

Yale Valley Library District

Regular Meeting

April 14, 2022 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: February 10, 2022 | |
| b. Approval of building project bills: Reviewed by Tina Moir | |
| 5. Financial Report | Information |
| 6. COVID-19 Update for Yale: Amelia Shelley | Information |
| 7. Port of Woodland Access Request | Information |
| 8. Branch Manager Report: Jennifer Hauan | Information |
| 9. Citizen Comments | |
| 10. Board Comments | |
| 11. Adjournment | |

Yale Valley Library District

For the Month Ending February 28, 2022 (With Year-to-Date Totals)

Statement of Cash

December 31, 2021 Ending Cash Balance	<u>350,983</u>
Year-to-date Revenue Received	\$1,786
Year-to-date Expenditures	\$51,437
Cash Balance February 28, 2022	\$301,333

Yale Valley Library District

For the Month Ending February 28, 2022 (With Year-to-Date Totals)

Revenue

Description	2022 Budget	February 2022 Revenues	All Revenue Received thru February 2022	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 566	\$ 1,165	0.95%
Total Property Taxes	122,663	566	1,165	0.95%
Other Taxes				
317.2 Leasehold Excise Tax	0	0	0	0.00%
Total Other Taxes	0	0	0	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	245	306	0.87%
361.02 DNR - Other Revenue	100	4	4	4.09%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	249	310	0.88%
Miscellaneous				
361.11 Investment Interest	2,500	\$ 146	312	12.46%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	3,000	146	312	10.39%
Total Revenue:	\$ 160,763	\$ 962	\$ 1,786	1.11%
Transfer from Reserves	\$ 1,870	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 162,633	962	1,786	1.10%

Expenses

Description	2022 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	122,633	-	-	0.00%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	51,437	51,437	128.59%
Grand Total Expense:	\$ 162,633	51,437	51,437	31.63%

Net Cash Activity	(49,650)
Jan. 1, 2022 Cash with County Treasurer	350,983
Ending Cash	301,333

Non-Capital Reserve	288,338
Capital Reserve	12,686
Total	301,024

Yale Valley Library District

For the Month Ending February 28, 2022 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance 01/01/2022	\$287,173
Property Tax Collections (Revenue)	1,165
Other Taxes (Revenue)	-
Professional Expenses (Expenses)	-
Non Capital Reserve Ending Balance 1/31/2022	\$288,338
Capital Reserve Beginning Balance 01/01/2022	\$63,811
Intergovernmental Grants and Contracts (Revenue)	-
Miscellaneous (Revenue)	312
Professional Services Architects (Expenses)	-
Capital Out lay (Expenses)	(51,437)
Capital Reserve Ending Balance 1/31/2022	\$12,686
Total Non Capital and Capital Reserves	\$301,024

Yale Valley Library District

For the Month Ending March 31, 2022 (With Year-to-Date Totals)

Statement of Cash

December 31, 2021 Ending Cash Balance	<u>350,983</u>
Year-to-date Revenue Received	\$5,896
Year-to-date Expenditures	\$51,437
Cash Balance March 31, 2022	\$305,442

Yale Valley Library District

For the Month Ending March 31, 2022 (With Year-to-Date Totals)

Revenue

Description	2022 Budget	March 2022 Revenues	All Revenue Received thru March 2022	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 538	\$ 1,703	1.39%
Total Property Taxes	122,663	538	1,703	1.39%
Other Taxes				
317.2 Leasehold Excise Tax	0	0	0	0.00%
Total Other Taxes	0	0	0	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	3,422	3,728	10.65%
361.02 DNR - Other Revenue	100	-	4	4.09%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	3,422	3,732	10.63%
Miscellaneous				
361.11 Investment Interest	2,500	\$ 150	461	18.45%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	3,000	150	461	15.38%
Total Revenue:	\$ 160,763	\$ 4,109	\$ 5,896	3.67%
Transfer from Reserves	\$ 1,870	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 162,633	4,109	5,896	3.63%

