



AGENDA FOR PUBLIC MEETING

Date: Monday, September 18, 2023
Time: 6:00 PM
Location: HYBRID: Zoom Meeting /Battle Ground Community Library;
Zoom: <https://us02web.zoom.us/j/7248898607> or <https://zoom.us/join>
Meeting ID: 724 889 8607: Passcode: 136299 Or Dial: 206-337-9723

- | | |
|---|-------------|
| 1. Call to Order | |
| 2. Agenda Approval | ACTION |
| 3. Chair Announcements | INFORMATION |
| 4. Public Comments | |
| 5. Reports | |
| 5.1 Battle Ground Community Library Branch Report: Holland Christie | INFORMATION |
| 5.2 Public Services Report: Ruth Shafer | INFORMATION |
| 5.3 July Financial Statements: Attar Bhargal | INFORMATION |
| 6. Consent Agenda | |
| 6.1 Minutes Approval: August 21, 2023 | ACTION |
| 6.2 FVRL Expenditures Approval: Reviewed by Penny Love-Henslee | INFORMATION |
| 7. Business | |
| 7.1 Secretary of the Board Expectations: Vice Chair, Megan Dugan | DISCUSSION |
| 7.2 Foundation Relationship and MOU | DISCUSSION |
| 7.3 Surplus Authorization Request: Justin Keeler | INFORMATION |
| 7.4 Resolution 2023-18: Surplus of Damaged Outreach Cart | ACTION |
| 8. Board Comments | |
| 9. Setting for next regular meeting – Monday October 16, 2023
(Hybrid/La Center Community Library) | |
| 10. Adjournment | |

Battle Ground Community Library and Yacolt Library Express
Monthly Report August 2023

Connections

We had 11,158 people come into the library this month.

Youth Services put on twelve programs, one SAYL event, and two outreaches. These served a total of 380 patrons in-house and 164 off-site.

Angelika and Summer facilitated our final SAYL event this summer. Paradise of Samoa was beautiful.



Summer At Your Library [statistics](#) have been encouraging. As of August 15, Battle Ground had 1,271 sign-ups and 216 finishers. By the 25th, these increased to 1,282 sign-ups and 456 finishers.

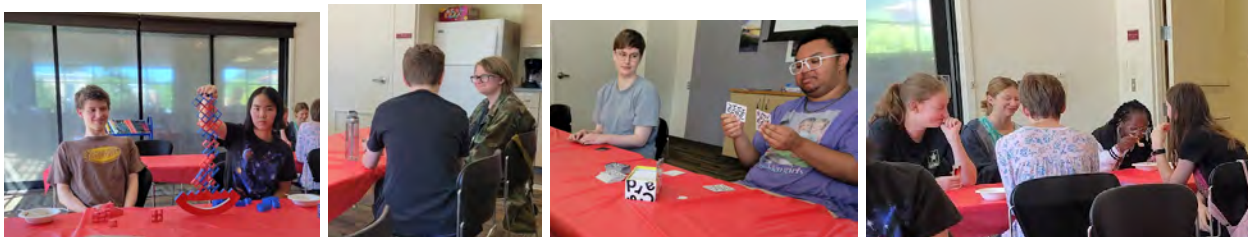
There were 64 participants for our Monday Mixers this month. Families are really enjoying this time to connect with others or just hang out with the kids and play.

The three of us shared Baby Storytime with a total of 82 attendees this month. Angelika did the first, Sarah the second, and Genevieve did the final Baby Storytime of the season. Genevieve hid paper chicks in plastic eggs to roll around the room while reading *Big Fat Hen*. The littles were adorable, and the activity was a big hit.

Family Storytime had 168 people attend for the final month of the Summer Storytime series. Genevieve hosted a bubble party outside after her last storytime and there were bubbles everywhere! Sarah had littles painting with water at the beginning of the month and playing with the parachute during the final storytime of summer.



Our end of summer Teen Ice Cream Social was a popular event. Eighteen teens helped themselves to an ice cream bar, chatted, and played UNO, Cards Against Humanity Family Edition, chess, or 3D Tetris.



Eighteen people also came to Genevieve's Build It! program this month. The YES Interns were a big help with setting up, cleaning, and assisting builders looking for that perfect piece.

Over three weeks, the YES interns helped with programs, made cards for senior living facilities, learned about library resources and databases with Julie, trained on 3D printing with Evan, and generally helped out with anything and everything.

Genevieve's last summer outreach at Kiwanis Park included the YES Interns. This was a great opportunity for the interns to witness working with another group and being out in the community visiting with families who might not be able to come to the library building. She read a couple of books to an avid book lover and chatted with several people who had already signed up for summer reading.

Sarah and one of our YES interns went to the Hockinson Heights Elementary School Community Fair for our last outreach of the summer. Lamar became an expert on the button maker and helped explain how it worked to students.



Summer hosted a Family Crafternoon program on how to create alcohol inks and watercolors. Bonnie from CP came to help.

Summer helped with District outreach efforts at the Art in the Park event in Vancouver.

Partnerships

The Clark County Museum put a "Back to School" display in our Alexander case. Items were a selection of BG school-related items from the museum's archives.



Summer hosted DIY: Simple Wills with the Washington Law Library. 20 people attended.

Julie and Summer collaborated to provide the program *Use Food Well: Food Waste Prevention* in partnership with Waste Connections. Six people attended.

I hosted my monthly morning book discussion. Six people attended and gave praise to the month's selection.

Organizational Culture

Genevieve attended the BG staff meeting and Safety Committee Meetings.

Summer participated on the Employee Recognition Committee and attended one webinar, [Libraries Helping Refugees and New Immigrants Learn the US Financial System](#) from WebJunction. She found it really interesting and useful for planning some future programming.

Summer hosted a virtual English Conversation Circle.

I participated in the Rev Reads Committee meeting.

