



AGENDA FOR PUBLIC MEETING

DATE: Monday, July 20, 2026 at 6:00 pm

LOCATION: **In Person:** White Salmon Valley Community Library; 77 NE Wauna Ave, White Salmon, WA 98672, Sprint/Baker Gallery 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: June 15, 2026
Approval of Claims: June 2026
6. **Reports**
6.1 May Financial Statements: Catrina Galicz ACTION
6.2 FVRL Organizational Report: Alicia Gomori & Jennifer Giltrop INFORMATION
6.3 White Salmon Branch Report: Kate Houston INFORMATION
7. **Business**
7.1 **Policy Committee**
Public Records Request Policy (2nd Reading) ACTION
8. **Updated Committee Assignments** INFORMATION
9. **Board Comments**
10. **Setting for next regular meeting:** Monday, August 17 at 6:00 PM at Goldendale Community Library/Zoom
11. **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

June 15, 2026 – 6:00 PM Regular Meeting
Ridgefield Community Library
210 N Main Ave, Ridgefield, WA
Allene Wodage Community 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 (remote), Irina Kakorina, 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; Sean McGill, Branch Manager, Ridgefield 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 Coffey made a motion to approve the agenda. Trustee Morgan seconded. Motion approved with 4 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;
 - Quill Onstead of Portland made a public comment about drag queen story hour.
 - Jake Ausmus of Clark County made a public comment about a WPEA ULP filing and temporary workers.
 - Rachel Ernst of Vancouver made a public comment about budget items and AI policy.
 - Paula Sherrin of Yacolt made a public comment about new trustees.
 - Nerissa Eckerson of Clark County made a public comment about the WPEA.
 - Margo Logan of Portland made a public comment about celebrating America's semiquincentennial.
 - Randy Schmidt of Clark County made a public comment about drag queen story hour.
 - Gary Wilson of Clark County made a public comment about library services.
 - Marla Koch of Vancouver made a public comment about equity vs. fairness.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:19 p.m. Trustee Coffey made a motion to approve the Consent Agenda. Trustee Morgan seconded. Motion approved with 5 out of 5 votes.
6. **REPORTS**
 - 6.1. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:20 p.m. Catrina Galicz presented the Financial Statements for the month ending April 30, 2026.

Statement of Cash: The cash balance at the end of April 2026 was just under \$35M, an increase over the beginning of the year of just over \$16M. The 90 day cash on hand target is being met.

Statement of Revenue: In April \$22.5M in property taxes came in, the realization of the levy lid lift. 53% of the annual budget expectation from Clark County was received. The rest of the counties' percents are lower due to the timing of how funds move through Clark County treasurer system to FVRL. Those funds should be realized in the May financials. Investment interest is expected to pick up in the second and third quarter of 2026, especially with the boost of funds from the property tax revenue. E-rate revenues show 0% of annual budget as those funds are expected in the third quarter of 2026.

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Statement of Expenses: Overall, in April FVRL is trending under budget, though expenses are meeting expectations for the year. For example, although the personnel line item is trending under budget, that will right itself once the settlements of labor contracts and the impact of the new hours and increased hiring to support those hours are realized in the financials. Galicz took a moment to outline the many types of expenses that fall under the professional services line item. These can include accounting and audit fees, architect and engineering for various projects and professional consulting fees required to operate as a district. Galicz noted that the \$6,000 that was expended in April in the intergovernmental services line is expected to be the last charge for that expense for the levy lid lift. In Capital Outlay there are a number of building projects that the district has budgeted for; the New Washougal Library project, the Goldendale elevator, study pods in the Vancouver branch, the Operations Center needs a new roof and HVAC replacement as well as Stevenson's new windows. Many of these line items show little thus far in the annual year to date budget percentage, with the exception of machinery and equipment, but expect this to change as those projects get underway.

Trustee Morgan asked for clarification if architectural fees for new buildings go in capital outlay or if those are under professional services. Galicz responded that they go under capital outlay. Trustee Coffey asked for clarification of the \$20,000 budgeted for Yale in capital outlay. Galicz noted that line item is a place holder should Yale Valley Library District decide to do any capital projects, those funds are reimbursed dollar for dollar. Yale doesn't have any capital outlay plans at this time.

RECEIVE AND FILE MARCH FINANCIAL STATEMENTS – At 6:27 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 6:27 p.m. Jennifer Giltrop and Alicia Gomori were given the floor to provide the organizational report. Giltrop provided an update on the two vacancies on the board. Clark County, the last county to vote on those vacancies, is expected to vote the following day so it is expected that those board member will begin their duties. Giltrop also commended Branch Manager of the Ridgefield Community Library, Sean McGill, for his 30 years of service to FVRL. Giltrop announced that Julian Mendez, former Communications and Marketing Director, left the district for another position and introduced the new Communications and Marketing Director, Sophie Ventura.

Giltrop introduced the format for the Organizational report, which directly ties the work reported to the new strategic plan adopted at the beginning of the year. This new format intends to connect the day-to-day operations with the larger vision of the organization. Giltrop and Gomori provided the following highlights from the organizational report:

- **Summer Reading** is underway.
- **Expanded Hours** started on June 1 reducing barriers to access for the community. One branch in every county is open on a Sunday. **White Salmon Valley Community Library** had 87 people walk through their doors on the first day of Sunday hours.
- FVRL has seen a 14% growth in digital percentage of checkouts between May 2022 and May 2026 and 65% of checkouts are digital. Though digital use of the collection is trending upward, when looking at collection budget, FVRL has to balance the digital with the physical as a district that services rural areas that don't have strong broadband connections.

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- The **Clark County Bookmobile** that was promised in the levy lid lift has started its summer routes. Though a larger bookmobile is expected to come in the fall, the outreach van has been outfitted to serve in this capacity until the new bookmobile arrives.
- **La Center Community Library** staff represented the library at the La Center Arts Fair in May connecting with 185 people.
- The **Vancouver Community Library** hosted a successful murder mystery program with 88 adult participants.
- The **Vancouver Community Library** deck project began work in mid-May. The fourth floor deck will be closed through the end of August as the wood decking structure is removed, work is done on the roof and the planters, and a new decking and vegetation is installed.

6.3. **BRANCH REPORT: RIDGEFIELD COMMUNITY LIBRARY** – At 6:44 P.M. Sean McGill provided an update on library activities around the Ridgefield Community Library. McGill highlighted a year of significant program growth and community engagement. New offerings since last June included Storybook Adventures, paid performers for spring break, adult line dancing, adult tabletop gaming, Teen Art Chat, and enhanced Build It! activities. Summer Reading programs exceeded expectations, with attendance outgrowing previous venues. McGill highlighted partnerships with Clark-Cowlitz Fire Rescue, the YMCA and PTA groups for expanded programming and outreach opportunities. Staff have also been engaged in outreach with local elementary and middle schools providing storytimes and STEM activities.

7. **POLICY COMMITTEE** – At 6:50 p.m. Giltrop provided background on the review of the first read of the Public Records Request Policy. Revisions to the policy were to ensure continued compliance with Washington law and current best practices. This first review provides an opportunity to clarify procedures, update terminology, align responsibilities with current practice, and reduce the potential for confusion for both staff and members of the public. The board is encouraged to provide feedback and any additional edits before the second read in which the policy revisions are proposed for adoption.

Chair Dugan provided the correction that there are instances in which the document reads “FVLR” instead of FVRL.

Trustee Coffey asked a question regarding the amount of staff time and effort that goes into filling public records requests. Giltrop noted that some requests are short and simple to meet while others can involve thousands of documents, taking weeks to process. While requests were once relatively rare, in the past several years the district has seen a significant increase. At the time of the meeting there have been over 50 records requests in 2026. All local governments are seeing this trend of increasing requests and staff time dedicated to this process.

