



AGENDA FOR PUBLIC MEETING

DATE: Monday, June 15, 2026 at 6:00 pm

LOCATION: **In Person:** Ridgefield Community Library; 210 N Main Ave, Ridgefield, WA 98642,
Allene Wodaeye Community Room

Zoom Link:

<https://us06web.zoom.us/j/88394696272?pwd=pdegk56rGu3ipUeTCXx7KsevLt2HQN.1>

Meeting ID: 883 9469 6272

Passcode: 765500

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: May 18, 2026
Approval of Claims: May 2026
6. **Reports**
6.1 April Financial Statements: Catrina Galicz ACTION
6.2 FVRL Organizational Report: Alicia Gomori & Jennifer Giltrop INFORMATION
6.3 Ridgefield Branch Report: Sean McGill INFORMATION
7. **Business**
7.1 **Policy Committee**
Public Records Request Policy (1st Reading) INFORMATION
8. **Board Comments**
9. **Setting for next regular meeting:** Monday July 20, 2026 at 6:00 PM at
White Salmon Valley Community Library/Zoom
10. **Adjournment**

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • 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



Board of Trustees Meeting Minutes

May 18, 2026 – 6:00 PM Regular Meeting
Stevenson Community Library
120 NW Vancouver Ave, Stevenson, WA
Gallery Meeting Room
Hybrid/In-Person

Megan Dugan, *Chair*, City of Vancouver
Marie Coffey, *Vice Chair/Secretary*, Clark County At-Large
Kristy Morgan, Clark County At-Large
Vacant, Skamania County
Vacant, City of Vancouver
Olga Hodges, Klickitat County
Irina Kakorina, Clark County At-Large

Present Board: Marie Coffey, Megan Dugan, Olga Hodges, Irina Kakorina (remote), Kristy Morgan

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Catrina Galicz, Finance Director; Andrea Scherer, Human Resources Director; Alicia Gomori, Deputy Director; Miranda Holtmann, Executive Assistant; Lucien Kress, IT Director; Jason Reetz, Facilities and Fleet Director; Brett Auger, Strategic Initiatives and Public Records Officer; Jamie Bair, Outreach and Program Coordinator for Adults; Kelsey Hudson, Outreach and Program Coordinator for Youth; David Wyatt, Branch Manager, Stevenson Community Library

Remote Access: <https://us06web.zoom.us/j/86539660767> • Meeting ID: 865 3966 0767 • Passcode: 620506

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

1. **CALL TO ORDER** - Chair Dugan called the meeting to order at 6:00 p.m.
2. **AGENDA APPROVAL** – At 6:00 p.m. Trustee Morgan made a motion to approve the agenda. Trustee Coffey seconded. Motion approved with 5 out of 5 votes.
3. **CHAIR ANNOUNCEMENTS** – the Chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
 - Jake Ausmus of Vancouver made a public comment about the WPEA contract ratification.
 - Julie Koepp of Vancouver made a public comment about libraries' commitment to intellectual freedom.
 - Quill Onstead of Portland made a public comment about drag queen story hour.
 - Janet Hedgepath of Vancouver made a public comment about the Strategic Plan.
 - Ann Bauer of Vancouver made a public comment about respect and ratifying the WPEA contract.
 - Mary Repar of Stevenson made a public comment about the Strategic Plan vote.
 - Dijana Katan of Clark County made a public comment about equity and the Strategic Plan.
 - Jamie Bair of Vancouver made a public comment about board conduct.
 - Nancy Potter of Clark County made a public comment about board equity and communication.
 - Marla Koch of Vancouver made a public comment about equity.
 - Laurie Cornelius of Clark County made a public comment about equity.
 - 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 programming.
 - Pat Calver of Skamania County made a public comment about equity.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:26 p.m. Trustee Morgan made a motion to approve the Consent Agenda. Trustee Hodges seconded. Motion approved with 5 out of 5 votes.
6. **REPORTS**
 - 6.1. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:30 p.m. Catrina Galicz presented the **Financial Statements for the month ending March 31, 2026.**

Statement of Cash: Cash continues to decrease as expenditures outpace revenue at just under 3.5 million in March. This is expected and will not be the case in April when revenue is received. The target of 90-day cash-on-hand expectation was still being met at the end of March.

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Statement of Revenue: Revenues are meeting expectations based on timing and revenue cycles. There will be a large influx in revenues as property taxes come in during April. Additionally, some grants and contracts are expected to come in during the second quarter. Investment interest is expected to catch up with budget to date expectations in May-June and pick up more considerably in the third and fourth quarter. Galicz pointed out the \$20,000 in Carnegie grant funds in the gifts and contributions line. Under Miscellaneous Revenues, insurance recovery funds from the server room fire at Vancouver Community library continue to come in. There is also some miscellaneous revenue from the surplus of vehicles that were past their use but did well at auction.

Statement of Expenses: Personnel is expected to be closer to year-to-date budget to actual in the second and third quarter due to ratified union agreements and increased staffing in June. The Professional Services line is higher than budget to date due to several projects and are in the architectural and engineering phases before those capital projects can take place. Maintenance and Licensing line item is higher than projected budget as many annual costs are charged at the beginning of the year. Galicz also noted that FVRL is in the process of moving to a new enterprise resource planning (ERP) program for accounting. Payments to Tyler Technologies, the new system, will be seen in the claims report as both software support, for the platform itself and professional services for assistance with the transition and conversion of the data from the old platform to the new system.

RECEIVE AND FILE MARCH FINANCIAL STATEMENTS – At 6:37 p.m. Trustee Morgan made a motion to approve receiving and filing the March financial statements. Trustee Coffey seconded. Motion approved with 5 out of 5 votes.

6.2. ORGANIZATIONAL REPORT – At 6:37 p.m. Alicia Gomori provided the following highlights from the organizational report:

- **Cascade Park Community Library** mentioned they're seeing higher numbers than usual for tech help, a program across the district where patrons can receive free tech assistance at their library.
- **La Center Community Library** shared a story of a patron who tried the Ukulele from the Library of Things and loved it so much they ended up getting their own and continued to learn the instrument.
- **Three Creeks Community Library** participated in Thomas Jefferson Middle School's Multicultural Night.
- **Programs and Outreach Division (POD)** is working on planning for the Clark County Bookmobile. A Senior Library Assistant in POD presented on 3D Printing at the Public Library Association Conference in April.

Jennifer Giltrop added that planning for the Washougal Community Library project continues and that on Wednesday, June 17 at 6:30 p.m. a community update meeting will be held at the Washougal Community Center. This will be an opportunity for the architects to share renderings and an overview of the plan.

Giltrop also expressed appreciation to staff across the district as FVRL prepares for expanded hours on June 1. Giltrop also thanked the taxpayers for believing in the power of libraries and saying yes to the levy lid lift in 2025.

6.3. BRANCH REPORT: STEVENSON COMMUNITY LIBRARY – At 6:44 P.M. David Wyatt provided an update on library activities around the Stevenson Community Library, North Bonneville, and the Skamania Bookmobile. Skamania County has the lowest population density of the counties that FVRL serves. The Bookmobile spends 25 hours a week on the road, four days a week and that is not including going to community events and outreach, typically on Saturdays. Wyatt provided some information about the history of the branch. 70% of Stevenson city residents are library card holders. North Bonneville

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Community Library had a steep increase in checkouts and visits last year, largely attributed to the Passport program for the 75th Anniversary.

Wyatt highlighted some of the new programming offered including Tech Help, a Prepare to Hike the Gorge program offered in partnership with local Search and Rescue, and disaster preparedness events tied to the Community Reads Program. The new Spring Break performer was also a success. Wyatt also highlighted programming such as Teen/Tween Horror Movie Night and Summer at Your Library. Wyatt noted the outreach done by the bookmobile including at Spring Fest and the Bike Rodeo. He also spotlighted the Grow a Reader collection, books that are made available to the community in key locations, for example the new Teen Center in Skamania country.

Following his presentation, Wyatt fielded questions from the board about the bookmobile and the expanded hours.

6.4 FVRL FOUNDATION REPORT – At 7:00 p.m. Jenny Wilkerson provided an update on FVRL Foundation. The Foundation is undergoing a reorganization. Jennifer Samwel is the first Director of Development Operations. Judy Musa's role is now focused on supporting the collaboration and needs of the Friends Groups. The Foundation has historically had a fiscal year that was July 1 to June 30. The foundation will be changing their fiscal year to align with the district. As the Foundation closes out its last ever June 30th fiscal year, Wilkerson reported that the Foundation has doubled its granting to the district for annual support. Wilkerson thanked the generous support of donors who believe in the mission of the foundation and libraries. Wilkerson also thanked Jennifer Giltrop for her leadership and cooperation. In the spirit of deepening the partnership, Wilkerson announced that the Foundation will be moving back into the Operations Center this summer.

6.5 SUMMER AT YOUR LIBRARY REPORT – At 7:04 p.m. Jamie Bair and Kelsey Hudson provided an update on Summer Reading at Your Libraries. Summer Reading is a free all ages program where people can read, complete a challenge, and earn prizes, all while staying connected to the libraries over the summer. The Summer Reading Challenge takes place from June 15 through August 15. This year there will be a focused effort on adult summer reading challenges to encourage engagement with a particular focus on adults aged 18 – 30. There will be prizes available for all ages, made possible by the Foundation. There will also be programming for all ages.

The Clark County Bookmobile will launch on June 1 and will help bring the Summer Reading program and challenges out to the people at meal sites, low income apartments, food banks, and senior centers. On the 80+ sites for the bookmobile stops, prioritization was placed on places that are 2+ miles away from a library and areas where people don't have access to bus lines to get to libraries.

7. **EXECUTIVE SESSION** – At 7:18 p.m. Chair Dugan announced that the Board would exit the room to meet in executive session to discuss collective bargaining as allowed by RCV 42.30.140(4b). The Chair announced that that the board is expected to take action following the executive Session.

The Chair called the meeting back to order at 7:39 p.m.

8. **RESOLUTION 2026-05: WPEA CBA RATIFICATION** - At 7:40 p.m. Trustee Morgan made a motion to approve Resolution 2026-05 Ratifying the Collective Bargaining Agreement with WPEA. Trustee Coffey seconded. The motion was approved with 5 out of 5 votes.