Battle Ground hosted an all-day in-person DMM.

Yacolt



The Yacolt Library welcomed over 2800 patrons for the month of August.

On August 1st we attended National Night out in Yacolt and had a great time creating pool noodle art. We were very busy and saw close to 100 people at our table, and it was a great opportunity to connect with the community. FOYLE also had a table set up next to us and Debbie raffled off 2 great baskets.

On August 12th we hosted Creature Teacher in the park next to the library. It was a great presentation and well attended with 60 people. Many stopped in to the library after the show and got library cards and checked out books.

On August 18th we set up the DIY book activity in the library foyer and many patrons stopped in to create a masterpiece.

We have also continued our Wednesday and Friday craft workshops. This month we stuck to a “bug” theme and created all things bugs.

We were excited to see the town of Yacolt come by to repaint our parking lot. It was much needed and looks great. Lastly, our facilities department has started the process of installing our new windows. Definitely a nice improvement to the building. It will be nice to have the project completed.

Here are a few of our favorite pictures for the month:



Parking lot and window upgrades



Creature Teacher
in the park



National
Night
Out
2023

Public Services Division August Board Report

The Public Service Division has fulfilled our mission

Strengthening communities through knowledge, experience, and creativity across the district. Below is a sampling of the activities and services we provided to our communities during the month of July. This is by no means an exhaustive list, but instead just a few of the many ways we help our communities to thrive. This report includes all departments within the Division:

- Branches
- Bookmobiles
- OCP-Programs, outreach, volunteers services

Equity

Reaching under-served communities throughout FVRLibraries

Ridgefield

- Creature Teachers was the last of our SAYL programs, taking place August 3. This program squarely met my goal of holding a program at South Ridge Elementary, roughly halfway between the Ridgefield Community Library and Three Creeks Community Library. This was also the first SAYL program I've held in the evening. I was pleasantly surprised at the good attendance, and it goes without saying that people who attended were happy. **We will offer another evening program next Summer.**



Three Creeks

- On Thursdays, we went to different parks in the community and brought activities to patrons who couldn't come to the library. We were able to see a lot of new faces and provide quality programs to kids who lacked transportation. The last park visit was to Hazel Dell Park, where the kids made balloon-propelled cars.
- During a performance with Angel Ocasio, a child was struggling with the volume of the show so Kathleen gave them the sensory earmuffs. The family was able to stay for the whole show and said 'thank you' afterwards. VA WD



Woodland

Woodland hosted the Paradise Dancers, exposing families to "island culture"



Volunteer Services

- We re-started a new ECC (English Conversation Circle) in June at our CP Library (5:30 to 7:00 pm on Wednesdays). We had closed the group in early 2020 due to the pandemic. It has tripled in attendance in less than three months (from three to ten regulars attending in August). I have popped in and visited the group a couple times and the new volunteers are doing a fantastic job. They were trained by our virtual ECC volunteers plus we had a training session with veteran ECC volunteer, Milton Jones and they also took some of the resources I keep in my office for this purpose. These volunteers are very excited about helping others and are prepared, enthusiastic plus very generous (in donating pre packed snacks, water bottles, and other resources).



Connections: Making connection inside, off site, virtually

Battle Ground

- Our end of summer Teen Ice Cream Social was a popular event. Eighteen teens helped themselves to an ice cream bar, chatted, and played UNO, Cards Against Humanity Family Edition, chess, or 3D Tetris.



Goldendale

- The Friends of the Goldendale Library brought back the well-beloved Ice Cream Social, resulting in 250 attendees who enjoyed ice cream, root beer floats, cookies, music, and a cake auction! You can view photos and a short clip of one of the bands [here](#) and below.
- Our Kraken Up egg drop program was an egg-tastic program. Some of the contraptions were so strong that we had to go outside to find a higher place to drop them!



La Center

- We made some [Botjoys](#) this month, which is something we heard about from a patron & is sort of like painted rocks only on dominoes. So we gave everyone several of our Goodwill dominoes & paint pens and they went to town creating robots, cats, spiderman...whatever - it was great!
- Our Magic Treehouse book party was really well attended with a couple of the daycares busing in their kids for the program. We wrapped them up as mummies, played tag with a friendly dinosaur, created treehouses, sank pirate ships, and made hieroglyph bookmarks,
- The Kraken Egg Drop was another great program with lots of kids talking about last year's event and some new kiddos too. They had definitely learned from last year though, because the rate of cracked eggs had dropped significantly from last year. There were many parachutes and this seemed to really work.



Ridgefield

- We had a booth at National Night Out on August 1st. We provided a simple activity while the Friends, who were next to us, gave out free books to kids. The YES interns helped staff the table and are in this photograph.



Stevenson/North Bonneville

- Skamania County Bookmobile was off the road for about a week for an unsuccessful repair. We still managed to attend several community events in the Gorge including an Ice Cream Social in White Salmon, Health Fair in Trout Lake, and the Skamania County Fair in Stevenson. Weekly visits at low income housing in White Salmon, Stevenson, and continued access at a Fishing Access Site serving primarily Yakama tribal members.
- This was the second full month of the Little Lending Library in the shared lobby of North Bonneville Community Library and City Hall. Patrons have appreciated the additional service. Check outs at NB still show no significant change yet, but the patrons that are using it find it easier than the previous setup for holds and really appreciate having this new service.

Vancouver

We did the Wheelin It program this month and utilized our ramps to help the carts go.



Washougal

- Zoe gave a presentation to the Camas Washougal Chamber of Commerce about small business resources that the library offers to businesses and entrepreneurs. Information about the new library building and current and past fundraising events were also presented.
- Louie Foxx was our last summer performer and we had a packed house of 108 people in the library.



White Salmon

- White Salmon Valley hosted their annual Recycled City building/stem program. This program is hosted over a three week period and brings in about 150 builders working cooperatively and independently to create an amazing rendition of their little town.
super hot day, so they served popsicles.



