

Yale Valley Library District

Regular Meeting

May 13, 2021 6:00PM

Location: Virtual Meeting

Virtual Meeting: meet.google.com/zuw-qzbn-meb (copy & paste this address into your browser)

PIN: 284 461 063#

OR

Dial: 1 857-285-3617 PIN: 284 461 063#

AGENDA

Public Meeting

- | | |
|---|-------------|
| 1. Call to Order | 6:00 pm |
| 2. Roll Call of those present | Information |
| 3. Agenda Approval | Action |
| 4. Introductions & Welcomes / Chair Announcements | Information |
| 5. Consent Agenda | Action |
| a. Minutes Approval: April 8, 2021 | |
| b. Approval of building project bills: Reviewed by Chris Conroy | |
| 6. Financial Report: Carrie Greenwood | Information |
| a. Architect Bill Review | |
| 7. Building Project | Information |
| a. Project Update: Jay McCuiston | |
| b. Building Signs | |
| c. Landcaping | |
| d. Opening Plans | |
| e. Staffing | |
| f. Fencing | |
| 8. COVID-19 Update for Yale: Amelia Shelley | Information |
| 9. Branch Manager Report: Jennifer Hauan | Information |
| 10. Citizen Comments | |
| 11. Board Comments | |
| 12. Adjournment | |

Yale Valley Library District

Regular Meeting Minutes

April 8, 2021

Location: Virtual Meeting

Attendees:

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

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

Guests: Cynthia McAllister, Mariah Reese

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 April 8 agenda. Conroy seconded the motion. The motion was approved by each trustee.
4. Introductions & Welcomes / Chair Announcements: Reese reminded trustees not to use “reply all” when responding to email communications regarding board business. He, also, noted that the trailer is finally gone from the library property.
5. Consent Agenda:
 - a. Minutes Approval, March 11, 2021: Wheeler moved to approve the March 11 minutes. Moir seconded the motion. The motion was approved by each trustee.
 - b. Approval of building project bills, reviewed by Kathi Wheeler: Wheeler stated that there is too much information sent with the bills that doesn't pertain to Yale, and that it takes too much time to review everything. Appling concurred; both asked if there is a way to just send what is pertinent to Yale. Shelley and Greenwood both responded that is just the way the system works. In addition, Wheeler stated that she did not receive the bills until Wednesday and that's not enough time to review them.

Wheeler asked about why we were just now receiving bills for Johansson Architecture for May 2020. Greenwood responded that the bills are transmitted electronically and sometimes they get lost in the transmission. Wheeler further questioned why Yale was being charged \$1740 for Architectural Design in this May billing when no charges for this service have been paid since Feb 2020 because they exceeded the contract limit. Shelley said that they would review the Johansson contract and payments.

Wheeler, also, noted that the invoice amount of \$2285.11 was for multiple companies, and that one of the bills was for internet service which is an operating expense, not a capital expense. She pointed out that the address showing for Yale Library on the internet bill is not our new address, but the Yale School address. She asked that this be

corrected to make sure the library is being billed for its internet, not the internet for Yale School.

Conroy moved to approve payment of the invoice dated 4-6-2021 in the amount of \$116,761.96, removing the amount for Johansson Architecture until that invoice amount can be confirmed. Wheeler seconded the motion. The motion was approved by each trustee.

6. Financial Report: Greenwood presented the March 2021 Financial Statement. Greenwood reported that she met with their CPA and all the amounts on the financial statements have been confirmed. Greenwood asked if the board would like to receive a monthly report detailing operating expenses once the library is operating. The board said it would.
7. Building Project Update:
 - a. Project Update: McCuiston reported the building is about 95% complete; the inside signage still needs to be done, then there's the final inspection and an occupancy rate will be calculated.
 - b. Building Signs: Shelley asked whether no trespassing signs should have Yale Valley Library or FVRL property on them. All trustees agreed the signs should say Yale Valley. Shelley said the board should decide if they want a dedication plaque on the building; and a plaque listing donors for the inside needs to be created. Wheeler said that one of the Yale Friends volunteered some time ago to help with the design of the donor plaque. Wheeler asked that this person be included in this work.
 - c. Landscaping: McCuiston said that time is not on our side in getting the landscaping done before the summer heat arrives. The board was in agreement that they don't want a rushed landscape design implemented that will then have to be re-done at a later date. McCuiston proposed that Pacific Tech grade the site, which will include bringing in fill material to level everything out; and then hydroseed the whole area to grass. Native landscaping can be done when the weather is more favorable. Conroy suggested that the north side of the building could possibly be planted to native plants now since it doesn't receive full direct sun. The board agreed to McCuiston's proposal.
 - d. Survey: Wheeler thanked McCuiston for all the compassionate work he put in to getting the squatters off library property.
 - e. Fencing: McCuiston advised the board to be thinking about what kind of fencing to place along the property line to keep squatters off. He suggested that Woodland School District could provide input on the fencing.

Further building updates: There has been a problem with the water supply to the library the last few weeks. Hauan reported that the school district is waiting for parts to fix the water pump. The pump was running continuously, so Yale School personnel were manually

shutting it off when no one was in the school, and only turning it on again when someone returned to the school. Unfortunately, this meant that Yale Library didn't have enough water to flush the toilets. The problem should be resolved as soon as the parts for the pump are received and installed.

Shelley reported on the marketing plans for Yale using Facebook, Instagram, and the library community newsletter. The newsletter will highlight Yale Library, and will be mailed to the Yale Library service area. Mariah Reese suggested using the platform "Discord" to reach more young people. Press releases will be issued to the press. Shelley urged the board to decide on a Grand Opening date. Ridgefield has set their Grand Opening date for July 9. It will be mostly an outside event with small groups of people allowed to tour inside. Huan would like the Grand Opening on June 5 so that the current collection in the library will still be mostly intact. Wheeler stated she would like to send personal letters of invitation to the special people who helped to create Yale Library.

8. COVID-19 Update for Yale: Shelley expects libraries to be in Phase 4 by mid-June.
9. Branch Manager Report: Huan reported that beginning April 12, there will be in-person service at all branches (except Yale). People will need to sign up for limited 30 minute appointments. When the 30 minutes are up, the patrons leave the building, library personnel perform a 15 minute clean-up, and then the next batch of appointments are allowed in the building.

Huan reported that staffing positions and hours for Yale have been determined. The staff positions will be a Public Service Assistant working for 15 hours at Yale, and a Supervisor working 15 hours at Yale and 25 hours at Yacolt. As soon as the building occupancy rate for Yale has been determined, there will be 15 hours of staff service per week. Hours will be 9:00 am to 12:30 pm on Tuesday, 10:00 am to 7:00 pm on Thursday, and 9:00 am to 12:30 pm on Saturday. Until staff is hired for Yale, Huan and Lu Andreta Aspon from Woodland Library will staff Yale.

10. Citizen Comments: Mariah Reese praised everyone for a good job, and said that everyone is so excited.
11. Board Comments: Wheeler reported that the first piece of art, a bench made by Bill Foss, has been moved into the library.
12. Adjournment: Wheeler moved to adjourn the meeting. Applling seconded the motion. The meeting adjourned at 7:46 P.M.

YVLD Board Chair

Date



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Invoice 0919
Date 4/29/2021

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		\$30,695.39	\$30,695.39
1		GB MANCHESTER FIRE ALARM MONITORING		\$436.59	\$436.59
1		OFFICE PRODUCTS NORTHWES		\$1,668.28	\$1,668.28
1		WAVE UPRIVER DATA		\$649.84	\$649.84
1		MISC EXPENSES & SUPPLIES VISA, OFFICE DEPOT, HOME DEPOT, SHUR-WAY		\$1,553.22	\$1,553.22

Subtotal \$35,003.32
Tax \$0.00
Total \$35,003.32

Journal Entry	Series	TRX Date	Account Number	Account Description	Credit Amount	Debit Amount	Description	Originating Document Number	Originating Master ID	Originating Master Name	Source Document
426763	Purchasing	4/7/2021	007-101-028-50-31-0C	YALE BLDG SUPPLIES	0.00000	37.92000	Purchases	01339141 032821	HOME0001	HOME DEPOT CREDIT SERVIC	PMTRX
426763	Purchasing	4/7/2021	007-101-028-50-31-0E	YALE MAINTENANCE SUF	0.00000	34.71000	Purchases	01339141 032821	HOME0001	HOME DEPOT CREDIT SERVIC	PMTRX
426836	Purchasing	4/7/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	17.90000	Tax	RCT000015913	VISAGETS	VISAGETS	RECVG
426836	Purchasing	4/7/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	39.07000	Freight	RCT000015913	VISAGETS	VISAGETS	RECVG
426836	Purchasing	4/7/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	173.99000	Purchases	RCT000015913	VISAGETS	VISAGETS	RECVG
426838	Purchasing	4/7/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	33.60000	Tax	RCT000015915	VISAGETS	VISAGETS	RECVG
426838	Purchasing	4/7/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	399.99000	Purchases	RCT000015915	VISAGETS	VISAGETS	RECVG
427170	Purchasing	4/14/2021	007-101-021-10-41-7C	CONT SVC-YALE-PROFES	0.00000	649.84000	Purchases	8745	WAVE0001	WAVE	PMTRX
427174	Purchasing	4/14/2021	007-101-028-50-35-0C	YALE BLDG FF&E	0.00000	1,668.28000	Purchases	1135405-0	OFFI0009	OFFICE PRODUCTS NORTHW	PMTRX
427176	Purchasing	4/14/2021	007-101-021-10-41-7C	CONT SVC-YALE-PROFES	0.00000	436.59000	Purchases	27040	GBMA0001	GB MANCHESTER CORPORA	PMTRX
427205	Purchasing	4/14/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	244.01000	Purchases	RCT000015950	OFFI0001	OFFICE DEPOT CARD PLAN	RECVG
427256	Financial	4/1/2021	007-101-028-50-32-0E	CONT SVC-YALE-FUELS E	6,583.45000	0.00000	04215983				GJ
427256	Financial	4/1/2021	007-101-028-50-35-0C	YALE BLDG FF&E	0.00000	6,583.45000	04215983				GJ
427442	Purchasing	4/28/2021	007-101-028-50-31-0E	YALE MAINTENANCE SUF	0.00000	398.64000	Purchases	2104-957935	SHUR0001	SHUR-WAY BUILDING CENTE	PMTRX
427505	Purchasing	4/28/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	54.16000	Purchases	RCT000016024	OFFI0001	OFFICE DEPOT CARD PLAN	RECVG
427507	Purchasing	4/28/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	119.23000	Purchases	RCT000016026	OFFI0001	OFFICE DEPOT CARD PLAN	RECVG
427560	Purchasing	4/28/2021	007-101-020-10-62-0C	CONT SVC YALE-CAPITAL	0.00000	30,695.39000	Purchases	RCT000016079	PACI0022	PACIFIC TECH CONSTRUCTIC	RECVG
					6,583.45000	41,586.77000		35,003.32000			

Fort Vancouver Regional Library District

Claim Voucher

PACI0022

PACIFIC TECH CONSTRUCTION
1302 WALNUT ST

Date 04/28/2021

Warrant 112284

Amount 30,695.39

Date	Invoice/Account No.	Description	Type	Amounts
03/31/2021	8 007-101-020-10-62-00	CONT SVC YALE-CAPITAL	Invoice	30,695.39 30,695.39

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

AIA DOCUMENT G702

PAGE 1 OF 1 PAGES

TO: Jay Mcuiston
Fort Vancouver Library District

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

APPLICATION NO: 8
APPLICATION DATE: 3/1/2021
PERIOD FROM: 1-Mar-21
TO: 31-Mar-21
Distribution to:
OWNER
ARCHITECT
CONTRACTOR

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

FOR:

CONTRACT DATE: 4/23/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

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	<u>\$952,161.00</u>
Net change by Change Orders	<u>\$15,223.55</u>
CONTRACT SUM TO DATE	<u>\$967,384.55</u>
TOTAL COMPLETED & STORED TO DATE	<u>\$942,056.94</u>
(Column G on G703)	
Retainage 5 %	<u>\$47,102.85</u>
or total in Column I on G703	
TOTAL EARNED LESS RETAINAGE	<u>\$894,954.09</u>
LESS PREVIOUS CERTIFICATES FOR PAYMENT	<u>\$864,258.70</u>
CURRENT PAYMENT DUE	<u>\$30,695.39</u>

CHANGE ORDER SUMMARY		
Change orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
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	\$7,827.61
TOTALS		\$15,223.55
Net change by Change Orders		\$0.00
		<u>\$15,223.55</u>

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:
Daniel Tyler
By: **Faber**
Digitally signed by Daniel Tyler Faber
DN: cn=Daniel Tyler Faber, o=Pacific Tech Construction, ou=General Contracting,
email=dtfaber@pacotech.info, c=US
Date: 2021.04.07 10:10:33 -0700

Date: 4/7/2021

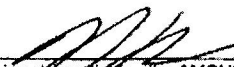
ARCHITECT'S CERTIFICATE FOR PAYMENT

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.

