



## Agenda for Regular Public Meeting

**Date:** August 21, 2025

**Time:** 3:00 PM

**Location:** Yale Valley Community Library

11700 Lewis River Road, Ariel, WA 98603

- |                                                                 |             |
|-----------------------------------------------------------------|-------------|
| 1. Call to Order                                                |             |
| 2. Agenda Approval                                              | ACTION      |
| 3. Introductions and welcomes/Chair Announcements               | INFORMATION |
| 4. Consent Agenda                                               | ACTION      |
| a. Minutes Approval: June 12, 2025                              |             |
| 5. Financial Report                                             | INFORMATION |
| a. May 2025                                                     |             |
| b. June 2025                                                    |             |
| c. July 2025                                                    |             |
| 6. Branch Manager Report: Holland Christie/Lesley Miller        | INFORMATION |
| 7. Public Comments                                              |             |
| 8. Board Comments                                               |             |
| 9. Adjournment – Next Regular Meeting October 9, 2025 at 3 p.m. |             |

## Yale Valley Library District

### Regular Meeting

June 12, 2025

### Yale Valley Community Library

Trustees Present: Alyssa Demenko, Julie Starr and Kathi Wheeler. Absent: Nikki Jolly and Cynthia McAllister

FVRL: Jennifer Giltrop, Holland Christie

YVLD: Lesley Miller

Members of the Public: Emelda Ochoa and Rob Starr

1. The meeting was called to order by Kathi Wheeler 3:07pm. It was learned by text that Nikki Jolly has resigned from the board. Since Emelda Ochoa has already been approved by the Cowlitz County Board of Commissioners, the decision was made to bring her onto the board immediately. We will seek another trustee to replace Kathi on July 9, 2025 from the list of applicants in the YVLD files.
2. The agenda was approved. Starr/Ochoa The motion was approved by all trustees present.
3. Kathi welcomed everyone and ask that we go around the table and introduce ourselves. Jennifer introduced Holland Christie who will be the new supervising librarian at YVLD. She will be replacing Jennifer Hauan. We introduced Emelda Ochoa and Alyssa Demenko who will be new trustees to the YVLD Board. Welcome!
4. **Consent Agenda**
  - A. April 10, 2025 Minutes. There was a motion to approve the minutes the minutes. Wheeler/Starr The motion was approved by all trustees present.
  - B. Invoice from FVRL for contract services: January-June 2025. The motion was made to approve the contract for services with FVRL in the amount of \$75,000.00 for the first half of the year. Wheeler/Starr The motion was approved by all trustees present.

#### 5. Financial Report

Tax Revenue for April, 2025 was \$9,050.00. Miscellaneous income was \$1220.00. Total income for April was \$10,274.00. Expenditures were \$6512.00 for April. Ending April 30, 2025 Total non-Capital Reserves were \$269,997.00. Capital Reserves were \$125,231.00.

The financials were discussed and in the future there will more emphasis on long term planning with the new board members. The motion was made to receive and file the report. Wheeler/Starr The motion was approved by all trustees present.

6. **Painting Donation by Kathi Wheeler** Kathi Wheeler presented the painting, “Tea Party” by Lisa Rassmussen to be considered by the board as a permanent gift to the Yale Valley Library District. If accepted, Kathi and her husband Bill would like it to hang in the library to honor their friends who were instrumental in creating the library district. A picture and the story of the women accompanied the painting. A motion was made to accept the painting as a permanent installation in the library. Starr/Wheeler The motion was approved by all trustees present.
7. **Election of Board Officers (Chair, Vice Chair, Secretary, Treasurer)** Jennifer Giltrop presented a summary of the by laws regarding the election of officers. She felt this would be helpful since we have several new board members. With the resignation of Nikki Jolly, we will need a fourth member to take Kathi Wheeler’s place when she retires July 9, 2025. Officers were elected in the following order: Cynthia McAallister, Chair; Vice Chair, Julie Starr; Treasurer/Secretary, Emelda Ochoa. The motion was made to accept this slate of officers for the YVLD Board of Trustees. Starr/Wheeler The motion was approved by all trustees present. The board will suggest Lottie Stoll-Smith as a fifth trustee to replace Kathi Wheeler.
8. **Facilities Update Jennifer Giltrop**  
Jennifer reported that the parking lot paving is done. The stripping was delayed because of rain but is now finished. Everyone commented that walking and moving across the parking area is so much easier now and the risk of falling has been reduced. Maintenance workers recycled some bushes to the hillside by the well head. They have all since died and will be removed. The eaves will be needing attention.
9. **Branch Manager Report** Lesley Miller reported that in early May, students from Yale Elementary school visited the library. The students are able to walk to the library from the school each month, where they are able to browse the collection, check out books and participate in an activity. This month’s activity was card making. Also, this month’s Kids Create program on May 19<sup>th</sup> and 22<sup>nd</sup> featured STEM activities. The Littlebits activity and Brainteaser kits were borrowed from the programming department and were a big hit. We had 18 participants. On Thursday, May 22<sup>nd</sup>, the adult book group met to discuss, “The Volcano Daughters”. The next discussion is June 26<sup>th</sup>. Holland Christie brought the Spring News and Event magazine and they will be available in the library. The new Passport program is very exciting. People are traveling all over FVRL region visiting libraries to get their passport stamped. The contest will end in December when 3 winners are drawn. The prize is a secret! The contest for a new library card design ends June 30.
10. **Public Comments** None