Woodland

- Participating in Hot Summer Nights at Horseshoe Lake Park was a good way to connect with families and the older crowd. We joined the Friends of Woodland Library twice in August at this community-planned event. The collection of program services' giant games (especially the parachute) continues to be very popular with all ages. Of course we answered a lot of questions about the new library building project and are thankful for the beautiful brochures we were able to hand out.
- Adult book discussion took a leap in attendance this past month by adding three new people, bringing the total to 16. Connie said this about the group:
- "The discussions are lively and very enlightening. The group is very open and passionate about the pros and cons of the titles we read. No one gets offended when disagreements occur, instead it opens the door to more deeper conversations."
 - Book groups play a very vital role in the social health of our senior citizens. This age group is so often neglected and dismissed. I see how positive these meetings are to the Woodland community. They remind us that libraries have a responsibility in making sure our senior populations are not ignored, but cared for and valued. I feel so lucky to facilitate this wonderful group of readers.

Yacolt

- On August 1st we attended National Night out in Yacolt and had a great time creating pool noodle art. We were very busy and saw close to 100 people at our table, and it was a great opportunity to connect with the community. FOYLE also had a table set up next to us and Debbie raffled off 2 great baskets.

Volunteer Services

- Nine interns, through a service learning program called YES and hosted by ESD112 worked with our Volunteer Coordinator Sherry Braga.. These students have disabilities, but are eager to learn. They all got library cards (most for the first time, hurrah!) and checked out a lot of materials. As part of their internship, they read the award winning graphic novel, "When Stars Are Scattered" by Victoria Jamieson & Omar Mohamed. We also arranged a first ever "Gorge Tour" where they were able to tour Stevenson, North Bonneville, Washougal & White Salmon. They also were able



to participate in the White Salmon Photo Shoot with other volunteers. We had lunch at the Bonneville Dam (which most coming from marginalized situations had never been to.... the awe & wonder on their faces while watching salmon was priceless). They did a weekly check in with the group and then helped at individual branches with volunteer related tasks at BG, CP, RI & WD (so all of them toured at least six libraries throughout August). On their last day we did a mini-tour of the new OC and they were wowed by the trucks that Facilities showed them and the printing machines in Graphics. They finished their summer with a whole new view of the library! Their confidence soared (after coming in very unsure of themselves, uncertain what kind of people would be at the library (which they found out were quite nice) and feeling timid about a brand new experience. By the wrap-up, they felt they could do anything!

OCP

- We wrapped up 2023's program to great feedback from staff and patrons. Our registration numbers have continued to climb in the last few years. Though we're not quite back to pre-COVID numbers, we did see a nearly 25% increase in participation from 2022 to 2023. In addition to the challenge itself, in-library programming returned to something more traditional, and staff also worked to bring the SAYL challenge, materials (including books), and activities to thousands of youth via outreach as well. I'm attaching some pictures of kids picking up their Grand Prizes as well as some pics from SAYL Outreach activities with Vancouver Parks and Rec. I'm still compiling my full summer wrap up and should have it ready by the end of next week. We've already begun working on 2024 planning, which will be a similar format to 2023, and 2025, which may see a shift towards more intentional year-round learning instead of just SAYL



Partnerships

Working across the entire service area along with communities organizations to build two-way relationships to reach a mutually agreed upon goal

Goldendale

- For the second year I visited Lyle School's teacher inservice day and gave a tour of online resources, how to order books delivered on the BKK, etc. There were a lot of questions and positive feedback from the teachers about what FVRL has to offer.

Vancouver Mall

- Amanda went to Sifton Elementary and did a story time and craft with their aftercare group. WS
- The library led the kids' activity at the farmers market three times this month. Storywalks, giant games, sidewalk art, water rockets and shake-and-make slushies were all part of the fun.

Woodland

- Volunteering for one of the outreach/partnership activities was one of the highlights of my month. I joined Marilyn from RI in a short kids hike with Jessica Becker, author of the “Little Feet Hiking” series. The group of parents and children hiked through the Whipple Creek Reserve practicing wayfinding and recording their observations. OCP equipment was well organized and I was impressed with the loan of compasses, binoculars, backpacks, journals and water bottles.



BKK

- The bookmobile once again participated in Goldendale’s annual Back to School Bash, which is an opportunity for students to get basic school supplies before school as well as enter a drawing for a new backpack with more prizes inside. This year 224 visitors dropped by, many saying thank you for our service and showing up to these events. Some of the kiddos said they love it when we come to the school. There was also a special shout out to the Bookmobile from some Centerville school students. One patron dropped by just to share his appreciation of the library and our service, noting that we are enjoying some tough times, but they will soon pass. The lawn games were a big hit, resulting in an impromptu cornhole game competition with the high school kids. Very fun to watch.

Staff Innovation: Finding better ways to serve the diverse communities we serve.

Battle Ground

- Battle Ground staff have been creating interesting displays. The one pictured below says “Of all the libraries in the world, you walked into this one”, with all books of movie stars.



Cascade Park

Our parking lot was re-sealed and striped this month & it looks fabulous!

- Susan attended a Leadership Academy training
- Teri finished up her Adulting 101 class
- All the La Center employees got together this month for an after hours summer BBQ - lots of fun & great food!

Three Creeks

- Laura has been working with Glendyne Reinmiller (TSD) to display some of her personal collections in our lobby display case. In August, Glendyne showcased her Travel Souvenir Collection. These have been widely popular with our patrons with many paying kind words and sharing their appreciation for each of the displays Glendyne has put together for us.