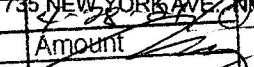
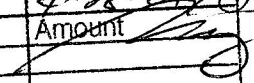
AMOUNT CERTIFIED \$30,695.39

(Attach explanation if amount certified differs from the amount applied for.)

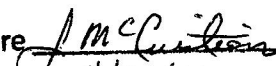
ARCHITECT:

By:  Date: 4/20/21
This Certificate is not 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

AIA DOCUMENT G702 • CONTINUATION SHEET • APRIL 1978 EDITION • AIA® • © 1978
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006

Architect's Signature:	Amount	Rec'd by:
		

FORT VANCOUVER LIBRARY
I certify that the materials have been furnished, the services rendered, or the labor performed as described herein.

Signature 
Date 4/21/2021

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

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 retainage for line items may apply.

APPLICATION NUMBER: 8
 APPLICATION DATE: 3/10/2021
 PERIOD FROM: 1-Mar-21
 TO: 31-Mar-21
 PROJECT NUMBER: 200017

ITEM No.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% G / C	BALANCE TO FINISH C - G	RETAINAGE
			Previous Applications	This Application					
				Work in Place	Stored Materials (not in D or E)				
1	Submit Bond	\$8,966.00	\$8,966.00	\$0.00	\$0.00	\$8,966.00	100.00%	\$0.00	\$448.30
2	Mobilize	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
3	Survey Site	\$10,320.00	\$10,320.00	\$0.00	\$0.00	\$10,320.00	100.00%	\$0.00	\$516.00
4	Over Excavate For Buidling Foundation	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	\$0.00	\$1,750.00
5	Trench for utilities	\$12,600.00	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%	\$0.00	\$630.00
6	Excavate for light pole bases	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
7	Set Pole Bases	\$18,500.00	\$18,500.00	\$0.00	\$0.00	\$18,500.00	100.00%	\$0.00	\$925.00
8	Rough in light poles Electrical Form footings and install	\$15,600.00	\$15,600.00	\$0.00	\$0.00	\$15,600.00	100.00%	\$0.00	\$780.00
9	Reinforcement	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$16,500.00	100.00%	\$0.00	\$825.00
	Rough in Underground plumbing and								
10	Electric	\$42,500.00	\$42,500.00	\$0.00	\$0.00	\$42,500.00	100.00%	\$0.00	\$2,125.00
11	Pour Footings	\$26,500.00	\$26,500.00	\$0.00	\$0.00	\$26,500.00	100.00%	\$0.00	\$1,325.00
12	Strip Footing	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$375.00
13	Form Slab	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100.00%	\$0.00	\$625.00
14	Pour 4" slab	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$27,500.00	100.00%	\$0.00	\$1,375.00
	Frame Exterior Walls and Interior								
15	Bearing Walls	\$42,500.00	\$42,500.00	\$0.00	\$0.00	\$42,500.00	100.00%	\$0.00	\$2,125.00
16	Hang Trusses	\$18,500.00	\$18,500.00	\$0.00	\$0.00	\$18,500.00	100.00%	\$0.00	\$925.00
17	Sheet Roof Install T&G	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$16,500.00	100.00%	\$0.00	\$825.00
18	Install Metal Roofing	\$58,500.00	\$58,500.00	\$0.00	\$0.00	\$58,500.00	100.00%	\$0.00	\$2,925.00
19	Sheet and Wrap Ext bldg	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$16,500.00	100.00%	\$0.00	\$825.00
20	Rough in Electrical	\$58,485.00	\$58,485.00	\$0.00	\$0.00	\$58,485.00	100.00%	\$0.00	\$2,924.25
21	Rough in Plumbing	\$36,500.00	\$36,500.00	\$0.00	\$0.00	\$36,500.00	100.00%	\$0.00	\$1,825.00
22	Rough in Mech	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	100.00%	\$0.00	\$2,250.00
23	Install Siding	\$53,168.00	\$53,168.00	\$0.00	\$0.00	\$53,168.00	100.00%	\$0.00	\$2,658.40
24	Install Insualtion	\$18,450.00	\$18,450.00	\$0.00	\$0.00	\$18,450.00	100.00%	\$0.00	\$922.50
25	Hang Gypsum	\$35,587.00	\$35,587.00	\$0.00	\$0.00	\$35,587.00	100.00%	\$0.00	\$1,779.35
26	Install Sidewalks	\$35,587.00	\$35,587.00	\$0.00	\$0.00	\$35,587.00	100.00%	\$0.00	\$1,779.35
27	Tape/Finish/Texture Gypsum	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
28	Prime Paint Exterior	\$32,000.00	\$17,500.00	\$12,000.00	\$0.00	\$29,500.00	92.19%	\$2,500.00	\$1,475.00
29	Prime Paint Interior	\$17,852.00	\$17,852.00	\$0.00	\$0.00	\$17,852.00	100.00%	\$0.00	\$892.60
30	Install Cabinets	\$22,500.00	\$20,000.00	\$2,500.00	\$0.00	\$22,500.00	100.00%	\$0.00	\$1,125.00
31	Finish Carpentry	\$16,500.00	\$14,000.00	\$2,500.00	\$0.00	\$16,500.00	100.00%	\$0.00	\$825.00
32	Install Flooring	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	100.00%	\$0.00	\$1,600.00
33	Electrical Finish	\$39,855.00	\$35,000.00	\$4,855.00	\$0.00	\$39,855.00	100.00%	\$0.00	\$1,992.75
34	Plumbing Finish	\$15,560.00	\$12,500.00	\$3,060.00	\$0.00	\$15,560.00	100.00%	\$0.00	\$778.00
35	Mech Finish	\$26,631.00	\$26,631.00	\$0.00	\$0.00	\$26,631.00	100.00%	\$0.00	\$1,331.55
36	Project Close Outs	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
37	1 Move Pipe away from foundation	\$4,161.06	\$0.00	\$4,161.06	\$0.00	\$4,161.06	100.00%	\$0.00	\$208.05
38	2 Removal and Replace Bottom Band	\$3,234.88	\$0.00	\$3,234.88	\$0.00	\$3,234.88	100.00%	\$0.00	\$161.74
39	3 Motorized Shades	\$7,827.61	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,827.61	\$0.00
40									
		\$967,384.55	\$909,748.00	\$32,310.94	\$0.00	\$942,058.94	97.38%	\$26,327.61	\$47,102.85

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 CO		7/15/2020	Each	10	\$95,216.1000	\$952,161.00
DELIVERY		YALE VALLEY LIBRARY 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
Order Total	\$952,161.00

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.

Authorized Signature

7/20/2020

Date

Approved in fiscal year budget

New Request

Order Placed By (Print)

Date

Fort Vancouver Regional Library District

Claim Voucher

GBMA0001

GB MANCHESTER CORPORATION
6000 NE 88TH ST

Date 04/16/2021

Warrant 112125

Amount 436.59

Date	Invoice/Account No.	Description	Type	Amounts
03/24/2021	27040 007-101-021-10-41-70	CONT SVC-YALE-PROFESSIONAL SERVI	Invoice	436.59 436.59

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



6000 NE 88th Street, Suite B103
 Vancouver, WA 98665
 Tel: (360) 816-0484 or (877) 816-0484
 Fax: (360) 816-0482

RECEIVED
 MAR 24 2021 INVOICE

Invoice #: 27040
 Date: F.V.R.L. Admin Services 03/24/21
 Application #: 1
 Payment Terms: Net 30 days
 Account Order #: 3011-0408

To : Fort Vancouver Regional Library
 1007 E Mill Plain Blvd
 accounting@fvrl.org
 Vancouver, WA 98663

Account : 900568. FVRL Yale Library Fire Alarm
 Monitoring
 Site : 11842 Lewis River Road
 Ariel, WA 98603

Item(s)	Description	Total This Billing														
1	Fire Alarm Monitoring: Annual Prorated Mar-Dec 2021	405.00														
<table border="1"> <tr> <td>Date:</td> <td>Rec'd by:</td> </tr> <tr> <td>Date: 7-14-21</td> <td>Aprvd by: [Signature]</td> </tr> <tr> <td>Directors Signature: [Signature]</td> <td>Amount 436.59</td> </tr> <tr> <td>Budget number</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>007-101.021-10-41.70</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Date:	Rec'd by:	Date: 7-14-21	Aprvd by: [Signature]	Directors Signature: [Signature]	Amount 436.59	Budget number				007-101.021-10-41.70			
Date:	Rec'd by:															
Date: 7-14-21	Aprvd by: [Signature]															
Directors Signature: [Signature]	Amount 436.59															
Budget number																
007-101.021-10-41.70																
Total This Billing :		405.00														
Plus Sales Tax :		31.59														
Total Due This Invoice :		436.59														

Thank you for your business!

We accept payment via ACH (preferred) or Credit Card (Visa, Mastercard, Discover and American Express)
 If you'd like to receive your invoices electronically, send an email including your business name and accounts
 payable email to accounting@gbmanchester.com

(P) 360.816.0484 ~ (F) 360.816.0482
 (E) accounting@gbmanchester.com
 WA # GBMANMI668C5~ OR CCB # 209097
 www.gbmanchester.com

Fort Vancouver Regional Library District

Claim Voucher

OFFI0009

OFFICE PRODUCTS NORTHWEST
12600 SW 68TH AVE

Date 04/16/2021

Warrant 112141

Amount 1,668.28

Date	Invoice/Account No.	Description	Type	Amounts
03/30/2021	1135405-0 007-101-028-50-35-00	YALE BLDG FF&E	Invoice	1,668.28 1,668.28

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



Office Interior Concepts

Invoice

1135405-0
03/30/21

PO# 008910
008910 ADD-ON

Bill To FORT VANCOUVER REGIONAL
LIBRARY
1007 E MILL PLAIN BLVD
VANCOUVER, WA 98663
Customer # 13023

Ship To YALE LIBRARY
ATTN: AMELIA
11700 LEWIS RIVER RD.
ARIEL, WA 98603

Item Number	Co	Description	Unit	Order Qty	B/O Qty	Ship Qty	Unit Price	Extended Price
5705GA10T	HON	STOOL,HT ADJ,BLK	EA	4		4	309.00	1236.00
5795T	HON	ARM KIT,ADJ,BLK	PR	2		2	59.00	118.00
		ess / next day whse (josh)						
OIC	OIC	FURNITURE,DELIVERY & INSTALL		1		1	185.00	185.00
		contact: amelia 360.906.5011						

Date:	Rec'd by
Date: 3/31/21	Aprvd by: [Signature]
Directors Signature:	Amount
Budget number	
007-101-028-	50-35-00
Yale 77#E	

Terms: Net 30 Please pay by 04/29/21

Thanks for your order!