Expenses

Description	2022 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	122,633	-	-	0.00%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	51,437	128.59%
Grand Total Expense:	\$ 162,633	-	51,437	31.63%

Net Cash Activity	(45,541)
Jan. 1, 2022 Cash with County Treasurer	350,983
Ending Cash	305,442

Non-Capital Reserve	288,876
Capital Reserve	12,836
Total	301,711

Yale Valley Library District

For the Month Ending March 31, 2022 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance 01/01/2022	\$287,173
Property Tax Collections (Revenue)	1,703
Other Taxes (Revenue)	-
Professional Expenses (Expenses)	-
Non Capital Reserve Ending Balance 1/31/2022	\$288,876
Capital Reserve Beginning Balance 01/01/2022	\$63,811
Intergovernmental Grants and Contracts (Revenue)	-
Miscellaneous (Revenue)	461
Professional Services Architects (Expenses)	-
Capital Out lay (Expenses)	(51,437)
Capital Reserve Ending Balance 1/31/2022	\$12,836
Total Non Capital and Capital Reserves	\$301,711



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Invoice 0970
Date 3/7/2022

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

Remit To: Fort Vancouver Regional Library District
2018 Grand Blvd
Vancouver, WA 98661

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID	Payment Terms			
		YALE0001				
Qty		Description			Unit Price	Ext. Price
1		DEMCO			\$1,060.76	\$1,060.76

Subtotal	\$1,060.76
Tax	\$0.00
Total	\$1,060.76



P.O. Box 88623 | Milwaukee, WI 53288-8623

**INVOICE **

RECEIVED

JAN 24 REC'D

Invoice Number: 7064359
Invoice Date: 1/12/22
Reference Number: 13480463
Bid/Contract: C20601

F.V.R.L. Admin Services

Page 1 of 1

Billing Customer: 710598740

Shipping Customer: 460077090

FORT VANCOUVER REGIONAL LIB
2018 GRAND BLVD
VANCOUVER WA 98661

SISVY GIFFUNI
FORT VANCOUVER REG LIBRARY
2018 GRAND BLVD

VANCOUVER WA 98661

Ordered By: Sisvy Giffuni
Purchase Order: 9817



Product	Qty	UOM	Description	Unit Price	Disc%	Extended
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Pricing is based on the NCPA contract #07-24 using Demco contract code C20601.
Pricing is based on the NCPA contract #07-24 using Demco contract code C20601.

3/2/2022	Rec'd by:	
3/16/22	Aprvd by:	
Signature:		
Member	Amount	

The following products are shipped:

12113040	1	EA	Reading By the Book Carpet 8'4"W x 5'10"D Rectangle	327.99	8.00	301.76
13692680	1	EA	Tenjam Firm Crescent Stool 14"H x 19-3/4"W x 12-1/2"D	169.99	8.00	156.40
13692680	1	EA	Tenjam Firm Crescent Stool 14"H x 19-3/4"W x 12-1/2"D	169.99	8.00	156.40
13692660	1	EA	Tenjam Firm Circle Stool 14"H x 14-3/4" Diameter	139.99	8.00	128.80

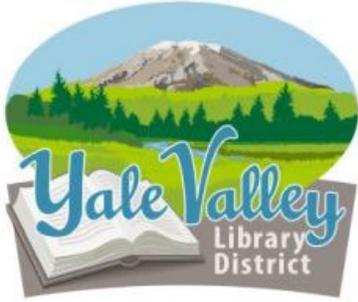
Subtotal	743.36
Shipping and Handling	234.28
Tax amount	83.12
Total	1,060.76

Terms: Net 30 days, Freight Prepaid and Added
Invoice Number: 7064359
Invoice Date: 1/12/22
Reference Number: 13480463
Purchase Order: 9817
Billing Customer: 710598740

Federal I.D. number: 39-1311089
Payment due on or before 02/11/22
Total 1,060.76
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: Demco Inc, PO Box 88623,
Milwaukee, WI 53288-8623