11. **Board Comments** Kathi Wheeler thanked the board, FVRL and library staff for the kindness and generosity they have shown her during her years on the YVLD board. Thank you! She spoke to the board about landscaping around the library should be considered in the future. She asked FVRL and YVLD to consider an effort to work with John and Kathy Huffman, former longtime teachers at Yale School, to recover and preserve John's photos of Yale School activities from the mid 1970-2010 approximately. He was a very prolific photographer and his photos would have value to the community and the library. Kathy was part of the "Let's Read!" committee. Kathi suggested the board should be getting name tags for all the trustees.

12. The meeting was adjourned at 4:10pm. Wheeler/Starr The motion was approved by all trustees present. The next regular meeting will be August 14, 2025 at 3pm.

Respectfully Submitted,



Kathi Wheeler, Outgoing Secretary of the YVLD Board

Approved by



Emelda Ochoa, Incoming Secretary of the YVLD Board

## Yale Valley Library District

*For the Month Ending May 31st, 2025 (With Year-to-Date Totals)*

### **Statement of Cash**

|                                        |    |                |
|----------------------------------------|----|----------------|
| January 1, 2025 Beginning Cash Balance | \$ | 385,447        |
| Year-to-date Revenue Received          |    | 78,657         |
| Year-to-date Expenditures              |    | <u>(6,512)</u> |
| Cash Balance May 31st, 2025            | \$ | <b>457,591</b> |

# Yale Valley Library District

*For the Month Ending May 31st, 2025 (With Year-to-Date Totals)*

## Schedule of Reserves

|                                                              |                                 |
|--------------------------------------------------------------|---------------------------------|
| <b>Non Capital Reserve Beginning Balance January 1, 2025</b> | \$ 258,966                      |
| Property Tax Collections (Revenue)                           | 71,636                          |
| <b>Non Capital Reserve Ending Balance May 31st, 2025</b>     | <b><u>\$ 330,602</u></b>        |
|                                                              |                                 |
| <b>Capital Reserve Beginning Balance January 1, 2025</b>     | \$ 126,481                      |
| Intergovernmental, Grants and Contracts (Revenue)            | 16                              |
| Miscellaneous (Revenue)                                      | 7,005                           |
| Capital Out lay (Expenses)                                   | (6,512)                         |
| <b>Capital Reserve Ending Balance May 31st, 2025</b>         | <b><u>\$ 126,990</u></b>        |
|                                                              |                                 |
| <b>Total Non Capital and Capital Reserves</b>                | <b><u><u>\$ 457,591</u></u></b> |

# Yale Valley Library District

For the Month Ending May 31st, 2025 (With Year-to-Date Totals)