Please note that food, medical items and PPE products are not returnable.

Subtotal \$1539.00

Tax \$129.28

Total \$1668.28

Fort Vancouver Regional Library District

Claim Voucher

WAVE0001

WAVE
PO BOX 35164

Date 04/16/2021

Warrant 112152

Amount 6,789.84

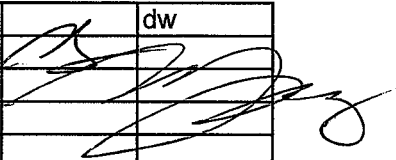
Date	Invoice/Account No.	Description	Type	Amounts
04/01/2021	8745		Invoice	6,789.84
	002-022-062-10-42-01	GD-TELECOMMUNICATIONS		795.00 ✓
	002-031-062-10-42-01	WS-TELECOMMUNICATIONS		795.00 ✓
	002-024-062-10-42-01	NB-TELECOMMUNICATIONS		430.00 ✓
	002-102-062-10-42-01	YACOLT-TELECOMMUNICATIONS		825.00 ✓
	002-281-062-10-42-01	VA-TELECOMMUNICATIONS		1,200.00 ✓
	002-026-062-10-42-01	ST-TELECOMMUNICATIONS		795.00 ✓
	002-380-062-10-42-01	DIST OP-TELECOMMUNICATIONS-HQ		1,300.00 ✓
	007-101-021-10-41-70	CONT SVC-YALE-PROFESSIONAL SERVIC		649.84 ✓

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

WAVE0001

Upriver Data Apr-21
 Statement Date: 4/1/2021
 Invoice #: 8745

DATE :	4/13/2021	Reviewed by:	dw
DATE :	4/14/21	APPROVED BY:	
Director's Signature:			
BUDGET NUMBER		AMOUNT	
		\$ 6,789.84	
002.022.062.10.42.01			
	GD		\$ 795.00
002.024.062.10.42.01			
	NB		\$ 430.00
002.026.062.10.42.01			
	ST		\$ 795.00
002.031.062.10.42.01			
	WS		\$ 795.00
002.380.062.10.42.01			
	HQ		\$ 1,300.00
002.102.062.10.42.01			
	YAC		\$ 825.00
002.281.062.10.42.01			
	VA		\$ 1,200.00
007.101.021.10.41.70			
	YALE		\$ 649.84



Reach Wave Business

Website: wavebusiness.com
Telephone: 1-888-202-9820
For a complete list of payment locations please visit:
wavehome.com/contact

PREVIOUS CHARGES

Previous Balance 6,876.49
Payments Received -6,876.49 CR
Balance Forward 0.00

CURRENT CHARGES

Network Services 6,731.00
Taxes, Surcharges & Fees 58.84
Total Current Charges 6,789.84

Total Amount Due: \$6,789.84

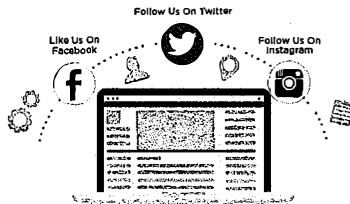
To avoid a late fee, please ensure the total amount due is received by the date listed on the statement.

RECEIVED

APR 05 2021

F.V.R.L. Admin Services

Connect With Us On Social Media!



IMPORTANT MESSAGES

**HELP WAVE FEEDING
SUPPORT AMERICA
IN YOUR COMMUNITY**

Wave and our family of companies have donated **\$100,000*** in total to help Feeding America.

We invite you to join us in making a difference.

To support Feeding America, go to feedingamerica.org/WeCare

The WaveDivision Holdings, LLC, RCN Telecom Services, LLC, and Grande Communications Networks, LLC family of companies will donate a total of \$100,000 to Feeding America.

Please detach and return below portion with your payment



Business Name: FORT VANCOUVER REGIONAL
 Statement Date: 04/01/2021
 Account Number: 3301-1039573 01
 Payment Due Date: 04/23/2021



Multi-Location Activity

Location	Previous Balance	Payments	Current Charges	One-Time Charges	Taxes, Fees & Surcharges	Total Amount	Minutes	Usage Amount
FORT VANCOUVER REGIONAL LIBRARY 3301 1039573 01 1007 E MILL PLAIN BLVD VANCOUVER, WA 98663-3504	\$6,876.49	-\$6,876.49	\$0.00	\$0.00	\$0.00	\$0.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301-1031579 01 131 W BURGEN ST GOLDENDALE, WA 98620-9544	\$0.00	\$0.00	\$795.00	\$0.00	\$0.00	\$795.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301-1031618-01 214 CBD MALL ST NORTH BONNEVILLE, WA 98639 4664	\$0.00	\$0.00	\$430.00	\$0.00	\$0.00	\$430.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301-1031645 01 1007 E MILL PLAIN BLVD SAWTOOTH VANCOUVER, WA 98663-3504	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301 1031660-01 77 NE WAUNA AVE WHITE SALMON, WA 98672-1850	\$0.00	\$0.00	\$795.00	\$0.00	\$0.00	\$795.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301-1035620-01 120 NW VANCOUVER AVE STEVENSON, WA 98648 6446	\$0.00	\$0.00	\$795.00	\$0.00	\$0.00	\$795.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301-1052814-01 901 C ST VANCOUVER, WA 98660 3218	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301-1052816-01 105 E YACOLT RD YACOLT, WA 98675 5527	\$0.00	\$0.00	\$825.00	\$0.00	\$0.00	\$825.00	0.0	\$0.00
FORT VANCOUVER REGIONAL LIBRARY 3301 1220178 01 11842 LEWIS RIVER RD ARIEL, WA 98603-9743	\$0.00	\$0.00	\$591.00	\$0.00	\$58.84	\$649.84	0.0	\$0.00
Total	\$6,876.49	-\$6,876.49	\$6,731.00	\$0.00	\$58.84	\$6,789.84	0.0	\$0.00



NETWORK SERVICES

Date	Description	Amount
04/01-04/30	EVPL	591.00
	NNI A LOCATION ADDRESS A LOCATION CITY, ST & ZIP SN	22/GNNI/032276//WBB/ 901 C STREET VANCOUVER WA 98660 YALE VALLEY

Circuit ID: 11/EEVC/035114//WBB/

Date	Description	Amount
04/01-04/30	EVC #1	0.00
	EVC COMMIT	20 MB

Circuit ID: 11/GUNI/035116//WBB/

Date	Description	Amount
04/01-04/30	Port #1	0.00
	Z LOCATION ADDRESS Z LOCATION CITY, ST & ZIP	11842 LEWIS RIVER RD ARIEL WA 98603

\$591.00

TAXES, SURCHARGES & FEES

This section includes the total taxes, fees, and surcharges on both your monthly and non-monthly charges/credits. For an explanation, visit our website www.wavehome.com/support.

Telephone	Description	Amount
	State Sales Tax	39.18
	County Sales Tax	7.84
	Regulatory Recovery Fee	11.82
		\$58.84

HOME0001

HOME DEPOT CREDIT SERVICES
 DEPT 32-2501339141

Date 04/09/2021

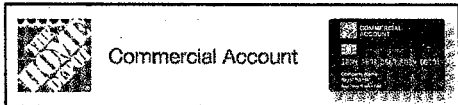
Warrant 112048

Amount 819.39 ✓

Date	Invoice/Account No.	Description	Type	Amounts
03/28/2021	01339141 032821		Invoice	819.39
	006-039-028-50-31-03	DW-MAINT SUPPLIES-FACILITIES		41.85
	006-039-028-50-31-03	DW-MAINT SUPPLIES-FACILITIES		30.19
	007-101-028-50-31-00	YALE BLDG SUPPLIES		37.92
	006-281-028-50-31-03	VA-MAINT SUPPLIES		6.12
	006-281-028-50-31-03	VA-MAINT SUPPLIES		34.63
	006-281-028-50-31-05	VA-ELECTRICAL SUPPLIES		12.18
	007-101-028-50-31-03	YALE MAINTENANCE SUPPLY		34.71
	006-022-028-50-31-03	GD MAINTENANCE SUPPLIES		149.87 ✓
	006-022-028-50-31-03	GD MAINTENANCE SUPPLIES		214.33
	006-039-028-50-31-04	DW-GRND & PLANT SUPPLIES		43.71
	006-380-028-50-31-04	GROUND & PLANT SUPPLIES-HQ		79.00
	006-380-028-50-31-04	GROUND & PLANT SUPPLIES-HQ		11.36
	006-022-028-50-31-04	GD-GRND & PLNT SUPPLIES		21.66
	006-030-028-50-31-03	WA MAINTENANCE SUPPLIES		13.38
	009-109-011-50-31-00	OC INSURANCE RECOVERY-OC SUPPLIE		68.99 ✓
	009-109-011-50-31-00	OC INSURANCE RECOVERY-OC SUPPLIE		19.49

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APPROVED FOR PAYMENT



ACCOUNT ACTIVITY STATEMENT

RETURN MAIL ADDRESS
 PO BOX 790420
 ST. LOUIS, MO 63179

Commercial Account: xxxx xxxx xxxx 9141
Statement Date 03/28/21
Credit Line \$6,000
Credit Available \$5,180

FORT VANCOUVER REGIO
 11818 SE MILL PLAIN BLVD
 415
 VANCOUVER, WA 98684-5092

Account Balance	\$819.39
------------------------	-----------------

Account Information

Please see Payment Page(s) for Amount Due and Payment Due Date(s)

Current Payments and Unapplied Payments	-\$1,915.50
Current Purchases and Debits	\$819.39
Current Returns, Exchanges and Adjustments	\$0.00
Previously Billed Invoices	\$0.00

RENT TOOLS AND EQUIPMENT FOR EVERY JOB.

For products, pricing and availability, visit homedepot.com/pro

SPECIAL NOTICE

Don't forget, 1-Year returns credited back to your Home Depot Card*

Additional benefits available to Commercial Card Holders:

- **60-day Terms:** On new purchases, receive net 60 payment terms with no late fees if paid in full
- **Fuel savings:** Earn Fuel savings for every \$100 of qualifying purchases made using your The Home Depot Commercial Account

Visit homedepot.com/cardbenefits to take advantage of 60-day payment terms and get more information on fuel savings including participating station availability and how to order more redemption cards

*Refer to The Home Depot Returns Policy for details

Important Changes: Our Privacy Notice has changed and can be found at www.citi.com/privacy.