8. **BOARD COMMENT** – there were no board comments.
9. **Setting for next regular meeting:** Monday, July 20 at 6:00 p.m. at White Salmon Valley Community Library. It will be a hybrid (in-person/online) meeting.
10. **ADJOURNMENT** – At 7:00 p.m. the chair adjourned the meeting.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

June 30, 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, July 20, 2026,

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

	<u>June 1, 2026</u>	through	<u>June 30, 2026</u>	
Accounts Payable Warrants Issued	Numbers	<u>123325</u>	Through <u>123435</u>	\$ 775,485.23
Accounts Payable EFT Payments		<u>3359</u>	Through <u>3443</u>	\$ 479,348.59
Subtotal FVRL General Fund Warrants, EFTS, Voids				\$ 1,254,833.82
Payroll Electronic Fund Transfers	Numbers	<u>20260601</u>	Through <u>20260630</u>	\$ 1,192,970.46

Other Electronic Fund Transfers Completed

Vendor	Date	Amount
ADP Payroll Fees	June 25, 2026	5,805.66
CLARK REG WASTEWTR	June 30, 2026	58.06
CLARK REG WASTEWTR	June 30, 2026	48.00
FNBO VISA	June 9, 2026	42,568.00
KAISER HSA	June 24, 2026	17,390.93
KAISER HSA	June 29, 2026	52.00
WA DOR Sales/Use Tax	June 22, 2026	1,651.29
WA DRS - DCP	June 10, 2026	6,623.09
WA DRS - PERS	June 10, 2026	67,611.74
WA DRS - DCP	June 25, 2026	6,940.94
WA DRS - PERS	June 25, 2026	72,803.92
ENDICIA	June 24, 2026	9,400.00

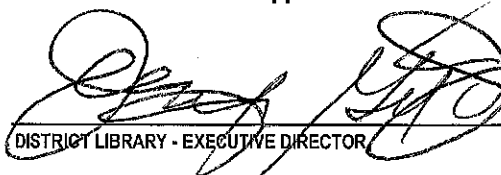
\$ 230,921.63

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids

\$ 2,678,725.91

Total Transactions for Approval

\$ 2,678,725.91


DISTRICT LIBRARY - EXECUTIVE DIRECTOR


DISTRICT LIBRARY - BOARD TRUSTEE

WARRANTS

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
AFSC0001	Payment	6/4/2026	123325	AFSCME	2,976.12
ALLI0006	Payment	6/4/2026	123326	ALLIANT INSURANCE SERVICES, INC.	30,536.55
AT&T0003	Payment	6/4/2026	123327	AT&T MOBILITY	678.17
AUTH0002	Payment	6/4/2026	123328	AUTHORS UNBOUND AGENCY	17,299.20
AVIS0001	Payment	6/4/2026	123329	AVISTA UTILITIES	37.90
CADY0001	Payment	6/4/2026	123330	CADY BUSINESS TECHNOLOGIES INC	1,902.77
CDWG0001	Payment	6/4/2026	123331	CDW GOVERNMENT INC	5,662.80
CENT0012	Payment	6/4/2026	123332	CENTURYLINK	482.60
CLAR0004	Payment	6/4/2026	123333	CLARK PUD	3,059.59
COOK0003	Payment	6/4/2026	123334	COOK, ALEXANDER J	1,000.00
COPY0002	Payment	6/4/2026	123335	COPY EXPRESS	914.00
FORT0002	Payment	6/4/2026	123336	FVRL FOUNDATION	20.00
GORG0009	Payment	6/4/2026	123337	COLUMBIA GORGE NEWS	572.50
HILL0009	Payment	6/4/2026	123338	HILLIS CLARK MARTIN & PETERSON	10,035.45
ICMA0001	Payment	6/4/2026	123339	ICMA RETIREMENT CORPORATION	4,868.68
INGR0001	Payment	6/4/2026	123340	INGRAM	48,941.65
KAIS0001	Payment	6/4/2026	123341	KAISER FOUNDATION HEALTH PLAN	288,949.97
KLIC0006	Payment	6/4/2026	123342	KLICKITAT COUNTY HISTORICAL SOCIETY	144.00
KRIE0001	Payment	6/4/2026	123343	ANNA-MICHELLE SHANTI KRIENS	475.00
LING0003	Payment	6/4/2026	123344	LINGUAVA	146.63
MIDW0002	Payment	6/4/2026	123345	MIDWEST TAPE	4,999.20
MORG0004	Payment	6/4/2026	123346	MORGAN, KRISTINA	67.43
NAPA0003	Payment	6/4/2026	123347	NAPA - STEVENSON	317.50
NORT0005	Payment	6/4/2026	123348	NORTHWEST NATURAL GAS COMPANY	164.13
OETC0001	Payment	6/4/2026	123349	OETC	283.99
PARK0008	Payment	6/4/2026	123350	PARKROSE HARDWARE	223.68
RDHB0001	Payment	6/4/2026	123351	RDH BUILDING SCIENCE INC.	8,300.00
RODD0001	Payment	6/4/2026	123352	RODDA PAINT CO	148.43
SHIE0001	Payment	6/4/2026	123353	SHIELS OBLETZ JOHNSEN, INC	26,065.50
SKAM0001	Payment	6/4/2026	123354	SKAMANIA COUNTY PUD #1	479.57
SWIN0001	Payment	6/4/2026	123355	SWINGRUBER, JURINDA	56.42
TDST0001	Payment	6/4/2026	123356	TDS TELECOM	235.35
TRAV0003	Payment	6/4/2026	123357	TRAVELERS	6,090.00
VANC0001	Payment	6/4/2026	123358	CITY OF VANCOUVER UTILITIES	888.51
VANC0025	Payment	6/4/2026	123359	CITY OF VANCOUVER- FINANCIAL SERVICES	305.00
VANC0040	Payment	6/4/2026	123360	VANCOUVER TOYOTA	379.88
VAND0009	Payment	6/4/2026	123361	VANDERHOUWEN & ASSOCIATES, INC	10,238.50
VERI0002	Payment	6/4/2026	123362	VERIZON	1,322.95
WALT0001	Payment	6/4/2026	123363	WALTER E NELSON COMPANY	1,446.47
WAPI0001	Payment	6/4/2026	123364	WAPITI NW, LLC	399.15
WOOD0001	Payment	6/4/2026	123365	CITY OF WOODLAND	346.16

ZOOB0001	Payment	6/4/2026 123366	ZOOBEAN	7,197.73
4IMP0001	Payment	6/22/2026 123367	4IMPRINT	1,768.17
AIRF0002	Payment	6/22/2026 123368	AIRFILCO LLC	378.54
ASPE0002	Payment	6/22/2026 123369	ASPEN PEST CONTROL	190.58
AT&T0001	Payment	6/22/2026 123370	AT & T	422.72
AT&T0003	Payment	6/22/2026 123371	AT&T MOBILITY	20.00
CITY0005	Payment	6/22/2026 123372	CITY OF NORTH BONNEVILLE	240.00
CLAR0004	Payment	6/22/2026 123373	CLARK PUD	16,493.05
CLAR0025	Payment	6/22/2026 123374	CLARK COUNTY HISTORICAL MUSEUM	500.00
COLU0007	Payment	6/22/2026 123375	COLUMBIA HARDWARE	10.24
COLU0032	Payment	6/22/2026 123376	COLUMBIA RIVER DISPOSAL	90.33
COMC0002	Payment	6/22/2026 123377	COMCAST INSTITUTIONAL NETWORKS	10,237.91
CONV0003	Payment	6/22/2026 123378	CONVERGINT TECHNOLOGIES LLC	1,310.99
COPY0002	Payment	6/22/2026 123379	COPY EXPRESS	696.82
COWL0001	Payment	6/22/2026 123380	COWLITZ COUNTY PUD	664.75
ENAV0001	Payment	6/22/2026 123381	ENAVATE, INC	490.05
FREI0002	Payment	6/22/2026 123382	FREIGHTLINER NORTHWEST	1,598.19
FRWA0001	Payment	6/22/2026 123383	FRIENDS OF WASHOUGAL LIBRARY	669.85
GBMA0001	Payment	6/22/2026 123384	GB MANCHESTER CORPORATION	12,120.00
GENE0006	Payment	6/22/2026 123385	GENEALOGICAL FORUM OF OREGON	52.00
GOLD0003	Payment	6/22/2026 123386	CITY OF GOLDENDALE	394.60
GROO0003	Payment	6/22/2026 123387	GRO OUTDOOR LIVING	3,023.57
HOME0001	Payment	6/22/2026 123388	HOME DEPOT CREDIT SERVICES	48.87
HOUS0008	Payment	6/22/2026 123389	HOUSTON, KATE	593.72
ICMA0001	Payment	6/22/2026 123390	ICMA RETIREMENT CORPORATION	4,795.59
IMAG0003	Payment	6/22/2026 123391	IMAGE360	43.56
INGR0001	Payment	6/22/2026 123392	INGRAM	37,690.37
KETE0001	Payment	6/22/2026 123393	KETER ENVIRONMENTAL SERVICES INC	114.28
KLIC0002	Payment	6/22/2026 123394	KLICKITAT COUNTY PUD	1,725.31
LACE0003	Payment	6/22/2026 123395	CITY OF LA CENTER	76.60
LANS0001	Payment	6/22/2026 123396	LAN SU CHINESE GARDEN	1,680.00
LESS0001	Payment	6/22/2026 123397	LES SCHWAB TIRE CENTER	150.88
LEXA0001	Payment	6/22/2026 123398	REBECCA ANN LEXA	350.00
MACD0003	Payment	6/22/2026 123399	MACDONALD-MILLER FACILITY SOLUTIONS LLC	69,887.67
MALO0003	Payment	6/22/2026 123400	MALONEY, KATHERINE	500.00
MIDW0002	Payment	6/22/2026 123401	MIDWEST TAPE	22,381.53
NAPA0003	Payment	6/22/2026 123402	NAPA - STEVENSON	40.37
NEWY0004	Payment	6/22/2026 123403	NEW YORK TIMES	15,168.52
NORT0005	Payment	6/22/2026 123404	NORTHWEST NATURAL GAS COMPANY	5,058.86
OETC0001	Payment	6/22/2026 123405	OETC	2,072.47
ONTI0002	Payment	6/22/2026 123406	ONTIVEROS, TINA	500.00
PARK0008	Payment	6/22/2026 123407	PARKROSE HARDWARE	100.24
PITT0003	Payment	6/22/2026 123408	PITTOCK MANSION SOCIETY	600.00

