponsored a performance by The Reptile Man at the Farmers Market at Davis Park. Attendance was 180 people. The Friends served cake in the community room afterwards to celebrate the 75th Anniversary of the Library District.
- The Senior Library Assistants at Ridgefield Community Library built a rocket ship for kids to play in and placed it in the Children's Area of the library. This on-theme temporary installation been a big hit.



Stevenson & North Bonneville Community Library

- The library tabled at the third annual Skamania Pride event, this year in the exhibit hall of the Skamania County Fairgrounds. In addition to providing information about library services, staff signed up new patrons for library cards, distributed some free books, and also had a selection of titles from the Pride display available for checkout.
- Outreach in June included a bookmobile visit to Wind River Middle School for the last day of school to promote summer reading to families.
- The bookmobile visited the Stevenson Farmers Market. Staff engaged with approximately 56 patrons through a storytime and promoted district initiatives such as the 75th anniversary and card design competition.
- A ribbon cutting ceremony was held for the opening of the Electric Vehicle charging stations located in the Stevenson Community Library parking lot. Community partners from Energy NW, the Port of Skamania, Skamania County Chamber of Commerce, Stevenson Downtown Association, and the City of Stevenson attended.
- While not a surprise that Reptile Man was well attended, participation was super charged as part of FVRL's 75th Anniversary celebration. Snacks were purchased by the Friends, and passive programs were available all day. Attendance for the event itself was over 180 patrons, where he typically draws 80-100 in Stevenson.



Three Creeks Community Library

- Three Creeks celebrated 75 years of FVRL with a 1950s-themed carnival program with activities in the courtyard and around the library. Staff served ice cream sandwiches and popsicle treats. Activities included a balloon pet craft, bean bag toss, 1950s scavenger hunt, 1950s car coloring pages at the Art Bar, sidewalk chalk, hopscotch, hula hoops and an obstacle course. The parent of a child who has attended the library's summer events for 9 years and wants to be a librarian when she grows up emailed the branch to say "you really knocked it out of the park once again."
- Staff held a Summer Tween and Teen Hangout kick-off program. Tweens and Teens played the Switch video games, board games, and foosball while enjoying pizza, bread stick bites, cinnamon twists, and more.



75th Anniversary 1950s-themed celebration

- June's Tween Book Group read *Winterhouse*, the first of the Winterhouse trilogy series, and enjoyed a virtual visit from author Ben Guterson. The tweens loved talking to and asking questions of the author. Afterwards, the groups signed a card thanking him which "made [his] day."
- Outreach in June involved staff spreading the word about the 75th anniversary, library resources and Summer Reading. Staff visited Pleasant Valley Primary School, Sacajawea Elementary School, Sarah J. Anderson Elementary School, Salmon Creek Elementary School, Hazel Dell Elementary School, Goddard School, Clark County Public Health Nurse-Family Partnership Staff Meeting, St. John's Senior Connections, and the Sherwood Hills Neighborhood Association. Staff were able to reach 2,485 patrons during these outreach events.

Vancouver Community Library

- As the school year wrapped up, the library gave 8 tours to 176 students (and their adults) to show how the library works and promote Summer Reading.
- Library staff visited 10 schools this month to share about the library and literacy at classroom visits, resource fairs and other special end-of-the-school-year events.
- Library staff also visited three assisted living facilities to bring books to seniors and assist residents in requesting materials and using digital resources available with their library cards.
- June 15th saw the start of this 2025's Summer Reading program. The Vancouver Community Library launched the program with a successful return of Mini-Golf! Library staff and teen volunteers created 6 mini-golf holes in the Columbia Room out of cardboard, pool noodles, carpet squares and unbridled creativity. Over 300 patrons of all ages played through the two-day space-themed kick-off event.
- Mid-June also saw the start of the Vancouver Community Library's fifth year as a Summer Meal Site in partnership with Share. The library hands out free lunches provided by the program to anyone under 18. This program aims to give all children access to nutritious meals while they do not have access to free and reduced meals at school. June saw 243 meals distributed.
- Sensory Storytime is a smaller program designed for kids that may find storytimes overwhelming or too loud or bright due to sensory processing differences. The kids enjoyed the felt-board story "Little Mouse" and had success making guesses about the mouse's house. There were a lot of smiles and July's session's registration has already filled!



- The efforts of consistent and frequent Teen programming have begun to show results in the relationships being fostered between teens in the Teen Room. The Magic the Gathering program has seen a steady attendance of 5-9. Several of the teens who met in this program have now started their own D&D campaign and continue to spend time together frequently - forging new friendships. The Teen Late Night program on June 27th had 14 teens show up for movies, pizza and crafts. The staff members who ran the program reported that it was truly a joy to see the teens singing and dancing along to the movie they voted to watch, the 1986 musical "Little Shop of Horrors." There was button making, collaging, drawing and plenty of pizza shared amongst regulars and lots of new teens. Fostering a safe space for our youth that allows them to share a meal with each other and share a laugh is a wonderful form of community building.
- The Adventures in Art program invited patrons to create their own hanging wire mobile. Patrons learned how to cut, shape, form, and balance wire into kinetic sculptures. Patrons attached dynamic elements to it for added whimsical visual interest.
- One of the traveling summer programs, 'Space Art,' was incorporated into the weekly Kids Create program in June. 79 people came and the kids used marbles and paint to create 3-D Universe Paintings. The staff had lots of great conversations about the universes kids were making. Some creations were the known universe and many were as yet undiscovered universes, like the Universe of Love (pictured below with all the hearts)



Space art (left) and Adventures in Art (right)

Vancouver Mall Community Library

- Staff did a presentation to the Vancouver Pointe Assisted Living Facility. Highlighted many of FVRL's services and events and signed up multiple people for library cards.
- Nearly 200 people watched and participated in the hula presentation in the Mall's Center Court. For the 75th Anniversary program, staff created buttons based on the passport "stamps," which were a big hit with people.



Staff outreach and Vancouver Pointe Assisted Living

Washougal Community Library

- Participants of Washougal Community Library's birdwatching program learned about birds, how to identify them, and observe birds in the wild at Stiegerwald Wildlife Refuge in June. Participants also learned about plants at the refuge. At the end of the outing as part of the wrap up participants shared something they learned or enjoyed about the program. One participant shared that they had a new favorite raptor, the Kestrel, and that they would be coming back to the refuge to do some more birdwatching.
- Kids and families had a blast creating space ships to protect their aliens from a crash landing during the Summer Reading STEM Space Lander Challenge program. To simulate a crash-landing, kids flung their ships against a wall to see if their alien would stay in the space ship. The ship designs were an amazing success. While there were some damaged ships, no aliens were hurt in the crashes. One kid took the challenge further and created a 'space crane' to hold and fling their space ship.

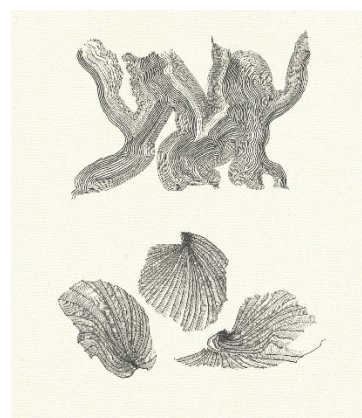


Bird watching (left) Space Lander Challenge (right)

- This month an older patron in her eighties came in to get the crosswords. She expressed her deep gratitude that the Washougal Community Library offers crossword puzzles for patrons. She said the crosswords have helped keep her mind sharp and she looks forward to them as they give her something to do on the weekend.