CURRENT PAYMENTS AND UNAPPLIED PAYMENTS		Payments received since the last statement period.				
Date	Amount	Please contact us with your instructions on how to apply to specific invoices.				
03/18/21	-\$1,915.50					
Total	-\$1,915.50					
CURRENT PURCHASES AND DEBITS						
Date	Purchase Location/Description	Invoice #	Purchase Order/Job Name	Customer Agreement #	Amount	Due Date
03/02/21	THE HOME DEPOT VANCOUVER, WA	1023045			\$149.87	04/18/21
03/02/21	THE HOME DEPOT VANCOUVER, WA	1023638	OPSCTR		\$68.99	04/18/21

Questions About Your Account
 ACCT MGR HOME DEPOT CREDIT SERVICES
 PHONE 1-800-395-7363
 FAX 1-877-969-6751
 EMAIL WWW.HOMEDEPOT.COM/MYCOMMERCIALACCOUNT

Send Billing Inquiries to:
 HOME DEPOT CREDIT SERVICES
 PO Box 790340
 St. Louis, MO 63179-0340

Send a SECURE MESSAGE right now to a customer service professional online at myhomedepotaccount.com

Account Ending in 9141

CURRENT PURCHASES AND DEBITS, cont.						
Date	Purchase Location/Description	Invoice #	Purchase Order/Job Name	Customer Agreement #	Amount	Due Date
03/02/21	THE HOME DEPOT VANCOUVER, WA	1622720	VA		\$6.12	04/18/21
03/03/21	HOME DEPOT.COM 800-430-3376	289299	GD	WM32886206	\$214.33	04/18/21
03/08/21	THE HOME DEPOT VANCOUVER, WA	5051560	HQ		\$19.49	04/18/21
03/09/21	THE HOME DEPOT VANCOUVER, WA	4024186	TC		\$21.66	04/18/21
03/11/21	THE HOME DEPOT VANCOUVER, WA	2074558			\$13.38	04/18/21
03/15/21	THE HOME DEPOT VANCOUVER, WA	8632326	HQ		\$79.00	04/18/21
03/16/21	THE HOME DEPOT VANCOUVER, WA	7602722	YALE		\$37.92	04/18/21
03/18/21	THE HOME DEPOT VANCOUVER, WA	5514973	DW		\$11.36	04/18/21
03/19/21	THE HOME DEPOT VANCOUVER, WA	4515031	VA		\$12.18	04/18/21
03/19/21	THE HOME DEPOT VANCOUVER, WA	4603060	VA		\$34.63	04/18/21
03/23/21	THE HOME DEPOT VANCOUVER, WA	522680	DW		\$41.85	04/18/21
03/23/21	THE HOME DEPOT VANCOUVER, WA	525049	DW		\$30.19	04/18/21
03/24/21	THE HOME DEPOT VANCOUVER, WA	9043333	SHOP		\$43.71	04/18/21
03/25/21	THE HOME DEPOT VANCOUVER, WA	8633226	YALE		\$34.71	04/18/21
TOTAL					\$819.39	

3 ✓
4 ✓
5 ✓
6 ✓
7 ✓
8 ✓
9 ✓
10 ✓
11 ✓
12 ✓
13 ✓
14 ✓
15 ✓
16 ✓

PAST DUE INVOICES						
1-29 Days	30-59 Days	60-89 Days	90-119 Days	120-149 Days	150-179 Days	180+ Days
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FUEL REWARDS SUMMARY		As of 02/13/2021
Current Fuel Rewards Balance (per gallon)		\$4.10
Expiring Fuel Rewards Balance		\$3.10
Expiration Date		02/28/2021

To customize and manage your account visit www.fuelrewards.com/homedepot download the Fuel Rewards mobile app.

Please ensure you have registered your email address by visiting www.homedepot.com/cardbenefits to fully participate in the program.

PURCHASE HISTORY	
Year to Date	\$4,181.19
Life to Date	\$128,987.09

a



How doers get more done.

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

4718 00060 44762 03/16/21 08:23 AM
SALE SELF CHECKOUT

071649188343 KEY SAFE -A> 34.98
WALL MOUNT PUSH BUTTON LOCK BOX

SUBTOTAL 34.98
SALES TAX 2.94
TOTAL \$37.92

XXXXXXXXXXXX9141 HOME DEPOT

USD\$ 37.92

AUTH CODE 016130/7602722 TA

FORT VANCOUVER REGIO
MCCUITION JAY
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

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

2021 PRO XTRA SPEND 03/15: \$3,780.28

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.

4718 03/16/21 08:23 AM



4718 60 44762 03/16/2021 9941

RETURN POLICY DEFINITIONS
POLICY ID: DAYS POLICY EXPIRES ON
A 11 365 03/16/2022

DID WE NAIL IT?

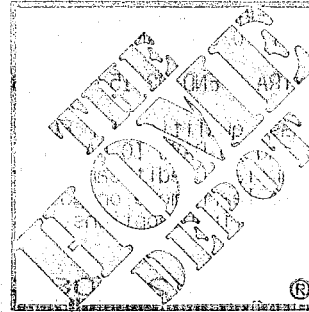
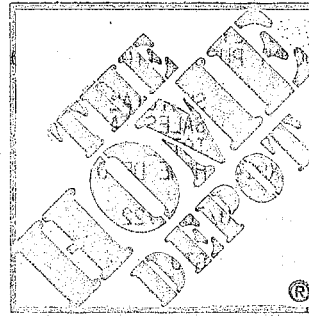
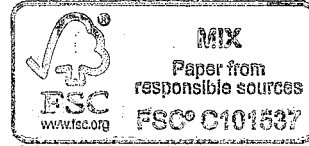
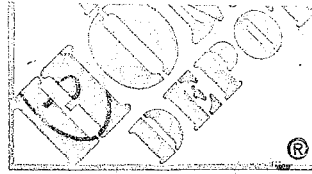
Take a short survey for a chance TO WIN
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H8B 94531 89873
PASSWORD: 21166 89813

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.



Date: 3/19/2021		Rec'd by: <i>JK</i>
Director's Signature: <i>[Signature]</i>		
Budget number: 071610288 SP31 00	Amount: 37.92	
FSC logo: Paper from responsible sources		

WALL MOUNT LOCK BOX
Yale

16



How doers get more done.

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

4718 00063 90835 03/25/21 06:46 AM
SALE CASHIER DEANNE

887480024647 ANCHOR KIT <A> 9.55
 ANCHOR KIT W/SCRWS &BIT #4 #16 202PC
 887480025248 PLUGKIT/BIT <A> 9.55
 PLASTIC PLUG KIT W/DRILL BIT 202 PC
 020066285388 FLAT BLACK <A> 0.98
 QUICK COLOR FLAT BLACK
 099713048966 4 FT U POST <A>
 4' 14GA STEEL U-POST MEDIUM DUTY
 3@3.98 11.94

SUBTOTAL 32.02
 SALES TAX 2.69
 TOTAL \$34.71

XXXXXXXXXXXX9141 HOME DEPOT

USD\$ 34.71

AUTH CODE 025799/8633226

FORT VANCOUVER REGIO
 KLEMENT SETH M
 Chip Read
 AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

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

2021-PRO XTRA SPEND 03/24: \$3,975.72

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.

4718 03/25/21 06:46 AM



4718 63 90835 03/25/2021 7472

RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 A 11 365 03/25/2022

DID WE NAIL IT?

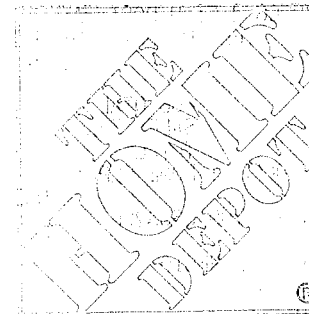
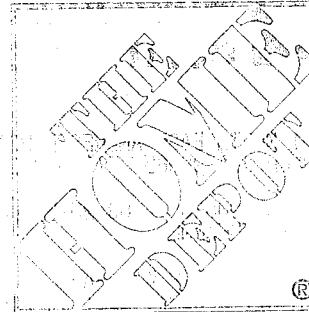
Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

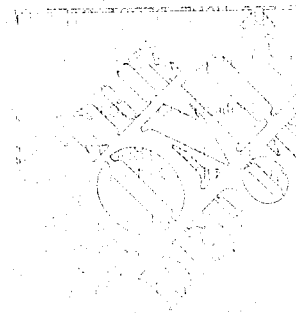
www.homedepot.com/survey

User ID: H8B 186677 182022
PASSWORD: 21175 181959

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.



FSC		www.fsc.org	
Label #	respo	001101038503103	
Budget number	Director's Signature:	Amount 34.71	Applied by: MM
Date: 3/29/2021	Rec'd by: 817		
WALK AWAYERS / SIGN POST			



Fort Vancouver Regional Library District

Claim Voucher

VISAGETS

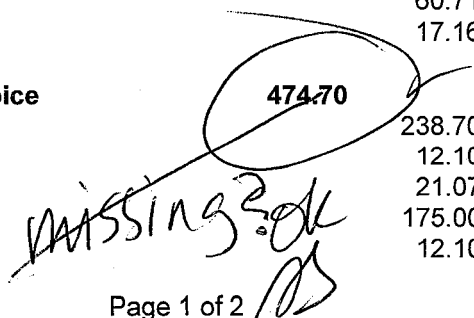
VISAGETS
PO BOX 2818

Date 04/07/2021

Warrant 112100

Amount 4,265.64

Date	Invoice/Account No.	Description	Type	Amounts
03/22/2021	032221 5804 - 1		Invoice	346.62
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		319.76 ✓
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		26.86
	100-100-213-10-00-01	Use Tax Payable		0.00
03/22/2021	032221 5804 - 10		Invoice	63.36
	004-055-025-21-42-03	BOOKS & 1ST CLASS POSTAGE		63.36 ✓
03/22/2021	032221 5804 - 11		Invoice	33.00
	004-055-025-21-42-03	BOOKS & 1ST CLASS POSTAGE		33.00 ✓
03/22/2021	032221 5804 - 12		Invoice	63.36
	004-055-025-21-42-03	BOOKS & 1ST CLASS POSTAGE		63.36 ✓
03/22/2021	032221 5804 - 13		Invoice	417.44
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		366.54 ✓
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		18.55
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		32.35
03/22/2021	032221 5804 - 14		Invoice	660.30
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		551.76 ✓
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		57.37
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		51.17
03/22/2021	032221 5804 - 15		Invoice	40.24
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		40.24 ✓
03/22/2021	032221 5804 - 16		Invoice	47.95
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		37.65 ✓
	006-031-050-10-31-15	WS-GEN OFFICE SUPPLIES		10.30
03/22/2021	032221 5804 - 17		Invoice	108.42
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		108.42 ✓
03/22/2021	032221 5804 - 18		Invoice	43.62
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		43.62 ✓
03/22/2021	032221 5804 - 19		Invoice	230.96
	007-101-020-10-62-00	CONT SVC YALE-CAPITAL		173.99 ✓
	007-101-020-10-62-00	CONT SVC YALE-CAPITAL		39.07
	007-101-020-10-62-00	CONT SVC YALE-CAPITAL		17.90
03/22/2021	032221 5804 - 2		Invoice	221.42
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		143.55 ✓
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		60.71
	005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES		17.16
03/22/2021	032221 5804 - 20		Invoice	474.70
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		238.70
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		12.10
	006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED		21.07
	006-020-050-10-31-15	BG-GEN OFC SUPPLIES		175.00
	006-020-050-10-31-15	BG-GEN OFC SUPPLIES		12.10

MISSING? *OK*


	006-020-050-10-31-15	BG-GEN OFC SUPPLIES		15.73
03/22/2021	032221 5804 - 21 007-101-020-10-62-00 007-101-020-10-62-00	CONT SVC YALE-CAPITAL CONT SVC YALE-CAPITAL	Invoice	433.59 399.99 33.60
03/22/2021	032221 5804 - 3 005-060-051-21-31-20 005-060-051-21-31-20	DW-PROGRAM & CRAFT SUPPLIES DW-PROGRAM & CRAFT SUPPLIES	Invoice	162.57 149.97 12.60
03/22/2021	032221 5804 - 4 100-100-213-10-00-01 004-050-031-22-31-30 004-050-031-22-31-30 004-050-031-22-31-30	Use Tax Payable CONTENT MGMT SUPPLIES CONTENT MGMT SUPPLIES CONTENT MGMT SUPPLIES	Invoice	46.07 0.00 37.00 3.57 5.50
03/22/2021	032221 5804 - 5 004-050-031-22-31-30 004-050-031-22-31-30	CONTENT MGMT SUPPLIES CONTENT MGMT SUPPLIES	Invoice	107.06 98.76 8.30
03/22/2021	032221 5804 - 6 006-810-079-21-31-00 006-810-079-21-31-00 006-810-079-21-31-00	GRAPHICS SUPPLIES GRAPHICS SUPPLIES GRAPHICS SUPPLIES	Invoice	38.48 26.00 9.50 2.98
03/22/2021	032221 5804 - 7 100-100-213-10-00-01 006-089-025-10-31-00 006-089-025-10-31-00 004-050-031-22-31-30 004-050-031-22-31-30	Use Tax Payable GENERAL SUPPLIES-UNASSIGNED GENERAL SUPPLIES-UNASSIGNED CONTENT MGMT SUPPLIES CONTENT MGMT SUPPLIES	Invoice	92.36 0.00 61.60 5.18 23.60 1.98
03/22/2021	032221 5804 - 8 100-100-213-10-00-01 006-023-050-10-31-15 006-023-050-10-31-15 006-021-050-10-31-15 006-021-050-10-31-15 006-021-050-10-31-15 006-020-050-10-31-15 006-020-050-10-31-15	Use Tax Payable LC-GEN OFFICE SUPPLIES LC-GEN OFFICE SUPPLIES CP-GEN OFFICE SUPPLIES CP-GEN OFFICE SUPPLIES BG-GEN OFC SUPPLIES BG-GEN OFC SUPPLIES	Invoice	379.40 0.00 175.00 14.70 108.00 9.07 67.00 5.63
03/22/2021	032221 5804 - 9 006-022-028-50-31-03	GD MAINTENANCE SUPPLIES	Invoice	254.72 254.72

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

NEWSPOTS

VISA
Account Number: [REDACTED]



Account Summary

Previous Balance	\$166.12
Payments	-\$166.12
Other Credits	-\$0.00
Purchases	+\$4,198.65
Balance Transfers	+\$0.00
Cash Advances	+\$0.00
Fees Charged	+\$0.00
Interest Charged	+\$0.00
New Balance	\$4,198.65
Statement Closing Date	03/22/21
Days in Billing Cycle	28
Total Credit Limit	\$5,000.00
Available Credit	\$801.00
Cash Limit	\$1,000.00
Available Cash	\$801.00



Payment Information

New Balance	\$4,198.65
Minimum Payment Due	\$83.97
Past Due Amount	\$0.00
Payment Due Date	April 19, 2021

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Login today to explore all the online possibilities!

