

# Yale Valley Library District

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## Regular Meeting

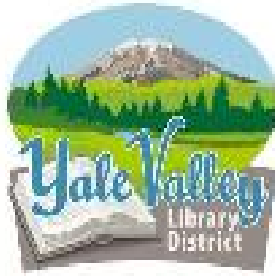
August 12, 2021 6:00PM

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

## AGENDA

### Public Meeting

- |   |             |
|---|-------------|
| 1. Call to Order  | 6:00 pm     |
| 2. Agenda Approval  | Action      |
| 3. Introductions & Welcomes / Chair Announcements           | Information |
| 4. Consent Agenda   | Action      |
| a. Minutes Approval: July 8, 2021                           |             |
| b. Approval of building project bills: Tina Moir            |             |
| 5. FVRL/YVLD Service Contract Invoice Approval (First Half) | Action      |
| 6. Library Operations: Telepen and Advertising              | Discussion  |
| 7. Art Display and Loan Policy                              | Information |
| 8. Art Display and Loan Agreement                           | Action      |
| 9. Fiscal Management Policy                                 | Information |
| 10. COVID-19 Update for Yale: Amelia Shelley                | Information |
| 11. Financial Report: Carrie Greenwood                      | Information |
| 12. Building Project  |             |
| a. Flag Pole  | Action      |
| b. Stas Wall Hanging Systems                                | Action      |
| c. Custodial Services: Clean World Contract                 | Action      |
| 13. Branch Manager Report: Jennifer Hauan                   | Information |
| 14. Citizen Comments  |             |
| 15. Board Comments  |             |
| 16. Adjournment   |             |



Yale Valley Library District  
PO Box 434  
Ariel, Washington 98803

## Regular Meeting

July 8, 2021

Location: Yale Valley Library Building

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

FVRL: Amelia Shelley, Carrie Greenwood, Jennifer Hauan

YVLD: Lesley Miller, Sarah Gomulkiewicz

Guest: Jason Gomulkiewicz

1. Call to Order: Eric Reese, Chair, called the meeting to order at 6:00pm.
2. Agenda Approval: Wheeler/Conroy The motion was approved by each trustee present.
3. Introductions/Welcomes/Chair Announcements:

Eric announced this would be Chris Conroy's last meeting as a trustee. Her term expires this month. She has served on the board for 9 ½ years. Cynthia McAllister will be taking her place on the board. This is our first meeting in the new Yale Library building and the first face to face meeting of the trustees in over a year due to Covid-19.

Eric introduced Lesley Miller who will be Sr. Branch Supervisor. She will work 15 hours a week at the Yale Library and 20 hours at the Yacolt Library. Sarah Gomulkiewicz will staff at the Yale Library for 15 hours a week. Leslie worked at the Yale School for 6 years and her husband is employed with Washington Fish and Wildlife at the Speelyai Fish Hatchery. They have two children and she is very excited to be working at the library.

Sarah Gomulkiewicz has worked at the FVRL Library in Vancouver for 15 years. She and her husband, Jason have three children and live in Battleground.

#### 4. Consent Agenda:

a. Minutes from the June 10, 2021 meeting were approved. Moir/Wheeler The motion was approved by each trustee present.

b. Approval of building project bills, reviewed by Tina Moir: Tina reported there are project costs remaining unpaid and not billed in the amount of approximately \$7927.69. It is waiting on an affidavit.

The billing due this month for construction costs is \$39,310.17. Less the Wave credit memo in the amount of \$2,036.17. Amount due is \$37,274.01. Conroy/Wheeler The motion was approved by each trustee.

The motion was approved by each trustee.

#### 5. Financial Report

Carrie Greenwood, FVRL, reported we are 5% ahead of property tax collections. 59.89% of property owners have paid for a total of \$71,649.00. Carrie reported that ½ of the FVRL contract will be due next month. A trustee asked about new construction revenue. Carrie reported that Cowlitz County is moving slowing with permitting. Also Cowlitz County is one of the Washington counties where property owners may file paperwork to reduce or forgo property taxes due to the impact of Covid 19.

