



Board of Trustees Meeting Minutes

Monday, October 20, 2025 – 6:00 PM

Regular Meeting

La Center Wheel Club Community Center

1000 East 4th Street, La Center, WA 98629

Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large

Megan Dugan, *Vice Chair*, City of Vancouver

Marie Coffey, *Secretary*, Clark County At-Large

Mary Ann Duncan-Cole, Skamania County

Mary Williams, City of Vancouver

Olga Hodges, Klickitat County

Irina Kakorina, Clark County At-Large

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

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Catrina Galicz, Finance Director; Alicia Gomori, Deputy Director; Andrea Scherer, Human Resources Director (remote); Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Lynne Caldwell, Collection and Technical Services Director; Lucien Kress, IT Director; Jenny Wilkerson, Executive Director, FVRL Foundation

Remote Access: <https://us06web.zoom.us/j/82151796387> • Meeting ID: 821 5179 6387 • Passcode: 664145 • Phone Access (971) 247-1195

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

1. **CALL TO ORDER** - Chair Morgan called the meeting to order at 6:00 p.m.
2. **AGENDA APPROVAL** – At 6:00 p.m. Mary Williams made a motion to approve the agenda. Megan Dugan seconded. Motion approved with 7 out of 7 votes
3. **CHAIR ANNOUNCEMENTS** – the Chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:02 p.m. public comments began with the following speakers;
 - **Gary Wilson** of Clark County made a public comment about library services.
 - **Randy Schmidt** of Clark County made a public comment about drag queen story hour.
 - **Maureen Knutson** of La Center made a public comment about the Friends of the La Center Community Library.
 - **Quill Onstead** of Portland provided written comment to the board about drag queen story hour.
 - **Eunice Ingermanson** of Battle Ground provided written comment to the board about library services and intellectual freedom.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:07 p.m. Williams made a motion to approve the Consent Agenda. Marie Coffey seconded. Motion approved with 6 out of 7 votes.
6. **REPORTS**
 - 6.1. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:08 p.m. Catrina Galicz presented highlights the month ending August 2025. Galicz prefaced her report by noting that August is the month that is used as a base for the 2025 budget amendment, which is on the agenda.

Statement of Cash: At the end of August the District has just over \$17 million in cash and a net operating activity of negative \$2.1 million. This is to be expected based on the timing of revenue. The cash target amounts for the 60 and 90 days are met.

Statement of Revenue: Property tax revenues are meeting expectations year to date through August. Other taxes and federal in lieu of taxes line items are revenue streams that are predicted by looking at historical trends. The actuals can turn out higher or lower than expectations, so those will be adjusted in the 2025 budget adjustment. The non-resident borrower fee line item is as expected. Some insurance

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proceeds to help offset the cost of replacing the CRAC unit related to the fire at the Vancouver Community Library server room are listed under miscellaneous revenue.

Statement of Expenses: Personnel expenses continue to trend in line with the rest of the year, which is below budget. Supplies, with the exception of furniture, fixtures, and equipment (FF&E) is within budget. Library books and materials is under budget due to timing, though staff are working hard to expend in this area. Intergovernmental services is drastically under budget. The line item shows a \$500,000 budget amount with nothing expended. The majority of this will be rolling into 2026 based on billing timing from the counties for the levy lid lift election costs. Regarding capital planning, items are under budget as projects have not been able to move forward and therefore will be rolling into 2026.

RECEIVE AND FILE August 2025 FINANCIAL STATEMENTS – At 6:14 p.m. p.m. Coffey made a motion to approve receiving and filing the August 2025 financial statements. Williams seconded. Motion approved with 6 out of 7 votes.

6.2. ORGANIZATIONAL REPORT – At 6:15 p.m. the floor was given to Jennifer Giltrop and Alicia Gomori for the organizational report. Giltrop opened by updating the board that BiblioCommons went live in September and congratulated Julian Mendez, Lynne Caldwell and the staff. Additionally, the Authors and Illustrators Dinner, the Foundation's annual fundraising event was held on October 17. Giltrop invited Executive Director of the Foundation, Jenny Wilkerson, to report to the board about the event. Wilkerson reported that it was a record breaking fundraising year. The event was sold out, the author Robert Dugoni was an engaging speaker. Wilkerson thanked the Friends of the Library groups for their support. Giltrop thanked Wilkerson and the Foundation for their work.