QUAL0003	Payment	6/22/2026	123409	QUALITY DOOR SERVICE INC	3,567.59
REFL0001	Payment	6/22/2026	123410	REFLECTOR	655.00
REPU0001	Payment	6/22/2026	123411	REPUBLIC SERVICES #487	150.59
RODD0001	Payment	6/22/2026	123412	RODDA PAINT CO	84.35
SHII0001	Payment	6/22/2026	123413	SHI INTERNATIONAL CORP	2,817.79
SIGN0007	Payment	6/22/2026	123414	SIGNATURE SECURITY	352.00
SMAR0005	Payment	6/22/2026	123415	SMARSH	19.90
SOHA0001	Payment	6/22/2026	123416	SOHA SIGN CO INC	707.86
STER0002	Payment	6/22/2026	123417	STERICYCLE, INC	65.75
STEV0001	Payment	6/22/2026	123418	CITY OF STEVENSON	373.05
STEV0012	Payment	6/22/2026	123419	STEVEN W. BRODERS CO., LLC	3,515.29
SWAN0001	Payment	6/22/2026	123420	SWANK MOVIE LICENSING USA	692.00
SWIN0001	Payment	6/22/2026	123421	SWINGRUBER, JURINDA	49.10
TMOB0001	Payment	6/22/2026	123422	T-MOBILE USA INC	205.34
TOWN0007	Payment	6/22/2026	123423	THE TOWN OF YACOLT	200.00
UNIQ0002	Payment	6/22/2026	123424	UNIQUE MANAGEMENT SERVICES INC	1,387.25
UNUM0002	Payment	6/22/2026	123425	UNUM LIFE INS CO OF AMERICA	15,664.46
VANC0025	Payment	6/22/2026	123426	CITY OF VANCOUVER- FINANCIAL SERVICES	219.00
VANC0040	Payment	6/22/2026	123427	VANCOUVER TOYOTA	137.62
VAND0009	Payment	6/22/2026	123428	VANDERHOEWEN & ASSOCIATES, INC	15,880.07
WALT0001	Payment	6/22/2026	123429	WALTER E NELSON COMPANY	4,435.36
WAST0001	Payment	6/22/2026	123430	WASTE CONNECTIONS INC	4,991.89
WAST0003	Payment	6/22/2026	123431	WASTE CONTROL, INC.	119.98
WHIT0001	Payment	6/22/2026	123432	CITY OF WHITE SALMON	223.41
WIZA0001	Payment	6/22/2026	123433	WIZARDPINS	11,802.03
ZAYO0001	Payment	6/22/2026	123434	ZAYO GROUP, LLC	3,548.22
ZZZZ0493	Payment	6/22/2026	123435	SHUPE, FRANK	10.00
				Warrants Total	775,485.23

EFTs

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0015	Payment	6/4/2026	EFT03359	ALLEGIANCE COBRA SERVICES INC	75.50
BOUF0001	Payment	6/4/2026	EFT03360	ELIZABETH BEANS BOUFFARD	85.00
BREN0004	Payment	6/4/2026	EFT03361	BRENGLE, EVAN	26.25
BUEH0001	Payment	6/4/2026	EFT03362	BUEHNER, KRISTEN	3.63
CBMS0007	Payment	6/4/2026	EFT03363	CBM SYSTEMS, LLC	28,216.33
COFF0002	Payment	6/4/2026	EFT03364	MARIE COFFEY	129.40
CREA0009	Payment	6/4/2026	EFT03365	CREATIVE FINANCIAL STAFFING LLC	3,401.76
DUGA0001	Payment	6/4/2026	EFT03366	MEGAN DUGAN	59.31
ERDE0001	Payment	6/4/2026	EFT03367	ERDELY, ASHLEY	550.00
GALE0002	Payment	6/4/2026	EFT03368	GALE	1,238.19
GETP0001	Payment	6/4/2026	EFT03369	GET PROGRAM	522.32
GISI0001	Payment	6/4/2026	EFT03370	GISI MARKETING GROUP	692.20

GREE0011	Payment	6/4/2026 EFT03371	GREEN, MARIA VICTORIA	500.00
HARR0001	Payment	6/4/2026 EFT03372	HARRYS KEY SERVICE, INC.	699.34
HODG0002	Payment	6/4/2026 EFT03373	HODGES, OLGA	106.00
KAPL0003	Payment	6/4/2026 EFT03374	KAPLAN, JENELLE	10.15
KRES0001	Payment	6/4/2026 EFT03375	KRESS, LUCIEN	30.00
KUGL0001	Payment	6/4/2026 EFT03376	KUGLER, ROBERT	500.00
LHHR0001	Payment	6/4/2026 EFT03377	LHH RECRUITING SOLUTIONS, INC.	3,385.10
LIBR0016	Payment	6/4/2026 EFT03378	LIBRARY IDEAS LLC	5,259.44
MATT0013	Payment	6/4/2026 EFT03379	MATT BAKER COMEDY	700.00
MEND0001	Payment	6/4/2026 EFT03380	MENDEZ, JULIAN	30.00
MOSS0004	Payment	6/4/2026 EFT03381	MOSS, ELIZABETH	30.00
NAPA0001	Payment	6/4/2026 EFT03382	NAPA GENUINE PARTS (CORP)	21.70
OFFI0001	Payment	6/4/2026 EFT03383	OFFICE DEPOT CARD PLAN	1,989.08
OVER0004	Payment	6/4/2026 EFT03384	OVERDRIVE	62,261.99
PLAT0001	Payment	6/4/2026 EFT03385	PLATT ELECTRIC SUPPLY	290.38
ROVI0001	Payment	6/4/2026 EFT03386	ROVING HORSE HENNA LLC	450.00
STER0004	Payment	6/4/2026 EFT03387	STERLING	198.20
STOE0001	Payment	6/4/2026 EFT03388	STOEL RIVES LLP	6,580.00
TKEL0001	Payment	6/4/2026 EFT03389	TK ELEVATOR CORPORATION	5,931.81
TYLE0002	Payment	6/4/2026 EFT03390	TYLER TECHNOLOGIES, INC.	15,414.67
UNUM0003	Payment	6/4/2026 EFT03391	UNUM GROUP	220.31
USCE0002	Payment	6/4/2026 EFT03392	US CENTENNIAL VANCOUVER MALL LLC	10,524.65
WPEA0001	Payment	6/4/2026 EFT03393	WPEA	3,053.32
WPEA0003	Payment	6/4/2026 EFT03394	WPEA UFCW	2,133.32
ALLE0011	Payment	6/23/2026 EFT03395	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	3,768.82
ALLE0014	Payment	6/23/2026 EFT03396	ALLEGIANCE BENEFIT PLAN MGMT - FEES	119.00
ASTO0001	Payment	6/23/2026 EFT03397	ASTOUND BUSINESS SOLUTIONS, LLC	4,778.21
BATT0001	Payment	6/23/2026 EFT03398	CITY OF BATTLE GROUND	715.04
BAUE001	Payment	6/23/2026 EFT03399	BAUER, ANN	15.95
BUEH0001	Payment	6/23/2026 EFT03400	BUEHNER, KRISTEN	2.90
CANO0002	Payment	6/23/2026 EFT03401	CANOPY WELLBEING	528.00
CBMS0007	Payment	6/23/2026 EFT03402	CBM SYSTEMS, LLC	51,535.49
CHUN0001	Payment	6/23/2026 EFT03403	ALTON CHUNG	350.00
CLOH0001	Payment	6/23/2026 EFT03404	CLOHESSY, THERESA	36.05
CREA0009	Payment	6/23/2026 EFT03405	CREATIVE FINANCIAL STAFFING LLC	5,945.94
CRUZ0003	Payment	6/23/2026 EFT03406	CRUZ, BRANDON	10.88
DELS0001	Payment	6/23/2026 EFT03407	DEL SOL INC.	9,265.19
FIRS0003	Payment	6/23/2026 EFT03408	FIRST CITIZENS BANK	16,712.94
GALE0002	Payment	6/23/2026 EFT03409	GALE	11,617.27
GETP0001	Payment	6/23/2026 EFT03410	GET PROGRAM	522.32
GILT0001	Payment	6/23/2026 EFT03411	JENNIFER GILTROP	30.00
GISI0001	Payment	6/23/2026 EFT03412	GISI MARKETING GROUP	3,790.17
HARR0001	Payment	6/23/2026 EFT03413	HARRYS KEY SERVICE, INC.	43.44