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9. **BOARD COMMENT** – at 7:40 p.m. Olga Hodges thanked staff for their reports and encouraged everyone to sign up for Summer Reading.
10. Setting for next regular meeting: Monday, June 15 at 6:00 p.m. at Ridgefield Community Library. It will be a hybrid (in-person/online) meeting.
11. **ADJOURNMENT** – At 7:42 p.m. the chair adjourned the meeting.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

May 31, 2026

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, June 15, 2026,

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

	May 1, 2026	through	May 31, 2026	
Accounts Payable Warrants Issued	Numbers	123211	Through 123210	\$ 1,306,968.76
Accounts Payable EFT Payments		3271	Through 3358	\$ 492,531.47
Accounts Payable Voids	Numbers	122219, 122362		(\$ 310,377.11)
Subtotal FVRL General Fund Warrants, EFTS, Voids				\$ 1,489,123.12
Payroll Electronic Fund Transfers	Numbers	20260501	Through 20260531	\$ 1,165,116.88
Other Electronic Fund Transfers Completed				
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>		
ADP Payroll Fees	May 27, 2026	5,892.38		
CLARK REG WASTEWTR	May 29, 2026	56.06		
CLARK REG WASTEWTR	May 29, 2026	48.00		
FNBO VISA	May 4, 2026	60,778.73		
KAISER HSA	May 28, 2026	17,727.60		
KAISER HSA	May 26, 2026	52.00		
WA DOR Sales/Use Tax	May 18, 2026	2,556.87		
WA DRS - DCP	May 12, 2026	6,496.57		
WA DRS - PERS	May 11, 2026	2,973.80		
WA DRS - DCP	May 12, 2026	67,349.33		
WA DRS - PERS	May 27, 2026	67,096.58		
WA DRS - PERS	May 27, 2026	6,620.62		
				\$ 237,648.54
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids				\$ 2,891,888.54
Total Transactions for Approval				\$ 2,891,888.54

Jennifer Giltrop

DISTRICT LIBRARY - EXECUTIVE DIRECTOR

Megan Dugan

Megan Dugan (Jun 16, 2026 09:55:48 PDT)

DISTRICT LIBRARY - BOARD TRUSTEE

WARRANTS

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
AFSC0001	Payment	5/6/2026	123211	AFSCME	3,001.47
ASPE0002	Payment	5/6/2026	123212	ASPEN PEST CONTROL	355.24
AT&T0001	Payment	5/6/2026	123213	AT & T	501.27
AT&T0003	Payment	5/6/2026	123214	AT&T MOBILITY	20.00
AVIS0001	Payment	5/6/2026	123215	AVISTA UTILITIES	50.28
CADY0001	Payment	5/6/2026	123216	CADY BUSINESS TECHNOLOGIES INC	1,273.40
CALI0011	Payment	5/6/2026	123217	CALIBER PLUMBING & MECHANICAL SERVICES LLC	3,295.08
CASS0003	Payment	5/6/2026	123218	CASS MOBILE ART	600.00
CENT0002	Payment	5/6/2026	123219	CENTRAL WASHINGTON UNIVERSITY	62.00
CENT0012	Payment	5/6/2026	123220	CENTURYLINK	879.83
CLAR0004	Payment	5/6/2026	123221	CLARK PUD	2,369.91
COLU0011	Payment	5/6/2026	123222	COLUMBIA GORGE MUSEUM	250.00
DELL0001	Payment	5/6/2026	123223	DELL MARKETING LP	30,846.11
ECOL0001	Payment	5/6/2026	123224	ECOLIGHTS NORTHWEST, LLC	265.36
ELEV0001	Payment	5/6/2026	123225	ELEVATE BUILDING COMMISSIONING, LLC	2,012.50
ENCY0001	Payment	5/6/2026	123226	ENCYCLOPAEDIA BRITANNICA INC	46,869.00
FORT0002	Payment	5/6/2026	123227	FVRL FOUNDATION	20.00
GOLD0005	Payment	5/6/2026	123228	GOLDENDALE SENTINEL	754.19
GORG0010	Payment	5/6/2026	123229	THE GORGE MAGAZINE	173.50
HAMP0001	Payment	5/6/2026	123230	HAMPTON AUTO GLASS	43.48
ICMA0001	Payment	5/6/2026	123231	ICMA RETIREMENT CORPORATION	4,880.70
INGR0001	Payment	5/6/2026	123232	INGRAM	109,974.10
KLIC0002	Payment	5/6/2026	123233	KLICKITAT COUNTY PUD	1,887.98
LING0003	Payment	5/6/2026	123234	LINGUAVA	175.01
MACD0003	Payment	5/6/2026	123235	MACDONALD-MILLER FACILITY SOLUTIONS LLC	99,567.50
MIDW0002	Payment	5/6/2026	123236	MIDWEST TAPE	3,255.26
MORG0004	Payment	5/6/2026	123237	MORGAN, KRISTINA	22.19
NAPA0003	Payment	5/6/2026	123238	NAPA - STEVENSON	97.90
NORT0005	Payment	5/6/2026	123239	NORTHWEST NATURAL GAS COMPANY	272.40
OLMS0001	Payment	5/6/2026	123240	OLMSTEAD, BARRIE	459.94
OREG0002	Payment	5/6/2026	123241	OREGON EQUIPMENT COMPANY, INC	611.74
OTIS0001	Payment	5/6/2026	123242	OTIS ELEVATOR COMPANY	2,177.27
PAIG0001	Payment	5/6/2026	123243	PAIGE COMPANY CONTAINERS, INC	3,709.00
PDQC0001	Payment	5/6/2026	123244	PDQ.COM CORPORATION	6,485.00
PEAC0001	Payment	5/6/2026	123245	PEACHSTATE HOBBY DISTRIBUTION	1,060.50
REFL0001	Payment	5/6/2026	123246	REFLECTOR	655.00
RODD0001	Payment	5/6/2026	123247	RODDA PAINT CO	100.56
ROPP0001	Payment	5/6/2026	123248	ROPP, JASON	950.00
SHIE0001	Payment	5/6/2026	123249	SHIELS OBLETZ JOHNSEN, INC	14,660.49
SKAM0001	Payment	5/6/2026	123250	SKAMANIA COUNTY PUD #1	619.57
SKAM0002	Payment	5/6/2026	123251	SKAMANIA COUNTY PIONEER	297.50
SNOV0001	Payment	5/6/2026	123252	SNO VALLEY PROCESS SOLUTIONS	3,070.98
TMOB0001	Payment	5/6/2026	123253	T-MOBILE USA INC	205.34
ULIN0001	Payment	5/6/2026	123254	ULINE	1,072.06
UNUM0002	Payment	5/6/2026	123255	UNUM LIFE INS CO OF AMERICA	310,377.11
VANC0001	Payment	5/6/2026	123256	CITY OF VANCOUVER UTILITIES	2,005.78
VANC0002	Payment	5/6/2026	123257	VANCOUVER BOLT & SUPPLY	4.65

VANC0040	Payment	5/6/2026 123258	VANCOUVER TOYOTA	108.67
VAND0009	Payment	5/6/2026 123259	VANDERHOUWEN & ASSOCIATES, INC	13,564.58
VERI0002	Payment	5/6/2026 123260	VERIZON	1,079.94
WALT0001	Payment	5/6/2026 123261	WALTER E NELSON COMPANY	1,250.96
WAPI0001	Payment	5/6/2026 123262	WAPITI NW, LLC	107.72
WOOD0001	Payment	5/6/2026 123263	CITY OF WOODLAND	329.62
ZZZZ0388	Payment	5/6/2026 123264	BOLOTNIKOVA, IRYNA	10.00
ZZZZ0470	Payment	5/6/2026 123265	KESSEL, CECELIA MARIE	15.00
KAIS0001	Payment	5/7/2026 123266	KAISER FOUNDATION HEALTH PLAN	294,817.78
UNUM0002	Payment	5/7/2026 123267	UNUM LIFE INS CO OF AMERICA	15,559.33
ALLI0006	Payment	5/21/2026 123268	ALLIANT INSURANCE SERVICES, INC.	9,268.38
ALLS0003	Payment	5/21/2026 123269	ALL STAR RENT A FENCE, INC	2,332.80
CADY0001	Payment	5/21/2026 123270	CADY BUSINESS TECHNOLOGIES INC	571.73
CARP0002	Payment	5/21/2026 123271	CARPENTER MEDIA GROUP OREGON	8,996.23
CENT0001	Payment	5/21/2026 123272	CENTER POINT PUBLISHING	449.46
CENT0009	Payment	5/21/2026 123273	CENTURYLINK	77.29
CENT0012	Payment	5/21/2026 123274	CENTURYLINK	475.75
CENT0013	Payment	5/21/2026 123275	CENTURYLINK	2,203.05
CITY0005	Payment	5/21/2026 123276	CITY OF NORTH BONNEVILLE	240.00
CLAR0004	Payment	5/21/2026 123277	CLARK PUD	14,805.82
COLU0003	Payment	5/21/2026 123278	COLUMBIA RESOURCE COMPANY	17.74
COLU0005	Payment	5/21/2026 123279	COLUMBIAN	1,600.00
COLU0032	Payment	5/21/2026 123280	COLUMBIA RIVER DISPOSAL	104.21
COMC0002	Payment	5/21/2026 123281	COMCAST INSTITUTIONAL NETWORKS	10,237.91
COUC0002	Payment	5/21/2026 123282	COUCHMAN, STEPHEN	682.00
COWL0001	Payment	5/21/2026 123283	COWLITZ COUNTY PUD	942.24
ENAV0001	Payment	5/21/2026 123284	ENAVATE, INC	490.05
GBMA0001	Payment	5/21/2026 123285	GB MANCHESTER CORPORATION	887.45
GOLD0003	Payment	5/21/2026 123286	CITY OF GOLDENDALE	393.34
HOME0001	Payment	5/21/2026 123287	HOME DEPOT CREDIT SERVICES	1,343.89
ICMA0001	Payment	5/21/2026 123288	ICMA RETIREMENT CORPORATION	4,867.72
INGR0001	Payment	5/21/2026 123289	INGRAM	51,494.12
KETE0001	Payment	5/21/2026 123290	KETER ENVIRONMENTAL SERVICES INC	114.28
KINO0001	Payment	5/21/2026 123291	KINOKUNIYA BOOKSTORES OF AMERICA	49.74
LABO0003	Payment	5/21/2026 123292	DEPT OF LABOR & INDUSTRIES	146.30
LACE0003	Payment	5/21/2026 123293	CITY OF LA CENTER	76.60
LESS0001	Payment	5/21/2026 123294	LES SCHWAB TIRE CENTER	100.16
LYNG0001	Payment	5/21/2026 123295	LYNGSOE SYSTEMS INC.	45,789.18
MANG0002	Payment	5/21/2026 123296	MANGO LANGUAGES	33,913.61
MIDW0002	Payment	5/21/2026 123297	MIDWEST TAPE	22,289.14
NORT0005	Payment	5/21/2026 123298	NORTHWEST NATURAL GAS COMPANY	5,663.02
OETC0001	Payment	5/21/2026 123299	OETC	2,883.58
PACI0001	Payment	5/21/2026 123300	PACIFIC OFFICE AUTOMATION	15,027.83
PACI0022	Payment	5/21/2026 123301	PACIFIC TECH CONSTRUCTION	6,821.36
PROQ0001	Payment	5/21/2026 123302	PROQUEST	22,691.52
QUAD0002	Payment	5/21/2026 123303	QUADIENT, INC	686.19
REPU0001	Payment	5/21/2026 123304	REPUBLIC SERVICES #487	146.57
RIDG0005	Payment	5/21/2026 123305	RIDGEFIELD, CITY OF	229.30
ROSE0011	Payment	5/21/2026 123306	ROSE CITY UPHOLSTERY	583.20