Amelia Shelley brought to the attention of the trustees that audit by the Washington State Auditor. The auditor noted in the audit that we should update our contract with FVRL. This has already been done. Chris Conroy also noted that the auditor still refers to library trustees as “elected” officials when we are appointed. Furthermore, we are not paid.

#### 6. Building Project

##### a. Project Update

Amelia Shelley reported that tomorrow, July 9, will be the opening day of the remodeled Ridgefield library.

Jennifer Huaun and Amelia Shelley advised the board that the computer for our children’s area has not arrived. They are trying to find out where it is in the shipping process.

Amelia Shelley reported that an exterior water valve is leaking. It is possible that a truck ran over it and caused a crack. Nevertheless, it needs to be fixed. The cost will be approximately \$1300.00. FVRL has an agreement with JRT Mechanical for such emergencies. A motion was made to contact JRT Mechanical for repairs. Wheeler/Moir The motion was approved by each trustee.

A motion was made to amend the agenda to consider this action with JRT Mechanical to become permanent for emergencies. Conroy/Reese The motion was approved by each trustee.

##### b. Landscaping

Kathi Wheeler reported that there are no plans for landscaping at this time due to the water situation. She requested that it item still appear on the agenda as it is hoped that landscaping activities may start in the fall.

Fencing is also being considered on two sides of the property to prevent cars from driving through the library parking lot, across the fire district's area and onto the property directly behind. Tina Moir also suggested that she has some very large rounds from a tree she cut down on her property that could be used as a barrier. We will work to see if we can move and place them in strategic spots to block the trespassers.

#### c. Flag Pole

Chris Conroy and Kathi Wheeler presented a proposal by Bob and Barb Boyd for a flag pole to be purchased by YVLD for the west area of the library building. She estimates the cost to be approximately \$2300.00. However, the board discussed that figure does not include a concrete pad and electric lighting. Tina Moir discouraged the use of solar as it does not last during the dark winter months. She did have a solar light on the flag pole at the Cougar Post Office and it did not have enough power during the winter for all of the dark hours. The board would like to take action at the next meeting after investigating further costs and placing a budget of approximately \$3500.00. Amelia Shelley will forward to Bob Boyd the email up dates for raising and lowering the flag.

#### d. Stas Wall Hanging Systems

Kathi Wheeler presented a proposal for the Stas Wall Hanging systems for the new Yale Library. This system has been discussed through the Friends of the Yale Valley Library (FYVL) as a way to display art in the library. However, the FYVL felt that this should be purchased by the district for the library as a capital investment. The 'rails' to hang the art would be place in all the spaces that would display paintings, quilts, etc. Amelia Shelley pointed out that Ridgefield library installed a similar system just a different brand and the cost for our library would probably be about \$1,000.00. Kathi and Jennifer Huaun will meet at the library with Lesley Miller and measure wall space. Kathi will report back to the board.

#### 7. Gifts of Art Policy

Kathi Wheeler presented the draft policy for gifting art to the YVLD. She said many people have had input into the policy and had been reviewed by the FYVL. One question coming from the Friends was would art donated be restricted or non-restricted. Board members felt that a gift of art should be unrestricted. Kathi suggested that a questionnaire filled out by the donor would answer that question and would be a consideration at the time of accepting or rejecting the donation. Amelia offered to add some wording to the policy. Chris Conroy brought up the possibility of the donor wanting a tax deduction. This would entail the art being appraised at the expense of the YVLD or the Friends. Again,

this could be resolved during the discussion of the questionnaire and accepting or rejecting the art. Kathi will rework the policy and bring it back.

#### 8. Yale PO Box

Amelia Shelley reminded us that the PO Box is up for renewal and do we want to renew. Yes, was the answer as the address is on all our stationary for the library and the FYVL. Mike Conroy, treasurer for the FYVL will have a key as the statements that come through the PO Box. Kathi Wheeler will also have a key. At this time, we are not going to put up a mail box at the library.