KANO0001	Payment	6/23/2026 EFT03414	KANOPY LLC	11,502.00
KOEH0002	Payment	6/23/2026 EFT03415	KOEHLER, SHERRI ELLEN	320.00
LEXO0001	Payment	6/23/2026 EFT03416	LEXOW, JANE	31.90
LHHR0001	Payment	6/23/2026 EFT03417	LHH RECRUITING SOLUTIONS, INC.	8,045.47
LITT0001	Payment	6/23/2026 EFT03418	LITTLE, JACLYN	46.49
MCIN0003	Payment	6/23/2026 EFT03419	MCINTOSH, JANE	50.00
NICH0005	Payment	6/23/2026 EFT03420	NICHOLS, KATHLEEN FRANCES	250.00
NORT0056	Payment	6/23/2026 EFT03421	NORTH PACIFIC MANAGEMENT	12,896.00
OCLC0002	Payment	6/23/2026 EFT03422	OCLC INC - RSC SHRG/MTDT/CTLG	10.26
OFFI0001	Payment	6/23/2026 EFT03423	OFFICE DEPOT CARD PLAN	2,315.09
OFFI0013	Payment	6/23/2026 EFT03424	OFFICE INTERIOR CONCEPTS	21,054.40
OVER0004	Payment	6/23/2026 EFT03425	OVERDRIVE	65,764.39
PACI0010	Payment	6/23/2026 EFT03426	PACIFIC POWER GROUP, LLC	782.99
PLAT0001	Payment	6/23/2026 EFT03427	PLATT ELECTRIC SUPPLY	247.21
PLAY0001	Payment	6/23/2026 EFT03428	PLAYAWAY PRODUCTS LLC	5,732.30
SHRE0001	Payment	6/23/2026 EFT03429	SHRED NORTHWEST, LLC	130.68
STER0004	Payment	6/23/2026 EFT03430	STERLING	155.18
THOM0015	Payment	6/23/2026 EFT03431	THOMSON REUTERS-WEST PUBLISHING CORP	696.96
TIKK0001	Payment	6/23/2026 EFT03432	TIKKA INC.	65,666.70
TKEL0001	Payment	6/23/2026 EFT03433	TK ELEVATOR CORPORATION	1,130.05
TSAI0001	Payment	6/23/2026 EFT03434	TSAI FONG BOOKS, INC	105.81
TYLE0002	Payment	6/23/2026 EFT03435	TYLER TECHNOLOGIES, INC.	2,700.72
UNUM0003	Payment	6/23/2026 EFT03436	UNUM GROUP	220.31
UPFO0002	Payment	6/23/2026 EFT03437	UP FOR GRABS, INC	500.00
USAM0002	Payment	6/23/2026 EFT03438	USA MECHANICAL	3,613.30
WEXB0001	Payment	6/23/2026 EFT03439	WEX BANK	6,781.36
WORN0001	Payment	6/23/2026 EFT03440	WORNATH, DANIEL L	148.05
WPEA0001	Payment	6/23/2026 EFT03441	WPEA	3,120.15
WWGR0001	Payment	6/23/2026 EFT03442	W. W. GRAINGER INC	32.83
WYAT0001	Payment	6/23/2026 EFT03443	WYATT, DAVID	191.03
			EFT's Total	479,348.59

PAYROLL

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - Net Payroll Wages	425,467.96
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - Federal Payroll Taxes	136,117.28
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - Oregon State Payroll Taxes	5,277.02
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - PFMLA Taxes	6,784.48
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - WA Cares Fund Taxes	3,284.16
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - Garnishment	130.00
ADP0001	Payment	6/10/2026	Payroll 6/10/2026	ADP - OR Transit Tax	79.30
Subtotal - 1st Payroll					577,140.20

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - Net Payroll Wages	451,375.83
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - Federal Payroll Taxes	147,827.64
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - Oregon State Payroll Taxes	5,672.92
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - PFMLA Taxes	7,229.79
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - WA Cares Fund Taxes	3,508.96
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - Garnishment	130.00
ADP0001	Payment	6/25/2026	Payroll 6/25/2026	ADP - OR Transit Tax	85.12
Subtotal 2nd Payroll					615,830.26

Payroll Total**1,192,970.46****OTHER ACHs**

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
KAIS0005	Payment	6/24/2026		119048 KAISER HSA	17,360.93
KAIS0005	Payment	6/29/2026		119049 KAISER HSA	52.00
ENDI0001	Payment	6/24/2026		119051 ENDICIA	9,400.00
WASH0007	Payment	6/22/2026		119053 WASHINGTON DEPT OF REVENUE	1,651.29
ADP0001	Payment	6/26/2026		119054 ADP	5,805.66
CLAR0026	Payment	6/30/2026		119056 CLARK REG WASTEWTR	56.06
CLAR0026	Payment	6/30/2026		119057 CLARK REG WASTEWTR	48.00
WASH0014	Payment	6/10/2026		119058 WASHINGTON DEPT OF REVENUE	67,611.74
WASH0013	Payment	6/10/2026		119059 WASHINGTON DEPT OF REVENUE	6,623.09
WASH0015	Payment	6/25/2026		119060 WASHINGTON DEPT OF REVENUE	72,803.92
WASH0013	Payment	6/25/2026		119061 WASH DEPT OF RETIREMENT SYSTEM	6,940.94
VISA0002	Payment	6/9/2026		119062 FNBO Visa	42,568.00
Other ACH's Total					230,921.63

Overall Total**\$ 2,678,725.91**

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending May 31, 2026 (With year-to-date totals)

December 31, 2025 Ending Cash Balance	18,596,471
Year-to-date Revenue Received	33,225,711
Year-to-date Expenditures	(14,312,442)
Adjustment for accrued expenditures	34,872
Cash Balance May 31, 2026	<u>\$ 37,544,612</u>

	Cash Balance as of January 1, 2026	Net Operational Activity May, 2026	Year-to-Date Totals thru May, 2026	Cash Balance as of May 31, 2026
Operational Reserve (Unassigned)	<u>\$ 11,032,419</u>	<u>2,800,579</u>	<u>18,948,141</u>	<u>\$ 30,061,778</u>

	Capital Reserves as of January 1, 2026	May, 2026 Expenditures	Year-to-Date Totals thru May, 2026	Capital Reserves as of May 31, 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	<u>1,135,000</u>	<u>-</u>	<u>-</u>	<u>1,135,000</u>
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 May 31, 2026
Overall Cash Balance	<u>\$ 18,596,471</u>	<u>\$ 37,544,612</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 May 31, 2026 (With year-to-date totals)

	2026 Budget	May, 2026 Revenues	Year-to-Date Totals thru May, 2026	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	49,632,138	3,284,984	29,495,951	59%
Property Taxes - Skamania	1,483,826	633,532	817,393	55%
Property Taxes - Klickitat	2,817,424	1,136,388	1,453,519	52%
Property Taxes - Cowlitz	629,846	267,594	305,045	48%
Total Property Taxes	54,563,233	5,322,498	32,071,908	59%
Other Taxes, Grants & Contracts				
Other Taxes	360,000	102,276	331,500	92%
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	102,276	331,500	60%
Charges for Services				
Equipment Use Fees	50,000	5,448	29,285	59%
Non-Resident Borrower Fee	25,000	2,150	12,101	48%
Lost / Damaged Material Fee	40,000	3,335	18,937	47%
Total Charges for Services	115,000	10,933	60,323	52%
Miscellaneous				
Investment Interest	1,355,000	122,965	348,248	26%
Rental Income	4,000	484	921	23%
Gifts/Contributions	-	40	23,196	100%
Library Friends Groups' Reimbursements	20,000	7,649	50,645	253%
Library Foundation Reimbursements	200,000	68,491	259,949	130%
Miscellaneous	2,500	253	59,864	2395%
E-Rate	136,000	-	-	0%
Sale of Assets	10,000	-	19,158	192%
Total Miscellaneous	1,727,500	199,882	761,980	44.1%
Total Operating Revenue	\$ 56,961,733	5,635,590	33,225,711	58.3%

Jan.-Dec. 2026 Fiscal Year

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

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2026
For the Month Ending May 31, 2026 (With year-to-date totals)