SCHO0004	Payment	5/21/2026	123307	SCHOLASTIC INC	1,698.42
SCHR0009	Payment	5/21/2026	123308	SCHREIBER, DANIEL R	850.00
SMAR0005	Payment	5/21/2026	123309	SMARSH	2.70
STEV0001	Payment	5/21/2026	123310	CITY OF STEVENSON	373.05
SWAN0001	Payment	5/21/2026	123311	SWANK MOVIE LICENSING USA	578.00
TOWN0007	Payment	5/21/2026	123312	THE TOWN OF YACOLT	200.00
ULIN0001	Payment	5/21/2026	123313	ULINE	1,134.57
UNIQ0002	Payment	5/21/2026	123314	UNIQUE MANAGEMENT SERVICES INC	1,440.95
UNUM0002	Payment	5/21/2026	123315	UNUM LIFE INS CO OF AMERICA	15,603.74
VANC0001	Payment	5/21/2026	123316	CITY OF VANCOUVER UTILITIES	1,669.73
VANC0040	Payment	5/21/2026	123317	VANCOUVER TOYOTA	457.86
VAND0009	Payment	5/21/2026	123318	VANDERHOUEWEN & ASSOCIATES, INC	9,878.05
WALT0001	Payment	5/21/2026	123319	WALTER E NELSON COMPANY	5,418.01
WASH0049	Payment	5/21/2026	123320	CITY OF WASHOUGAL	18.56
WAST0001	Payment	5/21/2026	123321	WASTE CONNECTIONS INC	4,943.91
WAST0003	Payment	5/21/2026	123322	WASTE CONTROL, INC.	118.79
WHIT0001	Payment	5/21/2026	123323	CITY OF WHITE SALMON	206.81
ZAYO0001	Payment	5/21/2026	123324	ZAYO GROUP, LLC	3,541.10
				Warrants Total	1,306,968.76

EFTs

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0011	Payment	5/6/2026	EFT03271	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	4,031.82
ALLE0015	Payment	5/6/2026	EFT03272	ALLEGIANCE COBRA SERVICES INC	103.00
BAIR0001	Payment	5/6/2026	EFT03273	BAIR, JAMIE	991.50
BAZU0001	Payment	5/6/2026	EFT03274	BAZUA, MARA Z	300.00
CREA0009	Payment	5/6/2026	EFT03275	CREATIVE FINANCIAL STAFFING LLC	11,156.32
DEMC0001	Payment	5/6/2026	EFT03276	DEMCO	1,261.98
FERG0001	Payment	5/6/2026	EFT03277	FERGUSON ENTERPRISES, INC #3007	1,152.93
GALE0002	Payment	5/6/2026	EFT03278	GALE	1,946.52
GETP0001	Payment	5/6/2026	EFT03279	GET PROGRAM	522.32
HACK0003	Payment	5/6/2026	EFT03280	HACKER	66,816.20
HARR0001	Payment	5/6/2026	EFT03281	HARRYS KEY SERVICE, INC.	19.49
JENK0005	Payment	5/6/2026	EFT03282	JENKINS, COREY H	500.00
KOE0002	Payment	5/6/2026	EFT03283	KOEHLER, SHERRI ELLEN	320.00
KRES0001	Payment	5/6/2026	EFT03284	KRESS, LUCIEN	894.21
LHHR0001	Payment	5/6/2026	EFT03285	LHH RECRUITING SOLUTIONS, INC.	3,528.36
LIBR0016	Payment	5/6/2026	EFT03286	LIBRARY IDEAS LLC	685.32
LITT0001	Payment	5/6/2026	EFT03287	LITTLE, JACLYN	1,519.86
MART0015	Payment	5/6/2026	EFT03288	MARTIN, ELIZABETH	75.00
MCEL0004	Payment	5/6/2026	EFT03289	MCELRATH, ATHENA	150.00
NAPA0001	Payment	5/6/2026	EFT03290	NAPA GENUINE PARTS (CORP)	317.91
OCAS0001	Payment	5/6/2026	EFT03291	ANGEL OCASIO	550.00
OFFI0001	Payment	5/6/2026	EFT03292	OFFICE DEPOT CARD PLAN	1,991.07
OVER0004	Payment	5/6/2026	EFT03293	OVERDRIVE	72,756.78
PLAT0001	Payment	5/6/2026	EFT03294	PLATT ELECTRIC SUPPLY	452.97
PLAY0001	Payment	5/6/2026	EFT03295	PLAYAWAY PRODUCTS LLC	3,260.47
POLI0002	Payment	5/6/2026	EFT03296	KERRY POLITZER	390.00
RIES0001	Payment	5/6/2026	EFT03297	RIES, RACHAEL	353.50

RIVE0005	Payment	5/6/2026 EFT03298	RIVER CITY ENVIRONMENTAL, INC	3,267.71
ROVI0001	Payment	5/6/2026 EFT03299	ROVING HORSE HENNA LLC	550.00
SENT0001	Payment	5/6/2026 EFT03300	SENTRUM BOOKSTORE	1,466.30
SHRE0001	Payment	5/6/2026 EFT03301	SHRED NORTHWEST, LLC	130.68
STOE0001	Payment	5/6/2026 EFT03302	STOEL RIVES LLP	14,396.26
TKEL0001	Payment	5/6/2026 EFT03303	TK ELEVATOR CORPORATION	3,950.90
TSAI0001	Payment	5/6/2026 EFT03304	TSAI FONG BOOKS, INC	1,181.79
TYLE0002	Payment	5/6/2026 EFT03305	TYLER TECHNOLOGIES, INC.	2,700.72
USAM0002	Payment	5/6/2026 EFT03306	USA MECHANICAL	4,963.46
USCE0002	Payment	5/6/2026 EFT03307	US CENTENNIAL VANCOUVER MALL LLC	10,524.65
WOLF0005	Payment	5/6/2026 EFT03308	WOLF, JOHN	663.01
WPEA0001	Payment	5/6/2026 EFT03309	WPEA	3,089.07
WPEA0003	Payment	5/6/2026 EFT03310	WPEA UFCW	2,117.28
WTCO0001	Payment	5/6/2026 EFT03311	WT COX SUBSCRIPTIONS	72.90
ALLE0014	Payment	5/21/2026 EFT03312	ALLEGIANCE BENEFIT PLAN MGMT - FEES	123.25
ASTO0001	Payment	5/21/2026 EFT03313	ASTOUND BUSINESS SOLUTIONS, LLC	4,778.21
BATT0001	Payment	5/21/2026 EFT03314	CITY OF BATTLE GROUND	594.86
CANO0002	Payment	5/21/2026 EFT03315	CANOPY WELLBEING	528.00
CATB0001	Payment	5/21/2026 EFT03316	CAT BROS ENTERTAINMENT, INC.	3,545.00
CBMS0007	Payment	5/21/2026 EFT03317	CBM SYSTEMS, LLC	51,535.49
DELS0001	Payment	5/21/2026 EFT03318	DEL SOL INC.	12,943.13
DIAZ0001	Payment	5/21/2026 EFT03319	DIAZ, CHRISTOPHER	300.00
DOBS0001	Payment	5/21/2026 EFT03320	IAN DOBSON	1,254.00
FERG0001	Payment	5/21/2026 EFT03321	FERGUSON ENTERPRISES, INC #3007	3,706.07
FIRS0003	Payment	5/21/2026 EFT03322	FIRST CITIZENS BANK	19,291.37
GALE0002	Payment	5/21/2026 EFT03323	GALE	2,200.27
GETP0001	Payment	5/21/2026 EFT03324	GET PROGRAM	522.32
GISI0001	Payment	5/21/2026 EFT03325	GISI MARKETING GROUP	5,771.37
GREE0011	Payment	5/21/2026 EFT03326	GREEN, MARIA VICTORIA	475.00
HACK0003	Payment	5/21/2026 EFT03327	HACKER	2,038.60
HARR0001	Payment	5/21/2026 EFT03328	HARRYS KEY SERVICE, INC.	240.19
HELL0003	Payment	5/21/2026 EFT03329	HELLE, SUSAN	131.81
KANO0001	Payment	5/21/2026 EFT03330	KANOPY LLC	10,892.00
LHHR0001	Payment	5/21/2026 EFT03331	LHH RECRUITING SOLUTIONS, INC.	8,129.17
LIWU0001	Payment	5/21/2026 EFT03332	LI, WUCHI	20.30
MART0011	Payment	5/21/2026 EFT03333	YUKI MARTIN	670.00
MART0015	Payment	5/21/2026 EFT03334	MARTIN, ELIZABETH	10.15
MCIN0003	Payment	5/21/2026 EFT03335	MCINTOSH, JANE	50.00
MINT0005	Payment	5/21/2026 EFT03336	MINTZ, KATHLEEN	5.51
NASH0002	Payment	5/21/2026 EFT03337	NASH, ZOE	530.25
NORT0056	Payment	5/21/2026 EFT03338	NORTH PACIFIC MANAGEMENT	12,896.00
OFFI0001	Payment	5/21/2026 EFT03339	OFFICE DEPOT CARD PLAN	2,064.52
OVER0004	Payment	5/21/2026 EFT03340	OVERDRIVE	82,269.27
PAPE0003	Payment	5/21/2026 EFT03341	PAPER CUT SOCIETY LLC	165.00
PARS0003	Payment	5/21/2026 EFT03342	PARSONS, ANDREW	24.94
PEOP0001	Payment	5/21/2026 EFT03343	PEOPLESPLACE	3,709.30
PLAT0001	Payment	5/21/2026 EFT03344	PLATT ELECTRIC SUPPLY	18.77
PLAY0001	Payment	5/21/2026 EFT03345	PLAYAWAY PRODUCTS LLC	208.76
PUBL0008	Payment	5/21/2026 EFT03346	PUBLIC PROCUREMENT PARTNERS OF WA	900.00

