

# Yale Valley Library District

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## Regular Meeting

July 8, 2021 6:00PM

Yale Valley Community Library  
11700 Lewis River Road  
Ariel, WA 98603

### AGENDA

#### Public Meeting

- |  |             |
|--|-------------|
| 1. Call to Order   | 6:00 pm     |
| 2. Agenda Approval   | Action      |
| 3. Introductions & Welcomes / Chair Announcements            | Information |
| 4. Consent Agenda  | Action      |
| a. Minutes Approval: June 10, 2021                           |             |
| b. Approval of building project bills: Reviewed by Tina Moir |             |
| 5. Financial Report: Carrie Greenwood                        | Information |
| 6. Building Project  | Information |
| a. Project Update: Jay McCuiston                             |             |
| b. Landscaping   |             |
| c. Flag Pole   |             |
| d. Stas Wall Hanging Systems                                 |             |
| 7. Gifts of Art Policy                                       | Information |
| 8. Yale PO Box   | Action      |
| 9. COVID-19 Update for Yale: Amelia Shelley                  | Information |
| 10. Branch Manager Report: Jennifer Hauan                    | Information |
| 11. Citizen Comments   |             |
| 12. Board Comments   |             |
| 13. Adjournment  |             |

**Yale Valley Library District**  
Regular Meeting Minutes  
June 10, 2021  
Location: Virtual Meeting

Attendees:

YVLD Board of Trustees: Eric Reese, Tina Moir, Chris Conroy, Kathi Wheeler

FVRL: Amelia Shelley, Carrie Greenwood, Jennifer Hauan, Jay McCuistion

Guests: Cynthia McAllister

1. Call to Order: Reese called the meeting to order at 6:01 P.M.
2. Roll Call of those present
3. Agenda Approval: Wheeler moved to approve the June 10 agenda. Conroy seconded the motion. The motion was approved by each trustee.
4. Introductions & Welcomes / Chair Announcements:

Reese announced that Cynthia McAllister has been approved to replace Conroy as a Trustee. Conroy's term ends on July 9, so the July 8 board meeting will be her last meeting.

Reese passed on the information that Fibre Federal Credit Union would like to help sponsor the Grand Opening of Yale Library planned for this fall.

Reese reported that on the previous day, June 9, a white truck drove through the library parking lot and through the blackberry bushes on the north property line to access the property north of the library. Reese has been in discussion with the Cowlitz County Sheriff's Department regarding the ongoing situation.

5. Consent Agenda:
  - a. Minutes Approval, May 13, 2021: Wheeler moved to approve the May 13 minutes. Conroy seconded the motion. The motion was approved by Reese, Conroy, and Wheeler; Moir abstained.
  - b. Approval of building project bills, reviewed by Eric Reese: Reese asked if the WAVE bill for \$649 is an ongoing monthly charge for internet service. Greenwood answered that this is the monthly cost, but internet service is part of the support services that FVRL provides to Yale and that it shouldn't be included in the monthly building project invoice. The coding for it has been changed so that it won't be included in future invoices. Reese recommended payment of the invoice. Conroy moved to approve payment of the invoice dated 5-26-2021 in the amount of \$5,122.47, removing the WAVE portion of the invoice. Wheeler seconded the motion. The motion was approved by each trustee.

- c. Officer Elections: New Officers for July 2021 through June 2022 were approved by each trustee.

Chair: Eric Reese [nominated by Wheeler, seconded by Moir]

Vice-Chair: Tina Moir [nominated by Reese, seconded by Wheeler]

Secretary: Kathy Wheeler [nominated by Reese, seconded by Moir]

Treasurer: Tina Moir [nominated by Conroy, seconded by Wheeler]

Wheeler reluctantly agreed to try the position of Secretary for a few months, but with the caveat that if the task becomes too much, she will bow out. Reese volunteered that he could take over the secretarial duties for the last few months of his term next year, if someone else takes over the position of Chair.

- 6. Financial Report: Greenwood reviewed the May 2021 Financial Statement. Property tax collections year-to-date are nearly 41% compared to 39% at this time last year. The \$736 expense under Professional Services represents the first WAVE internet bill paid. It will be removed as this charge is included in the support services FVRL provides.

7. Building Project:

- a. Project Update: McCuiston thanked Reese for mowing the grass on a large portion of the library property. The storage shed should be delivered in the next couple weeks. There is still a water leak near the shut-off valve, so next week they will be digging the area up to figure out where the water is coming from.

Last week, McCuiston sent the trustees an estimate of \$5200 – \$6200 for the cost of installing a 5 foot chain-link fence on the east side of the property. Right now the posts and cable installed where the squatters were parked seems to be working, so the trustees will wait to decide on what to permanently put in this area.

As far as the north side of the property where the truck drove through, Reese emphasized that the message needs to be sent that access to the property north of the library cannot be made through library property. McCuiston suggested that a post and cable barrier be installed. He will check with the Fire Department to make sure the barrier will not interfere with their activities. Reese suggested that some additional obstacles, such as big stumps, could also be put in the problem area to prevent vehicle access.

- b. Certificate of Occupancy Status: Yale received a Certificate of Occupancy on May 17, but the name of the building owner was listed as the Woodland School District (WSD) rather than the Yale Valley Library District. Also, the address listed was for Yale School rather than the Yale Library address. Shelley has been in contact with the County and WSD. Apparently, because WSD owns the property the library is situated on, the Certificate lists WSD as the owner. WSD has assured Shelley that they will see that the address of the Certificate is corrected.