Vancouver Mall

- **A huge thank you to the Sunday crew at VA and, specifically, Ainsley for coming to VM not once but twice on Sundays to help us keep our doors open. I greatly appreciate them making their day a bit more challenging by giving us some much-needed help here.**

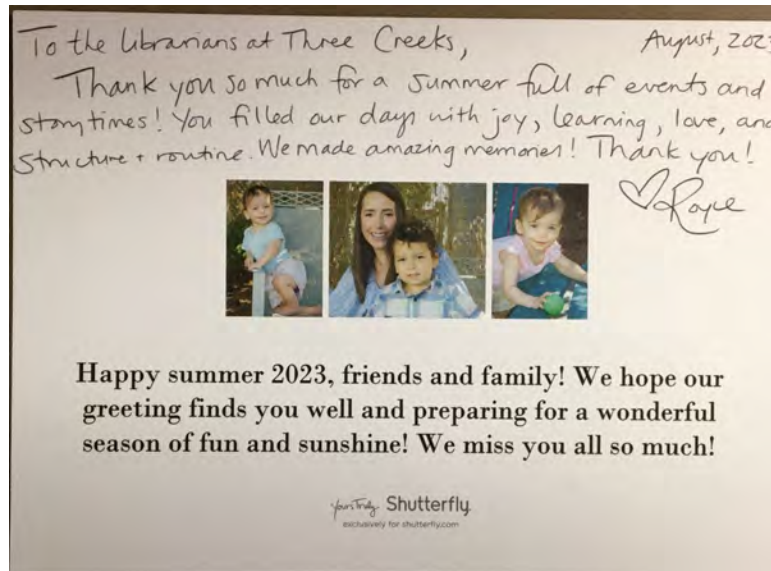
OCP

- OCP has finished our Program Part 2: Partnerships training and are working with branch managers right now to get those scheduled, likely starting in October. This training will start with branch leadership and seek to get their input on logistics elements so we can hopefully have all of the pieces needed for our SLAs when they take the training.

Patron Comments

To the Librarians at Three Creeks,

Thank you so much for a summer full of events and storytimes! You filled our days with joy, learning, love, and structure and routine. We made amazing memories! Thank you!



From WSV

Our Teen SAYL Winner used to be a participant at my baby storytimes at TC, but moved here a few years ago with his family.

He didn't remember me, but the mom was so excited to discover me here. This was his 1st year being eligible for the teen prize, and he's very excited!

His mom also just shared that they are still close friends with a family that they met in my storytime and recently had a big camping trip together.

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending July 2023 (With year-to-date totals)

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$16,459,712
Year-to-date Expenditures	-\$17,738,639
Add back Expenditures incurred but unpaid	-\$218,177
Cash Balance July 31, 2023	\$19,442,997

January 01, 2023 - December 31, 2023 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

January 1, 2023 Starting Cash Balance:	\$20,940,100
July 31, 2023 Ending Cash Balance:	\$19,442,997
Reserve Plan Objectives 1-5:	-\$13,240,426
Operational Reserve (Unassigned)	\$6,202,571

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2023
For the Month Ending July 2023 (With year-to-date totals)

	2023 Budget (Approved 12/22)	July 2023 Revenues	Year-to-Date Totals thru July 2023	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.(Property Taxes - Clark	25,300,000	64,735	14,352,484	56.73%
311.10.(Property Taxes - Skamania	690,000	9,038	425,124	61.61%
311.10.(Property Taxes - Klickitat	1,315,000	26,784	887,752	67.51%
311.10.(Property Taxes - Cowlitz	315,000	29,599	211,482	67.14%
Total Property Taxes	27,620,000	130,156	15,876,842	57.48%
Other Taxes				
312.10. Other General Tax	25,000	-	41,855	167.42%
318.20 Leasehold Excise Tax	95,000	512	64,938	68.36%
Total Other Taxes	120,000	512	106,793	88.99%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	15,000	-	32,156	214.38%
335.05 State Forest Boards	150,000	1,502	13,789	9.19%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	-	70,016	38.90%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	370,500	1,502	115,962	31.30%
Charges for Services				
341.60 Equipment Use Fees	20,000	2,718	22,578	112.89%
347.21 Non-Resident Borrower Fee	6,000	152	4,059	67.65%
347.90 Lost / Damaged Material Fee	25,000	1,929	17,955	71.82%
347.50 Collection Agency Referral Fee	0	-	446	0.00%
Total Charges for Services	51,000	4,799	45,038	88.31%
Miscellaneous				
361.11 Investment Interest	200,000	44,987	268,487	134.24%
362.00 Rental Income	1,000	1,291	3,230	322.98%
367.10 Gifts/Contributions	15,000	10	181	1.21%
369.90 Library Friends Groups' Reimbursements	300,000	2,860	12,051	4.02%
369.90 Library Foundation Reimbursements	2,500,000	3,211	9,554	0.38%
369.40 Insurance Reimbursements	2,500	-	7,000	280.00%
369.90 Miscellaneous	2,500	364	5,908	236.32%
367.1 Private Grants	50,000	893	3,696	7.39%
369.90 Other Miscellaneous - E-Rate	150,000	-	-	0.00%
395.00 Sale of Assets	20,000	1,795	4,971	24.85%
Total Miscellaneous	3,241,000	55,410	315,078	9.72%
Total Operating Revenue	\$ 31,402,500	192,380	16,459,712	52.42%
Transfer in from Reserves	\$ 2,500,000		-	0.00%
Total Revenues and Transfer from Reserve	\$ 33,902,500	192,380	16,459,712	48.55%