#### 9. Covid-19 Updates for Yale: Amelia Shelley

The libraries in the district are all open with little guidance from the state of Washington. Individuals who have not been vaccinated are asked to wear a mask, however, there is no requirement. Officials are looking to the Fall to reassess the issue.

#### 10. Branch Manager Report: Jennifer Huaun

Jennifer reported that Revolutionary Reads has begun and books are available at all the libraries while they last. The book is **“The Death and Life of Aida Hernandez: A Border Story”**. On August 12, the FVRL libraries will host the author, Aaron Bobrow-Strain to discuss his book. This book was the 2020 Washington State Book Award for Biography. Dr. Bobrow-Strain is the professor and the Baker Ferguson Chair of Politics and Leadership at Whitman College.

The summer reading program at all the libraries, is underway. The summer reading program, **“Summer at Your Library”** is open to all ages of readers. There will be prizes of gift cards to local stores, a tote bag and a \$50 drawing.

FVRL is extending hours in all branches to be consistent with one another. All staff is working with Tele-Pin, a phone system that allows users to reach library operator for questions on Monday-Thursday 9am-8pm and Friday, Saturday & Sunday, 9am-6pm. There is not a phone at the Yale library. It is hoped to install a restricted phone here for the board and friends to call for information. This system also works as a PA system. This will be a way to monitor activities if there is a problem inside the library when the Express system is started. Jennifer hopes that the Tele-Pin will be working by next Monday. Holds are delivered to Yale on Tuesday and Thursday mornings.

Meeting Room reserve policy is not quite ready yet. Jennifer hopes that groups will be able to reserve online in the Fall. Right now, she will reserve the meeting room for the Board and the Friends.

Chris brought up that the main door is very hard to open if you are carrying an armload of books or if a patron is in a wheelchair. We hope to have that corrected with push lever that is easier to use to open the door.

E cards were discussed as a way to allow individuals to obtain an e card on line and be able to check out 2 books. They must come into the library where staff will help them check out their books, and also apply for a permanent library card.

11. No citizens were present at this time to comment.

12. Board Comments:

Chris Conroy, retiring trustee, said the experience has been amazing. The journey has exceeded her expectations. Kathi Wheeler told the story of attending a public meeting to close the Cougar Post Office. She talked to Chris about getting involved with the YVLD.

Chris became involved and was instrumental in moving the library building plans forward. Chris stated that so much help came from others such as Sam Wallin, Kim McNally and others. She continued by saying that Amelia Shelley is superwomen who came to FVRL just at the right time for YVLD!

The meeting was adjourned at 7:40pm. Wheeler/Moir

Respectfully Submitted,

Kathi Wheeler, YVLD Board Secretary

Presiding Officer

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YVLD Board Chair

Date

# Invoice



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 0939  
Date 7/28/2021

**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		SPACESAVER SPECIALIST		\$22,652.86	\$22,652.86
1		GISI MARKETING PRINTING		\$323.33	\$323.33
1		HARRY'S KEY SERVICE		\$38.73	\$38.73
1		SHUR-WAY BUILDING		\$111.25	\$111.25
1		ULINE		\$78.24	\$78.24
1		VISAGETS SUPPLIES		\$97.58	\$97.58
1		OFFICE PRODUCTS NORTHWES		\$725.87	\$725.87

**Subtotal** \$24,027.86  
**Tax** \$0.00  
**Total** \$24,027.86

Spacesaver Specialists, Inc.  
 9730 SW Herman Road  
 Tualatin, OR 97062  
 http://www.storageplanning.com



**INVOICE**  
 # 7089-2

**bill to**

Fort Vancouver Regional Library District  
 Administration  
 1007 E. Mill Plain Blvd.  
 Vancouver, WA 98663