Gomori provided the organizational report which included the following highlights:

- The Fourth Annual Teen Five Minute Film Festival premiere was held at the Battle Ground Cinema and was supported by the Battle Ground Friends and the Cascade Park Friends. All of the entries are available to watch on the FVRL YouTube channel.
- The FVRL Library Card Design Competition launch party was hosted at Vancouver Community Library. A young patron of the Yacolt Library Express was one of the winners and shared that her inspiration for her design came from the idea the library can bring everyone together.
- A patron shared with Vancouver Community Library staff that he credited the use of the library's e-resources like LinkedIn Learning for building his skills that earned him a promotion at work.
- Vancouver Mall Library participated in the fourth annual CouveCon, a pop culture event hosted at the mall.
- White Salmon Community Library tabled at the Trout Lake Resource Fair.
- September was Library Card Sign Up Month and the Programs and Outreach Department (POD) were busy at back to school events, Veterans Stand Down event, with the Fourth Plain Community Commons Youth Makers Market, and more.

Giltrop added that the work on strategic planning and master facilities plan continues. The board will see the mission, vision and values at the November board meeting. The consultants will be presenting the final plans for consideration at the December meeting. Giltrop also added that the cardholder rate is at 34% and September realized a 5% circulation increase and a 21.72% increase in visitors across locations.

6.3. BRANCH REPORT: LA CENTER COMMUNITY LIBRARY – At 6:24 p.m. La Center Branch Manager Jurinda Swingruber provided a branch report on library activities around the La Center Community Library.

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- The library is located in a 100-year-old building, once the town's hospital and drugstore. The entire library was moved to its present site by way of a flatbed truck.
- Branch supervisor Susan Hella will be serving as a member of the 2026 Sasquatch Awards Book Selection Committee for Washington State, a committee that puts forth 12 children's books and is voted on by kids.
- Library Stats: 30,972 visitors, 393 new cards, 241 programs with 3,479 attendees, 68,000 items circulated.
- STEM and Creative Programs: Bridge building, tech petting zoo, Rube Goldberg machines, wool felting, ceramics, and macramé.
- Community Events: Reptile Man (400+ attendees), egg drop challenge, concerts on the lawn, and author visits.
- Seasonal Activities: Gingerbread houses, centerpiece workshops, and outdoor summer programs under a tent.
- Regular book clubs, writer's groups, homeschool and teen meetups, and fiber arts gatherings.
- Outreach: Story times at local preschools, participation in Our Days Parade, Arts Fair, and Christmas Tree Lighting.
- Partnerships with La Center and Green Mountain Schools for monthly book deliveries and story times.
- Collaborations with Fire Department (Family Fire Prevention Night), WSU Extension & 4-H (Backyard Chicken program), and Master Gardeners.
- Friends of the Library: 13 active volunteers who manage book sales and fund programs, prizes, and refreshments.

6.4 BIBLIOCOMMONS UPDATE at 6:39 p.m. Mendez and Caldwell presented an update on the successful launch of BiblioCommons, collectively referred to as the BiblioVerse—an integrated suite of platforms that includes BiblioCore (catalog), BiblioWeb (website), BiblioEvents (calendar), and the new BiblioApp. These tools provide patrons with a seamless experience across catalog searches, event registration, and resource discovery. Within the first two weeks, over 8,000 users registered in BiblioCore, a number that has since grown to 10,000, with 4,000 app downloads, 18,000 holds placed, and 144 checkouts completed through the app.

Mendez highlighted the BiblioApp as an early favorite among patrons for its convenience and functionality. The app allows users to register for events, share listings, check out items using their phone camera, and manage multiple family cards from a single account. The catalog interface now groups all formats of a title together—improving accessibility for patrons, such as those searching for large-print editions. Patrons can also share events, leave comments, and browse curated reading lists created by staff and other libraries.