Jan.-Dec. 2023 Fiscal Year

July is the 7th month of the fiscal year.
Year-to-date budget percentages should
be at 58.33%, representing 7/12
months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2023
For the Month Ending July 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2023 Budget (Approved 12/22)	July 2023 Expenditures	Year-to-Date Totals thru July 2023	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,750,000	1,002,522	7,000,705	54.91%
572.24	Benefit - Medical	2,300,000	185,633	1,293,688	56.25%
572.24	Benefit - Dental	240,000	20,771	145,650	60.69%
572.24	Benefit - Life, LTD, AD&D	75,000	12,019	84,787	113.05%
572.22	Benefit - PERS	1,324,725	96,305	701,456	52.95%
572.21	Benefit - FICA	975,375	75,213	525,097	53.84%
572.25	Benefit - L & I - Workers Compensation	100,000	5,953	44,120	44.12%
572.25	Benefit - PFML	27,785	2,196	15,326	55.16%
572.28	Unemployment Expense	10,000	-	6,106	61.06%
	Personnel Subtotal:	17,802,885	1,400,612	9,816,934	55.14%
Supplies					
572.30	Supplies	458,000	18,732	188,987	41.26%
572.35	Small Equipment (FF&E)	250,000	27,749	77,745	31.10%
572.38	Technology	462,000	46,355	89,043	19.27%
572.33	Professional Collection / Tech	300,000	4,711	145,361	48.45%
	Supplies & Small Equipmt/Tech Subtotal:	1,470,000	97,547	501,137	34.09%
Library Books / Materials					
572.34	Library Books & Materials	1,903,500	97,734	773,991	40.66%
572.39	Electronic Resources	1,896,500	92,703	927,436	48.90%
	Library Materials Subtotal:	3,800,000	190,437	1,701,427	44.77%
Other Services / Charges					
572.41	Professional Services	2,079,225	132,583	741,156	35.65%
572.42	Communications	410,000	32,061	257,504	62.81%
572.43	Training / Travel	108,000	7,015	69,062	63.95%
572.44	Advertising	30,000	1,427	4,508	15.03%
572.45	Rentals / Leases	560,000	50,644	319,455	57.05%
572.46	Insurance	250,000	5,537	48,879	19.55%
572.47	Utilities	450,000	32,551	261,302	58.07%
572.48	Repairs & Maintenance	870,000	48,616	567,368	65.21%
572.49	Misc / Dues / Printing / Other	163,750	24,317	90,543	55.29%
572.50	Intergovernmental Services	3,640	330	2,254	61.94%
	Other Charges & Services Subtotal:	4,924,615	335,081	2,362,032	47.96%
Capital Outlay					
594.62	Buildings / Non-Owned	300,000	-	-	0.00%
594.62	Buildings / Owned	5,500,000	607,229	806,177	14.66%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	-	50,932	78.36%
	Capital Outlay Subtotal:	5,905,000	607,229	857,109	14.51%
Total Operating Expenditures:		33,902,500	2,630,906	15,238,639	44.95%
Total Reserved Projects			17,087	2,500,000	
Grand Total All Expenditures:		33,902,500	2,647,993	17,738,639	52.32%

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

September 18, 2023

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, September 18, 2023, The Board of Directors, by a _____
vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
August 1, 2023 through August 31, 2023

Accounts Payable Warrants Issued	Numbers	<u>117944</u>	Through	<u>118130</u>	<u>\$ 1,747,205.80</u>
Accounts Payable EFT Payments		<u>EFT01727</u>	Through	<u>EFT01771</u>	<u>\$ 89,128.17</u>
Accounts Payable Voids	Numbers	117933, 117946			<u>(\$ 11,074.00)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 1,825,259.97</u>
Payroll Warrants Issued	Numbers	<u></u>	Through	<u></u>	<u>\$ -</u>
Payroll Transactions Voided	Numbers	<u></u>			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20230810</u>	Through	<u>20230825</u>	<u>\$ 998,046.95</u>
Other Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
ADP Payroll Fees	August 18, 2023	\$ 4,486.14			
Kaiser HSA	August 29, 2023	\$ 15,088.09			
Kaiser HSA Fees	August 29, 2023	\$ 45.50			
WA DOR Sales/Use Tax	August 25, 2023	\$ 4,644.38			
WA DRS - DCP	August 11, 2023	\$ 5,783.46			
WA DRS - DCP	August 25, 2023	\$ 5,740.87			
WA DRS - PERS	August 14, 2023	\$ 80,025.71			
WA DRS - PERS	August 28, 2023	\$ 79,642.61			
					<u>\$ 195,456.76</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u>\$ 3,018,763.68</u>
Total Transactions for Approval					<u><u>\$ 3,018,763.68</u></u>