- c. Landscaping: Wheeler reported that she has contacted WSD about the availability of water for landscaping at the library. There is a problem with the water pump at Yale School; a part is on order, but it has been on order for some time; and she has not received any replies to her enquiry. The trustees decided to table landscaping discussions till the next meeting.
8. Meeting Room Policy: Shelley stated that YVLD will adhere to FVRL's meeting room policies. Wheeler asked about the need to add something specific pertaining to Yale regarding the no gun policy. Shelley felt that the portion of the FVRL policy that states activities must be in compliance with all local and state laws should cover this aspect, since the school district can be considered a local entity.
9. Art Policies: Shelley related that FVRL's Art Policy states all donated art is owned by the FVRL Foundation. She recommends that Yale write its own policy, mostly to be specific about the library's right to sell the art at a later date. Conroy brought up the need to have a policy regarding loaned art, and having a form that specifically states that YVLD will not be responsible for the loss or damage of the loaned art. Hauan said that she was involved with this aspect of art when she worked at the Vancouver branch, and she will look into finding the form.
10. COVID-19 Update for Yale: Shelley reported that major changes to restrictions may be coming soon. Governor Inslee announced recently that, with a few exceptions, WA State can fully open by June 30. It's not known yet what "fully open" actually means in relation to libraries. FVRL is, also, still reviewing what the mask policies will be inside libraries.
11. Branch Manager Report: Summer reading for all library branches will be online again this year through Beanstalk. Hauan said that 24 people visited Yale Library on June 9, and the previous week had 17 visitors. The word is getting out that the library is open. Two people were interviewed today for the Supervisor position. The new schedule with 2 library employees working 15 hours/week will begin on Tuesday, July 6. Once all restrictions on capacity are lifted, library patrons will be able to access the library seven days a week.
12. Citizen Comments: none
13. Board Comments: Wheeler asked if it would be possible for the July board meeting to be held in the meeting room at Yale Library. The board decided to plan for an in-person meeting for July.
14. Adjournment: Wheeler moved to adjourn the meeting and reconvene in the new library. Conroy seconded the motion. The meeting adjourned at 7:12 P.M.

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YVLD Board Chair

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Date



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 0931  
Date 7/5/2021

**Bill To:** YALE VALLEY LIBRARY DISTRICT  
PO BOX 434  
ARIEL WA 98603

**Remit To:** Fort Vancouver Regional Library District  
1007 E. Mill Plain Boulevard  
Vancouver, WA 98663

Please return a copy of this invoice with payment.

| Purchase Order No. | Customer ID |  | Payment Terms |             |
|--------------------|-------------|--|---------------|-------------|
|                    | YALE0001    |  |               |             |
| Qty                |             | Description                                | Unit Price    | Ext. Price  |
| 1                  |             | PACIFIC TECH CONSTRUCTIO                   | \$37,689.63   | \$37,689.63 |
| 1                  |             | BUILDING KEYS HARRYS KEY SERVICE           | \$39.60       | \$39.60     |
| 1                  |             | CABINET DOORS                              | \$659.54      | \$659.54    |
| 1                  |             | BARKDUST - YARD N GARDEN                   | \$136.59      | \$136.59    |
| 1                  |             | OTHER SUPPLIES HOME DEPOT & PACIFIC OFFICE | \$298.74      | \$298.74    |
| 1                  |             | SOHA SIGN                                  | \$486.08      | \$486.08    |

Subtotal \$39,310.18  
Tax \$0.00  
Total \$39,310.18

# Credit Memos



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Credit Memos CREDIT000000000021  
Date 7/5/2021

**Fort Vancouver Reg Library**  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

Customer: YALE VALLEY LIBRARY DISTRICT  
PO BOX 434  
ARIEL WA 98603

| Purchase Order              | Customer ID | Salesperson ID | Shipping Method | Payment Terms ID            |
|-----------------------------|-------------|----------------|-----------------|-----------------------------|
|                             | YALE0001    |                |                 |                             |
| <b>Description:</b><br>WAVE |             |                |                 | <b>Amount</b><br>\$2,036.17 |

|                |                   |
|----------------|-------------------|
| Subtotal       | \$2,036.17        |
| Misc           | \$0.00            |
| Tax            | \$0.00            |
| Freight        | \$0.00            |
| Trade Discount | \$0.00            |
| Payment        | \$0.00            |
| <b>Total</b>   | <b>\$2,036.17</b> |

# Fort Vancouver Regional Library District

## Claim Voucher

PACI0022

PACIFIC TECH CONSTRUCTION  
1302 WALNUT ST

Date 06/04/2021

Warrant 112550

Amount 37,689.63

| Date       | Invoice/Account No.       | Description           | Type    | Amounts                |
|------------|---------------------------|-----------------------|---------|------------------------|
| 05/07/2021 | 9<br>007-101-020-10-62-00 | CONT SVC YALE-CAPITAL | Invoice | 37,689.63<br>37,689.63 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just due and unpaid obligation against the Fort Vancouver Regional Library District and that I am authorized to authenticate and certify to said claim.

APPROVED FOR PAYMENT



# APPLICATION AND CERTIFICATION FOR PAYMENT

TO: Jay Mcuisition  
Fort Vancouver Library District

PROJECT: Yale Valley Community Library  
11842 Lewis River Road, Ariel 98603

APPLICATION NO: 9  
APPLICATION DATE: 5/7/2021  
PERIOD FROM: 1-Apr-21  
TO: 30-Apr-21  
DISTRIBUTION TO: OWNER  
ARCHITECT  
CONTRACTOR

FROM: Pacific Tech Construction  
1302 Walnut St.  
Kelso, WA 98626

FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

CONTRACT DATE: 4/23/2020


Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The present status of the account for this Contract is as follows:

|  |              |
|--|--------------|
| ORIGINAL CONTRACT SUM .....                  | \$952,181.00 |
| Net change by Change Orders .....            | \$37,496.92  |
| CONTRACT SUM TO DATE .....                   | \$989,657.92 |
| TOTAL COMPLETED & STORED TO DATE .....       | \$981,730.23 |
| (Column G on G703)                           |              |
| Retainage 5 % .....                          | \$49,086.51  |
| or total in Column I on G703                 |              |
| TOTAL EARNED LESS RETAINAGE .....            | \$932,643.72 |
| LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... | \$894,954.09 |
| CURRENT PAYMENT DUE .....                    | \$37,689.63  |

State of: Washington County of: Cowlitz  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

AMOUNT CERTIFIED ..... \$37,689.63  
(Attach explanation if amount certified differs from the amount applied for.)  
ARCHITECT:

By:  Date: 5/18/21  
This Certificate is non-negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

| CHANGE ORDER SUMMARY                               |               | ADDITIONS   | DEDUCTIONS  |
|--|---------------|-------------|-------------|
| Change orders approved in previous months by Owner |               |             |             |
| TOTAL  |               |             |             |
| Approved this Month                                |               |             |             |
| Number   | Date Approved |             |             |
| 1  | 2-Apr-21      | \$4,161.06  |             |
| 2  | 2-Apr-21      | \$3,234.88  |             |
| 3  | 2-Apr-21      | \$7,827.69  |             |
| 4  | 2-Apr-21      | \$9,154.61  |             |
| 5  | 2-Apr-21      | \$13,118.68 |             |
| TOTALS   |               | \$37,496.92 | \$0.00      |
| Net change by Change Orders                        |               |             | \$37,496.92 |

The undersigned Contractor to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents; that all amounts have been paid to him for Work for which previous Certificates for Payment were issued and payments received from the Owner; and that current payment shown herein is now due.