## Revenue

| Description                                            | 2025 Budget<br>(Adopted 11/2024) | May              | Year-to-Date<br>Totals thru May<br>2025 | Year -to - Date<br>Annual Budget<br>Percentage |
|--------------------------------------------------------|----------------------------------|------------------|-----------------------------------------|------------------------------------------------|
| <b>Property Taxes</b>                                  |                                  |                  |                                         |                                                |
| Property Tax Collections - Yale Valley District        | \$ 135,000                       | \$ 60,605        | \$ 71,636                               | 53.06%                                         |
| <b>Total Property Taxes</b>                            | <b>135,000</b>                   | <b>60,605</b>    | <b>71,636</b>                           | <b>53.06%</b>                                  |
| <b>Other Taxes</b>                                     |                                  |                  |                                         |                                                |
| Leasehold Excise Tax                                   | -                                | -                | -                                       | 0.00%                                          |
| <b>Total Other Taxes</b>                               | <b>-</b>                         | <b>-</b>         | <b>-</b>                                | <b>0.00%</b>                                   |
| <b>Intergovernmental, Grants &amp; Contracts</b>       |                                  |                  |                                         |                                                |
| DNR - Timber Revenue                                   | 37,000                           |                  | 15                                      | 0.04%                                          |
| DNR - Other Revenue                                    | 600                              |                  | 1                                       | 0.10%                                          |
| <b>Total Intergovernmental, Grants &amp; Contracts</b> | <b>37,600</b>                    | <b>-</b>         | <b>16</b>                               | <b>0.04%</b>                                   |
| <b>Miscellaneous</b>                                   |                                  |                  |                                         |                                                |
| Investment Interest                                    | 5,000                            | 1,755            | 7,005                                   | 140.10%                                        |
| <b>Total Miscellaneous</b>                             | <b>5,000</b>                     | <b>1,755</b>     | <b>7,005</b>                            | <b>140.10%</b>                                 |
| <b>Total Revenue:</b>                                  | <b>\$ 177,600</b>                | <b>\$ 62,360</b> | <b>\$ 78,657</b>                        | <b>44.29%</b>                                  |
| Transfer from Reserves                                 | \$ 42,400                        | \$ -             | \$ -                                    | 0.00%                                          |
| <b>Total Revenue and Reserves</b>                      | <b>\$ 220,000</b>                | <b>\$ 62,360</b> | <b>\$ 78,657</b>                        | <b>35.75%</b>                                  |

## Expenses

| Description                     | 2025 Budget<br>(Adopted 11/2024) | May         | Year-to-Date<br>Totals thru May<br>2025 | Year to Date<br>Annual Budget<br>Percentage |
|---------------------------------|----------------------------------|-------------|-----------------------------------------|---------------------------------------------|
| <b>Other Services / Charges</b> |                                  |             |                                         |                                             |
| Professional Services           | \$ 150,000                       |             | \$ -                                    | 0.00%                                       |
| Capital Outlay                  | 70,000                           |             | \$ 6,512                                | 9.30%                                       |
| <b>Grand Total Expense:</b>     | <b>\$ 220,000</b>                | <b>\$ -</b> | <b>\$ 6,512</b>                         | <b>2.96%</b>                                |

|                                         |                   |
|-----------------------------------------|-------------------|
| Net Cash Activity                       | \$ 72,144         |
| Jan. 1, 2025 Cash with County Treasurer | \$ 385,447        |
| <b>Ending Cash May 31st, 2025</b>       | <b>\$ 457,591</b> |

## Yale Valley Library District

*For the Month Ending June 30th, 2025 (With Year-to-Date Totals)*

### **Statement of Cash**

|                                        |    |                 |
|----------------------------------------|----|-----------------|
| January 1, 2025 Beginning Cash Balance | \$ | 385,447         |
| Year-to-date Revenue Received          |    | 105,169         |
| Year-to-date Expenditures              |    | <u>(81,512)</u> |
| Cash Balance June 30th, 2025           | \$ | <b>409,104</b>  |



# Yale Valley Library District

*For the Month Ending June 30th, 2025 (With Year-to-Date Totals)*

## Schedule of Reserves

|                                                              |                                 |
|--------------------------------------------------------------|---------------------------------|
| <b>Non Capital Reserve Beginning Balance January 1, 2025</b> | \$ 258,966                      |
| Property Tax Collections (Revenue)                           | 96,523                          |
| <b>Non Capital Reserve Ending Balance June 30th, 2025</b>    | <b><u>\$ 280,489</u></b>        |
| <br>                                                         |                                 |
| <b>Capital Reserve Beginning Balance January 1, 2025</b>     | \$ 126,481                      |
| Intergovernmental, Grants and Contracts (Revenue)            | 16                              |
| Miscellaneous (Revenue)                                      | 8,631                           |
| Capital Out lay (Expenses)                                   | (6,512)                         |
| <b>Capital Reserve Ending Balance June 30th, 2025</b>        | <b><u>\$ 128,615</u></b>        |
| <br>                                                         |                                 |
| <b>Total Non Capital and Capital Reserves</b>                | <b><u><u>\$ 409,104</u></u></b> |