Total \$3543.98



Customer Service

Call: Toll Free 1-800-819-4249

(TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Save Time and Stamps
by Paying Online!

Visit: www.firstbankcard.com/fnbo

Remit to: First National Bank of Omaha, P.O. Box 2818, Omaha, NE 68103-2818

REWARDS SUMMARY

Remember... keep using your card to increase your rewards total - the more you charge, the more rewards you earn!

Total points earned this month.....	4,199
Bonus points earned this month.....	0
Total points redeemed this month.....	0
Accumulated point total.....	27,045
Points expiring next month.....	0
Current point balance.....	27,045

Points expiring on your next statement closing date


(Points earned expire on or after 3 years from the date they are awarded. To avoid expiring your points, please redeem them before your due date listed on this statement.)

Redeem your points for travel, gift cards, merchandise, cash back as a statement credit to the designated Account, an ACH deposit to any checking or savings account (ABA routing number required), or as a check sent to you by mail. You can redeem online 24/7 by accessing the Account at the web address listed above or by calling the Rewards Service Center at 888-801-7987 during hours of operation Monday through Friday, 8:00 a.m. to 11:00 p.m. Central Standard Time, and Saturday and Sunday, 8:00 a.m. to 4:30 p.m. Central Standard Time.



Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
2-23	2-24	240113410540000405387537	SP * BREATHECUP HTTPS BREATHEC NY	346.62 36.86 \$319.76 1✓
2-25	2-26	241134310576002056978807	The Webstaurant Store Inc 717-392-7974 PA	\$221.42 2✓
2-25	2-26	243990010565032280498997	BESTBUYCOM806427764427 888-BESTBUY MN	\$162.57 3✓
2-25	2-26	242597910570009123607597	JPCOOKE OMAHA NE	46.07 3.57 \$42.50 4✓
2-25	2-26	246079410562072156011847	LABELVALUE.COM 800-750-7764 FL	\$107.06 5✓
2-25	2-26	247554210576405700063877	COMPLIANCE SIGNS.COM 800-5781245 FL	\$38.48 6✓
2-26	3-01	247078010570270170851437	STAMP CONNECTION 503-667-1133 OR	92.36 7.16 \$85.20 7✓

 Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
2-26	3-01	24488931057300551591373 7	ONE BEAT CPR LEARNING 855-663-2328 FL	379.40 29.40 \$350.00 B ✓
3-02	3-04	24692161062100077418148 7	AMZN Mktp US*U72EV0P73 Amzn.com/bill WA	\$254.72
3-03	3-04	24692161062100454780861 7	UPS*1ZNT27Y30306941036 800-811-1648 GA	\$63.36
3-03	3-04	24692161062100464780878 7	UPS*1ZNT27Y30312702443 800-811-1648 GA	\$33.00
3-03	3-04	24692161062100464780887 7	UPS*1ZNT27Y30312732821 800-811-1648 GA	\$63.36
3-03	3-04	24492151062894854186314 7	PAYPAL *CLAUSS 402-935-7733 CT	\$417.44 B ✓
3-03	3-04	24492151062743405936747 7	LULZBOT 970-377-1111 ND	\$660.30 B ✓
3-03	3-04	24226381063400003131131	WAL-MART #2550 VANCOUVER WA	\$40.24
3-05	3-08	24431061064083719537847 7	AMZN MKTP US*5I24Y10Y3 AM AMZN.COM/BILL WA	\$47.95
3-05	3-08	24692161064100948751429 7	AMZN Mktp US*DN6E00D23 Amzn.com/bill WA	\$108.42
3-10	3-11	24226381070400005992960	WAL-MART #2550 VANCOUVER WA	\$43.62
3-16	3-16	24692161075100470422008 7	DISPLAYS2GO 401-247-0333 MA	\$230.96 B ✓
3-17	3-17	74418001076023000096636	PAYMENT - THANK YOU	\$166.12 (CR)
3-18	3-19	24488931077300545228726 7	ONE BEAT CPR LEARNING 855-663-2328 FL	\$474.70 B ✓
3-18	3-22	24803941079910014020614 2	DYSON US - IL	\$433.59 B ✓

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	10.99% (v)	N/A	\$2,823.41	28	\$0.00
Cash Advance	19.99% (v)	N/A	\$0.00	28	\$0.00

2021 Total Year-to-Date

Total fees charged in 2021 \$0.00
 Total interest charged in 2021 \$0.00

Additional Information Regarding Your Account

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

If you are an active duty member of the United States Military, you may be eligible for additional benefits on your account(s) under the Servicemembers Civil Relief Act (SCRA).

For additional information regarding SCRA benefits, please call 855-868-8446 or log in to the website listed on the front of your statement and click 'Resources' for more information.

-----NOTIFICATION-----

Important changes to some of your card benefits

Your Visa® will no longer come with certain insurance benefits. The cancellation of your insurance benefits under the following policy is effective 5/1/21, at 12:00 am (EDT) ("Effective Date of Cancellation"): **Cellular Wireless Telephone Protection** Policy No. 84161538-53. Your coverage cancellation is due to changes in the insurance benefit program. If coverage under the above-referenced policy attaches to an eligible claim made with your Visa prior to the Effective Date of Cancellation, benefits will be provided for that claim pursuant to the policy terms in effect at the time of coverage attachment, notwithstanding your coverage cancellation. For more information about your coverage, please refer to your card's Guide to Benefits. To view your Guide to Benefits, please log into your online account via desktop computer and click on the Guide to Benefits link at the bottom of your account history page.

19

Purchase Order



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Purchase Order
Purchase Order No. 009142
Date 3/10/2021

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

Vendor: VISAGETS
PO BOX 2818
OMAHA NE 68103-2818

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	SLATWALL	Slatwall for Yale	3/10/2021	Each	1	\$173.9900	\$173.99
	DELIVERY	SLATWALL	None	007-101-020-10-62-00			

displays2go

Subtotal	\$173.99
Trade Discount	\$0.00
Freight	\$39.07
Miscellaneous	\$0.00
Tax	\$17.90
Order Total	\$230.97

230.96

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.

3/10/2021
Date

Authorized Signature

Approved in fiscal year budget
 New Request

Kam Kern
Order Placed By (Print)

3-10-21
Date

By: [Handwritten initials]



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

RECEIVER

Purchase Order

Purchase Order No. 009142
Date 3/10/2021

Vendor:
VISAGETS
PO BOX 2818
OMAHA NE 68103-2818

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

Contract Number:
^ Changed Since the Previous Revision

L/N	Item / Ship Method	Description / Reference Number	Req. Date	U/M	Ordered	Unit Price	Ext. Price	
1	SLATWALL DELIVERY	Slatwall for Yale SLATWALL	3/10/2021	Each	1	\$173.9900	\$173.99	
displays2go								
							Subtotal	\$173.99
							Trade Discount	\$0.00
							Freight	\$39.07
							Miscellaneous	\$0.00
							Tax	\$17.91
							Order Total	\$230.97
							Prepayment	\$0.00

FORT VANCOUVER REGIONAL LIBRARY
I certify that the materials have been furnished, the services rendered or the labor performed as described herein.

[Signature] Name 3-18-21 Date

FVRL
MAR 18 2021
Mailroom

21

Purchase Order



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Purchase Order
Purchase Order No. 009156
Date 3/17/2021

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

Vendor: VISAGETS
PO BOX 2818
OMAHA NE 68103-2818

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	VACUUM DELIVERY	Vacuum for YALE VACUUM	3/17/2021 None	Each	1	\$399.9900	\$399.99
				007-101-020-10-62-00			

dyson.com

Subtotal	\$399.99
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$33.60
Order Total	\$433.59

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.

Don Josephson _____ 3/17/2021
Authorized Signature Date

Approved in fiscal year budget
 New Request

Kami Cotton _____ 3-17-21
Order Placed By (Print) Date

1643719122

Dyson

Fort Vancouver Regional Library District

Claim Voucher

SHUR0001

SHUR-WAY BUILDING CENTERS
7124 NE ST JOHNS RD

Date 04/28/2021

Warrant 112292

Amount 398.64

Date	Invoice/Account No.	Description	Type	Amounts
04/12/2021	2104-957935 007-101-028-50-31-03	YALE MAINTENANCE SUPPLY	Invoice	398.64 398.64

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



Shur-Way Building Center Vancouver
 7124 NE St Johns Rd
 Vancouver, WA 98665
 360-693-4737
 Fax: 360-695-0236

CUSTOMER COPY



INVOICE

2104-957935 PAGE 1 OF 1

SOLD TO
FORT VANCOUVER REGIONA LIBRARY 1007 E MILL PLAIN BLVD VANVOUVER WA 98663

JOB ADDRESS
FORT VANCOUVER REGIONA LIBRARY 1007 E MILL PLAIN BLVD VANVOUVER WA 98663 360-906-5000

ACCOUNT	JOB
F0105	0
SOLD ON	4/12/2021 1:08:06 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	YALE
STATION	VAN1
CASHIER	MARTY
SALESPERSON	
ORDER ENTRY	

Thank you, we appreciate your business! Stay Safe out there!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	6769616	FILLER WOOD INT/EXT NATURAL 6OZ		Y	4.9900	EA	4.99
1	SHT	MAPP34	3/4" Maple Plywood 2-Side Shop 4x8'		Y	54.9900	SHT	54.99
2	SHT	BIRP34PF	3/4" Pre-Fin Wht Birch 2-side 4x8' (18mm actual thickness)		Y	49.9900	SHT	99.98
2	SHT	BIRP14PF	1/4" Pre-Fin Wht Birch 1-Side 4x8' (5.2mm actual thickness)		Y	22.9900	SHT	45.98
78	LF	MAPL12	1X2 MAPLE S4S LUMBER		Y	1.6900	LF	131.82
1	SHT	PP34	3/4" 4X8 Plyron Project Plywood 'shop'		Y	29.9900	SHT	29.99

Yale
Supplies for cabinets

Date: 4/14/2021	Rec'd by: <i>[Signature]</i>
Date: 4/13/2021	Ap'vd by: <i>[Signature]</i>
Directors Signature:	
Budget number	Amount 398.64
<i>007.101.028.50.31.03</i>	

Payment Method(s)