**ship to**

Spacesaver Specialists, Inc.  
 Spacesaver Business Center  
 9730 SW Herman Road  
 Tualatin, OR 97062

**install to**

Fort Vancouver Regional Library District  
 Yale  
 11842 Lewis River Rd  
 Ariel, WA 98603

customer po #	salesperson	terms of sale	job #	invoice date	invoice type		
8924	Jim McCord	Due upon receipt	7089	5/12/2021	Final Billing		
line	part #	description	qty	on b.o.	unit	price ea	ext price
1	Added Panels	Addition of two panels	1.00	0.00	Lot	\$782.00	\$782.00
2	Cantilever Shelving	Deliver and install shelving and panels	1.00	0.00	Lot	\$35,146.00	\$35,146.00
						<b>subtotal</b>	\$35,928.00
						<b>sales tax</b>	\$2,802.38
						<b>total</b>	<b>\$38,730.38</b>

Amount Previously Invoiced	\$14,141.00
Payments	\$14,141.00
63.48861612113115119	\$22,810.19
1271431750% Billing	
Tax	\$1,779.19
Subtotal	\$24,589.38

\*\*If you'd like to pay by credit card, a 3.5% service fee will be added.

**Amount Due \$24,589.38**  
 - 5% Retainage 1,936.52  
22,652.86

Date:	7/20/21	Rec'd by:	[Signature]
Date:	7/20/21	App'd by:	[Signature]
Directors Signature:	[Signature]	Amount	
Budget number			

*Yale please bill*



# GISI Marketing Group

1410 Main Street  
Vancouver, WA 98660  
Phone: (360) 695-0451 Fax: (360) 695-9792

RECEIVED

JUN 18 2021

F.V.R.L. Admin Services

## Invoice

Attn: FORT VANCOUVER REG LIBRARY  
TAMI BALCH  
16821 SE MCGILLIVRAY BLVD BUILDING A, SUITE 1  
VANCOUVER, WA 98683

Invoice #:	258032
Client Code:	102246
Invoice Date:	06/17/2021
PO #:	009409
Due Date:	Net 30

Quantity	Description
650	#GR2021-1050 - Yale Now Open Mailer (Postcard) 100# Gloss Cover

Comments :  
Yale Now Open Mailer (Postcard ) - Qty. 650

Sub Total:	\$298.00
Tax:	\$25.33
Total Services:	\$323.33

Date:	Rec'd by:
Date: 7-15-21	Aprvd by:
Directors Signature:	Amount
Budget number	

PLEASE REMIT PAYMENT TO:  
GISI MARKETING GROUP  
P.O. BOX 4770  
TUALATIN, OR 97062

CCB# 160165  
WA# HARRYKS969M1

# HARRY'S KEY SERVICE

INVOICE NO.

567553

2213 Main Street, Vancouver, WA 98660  
(360) 696-4901 FAX (360) 694-6794

email: shop@harryslocksmith.com www.harryslocksmith.com

P.O. # \_\_\_\_\_ DATE 06/23/2021

Name FVRL Contact \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

QTY.	DESCRIPTION	PRICE	AMOUNT
	SERVICE CALL REGULAR <input type="checkbox"/> LABOR AFTER HOURS <input type="checkbox"/> TIME _____		
	DUPLICATE KEYS STANDARD <input type="checkbox"/> DOUBLE SIDED <input type="checkbox"/> FOREIGN <input type="checkbox"/> SECURITY <input type="checkbox"/>		
	CYLINDERS CHANGED TO NEW KEYS <input type="checkbox"/> MASTERED KEYED <input type="checkbox"/> SET TO CUSTOMER'S KEYS <input type="checkbox"/> CLEANED & REBUILT <input type="checkbox"/>		
6	KEY 6/11/2021	595	3570
3	KEY 5123	650	1950
Keys for Yale & Yacolt			
Date: <u>6/25/2021</u> Rec'd by: <u>JM</u>			
Date: <u>6/28/2021</u> Aprvd by: <u>JS</u>			
Directors Signature: _____			
Budget number _____ Amount _____			
DESCRIPTION OF SERVICES:			
007 101 028 50 31 03	3570	Yale	5570
006 102 028 50 31 03	1950	Yacolt	409