New website features were also demonstrated, including a dedicated Art at the Library page to showcase exhibits separately from event listings. Additionally, an improved Suggest a Purchase form that supports up to five requests per month. This also includes suggestions for the upcoming Library of Things collection (to include items such as telescopes, cake pans, and sewing machines). Caldwell noted the Library of Things launch is expected in mid-November.

Ongoing support and patron education continue through online tutorials, FAQ updates, and one-on-one assistance at branches. Staff are closely monitoring feedback and adapting based on user experiences—for

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example, quickly clarifying login language around “password/PIN.” A few branches are planning in-person workshops to help patrons navigate the new system. Board members expressed appreciation for the improvements, particularly the user-friendly design and expanded access to library resources.

7. BUSINESS

7.1. FACILITIES AND FINANCE COMMITTEE

2025 BUDGET AMENDMENT (1ST READ) – At 6:39 p.m. Giltrop provided context that there were several projects in 2025 that needed to be pushed back in order to focus as much energy as possible toward the levy lid lift. Additionally, a total management change in the facilities department meant that capital projects could not move forward. Given that context, Galicz presented the 2025 budget amendment, outlining key revenue and expenditure adjustments based on updated financial information and midyear trends. It was noted that a budget represents a best estimate at a point in time, informed by historical data and current conditions, with flexibility built in to adapt as circumstances change. The proposed amendment reflects an overall 1.5% increase in operating revenue and planned use of \$2.4 million in reserves, a reduction from the originally budgeted \$4.7 million. Property tax projections remain stable, while adjustments were made to other tax categories, including federal in-lieu of taxes and state forest board revenues, which are challenging to predict. Revenues from charges for services are trending higher and will increase by 27%, while miscellaneous revenue—up 57%—is driven primarily by higher investment income and insurance reimbursements from the Vancouver server room fire.

On the expenditure side, the amended budget proposes a 3% decrease in operational spending and a 38% reduction in capital expenditures, largely due to project delays that will carry forward into 2026. Personnel costs are reduced by 4% due to long-term vacancies, related benefit adjustments, and a 39% decrease in the state-set PERS employer rate. Supplies are down 15%, largely due to the postponed Three Creeks refresh project. While the books and materials budget remains stable, staff discussed shifting funds toward electronic resources as demand continues to rise. The closure of major vendor Baker & Taylor was noted as a significant industry development, though the district’s transition to Ingram Content Group mitigates potential disruptions at this time.

Other services are increasing by 5%, primarily to cover temporary staffing used during recruitment gaps and to address higher facility repairs and maintenance needs, which have more than doubled in response to urgent building issues. Capital spending decreases reflect postponed projects such as HVAC, elevator, and deck repairs, offset by remaining Woodland Library expenses, including sales tax retainage and warranty work. Additionally, several vehicle replacements are planned following a fleet condition assessment, which will now occur annually as part of five-year forecasting.

Galicz reviewed reserve allocations, confirming continued adherence to the district’s fiscal management policy requiring 60–90 days of operating cash. Reserve funds remain designated for deferred capital maintenance, vehicle replacements, and technology upgrades, including BiblioVerse enhancements. The Washougal Library project is allocated at \$5 million though there will be further discussion about what that project will cost and funding streams for that project in the coming months. Giltrop reminded the board that this presentation represents the first reading of the amended budget, with a final adoption vote anticipated in November following any necessary refinements.

8. BOARD COMMENT - at 7:24 p.m. the Chair opened the floor for board comments.

- Dugan thanked everyone who worked on the Foundation’s Authors and Illustrators Dinner.

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- Williams thanked Jenny Wilkerson and the team for their hard work for the auction, the turnout was amazing and everything went so smoothly. Williams also added thanks to staff for the BiblioCommons transition noting that she loves the app.
 - Coffey thanked Jurinda for her report and thanked the La Center Friends of the Library.
9. Setting for next regular meeting: Monday, November 17 at 6:00 p.m. at Battle Ground Community Library. It will be a hybrid (in-person/online) meeting.
10. ADJOURNMENT – At 7:26 p.m. Dugan made a motion to adjourn the meeting. Coffey seconded and the meeting was adjourned at 7:26 p.m.