Flag Pole Raising at Yale Library R-L Rob Starr, Julie Starr, Bob Boyd, Barb Boyd and Cynthia McAllister

Yale Valley Library District

Regular Meeting

Virtual

February 10, 2022

Attendees: Yale Valley Board of Trustees: Eric Reese, Bob Appling, Cynthia McAllister, Tina Moir and Kathi Wheeler

FVRL: Amelia Shelley, Carrie Greenwood, and Jennifer Huaun

Citizens: Mariah-Stoll Smith Reese

1. The meeting was called to order by the Chair, Eric Reese at 6:00pm.
2. The agenda was approved. Wheeler/Appling The agenda was approved by all trustees present.
3. Introduction & Welcomes/Chair Announcements: Eric welcomed everyone to the virtual meeting. He announced that the property behind the library, which had been home to squatters, has been sold to a property development company in Battleground. The squatters have been removed and an excavator is cleaning up the property. This is good news for the library and the school! Eric reminded the board that his tenure on the board will end in July and everyone needs to consider finding his replacement.
4. Consent Agenda
 - a. November 11, 2021 Minutes: Wheeler/Moir Appling was not present at the meeting. The minutes were approved by all trustees that were present at the November meeting.
 - b. December 9, 2021 Minutes: Appling/Wheeler Reese was not present at the meeting. The minutes were approved by all trustees that were present at the December meeting.

- c. Moir reviewed the bills. The final retainage was paid to Pacific Tech . This is the final payout on the building
5. Financial Report: Carrie Greenwood reported that January investments earned \$165.00. Property taxes paid were \$598.00. Timber revenue was \$61.00. The board discussed reviewing our Capital Reserves at the April board meeting. The final fee to Pacific Tech \$49,482.59 was paid. Bills to SpaceSaver for \$1,936.52 and Home Depot for \$17.22 were paid and will bring our Capital Reserve to a low of approximately \$12,500.
6. Art Display and Loan Agreement: Wheeler presented the offer from former trustee, Liz Kennedy to loan two lithographs to hang in the library for 1 year, starting on the day they are hung. The lithographs are by Alaskan artists Jacques and Mary Regat of Anchorage, Alaska. The lithographs are titled "Dance with the Umialik" and "The Woman Who Dwells at the Head of the River". Discussion followed. Amelia Shelley suggested a value is needed so we could place a rider on our insurance policy for the duration of the loan. Also we should purchase the locks for the Art Rail system Jay installed last year. Wheeler said she would investigate both issues and update Amelia and Carrie. The board approved the loan. Wheeler/Moir The art loan was approved by all trustees present.
7. Wheeler presented the draft wording for indentifying the Founding Board of Trustees for the Yale Valley Library District. Julie Starr has agreed to make the plaque to hang in the library. There was a correction in the spelling of McAllister. It was corrected.
8. Activity Boards: Wheeler explained that she requested the inclusion of activity boards on the agenda with the idea that the board might consider a purchase. However, recently, the Friends of Yale Valley voted to purchase one. Jennifer is considering which to order. Wheeler felt it was important enough for the board to still hear about the educational value of the activity boards. A discussion of various activity boards followed. Wheeler suggested that our district might rotate panels. Amelia noted that the library (FVRL) owns several Burgeon Group boards and perhaps we could arrange a sharing option. Also she suggested a mirror for young children. All of these suggestions will be discussed and hopefully acted on.
9. Nexus: The Nexus Company is the fiber optic company working with the Port of Woodland. The company has approached the library district to consider a 20 foot pole to be used at a 'repeater' that would supply internet service to Campers Hideaway across the lake. The library is the only site in the valley that has the proper fiber optics to connect the system. The board is interested and would like to know more about pole and if there would be compensation. This will be discussed at the April meeting.
10. Yale School Path: Amelia reported that Yale School has installed the gate for the children to cross the driveway and into the library. Gravel was place in the walk way and the brush was removed. The school children will begin visiting the library on the first Thursday of March. (March 3, 2022) Everyone is excited that we are getting back to some normalcy.
11. Covid Update: Amelia reported the February 18, 2022 the governor will lift the mask mandate. A week after that the mandate will be lifted for indoor public spaces.
12. Branch Manager Report, Jennifer Huan: Jennifer reported that the number of patrons visiting the library and seeking library cards is increasing. She feels that when the Yale School children return to the library, they will be followed by their parents. There has been no evidence of misuse of the