White Salmon Valley Community Library

- The White Salmon Valley Library's Summer Reading kick-off began on June 20th with Teen Night. The library hosted henna painting from Roving Horse and rubber duckie decorating. The teens created some inventive rubber duckies, including a strawberry and a princess.
- The library hosted The Science Heroes, STEM presenters who demonstrate and lead hands-on experiments which are educational while being fun for all ages. The 40 very enthusiastic participants learned about scientific concepts of evaporation and aerodynamics.
- The June Art Exhibit at the branch featured local artist Jason Breeden. The exhibit, entitled "Abstract Studies," included 30 pen and ink drawings.
- Local historian, Ralph Brown, recently published an anthology on the history of the White Salmon Valley called *The Up Building of the White Salmon Area*. Brown collaborated with fellow historian James Engle to create a display of a banner with a panoramic view which shows the changes in the region between 1904 and 2021. Patrons are fascinated by the "then and now" comparison of this part of the Columbia River Gorge.
- Adult Book group read *Fuzz* by Mary Roach in June. Everyone loved the animal stories, even though some were quite gruesome. They remarked how well the book balanced interesting facts with humor. Discussion of the book prompted personal stories of animal encounters form raccoons to elephants.



Woodland Community Library

- 356 people attended the library's Summer Reading Kick-off Party featuring face painting, mini horses, and games. A grandmother expressed how grateful she was that the library was doing summer storytimes and programs and said that she will be bringing her grandchildren for storytime every Tuesday.
- Reptile Man's engaging event saw a turnout of 409 people.
- The library hosted K-4 bilingual classes from North Fork Elementary. One teacher asked the Branch Manager if the summer reading materials were also in Spanish. When she saw the Summer Reading Booklet, she was grateful it was bilingual and she was also happy to find out that the summer reading books included Spanish books.
- Second grade students from Columbia Elementary came to the library for a Summer at Your Library presentation and tour.
- Woodland's new Senior Library Associate facilitated Family Storytime each Tuesday and Thursday. The attendance for this program is growing quickly. The first storytimes for the month had about 20 people in attendance. The latest storytime had 44 attendees.
- Staff members tabled at North Fork's Kinder night and engaged with 150 students, parents, and teachers. The Branch Manager gave a Summer at Your Library presentation at the end of year assembly at North Fork Elementary to approximately 450 students.



Summer Reading kick-off party

Woodland Community Library (cont.)

- The Branch Manager is working with the owner of the Corner Store in Woodland to set up a Read, Return, Repeat location in their newly renovated upstairs area slated to open in July.
- Woodland library staff and Program Services staff participated in Planters Days parade and marketplace.

Although it was too rainy to have the top down, the Branch Manager greeted parade attendees from a rolled down window. The staff decorated the district's RAV4 in a spaceship and alien theme to celebrate the Summer Reading Program theme. Program Services tabled at the marketplace.



Yacolt Express Library

- 3,800 patrons visited the Yacolt Express Library in the month of June, making it the busiest month of the year so far!
- The Planet Tea Light event had a great turnout of over 100 participants. Patrons created their own mini-solar systems of gas giants or rocky worlds then lit up their creations with LED tea lights.
- With only two weeks into Summer Reading, the number of registrants in Yacolt have already surpassed last year (156 in 2024, 257 so far in June 2025).
- FVRL hosted Creature Teachers at the Yacolt Recreational Park, next to the library. Patrons got to learn about the wild world of creepy crawlies with the opportunity to meet creatures face to face. It was very well attended with over 150 people. The Friends of the Yacolt Library also had a table set up with a children's book sale and as well as a raffle.



Kids interact with Creature Teachers

Yale Valley

- In early June, students from Yale Elementary School visited the Yale Valley Community Library. The students are able to walk to the library from the school each month, where they browse the collection, check out books, and participate in an activity. This month's activity was a creating a book full of each child's bucket list for the summer ahead.
- Staff provided the Planet Tea Lights craft that was enjoyed by many.
- FVRL hosted the Rescue Dogs in Action program on June 12th. 60 attendees gathered at Yale Valley Elementary to watch the amazing Border Collies show off their skills with herding demonstrations and entertaining tricks.



A young patron enjoys the Planet Tea Light crafting event, part of Summer at Your Library.

Operations Center

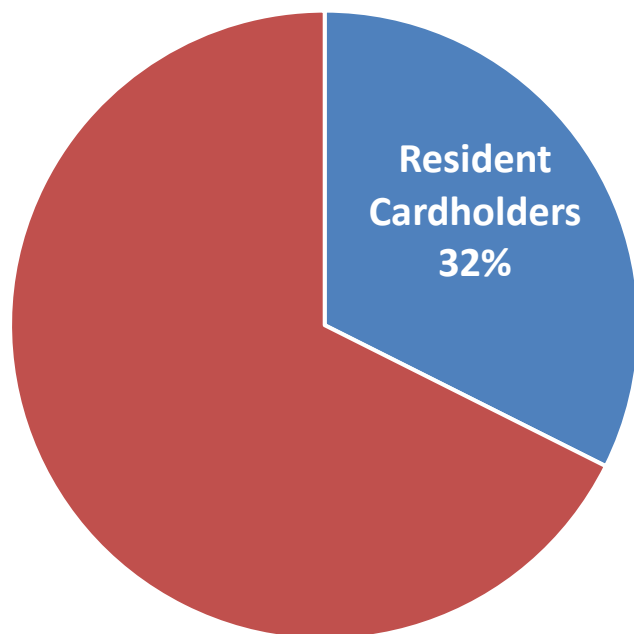
- June outreach efforts have focused extensively bringing library information, including Summer Reading, the 75th Anniversary, and levy fact sheets to 11 events in June, connecting directly with 1,800 people at community events including Juneteenths, Family Play Days and Neighborhood Association meetings. Most conversations have been focused on sharing library information and registering new patrons for library cards. The team has signed up more than 175 participants for Summer Reading.
- The Programing and Outreach Department distributed 1,200 Literacy Support Books provided by the Foundation.
- By the end of June, the district saw a 22% increase in summer reading registrations over 2024 numbers. 6,900 individuals registered in June.
- Reference Services concluded distribution of 100 grant supported tablets. Receiving patrons were nominated by local community partners. Each tablet was delivered by a librarian who registered the recipients for library accounts, and connected them with library resources (eBooks, eAudiobooks, job search tools and assistance, and language learning tools).
- IT spent time in June recovering from the fire in the Vancouver server room. This included providing workarounds and support during three days of internet downtime in the week immediately following the fire, completely replacing the firewall and the backup server, and performing cleanup processes and diagnostic tests on fourteen servers and about a dozen other pieces of network equipment.
- In June, the Strategic & Facilities Master Plan advisory committee held its first meeting. The committee is comprised of community partners, community and business leaders, education and governmental representatives, friends group members, staff and board members.
- A [Community Survey](#) was launched to gather feedback from the community which will inform the Strategic Plan and Master Facilities Plan. The survey will be open for community feedback through August 24.



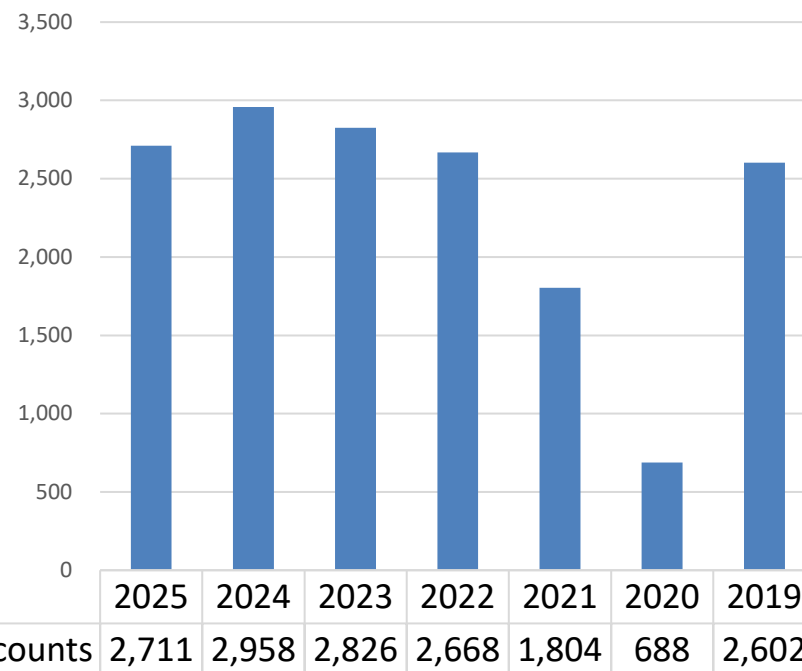
June 2025 – Cardholders, Programs, and Technology Use