**PURCHASER AGREES TO:**

1. Pay net amount at time of service, unless previously approved for 30 days.
  2. Pay a 2% monthly or 24% annual late charge for any unpaid balance after thirty (30) days.
  3. Pay a \$20.00 service charge for checks returned from the bank for any reason
  4. Pay all reasonable attorney, collection and/or court costs necessary to collect unpaid balance.
  5. Have the authority to request the services performed on the invoice.
  6. Leave title of invoice merchandise to Harry's Keys until full payment is made.
- I have read and understand this purchase agreement and acknowledge services and merchandise on this invoice to be complete and satisfactory.

SUB TOTAL	5570
ALLOCATE TO ea location	
APPLICABLE SALES TAX	
TOTAL	5989

SIGNED \_\_\_\_\_ Date 6/23/21

CUSTOMER COPY



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

**CUSTOMER COPY**



**INVOICE**

2107-983615 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	7/6/2021 9:47:19 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	YALE
STATION	VAN4
CASHIER	DANNY
SALESPERSON	
ORDER ENTRY	

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

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	SHT	VGFP34	3/4" CVG Fir Plywood 2-Side Shop 4x8'		Y	89.9900	SHT	89.99
16	LF	HEM3274	1/4"X3/4" SCREEN MOULD HEMLOCK		Y	0.7900	LF	12.64

*Yale End Panels*

Date: <i>7-9-21</i>	Rec'd by: <i>[Signature]</i>
Date: <i>7/09/2021</i>	Aprvd by: <i>[Signature]</i>
Directors Signature: <i>[Signature]</i>	
Budget number <i>007 101 028 50 31 03</i>	Amount <i>111.25</i>

**Payment Method(s)**

Charge to Acct 111.25

0666 8.40%	SubTotal	102.63
	Sales Tax	8.62
	Deposit	
<b>Please Pay This Amount</b>		<b>111.25</b>

**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

*[Handwritten Signature]*

Signature



5

# Purchase Order



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Purchase Order  
Purchase Order No. 009403  
Date 6/8/2021

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	QCX45SLV28	poster frames	6/8/2021	Each	2	\$37.9900	\$75.98
DELIVERY		QCX45SLV28	None	007-101-028-50-38-00			

Displays2go  
*Branch promotional use*

Subtotal	\$75.98
Trade Discount	\$0.00
Freight	\$13.95
Miscellaneous	\$0.00
Tax	<i>7.65</i> <del>\$7.57</del>
Order Total	<i>97.58</i> <del>\$97.50</del>

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.

*[Signature]* \_\_\_\_\_ *6/8/21* \_\_\_\_\_  
 Authorized Signature Date  
 Approved in fiscal year budget  
 New Request

*Kami...* \_\_\_\_\_ *6-8-21* \_\_\_\_\_  
 Order Placed By (Print) Date

Displays2go



Office Interior Concepts



PO# 009284

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

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

Table with columns: Item Number, Co, Description, Unit, Order Qty, B/O Qty, Ship Qty, Unit Price, Extended Price. Rows include ARWYN TABLE-UC and FREIGHT-UC.

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

Signature [Handwritten Signature] Date 7/13/21

Terms: Net 30 Please pay by 07/30/21

Thanks for your order!