RODR0003	Payment	5/21/2026	EFT03347	RODRIGUEZ, MARGARET COLLETTE	87.50
STER0004	Payment	5/21/2026	EFT03348	STERLING	454.30
STOR0005	Payment	5/21/2026	EFT03349	STORYTIME PODS PTY LTD	6,250.00
TDJC0001	Payment	5/21/2026	EFT03350	TERESA D. JOHNSON CPA, INC.	1,145.32
THOM0015	Payment	5/21/2026	EFT03351	THOMSON REUTERS-WEST PUBLISHING CORP	696.96
TSAI0001	Payment	5/21/2026	EFT03352	TSAI FONG BOOKS, INC	116.18
TYLE0002	Payment	5/21/2026	EFT03353	TYLER TECHNOLOGIES, INC.	2,700.72
USAM0002	Payment	5/21/2026	EFT03354	USA MECHANICAL	2,374.02
VANC0026	Payment	5/21/2026	EFT03355	VANCOUVER FAMILY MAGAZINE	529.00
WEXB0001	Payment	5/21/2026	EFT03356	WEX BANK	6,087.15
WPEA0001	Payment	5/21/2026	EFT03357	WPEA	3,138.63
WTCO0001	Payment	5/21/2026	EFT03358	WT COX SUBSCRIPTIONS	11,286.55
EFT's Total					492,531.47

VOIDs

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Current Trx Amount
UNUM0002	Payment	5/6/2026	123255	UNUM LIFE INS CO OF AMERICA	(310,377.11)
Voids Total					(310,377.11)

PAYROLL

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Current Trx Amount
ADP0001	Payment	5/5/2026	Payroll 5/5/2026	ADP - Net Payroll Wages	22,292.74
ADP0001	Payment	5/5/2026	Payroll 5/5/2026	ADP - Federal Payroll Taxes	4,456.68
ADP0001	Payment	5/5/2026	Payroll 5/5/2026	ADP - Oregon State Payroll Taxes	171.78
ADP0001	Payment	5/5/2026	Payroll 5/5/2026	ADP - PFMLA Taxes	302.00
ADP0001	Payment	5/5/2026	Payroll 5/5/2026	ADP - WA Cares Fund Taxes	143.65
ADP0001	Payment	5/5/2026	Payroll 5/5/2026	ADP - OR Transit Tax	5.24
Subtotal Off - Cycle Payroll					27,372.08
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - Net Payroll Wages	418,448.94
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - Federal Payroll Taxes	134,931.09
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - Oregon State Payroll Taxes	5,235.72
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - PFMLA Taxes	6,717.93
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - WA Cares Fund Taxes	3,232.13
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - Garnishment	130.00
ADP0001	Payment	5/8/2026	Payroll 5/8/2026	ADP - OR Transit Tax	77.57
Subtotal 1st Payroll					568,773.30
ADP0001	Payment	5/22/2026	Payroll 5/22/2026	ADP - Net Payroll Wages	416,490.54
ADP0001	Payment		Payroll 5/22/2026	ADP - Federal Payroll Taxes	137,125.53
ADP0001	Payment		Payroll 5/22/2026	ADP - Oregon State Payroll Taxes	5,229.36
ADP0001	Payment		Payroll 5/22/2026	ADP - PFMLA Taxes	6,696.37
ADP0001	Payment		Payroll 5/22/2026	ADP - WA Cares Fund Taxes	3,222.14
ADP0001	Payment		Payroll 5/22/2026	ADP - Garnishment	130.00
ADP0001	Payment		Payroll 5/22/2026	ADP - OR Transit Tax	77.56
Subtotal 2nd Payroll					568,971.50
Payroll Total					1,165,116.88

OTHER ACHs

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	5/27/2026		118802 ADP	5,892.38
CLAR0026	Payment	5/29/2026		118805 CLARK REG WASTEWTR	56.06
CLAR0026	Payment	5/29/2026		118806 CLARK REG WASTEWTR	48.00
VISA0002	Payment	5/4/2026		118796 FNBO Visa	60,778.73
KAIS0005	Payment	5/26/2026		118803 KAISER HSA	17,727.60
KAIS0005	Payment	5/28/2026		118804 KAISER HSA	52.00
WASH0013	Payment	5/12/2026		118797 WASH DEPT OF RETIREMENT SYSTEM	6,496.57
WASH0013	Payment	5/11/2026		118798 WASH DEPT OF RETIREMENT SYSTEM	2,973.80
WASH0013	Payment	5/12/2026		118799 WASH DEPT OF RETIREMENT SYSTEM	67,349.33
WASH0013	Payment	5/27/2026		118800 WASH DEPT OF RETIREMENT SYSTEM	67,096.58
WASH0013	Payment	5/27/2026		118801 WASH DEPT OF RETIREMENT SYSTEM	6,620.62
WASH0007	Payment	5/18/2026		118807 WASHINGTON DEPT OF REVENUE	2,556.87
Other ACH's Total					\$ 237,648.54
Overall Total					\$ 2,891,888.54

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending April 30, 2026 (With year-to-date totals)

December 31, 2025 Ending Cash Balance	18,596,471
Year-to-date Revenue Received	27,417,641
Year-to-date Expenditures	(11,457,361)
Adjustment for accrued expenditures	221,254
Cash Balance April 30, 2026	<u>\$ 34,778,005</u>

	Cash Balance as of January 1, 2026	Net Operational Activity April, 2026	Year-to-Date Totals thru April, 2026	Cash Balance as of April 30, 2026
Operational Reserve (Unassigned)	<u>\$ 11,032,419</u>	19,868,001	16,181,534	<u>\$ 27,295,170</u>

	Capital Reserves as of January 1, 2026	April, 2026 Expenditures	Year-to-Date Totals thru April, 2026	Capital Reserves as of April 30, 2026
Obj 1 - Capital repairs and maintenance	\$ 1,179,052	\$ -	\$ -	\$ 1,179,052
Obj 2 - Replacement Vehicles	250,000	-	81,218	168,782
Obj 3 - Capital Projects				
Washougal	5,000,000	-	-	5,000,000
Branch Refresh Projects	1,135,000	-	-	1,135,000
Cash Reserve Fund Expense Total	<u>\$ 7,564,052</u>	<u>\$ -</u>	<u>\$ 81,218</u>	<u>\$ 7,482,834</u>

	Beginning January 1, 2026	Ending April 30, 2026
Overall Cash Balance	<u>\$ 18,596,471</u>	<u>\$ 34,778,005</u>

Cash Target: > 60 to 90 days of annual budget
60 Days = \$8,502,263
90 Days = \$12,753,395

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2026
For the Month Ending April 30, 2026 (With year-to-date totals)

	2026 Budget	April, 2026 Revenues	Year-to-Date Totals thru April, 2026	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	49,632,138	22,070,317	26,210,972	53%
Property Taxes - Skamania	1,483,826	139,161	183,871	12%
Property Taxes - Klickitat	2,817,424	280,732	317,146	11%
Property Taxes - Cowlitz	629,846	28,667	37,471	6%
Total Property Taxes	54,563,233	22,518,877	26,749,459	49%
Other Taxes, Grants & Contracts				
Other Taxes	360,000	86,705	229,355	64%
Grants	10,000	-	-	0%
ESD 112	6,000	-	-	0%
Yale Valley Library Dist	160,000	-	-	0%
Yale Valley Library Dist Capital Reimb.	20,000	-	-	0%
Total Intergovernmental, Grants & Contracts	556,000	86,705	229,355	41%
Charges for Services				
Equipment Use Fees	50,000	5,844	21,613	43%
Non-Resident Borrower Fee	25,000	1,950	9,901	40%
Lost / Damaged Material Fee	40,000	3,560	15,362	38%
Total Charges for Services	115,000	11,354	46,877	41%
Miscellaneous				
Investment Interest	1,355,000	69,218	224,654	17%
Rental Income	4,000	287	437	11%
Gifts/Contributions	-	2,567	23,161	100%
Library Friends Groups' Reimbursements	20,000	3,899	15,857	79%
Library Foundation Reimbursements	200,000	18,838	50,621	25%
Miscellaneous	2,500	22,724	59,351	2374%
E-Rate	136,000	-	-	0%
Sale of Assets	10,000	6,759	17,869	179%
Total Miscellaneous	1,727,500	124,292	391,950	22.7%
Total Operating Revenue	\$ 56,961,733	22,741,227	27,417,641	48.1%

Jan.-Dec. 2026 Fiscal Year

April is the 4th month of the fiscal year.
Year-to-date budget percentages should
be at 33.33%, representing 4/12
months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2026
For the Month Ending April 30, 2026 (With year-to-date totals)