Population Served - 556,680

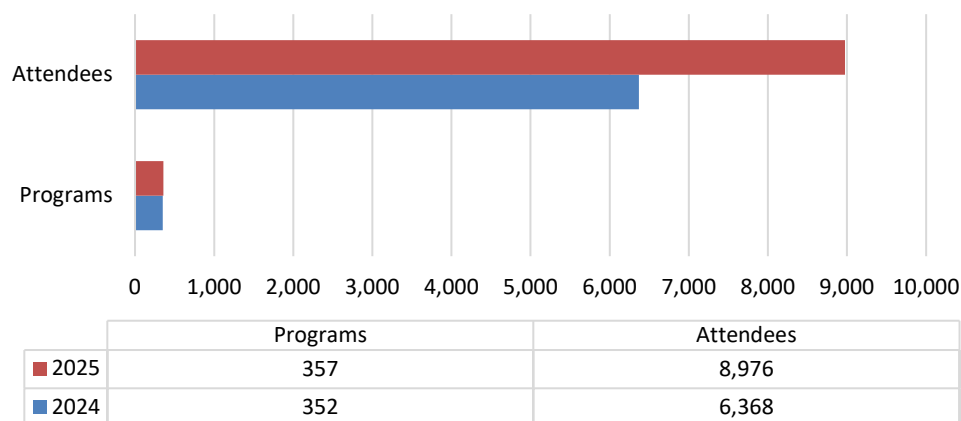
Washington State Office of Financial Management (4/1/2025)