CONTRACTOR:  
By:  Date: 5/11/2021

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that the Work has progressed to the point indicated; that to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents; and that the Contractor is entitled to payment of the AMOUNT CERTIFIED.



AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing  
 Contractor's signed Certification is attached.  
 In tabulation below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable redimage for this item may apply.

APPLICATION DATE 5/7/2021  
 PERIOD FROM 1-Apr-21 TO 30-Apr-21  
 PROJECT NUMBER 2000117

| A<br>ITEM<br>No. | B<br>DESCRIPTION OF WORK                        | C<br>SCHEDULED<br>VALUE | D<br>WORK COMPLETED      |                                   | F<br>Stored Materials<br>In D or E | G<br>TOTAL COMPLETED<br>AND STORED<br>TO DATE<br>(D + E + F) | H<br>BALANCE<br>TO FINISH<br>G - G | I<br>RETAINAGE |
|------------------|---|-------------------------|--------------------------|-----------------------------------|------------------------------------|--|------------------------------------|----------------|
|                  |   |                         | Previous<br>Applications | This Application<br>Work in Place |                                    |  |                                    |                |
| 1                | Submit Bond                                     | \$8,966.00              | \$8,966.00               | \$0.00                            | \$0.00                             | \$8,966.00   | \$0.00                             | \$448.30       |
| 2                | Mobilize  | \$25,000.00             | \$25,000.00              | \$0.00                            | \$0.00                             | \$25,000.00  | \$0.00                             | \$1,250.00     |
| 3                | Survey Site                                     | \$10,320.00             | \$10,320.00              | \$0.00                            | \$0.00                             | \$10,320.00  | \$0.00                             | \$516.10       |
| 4                | Over Excavate For Building Foundation           | \$95,000.00             | \$95,000.00              | \$0.00                            | \$0.00                             | \$95,000.00  | \$0.00                             | \$1,750.00     |
| 5                | Trench for utilities                            | \$12,600.00             | \$12,600.00              | \$0.00                            | \$0.00                             | \$12,600.00  | \$0.00                             | \$630.00       |
| 6                | Excavate for light pole bases                   | \$15,000.00             | \$15,000.00              | \$0.00                            | \$0.00                             | \$15,000.00  | \$0.00                             | \$750.00       |
| 7                | Set Pole Bases                                  | \$18,500.00             | \$18,500.00              | \$0.00                            | \$0.00                             | \$18,500.00  | \$0.00                             | \$925.00       |
| 8                | Rough in light poles Electrical                 | \$15,600.00             | \$15,600.00              | \$0.00                            | \$0.00                             | \$15,600.00  | \$0.00                             | \$780.00       |
| 9                | Form footings and install reinforcement         | \$16,500.00             | \$16,500.00              | \$0.00                            | \$0.00                             | \$16,500.00  | \$0.00                             | \$825.00       |
| 10               | Rough in Underground plumbing and Electric      | \$42,500.00             | \$42,500.00              | \$0.00                            | \$0.00                             | \$42,500.00  | \$0.00                             | \$2,125.00     |
| 11               | Pour Footings                                   | \$26,500.00             | \$26,500.00              | \$0.00                            | \$0.00                             | \$26,500.00  | \$0.00                             | \$1,325.00     |
| 12               | Strip Footing                                   | \$7,500.00              | \$7,500.00               | \$0.00                            | \$0.00                             | \$7,500.00   | \$0.00                             | \$375.00       |
| 13               | Form Slab                                       | \$8,500.00              | \$8,500.00               | \$0.00                            | \$0.00                             | \$8,500.00   | \$0.00                             | \$425.00       |
| 14               | Pour 4" slab                                    | \$7,500.00              | \$7,500.00               | \$0.00                            | \$0.00                             | \$7,500.00   | \$0.00                             | \$375.00       |
| 15               | Frame Exterior Walls and Interior Beating Walls | \$42,500.00             | \$42,500.00              | \$0.00                            | \$0.00                             | \$42,500.00  | \$0.00                             | \$2,125.00     |
| 16               | Hang Trusses                                    | \$18,500.00             | \$18,500.00              | \$0.00                            | \$0.00                             | \$18,500.00  | \$0.00                             | \$925.00       |
| 17               | Sheet Roof install T&G                          | \$16,500.00             | \$16,500.00              | \$0.00                            | \$0.00                             | \$16,500.00  | \$0.00                             | \$825.00       |
| 18               | Install Metal Roofing                           | \$6,500.00              | \$6,500.00               | \$0.00                            | \$0.00                             | \$6,500.00   | \$0.00                             | \$325.00       |
| 19               | Sheet and Wrap Ext bids                         | \$16,500.00             | \$16,500.00              | \$0.00                            | \$0.00                             | \$16,500.00  | \$0.00                             | \$825.00       |
| 20               | Rough in Electrical                             | \$6,485.00              | \$6,485.00               | \$0.00                            | \$0.00                             | \$6,485.00   | \$0.00                             | \$324.25       |
| 21               | Rough in Plumbing                               | \$36,500.00             | \$36,500.00              | \$0.00                            | \$0.00                             | \$36,500.00  | \$0.00                             | \$1,825.00     |
| 22               | Rough in Mech                                   | \$45,000.00             | \$45,000.00              | \$0.00                            | \$0.00                             | \$45,000.00  | \$0.00                             | \$2,250.00     |
| 23               | Install Siding                                  | \$53,168.00             | \$53,168.00              | \$0.00                            | \$0.00                             | \$53,168.00  | \$0.00                             | \$2,658.40     |
| 24               | Install Insulation                              | \$18,450.00             | \$18,450.00              | \$0.00                            | \$0.00                             | \$18,450.00  | \$0.00                             | \$922.50       |
| 25               | Hang Gypsum                                     | \$35,587.00             | \$35,587.00              | \$0.00                            | \$0.00                             | \$35,587.00  | \$0.00                             | \$1,779.35     |
| 26               | Install Siderwalls                              | \$35,587.00             | \$35,587.00              | \$0.00                            | \$0.00                             | \$35,587.00  | \$0.00                             | \$1,779.35     |
| 27               | Prime Paint Exterior                            | \$25,000.00             | \$25,000.00              | \$0.00                            | \$0.00                             | \$25,000.00  | \$0.00                             | \$1,250.00     |
| 28               | Prime Paint Interior                            | \$17,852.00             | \$17,852.00              | \$2,860.00                        | \$0.00                             | \$20,712.00  | \$0.00                             | \$1,035.60     |
| 29               | Install Cabinets                                | \$22,500.00             | \$22,500.00              | \$0.00                            | \$0.00                             | \$22,500.00  | \$0.00                             | \$1,125.00     |
| 30               | Finish Carpentry                                | \$16,500.00             | \$16,500.00              | \$0.00                            | \$0.00                             | \$16,500.00  | \$0.00                             | \$825.00       |
| 31               | Install Flooring                                | \$32,000.00             | \$32,000.00              | \$0.00                            | \$0.00                             | \$32,000.00  | \$0.00                             | \$1,600.00     |
| 32               | Electrical Finish                               | \$39,855.00             | \$39,855.00              | \$0.00                            | \$0.00                             | \$39,855.00  | \$0.00                             | \$1,992.75     |
| 33               | Plumbing Finish                                 | \$15,560.00             | \$15,560.00              | \$0.00                            | \$0.00                             | \$15,560.00  | \$0.00                             | \$778.00       |
| 34               | Mech Finish                                     | \$26,631.00             | \$26,631.00              | \$0.00                            | \$0.00                             | \$26,631.00  | \$0.00                             | \$1,331.55     |
| 35               | Project Close Out                               | \$0.00                  | \$0.00                   | \$7,500.00                        | \$0.00                             | \$7,500.00   | \$7,500.00                         | \$375.00       |
| 36               | Move Pipe away from foundation                  | \$4,161.00              | \$4,161.00               | \$0.00                            | \$0.00                             | \$4,161.00   | \$0.00                             | \$208.05       |
| 37               | Remove and replace Bottom Band                  | \$3,234.88              | \$3,234.88               | \$0.00                            | \$0.00                             | \$3,234.88   | \$0.00                             | \$161.74       |
| 38               | Motorized Shades                                | \$7,827.61              | \$7,827.61               | \$0.00                            | \$0.00                             | \$7,827.61   | \$0.00                             | \$370.00       |
| 39               | Concrete Slabs                                  | \$9,154.61              | \$9,154.61               | \$0.00                            | \$0.00                             | \$9,154.61   | \$0.00                             | \$457.73       |
| 40               | Landscaping                                     | \$13,118.68             | \$13,118.68              | \$0.00                            | \$0.00                             | \$13,118.68  | \$0.00                             | \$655.93       |
|                  |   |                         | \$98,857.64              | \$98,857.64                       | \$0.00                             | \$98,857.64  | \$0.00                             | \$49,428.81    |
|                  |   |                         | \$52,056.94              | \$52,056.94                       | \$39,672.28                        | \$91,729.22  | \$9,200%                           | \$45,856.51    |