Charge to Acct 398.64

0666 8.40%	SubTotal	367.75
	Sales Tax	30.89
	Deposit	
Please Pay This Amount		398.64

RETURN POLICY
 Returns must be in sellable condition within 30 days. special orders can be subject to a 20% Restock fee and must be returned within 30 days or it will not be returnable

[Signature]

 Signature

Fort Vancouver Regional Library District

Claim Voucher

OFFI0001 OFFICE DEPOT CARD PLAN
 PO BOX 29248

Date 04/16/2021
 Warrant 112139
 Amount 1,323.52

Date	Invoice/Account No.	Description	Type	Amounts
03/11/2021	156247248001 006-020-050-10-31-15	BG-GEN OFC SUPPLIES	Invoice	98.60 98.60 ✓
03/11/2021	156248784001 006-020-050-10-31-15	BG-GEN OFC SUPPLIES	Invoice	15.62 15.62 ✓
03/11/2021	158547511001 006-089-025-10-35-00	SM EQUIPMENT, FURN, FIXTURES	Invoice	400.97 400.97 ✓
03/12/2021	158576803001 007-101-020-10-62-00	CONT SVC YALE-CAPITAL	Invoice	244.01 244.01 ✓
03/11/2021	158576912001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	3.28 3.28 ✓
03/15/2021	158989504001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	65.80 65.80 ✓
03/24/2021	158989504002 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	2.48 2.48 ✓
03/17/2021	159338738001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	7.28 7.28 ✓
03/11/2021	160621866001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	35.27 35.27 ✓
03/11/2021	160621985001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	27.09 27.09 ✓
03/15/2021	160629870001 006-027-050-10-31-15	TC-GEN OFFICE SUPPLIES	Invoice	35.21 35.21 ✓
03/13/2021	160630060001 006-027-050-10-31-15	TC-GEN OFFICE SUPPLIES	Invoice	4.54 4.54 ✓
03/15/2021	160630062001 006-027-050-10-31-15	TC-GEN OFFICE SUPPLIES	Invoice	34.46 34.46 ✓
03/13/2021	161177935001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	15.37 15.37 ✓
03/15/2021	161190752001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	55.82 55.82 ✓
03/15/2021	161190753001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	11.62 11.62 ✓
03/25/2021	161190754001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	6.28 6.28 ✓
03/11/2021	161667881001 006-031-050-10-31-15	WS-GEN OFFICE SUPPLIES	Invoice	28.89 28.89 ✓

Office DEPOT, Inc.

Office Depot, Inc
PO BOX 7241
SIOUX FALLS SD
57117-7241

ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
158576803001	244.01	Page 2 of 2
INVOICE DATE	TERMS	PAYMENT DUE
12-MAR-21	Net 30	17-APR-21

BILL TO:

ATTN: ACCTS PAYABLE
FORT VANCOUVER REG LIB SY
TCPN R5023
1007 E MILL PLAIN BLVD
VANCOUVER WA 98663-3504

001887-000005

SHIP TO:

FVRL
STE 415
11818 SE MILL PLAIN BLVD
VANCOUVER WA 98684-5092



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
36314639	9138	CRESTWOOD	158576803001	10-MAR-21	12-MAR-21		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
334195			SISVY GIFFUNI				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE

SUB-TOTAL							225.10
DELIVERY							0.00
SALES TAX							18.91
All amounts are based on USD currency							
TOTAL							244.01

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

23 of 24

001887-000005

Purchase Order



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/2
Purchase Order
Purchase Order No. 009138
Date 3/1/2021

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

Vendor: OFFICE DEPOT CARD PLAN
PO BOX 29248
PHOENIX AZ 85038-9248

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	156247248	BG	3/8/2021	Each	1 BG	\$114.2200	\$114.22
	DELIVERY	156247248	None		006-020-050-10-31-15		
2	161755447	ST	3/8/2021	Each	1 ST	\$55.2700	\$55.27
	DELIVERY	161755447	None		006-026-050-10-31-15		
3	161772393	VA	3/8/2021	Each	1 VA	\$134.2600	\$134.26
	DELIVERY	161772393	None		006-281-050-10-31-15		
4	160621866	VM	3/8/2021	Each	1 VM	\$62.3600	\$62.36
	DELIVERY	160621866	None		006-029-050-10-31-15		
5	161667881	WS	3/8/2021	Each	1 WS	\$70.2900	\$70.29
	DELIVERY	161667881	None		006-031-050-10-31-15		
6	158547511	RI	3/8/2021	Each	1 RI	\$400.9700	\$400.97
	DELIVERY	158547511	None		006-089-025-10-35-00		
7	158576912	Purchasing/facilities	3/8/2021	Each	1 Pur	\$3.2800	\$3.28
	DELIVERY	158576912	None		006-089-025-10-31-00		
8	158576803	Yale	3/8/2021	Each	1 YAL	\$244.0100	\$244.01
	DELIVERY	158576803	None		007-101-020-10-62-00		
9	158989504	aDMIN	3/8/2021	Each	1 ADMIN	\$75.5600	\$75.56
	DELIVERY	158989504	None		006-089-025-10-31-00		
10	161177935	RI	3/8/2021	Each	1 RI	\$89.0900	\$89.09
	DELIVERY	161177935	None		006-025-050-10-31-15		
11	160629870	TC	3/8/2021	Each	1 TC	\$74.2100	\$74.21
	DELIVERY	160629870	None		006-027-050-10-31-15		



RECEIVER

Purchase Order

Purchase Order No. 009138
Date 3/1/2021

Vendor:
OFFICE DEPOT CARD PLAN
PO BOX 29248
PHOENIX AZ 85038-9248

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

Contract Number:
^ Changed Since the Previous Revision

L/N	Item / Ship Method	Description / Reference Number	Req. Date	U/M	Ordered	Unit Price	Ext. Price
1	156247248 DELIVERY	BG 156247248	3/8/2021	Each	1	\$114.2200	\$114.22
2	161755447 DELIVERY	ST 161755447	3/8/2021	Each	1	\$55.2700	\$55.27
3	161772393 DELIVERY	VA 161772393	3/8/2021	Each	1	\$134.2600	\$134.26
4	160621866 DELIVERY	VM 160621866	3/8/2021	Each	1	\$62.3600	\$62.36
5	161667881 DELIVERY	WS 161667881	3/8/2021	Each	1	\$70.2900	\$70.29
6	158547511 DELIVERY	RI 158547511	3/8/2021	Each	1	\$400.9700	\$400.97
7	158576912 DELIVERY	Purchasing/facilities 158576912	3/8/2021	Each	1	\$3.2800	\$3.28
8	158576803 DELIVERY	Yale 158576803	3/8/2021	Each	1	\$244.0100	\$244.01
9	158989504 DELIVERY	aDMIN 158989504	3/8/2021	Each	1	\$75.5600	\$75.56
10	161177935 DELIVERY	RI 161177935	3/8/2021	Each	1	\$89.0900	\$89.09
11	160629870 DELIVERY	TC 160629870	3/8/2021	Each	1	\$74.2100	\$74.21

Subtotal \$1,323.52
Trade Discount \$0.00
Freight \$0.00
Miscellaneous \$0.00
Tax \$111.23
Order Total \$1,434.75
Prepayment \$0.00

FORT VANCOUVER REGIONAL LIBRARY
I certify that the materials have been furnished, the services rendered or the labor performed as described herein.

Ann Kermi-Cook
Name

3-23-21
Date

FVRL
MAR 23 2021
Mailroom

0 Orders Order By Item Shopping Lists Bulletin Board Subscriptions

Shipment Summary 3 Shipments

Shipment 1	Order Number: 158547511-001	Estimated Arrival By: 03/12/2021	View Order Details
Shipment 2	Order Number: 158576912-001	Estimated Arrival By: 03/12/2021	View Order Details
Shipment 3	Order Number: 158576803-001	Estimated Arrival By: 03/22/2021	View Order Details

Order Information

Account #: 36314639	PO Number: 9138
Your Order Number is: 158547511	Contact: SISVY GIFFUNI
Company Name: FORT VANCOUVER REG LIB SY	Contact Phone: (360)906-4932

Shipping Information






CRESTWOOD
 FVRL
 11818 SE MILL PLAIN BLVD
 STE 415
 VANCOUVER,
 WA
 98684-5092
 USA
 (Taxable)

Payment Information

Account Billing



Order Summary

Shipment 1 Order Date: 03/10/2021
Estimated Delivery Date: 03/12/2021 08:30 AM - 05:00 PM Order Number: 158547511-001

Description	Your Price/unit	Qty.	Available	B/O	Total	Comments
 Office Depot® Brand Cork Bulletin Board, 48" x 96", Aluminum Frame With Silver Finish Entered Item # 836666 	\$237.51 / each	1	1	0	\$237.51	X <i>sent wrong item - returned.</i>
 Realspace™ Magnetic Dry-Erase Whiteboard, 48" x 72", Aluminum Frame With Silver Finish Entered Item # 951851  	\$92.40 / each	1	1	0	\$92.40	X

Subtotal: \$329.91
Furniture Delivery Fee: \$39.99
Taxes: \$31.07
Total: \$400.97


Shipment 2 Order Date: 03/10/2021
Delivery Date: 03/12/2021 08:30 AM - 05:00 PM Order Number: 158576912-001

Description	Your Price/unit	Qty.	Available	B/O	Total	Comments
 Office Depot® Brand Wood Clipboards, Letter Size, 100% Recycled, Pack Of 3 Entered Item # 47727 	\$3.03 / pack	1	1	0	\$3.03	X

Subtotal: \$3.03
Delivery Fee: FREE
Taxes: \$0.25
Total: \$3.28

Shipment 3 Order Date: 03/10/2021

Delivery Date: 03/22/2021 08:30 AM - 05:00 PM Order Number: 158576803-001

Description	Your Price/unit	Qty.	Available	B/O	Total	Comments
 Quartet® Classic Cork Bulletin Board, 36" x 60", Aluminum Frame With Silver Finish Entered Item # 919779 3 Day Delivery	\$112.55 / each	2	2	0	\$225.10	X

Subtotal: \$225.10
Delivery Fee: FREE
Taxes: \$18.91
Total: \$244.01

Customer Service

Company Info

Resources

Shopping



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Feedback

Run

Fort Vancouver Regional Library District

Claim Voucher

OFFI0001

OFFICE DEPOT CARD PLAN
PO BOX 29248

Date 04/28/2021
Warrant 112283
Amount 5,070.79

Date	Invoice/Account No.	Description	Type	Amounts
03/26/2021	161035537001 006-023-050-10-31-15	LC-GEN OFFICE SUPPLIES	Invoice	19.50 19.50
03/26/2021	161037375001 006-023-050-10-31-15	LC-GEN OFFICE SUPPLIES	Invoice	30.45 30.45
03/26/2021	161037568001 006-023-050-10-31-15	LC-GEN OFFICE SUPPLIES	Invoice	11.44 11.44
03/26/2021	161115823001 006-026-050-10-31-15	ST-GEN OFFICE SUPPLIES	Invoice	54.76 54.76
03/26/2021	161139287001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	63.07 63.07
03/26/2021	161142642001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	32.50 32.50
03/26/2021	161142716001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	140.91 140.91
03/23/2021	161812202001 006-020-050-10-31-15	BG-GEN OFC SUPPLIES	Invoice	24.77 24.77
03/25/2021	161812202003 006-020-050-10-31-15	BG-GEN OFC SUPPLIES	Invoice	43.54 43.54
03/23/2021	161812339001 006-020-050-10-31-15	BG-GEN OFC SUPPLIES	Invoice	11.59 11.59
03/22/2021	162010232001 006-027-050-10-31-15	TC-GEN OFFICE SUPPLIES	Invoice	55.83 55.83
03/20/2021	162018008001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	20.58 20.58
03/22/2021	162019191001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	7.96 7.96
03/22/2021	162019203001 006-025-050-10-31-15	RI-GEN OFFICE SUPPLIES	Invoice	108.39 108.39
03/17/2021	162248333001 006-281-050-10-31-15	VA-GEN OFFICE SUPPLIES	Invoice	36.64 36.64
03/16/2021	162248387001 006-281-050-10-31-15	VA-GEN OFFICE SUPPLIES	Invoice	24.38 24.38
03/26/2021	162362968001 006-022-050-10-31-15	GD-GEN OFFICE SUPPLIES	Invoice	31.35 31.35
03/26/2021	162367158001 006-022-050-10-31-15	GD-GEN OFFICE SUPPLIES	Invoice	10.30 10.30