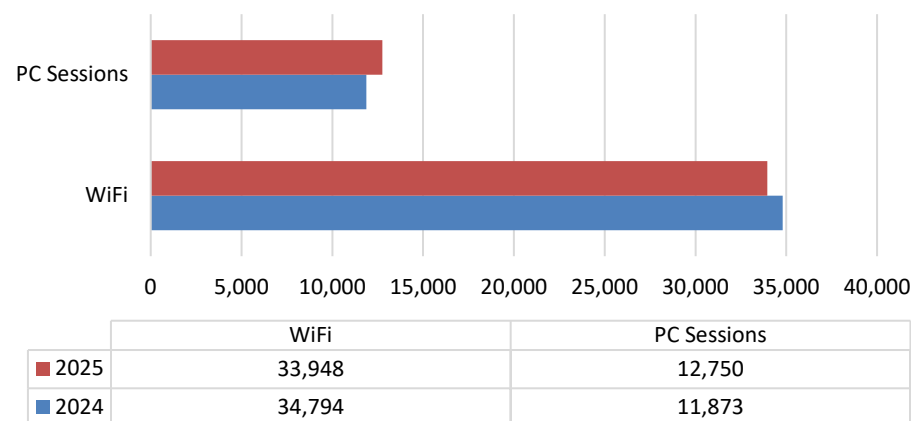
New Accounts Added in June



Programs

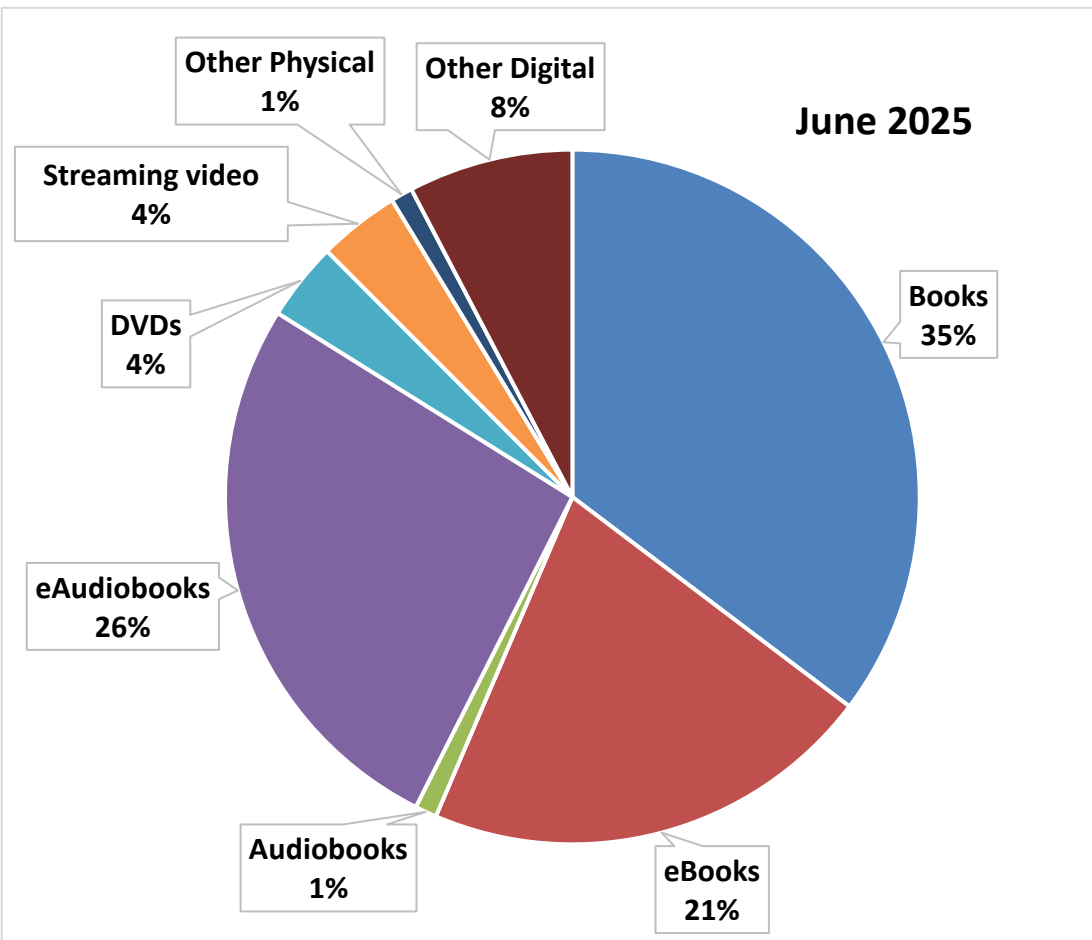


Computer and WiFi Use

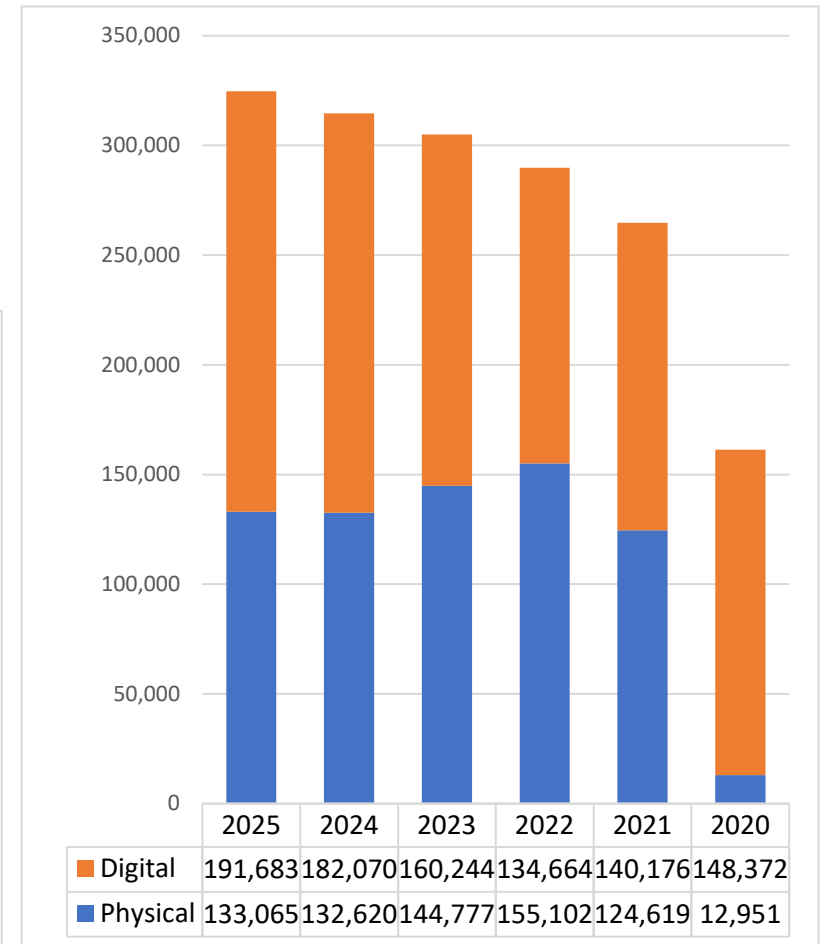


Collection Use – June 2025 - Checkouts by Item Format

Categories	2025	2024	2023	2022	2021	2020
Books	114,644	113,108	122,734	130,759	103,913	9,905
eBooks	68,612	67,106	61,868	53,637	56,594	67,130
Audiobooks	3,297	3,566	4,108	4,930	3,915	501
eAudiobooks	85,840	75,836	65,597	54,195	50,230	46,816
DVDs	11,814	12,678	14,472	15,724	13,199	2,341
Streaming video	12,319	9,725	8,555	8,575	9,492	9,271
Other Physical	3,310	3,268	3,463	3,689	3,592	204
Other Digital	24,912	29,403	24,224	18,257	23,860	25,155
Totals	324,748	314,690	305,021	289,766	264,795	161,323



Physical & Digital Collection Checkouts 2020-2025

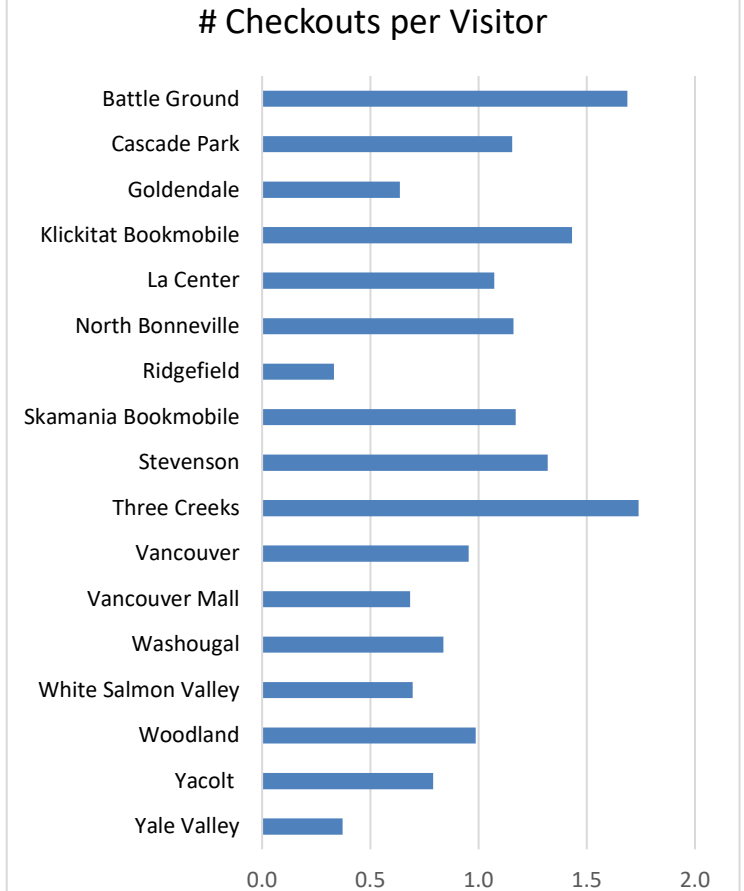


Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items. Does not include Interlibrary Loan checkouts.

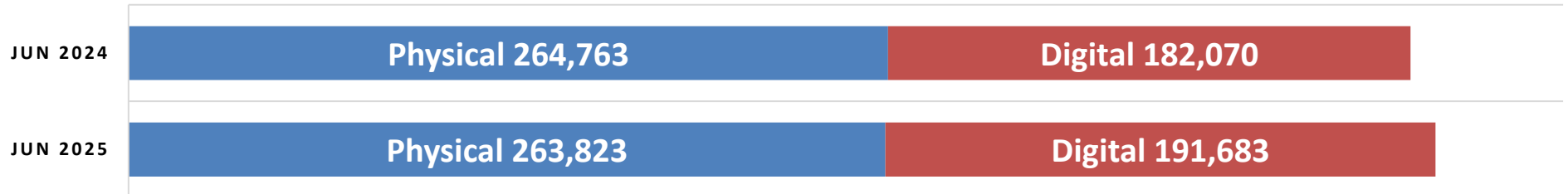
Other Digital includes magazines and streaming music.