	2026 Budget	April, 2026 Expenditures	Year-to-Date Totals thru April, 2026	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 17,675,051	\$ 1,190,827	\$ 4,751,171	27%
Benefit - Medical	4,355,443	250,534	1,008,830	23%
Benefit - Dental	359,746	21,991	88,597	25%
Benefit - Life, LTD, AD&D	174,227	12,370	50,013	29%
Benefit - PERS	1,561,926	65,719	260,529	17%
Benefit - FICA	1,327,636	89,219	355,764	27%
Benefit - L & I - Workers Compensation	98,437	8,927	31,587	32%
Benefit - PFML	54,444	3,844	15,336	28%
Unemployment Expense	15,000	-	-	0%
Personnel Subtotal:	25,621,910	1,643,430	6,561,826	26%
Supplies				
Supplies	377,375	65,458	143,426	38%
Small Equipment (FF&E)	335,500	5,597	39,086	12%
Technology	1,595,000	308,076	331,839	21%
Professional Collection / Tech	235,000	28,503	130,850	56%
Supplies & Small Equipmt/Tech Subtotal:	2,542,875	407,634	645,201	25%
Library Books / Materials				
Library Books & Materials	2,000,000	149,364	499,428	25%
Electronic Resources	2,880,000	206,719	687,492	24%
Library Materials Subtotal:	4,880,000	356,083	1,186,920	24%
Other Services / Charges				
Professional Services	1,493,000	184,143	658,539	44%
Communications	467,400	36,927	133,712	29%
Training / Travel	295,000	18,277	41,312	14%
Advertising	46,000	3,222	10,841	24%
Rentals / Leases	619,193	62,276	198,019	32%
Insurance	306,000	(676)	1,668	1%
Utilities	543,100	41,192	157,405	29%
FAC Repairs & Maintenance	478,500	41,336	156,599	33%
IT Maintenance and Licensing	955,000	7,603	380,871	40%
Misc / Dues / Printing / Other	145,000	4,045	27,135	19%
Intergovernmental Services	800,600	6,429	726,496	91%
Other Charges & Services Subtotal:	6,148,793	404,775	2,492,597	41%
Total Operating Expenditures:	39,193,578	2,811,922	10,886,543	28%
Capital Outlay:				
Buildings / Non-Owned	375,000	-	-	0%
Buildings / Owned	2,750,000	35,200	208,405	8%
Washougal (FVRL)	4,000,000	247,359	281,195	7%
Building Refresh Projects	4,500,000	-	-	0%
Yale	20,000	-	-	0%
Machinery & Equipment	175,000	-	81,218	46%
Capital Outlay Subtotal:	11,820,000	282,559	570,818	5%
Grand Total All Expenditures:	\$ 51,013,578	\$ 3,094,480	\$ 11,457,361	22%

Jan.-Dec. 2026 Fiscal Year

April is the 4th month of the fiscal year.
Year-to-date budget percentages should
be at 33.33%, representing 4/12 months.

Organizational Report Highlights from May 2026 June 15, 2026 Board of Trustees

May was a vibrant month marked by district-wide events and initiatives, a concerted push in outreach, and significant operational preparations.

FVRL welcomed the **2026 Community Reads** author Emma Pattee to Vancouver Community Library, White Salmon Community Library, and Stevenson Community Library, where she discussed her debut novel, *Tilt*. Branches also celebrated participants and winners of the **2026 Bookmark Contest** with creative local events. At Three Creeks Community Library, every participant had the opportunity to laminate and take home their bookmark as a keepsake. Additional celebrations recognizing these talented artists and readers will continue through June.



Outreach efforts throughout the district focused on building excitement for **Summer Reading** before the school year concludes. Staff connected with thousands of students through classroom visits, school partnerships, and library tours. Ridgefield staff visited 21 classrooms at South Ridge Elementary and welcomed seven classes of third graders to the library. In White Salmon, staff reached every class at Whitson Elementary School. Youth Services staff at Vancouver Community Library engaged with more than 1,000 students across five elementary schools, while Goldendale welcomed kindergarten students from Centerville School, encouraging them to “Follow Their Curiosity” as they created artwork that will become part of Summer Reading displays. **Summer Reading begins June 15 and runs through August 15.**

Behind the scenes, a significant organizational effort was dedicated to the final stages of implementing **expanded library hours** across the district. Beginning **June 1**, FVRL increased access by adding 74 additional branch open hours per week across the district as well as 15 hours of service through the launch of the new **Clark County Bookmobile**. Preparing for this expansion required coordination, including recruiting and training new staff, updating facilities signage, and revising branch information across digital platforms, and so much more. The added hours reflect the community’s strong support for greater evening and weekend availability as demonstrated through their approval of the 2025 Levy Lid Lift. We are proud to offer greater access and library services to our southwest Washington communities.

FVRL By The Numbers

About the District

- Covers 4,231 square miles of Southwest Washington along the Columbia River
- Serves a population of 558,143
- Ranges from rural, suburban, and urban communities & settings
- Fifth-largest library district in the state of Washington
- Languages spoken include English, Spanish, Russian, Polish, and other languages

1950
ESTABLISHED
YEAR

7*
MEMBER BOARD
OF TRUSTEES
*2 vacancies

15
LIBRARIES

2
BOOKMOBILES

1
OPERATIONS
CENTER

279
DEDICATED STAFF
MEMBERS

By The Numbers:

Our district in action in 2026 (YTD)

605,487

TOTAL PHYSICAL VISITORS

12,017

NEW CARDS ISSUED

48,665

PROGRAM ATTENDEES

433,241

CATALOG VISITS

460,013

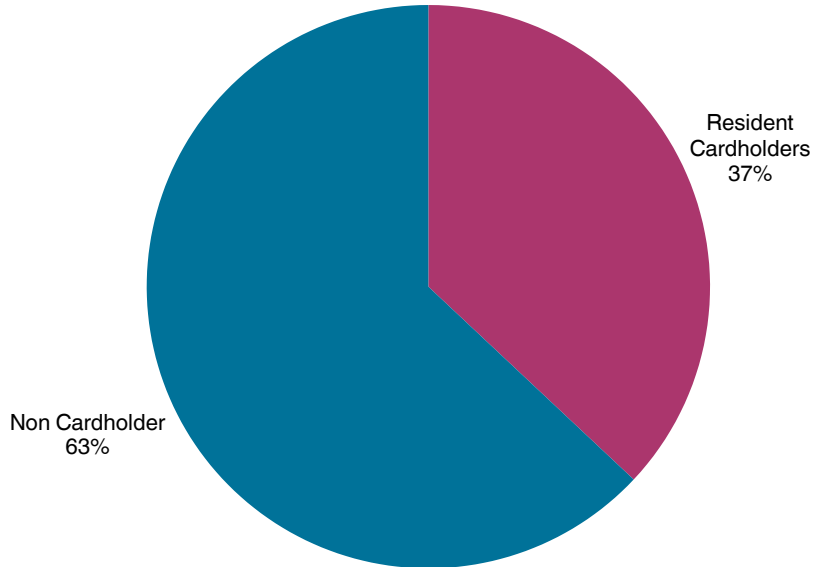
WEBSITE VIEWS

1,684,274

CHECKOUTS

FVRL By The Numbers

Population Served - 558,143
Washington State Office of Financial Management (4/1/25)

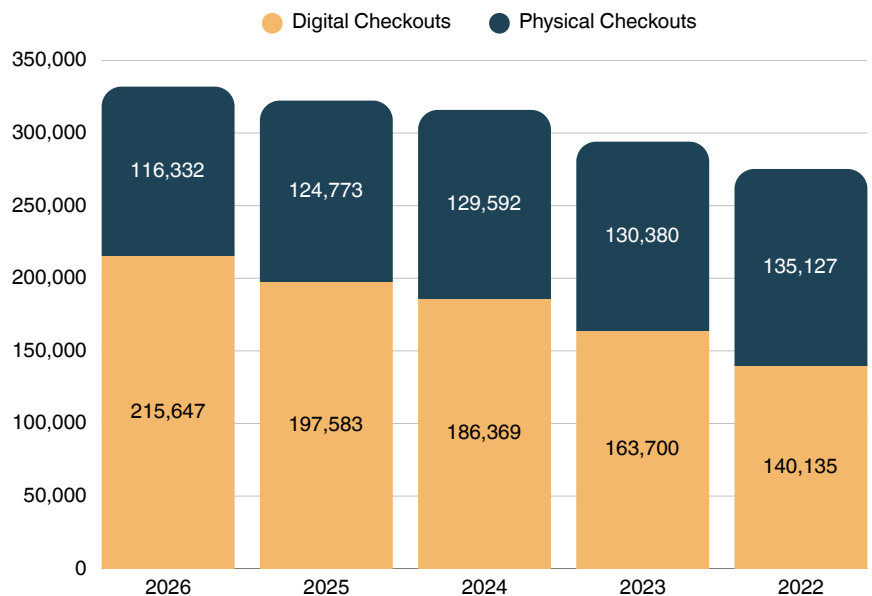


Teen Hangout at Goldendale Community Library



Craft & Chat at La Center Community Library

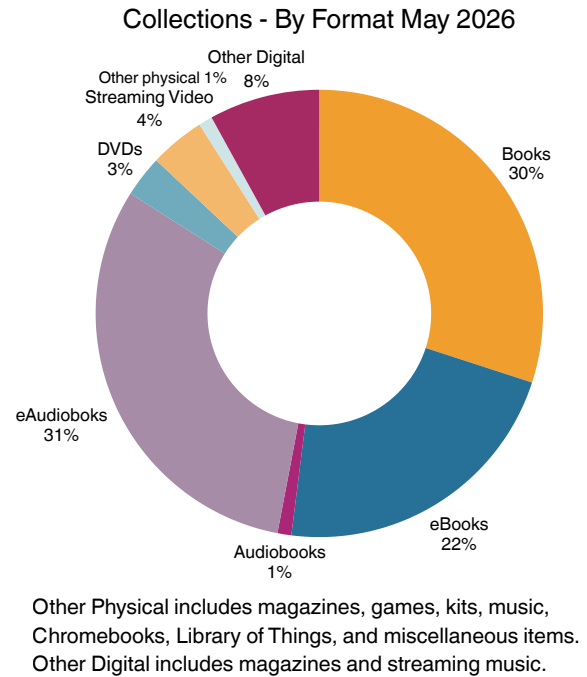
Physical & Digital Collection Checkouts, May 2022-2026



FVRL By The Numbers



Centerville School kindergartners visit Goldendale Community Library



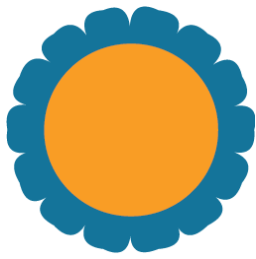
Collection Checkouts by Item Formats May 2022 - 2026