DISTRICT LIBRARY - EXECUTIVE DIRECTOR

DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

BOARD COVER WORKSHEET
BOARD DATE:
September 18, 2023

Date Paid	Warrant Numbers	Amount
Accounts Payable		
August 9, 2023	117944 - 117946	\$ 230,518.12
August 10, 2023	117947 - 117975	\$ 385,792.29
August 17, 2023	117976 - 118024	\$ 309,181.57
August 24, 2023	118025 - 118091	\$ 456,966.97
August 30, 2023	118092 - 118130	\$ 364,746.85
Subtotal Accounts Payable Warrants Issued		\$ 1,747,205.80
Accounts Payable EFT Payments		
August 10, 2023	EFT01727 - EFT01744	\$ 26,690.67
August 17, 2023	EFT01745 - EFT01746	\$ 22,095.00
August 24, 2023	EFT01747 - EFT01768	\$ 18,956.71
August 30, 2023	EFT01749 - EFT01771	\$ 21,385.79
Subtotal Accounts Payable EFT Payments		\$ 89,128.17
Subtotal Accounts Payable Warrants & EFT Payments		\$ 1,836,333.97
Accounts Payable Voids and Cancels		
August 10, 2023	117933	\$ (5,537.00)
August 29, 2023	117946	\$ (5,537.00)
Subtotal Accounts Payable Voids		\$ (11,074.00)
Subtotal A/P Warrants, EFTs, Voids		\$ 1,825,259.97
Subtotal ADP Payroll Debits		
August 10, 2023	Payroll - Net Wages	\$ 372,497.98
August 10, 2023	Federal Payroll Taxes	\$ 131,617.08
August 10, 2023	OR State Payroll Taxes	\$ 3,071.68
August 10, 2023	PFML Taxes	\$ 4,463.61
August 10, 2023	WA Cares Fund	\$ 3,042.86
August 25, 2023	Payroll - Net Wages	\$ 356,358.97
August 25, 2023	Federal Payroll Taxes	\$ 116,989.17
August 25, 2023	OR State Payroll Taxes	\$ 3,139.60
August 25, 2023	PFML Taxes	\$ 4,096.61
August 25, 2023	WA Cares Fund	\$ 2,769.39
Subtotal Payroll Transfers		\$ 998,046.95
Other ACH Debits		
August 18, 2023	ADP Payroll Fees	\$ 4,486.14
August 29, 2023	Kaiser HSA	\$ 15,088.09
August 29, 2023	Kaiser HSA Fees	\$ 45.50
August 25, 2023	WA DOR Sales/Use Tax	\$ 4,644.38
August 11, 2023	WA DRS - DCP	\$ 5,783.46
August 25, 2023	WA DRS - DCP	\$ 5,740.87
August 14, 2023	WA DRS - PERS	\$ 80,025.71
August 28, 2023	WA DRS - PERS	\$ 79,642.61
		\$ 195,456.76
Payroll Voids/Cancels		
Total Funds to Approve for Disbursement		\$ 3,018,763.68

Finance Manager Reviewed



Date

9/6/23



Public Meeting Minutes

Date: August 21, 2023
Time: 6:00 PM Regular Meeting
Location: HYBRID: Zoom Meeting / Ridgefield Community Library

Call to Order Vice Chair Dugan, called the regular meeting to order. Attendees Board Members In-Person: Megan Dugan, Penny Love-Henslee, Marie Coffey, Mary Ann Duncan-Cole Board Members Virtual: Kristy Morgan, Olga Hodges Board Members Absent: Vikram Kotwani FVRL Team: Interim Executive Director, Justin Keeler; Executive Assistant, Rhonda Kay Calkins; Collection & Technology Services Director, Lynne Caldwell; Human Resources Director, Lee Strehlow; Finance Manager, Attar Bhargal, Branch Manager, Elizabeth Moss, IT Specialist, Mike Smetana Guests: Ridgefield Branch Manager, Sean McGill	6:00 PM
Agenda Approval Motion: Penny Love-Henslee 2nd: Mary Ann Duncan-Cole The motion carried unanimously.	6:00 PM
Public Comments • Justin Allen: DQSH • Erin Smelser: Favorite writer – Gore Vidal • Janet Hedgepath: Support for library • Quill Onstead: DQSH • Wendi Moose: Support for FVRL • Gary Wilson: E-Rate • Doreen Turpen: Parents rights for all parents • Eunice Ingermanson: Censorship, etc. • David Slufy: Book, education, access to safe spaces • Nancy Halvorson: Library • Amy Lee: Censorship • Randy Schmidt: Pornographic materials • Nigel Cundy: Thank you; support of freedom of oppression • Norman Farrell: Support for safe and inclusive libraries • Jean Kent: Support of public libraries • Margo Logan: Book donations • Anna Nolen: DQSH • Gabrielle Gilbert: Censorship (?) • Elizabeth Madriguel: Controversy and support to the board • Eureka Games: Censorship	6:06 PM



Executive Session: RCW 42.30.110 (1) – Personnel Adjourned into Executive Session at 6:52 PM for 15 minutes. No action to be taken. Meeting restarted at 7:10 PM.	6:52 PM
Reports	
Ridgefield Branch Report: Sean McGill Update on library activities around the District.	7:10 PM
June 2023 Financial Statements: Attar Bhargal discussed June 2023 financial statements.	7:31 PM
Strategic Plan Update: Justin Keeler Director Keeler provided an update on the district-wide strategic plan. Priorities: Library Staff, Community Members from Around the District, Partners from Different Agencies, Stakeholder Groups. Three of the four priority areas are equity, partnerships and connections. Equity: we will prioritize equity in all parts of our work. Some of those efforts have resulted in increased relationships with the Vancouver and Klickitat Hispanic and LGBTQ communities throughout the district and Gorge tribal communities. Mercy Core North West partnership providing Spanish language classes. PFLAG program, Reflecting Rainbows. Working on building better relationships with Gorge tribal communities. Equity committee continues to review policies and share them. Partnership priority was a big area to put effort into. OCP is almost done with the second part of training. The next level of training will be for branch managers and supervisors. Partnership best practices, to help better track partnerships across the district. Connection's priority shows us working on continuing to better relationships with social services. Working with Columbia River Mental services at Vancouver and Cascade Park.	7:34 PM
Consent Agenda	
Amended Meeting Minutes: June 26, 2023 Vice Chair Dugan asked for a motion to approve the Amended June 26, 2023 meeting minutes. Motion: Penny Love-Henslee 2 nd : Marie Coffey Motion carried unanimously.	7:39 PM
Meeting Minutes: July 17, 2023 Vice Chair Dugan asked for a motion to approve the July 17, 2023 meeting minutes. Board member Hodges opened the July 17, 2023 meeting minutes up for discussion. Board Chair Morgan asked Ms. Calkins the process of determining titles for public comments. Ms. Calkins discussed the process of doing meeting minutes, before, during and post-board meetings. Motion: Penny Love-Henslee 2 nd : Mary Ann Duncan-Cole Motion carried unanimously.	7:41 PM
FVRL Expenditure Approval: Reviewed by Marie Coffey Marie Coffey attested that she reviewed the July expenditures and found them in order. Vice Chair Dugan asked for a motion to approve the July expenditure review. Motion: Marie Coffey 2 nd : Megan Dugan Motion carried unanimously.	7:43 PM
Business	
Foundation MOU Committee: Penny Love-Henslee	7:45 PM