# Purchase Order



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Purchase Order  
Purchase Order No. 008596  
Date 7/15/2020

**Ft Vancouver Reg Library Dist**  
**1007 E Mill Plain Boulevard**  
**Vancouver WA 98663**

**Vendor:** PACIFIC TECH CONSTRUCTION  
1302 WALNUT ST  
KELSO WA 98626

**Ship To:** Ft Vancouver Reg Library Dist  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

On VISA \_\_\_\_\_

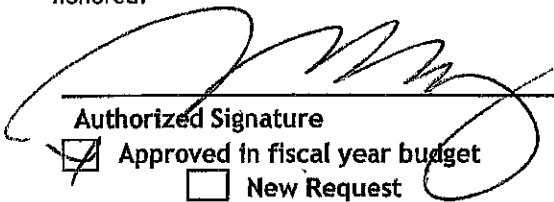
^ Changed Since the Previous Revision

| Contract Number | Payment Terms | Confirm With |
|-----------------|---------------|--------------|
|                 |               |              |

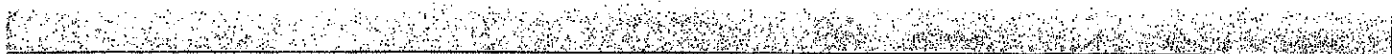
| L/N             | Item Number               | Description                       | Req. Date | U/M                  | Ordered | Unit Price    | Ext. Price   |
|-----------------|---------------------------|-----------------------------------|-----------|----------------------|---------|---------------|--------------|
| Shipping Method |                           | Reference Number                  | FOB       | Budget #             |         |               |              |
| 1               | YALE VALLEY LIBRARY<br>CO |                                   | 7/15/2020 | Each                 | 10      | \$95,216.1000 | \$952,161.00 |
| DELIVERY        |                           | YALE VALLEY LIBRARY<br>CONSTRUCTI | None      | 007-101-020-10-62-00 |         |               |              |

|                    |                     |
|--------------------|---------------------|
| Subtotal           | \$952,161.00        |
| Trade Discount     | \$0.00              |
| Freight            | \$0.00              |
| Miscellaneous      | \$0.00              |
| Tax                | \$0.00              |
| <b>Order Total</b> | <b>\$952,161.00</b> |

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.