# Yale Valley Library District

For the Month Ending June 30th, 2025 (With Year-to-Date Totals)

## Revenue

| Description                                            | 2025 Budget<br>(Adopted 11/2024) | June             | Year-to-Date<br>Totals thru June<br>2025 | Year -to - Date<br>Annual Budget<br>Percentage |
|--------------------------------------------------------|----------------------------------|------------------|------------------------------------------|------------------------------------------------|
| <b>Property Taxes</b>                                  |                                  |                  |                                          |                                                |
| Property Tax Collections - Yale Valley District        | \$ 135,000                       | \$ 24,887        | \$ 96,523                                | 71.50%                                         |
| <b>Total Property Taxes</b>                            | <b>135,000</b>                   | <b>24,887</b>    | <b>96,523</b>                            | <b>71.50%</b>                                  |
| <b>Other Taxes</b>                                     |                                  |                  |                                          |                                                |
| Leasehold Excise Tax                                   | -                                | -                | -                                        | 0.00%                                          |
| <b>Total Other Taxes</b>                               | <b>-</b>                         | <b>-</b>         | <b>-</b>                                 | <b>0.00%</b>                                   |
| <b>Intergovernmental, Grants &amp; Contracts</b>       |                                  |                  |                                          |                                                |
| DNR - Timber Revenue                                   | 37,000                           |                  | 15                                       | 0.04%                                          |
| DNR - Other Revenue                                    | 600                              |                  | 1                                        | 0.10%                                          |
| <b>Total Intergovernmental, Grants &amp; Contracts</b> | <b>37,600</b>                    | <b>-</b>         | <b>16</b>                                | <b>0.04%</b>                                   |
| <b>Miscellaneous</b>                                   |                                  |                  |                                          |                                                |
| Investment Interest                                    | 5,000                            | 1,626            | 8,631                                    | 172.62%                                        |
| <b>Total Miscellaneous</b>                             | <b>5,000</b>                     | <b>1,626</b>     | <b>8,631</b>                             | <b>172.62%</b>                                 |
| <b>Total Revenue:</b>                                  | <b>\$ 177,600</b>                | <b>\$ 26,513</b> | <b>\$ 105,169</b>                        | <b>59.22%</b>                                  |
| Transfer from Reserves                                 | \$ 42,400                        | \$ -             | \$ -                                     | 0.00%                                          |
| <b>Total Revenue and Reserves</b>                      | <b>\$ 220,000</b>                | <b>\$ 26,513</b> | <b>\$ 105,169</b>                        | <b>47.80%</b>                                  |

## Expenses

| Description                     | 2025 Budget<br>(Adopted 11/2024) | June             | Year-to-Date<br>Totals thru June<br>2025 | Year to Date<br>Annual Budget<br>Percentage |
|---------------------------------|----------------------------------|------------------|------------------------------------------|---------------------------------------------|
| <b>Other Services / Charges</b> |                                  |                  |                                          |                                             |
| Professional Services           | \$ 150,000                       | \$ 75,000        | \$ 75,000                                | 50.00%                                      |
| Capital Outlay                  | 70,000                           |                  | \$ 6,512                                 | 9.30%                                       |
| <b>Grand Total Expense:</b>     | <b>\$ 220,000</b>                | <b>\$ 75,000</b> | <b>\$ 81,512</b>                         | <b>37.05%</b>                               |

|                                         |                   |
|-----------------------------------------|-------------------|
| Net Cash Activity                       | \$ 23,657         |
| Jan. 1, 2025 Cash with County Treasurer | \$ 385,447        |
| <b>Ending Cash June 30th, 2025</b>      | <b>\$ 409,104</b> |

## Yale Valley Library District

*For the Month Ending July 31st, 2025 (With Year-to-Date Totals)*

### **Statement of Cash**

|                                        |    |                 |
|----------------------------------------|----|-----------------|
| January 1, 2025 Beginning Cash Balance | \$ | 385,447         |
| Year-to-date Revenue Received          |    | 108,569         |
| Year-to-date Expenditures              |    | <u>(81,512)</u> |
| Cash Balance July 31st, 2025           | \$ | <b>412,504</b>  |