Penny Love-Henslee provided an update on the Foundation MOU Committee. They are working on a date to set up the meeting.	
Facilities: Justin Keeler Justin Keeler presented information on the close out of the union corner construction contract for the Grand Blvd. building. He presented <i>Resolution 2023-16, The Close Out Union Corner Construction Contract for Grand Blvd.</i> to the board for consideration. Motion: Mary Ann Duncan-Cole 2nd: Penny Love-Henslee Motion carried unanimously.	7:45 PM
Personnel Committee: Olga Hodges Board member Hodges provided an update to the Executive Director recruitment. They plan to go through the first round of applications at the end of the month (August). Mary Ann Duncan-Cole asked if there were consistent questions/worries from applicants. Lee Strehlow answered that the recruiter has not shared that information. They will be going through the first set of applications on August 31 with the personnel committee to see who will be in the virtual interviews.	7:47 PM
Information Technology: Justin Keeler Justin Keeler presented information on the Surplus Uninterrupted Power Supply (UPS). He presented <i>Resolution 2023-17: Surplus Uninterrupted Power Supply (UPS)</i> to the board for consideration. Chair Morgan asked how this process is different from how is it ok to sell this and bypass the regular process. Justin Keeler said this is the actual process. We are allowed dispose of these items once the board has declared them surplus. The surplus process is declaring the item as surplus. Chair Morgan replied with the board will approve this, then FVRL can move forward, sell the item and be done. Justin Keeler replied yes. Motion: Marie Coffey 2nd: Penny Love-Henslee Motion carried unanimously.	7:49 PM
Board Comments: Penny Love-Henslee thanked Sean McGill and Ridgefield for hosting the board meeting. Megan Dugan thanked Sean McGill, Ridgefield and the friends for everything.	7:51 PM
Setting of next regular meeting: Date Time (Battle Ground Community Library/Zoom) Motion to adjourn meeting Moved: This didn't happen 2nd: This didn't happen	7:53 PM
Adjournment Approved: This didn't happen	7:53 PM

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

**Fort Vancouver Regional Library District
Staff Report 2023-43
Foundation Relationship and MOU**

To: Board of Trustees

From: Justin Keeler, Interim Executive Director

Date: September 18, 2023

Subject: Foundation Relationship and MOU

Summary:

The relationship between FVRLibraries and the FVRL Foundation has frayed over time. Improving the relationship will be an important factor in the success of multiple capital projects, all of which are District priorities. The Interim Executive Director for FVRLibraries and the Executive Director of the Foundation have committed to weekly meetings between the two entities with the desired outcomes being a renewed focus on Library priorities, a normalized relationship, and a clear delineation of roles and responsibilities of both parties. This will be accomplished through collaborative decisions regarding the updated MOU between both organizations. We will use this time to also coordinate actions around fund raising for the capital projects.

Recommendation:

Allow time for the Interim Executive Director and the Foundation Executive Director to attempt to stabilize the relationship prior to moving forward with a Board Foundation Policy.

**Fort Vancouver Regional Library District
Staff Report 2023-42
Surplus Outreach Cart**

To: Board of Trustees

From: Justin Keeler, Interim Executive Director

Date: September 18, 2023

Subject: Surplus Outreach Cart

Summary:

FVRLibraries contracted for, consulted on design, and purchased an aluminum cart for Outreach purposes in 2017 . It has been identified as surplus by our Outreach and Community Partnership Division due to the fact that the hardware has broken and is irreparable by both the firm that constructed it and our Facilities team.

Due to the monetary value associated with building the cart, approximately \$5,000, FVRL will endeavor to sell it for its market value, if any. It is necessary for the Board of Trustees to declare the item as surplus.

Recommendation:

Approve Resolution 2023-18 to allow FVRL to designate the Outreach Cart as surplus.



Surplus Authorization Request

The following FVRL items have been removed from inventory and prepared for surplus in accordance with the Asset Management Policy:

- Outreach Library Card Sign Up Cart - broken Asset Tag: 27033
- Lulzbot 3D Printer - broken, all usable pieces salvaged for other machines Asset Tag: 28439
- Cricut Maker - broken, all usable pieces salvaged for other machines no asset tag. Maker-OCBC M/N: CXPL301. S/N: Q05091913124

Requested by JAMIE BAIR Date 9/6/23
(Print Name)

Authorized by [Signature] Date 09/06/23
Justin Keeler, Interim Executive Director

1007 E MILL PLAIN BLVD. VANCOUVER WASHINGTON 98663 • 360-906-5000 • www.fvrl.org

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

**FORT VANCOUVER REGIONAL LIBRARY
RESOLUTION: 2023-18
SURPLUS OUTREACH CART**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES DECLARING FORT VANCOUVER LIBRARY DISTRICT
EQUIPMENT AS SURPLUS AND AUTHORIZING ITEMS TO BE DISCARDED**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Monday, September 18, 2023 at the Battle Ground Community Library and attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees has authorized the purchase of item(s) through budget approval; and

WHEREAS, FVRL effectively utilizes its equipment to maximize service, which may result in deterioration of said equipment and

WHEREAS, FVRL has determined that the Outreach Cart is no longer usable due to damage accrued over the years, and the fact that neither the vendor or FVRL staff have access to the parts necessary for its repair

WHEREAS, in order to dispose of the no longer used items, the FVRL Board of Trustees must declare the item as surplus;

NOW THEREFORE BE IT RESOLVED: that Fort Vancouver Regional Library District Resolution 2023-18, approving the Surplus Outreach Cart as adopted.