June 2025 – Total Circulation and Visitors

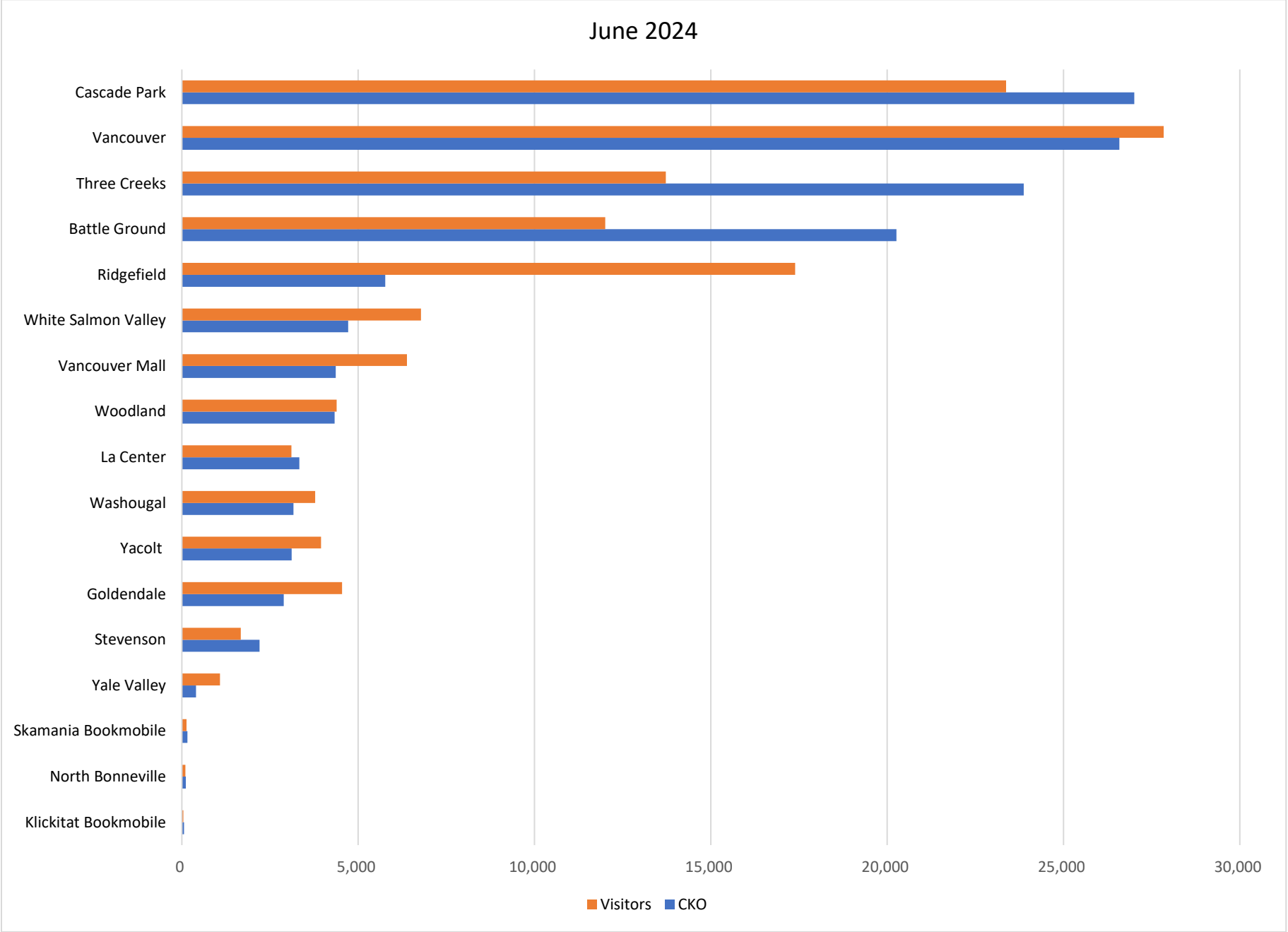
Location	Jun 2025		Jun 2024		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	38,117	12,003	38,468	11,070	-0.91%	8.43%
Cascade Park	56,208	23,375	58,020	21,517	-3.12%	8.64%
Goldendale	5,387	4,544	5,393	3,780	-0.11%	20.21%
Klickitat Bookmobile	260	44	401	193	-35.16%	-77.20%
La Center	5,719	3,104	5,625	2,921	1.67%	6.26%
North Bonneville	283	99	266	49	6.39%	102.04%
Ridgefield	11,007	17,392	10,694	7,563	2.93%	129.96%
Skamania Bookmobile	558	134	724	331	-22.93%	-59.52%
Stevenson	3,805	1,672	4,011	3,264	-5.14%	-48.77%
Three Creeks	43,901	13,725	43,812	12,421	0.20%	10.50%
Vancouver	58,997	27,839	60,351	27,412	-2.24%	1.56%
Vancouver Mall	8,858	6,385	9,770	5,769	-9.33%	10.68%
Washougal	6,274	3,778	6,987	4,111	-10.20%	-8.10%
Woodland	8,294	4,390	4,385	2,014	89.14%	117.97%
White Salmon Valley	8,704	6,780	8,641	6,715	0.73%	0.97%
Yacolt	4,924	3,944	4,949	2,541	-0.51%	55.21%
Yale Valley	848	1,083	783	946	8.30%	14.48%
Green Mountain	75	No Visitors	152	No Visitors	-50.66%	No Visitors
Books by Mail	935	No Visitors	976	No Visitors	-4.20%	No Visitors
Operations Center/ILL	669	No Visitors	355	No Visitors	88.45%	No Visitors
Location Total	263,823	130,291	264,763	112,617	-0.36%	15.69%
Digital Collections	191,683		182,070		5.28%	
Grand Total	455,506		446,833		1.94%	



TOTAL CIRCULATION

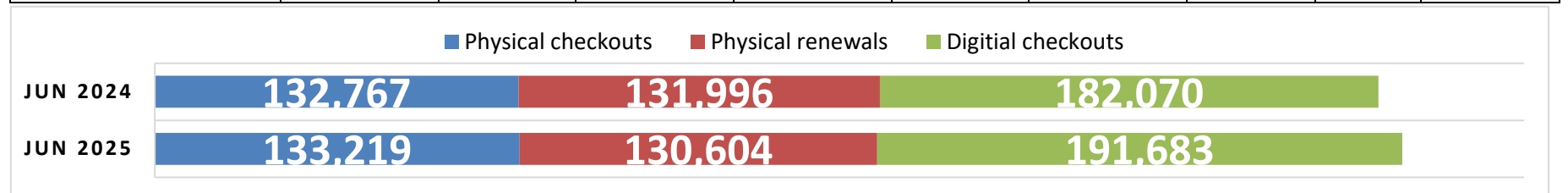


June 2025 – Library Activity: Checkouts and Visitors by Library



June 2025 – Total Circulation

	Jun 2025			Jun 2024			Change		
	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ
Battle Ground	20,263	17,854	38,117	20,262	18,206	38,468	0.0%	2.0%	0.9%
Klickitat Bookmobile	63	197	260	165	236	401	161.9%	19.8%	54.2%
Skamania Bookmobile	157	401	558	350	374	724	122.9%	-6.7%	29.7%
Cascade Park	27,007	29,201	56,208	28,038	29,982	58,020	3.8%	2.7%	3.2%
Goldendale	2,890	2,497	5,387	2,955	2,438	5,393	2.2%	-2.4%	0.1%
Green Mountain		75	75		152	152	0.0%	102.7%	102.7%
La Center	3,329	2,390	5,719	3,052	2,573	5,625	-8.3%	7.7%	-1.6%
North Bonneville	115	168	283	153	113	266	33.0%	-32.7%	-6.0%
Ridgefield	5,766	5,241	11,007	5,632	5,062	10,694	-2.3%	-3.4%	-2.8%
Stevenson	2,205	1,600	3,805	2,172	1,839	4,011	-1.5%	14.9%	5.4%
Three Creeks	23,871	20,030	43,901	23,759	20,053	43,812	-0.5%	0.1%	-0.2%
Vancouver	26,581	32,416	58,997	26,613	33,738	60,351	0.1%	4.1%	2.3%
Vancouver Mall	4,365	4,493	8,858	4,470	5,300	9,770	2.4%	18.0%	10.3%
Washougal	3,166	3,108	6,274	3,778	3,209	6,987	19.3%	3.2%	11.4%
Woodland	4,334	3,960	8,294	2,305	2,080	4,385	-46.8%	-47.5%	-47.1%
White Salmon Valley	4,713	3,991	8,704	4,820	3,821	8,641	2.3%	-4.3%	-0.7%
Yacolt	3,116	1,808	4,924	2,876	2,073	4,949	-7.7%	14.7%	0.5%
Yale	402	446	848	441	342	783	9.7%	-23.3%	-7.7%
Books by Mail	602	333	935	694	282	976	15.3%	-15.3%	4.4%
Operations Center/ILL	274	395	669	232	123	355	-15.3%	-68.9%	-46.9%
Total - Physical	133,219	130,604	263,823	132,767	131,996	264,763	0.3%	-1.1%	-0.4%
Digital Collections	191,683	0	191,683	182,070	0	182,070	5.0%		5.3%
Grand Total	324,902	130,604	455,506	314,837	131,996	446,833	3.1%	-1.1%	1.9%



Media Report – July 21, 2025

FVRLibraries locations now operating with all services (The Columbian; June 12, 2025)

<https://www.columbian.com/news/2025/jun/12/fvrlibraries-locations-now-operating-with-all-services/>

After drag queen story hour controversy, FVRLibraries instituted background checks for presenters (The Columbian; June 16, 2025)

<https://www.columbian.com/news/2025/jun/14/after-drag-queen-story-hour-controversy-fvrlibraries-instituted-background-checks-for-presenters/>

Library card design contest celebrates 75 years of FVRLibraries (The Columbian; June 23, 2025)

<https://www.columbian.com/news/2025/jun/23/fvrlibraries-seeks-input-for-strategic-master-facilities-plans/>

Fort Vancouver Regional Libraries invites community to help shape the future (Clark County Today; June 23, 2025)

<https://www.clarkcountytoday.com/news/fort-vancouver-regional-libraries-invites-community-to-help-shape-the-future/>

Clark County nonprofits have to invest time and money into fundraising to support the community, their missions (The Columbian; June 30, 2025)