03/26/2021	162399273001 006-031-050-10-31-15	WS-GEN OFFICE SUPPLIES	Invoice	28.85	28.85
03/26/2021	162399873001 006-031-050-10-31-15	WS-GEN OFFICE SUPPLIES	Invoice	63.27	63.27
03/18/2021	162529748001 004-050-031-22-31-30	CONTENT MGMT SUPPLIES	Invoice	35.35	35.35
03/18/2021	162532179001 004-050-031-22-31-30	CONTENT MGMT SUPPLIES	Invoice	13.09	13.09
03/18/2021	162532185001 004-050-031-22-31-30	CONTENT MGMT SUPPLIES	Invoice	8.88	8.88
03/19/2021	162532186001 004-050-031-22-31-30	CONTENT MGMT SUPPLIES	Invoice	342.54	342.54
03/16/2021	162627957001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	45.32	45.32
03/16/2021	162628581001 006-029-050-10-31-15	VM-GEN OFFICE SUPPLIES	Invoice	39.32	39.32
03/23/2021	162711577001 004-050-031-22-31-30	CONTENT MGMT SUPPLIES	Invoice	61.30	61.30
03/18/2021	162917447001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	15.27	15.27
03/18/2021	162918439001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	181.54	181.54
03/18/2021	162918440001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	8.66	8.66 ✓
03/16/2021	163201501001 006-089-025-10-31-00 007-101-020-10-62-00	GENERAL SUPPLIES-UNASSIGNED CONT SVC YALE-CAPITAL	Invoice	80.17	26.01 54.16
04/01/2021	163201501002 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	34.14	34.14
03/15/2021	163203683001 007-101-020-10-62-00	CONT SVC YALE-CAPITAL	Invoice	119.23	119.23
03/16/2021	163203684001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	36.41	36.41
03/16/2021	163203685001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	31.32	31.32
03/18/2021	163203686001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	37.93	37.93
03/16/2021	163203687001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	3.22	3.22 ✓
03/22/2021	163218578001 006-089-025-10-31-00	GENERAL SUPPLIES-UNASSIGNED	Invoice	29.47	29.47

Office DEPOT, Inc.

Office Depot, Inc
PO BOX 7241
SIOUX FALLS SD
57117-7241

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID: 59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
163203683001	119.23	Page 2 of 2
INVOICE DATE	TERMS	PAYMENT DUE
15-MAR-21	Net 30	17-APR-21

BILL TO:

ATTN: ACCTS PAYABLE
FORT VANCOUVER REG LIB SY
TCPN R5023
1007 E MILL PLAIN BLVD
VANCOUVER WA 98663-3504

001687-000005

SHIP TO:

FVRL
STE 415
11818 SE MILL PLAIN BLVD
VANCOUVER WA 98684-5092



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
36314639	9146	CRESTWOOD	163203683001	15-MAR-21	15-MAR-21		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
334195			SISVY GIFFUNI				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE

SUB-TOTAL							109.99
DELIVERY							0.00
SALES TAX							9.24
All amounts are based on USD currency							
TOTAL							119.23

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

A 22 of 24

001687-000005

Office DEPOT, Inc.

Office Depot, Inc
PO BOX 7241
SIOUX FALLS SD
57117-7241

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
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BILL TO:

ATTN: ACCTS PAYABLE
FORT VANCOUVER REG LIB SY
TCPN R5023
1007 E MILL PLAIN BLVD
VANCOUVER WA 98663-3504

001687-000005

SHIP TO:

FVRL
STE 415
11818 SE MILL PLAIN BLVD
VANCOUVER WA 98684-5092



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
36314639	9146	CRESTWOOD	163203683001	15-MAR-21	15-MAR-21		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
334195			SISVY GIFFUNI				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
217850 MCPMCM770B	MICROWAVE,.7CF 217850	EA	1	1	0	109.990	109.99

001687-000005

To ensure timely and accurate application of your payment, please include the following on your remittance: account number, invoice number, and the amount you are paying for each invoice.

CONTINUED ON NEXT PAGE...

Yale Valley Library District

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

Statement of Cash

December 31, 2020 Ending Cash Balance	\$984,417
Year-to-date Revenue Received	\$15,685
Year-to-date Expenditures	\$538,393
Cash Balance April 30, 2021	\$461,710

Yale Valley Library District

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

Revenue

Description	2021 Budget	April 2021 Revenues	All Revenue Received thru April 2021	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 119,626	\$ 11,776	\$ 13,577	11.35%
Total Property Taxes	119,626	11,776	13,577	11.35%
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	-	87	0.25%
335.02 DNR - Other Revenue	100	-	51	51.00%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	-	138	0.39%
Miscellaneous				
361.11 Investment Interest	7,500	275	1,971	26.28%
367-10 Non-Governmental Contributions	2500	-	-	0.00%
367-10 Grant Revenue	5,000	-	-	0.00%
369.90 Miscellaneous Revenue	250	-	-	0.00%
Total Miscellaneous	15,250	275	1,971	12.93%
Total Revenue:	\$ 169,976	\$ 12,051	\$ 15,685	9.23%
Transfer from Reserves	\$ 560,024	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 730,000	12,051	15,685	2.15%

Expenses

Description	2021 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	120,000	736	736	0.61%
572.41 Professional Services-Fundraising/Architect	10,000	-	576	5.76%
572.62 Capital Outlay	600,000	116,025	537,080	89.51%
Grand Total Expense:	\$ 730,000	116,762	538,393	73.75%

Net Cash Activity	(522,707)
Jan. 1, 2021 Cash with County Treasurer	984,417
Ending Cash	461,710

Non-Capital Reserve	299,006
Capital Reserve	162,704
Total	461,710

Yale Valley Library District

For the Month Ending March 31, 2021 (With Year-to-Date Totals)

Schedule of Reserves

*Non Cash Activity
Grant ran Through Fort Vancouver
Regional Libraries*

State of Washington Grant		\$291,000.00 Grant Award	Ran Through FVRL's Books
Non Capital Reserve Beginning Balance 01/01/2021	\$286,166		
Property Tax Collections (Revenue)	13,577		
Other Taxes (Revenue)	-		
Professional Expenses (Expenses)	(736)	(31,264) 58	
Non Capital Reserve Ending Balance 3/31/2021	\$299,006		
Capital Reserve Beginning Balance 01/01/2021	\$698,251		
Intergovernmental Grants and Contracts (Revenue)	138		
Miscellaneous (Revenue)	1,971		
Professional Services Architects (Expenses)	(576)	(2,526)	
Capital Out lay (Expenses)	(537,080)	(155,194)	
Capital Reserve Ending Balance 3/31/2021	\$162,704		
Total Non Capital and Capital Reserves	\$461,710		
		\$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

Yale Valley Library District

BOARD OF TRUSTEES BY-LAWS

Draft (amended June 10, 2021)

ARTICLE I POWERS, PURPOSE, AND RESPONSIBILITIES:

Section 1.1 Name: The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be **Yale Valley Library District**, hereinafter referred to as the District.

Section 1.2 Legal Basis: By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

Section 1.3 Purpose: The Board exercises the authority and assumes the responsibility delegated to it by Chapter 27.12 RCW for the provision of free public library service to the residents of Yale Precinct in Cowlitz County.

ARTICLE II GOVERNING BOARD, BOARD COMPOSITION:

Section 2.1 Board Composition: The governing body of **Yale Valley Library District** shall be a Board of Trustees, hereinafter referred to as the Board, which shall consist of five members, appointed by the Board of Commissioners of Cowlitz County Washington. Trustees must be residents of the District at the time of appointment.

Section 2.2 Term: One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms.

Section 2.3 Vacancies: Vacancies shall be filled for unexpired terms by the Board of Cowlitz County Commissioners. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

Section 2.4 Compensation: A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

Section 2.5 Removal: A Trustee may be removed for just cause by the Cowlitz County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III OFFICERS:

Section 3.1 Election: The Board shall elect from its members a Chair, Vice-Chair, Secretary, and Treasurer, who shall be voting members at its regular June meeting. These officers shall serve a one-year term, July through June following their election. Officers may serve for more than one consecutive term.

Section 3.2 Duties:

A. The Chair shall preside at all meetings of the Board; authorize special meetings; appoint committees; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; provided however the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.

B. The Vice-Chair, in the event of the Chair's absence or inability to act, shall assume the Chair's duties.

C. The Secretary shall insure that a true and accurate record is maintained of all meetings of the Board, and in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board.

D. The Treasurer shall review monthly invoices and operating expenses, and shall advise the Board on payment of these invoices.

Section 3.3 Vacancies: Vacancies in any office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

ARTICLE IV MEETINGS:

Section 4.1 Regular Meetings: Monthly meetings shall be held on a day and time established by the Board. Meetings shall be held at a location specified by the Chair. A meeting schedule for the new year will be presented by the Chair at the last regular meeting of the preceding year.

- Section 4.2 Regular Meeting Changes: The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting
- Section 4.3 Special Meetings: Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.
- Section 4.4 Emergency Meetings: Emergency meetings may be called as provided for in Chapter 42.30.070 RCW.
- Section 4.5 Quorum & Voting: A majority of all members of the Board shall constitute a quorum for the transaction of business. A majority of those present is necessary to take action on any item coming before the Board.
- Section 4.6 Public Participation at Meetings: Members of the public may make presentations or comments to the Board at the time specified on the published agenda. Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.
- Section 4.7 Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.
- Section 4.8 Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Office of the District, and a physical copy kept in the YVLD notebooks. The minutes shall consist primarily of a record of the action taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.
- Section 4.9 Absences: It is the intention of the Board to maintain full representation of the District in all deliberations. Therefore, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair in advance of the pending absence.

Section 4.10 Open Public Meetings Act: All Board meetings are governed by the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.

ARTICLE V GENERAL:

Section 5.1 Amendments: These By-laws may be revised or amended at any regular or special meeting of the Board upon approval of three-fifths of its total membership, provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Section 5.2 Legal: Should any article or section of these By-laws be in conflict with the laws of the State of Washington, the balance of these By-laws shall remain in effect. The article or section held invalid shall be amended as required by law in accordance with Article V, Section 5.1 of these By-laws.

Approved and adopted: _____ (date)

Yale Valley Library District

BOARD OF TRUSTEES BY-LAWS

(amended June 10, 2021)

ARTICLE I POWERS, PURPOSE, AND RESPONSIBILITIES:

Section 1.1 Name: The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be **Yale Valley Library District**, hereinafter referred to as the District.

Section 1.2 Legal Basis: By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

Section 1.3 Purpose: The Board exercises the authority and assumes the responsibility delegated to it by Chapter 27.12 RCW for the provision of free public library service to the residents of Yale Precinct in Cowlitz County.

ARTICLE II GOVERNING BOARD, BOARD COMPOSITION:

Section 2.1 Board Composition: The governing body of **Yale Valley Library District** shall be a Board of Trustees, hereinafter referred to as the Board, which shall consist of five members, appointed by the Board of Commissioners of Cowlitz County Washington. Trustees must be residents of the District at the time of appointment.

Section 2.2 Term: One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms.