Categories	2026	2025	2024	2023	2022
Books	99,648	106,122	109,809	110,390	112,531
Audiobooks	2,383	2,720	3,230	3,645	3,832
DVDs	11,211	12,413	13,096	13,084	14,959
Other Physical	3,090	3,518	3,457	3,261	3,805
Subtotals	116,332	124,773	129,592	130,380	135,127
eBooks	72,716	70,849	68,226	62,314	56,325
eAudiobooks	101,307	87,731	78,687	66,155	54,764
Streaming Video	13,737	11,909	9,979	8,745	8,656
Other Digital	27,887	27,094	29,477	26,486	20,390
Subtotals	215,647	197,583	186,369	163,700	140,135
Totals	331,979	322,356	315,961	294,080	275,262

FVRL By The Numbers

May 2026 - Total
Circulation and Visitors

Location	May 2026		May 2025		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	36,724	11,563	37,320	11,426	-1.60%	1.20%
Cascade Park	55,084	22,092	58,191	25,077	-5.34%	-11.90%
Goldendale	4,896	4,071	5,436	4,260	-9.93%	-4.44%
Klickitat Bookmobile	911	740	844	468	7.94%	58.12%
La Center	5,200	2,384	5,539	2,738	-6.12%	-12.93%
North Bonneville	243	69	407	67	-40.29%	2.99%
Ridgefield	10,694	6,397	10,700	10,817	-0.06%	-40.86%
Skamania Bookmobile	718	535	1,089	562	-34.07%	-4.80%
Stevenson	3,562	3,112	3,822	3,319	-6.80%	-6.24%
Three Creeks	42,590	11,931	43,946	12,486	-3.09%	-4.44%
Vancouver	55,567	28,118	57,148	28,467	-2.77%	-1.23%
Vancouver Mall	8,903	5,966	8,811	5,876	1.04%	1.53%
Washougal	6,573	3,376	7,365	3,856	-10.75%	-12.45%
Woodland	7,627	3,863	8,139	3,813	-6.29%	1.31%
White Salmon Valley	7,923	6,214	8,483	6,859	-6.60%	-9.40%
Yacolt	5,770	1,999	4,933	3,238	16.97%	-38.26%
Yale Valley	1,018	1,182	974	827	4.52%	42.93%
Green Mountain	182	No Visitors	188	No Visitors	-3.19%	No Visitors
Books by Mail	841	No Visitors	1,051	No Visitors	-19.98%	No Visitors
Operations Center/ILL	440	No Visitors	372	No Visitors	18.28%	No Visitors
Location Total	255,466	113,612	264,758	124,156	-3.51%	-8.49%
Digital Collections	215,647		197,583		9.14%	
Grand Total	471,113		462,341		1.90%	



Strategic Priority: Operational Excellence

Fostering a culture of learning, accountability, and continuous improvement that unites our staff, systems, and spaces to deliver exceptional service and lasting impact.

- Clark County Bookmobile: The Programs and Outreach Division (POD) staff spent much of May finalizing plans for the Clark County Bookmobile roll out beginning on June 2. This included; getting the vehicle ready for initial visits, working to ensure the first month's schedule was planned, and getting plans for the new staff trained and ready for their start date. This set of plans also included how the team will be handling large events out of the vehicle, something we have several of in June alongside the regular stops.



While a larger bookmobile is on order and expected in the fall, 'Pricilla' is serving as the temporary Clark County Bookmobile.

The van has been modified and optimized for book carts and event supplies for summer.

20.82 full-time equivalents (FTE) are being hired for the expanded hours and new Clark County Bookmobile service. Related to the expansion of staff, during the month of May:

- 8 new employees (5.8 FTE) started
- 9 existing employees (8.2 FTE) changed locations, positions, and/or hours
- 2 new employees (2FTE) FTE are slated to start in June 16
- Recruitment continues to fill vacancies

The Strategic Initiatives and Public Records Officer (SIPRO) finalized a new internal process for project tracking across Operations Center teams, which will allow staff to more easily share project status, examine organizational impact, and build opportunities for stronger collaboration and partnership across divisions.

Strides were made in Accounting on the process of moving to a new **Enterprise Resource Planning (ERP)** system. These include the establishment and organization of "project" data for use in the system, work on refining draft Chart of Accounts, and creation of draft codes for Accounts Receivable for eventual testing.



Strategic Priority: Community Connection & Inclusion

Building meaningful connections and partnerships, inclusive access, and welcoming spaces where everyone can learn, share, and belong.

- **La Center Community Library** staff represented the library at the La Center Arts Fair in May. Staff provided space for passers-by to make buttons. The Branch Manager led a storytime about Chameleons and led an art activity which explored pastels and watercolors. The library talked to approximately 185 people about library resources.
- **Three Creeks Community Library** hosted its first Community Resource Fair in May. 100 patrons visited booths of the 18 vendors who highlighted the resources available in the community. Feedback from attendees highlighted appreciation for the opportunity to connect with local resources and services available in the community.



Washougal Community Library participated in Washougal School District's Family Night and interacted with 40+ people. Staff gave away books in Spanish, shared about summer reading, and hosted an activity for kids. Participants were grateful for books in Spanish and kids had a great time making beaded bracelets. **Cascade Park Community Library** staff attended the Evergreen Public Schools' Prevention Through Connection. The event had interpreters for Spanish and Russian speakers and several Spanish speaking families came to the table and signed up for library cards and learned about library resources.



Community Connection & Inclusion

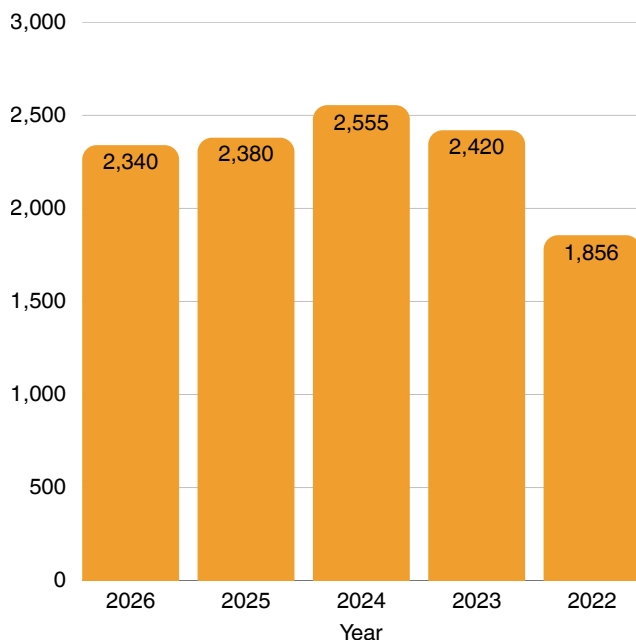
The Woodland Community Library

expanded the Read, Return, Repeat (RRR) program with two new partnerships in May.

- Tulip Valley Apartments, a housing community serving low-income families, is now home to a new RRR site located near the playground. The site has already proven to be a popular resource among residents.
- In partnership with the Woodland Parent, Teacher, Student Association (PTSA), two additional RRR sites were established at Columbia Elementary School and North Fork Elementary School.



New Accounts Added: May 2022 - 2026



The Skamania County

Bookmobile attended Skamania Spring Fest, an annual event at the Fair Grounds featuring vendors, local nonprofit organizations, a community garage sale, and a plant and garden sale. The library offered a planting activity. The bookmobile also attended the Stevenson Bike Rodeo where kids received free tune-ups of their bikes and free safety equipment like helmets and reflectors. Library staff hosted an outreach storytime and offered a bike streamer craft.

Strategic Priority: Library Programs, Collections & Services

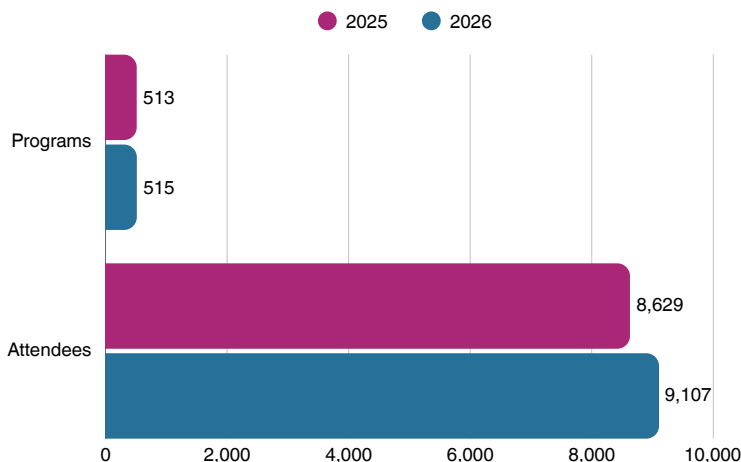
Develop and deliver inclusive, engaging offerings that reflect community interests to inspire learning, strengthen connection, and enrich the lives of people across all ages and backgrounds.

- **Vancouver Mall Library** hosted and Altered Art Program that encouraged creativity and artistic expression. Participants transformed pre-painted paintings by adding their own artistic elements and personal touches.
- The final program of the Adult Creative Crafts in **Goldendale Community Library** was Pysanky, a traditional Ukrainian egg dying technique using wax to layer dye colors. The teachers brought in examples of their finished eggs for inspiration.
- **Yale Valley Community Library** hosted the local Girl Scout troop, providing members with hands-on experience using STEM kits. The session offered young patrons the opportunity to explore STEM concepts in a fun and supportive environment.



A Battle Ground Community Library staff member had a delightful reference interview with a pair of ten-year-old patrons. One of them had drawn a picture of a book cover and wanted to know if the library had this title. Through conversation, she discovered they were working on a project on Clark County History, found several books on that topic, and eventually discovered the requested title: *Battle Ground In and Around*.