	2026 Budget	May, 2026 Expenditures	Year-to-Date Totals thru May, 2026	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 17,675,051	\$ 1,213,871	\$ 5,965,041	34%
Benefit - Medical	4,355,443	243,752	1,252,582	29%
Benefit - Dental	359,746	21,879	110,476	31%
Benefit - Life, LTD, AD&D	174,227	12,423	62,436	36%
Benefit - PERS	1,561,926	66,947	327,475	21%
Benefit - FICA	1,327,636	91,013	446,777	34%
Benefit - L & I - Workers Compensation	98,437	8,716	40,303	41%
Benefit - PFML	54,444	3,919	19,255	35%
Unemployment Expense	15,000	-	-	0%
Personnel Subtotal:	25,621,910	1,662,520	8,224,346	32%
Supplies				
Supplies	377,375	64,285	205,385	54%
Small Equipment (FF&E)	335,500	4,603	43,689	13%
Technology	1,595,000	41,512	373,351	23%
Professional Collection / Tech	235,000	7,881	138,731	59%
Supplies & Small Equipmt/Tech Subtotal:	2,542,875	118,281	761,156	30%
Library Books / Materials				
Library Books & Materials	2,000,000	204,666	700,377	35%
Electronic Resources	2,880,000	291,646	979,139	34%
Library Materials Subtotal:	4,880,000	496,313	1,679,515	34%
Other Services / Charges				
Professional Services	1,493,000	139,343	791,691	53%
Communications	467,400	25,186	158,898	34%
Training / Travel	295,000	17,928	59,241	20%
Advertising	46,000	4,895	15,737	34%
Rentals / Leases	619,193	60,560	258,578	42%
Insurance	306,000	9,268	10,936	4%
Utilities	543,100	38,454	195,860	36%
FAC Repairs & Maintenance	478,500	33,974	190,573	40%
IT Maintenance and Licensing	955,000	57,638	438,509	46%
Misc / Dues / Printing / Other	145,000	14,243	40,565	28%
Intergovernmental Services	800,600	62	726,558	91%
Other Charges & Services Subtotal:	6,148,793	401,553	2,887,145	47%
Total Operating Expenditures:	39,193,578	2,678,666	13,552,162	35%
Capital Outlay:				
Buildings / Non-Owned	375,000	-	-	0%
Buildings / Owned	2,750,000	103,384	311,789	11%
Washougal (FVRL)	4,000,000	87,833	367,273	9%
Building Refresh Projects	4,500,000	-	-	0%
Yale	20,000	-	-	0%
Machinery & Equipment	175,000	-	81,218	46%
Capital Outlay Subtotal:	11,820,000	191,217	760,279	6%
Grand Total All Expenditures:	\$ 51,013,578	\$ 2,869,883	\$ 14,312,442	28%

Jan.-Dec. 2026 Fiscal Year

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

Organizational Report Highlights from June 2026 July 20, 2026 Board of Trustees

Summer Reading began on June 15 and branches have been abuzz with kickoff parties, Summer Reading programming, and live performances. The library was popping during **Three Creeks Community Library's** Bubble Festival, the branch's Summer Reading kick-off party. More than 274 people participated in bubble blowing, crafts, and enjoying popsicles and ice cream sandwiches. **Woodland Community Library** partnered with the Woodland Parent, Teacher, Student Association (PTSA) who provided popcorn and cotton candy for the 375 patrons who showed up for Woodland's kick-off party. Patrons made oceans in a jar at **Goldendale Community Library's** Summer Reading launch party.

Performers have drawn families to the library encouraging young and old to follow their curiosity. The ever-popular Reptile Man answered enthusiastic questions from children at **Yacolt Library Express** to an audience of 65. The Paradise of Samoa Polynesian Dance Troupe performed to an audience of 100 at **Battle Ground Community Library** and almost 350 at the **Vancouver Mall**. Angel Ocasio performed two shows of his magic and comedy at **Three Creeks Community Library** to 275. At **Stevenson Community Library**, Ocasio worked his magic performing for 47 patrons and garnering a 57 patron-sign up for Summer Reading.



Within three days of Summer Reading starting, participation numbers were higher than projected. The district saw a significant increase in registration, particularly for adults and early learners. **By June 26, over 5,000 people** had registered, an increase of over 70% in adult participants and 20% in early learners.

Summer Reading runs through August 15 and it's never too late to sign up!

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

15

LIBRARIES

3

BOOKMOBILES

1

OPERATIONS
CENTER

279

DEDICATED STAFF
MEMBERS

By The Numbers:

Our district in action in 2026 (YTD)

734,278

TOTAL PHYSICAL VISITORS

14,942

NEW CARDS ISSUED

56,307

PROGRAM ATTENDEES

553,960

CATALOG VISITS

1,497,057

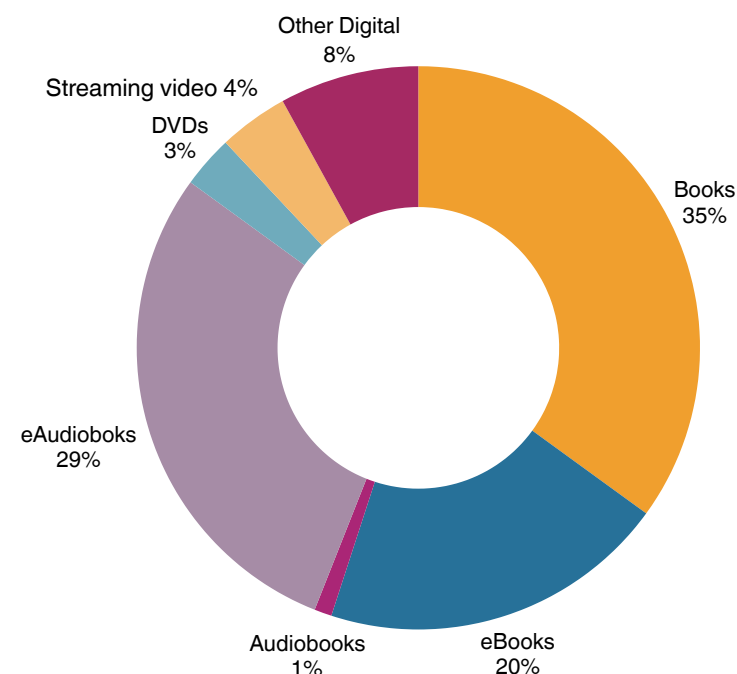
WEBSITE VIEWS

2,038,030

CHECKOUTS

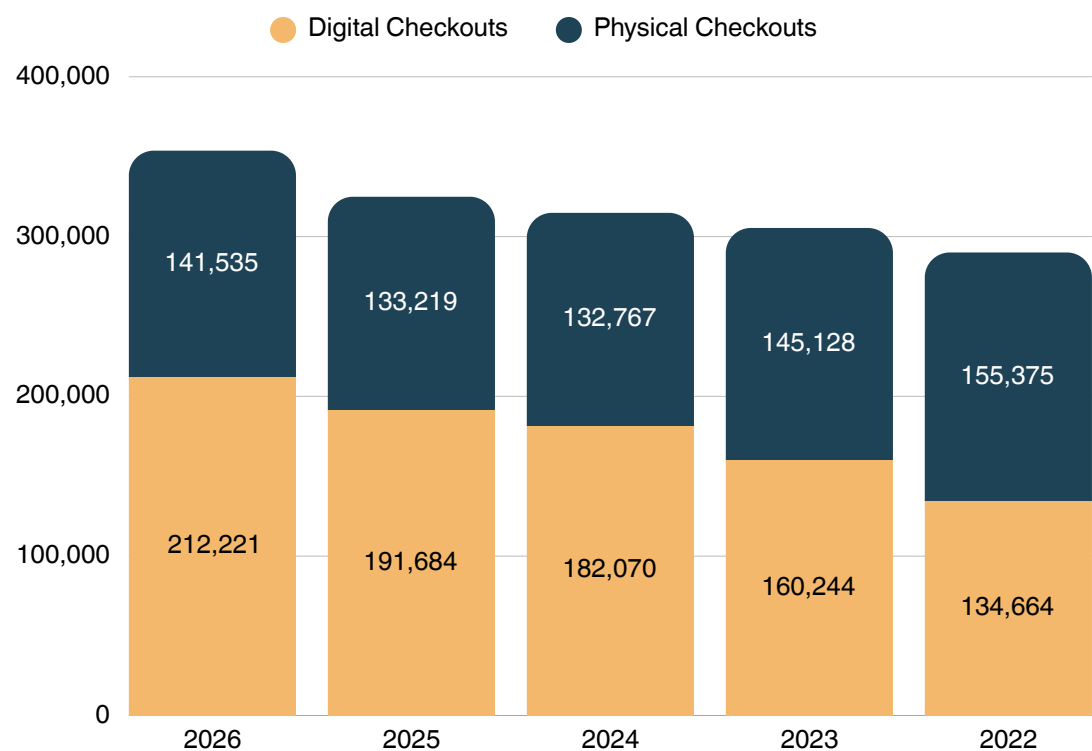
FVRL By The Numbers

Collections - By Format, June 2026

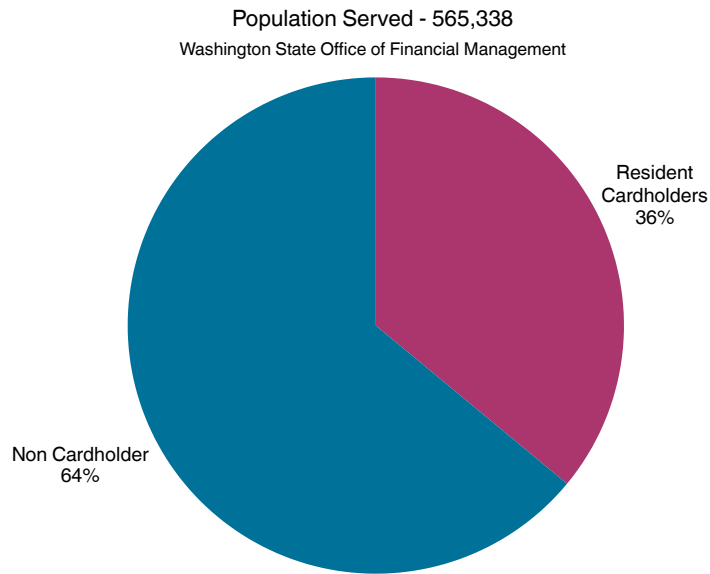


Goat Happy Hour at
**Cascade Park Community
Library** brought **158** patrons to
meet goats in June.