7/20/2020  
 \_\_\_\_\_  
 Authorized Signature Date  
 Approved in fiscal year budget  
 New Request

Justin Keeler 06/04/2021  
 \_\_\_\_\_  
 Order Placed By (Print) Date



Harry's Key Service Incorporated

2213 Main Street  
Vancouver, WA 98660

# Invoice

|           |             |
|-----------|-------------|
| DATE      | INVOICE NO. |
| 5/28/2021 | 558372      |

|   |
|---|
| <b>BILL TO</b>  |
| Fort Vancouver Regional Library<br>ATTN: Accounts Payable<br>1007 N.E. Mill Plain<br>Vancouver, WA 98661<br>accounting@fvrl.org |

|                       | Terms  | P.O. # | Account # |
|-----------------------|--------|--------|-----------|
|                       | Net 30 | Yale   | C1100     |
| DESCRIPTION           | QTY    | RATE   | AMOUNT    |
| Carl                  |        |        |           |
| Keys: S123 Duplicates | 4      | 6.50   | 26.00T    |
| Keys: SC4 Duplicates  | 3      | 3.50   | 10.50T    |

|              |              |                                 |
|--------------|--------------|---------------------------------|
| Phone #      | Fax #        | E-mail                          |
| 360-696-4901 | 360-694-6794 | lwilloughby@harryslocksmith.com |

|                         |                |
|-------------------------|----------------|
| <b>Subtotal</b>         | \$36.50        |
| <b>Sales Tax (8.5%)</b> | \$3.10         |
| <b>Payments/Credits</b> | \$0.00         |
| <b>Total</b>            | \$39.60        |
| <b>Balance Due</b>      | <b>\$39.60</b> |

Receipt for Payment

Carly King <carly@cabdoor.com>
To: klementwoodworking@gmail.com <klementwoodworking@gmail.com>
Cc: Sierra Zavala <sierra@cabdoor.com>, Accounting <Accounting@cabdoor.com>

CABINET DOOR SERVICE CO LLC
2500 PRINGLE RD SE
SCE 156
SALEM, OR 97302
503-363-6367

CABINET DOOR SERVICE CO LLC
0010350008030436011408

Date: 04/28/2021 01:13:19 PM

CREDIT CARD SALE

VISA
CARD NUMBER: [REDACTED]

TOTAL AMOUNT: \$692.26

APPROVAL CD: 373784
RECORD #: 000
CLERK ID: CKing
CUST CODE: FOR008
SALES TAX: \$0.00
INVOICE #: 25779 25780
Customer ID: FOR008

X \_\_\_\_\_
Jay McCuiston

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

Thank you for your business!

PrePay Collection Request
for PrePay ID = 1456

Table with 8 columns: Custno, BankID, PrePay ID, Item ID, Pymt Type, Item Ref, Collection Memo, Pymt Amt. It lists two payment entries for sales orders #25779 and #25780, with a total collection amount of 678.68.

Thank you,
Carly King

Receipt for Payment

Carly King <carly@cabdoor.com>
To: klementwoodworking@gmail.com <klementwoodworking@gmail.com>
Cc: Cynthia Ramos <cynthia@cabdoor.com>, Accounting <Accounting@cabdoor.com>

CABINET DOOR SERVICE CO LLC
2100 PRINGLE RD SE
SCE 150
SALEM, OR 97302
503-363-6367

CABINET DOOR SERVICE CO LLC
0010350008030436011408

Date: 05/05/2021 11:26:36 AM

CREDIT CARD SALE

VISA
CARD NUMBER:
TOTAL AMOUNT: \$138.88

APPROVAL CD: 724065
RECORD #: 000
CLERK ID: CKing
CUST CODE: FOR008
SALES TAX: \$0.00
INVOICE #: 26936
Customer ID: FOR008

X Jay McCaustion

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

Thank you for your business!

PrePay Collection Request

for PrePay ID = 1546

Table with columns: Custno, BankID, PrePay ID, Item ID, Pymt Type, Item Ref, Collection Memo, Pymt Amt. Includes a row for FOR008 KEY2 1546 26936 Credit Card CC-FOR008-20210505 and a summary row for Item Totals 136.16 Total Collection.

Thank you,
Carly King

**Yard 'n Garden Land**

1501 NE 102nd Street  
Vancouver, Washington, 98686  
United States  
360-573-7172

**Sales Receipt**

05/10/2021 12:45 pm

Ticket: 220000128001

Register: Register 1 (Front Elo)

| Item                 | #       | Price          |
|----------------------|---------|----------------|
| Medium Fir           | 2 x     | \$72.00        |
| Barkdust (1 Yard)    | \$36.00 |                |
| Subtotal             |         | \$72.00        |
| Tax (\$72.00 @ 8.4%) |         | \$6.05         |
| Total Tax            |         | \$6.05         |
| <b>Total</b>         |         | <b>\$78.05</b> |

**PAYMENTS**

Credit Card \$78.05

Thank you for coming in! Please visit our website for our plant guarantee: [www.yardngardenland.com](http://www.yardngardenland.com) Returns are accepted within 14 days with receipt.

Thank You !



**TRANSACTION DETAILS**

**Sale** **\$78.05**  
VISA \*\*\*\*\*  
CREDIT  
Date: 05/10/2021 12:45 pm  
Method: contact\_emv  
Auth Code: 375043  
AID: A0000000031010  
APN: VISA CREDIT  
Cryptogram: /56EF7CE8EB67E897

**Yard 'n Garden Land**

1501 NE 102nd Street  
Vancouver, Washington, 98686  
United States  
360-573-7172

**Sales Receipt**

05/12/2021 8:01 am

Ticket: 220000129051

Register: Register 1 (Front Elo)

| Item                       | #                    | Price          |
|----------------------------|----------------------|----------------|
| Medium Fir                 | 1 x                  |                |
| <b>Barkdust (1 Yard)</b>   | \$36.00              | \$36.00        |
| Medium Fir                 | 1 x                  |                |
| <b>Barkdust (1/2 Yard)</b> | \$18.00              | \$18.00        |
|                            | Subtotal             | \$54.00        |
|                            | Tax (\$54.00 @ 8.4%) | \$4.54         |
|                            | Total Tax            | \$4.54         |
|                            | <b>Total</b>         | <b>\$58.54</b> |

**PAYMENTS**

Credit Card \$58.54

Thank you for coming in! Please visit our website for our plant guarantee: [www.yardngardenland.com](http://www.yardngardenland.com) Returns are accepted within 14 days with receipt.

Thank You !