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

Subtotal \$669.00 Tax \$56.87 Total \$725.87



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1  
Invoice 0936  
Date 7/19/2021

**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	2021 JANUARY - JUNE CONTRACT SERVICES			\$59,813.00	\$59,813.00	

<b>Subtotal</b>	\$59,813.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$59,813.00

# Yale Valley Library District

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## Display and Exhibits Policy

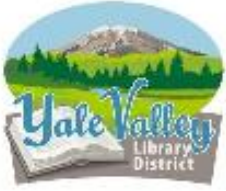
Consistent with the role of Yale Valley Library District (YVLD) as a community information source and local cultural center, YVLD encourages displays and exhibits of local collections, art work, photography, or other articles subject to the following conditions:

### Displays and Exhibits

YVLD encourages displays and exhibits of collections, art work, photography, or other articles subject to the following conditions:

- YVLD assumes no legal or financial responsibility for the loss or damage to items loaned for display or exhibit unless other arrangements have been made.
- Exhibited art that is for sale may have the price and artist's contact information displayed. No exchange of money can be conducted in the library.
- Items may be refused for display if, in the judgment of YVLD, they would detract from the appearance of the facility, are poorly executed, or may violate any applicable provisions of law.
- The physical characteristics of the display or exhibit will not interfere with normal library operations.
- Artwork may be displayed in an unlocked or unattended room or area of the library and YVLD does not assume any responsibility for lost or damaged items.
- Start and end dates for all displays and exhibits will be strictly adhered to by exhibitors. Failure to collect display or exhibit materials after the end date may result in a loss of display/exhibit opportunities in the future.
- YVLD retains the right to refuse any exhibit/display items that it deems inappropriate for display in a public library.
- Approval of items for display or exhibit does not constitute or imply YVLD endorsement of the organization submitting the item(s) or its content.
- Loaned items will not be insured by YVLD or FYVLD.





Yale Valley Library District  
PO Box 434  
Ariel, Washington 98603

# YALE VALLEY LIBRARYDISTRICT Art Display & Loan Agreement

## Artists Information

Artist name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Display location: \_\_\_\_\_

Number of pieces: \_\_\_\_\_

Description/Title(s) of materials to be displayed including estimated value:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Artists Agreement

I have read the **Yale Valley Library Art Display and Loan Policy** and agree to display or loan my works(s) or property in the Library. I understand that the items may be displayed in an unlocked or unattended room and that the Library does not assume responsibility or liability for any loss or damaged. I understand that I am responsible for delivering the items to the library by the start date and collecting it by the end date of this agreement, unless other arrangements have been approved. I understand that not complying with this agreement may lead to loss of display or loan privileges in the future.

Artist's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For more information contact:**

Yale Valley Library 360-906-4881

# Fiscal Management Policy

The Yale Valley Library District (YVLD), as a political subdivision of the state of Washington, recognizes it has financial responsibility for the management and investment of taxpayers' money. To set direction, monitor and review the library's financial health, and to fulfill the obligations of the public trust, the Board of Trustees of the Yale Valley Library District establishes the following fiscal management policy:

1. YVLD will maintain an agreement with the Cowlitz County Treasurer to serve as YVLD's fiscal agent per R.C.W. 27.12.160.
2. The Cowlitz County Treasurer will send to the Clark County Treasurer, on a monthly basis, all YVLD revenue (property tax, timber tax, and any other revenue) to be deposited in the YVLD fund established in the Clark County Treasurer's office.
3. YVLD will contract with the Fort Vancouver Regional Library District (FVRL) to provide such administrative services necessary to main YVLD, including accounting services, annual budget service and financial reporting.
4. Through FVRL, YVLD will participate in the Clark County Investment Pool program.
5. FVRL will establish a separate accounting system for YVLD.
6. YVLD will follow the *Budget, Accounting, and Reporting System (BARS)* as outlined by the state of Washington.
7. Financial reports shall be submitted to the Board at each board meeting. The Board shall receive a copy of the annual report after it is filed with the state of Washington.
8. The amount FVRL receives from YVLD for services shall be calculated using YVLD's previous year's FVRL payment multiplied by either 101% or the Implicit Price Deflator (IPD) whichever is lower.
9. Payments to FVRL shall be made semi-annually as soon as practical after the taxes are received by the Cowlitz County Treasurer, but no later than June 15 and December 15 of each year.
10. All timber tax receipts shall be reserved for future capital expenses, including, but not limited to, property and building(s).
11. Excess property taxes shall be reserved for unanticipated non-capital expenses.
12. YVLD will explore funding from multiple sources, e.g. grants, partnerships and fees.
13. YVLD will maintain adequate insurance policies to pay all claims against YVLD.
14. YVLD will seek information about and take appropriate action concerning legislation affecting the funding of library districts.