Physical & Digital Collection Checkouts, June 2022-2026



FVRL By The Numbers



A 3D printed T-Rex skull on display through Labor Day at **Ridgefield Community Library**

Collection Checkouts by Item Formats, June 2022 - 2026

Categories	2026	2025	2024	2023	2022
Books	124,174	116,853	115,457	125,512	133,543
Audiobooks	3,259	3,297	3,566	4,108	4,930
DVDs	12,234	11,814	12,678	14,472	15,724
Other Physical	1,868	1,255	1,066	1,036	1,178
Subtotals	141,535	133,219	132,767	145,128	155,375
eBooks	70,806	68,612	67,106	61,868	53,637
eAudiobooks	101,358	85,840	75,836	65,597	54,195
Streaming Video	13,382	12,320	9,725	8,555	8,575
Other Digital	26,675	24,912	29,403	24,224	18,257
Subtotals	212,221	191,684	182,070	160,244	134,664
Totals	353,756	324,903	314,837	305,372	290,039

FVRL By The Numbers

June 2026 - Total
Circulation and Visitors

Location	Jun 2026		Jun 2025		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	41,324	12,956	38,117	12,003	8.41%	7.94%
Cascade Park	59,506	24,908	56,208	23,375	5.87%	6.56%
Clark Bookmobile	576	819	N/A	N/A	N/A	N/A
Goldendale	5,002	4,143	5,387	4,544	-7.15%	-8.82%
Klickitat Bookmobile	399	108	260	44	53.46%	145.45%
La Center	6,212	3,372	5,719	3,104	8.62%	8.63%
North Bonneville	197	69	283	99	-30.39%	-30.30%
Ridgefield	11,597	7,873	11,007	8,762	5.36%	-10.15%
Skamania Bookmobile	524	279	558	134	-6.09%	108.21%
Stevenson	4,068	4,189	3,805	3,277	6.91%	27.83%
Three Creeks	47,290	15,118	43,901	13,725	7.72%	10.15%
Vancouver	57,918	28,146	58,997	27,839	-1.83%	1.10%
Vancouver Mall	9,003	6,421	8,858	6,385	1.64%	0.56%
Washougal	7,108	4,315	6,274	3,778	13.29%	14.21%
Woodland	8,324	4,637	8,294	4,390	0.36%	5.63%
White Salmon Valley	8,789	7,262	8,704	6,780	0.98%	7.11%
Yacolt	6,082	3,092	4,924	3,944	23.52%	-21.60%
Yale Valley	1,030	1,084	848	1,083	21.46%	0.09%
Green Mountain	147	No Visitors	75	No Visitors	96.00%	No Visitors
Books by Mail	1,119	No Visitors	935	No Visitors	19.68%	No Visitors
Operations Center/ILL	417	No Visitors	669	No Visitors	-37.67%	No Visitors
Location Total	276,632	128,791	263,823	123,266	4.86%	4.48%
Digital Collections	212,221	N/A	191,683	N/A	10.71%	N/A
Grand Total	488,853		455,506		7.32%	



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.

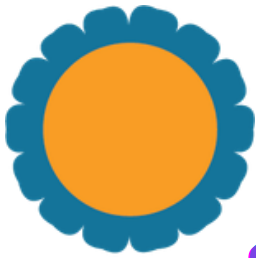
Expanded hours rolled out on June 1. The expansion is part of a Levy Lid Lift commitment to increase access and reflects community feedback. Each county has a library open on Sundays and nearly all branches offer additional hours. **Stevenson Community Library**, which increased from 48 hours per week to 60 by adding a full Sunday and one hour each evening Monday through Thursday, reported an average of close to triple digit number of patrons an hour during the new Sunday hours. In just a short time, the expanded hours have generated meaningful, positive feedback from the community.

New hires onboarded to support the expanded hours are learning about their new communities and how to serve those communities. A new Public Services Librarian at **White Salmon Valley Community Library** brings Spanish bilingual skills better positioning the library to maintain a welcoming, adaptable environment.

Yale Valley Community Library now offers staffed Saturday hours and one patron personally thanked the Branch Manager, sharing that Saturday is the only day they are able to visit the branch during staffed hours.

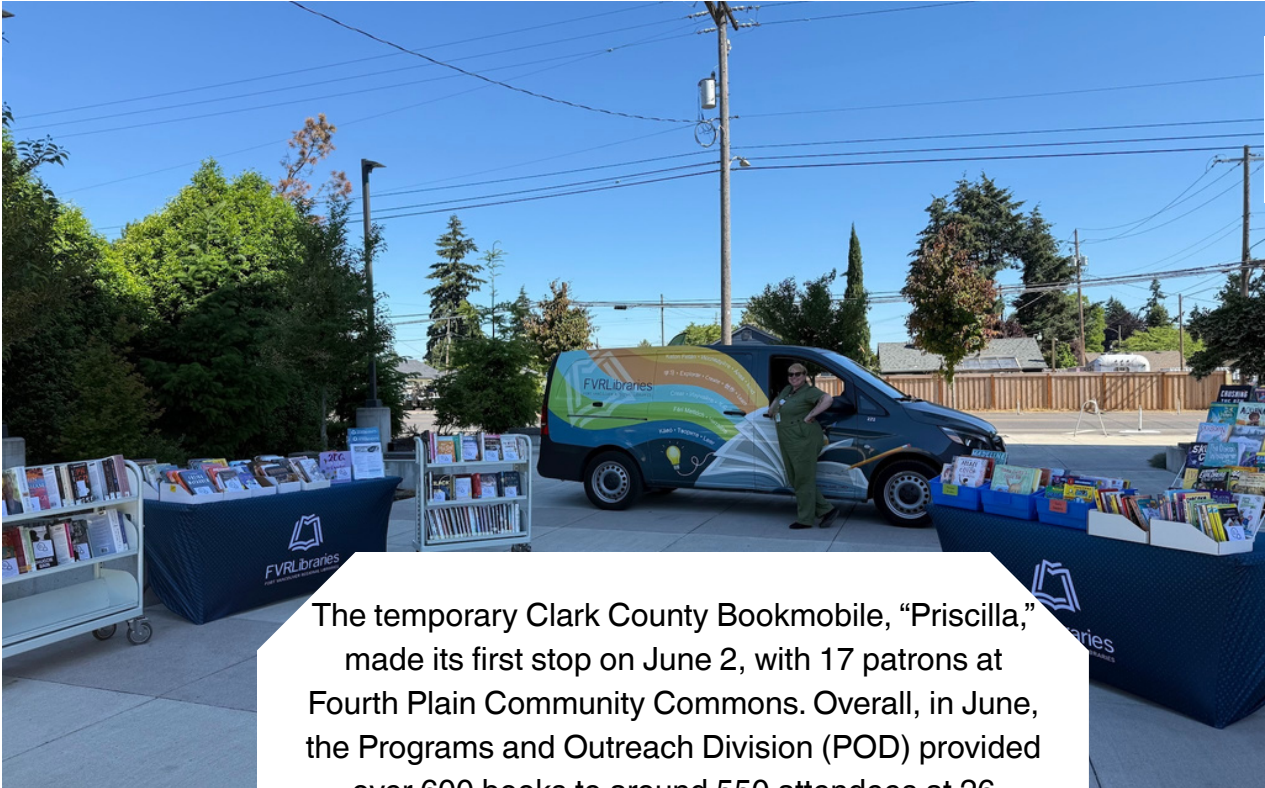


Staff present to Salmon Creek students on the Summer Reading program



Operational Excellence

CLARK COUNTY BOOK MOBILE



The temporary Clark County Bookmobile, “Priscilla,” made its first stop on June 2, with 17 patrons at Fourth Plain Community Commons. Overall, in June, the Programs and Outreach Division (POD) provided over 600 books to around 550 attendees at 26 recurring Clark County Bookmobile sites. POD is focusing on building an audience in those locations, determining longer-term bookmobile locations and refining the schedule for the permanent bookmobile van which is on order.