library inside or out. One vehicle was towed at the owner's expense. Black History Month is on display at the library. Many books are on display and available for checkout. The Bookmark Contest is underway for children in grades K-12. Check online for forms and information. Mariah Stoll-Smith Reese reported that her sister and children were in the Community Room accessing the internet during the unattended time for the library. A woman came to the door and wanted in to use the bathroom. She did not have a library card. Stoll-Smith Reese suggested some kind of signage that lets people know that they cannot enter the library during the unattended times without a library card hours.

13. Citizens Comments: None

14. Board Comments: Wheeler commented that she is concerned about the water situation in general and particularly in relationship to landscaping. Perhaps a discussion of water could take place at the next meeting. Moir noted that the bathroom water is still making quite a racket! It was noted that an engineering firm is scheduled to visit for checkup! Wheeler said there is a need for frames for some educational poster she received from the Clark Conservation District. The posters are all about pollinators. She will work with Jennifer to procure some frames through the Yale Friends. Wheeler said she may miss the April meeting due to the goat kidding season at her farm. The board may need a substitute secretary. Lastly, Wheeler would like to thank the Yale Board, Barb and Bob Boyd for spearheading the purchasing of the flag pole. Also the Boyd's help in receiving a flag from the local Veterans organization. Thank you also to the volunteer work of Jay McCuiston, Seth Clement and Pete Padrico for cementing, installing and erecting the pole. It is a wonderful sight and we all should be very proud of their work. .

15. Adjournment: The meeting was adjourned at 6:58pm. Wheeler/Appling The motion was approved by all trustees present.

Respectfully Submitted by YVLD Secretary, Kathi Wheeler

Presiding Officer,

**Fort Vancouver Regional Library District
Board Report 2022-01
Port of Woodland Access Request**

TO: YVLD Board of Trustees
FROM: Amelia Shelley
DATE: 03/04/22

SUBJECT: Yale Valley Community Library - Request for Access to Exterior Closet and Power

SUMMARY: The Port of Woodland (Port) has received funding for the second phase of the project to expand high-speed fiber to any and all residents and businesses on the side roads from the Lewis River Road SR 503 line between Ariel and Cougar. The Port is requesting consideration of placement of equipment inside the exterior utility closet of the Yale Valley Community Library as part of their dark fiber project. They are looking for a location to place equipment necessary for the functioning of the fiber connectivity.

PROJECT DETAILS: The Port has issued a Request for Proposals for the construction bid for the backbone on State Route 503 from Ariel to Cougar portion of the project. The project should get underway late spring and be under construction through the fall.

As part of the project, the Port needs to have a colocation site along the route for equipment used in managing the fiber. They met with FVRL staff who provided a tour of the library's exterior utility room. After looking at several options, the Port would like to formally request a partnership with Yale Valley Library District (YVLD) to use a small portion of the utility room for their colocation space.

REQUEST: The Port would like to request the following:

- Install a code entry lock on the exterior door to facilitate entry. Access would be limited to fiber providers.
- Add two to three racks/cabinets to the utility closet to stage dark fiber equipment
- Access to power to operate equipment (may require additional electrical support)

FUNDING: The Port would cover costs incurred for the installation of the racks and code entry lock. On-going costs for power would be determined after an initial trial period of monitoring the electric bills and determining any additional costs incurred by the equipment.

TIMING: The project is to be completed no later than 2024, but hopefully by the end of 2023.

LEGAL CONSIDERATIONS: The Woodland School District is currently reviewing the details of the project but believe it is within the existing agreement with the YVLD's lease to enter into the partnership.