<https://www.columbian.com/news/2025/jun/28/clark-county-nonprofits-have-to-invest-time-and-money-into-fundraising-to-support-the-community-their-missions/>

Fort Vancouver Libraries Asking for Community Involvement in Next Plans (KXL FM 101; June 30, 2025)

https://www.kxl.com/fort-vancouver-libraries-asking-for-community-involvement-in-next-plans/?utm_campaign=snd-autopilot&fbclid=IwY2xjawLaQw9leHRuA2FlbQIxMQBicmlkETfQR3ZUTE4xVzBCbEl1TzcxAR5KPS5jB503MwdpmoCFRnMYYPopYhkZ7dUkvRgK4zU51a3hGLjC26QH2w-x6w_aem_dU1kpxtjCdJTrd8vDPQKNw

Southwest Washington voters to decide on library funding in August special election (Oregon Public Broadcasting; July 10, 2025)

<https://www.opb.org/article/2025/07/10/southwest-washington-voters-library-funding-august-special-election/>



Foundation Update

**Tickets Are Now on Sale for the
Authors & Illustrators Dinner & Silent Auction!**

Authors & Illustrators
2025 DINNER AND AUCTION

Robert Dugoni

OCTOBER 16 5:30-9:30 PM • HILTON VANCOUVER
\$125/INDIVIDUAL AND \$1,200/TABLE, PRIVATE RECEPTION \$30
Mark your calendar and don't miss this beloved literary evening!

Tickets on sale now!

Join us at the Hilton Vancouver for an evening with Robert Dugoni, author of more than 20 international bestsellers, including *The Extraordinary Life of Sam Hell*. This year's fundraiser is particularly special, as we're celebrating FVRLibraries' 75 years of strengthening local communities through exciting programs, essential services, and a vast array of media and materials. Tickets are available at fvrlfoundation.org. We'll see you there!

Welcome FVRL Foundation's Returning and New Board Members

After having served on the Foundation Board for six years previously, Val Berrissoul returns after a mandatory year off, and Vancouver community member Margaret Suman will be joining the board for the first time.

Please join us in extending a warm welcome to them both!

Upcoming Events

Thursday, July 10 and
Wednesday, July 30

Washougal Friends Mini Pop-Up Kids' Book Sale

Washougal Community Library
5:00pm–6:00pm July 10,
11:00am–1:00pm July 30

Monday, July 21

FVRL Trustee Meeting

Hybrid: White Salmon Valley
Community Library and Zoom
6:00pm–8:00pm

Saturday and Sunday, July 26–27

La Center Friends Book Sale

La Center Community Library
9:00am–4:00pm Saturday,
10:00am–12:00pm Sunday

Tuesday, August 5

Election Day: Library Levy Vote

Make your voice heard!

Monday, August 18

FVRL Trustee Meeting

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

***The next FVRL Foundation
meeting date in August is still
to be confirmed.**

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/commu
nity-rewards](http://fredmeyer.com/i/community/community-rewards)

Meet Our Current Board Members and Find Out Why They Love the Library

Jenny Brown—Board Chair

"The education that all are entitled to becomes a reality at the Library with its endless resources, a world of information, and an inclusive setting for everyone at every level."

Kristi Spurgeon—Vice-Chair

"A library is a link to a whole new world - actually, hundreds of worlds. I spent hours lost in the stacks of a library as a kid and still get lost inside a story any chance I get. Being able to help grow vibrant, inclusive libraries is a blessing!"

Skyler Martin—Treasurer

"Some of my earliest childhood memories are going to the library with my mom to pick out books. I've carried this love for reading into my adult years, and I want others to be able to enjoy all the benefits of literature."

Wendi Eaton—Secretary

"The library has always been a respite for me and I always feel safe and cozy inside those walls. When I started volunteering for FVRL Foundation, I knew I had to be involved with the library directly again."

Debbie Jennerjohn

"Literacy has been a passion of mine as long as I can remember, starting when I was quite young and the Library bookmobile would come to my community. The Library is a great conduit to reach the most people and make the biggest impact in the community."

Byron Molle

"As a retired educator, I believe books have the power to add to the collective knowledge of our society. They provide an eye to the world and its endless possibilities too many people, especially the youth of our community."

Gail Young

"The library has always been a place of calm for me...a kind of sanctuary. The library is inclusive and it's all about community. It's a gift that has given me many hours of inspiration and delight...for all the time the library has given me, it's time to give back to it!"

FVRLibraries

White Salmon Valley Community Library

Report to the Board of Trustees

July 21, 2025



White Salmon Valley Community Library Through the Years

- Library founded by White Salmon Woman's Club in 1929
- White Salmon voted to join FVRL in 1982
- In 1995, Bingen voted to join the FVRL District; name changed to White Salmon Valley Community Library
- New library opened April 28, 2000 in a former bowling alley and retail space
- Library remodeled in 2016



White Salmon Valley Community Library By the Numbers (2024)

- Visits: 81,807
- Program Attendance: 6,661
- Circulation: 57,988
- New Accounts: 611



White Salmon Valley Community Library Staff



Molly



Holly



Heidi



Sydney



Casey



Randi



Kimberly



Audrey



Tricia



Programming Highlights



Balloons Over Broadway November 2024

- November 2024 – Funtastic Friday
- Kids learned about the Macy's Day Parade
- Read *Balloons Over Broadway* by Melissa Sweet
- Designed balloons and paraded around the library



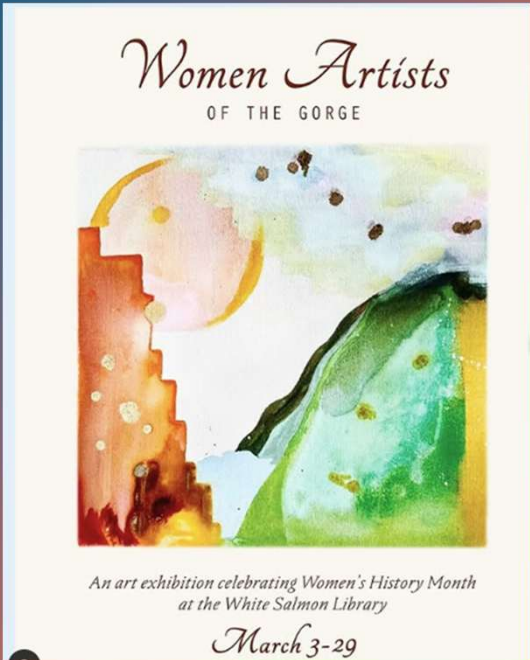
Noon Years Eve December 2024

- 75 people attended a mid-day dance party
- Attendees made party hats and noisemakers
- Everyone did “The Twist” and the kids learned how to limbo
- A confetti bouncy ball drop marked the Noon Year



Teddy Bear Sleepover February 2025

- In February, 71 stuffed animals spent the night and had an afterhours party
- The following evening, we had 181 people show up to celebrate, listen to stories, and watch a slideshow of the sleepover
- Our teen volunteers assisted with this event



Women Artists of the Gorge - March 2025

- The Women Artists of the Gorge exhibit opened on March 6th with an artists' reception.
- Twenty artists displayed their works in various mediums such as painting, sculpture, and fiber arts.
- The reception was well-attended with 55 people.
- The Soroptimists provided refreshments.



Women's History Month - March 2025

- Our second Women's History Month event happened on March 14th
- 51 people attend a performance in the Gallery space by Ruth Patterson, a singer and acoustic guitar player.
- Ruth recited poems by Mary Oliver and sang songs by women artists like Joni Mitchell, Judy Collins, Madonna, and Miley Cyrus.