Strategic Priority: Community Connection & Inclusion

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



The **Woodland Community Library** and the Friends of the Woodland Library made a splash at Planters Days, a beloved local annual festival. The branch's creative parade entry, Librarian Aquarium, earned first place for Best Theme, a clever and playful nod to this year's Summer Reading theme. The eye-catching float featured two memorable segments: library staff reading books immersed inside a giant aquarium, followed by a menacing shark in hot pursuit. The award-winning entry not only delighted festival-goers but also sparked community excitement around the library's Summer Reading program, showcasing the branch's commitment to engaging new and existing audiences in a fun and memorable way.

June was a busy month with class visits for **Goldendale Community Library** with 191 students and teachers from three school districts. This included a visit from 65 kindergarten and first grade students at the same time. Students learned about Summer Reading and got a tour of the library, including where the bookmobile sleeps when it's not out and about. They then colored fish to add to the summer decorations in the children's area. Later they sent the library a thank you card that matched the Summer Reading theme.





Community Connection & Inclusion

POD kicked off large summer community events with Rainbow Walk, Pride Block Party, Juneteenth, and the Day of Play. Events like these usually reach 250-600 people and are something POD has scheduled throughout summer and into Fall.

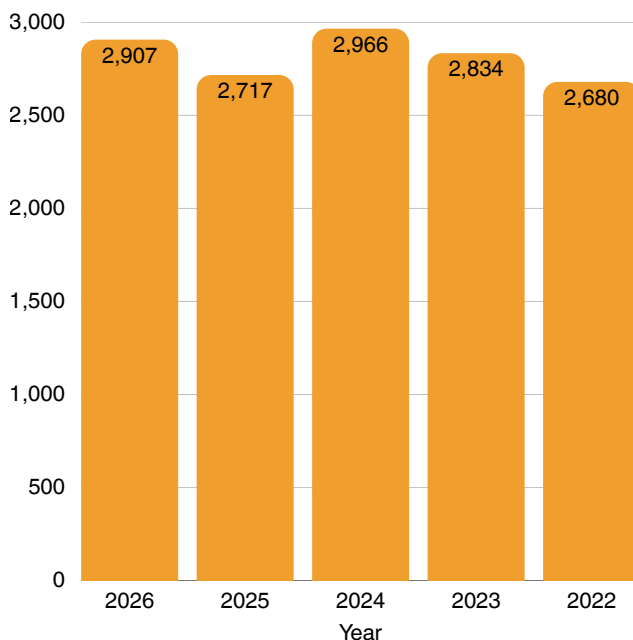
In partnership with SHARE, Summer Lunch distribution at **Vancouver**



Community Library began the week of June 29th. On day one, 80 meals were distributed, with a total of 120 participants. A community volunteer told staff that they chose to volunteer at the library after years of storytime attendance. Witnessing first hand the community building that the library fosters, the volunteer wanted to “give back” to both the community and the library.

Yale Valley Community Library tabled at the Cougar Farmers and Artisans Collaborative Market Days, bringing the library directly to where the community gathers. The Branch Manager engaged with nearly 100 community members, sharing information about the library's Summer Reading program and spreading the word about the new staff hours on Saturday.

New Accounts Added: June 2022 - 2026

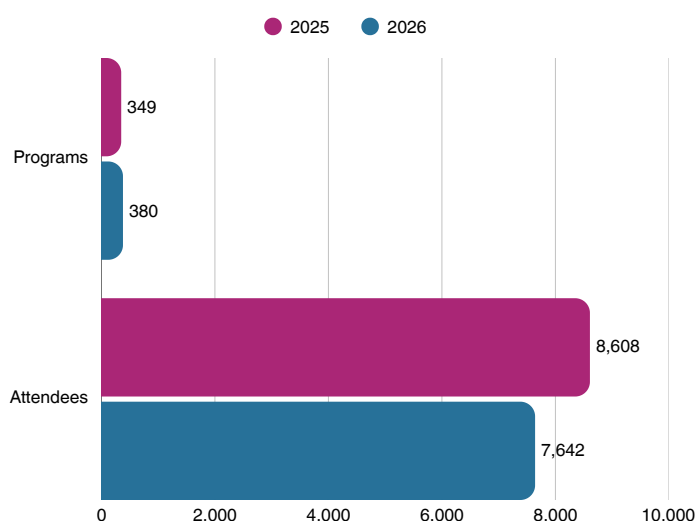


Cascade Park Community Library visited Dakota Dog Park to promote Summer Reading. Poseidon, the adoptable puppy borrows a stick from the stick library.

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.

Programs - June 2025-2026



The **Klickitat County Bookmobile** continued its seasonal refresh and cleaning while the **Skamania County Bookmobile's** collection was refreshed before summer routes started on June 16.



2026 Bookmark Contest:

The final celebrations were held in June, wrapping up the contest for 2026. There were nearly 2000 submissions, including 177 adult submissions (a new category offering). Around 450 people attended celebrations throughout the library district in May and June including **La Center Community Library's** celebration (pictured).





Library Programs, Collections & Services

Program Highlights

- **Washougal Community Library's** June STEM lab was a success with 22 participants who enjoyed being paleontologists for a day. Families learned about fossils and excavated real fossils from bricks of sand and plaster using hammer and chisels. Even teens got in on the excavating action.
- Nearly 40 people attended **Three Creeks Community Library's** new programming offer, Adult Jane Austen Escape Room. Two participants were celebrating their birthdays with this activity at the library.
- Play and Learn at **Battle Ground Community Library** has been averaging 15 attendees per session but June brought 38 in attendance. Many parents have expressed that they are glad the library continues to offer this programming during the summer. At an outreach event, a father and daughter provided feedback on the program. The daughter came to say how much fun she has going to Play and Learn with her grandmother and that they look forward to spending that time together at the library.
- The Oregon Museum of Science and Industry (OMSI) hosted an off-site at Carson Elementary School in collaboration with **Stevenson Community Library** and the **Skamania County Bookmobile**. The opportunity to engage with the library and the museum was well received with 49 patrons attending, many of whom signed up for Summer Reading.
- **La Center Community Library's** "I Survived" Book Party centered around the historical fiction series by author Lauren Tarshis. Patrons read about kids surviving hurricanes, earthquakes, volcanoes and even shark attacks. Families then explored different STEM-inspired, hands-on stations that featured those topics. 98 people showed up for the program.





Library Programs, Collections & Services

- **White Salmon Valley Community Library** partnered with the OSU Extension Central Gorge Master Gardeners for a wildfire practical safety awareness program to deliver trusted, research-backed safety information to local homeowners. By bringing in university-trained volunteers, the library served as a central space for practical disaster prevention.
- In celebration of America's 250th Anniversary the **Vancouver Community Library** hosted, in partnership with Westport Aquarium, a hand-on program featuring a 100 year old printing press and hand-cranked film projector. 46 attendees printed their own "historic" book materials and created short animations, viewable in the projector.
- In partnership with the Woodland High School Art Department, the **Woodland Community Library** is hosting an art exhibit celebrating the talent and creativity of local high school students. This year, ten Woodland High School students earned the distinguished honor of being selected for the Southwest Washington Regional Art Show, a highly competitive showcase recognizing the finest student artwork across the region. The library is thrilled to display many of these award-winning pieces, bringing this exceptional talent directly to the community. The exhibit offers visitors of all ages the opportunity to experience the remarkable work of Woodland's next generation of artists while highlighting the library's dedication to fostering creativity and supporting local schools.

LIBRARY OF THINGS

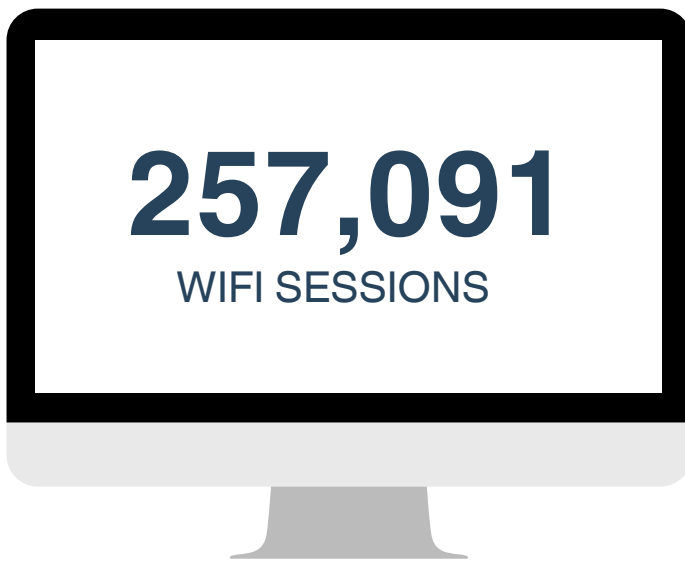
Eight months after launch, the Library of Things collection continues to show strong demand and consistent growth. Thanks to a strategic, phased release schedule, the collection now features robust offerings that support diverse community needs. Current items successfully cater to DIY enthusiasts, culinary creators, independent workers, entrepreneurs, and hobbyists, while providing equitable access to high-utility tools and musical instruments. The library has also expanded youth offerings with STEM-focused educational toys, as well as a microscope. Items like the telescope, metal detector, and gold panning kit have been immediate hits, leading us to order additional stock based on patron demand.