Section 2.3 Vacancies: Vacancies shall be filled for unexpired terms by the Board of Cowlitz County Commissioners. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

Section 2.4 Compensation: A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

Section 2.5 Removal: A Trustee may be removed for just cause by the Cowlitz County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III OFFICERS:

Section 3.1 Election: The Board shall elect from its members a Chair, Vice-Chair, ~~and Secretary-Treasurer, and Treasurer~~, who shall be voting members at its regular ~~September~~ June meeting. These officers shall serve a one-year term, ~~September through October 1~~ July through June of the year following their election ~~, or until successors are duly elected~~. Officers may serve for more than one consecutive term.

Section 3.2 Duties of the Chair and Vice-Chair:

A. The Chair shall preside at all meetings of the Board; ~~plan each meeting agenda with the Secretary-Treasurer~~; authorize special meetings; appoint committees; ~~serve as an ex-officio member of each~~; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; provided however the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.

B. ~~The Vice-Chair~~, in the event of the Chair's absence or inability to act, ~~the Vice-Chair~~ shall assume the Chair's duties.

~~Section 3.3~~ C. The Secretary-Treasurer shall insure that a true and accurate record is maintained of all meetings of the Board, and ~~in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board~~.

D. ~~The Treasurer shall review monthly invoices and operating expenses, and shall advise the Board on payment of these invoices.~~

Section 3.3 Vacancies: Vacancies in ~~either any~~ office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

ARTICLE IV ~~DUTIES OF THE BOARD~~ MEETINGS:

Section 4.1 Regular Meetings: ~~Regular Monthly~~ meetings shall be held on a day and time established by ~~a resolution of~~ the Board. ~~If the day falls on a holiday, such regular meeting shall be held on the next business day, unless otherwise determined by the Chair.~~ Meetings shall be held at a location specified by the Chair. A meeting schedule for the new year will be presented by the Chair at the last regular meeting of the preceding year ~~to be adopted and published by the Board.~~

Section 4.2 Regular Meeting Changes: The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting. ~~If a quorum is not present for a meeting, the presiding officer may continue the meeting to another time and place specified in the order of continuance.~~

Section 4.3 Special Meetings: Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.

Section 4.4 Emergency Meetings: Emergency meetings may be called as provided for in ~~Chapter RCW~~ 42.30.070 ~~RCW~~.

Section 4.5 Meeting Notification:
~~A. Written notification of any regular meeting shall be delivered to each Trustee prior to the meeting time. Written notification of a special meeting, meeting continuation, or change of meeting place or time shall be delivered to each Trustee at least twenty-four (24) hours prior to the meeting time. A Trustee may waive the notification requirement.~~
~~B. A local newspaper of general circulation and other newspapers which have filed with the District a written request to be notified of regular or special meetings shall be notified of such meetings by a written notice delivered at least twenty-four (24) hours prior to the meeting time. The notice shall be written by the Chair or his/her designee.~~
Quorum & Voting: A majority of all members of the Board shall constitute a quorum for the transaction of business. A majority of those present is necessary to take action on any item coming before the Board. ~~The Chair or Vice-Chair may introduce, vote upon, move, or second action before the Board.~~

~~Section 5.7 Agenda: The agenda for each Board meeting shall be determined by the Chair in consultation with the Secretary. Board members may make suggestions for future Agendas at a regular meeting or by contacting the Chair.~~

~~A. The written agenda may be delivered to each Trustee, with pertinent information and documents related to the items of business.~~

~~B. With no opposition from Trustees, the Chair may deviate from the order of business on the published meeting agenda and may add items to the agenda.~~

~~C. Items of business not included in a meeting agenda may be added to the agenda at a regular meeting upon a majority vote of Trustees present.~~

Section 4.6 Public Participation at Meetings:

~~A. Requests by members of the public to place an item of business on an agenda that require action must be made to the Chair at least one week prior to a regular meeting and may be included on the agenda at the discretion of the Chair.~~

B. Members of the public may make presentations or comments to the Board at the time specified on the published agenda. ~~The Board may, at its discretion and with a majority vote, place an issue brought forth during a public comment period on the agenda of a specified future meeting. No action will be taken at the meeting during which the issue is brought forth.~~ Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.

~~C. At the discretion of the Chair or with a majority vote of the full Board, a public hearing on a specific issue may be held. The Board shall adopt and make available procedures governing the public hearing process.~~

Section 4.7 ~~Parliamentary Procedure: Unless otherwise governed by the provisions of these By-laws or laws of the State of Washington, Roberts Rules of Order (latest revised edition) shall govern the conduct of all Board meetings. The Chair or his/her designee shall serve as Parliamentarian.~~

Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.

Section 4.8 Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Office of the District, and a physical copy kept in the YVLD notebooks. The minutes

shall consist primarily of a record of the action taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 4.9 Absences: It is the intention of the Board to maintain full representation of the District in all deliberations. **Therefore**, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair in advance of the pending absence.

Section 4.10 Open Public Meetings Act: All Board meetings are governed by the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.

ARTICLE V **GENERAL**:

Section 5.1 Amendments: These By-laws may be revised or amended at any regular or special meeting of the Board upon approval of three-fifths of its total membership, provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Section 5.2 Legal: Should any article or section of these By-laws be in conflict with the laws of the State of Washington, the balance of these By-laws shall remain in effect. The article or section held invalid shall be amended as required by law in accordance with Article V, Section 5.1 of these By-laws.

Approved and adopted: _____ (date)

Yale Valley Library District

BOARD OF TRUSTEES BY-LAWS

ARTICLE I POWERS, PURPOSE, AND RESPONSIBILITIES:

Section 1.1 Name: The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be **Yale Valley Library District**, hereinafter referred to as the District.

Section 1.2 Legal Basis: By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have an exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

ARTICLE II GOVERNING BOARD, BOARD COMPOSITION:

Section 2.1 Board Composition: The governing body of **Yale Valley Library District** shall be a Board of Trustees, hereinafter referred to as the Board, which shall consist of five members, appointed by the Board of Commissioners of Cowlitz County Washington. Trustees must be residents of the District at the time of appointment.

Section 2.2 Term: One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms.

Section 2.3 Vacancies: Vacancies shall be filled for unexpired terms by the Board of Cowlitz County Commissioners. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

Section 2.4 Compensation: A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

Section 2.5 Removal: A Trustee may be removed for just cause by the Cowlitz Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III OFFICERS:

Section 3.1 Election: The Board shall elect from its members a Chair, Vice-Chair, and Secretary-Treasurer, who shall be voting members at its regular September meeting. These officers shall serve a one-year term, September through October 1 of the year following their election, or until successors are duly elected. Officers may serve for more than one consecutive term.

Section 3.2 Duties of the Chair and Vice-Chair:

- A. The Chair shall preside at all meetings of the Board; plan each meeting agenda with the Secretary-Treasurer; authorize special meetings; appoint committees; serving as an ex-officio member of each; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; provided however the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.
- B. In the event of the Chair's absence or inability to act, the Vice-Chair shall assume the Chair's duties.

Section 3.3 Duties of Secretary-Treasurer: The Secretary-Treasurer shall insure that a true and accurate record is maintained of all meetings of the Board, and that true and accurate financial records of the District are maintained, and copies provided to the Board.

Section 3.4 Vacancies: Vacancies in either office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

ARTICLE IV DUTIES OF THE BOARD:

Section 4.1 Duties of the Board: The Board of the District shall provide the policy and legislative direction for the District.

Pursuant to RCW 27.12.210, the Board shall:

- A. Adopt such by-laws, rules, and regulations for its own guidance and for the government of the District as it deems expedient.

- B. Enter into agreements with other public entities for the provision of library services.
- C. Annually submit a budget to the Board of County Commissioners in ample time for it to make the tax levies for District purpose.
- D. Have exclusive control of District finances, as permitted by state law governing library services.
- E. Accept such gifts of money or property for District purposes as it deems expedient.
- F. Lease or purchase land for library buildings at such time as directed by the Board.
- G. Lease, purchase, or erect buildings for library purposes, and acquire such other property as may be needed for that purpose, at such time as directed by the Board.
- H. Have supervision, care, and custody of all property.
- I. Do all other acts necessary for the orderly and efficient management and control of the District.
- J. Be informed when private funds or friends funds are designated for YVLD.

Section 4.2 Committees: The Chair, in consultation with the Board, may form standing or special committees and may appoint Trustees and others to serve on the committees. At the time a committee is formed, the Chair and Board shall specify its objective and duration. Committee recommendations shall be presented to the Board for consideration.

Section 4.3 Appeals of Administrative Decisions: The Board shall serve in a quasi-judicial capacity in hearing appeals of administrative decisions and shall adopt and make available procedures governing the appeal process.

ARTICLE V MEETINGS:

Section 5.1 Regular Meetings: Regular meetings shall be held periodically on a day and time established by a resolution of the Board. If the day falls on a holiday, such regular meeting shall be held on the next business day, unless otherwise determined by the Chair. Meetings shall be held at a location specified by the Chair. A meeting schedule for the new year, will be presented by the Chair at the last regular meeting of the preceding year to be adopted and published by the Board.¹

¹Amended by the YVLD Board of Trustees March 17, 2005

- Section 5.2 Regular Meeting Changes: The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting. If a quorum is not present for a meeting, the presiding officer may continue the meeting to another time and place specified in the order of continuance.
- Section 5.3 Special Meetings: Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.
- Section 5.4 Emergency Meetings: Emergency meetings may be called as provided for in RCW 42.30.070.
- Section 5.5 Meeting Notification:
- A. Written notification of any regular meeting shall be delivered to each Trustee prior to the meeting time. Written notification of a special meeting, meeting continuation, or change of meeting place or time shall be delivered to each Trustee at least twenty-four (24) hours prior to the meeting time. A Trustee may waive the notification requirement.
 - B. A local newspaper of general circulation and other newspapers which have filed with the District a written request to be notified of regular or special meetings shall be notified of such meetings by a written notice delivered at least twenty-four (24) hours prior to the meeting time. The notice shall be written by the Chair or his/her designee.
- Section 5.6 Quorum & Voting: A majority of all members of the Board shall constitute a quorum for the transaction of business. A majority of those present is necessary to take action on any item coming before the Board. The Chair or Vice-Chair may introduce, vote upon, move, or second action before the Board.
- Section 5.7 Agenda: The agenda for each Board meeting shall be determined by the Chair in consultation with the Secretary. Board members may make suggestions for future Agendas at a regular meeting or by contacting the Chair.
- A. The written agenda may be delivered to each Trustee, with pertinent information and documents related to the items of business.

- B. With no opposition from Trustees, the Chair may deviate from the order of business on the published meeting agenda and may add items to the agenda.
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- A. Requests by members of the public to place an item of business on an agenda that require action must be made to the Chair at least one week prior to a regular meeting and may be included on the agenda at the discretion of the Chair.
- B. Members of the public may make presentations or comments to the Board at the time specified on the published agenda. The Board may, at its discretion and with a majority vote, place an issue brought forth during a public comment period on the agenda of a specified future meeting. No action will be taken at the meeting during which the issue is brought forth. Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.
- C. At the discretion of the Chair or with a majority vote of the full Board, a public hearing on a specific issue may be held. The Board shall adopt and make available procedures governing the public hearing process.

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Section 5.11 Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Office of the District. The minutes shall consist primarily of a record of the action taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 5.12 Absences: It is the intention of the Board to maintain full representation of the District in all deliberations, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair in advance of the pending absence.

Section 5.13 Open Public Meetings Act: All Board meetings are governed by the provisions of the Open Public Meeting Act. Chapter 42.30, RCW

~~ARTICLE VI SEVERABILITY:~~ *egk*

ARTICLE ^{VI} VII AMENDMENTS: *egk*
These By-laws may be revised or amended at any regular or special meeting of the Board upon approval of three-fifths of its total membership, provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Approved and adopted: 07/21/2016 (date)

Eric Rusc 07/21/2016
Elizabeth Kennedy 7/21/16
Christine Dowry 7/21/16
DM 7/21/16