Programs: May 2025-2026





Library Programs, Collections & Services



- **Cascade Park Community Library** hosted its fourth annual Trashion Show, drawing in more than 20 participants and 85 attendees. This program continues to be well-received along with the many other programs that are part of the library's spring Conscious Consumption series focused on sustainable living.
- **Ridgefield Community Library** hosted the annual firefighter storytime took place with fire personnel from Clark-Cowlitz Fire District reading stories to kids and their parents, giving out plastic fire fighter helmets, and letting kids explore a hook and ladder truck. One of our most popular storytimes, 92 attended

- The Murder Mystery event at **Vancouver Community Library** was a massive success with 88 adult participants joining. Patrons in period costumes reveled in the opportunity to work together to solve a who-done-it mystery. Many of the glowing reviews from participants commended the collaboration needed to solve the mystery and the comradery found along the way.
- **White Salmon Community Library** hosted two Author Talks in May
 - Rob Kugler's *A Dog Named Beautiful*. Local resident and author presented a touching and authentic talk about his memoir; an uplifting story of a US Marine, his extraordinary dog, and the road trip of a lifetime.
 - Tina Ontiveros's *Rough House*. Tina read excerpts from her memoir about her father and his inexplicable influence on her life to a crowd of 33.



Strategic Priority: Spaces & Technology

Creating welcoming, innovative, and adaptable environments to connect people, expand access, empower discovery, and meet evolving needs in our communities.

- The **Vancouver Community Library** deck replacement and structural upgrade project started in mid-May, closing the fifth floor deck to the public while work is underway. Demolition of the deck boards, the deck structure and the 4 wooden planters was completed. Once the deck system was removed, it was discovered that the soil in the steel planters sat directly on the Polyiso insulation for the roof. Construction paused while the plan pivoted to remove the plants, trees, and dirt from the planters, apply the new roofing system, install a filter system in the bottom of the planters. The project will continue through the end of August.





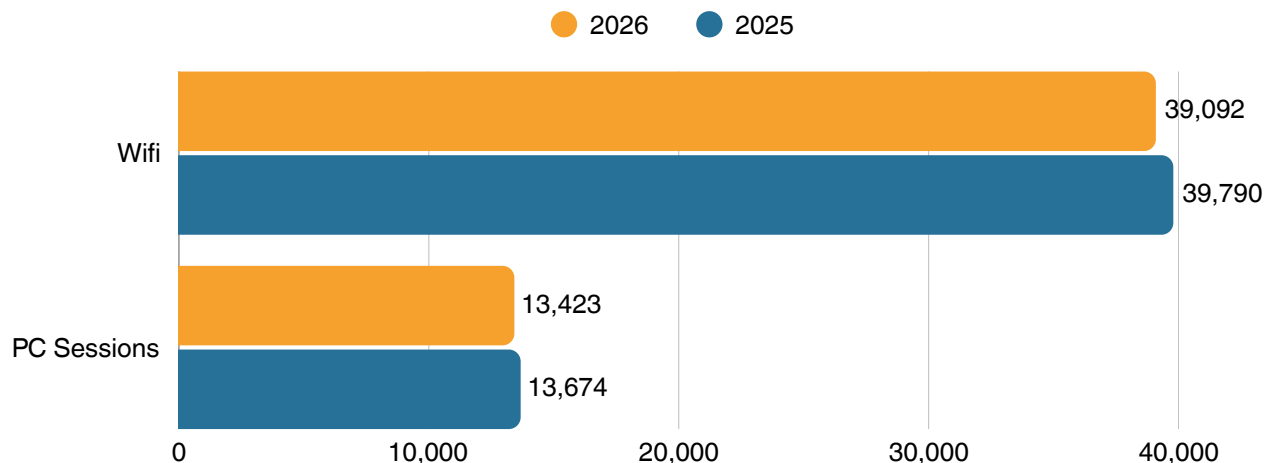
Spaces & Technology

- In partnership with the City of Goldendale and guidance from the Klickitat County Economic Development department, the City of Goldendale was awarded a Community Development Block Grant for the Goldendale Community Library Elevator Replacement Project in the amount of \$210,000. The hydraulic elevator which serves three floors is 40 years old and in need of modernization. The funds will pay for the majority of the project that will be done in 2026. FVRL will lead the project and the City of Goldendale will reimburse expenses through the grant.

187,817
WIFI SESSIONS

IT completed computer replacements at three libraries – Vancouver, White Salmon, and Goldendale. Replacing older computers ensures that patrons and staff have efficient, reliable, and safe access to internet and newwork resources.

Computer and Wi-Fi Use: May 2025 -2026





Media Report

- Vancouver nonprofit to host educational events focusing on housing crisis, changes to tax law (The Columbian; Mia Ryder-Marks, May 28, 2026)
 - <https://www.columbian.com/news/2026/may/28/vancouver-nonprofit-to-host-educational-events-focusing-on-housing-crisis-changes-to-tax-law/>
- Two appointees for FVRLibraries board of trustees near finish line of approval process (The Columbian; Will Denner; June 4, 2026)
 - https://www.columbian.com/news/2026/jun/04/two-appointees-for-fvrlibraries-board-of-trustees-near-finish-line-of-approval-process/?utm_medium=email&utm_source=newsletter&utm_campaign=Afternoon+Briefing
- City hears on grant for GD elevator (The Goldendale Sentinel; Rodger Nichols; June 4, 2026)
 - https://www.goldendalesentinel.com/news/city-hears-on-grant-for-goldendale-library-elevator/article_f9a75ee7-cd7f-4c56-89d0-65b4d3800693.html



La Center staff at Arts Fair



Bookmark contest celebration at Goldendale Community Library

FVRLibraries

Ridgefield Community Library

2026 Board Report



Welcome to the Ridgefield Community Library

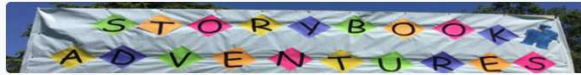


Friends' Storybook Adventures



Event Highlights:

- Organized by the Friends of Ridgefield Community Library
- Held during Ridgefield Main Street Day
- Children received free books
- Refreshments provided: Cookies



Reptile Man at the Farmers' Market



Alien Autopsy



Spring Break Program



First spring break performer in April

Angel Ocasio

Magic, music & juggling

31 attendees



Adult Line Dancing



Adult Line Dancing started monthly in the spring

Program will transition to weekly in the fall



Music & Movement



Axe throwing meets American Folk Music



Social media boost



Community Builds Program



BEFORE



AFTER



Tabletop Role-Playing Game



Dungeons &
Dragons

New Adult Tabletop
Role-Playing
sessions



Build It!



Building beyond LEGOS



Hometown Celebration



Event

Hometown Celebration:
City of Ridgefield's
celebration of winter
holidays

Activities

- Holiday treats provided by Friends
- Festive crafts for children



Teen Art Chat



Following the success of the popular Adult Art Chat, the library expanded with Teen Art chat this year.



Firefighters' Storytime



Partner

Clark Cowlitz Fire Rescue

Highlights

- Stories read by firemen
- Exploration of the fire truck



Gentle Strength & Stretch Class



Partner
YMCA

Highlights

- Designed to help improve flexibility and increase range of motion



Healthy Kids Day with the YMCA

Partner
YMCA

Highlights

- Axe throwing kits
- Tetris Stacking set
- "Guess the book title"



Outreach

- Union Ridge Elementary
- South Ridge Elementary
- View Ridge Middle School





Public Records Requests Policy

It is the policy of the Fort Vancouver Regional Library District ("FVRL") to release public records in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington ("RCW"), and any other applicable provisions of federal or state law. The Public Records Policy ("Policy") applies to library system records created and retained by staff, administrators, the Board of Trustees, and any third-party records in FVRL's possession to the extent not exempt from disclosure pursuant to state law or any applicable law.

Purpose

The purpose of this Policy is to comply with Chapter 42.56 RCW, the Public Records Act. This document provides guidance to public records requesters, as well as FVRL employees who respond to such requests.

Public Records Officer

~~FVRL has designated the Communications and Marketing Director as the official Public Records Officer ("PRO") for the FVRL.~~ While the individual serving as the Public Records Officer ("PRO") may change over-time, requestors can find current contact information for the PRO on the FVRL website. The PRO is responsible for managing the disclosure of public records to ensure compliance with the law, responding to and tracking requests or designating another individual to respond, and serves as the principal contact with any requester making a public records request. Any person wishing to request, inspect, or seek assistance regarding FVRL's public records should contact the PRO as follows:

Public Records Officer
Fort Vancouver Regional Library District
2018 Grand Blvd, Vancouver, WA 98661
Telephone: 360-906-5010
Email: public_records@fvrl.org

Types and Availability of Records

~~FVRL makes certain public records available on its website including, but not limited to FVRL board meeting agendas, board meeting minutes, financial reports, and budget documents. FVRL complies with applicable public records retention and disclosure laws and strives to follow best practices in implementing the Policy. Requestors should specify any preferred method of access or delivery for the requested records in their request. Unless otherwise indicated, FVRL will provide records electronically in accordance with the procedures outlined below.~~

Index

Pursuant to RCW 42.56.070(4), FVRL finds that it is not required to maintain a current index of public records because the requirement is unduly burdensome and would interfere with FVRL operations as

stated in the [Board Resolution No. 2024-08](#) adopted by the Board of Trustees on September 21, 2024.

Website

Certain public records are available on FVRL website at www.fvrl.org, including but not limited to FVRL Board of Trustee meeting agendas and minutes, financial reports, and budget documents. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

Digital Access

Requested available documents are made available for digital inspection through a third-party link-sharing service, such as Dropbox (or similar). Such links shall expire upon 30 days from the date of notification, unless otherwise requested by the requestor to the PRO.

Physical Access

Requested available documents~~Public records~~ are available for inspection ~~by appointment and copying~~ at FVRL's Operations Center in Vancouver, WA, from 9:00am-5:00pm, Monday-Friday, excluding legal holidays or upon official closure of FVRL. Arrangements for inspection and/or copying must be made in advance. To schedule an appointment, email public_records@fvrl.org or contact the Public Records Officer at 360-906-5010.

Fees

RCW 42.56.120 allows for a reasonable charge for printed copies to be imposed for producing copies of public records including the actual costs directly incident to such copying, including customized service charge when a staff member's expertise is required to locate and fill the request.

- All copies of public records, with the exceptions noted above, will incur a charge of 15¢ per page (subject to change) to reproduce and cover the postage cost, if mailed. Public records provided electronically will generally be provided without charge.

At their discretion, the PRO may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

If charges related to copying have not been paid by the requester, the PRO may withhold records from disclosure until outstanding fees are paid by the requester.

Record Requests

This section outlines the ~~general~~ process for making a public records request and general procedures upon placement of that request.