The next phase will introduce screen-free audio literacy tools for children. We remain exceptionally grateful to the FVRL Foundation for their vital funding and continued partnership in expanding these innovative formats.



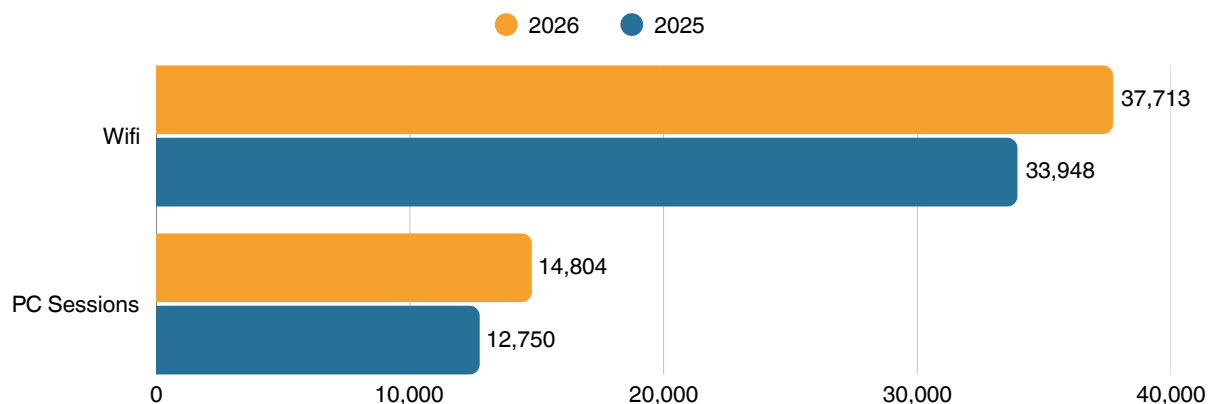
Strategic Priority: Spaces & Technology

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



White Salmon Valley Community Library's new dedicated Thursday Tech Help Hour (1:00 PM – 2:00 PM) offers a low-pressure space for patrons to learn new technology and get comfortable with digital library tools. For example, staff helped patrons with setting up Libby accounts and downloading their first audiobooks. This month, staff identified a community need while assisting a senior patron with mobility challenges, uncovering a common local gap: many seniors need direct, hands-on help filling out government forms and paying bills online. Through quick research, staff found that the local senior center provides this exact hands-on assistance. This resource was shared branch-wide, meaning all staff are now equipped to refer patrons to this service.

Computer and Wi-Fi Use: June 2025 -2026





Spaces & Technology

Current Projects

A Community Information Meeting was held at the Washougal Community Center on June 17 to share updates about the new **Washougal Library Project**. Representatives from Hacker Architects presented floorplans, design features, and new renderings of the 14,000-square-foot library. The new building coming to Durgan Street between Main and C streets in downtown Washougal will include a community room, dedicated areas for children, teens, and adults, and an outdoor courtyard. Attendees had the opportunity to talk to the architects and ask questions directly about the new library. FVRL appreciates the Foundation and the Friends of the Washougal Community Library for their dedication to this project and their support for the event.

The project is in the city permitting process, and the bids from contractors responding to the active ITB are due on September 1. The request to negotiate the contract will be presented at the September Board Meeting. Ground breaking is expected to begin in October or November and substantial completion of the project will be in the late fall/early winter 2027 with an opening of the new library in early 2028. (*Est. Project Cost \$19.4M*)





Spaces & Technology

Current Projects

Vancouver Library Deck: As approved by Board Resolution 2026-04 on April 20, a contract for the deck replacement and structural upgrade was negotiated and awarded to Tikka, Inc. The deck wood and substructure have been demolished, and the planters emptied to allow for replacing the waterproofing over the atrium roof. Aside from a new composite deck and new steel substructure, the project was expanded to include painting the south facing wall, the deck railing, the exposed deck cantilevered beams, the planters & bench supports and redoing the planters with new landscaping. The roof is done and water leak testing is underway. The next steps include metal framing and then deck construction. The project is expected to be complete by the end of August. *(Project Cost \$613,700)*

Vancouver Library Atrium Lighting: The ceiling lights in the atrium and the up lights attached to the steel columns will be replaced to address the dimness experienced when it is dark outside. The work will begin on July 13 and last approximately 2 weeks. *(Project Cost \$42,760)*

Operations Center Tenant Improvements: Four offices are being constructed, and three other spaces are being modified to address space needs at the Operations Center. The demo work began on July 6th, and the work is expected to be complete by early August. *(Est. Project Cost \$180,000)*

Stevenson Library Window Replacement/Upgrades: The project contract has just been signed with EvoDesign Enterprises, LLC. All windows, main entrance, and sliding glass doors will be replaced with energy-efficient windows. The lead time will be 13-14 weeks and it is expected to take several weeks to complete the project. Potential for temporary facility closure during the project is possible, but unknown at this time. *(Project Cost \$135,000)*

Goldendale Library Elevator Modernization: The Goldendale Library's elevator has reached the end of its service life and needs to be modernized. The project involves replacement of the elevator controls, cables, wiring and car interior with new, updated components. The City of Goldendale was awarded a Community Development Block Grant to pay for most of the project, as well as a \$10,000 gift from the Carnegie Foundation that was given to nearly 1,350 operating Carnegie Libraries across the US in honor of the 250th anniversary of the Declaration of Independence. Required documentation is being completed and the ITB process should take place in August. Procurement of the parts and equipment will take 10-12 weeks and the project is expected to last for up to 30 days. During that time, the library will adjust operations to ensure that patrons with mobility challenges are accommodated. *(Est. Project Cost \$220,000)*



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FVRLibraries White Salmon Valley Community Library

Presentation to the Board of Trustees
July 2026



OUR COMMUNITY OF SUPERHEROES



"THE POWER OF ACCESS"

82,102

Community members exploring and utilizing the library's spaces.



"THE KNOWLEDGE SURGE"

101,678

Items borrowed and shared, fueling curiosity.



"THE BEACON OF INSPIRATION"

445

Workshops, classes, events, and educational activities.



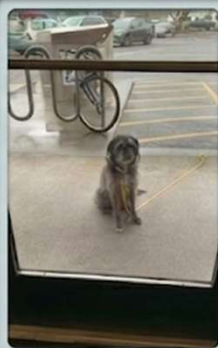
"THE HEROES UNITED"

7,090

Engaging participation in learning and connection.

→ **EMPOWERING OUR COMMUNITY** ←

THE RESILIENT GUARDIANS



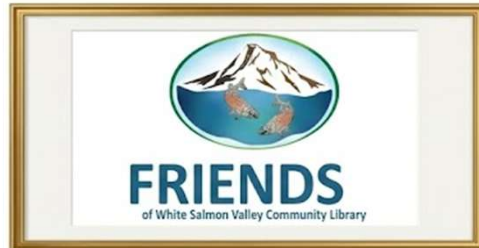
→ **OPERATIONAL EXCELLENCE** ←

THE ALLIED LEAGUE



COMMUNITY CONNECTION & INCLUSION

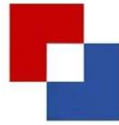
WHITE SALMON VALLEY FRIENDS OF THE LIBRARY



SUPER COMMUNITY SUPPORT



American
Red Cross



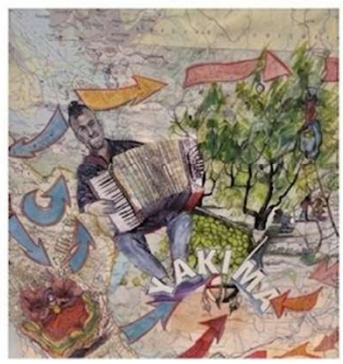
Braver Angels



FRIENDS
of White Salmon Valley Community Library



EMPOWERING EVERYDAY THINKERS



PROGRAMS, COLLECTIONS, & SERVICES

CULTIVATING TOMORROW'S HEROES



PROGRAMS, COLLECTIONS, & SERVICES

TOOLS FOR LEARNING, SPACES FOR GATHERING



SPACES & TECHNOLOGY





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 requestor may include:~~

- ~~a. Notifying the requestor 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 requestor;~~
- ~~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 requestor may include:

- a. Notifying the requestor 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 requestor;
- 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 FVRL 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:

~~Adopted~~ Revised: September 21, 2024

Revised: XX, 2026



2026 FVRL Board Committee Membership **Revised July 2026**

Executive/Personnel Committee

Megan Dugan, Chair

Marie Coffey, Vice-Chair/Secretary

Irina Kakorina (Personnel only)

Finance/Facilities Committee

Kristy Morgan

Richard Mahar

Jayne Cavaness

Policy/Nominating Committee

Marie Coffey, Vice-Chair/Secretary

Olga Hodges

Richard Mahar

Foundation Liaison

Jayne Cavaness

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