# Yale Valley Library District

*For the Month Ending July 31st, 2025 (With Year-to-Date Totals)*

## Schedule of Reserves

|                                                              |                                 |
|--------------------------------------------------------------|---------------------------------|
| <b>Non Capital Reserve Beginning Balance January 1, 2025</b> | \$ 258,966                      |
| Property Tax Collections (Revenue)                           | 81,798                          |
| <b>Non Capital Reserve Ending Balance July 31st, 2025</b>    | <b><u>\$ 265,764</u></b>        |
|                                                              |                                 |
| <b>Capital Reserve Beginning Balance January 1, 2025</b>     | \$ 126,481                      |
| Intergovernmental, Grants and Contracts (Revenue)            | 16,692                          |
| Miscellaneous (Revenue)                                      | 10,080                          |
| Capital Out lay (Expenses)                                   | (6,512)                         |
| <b>Capital Reserve Ending Balance July 31st, 2025</b>        | <b><u>\$ 146,740</u></b>        |
|                                                              |                                 |
| <b>Total Non Capital and Capital Reserves</b>                | <b><u><u>\$ 412,504</u></u></b> |

# Yale Valley Library District

For the Month Ending July 31st, 2025 (With Year-to-Date Totals)

## Revenue

| Description                                            | 2025 Budget<br>(Adopted 11/2024) | July            | Year-to-Date<br>Totals thru June<br>2025 | Year -to - Date<br>Annual Budget<br>Percentage |
|--------------------------------------------------------|----------------------------------|-----------------|------------------------------------------|------------------------------------------------|
| <b>Property Taxes</b>                                  |                                  |                 |                                          |                                                |
| Property Tax Collections - Yale Valley District        | \$ 135,000                       | \$ 1,951        | \$ 81,798                                | 60.59%                                         |
| <b>Total Property Taxes</b>                            | <b>135,000</b>                   | <b>1,951</b>    | <b>81,798</b>                            | <b>60.59%</b>                                  |
| <b>Other Taxes</b>                                     |                                  |                 |                                          |                                                |
| Leasehold Excise Tax                                   | -                                | -               | -                                        | 0.00%                                          |
| <b>Total Other Taxes</b>                               | <b>-</b>                         | <b>-</b>        | <b>-</b>                                 | <b>0.00%</b>                                   |
| <b>Intergovernmental, Grants &amp; Contracts</b>       |                                  |                 |                                          |                                                |
| DNR - Timber Revenue                                   | 37,000                           |                 | 16,625                                   | 44.93%                                         |
| DNR - Other Revenue                                    | 600                              |                 | 67                                       | 11.13%                                         |
| <b>Total Intergovernmental, Grants &amp; Contracts</b> | <b>37,600</b>                    | <b>-</b>        | <b>16,692</b>                            | <b>44.39%</b>                                  |
| <b>Miscellaneous</b>                                   |                                  |                 |                                          |                                                |
| Investment Interest                                    | 5,000                            | 1,449           | 10,080                                   | 201.60%                                        |
| <b>Total Miscellaneous</b>                             | <b>5,000</b>                     | <b>1,449</b>    | <b>10,080</b>                            | <b>201.60%</b>                                 |
| <b>Total Revenue:</b>                                  | <b>\$ 177,600</b>                | <b>\$ 3,400</b> | <b>\$ 108,569</b>                        | <b>61.13%</b>                                  |
| Transfer from Reserves                                 | \$ 42,400                        | \$ -            | \$ -                                     | 0.00%                                          |
| <b>Total Revenue and Reserves</b>                      | <b>\$ 220,000</b>                | <b>\$ 3,400</b> | <b>\$ 108,569</b>                        | <b>49.35%</b>                                  |

## Expenses

| Description                     | 2025 Budget<br>(Adopted 11/2024) | July        | Year-to-Date<br>Totals thru June<br>2025 | Year to Date<br>Annual Budget<br>Percentage |
|---------------------------------|----------------------------------|-------------|------------------------------------------|---------------------------------------------|
| <b>Other Services / Charges</b> |                                  |             |                                          |                                             |
| Professional Services           | \$ 150,000                       |             | \$ 75,000                                | 50.00%                                      |
| Capital Outlay                  | 70,000                           |             | \$ 6,512                                 | 9.30%                                       |
| <b>Grand Total Expense:</b>     | <b>\$ 220,000</b>                | <b>\$ -</b> | <b>\$ 81,512</b>                         | <b>37.05%</b>                               |

|                                         |                   |
|-----------------------------------------|-------------------|
| Net Cash Activity                       | \$ 27,057         |
| Jan. 1, 2025 Cash with County Treasurer | \$ 385,447        |
| <b>Ending Cash July 31st, 2025</b>      | <b>\$ 412,504</b> |