**TRANSACTION DETAILS**

**Sale \$58.54**

VISA \*\*\*\*\* [REDACTED]  
CREDIT

Date: 05/12/2021 8:01 am

Method: contact\_emv

Auth Code: 211278

AID: A0000000031010

APN: VISA CREDIT

70746C89DD1E5A09



PORTLAND SHARP / KONICA MINOLTA DIVISION  
 14747 NW GREENBRIER PKWY, Suite A  
 BEAVERTON, OR 97006

SALES (503) 641-2000    CONTRACTS (503) 601-2277  
 SERVICE (503) 641-2002    FAX (503) 643-6063

# PACIFIC OFFICE AUTOMATION

Page: 1 PROBLEM SOLVED —

TERMS: NET 10 DAYS FROM INVOICE DATE

| CUSTOMER #   | PURCHASE ORDER | DATE ORDERED | DATE SHIPPED | REPRESENTATIVE  | INVOICE # | INVOICE DATE |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|--|----------------|--------------|--------------|---|-----------|--------------|-----------|---------------|----------|----------------------|-----------|---------------|----------------|--|--|----------------------|--|--|--|--|--|
| 10D644   |                | 03/23/21     | 03/23/21     | 10SR00  | 202030    | 04/09/21     |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| ORDERED  | PKG            | SHIPPED      | PROD. NO.    | DESCRIPTION   |           | UNIT PRICE   | AMOUNT    |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| CB3571   | 1              | 1            | LAB1         | 03021398 1K23866<br>LABOR<br>VPN # LAB1   |           | 262.500      | 262.50    |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| *****EQUIPMENT<br>HRS @<br>\$150/HR -JDR-          |                |              |              | MOVE FOR ID# 1K23866 FROM VANCOUVER TO ARIEL, WA  |           | 1.75         |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| RECEIVED<br>APR 26 2021<br>F.V.R.L. Admin Services |                |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              | <table border="1"> <tr> <td>Date:</td> <td>Rec'd by:</td> </tr> <tr> <td>Date: 6/23/21</td> <td>Attached</td> </tr> <tr> <td>Directors Signature:</td> <td>Aprvd by:</td> </tr> <tr> <td>Budget number</td> <td>Amount: 282.98</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>007-101-028.50.31.00</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> |           | Date:        | Rec'd by: | Date: 6/23/21 | Attached | Directors Signature: | Aprvd by: | Budget number | Amount: 282.98 |  |  | 007-101-028.50.31.00 |  |  |  |  |  |
| Date:  | Rec'd by:      |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| Date: 6/23/21                                      | Attached       |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| Directors Signature:                               | Aprvd by:      |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| Budget number                                      | Amount: 282.98 |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
| 007-101-028.50.31.00                               |                |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              |   |           |              |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              |   |           | TAX          |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              |   |           | 20.48        |           |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              |   |           | SUBTOTAL     | 262.50    |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |
|  |                |              |              |   |           | TOTAL DUE    | 282.98    |               |          |                      |           |               |                |  |  |                      |  |  |  |  |  |

Shipped To:  
 FORT VANCOUVER REGIONAL  
 LIBRARY - YALE LIBRARY  
 11700 LEWIS RIVER ROAD  
 ARIEL WA 98603

COMMENTS

**PLEASE PAY FROM THIS INVOICE**  
 OVERDUE ACCOUNTS WILL BE CHARGED A LATE PAY-  
 MENT FEE OF 1.5% PER MONTH (ANNUAL RATE 18%)





How doers get more done.

Yale

8601 NORTH EAST ANDRESEN ROAD  
VANCOUVER, WA 98665 (360)253-3993

4718 00003 05177 05/17/21 06:52 AM  
SALE CASHIER PATRICIA

099713048997 5' U POST <A>  
5' 14GA STEEL U-POST MEDIUM DUTY  
304.85 14.55

SUBTOTAL 14.55  
SALES TAX 1.21  
TOTAL \$15.76

XXXXXXXXXXXX [REDACTED] HOME DEPOT  
AUTH CODE 017972/5031094 USD\$ 15.76 TA

FORT VANCOUVER REGIO  
KLEMENT SETH M  
Chip Read  
AID A0000000049999D8400305 THE PLC. PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5000 SUMMARY  
THIS RECEIPT PO/JOB NAME: YALE

2021 PRO XTRA SPEND 05/16: \$5,546.88

This purchase qualifies for FUEL DISCOUNTS and 60 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to learn more or go to [homedepot.com/financeoptions](http://homedepot.com/financeoptions).

4718 05/17/21 06:52 AM



4718 03 05177 05/17/2021 9964

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 11 365 05/17/2022

\*\*\*\*\*  
DID WE NAIL IT?

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: HTK 15361 10646  
PASSWORD: 21267 10643

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

|                       |                 |
|-----------------------|-----------------|
| Recd by: <i>AM</i>    |                 |
| Aprvd by: <i>JM</i>   |                 |
| Amount                | 1576            |
| Director's Signature: |                 |
| Budget number         | 007101028503103 |

Yale Sign Posts

**SOHA SIGN COMPANY**

1601 "G" STREET  
VANCOUVER, WA 98663

360-693-8531 - FAX: 360-750-1075  
info@sohasign.com

**Invoice**

|          |             |
|----------|-------------|
| DATE     | INVOICE NO. |
| 5/6/2021 | 68833       |

|  |   |
|--|---|
| <b>BILL TO</b>   | <b>SHIP TO</b>                              |
| FORT VANCOUVER REGIONAL LIBRARY<br>1007 E MILL PLAIN<br>VANCOUVER, WA. 98663 | WILL CALL<br>JAY MCCUISTION<br>360-906-4945 |

**PAID**  
05/10/2021

|          |                |     |           |           |            |
|----------|----------------|-----|-----------|-----------|------------|
| P.O. NO. | TERMS          | REP | SHIP DATE | SHIP VIA  | JOB NUMBER |
|          | DUE ON RECEIPT |     | 5/3/2021  | WILL CALL | 32696      |

| ITEM     | DESCRIPTION   | QTY | RATE  | AMOUNT  |
|----------|---|-----|-------|---------|
| ALUMINUM | 24" X 18" SINGLE SIDED .080 ALUMINUM<br>FULL COLOR DIGITAL PRINT (ARLON 4500 W. GLOSS LAM)"<br><br>"YALE VALLEY LIBRARY DISTRICT; NO TRESSPASSING..."<br>QTY - 4<br><br>"YALE VALLEY LIBRARY DISTRICT; NO OVERNIGHT PARKING"<br>QTY - 4 | 8   | 56.00 | 448.00T |

SOHA SIGN CO  
1601 G STREET  
VANCOUVER WA 98663  
360-693-8531  
Merchant ID: 4577  
Term #: 0101  
Store #: 4767  
Ref #: 0001

**Sale**

XXXXXXXXXX  
VISA Entry Method: Chip

**Total: \$ 486.08**

05/10/21 08:40:14  
Inv #: 000001 Appr Code: 670424  
Transaction ID: 301130564146497  
Apprvd: OnLine Batch#: 000211