Wild About Nature - April 2025

- Partnered with artist and organizer, Joy Markgraf
- Art exhibit with paintings of plants and animals on cherry bark
- Two programs each week highlighted a different topic:
 - Bird Abatement
 - Beavers
 - Camas flowers
 - Natural world of Madagascar



Summer Reading 2025

- High engagement in summer programs
 - 40 people at Science Heroes
 - 29 teens at Teen Hangout
- Kids are excited about signing up for Summer Reading
- Stellar Readers Wall has many stars



Thank You Cards

- Girls On the Run surprised us with cards!
- Girls on the Run inspires girls to be:
 - Joyful
 - Healthy
 - Confident
- Cards are on display near the Children's area

White Salmon Valley Community Library Friends of the Library

What do the Friend of the Library do?

- Book Sales
- Help plan Community Reads
- Support Nature Lovers Book Group
- Organize the Ice Cream Social
- So much more!





FVRLibraries

Thank you



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES



Purchasing and Procurement Policy

PURPOSE

The Fort Vancouver Regional Library District's (FVRL) Purchasing and Procurement Policy serves as a directive for staff when obtaining proposals, bids and quotes for public works projects, purchases of goods, and procurement of professional services. The intent of the policy is to ensure that FVRL is in compliance with applicable procurement laws and, ensuring responsible stewardship of public funds.

POLICY STATEMENT

FVRL will use a competitive process to solicit and evaluate proposals, quotes and bids based on relevant procurement laws. Procurement procedures and guidelines will be established and maintained by the Executive Director or their designee to assure a competitive, open, fair and compliant process.

PUBLIC WORK PROJECTS

Public work is defined ([39.04.010 RCW](#)) as all work, construction, alteration, repairs, or improvements, other than ordinary maintenance, on any public building or property.

PREVAILING WAGES

All public work projects require payment of prevailing wages under [39.12 RCW](#). Contractors must be told in advance that prevailing wages must be paid to all employees who work on the contract. It is the contractor's responsibility to file a Statement of Intent to Pay Prevailing Wages and applicable affidavits with the Industrial Statistician of the Department of Labor and Industrial Services. It is FVRL's responsibility to ensure compliance, as applicable, before payments are made to contractors.

SMALL WORKS ROSTER

By Resolution ~~2024-06~~ [2025-08](#), public works projects of more than \$150,000 and less than \$350,000 may use a Small Works Roster (SWR) process to solicit bids.

FORMAL BIDDING ADVERTISING REQUIREMENTS



For public works projects that do not use the SWR or cost more than \$350,000, FVRL will publish a notice at least once in a local newspaper and no less than thirteen (13) days prior to the closing of the bid period. If the advertising is for a public works project, it will include notification that the work is subject to prevailing wages laws. [[39.04.010/39.12.010-020 RCW](#)]

ALTERNATIVE PURCHASING METHODS

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, FVRL may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington state law.

CHANGE ORDERS

A change order is an alteration to a project during construction that is not consistent with the proposal specifications upon which the contract was awarded. Change orders are contractual requirements used to manage new or unforeseen circumstances to a project. In the course of a project, bona fide emergencies may arise and incidental alterations may well be required. As a general rule, a change order should not be used to remedy defective work or for the loss of a contractor from failure to perform or bankruptcy. A competitive process should be used in such cases.

DAY LABOR

FVRL reserves the right to use library staff as day labor on projects with an estimated cost up to \$50,000 (single craft) or \$100,000 (multiple craft). [[35.23.352 RCW](#)]

EMERGENCIES

Emergency contracts for public works and purchasing is used only to avoid immediate hazard to life, to preserve FVRL's property, or to prevent significant service disruptions per [39.04.280\(3\) RCW](#). In such a situation, the Executive Director or their designee may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of FVRL to address the emergency. If a contract is awarded without competitive requirements due to an emergency, written proof of the existence of an



emergency must be provided to the Board of Trustees and entered into the recorded minutes at the next Board of Trustees meeting following the contract's award.

ON-CALL SERVICES

FVRL uses on-call vendors/contractors to complete non-routine maintenance and small repair projects. Frequently the work includes troubleshooting to determine the proper course of action to resolve a building or equipment failure. Vendors and contractors may be selected from the appropriate SWR and local vendors can be used as needed for emergency situations.

MAINTENANCE

Ordinary maintenance is defined ([296-127-010 WAC](#)) as maintenance work performed by the regular employees of the political subdivision of the state. Maintenance is defined as keeping existing facilities in good usable, operational condition. Ordinary maintenance is defined as maintenance work performed by the regular employees of the political subdivision.

Ordinary maintenance is not considered a public work and state law does not require a competitive bidding process. Maintenance performed by contract and meeting the definition of public work will comply with procurement requirements applicable based on contract amount.

PERFORMANCE BONDS, RETAINAGE AND CLOSE OUT

FVRL will require performance bonds and/or withhold retainage on public works projects as follows:

- Performance bonds will be required on all projects at or above \$150,000.
- Retainage in the amount of 5% will be held on all non-maintenance public works contracts.
- If FVRL requires a bid bond, it will be stated in the bid documents.
- FVRL will consider a retainage bond in lieu of withholding of retainage as applicable.

PHASING

FVRL may not break a public works project into separate phases to avoid compliance with procurement laws, which prohibit the division of a project into units of work or classes of work



to keep costs below the bidding threshold, even though those phases are performed at different intervals of time.

CONTRACT AWARD

FVRL awards contracts to the lowest bidders deemed both responsive and responsible:

- Responsive – responded to all bid items and included all required elements
- Responsible – one who meets a set of “responsibility criteria” as defined in state law ([39.04.350 RCW](#)). The criteria typically include being properly licensed, registered, and insured.

FVRL will verify that the vendor is eligible to do work in the state of Washington prior to awarding a contract.

ARCHITECTS AND ENGINEERS

Chapter [39.80 RCW](#) requires that any service that would be provided by a professional, such as a registered architect, engineer, land surveyor or landscape architect must be procured through qualifications-based selection. Requests for qualifications (RFQ) ask proposers to submit qualifications, if not already on file, for a proposed scope of services in response to FVRL’s specific needs. Qualified consultants may be used by FVRL for additional projects within three (3) years of qualification.

PURCHASES OF SUPPLIES, EQUIPMENT AND SERVICES

FVRL shall purchase and acquire supplies, equipment, and services pursuant to [39.34 RCW](#). Purchased goods and services that meet FVRL’s requirements should be sought for competitive prices and exclude sales tax, shipping, and handling fees from total cost when considering bid limits. Competitive pricing is not required for the acquisition of library materials and resources (books, magazines, media, electronic databases, etc.).

PROFESSIONAL SERVICES

This includes professional and/or technical expertise provided by a consultant to accomplish a specific study, project, task, or other scope of work, not including professional architecture and engineering services. These services will be competitively solicited through a formal Request for



Proposal for projects/services needed by FVRL that are expected to exceed \$75,000. For projects and services over \$10,000 and under \$75,000, FVRL will obtain a minimum of three quotes. In addition, FVRL will ensure professional services using federal funds will meet applicable competitive procurement requirements.

GENERAL PROVISIONS

CONFLICT OF INTEREST

No FVRL Trustee or employee may benefit, directly or indirectly, in whole or in part, from any FVRL contract for goods or services nor accept any compensation, gratuity or gift in connection with such contracts. [\[42.23.030 RCW\]](#)

GOVERNMENT CONTRACTS & PIGGYBACKING

FVRL is authorized:

- To purchase equipment, supplies, furnishings, and other property through federal government contracts to obtain the best possible price which are exempt from bidding requirements. [\[39.32.070-090 RCW\]](#)
- To use contracts offered through Washington State DES, once establishing a Master Use Agreement [\[39.26.050\]](#) and [\[39.26.060 RCW\]](#).
- To rely on the contract award of another government contract, Piggybacking. FVRL will follow piggybacking compliance requirements [\[39.34 RCW\]](#).

These options allow pricing to be extended to FVRL from other governments and may provide other efficiencies. FVRL will ensure compliance with all applicable requirements when utilizing contracts awarded by others.