Approved: _____
Chair, Kristy Morgan

Attested: _____
Vice Chair, Megan Dugan

Date: _____

Letter: Protect local libraries

 [columbian.com/news/2023/aug/23/letter-protect-local-libraries](https://www.columbian.com/news/2023/aug/23/letter-protect-local-libraries)

By Teresa Torres, Vancouver

I was reading The Columbian editorial on the move to close the library in Dayton. ([“Close library? Plan reflects disturbing trend,”](#) In Our View, Aug. 15). Some residents there are attempting to permanently close the library as they feel the library is giving minors access to materials with sexual content.

Did you read the editorial and think that could never happen here? Think again. Attend any Fort Vancouver Regional Library board meeting. You will hear the same rhetoric from people claiming the library is “not safe” for children; that librarians are purposely displaying material to “sexualize children.” OK, you think, our library will never ban books. Look at the library board. One member, right before being appointed to the board, was attempting to remove a book she objected to. When the board meeting was held in her town, most of the public comments were from members of her church all purporting that the library is harmful to minors.

Read the back of the library card. “Parents and guardians are responsible for the selection choices of their own minor children.” Don’t like a book, then don’t check it out but do not prevent others from reading any book they want whether it is about sex, politics or religion.

Award-winning Western songwriter to play at Ridgefield Community Library

 thereflector.com/stories/award-winning-western-songwriter-to-play-at-ridgefield-community-library,324448

The Reflector

Posted Monday, August 28, 2023 7:05 pm

The Reflector

Award-winning Western songwriter Kerry Grombacher will present his concert program

“Songs and Stories of the American West” at four of the Fort Vancouver Regional Libraries including Ridgefield. The concert programs are free to the public.

The concert at the Ridgefield Community Library will start at 4 p.m. on Thursday, Sept. 7. Additional concert programs are scheduled for the Cascade Park, Stevenson and Goldendale community libraries. For information on the Cascade Park concert program, visit fvrl.librarymarket.com/songs-stories-american-west.

“In the spirit of the troubadours of old, Kerry Grombacher’s contemporary folk and Western songs paint vivid portraits and tell fascinating stories that are set in the landscape he travels, from the bayous of Louisiana, through the desert Southwest, to the Hi-Line of Montana and the forests of the Pacific Northwest,” according to a press release.

“Range of the Buffalo,” the title track of his 2021 CD, was named song of the year by the International Western Music Association. His songs about the region include “Along the John Day River,” which was rooted in his experiences fighting forest fires in the Malheur National Forest in eastern Oregon in the early 1970s.

Grombacher logs as many as 40,000 miles each year driving from show to show, and he is a regular visitor to Washington, the release states.

“I’m looking forward to performing throughout the Fort Vancouver Regional Library system,” Grombacher said in the release. “I know I’ll meet some great folks, and I’ll have five days to explore the gorgeous Washington side of the Columbia River, from Vancouver to Goldendale.”

	August Circulation			YTD Circulation		
	2023	2022	Change	2023	2022	Change
Battle Ground Community Library	47,074	46,758	0.68%	340,539	353,332	-3.62%
Cascade Park Community Library	68,233	74,052	-7.86%	516,957	534,925	-3.36%
La Center Community Library	6,317	7,259	-12.98%	48,242	53,703	-10.17%
Ridgefield Community Library	12,563	11,952	5.11%	83,963	80,663	4.09%
Three Creeks Community Library	50,450	52,406	-3.73%	384,095	375,666	2.24%
Vancouver Community Library	68,433	66,424	3.02%	490,365	462,513	6.02%
Vancouver Mall Library	11,773	12,075	-2.50%	91,591	93,009	-1.52%
Washougal Community Library	8,638	9,228	-6.39%	65,820	64,998	1.26%
Green Mountain Library Express	67	31	116.13%	1,568	1,352	15.98%
Yacolt Library Express	5,584	4,994	11.81%	40,289	38,490	4.67%
LibCabinet at Vancouver Mall	0		#DIV/0!	0	38	-100.00%
Clark County Total	279,132	285,179	-2.12%	2,063,429	2,058,689	0.23%
Woodland Community Library	5,940	5,608	5.92%	43,321	40,700	6.44%
Yale Library Express	906	1,025	-11.61%	7,720	6,932	11.37%
Cowlitz County Total	6,846	6,633	3.21%	51,041	47,632	7.16%
Goldendale Community Library	6,695	6,338	5.63%	52,341	49,396	5.96%
White Salmon Valley Community Library	9,768	10,473	-6.73%	80,547	81,377	-1.02%
Klickitat County Bookmobile	517	581	-11.02%	7,344	6,822	7.65%
Klickitat County Total	16,980	17,392	-2.37%	140,232	137,595	1.92%
North Bonneville Community Library	350	357	-1.96%	3,112	3,141	-0.92%
Stevenson Community Library	4,403	4,658	-5.47%	35,091	35,359	-0.76%
Skamania County Bookmobile	619	394	57.11%	7,390	8,010	-7.74%
Skamania County Total	5,372	5,409	-0.68%	45,593	46,510	-1.97%
District-wide renewals	125	169	-26.04%	1,442	1,069	34.89%
Mail	1,404	1,179	19.08%	10,322	8,780	17.56%
InterLibrary Loan Materials	258	276	-6.52%	2,670	2,274	17.41%
Misc Total	1,787	1,624	10.04%	14,434	12,123	19.06%
Downloadable eBooks	65,196	57,689	13.01%	504,426	443,724	13.68%
eMagazines	3,532	1,648	114.32%	13,049	13,917	-6.24%
Downloadable & streaming audiobooks	69,518	58,320	19.20%	523,717	429,751	21.87%
Downloadable & streaming music	20,139	18,005	11.85%	181,764	143,649	26.53%
Streaming video	10,506	8,434	24.57%	72,795	63,645	14.38%
eContent Total	168,891	144,096	17.21%	1,295,751	1,094,686	18.37%
TOTAL	479,008	460,333	4.06%	3,610,480	3,397,235	6.28%