Submitting Requests

~~All requests either for inspection or for copies (paper or electronic) of public records should be in writing addressed~~ FVRL encourages requests to be made via email to the Public Records Officer ~~and may be sent by mail, e-mail to at public_records@fvrl.org, or fax or delivered in person to the FVRL Operations Center or any branch library.~~ Requests may also be submitted to FVRL staff via phone, or in

person at any FVRL library, via mail or fax. Oral requests will be accepted and forwarded by the receiving staff member to the PRO.

Any person wishing to inspect or receive copies of public records of FVRL should include the following information in the public records request:

- ~~1. Name of requestor, the date and time of the request;~~
- ~~1.2. A means Requestor contact information of communicating to the requestor, such as mailing address, telephone number, and email address;~~
3. Description of the public records requested with details of the records being sought and date ranges that are adequate for the PRO to do a reasonable search to identify and locate the public records; and
4. ~~Whether the Preferred method of access, if other than digital delivery, requester is seeking to inspect the record(s) or if copies are being requested.~~

Requestors are **not** required to provide a legal name, but **must** provide valid contact information.

Public records requests received after office hours will be considered "received" on the next business day.

~~FVRL will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.520. The FVRL response to the requester may include:~~

- ~~a. Notifying the requester that the documents are available for inspection or copying;~~
- ~~b. Acknowledging the request was received in writing and providing a reasonable estimate of the time the FVRL will require to provide a first installment or complete the request;~~
- ~~c. Seeking clarification from the requester;~~
- ~~d. Identifying the physical location or internet site where the documents are available to the public; or~~
- ~~e. Denying the public records request.~~

Processing Requests

The PRO will process requests in an order that allows requests to be processed most efficiently.

Additional staff may be involved in request processing to provide additional support in locating requested records.

FVRL will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.520. The FVRL response to the requester may include:

- a. Notifying the requester that the documents are available for inspection or copying;
- b. Acknowledging the request was received in writing and providing a reasonable estimate of the time the FVRL will require to provide a first installment or complete the request;
- c. Seeking clarification from the requester;
- d. Identifying the physical location or internet site where the documents are available to the public; or
- e. Denying the public records request.

When FVRL receives a public record request or at any time while processing a public record request, the PRO will determine a reasonable time estimate within which FVRL can respond to the request that will factor in the nature, volume, and availability of the requested records; ~~the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requesters; and the impact on other essential FVRL functions.~~

Specific factors that may affect the response time estimate include, but are not limited to:

- a. Number of pending requests from the same requester;
- b. Volume of records requested;
- c. Complexity or ambiguity of the request;
- d. Access to database or electronic system records;
- e. Information Technology (IT) staff involvement;
- f. Records not easily identified, located, and/or accessible;
- g. Current staffing, including any amount of time needed by District staff who are not primarily responsible for public record processing;
- h. Third-party notice;
- i. Complex review to determine if content is exempt;
- j. Extensive and complicated electronic redaction;
- k. Legal review;
- l. Resolving issues related to retention of responsive records; and/or
- m. Grouped requests.

~~To provide fullest assistance to all requesters and prevent excessive interference with other essential FVRL functions, FVRL may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.~~

When a request is complicated or for a large volume of records, FVRL may elect to provide records on an installment basis. If a requester does not contact the PRO within thirty (30) calendar days to arrange for the review of the installment, FVRL may deem the request abandoned and stop fulfilling the remainder of the request.

FVRL may receive requests for public records identified in terms of "any and all documents related to" or similar language. FVRL staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Public Records Act does not allow a requestor to search through FVRL's files for records which cannot be identified or described to FVRL. When a request uses a vague phrase such as "all records relating to," the PRO shall seek clarification to determine what identifiable records are being sought; or deny the request, notify the requestor of the denial, and provide a written statement of the specific reasons for the denial.

Delivery of Record Requests

Upon completion of the processing of records request, FVRL will notify the requestor and deliver records through a third-party link-sharing service such as Dropbox (or similar) unless explicitly requested in

physical form by the requestor, subject to the above Fee section. Such links shall expire upon thirty (30) calendar days from the date of request completion, unless an extension is otherwise requested by the requestor.

Failure to Respond

FVRL will deem a request abandoned in the following circumstances:

1. If a requester fails to respond to a FVLR request to clarify, whether individual or grouped, within thirty (30) calendar days of the request for clarification, and the entire request is unclear;
2. If a requester has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
 - a. If the requester fails to contact the PRO to arrange for the review of the installment within thirty (30) calendar days of making arrangements to inspect the records in person.
 - b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the PRO to arrange another appointment to inspect within 30 days of the original request.
3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
 - a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically.
 - b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) calendar days of the date on which such copies are made available for pickup.
 - c. If the requester fails to pay for copies of any records or any installment of records within thirty (30) calendar days of receiving an invoice for those records.

Closing the Request

FVRL's response to a request shall be deemed complete and closed:

- Upon notification to the requestor that all requested records have been provided (excepting exempted or redacted records)
- Upon notification to the requestor that no responsive records exist
- When a requestor withdraws their request
- When the request is deemed "abandoned" (i.e. records made accessible have not been reviewed) or the requestor does not reply within 30 calendar days to the PRO in regards to a request for clarification

Once all copies of requested records have been provided to the requestor, the requestor has reviewed the requested records, or thirty (30) days have passed since the requestor was notified that the records were available and the requestor has failed to contact the PRO to arrange for the review of those records or for payment for copies, the PRO shall close the records request.

Denial and Appeal

FVRL reserves the right to deny requests for public records under provisions of the Public Records Act, RCW Ch. 42.56, and will provide a written statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

FVRL is not required to accept certain automated or bot requests. FVRL may deny multiple automated or bot requests from a requester in a 24-hour period. FVRL does not accept voice mail record requests or requests through social media platforms, because social media and voicemails are not monitored daily.

FVRL has an appeal process and encourages any requester who believes a public record has been wrongfully withheld or redacted (in whole or in part), to submit the appeal in writing to the PRO stating the reasons for the appeal. Requesters are also encouraged to meet and confer with the PRO prior to ~~seeking secondary review~~ [requesting a formal appeal under FVRL's Appeal Rights of Patrons Policy](#).

Exemptions

FVRL applies exemptions for public records requests in compliance with the exemptions provided under the Washington Public Records Act, Chapter 42.56 RCW. Some records are exempt from disclosure, in whole or in part. If FVRL believes that a record is exempt from disclosure and should be withheld, the PRO will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the PRO will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

For informational purposes, under the Washington Public Records Act, Chapter 42.56 RCW, the records exempt from disclosure include, but are not limited to:

Library Records of Individual Users. Any library record subject to RCW 42.56.310, as interpreted by FVRL's Confidentiality of Patron and Circulation Records Policy, is exempt from disclosure and will not be released under the Public Records Act.

Public Records Act Exemptions. The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

Commercial Purposes. FVRL is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070. If a request includes a list of individuals, FVRL shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8).

Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking. Any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

Other Exemptions

In addition to the exemptions provided under the Public Records Act, Washington provides several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: [Public Records Act for Washington Cities, Counties, and Special Purpose Districts \(mrsc.org\)](http://mrsc.org). Documents falling into any exemption recognized by Washington statute, or otherwise under local, state, or federal law, may be withheld.

Third-Party Rights

Prior to releasing a record, FVRL may, at its sole discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law) to allow the third-party to seek relief pursuant to RCW 42.56.540. FVRL may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

Fees

~~RCW 42.56.120 allows for a reasonable charge for printed copies to be imposed for producing copies of public records including the actual costs directly incident to such copying, including customized service charge when a staff member's expertise is required to locate and fill the request.~~

~~All copies of public records with the exceptions noted above, will incur a charge of 15¢ per page (subject to change) to reproduce and cover the postage cost, if mailed. Public records provided electronically will generally be provided without charge.~~

~~At their discretion, the PRO may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.~~

~~If charges related to copying have not been paid by the requester, the PRO may withhold the relevant documents from disclosure until outstanding fees are paid by the requester.~~

Law Enforcement Requests

FVRL may consult with legal counsel before the release of information to law enforcement. Law enforcement will receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

Delivery of Records

Documents are available for inspection by appointment at FVRL's Operations Center in Vancouver, WA, during Monday through Friday, 9:00am – 5:00pm, excluding legal holidays or upon official closure of FVRL. Arrangements for inspection and/or copying must be made in advance. To schedule an appointment, email public_records@fvrl.org or contact the Public Records Officer at 360-906-5010.

Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble, destroy or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record.

On request, physical or electronic copies may be made available to the requester. FVRL may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. FVRL will not provide records on portable media (e.g. thumb drives) provided by a requester or by uploading to a private file-sharing site.

Failure to Respond

~~FVRL will deem a request abandoned in the following circumstances:~~

- ~~1. If a requester fails to respond to a FVRL request to clarify, whether individual or grouped, within thirty (30) days of the request for clarification, and the entire request is unclear;~~
- ~~2. If a requester has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:~~
 - ~~a. If the requester fails to contact the PRO to arrange for the review of the installment within thirty (30) days of making arrangements to inspect the records in person;~~
 - ~~b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the PRO to arrange another appointment to inspect within 30 days of the original request.~~
- ~~3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:~~
 - ~~a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically;~~
 - ~~b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup;~~
 - ~~c. If the requester fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records.~~

Closing the Request

~~Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were available and the requester has failed to contact the PRO to arrange for the review of those records or for payment for copies, the PRO shall close the records request.~~

Disclaimer of Liability

Neither the FVRL nor any employee, official, trustee or custodian shall be held personally liable, nor shall a cause of action exist, for any loss or damage, if the release of records was based upon a good faith attempt to implement the Policy outlined in this document and in accordance with the Washington Public Records Act.

Implementation

This Policy will be implemented by the Public Records Officer, as delegated by the Library Executive Director. The PRO is expected to make every effort to apply these rules in a fair, consistent, reasonable, and positive manner.

Any person requesting public records who questions the way this Policy has been applied, may use the appeal process established by the Appeal Rights of Patrons Policy.

Board Approved

This Policy fully supersedes and replaces all previous Public Records Policy documents for FVRL.

~~Adopted:~~ [February 10, 2003](#)

~~Revised:~~ [September 13, 2010](#)

~~Revised:~~ [April 16, 2018](#)

~~Adopted~~~~Revised:~~ September 21, 2024

~~Revised:~~ [XX, 2026](#)