VISA CREDIT  
AID: A0000000031010  
TSI: 6800  
TVR: 8880008800

Customer Copy  
THANK YOU

PLEASE NOTE: Invoices unpaid 30 days past inv  
1. % per month (12% APR). If necessary custom  
costs of collections. Invoice disputes should be re  
serve the right to repossess any such goods lis  
days. We reserve the right to enter the buyer's  
any such goods.

|                    |                 |
|--------------------|-----------------|
| Sales Tax          | \$38.08         |
| <b>Total</b>       | <b>\$486.08</b> |
| Payments/Credits   | -\$486.08       |
| <b>Balance Due</b> | <b>\$0.00</b>   |

# **Yale Valley Library District**

*For the Month Ending June 30, 2021 (With Year-to-Date Totals)*

## **Statement of Cash**

|                                       |           |
|---------------------------------------|-----------|
| December 31, 2020 Ending Cash Balance | \$984,417 |
| Year-to-date Revenue Received         | \$84,230  |
| Year-to-date Expenditures             | \$583,889 |
| Cash Balance June 30, 2021            | \$484,759 |

# Yale Valley Library District

For the Month Ending June 30, 2021 (With Year-to-Date Totals)

## Revenue

| Description  | 2021 Budget       | June 2021 Revenues | All Revenue Received thru June 2021 | Year -to - Date Annual Budget Percent |
|--|-------------------|--------------------|-------------------------------------|---------------------------------------|
| <b>Property Taxes</b>                                  |                   |                    |                                     |                                       |
| 311.10 Property Tax Collections - Yale Valley District | \$ 119,626        | \$ 22,929          | \$ 71,649                           | 59.89%                                |
| <b>Total Property Taxes</b>                            | <b>119,626</b>    | <b>22,929</b>      | <b>71,649</b>                       | <b>59.89%</b>                         |
| <b>Other Taxes</b>                                     |                   |                    |                                     |                                       |
| 317.2 Leasehold Excise Tax                             | 0                 | 0                  | 0                                   | 0.00%                                 |
| <b>Total Other Taxes</b>                               | <b>0</b>          | <b>0</b>           | <b>0</b>                            | <b>0.00%</b>                          |
| <b>Intergovernmental, Grants &amp; Contracts</b>       |                   |                    |                                     |                                       |
| 335.02 DNR - Timber Revenue                            | 35,000            | 9,989              | 10,076                              | 28.79%                                |
| 335.02 DNR - Other Revenue                             | 100               | -                  | 72                                  | 71.60%                                |
| 335.02 State Capital Grant                             | -                 | -                  | -                                   | 0.00%                                 |
| <b>Total Intergovernmental, Grants &amp; Contracts</b> | <b>35,100</b>     | <b>9,989</b>       | <b>10,147</b>                       | <b>28.91%</b>                         |
| <b>Miscellaneous</b>                                   |                   |                    |                                     |                                       |
| 361.11 Investment Interest                             | 7,500             | 242                | 2,434                               | 32.45%                                |
| 367-10 Non-Governmental Contributions                  | 2500              | -                  | -                                   | 0.00%                                 |
| 367-10 Grant Revenue                                   | 5,000             | -                  | -                                   | 0.00%                                 |
| 369.90 Miscellaneous Revenue                           | 250               | -                  | -                                   | 0.00%                                 |
| <b>Total Miscellaneous</b>                             | <b>15,250</b>     | <b>242</b>         | <b>2,434</b>                        | <b>15.96%</b>                         |
| <b>Total Revenue:</b>                                  | <b>\$ 169,976</b> | <b>\$ 33,160</b>   | <b>\$ 84,230</b>                    | <b>49.55%</b>                         |
| Transfer from Reserves                                 | \$ 560,024        | \$ -               | \$ -                                | 0.00%                                 |
| <b>Total Revenue and Reserves</b>                      | <b>\$ 730,000</b> | <b>33,160</b>      | <b>84,230</b>                       | <b>11.54%</b>                         |

## Expenses

| Description  | 2021 Budget       | Expenses     | Expenses Year-to-Date Totals | Year to Date Annual Budget Percentage |
|--|-------------------|--------------|------------------------------|---------------------------------------|
| <b>Other Services / Charges</b>                    |                   |              |                              |                                       |
| 572.41 Professional Services                       | 120,000           | -            | 736                          | 0.61%                                 |
| 572.41 Professional Services-Fundraising/Architect | 10,000            | -            | 6,190                        | 61.90%                                |
| 572.62 Capital Outlay                              | 600,000           | 5,122        | 576,962                      | 96.16%                                |
| <b>Grand Total Expense:</b>                        | <b>\$ 730,000</b> | <b>5,122</b> | <b>583,889</b>               | <b>79.98%</b>                         |

|   |                |
|---|----------------|
| Net Cash Activity                       | (499,658)      |
| Jan. 1, 2021 Cash with County Treasurer | 984,417        |
| <b>Ending Cash</b>                      | <b>484,759</b> |

|                     |                |
|---------------------|----------------|
| Non-Capital Reserve | 357,079        |
| Capital Reserve     | 127,681        |
| <b>Total</b>        | <b>484,759</b> |

# Yale Valley Library District

*For the Month Ending June 30, 2021 (With Year-to-Date Totals)*

## Schedule of Reserves

|   |                  |               |   |
|---|------------------|---------------|---|
|   |                  |               | <i>Non Cash Activity</i>  |
|   |                  |               | <i>Grant ran Through Fort Vancouver</i>                             |
|   |                  |               | <i>Regional Libraries</i>   |
| State of Washington Grant                               |                  | \$291,000.00  | Grant Award   |
|   |                  |               | Ran Through FVRL's Books  |
| <b>Non Capital Reserve Beginning Balance 01/01/2021</b> | \$286,166        |               |   |
| Property Tax Collections (Revenue)                      | 71,649           |               |   |
| Other Taxes (Revenue)                                   | -                |               |   |
| Professional Expenses (Expenses)                        | (736)            | (31,264)      |   |
|   |                  | 58            |   |
| <b>Non Capital Reserve Ending Balance 6/30/2021</b>     | \$357,079        |               |   |
| <br>  |                  |               |   |
| <b>Capital Reserve Beginning Balance 01/01/2021</b>     | \$698,251        |               |   |
| Intergovernmental Grants and Contracts (Revenue)        | 10,148           |               |   |
| Miscellaneous (Revenue)                                 | 2,434            |               |   |
| Professional Services Architects (Expenses)             | (6,190)          | (2,526)       |   |
| Capital Out lay (Expenses)                              | (576,962)        | (155,194)     |   |
| <b>Capital Reserve Ending Balance 6/30/2021</b>         | \$127,681        |               |   |
| <br>  |                  |               |   |
| <b>Total Non Capital and Capital Reserves</b>           | <b>\$484,759</b> |               |   |
|   |                  | \$102,073.52  | Grant Remaining applied to expenses for November booked in December |
|   |                  | -\$237,768.30 | November Billing Offset   |
|   |                  | -\$5,428.46   | December Billing Offset   |
|   |                  | -\$141,123.24 | Transferred On 01/11/2021   |