SALES TAX

Sales tax applies to nearly every sale of tangible personal property and some services. For solicitation purposes, the tax must be included when determining the cost of a public work, or when calculating the cost of materials, supplies, and equipment purchased separately from a public work.

SMALL, MINORITY, WOMEN AND VETERAN OWNED FIRMS



FVRL encourages small, minority, women and veteran owned firms to bid on our public works projects, services and purchases. However, FVRL does not discriminate against or give preferential treatment to any business.

SOLE SOURCE PROVIDERS

Sole source exceptions to procurement are used when, due to unique characteristics of the requested product/service there is only one product or service capable of fulfilling FVRL's requirement and only one vendor that provides that product or service. Validation of a vendor as a sole source provider and pre-approval by the Executive Director is required prior to any sole source purchase or acceptance of bid.

TRANSPARENCY AND REPORTING

FVRL will maintain and annually produce for the Board of Trustees a list of all public works contracts awarded.

WARRANTIES

FVRL requires warranties on all public works projects and repairs for a minimum of one year. Longer warranties may be negotiated for specific projects.

ADMINISTRATION

The Executive Director or designee is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public 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.

Relevant policies: [Fiscal Management Policy](#), [Asset Management Policy](#)

Approved and adopted by the Board of Trustees: Original Policy 5/15/2017; Revised 3/19/2018, 5/18/2020, 8/19/2024, [X/X/2025](#)

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution ~~2024-06~~2025-08

MRSC ROSTERS: SMALL PUBLIC WORKS, CONSULTANT AND VENDOR ROSTERS RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL) ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS to be able to implement a small works roster and process, ~~the~~ FVRL is required to adopt a resolution, establish reporting procedures that are publicly available, ~~and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and~~

~~WHEREAS to be able to use Direct Contracting on occasion, FVRL is required to define this process in procedure; and~~

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

NOW, THEREFORE, FORT VANCOUVER REGIONAL LIBRARY DISTRICT HEREBY RESOLVES AS FOLLOWS:

- Section 1.** Resolution 2024-06 is hereby repealed and replaced with this Resolution.
- Section 2.** **MRSC Rosters.** FVRL hereby elects to use the statewide small works roster established under [RCW 39.04.151\(2\)](#) and administered by the Municipal Research Services Center of Washington (MRSC).
- Section 3.** **Small Works Roster.** FVRL adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152. ~~FVRL~~ will maintain separate procedures and contracting templates for small works roster contracts.
- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.
- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with FVRL under selected project types and (work) categories.

C. The Small Works Roster process is an alternative to publicly advertising public work projects.

D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.

~~E. Small Work Roster contract procurements will be bid electronically through the FVRL's procurement processes, except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))~~

~~F.E.~~ Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.

~~G.F.~~ **Invitations for bid** ~~or direct contracting negotiations~~ shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

~~H.G.~~ Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, ~~unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.~~

~~I.H.~~ Small Works bidding and award information will be entered by FVRL into the statewide small works roster platform immediately upon conclusion of each small works roster award.

~~J.I.~~ Small Works bidding and award data will be part of ~~the~~ FVRL's procurement files and records and all documents will be available for review with the FVRL'S public records officer.

~~K.J.~~ **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the FVRL, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.

~~L.K.~~ MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

~~M. Direct Contracting.~~

~~FVRL intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding sales tax. FVRL has developed additional policies and procedures to ensure the FVRL uses Direct Contracting with the spirit and intent of the statute~~

~~FVRL delegates authority to oversee and manage the use and outcomes of the small works roster to the Finance Director or designee. As the delegated authority, the Small Works Roster Program Manager will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.~~

~~Further, the Small Works Roster Program Manager will be responsible for establishing and implementing FVRL's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the established goals for small business utilization through the Direct Contracting opportunities.~~

~~The Small Works Roster Program Manager will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.~~

Section 4. Consultant Services Roster. FVRL adopts the use of the MRSC Rosters Consultant Roster (vendor list) to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be "personal services" such as technical expertise, studies, project management, planning, or similar, or "architecture and engineering services" or "professional services" services as defined by chapter 39.80 RCW. For all services, FVRL reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.
- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within ~~the~~ FVRL's counties, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))
- C. **Procuring Consultants.** FVRL adopts the following as policies, procedures or similar when contracting for consultant services:
 1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to FVRL and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.

2. Professional Services.

- a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and the details on how ~~the~~ FVRL will determine the most qualified professional (or firm), which will be different depending on FVRL's needs. ~~Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.~~

a.

3. Electronic Submissions. As required by RCW 39.04.190(2), FVRL established the following procedure for securing written proposals or submittals for consultant services.

- a. Unless otherwise adopted, through establishment of an e-procurement tool, FVRL will use email communications to request and receive submissions.
- b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed, as applicable.
- c. A selection committee will be formed with at least 3 staff members to review and score the submissions. The selection committee will sign statements attesting they have no conflicts of interest in the matter and all proceedings will be confidential until Award.
- d. A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the businesses on the roster list of businesses and / or FVRL will publicly solicit RFP's and RFQ's when required by FVRL policy thresholds.
- e. Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest.
- f. **Records.** The original request, responses, scoring, and award documentation will be kept in ~~the~~ FVRL's records and will be available upon request.

4. Award of Consultant Contracts.

~~There may be two methods for awarding consultant services contracts.~~

~~a.~~ FVRL reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract; ~~or,~~

~~b. If the FVRL Board of Trustees delegates the authority to award contracts to the Executive Director for consulting services costing less than or equal to \$350,000, the Executive Director shall have the authority to award contracts for consulting services without the Board of Trustees approval, provided that the Board of Trustees shall ratify the Executive Director's signature and delegation of authority through FVRL's standard process for such matters. For consulting services anticipated with an anticipated value more than \$350,000, the Board of Trustees shall review, score, and award all contracts for consulting services.~~

D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contracts awarded ed through the MRSC Consultant Roster process will be posted to ~~the~~-FVRL's website at least every other month.

Section 5. Vendor Roster. FVRL adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by ~~the~~-FVRL pursuant to RCW 39.04.190.

A. **Purchase of materials, supplies, or equipment not connected to a public works project.** FVRL is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of FVRL. ~~The~~-FVRL will attempt to obtain the lowest practical price for such goods and services.

B. **Publication.** At least twice per year, MRSC shall, on behalf of ~~the~~-FVRL, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.

~~C. **Electronic Quotations.** FVRL shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:~~

~~1. A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.~~

~~2.1.~~ The Executive Director or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster, based on purchases meeting policy threshold requirements to obtain written quotations from the vendors for the required materials, supplies, or equipment;

~~3.2.~~ The Executive Director or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;

~~4.3.~~ A written record shall be made by the Executive Director or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

~~D.C.~~ **Determining the Lowest Responsible Bidder.** FVRL shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and FVRL may call for new bids. -Competitive pricing is not required for the acquisition of library materials and resources (books, magazines, media, electronic databases, etc.).

~~E.~~ **Award.** All of the bids or quotations shall be collected by the Finance Director or their designee. The Executive Director, or their designee, shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.

~~D.~~

~~1.~~ The Executive Director, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board of Trustees. The Board of Trustees shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

~~2.1.~~ ~~If t~~ The Board of Trustees delegates the authority to award bids to the Executive Director of the FVRL for materials, supplies, or equipment costing less than or equal to the policy threshold of the agency, the Executive Director shall have the authority to award public works contracts without Board of Trustee approval, provided that the Board of Trustee shall ratify the Executive Director's approval at the next scheduled Board of Trustee meeting by means of the consent agenda. For materials, supplies or equipment costing more than the policy threshold of the FVRL the Board of Trustees shall award all vendor contracts.

~~F.E.~~ **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to ~~the~~ FVRL's website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED this ____ day of _____, 20__

Kristy Morgan, Chair

~~Penny Love Henslee~~Megan Dugan, Vice-Chair