# Office of the Washington State Auditor

Pat McCarthy

## **Exit Letter: Yale Valley Library District**

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this letter is to share our audit results with management and the board. We value and appreciate your participation. This letter is not your official audit report, which will be published on our website. You will receive a separate email with a link to that report.

### **Audit Highlights**

We would like to recognize the District for timely filing annual reports, in compliance with state law.

### **About the Audit**

We performed a Local Government Assessment Audit for the years 2018 and 2019 for Yale Valley Library District. This type of audit is a risk-based audit wherein we review the District's information submitted via the annual report filing process. Assessment Audits are typically performed for governments that receive \$300,000 or less in annual revenues or for school districts with less than 250 full-time students. If the government exceeds the thresholds stated, is noncompliant with filing requirements, or other risk factors are present, then the audit could be performed on-site in the future. Further, if expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office as federal rules require the District to receive a financial and federal audit for that year.

### **Audit Results**

In relation to our report that will be issued on our website, we would like to bring to your attention the results of our audit:

Based on the procedures performed, except as described below, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

We have provided exit recommendations for management's consideration below. Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. These exit recommendations are not published with the audit report that is visible to the public on our website but are items documented and reviewed by our Office for District management to consider and address. The exit recommendations are as follows:

- 1. We identified that the District has a significant contract for secretarial and fiscal services; however, the contract is outdated and does not adequately describe the relationship. Specifically, the agreement does not include the rate between the two parties and rates charged during the audit period were unable to be recalculated.*

*We recommend the District update the written contract/agreement with the oversight agency to ensure contractual relationships are adequately documented and that terms are formalized and actionable.*

## **Additional Reminders**

Below is a list of areas that small local governments may need additional guidance.

### **Board Compensation**

Elected Official rate of pay is set by RCW depending on your government type. Any Board Member that receives less than the full allowable compensation must sign a waiver of compensation and file it with the government's secretary. Please let us know if you would like an example of this waiver.

### **Procurement and Public Works Projects**

State law (RCW 39.04) requires competitive procurement for public works projects and purchases of supplies and equipment for most local government types. Laws that require specific methods of procurement differ per government type. Furthermore, all public works contracted for by the government must meet state prevailing wage requirement by obtaining an "Affidavit of Prevailing Wages Paid" from the contractor unless the work is performed exclusively by the business owner.

For additional guidance on public works projects and procurement for your specific government type, please visit Municipal Research and Service Center of Washington's website: [Procurement and Public Works Requirements](#)

### **Credit Cards**

The state Department of Enterprise Services has a Purchase Card Contract with US Bank that local governments are eligible to use. The card has no annual fee and offers annual rebates on purchases made using the card. For more information go to [Purchase Card Guidance](#).

It is also important to note that having policies and procedures for credit/debit cards and charge account use is important for safeguarding the local government's funds. Local governments are allowed by state law (RCW 43.09.2855) to utilize credit cards. This statute provides some guidelines for their use, which include adopting a system for distribution, control, authorization, etc. of credit cards.

## **Working Together to Improve Government**

### **Local Government Support Team**

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS) and annual online filing technical assistance, provides accounting, reporting and BARS training. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS manuals, access to resources and recorded trainings, and additional accounting and reporting resources. Additionally this team assists with the online filing of your financial statements.

### **The Center for Government Innovation**

The Center for Government Innovation of the Office of the Washington State Auditor offers services designed to help you, help the residents you serve at no additional cost to your government. What does this mean? They provide expert advice in areas like building a Lean culture to help local governments find ways to be more efficient, effective and transparent. The Center also provides financial management technical advice and best practices and resources. These can be accessed from the “Improving Government” tab of our SAO website and help you act on accounting standard changes, comply with regulations, protect public resources, minimize your cybersecurity risk and respond to recommendations in your audit. The Center also offers the Financial Intelligence Tool, better known as FIT, to help you assess and monitor your finances and compare your financial operations to other local governments like you. You can email the Center for a personal training session to learn all the benefits using the FIT tool can provide. The Center understands that time is your most precious commodity as a public servant, and wants to help you do more with the limited hours you have. If you are interested in learning how the Center can help you maximize your effect in government, call them at (564) 999-0818 or email them at [Center@sao.wa.gov](mailto:Center@sao.wa.gov).

## **Finalizing Your Audit**

### **Report Publication**

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

### **Audit Cost**

In the entrance communication, we estimated the cost of the audit to be \$1,600 and actual audit costs will approximate that amount.

### **Audit Survey**

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

## **Concluding Comments**

We appreciate your assistance throughout the audit. We hope you find the information above informative and helpful to the government’s operations. If you have any questions or concerns, please call or email at your convenience and we can discuss your audit.

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# Yale Valley Library District

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## Gifts of Art Policy

When artwork is donated to the Yale Valley Library District (YVLD) as a gift, the YVLD Board of Trustees will work with the Friends of the YVLD (FYVLD) to determine if the donation is in the library's interest.

A designee of FYVLD and the YVLD Board of Trustees will undertake an art review process prior to accepting the gift. The review will also determine if there is an expectation on the part of the donor to display or store the work(s). These decisions will be made without the need of explanation. The art review process is not needed if the artwork is to be sold by the YVLD.

All donated artwork will be owned by the FYVLD and/or the YVLD. Use of the artwork such as display and length of display will be determined by the YVLD Board of Trustees.

In the event that the YVLD is incorporated into another district or dissolved, the artwork may be:

- Returned to owner or
- Kept within the existing YVLD building or
- Sold

Restricted or Unrestricted gift