Adopted: September 28, 2006

Amended: September 16, 2010

# **Yale Valley Library District**

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

## **Statement of Cash**

December 31, 2020 Ending Cash Balance	\$984,417
Year-to-date Revenue Received	\$85,250
Year-to-date Expenditures	\$621,163
Cash Balance July 31, 2021	\$448,505

# Yale Valley Library District

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

## Revenue

Description	2021 Budget	July 2021 Revenues	All Revenue Received thru July 2021	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 119,626	\$ 904	\$ 72,554	60.65%
<b>Total Property Taxes</b>	<b>119,626</b>	<b>904</b>	<b>72,554</b>	<b>60.65%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	0	0	0	0.00%
<b>Total Other Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	35,000		10,076	28.79%
335.02 DNR - Other Revenue	100		72	71.60%
335.02 State Capital Grant	-		-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>35,100</b>	<b>-</b>	<b>10,147</b>	<b>28.91%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	7,500	\$ 115	2,549	33.99%
367-10 Non-Governmental Contributions	2500		-	0.00%
367-10 Grant Revenue	5,000		-	0.00%
369.90 Miscellaneous Revenue	250		-	0.00%
<b>Total Miscellaneous</b>	<b>15,250</b>	<b>115</b>	<b>2,549</b>	<b>16.71%</b>
<b>Total Revenue:</b>	<b>\$ 169,976</b>	<b>\$ 1,019</b>	<b>\$ 85,250</b>	<b>50.15%</b>
Transfer from Reserves	\$ 560,024	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 730,000	1,019	85,250	11.68%

## Expenses

Description	2021 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	120,000	-	736	0.61%
572.41 Professional Services-Fundraising/Architect	10,000	-	6,190	61.90%
572.62 Capital Outlay	600,000	37,274	614,236	102.37%
<b>Grand Total Expense:</b>	<b>\$ 730,000</b>	<b>37,274</b>	<b>621,163</b>	<b>85.09%</b>

Net Cash Activity	(535,913)
Jan. 1, 2021 Cash with County Treasurer	984,417
<b>Ending Cash</b>	<b>448,504</b>

Non-Capital Reserve	357,983
Capital Reserve	90,522
<b>Total</b>	<b>448,505</b>

# Yale Valley Library District

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

## Schedule of Reserves

			<i>Non Cash Activity</i>
			<i>Grant ran Through Fort Vancouver</i>
			<i>Regional Libraries</i>
State of Washington Grant		\$291,000.00	Grant Award
			Ran Through FVRL's Books
<b>Non Capital Reserve Beginning Balance 01/01/2021</b>	\$286,166		
Property Tax Collections (Revenue)	72,554		
Other Taxes (Revenue)	-		
Professional Expenses (Expenses)	(736)	(31,264)	
		58	
<b>Non Capital Reserve Ending Balance 7/31/2021</b>	\$357,983		
<b>Capital Reserve Beginning Balance 01/01/2021</b>	\$698,251		
Intergovernmental Grants and Contracts (Revenue)	10,148		
Miscellaneous (Revenue)	2,549		
Professional Services Architects (Expenses)	(6,190)		
Capital Out lay (Expenses)	(614,236)	(2,526)	
		(155,194)	
<b>Capital Reserve Ending Balance 7/31/2021</b>	\$90,522		
<b>Total Non Capital and Capital Reserves</b>	<b>\$448,505</b>		
		\$102,073.52	Grant Remaining applied to expenses for November booked in December
		-\$237,768.30	November Billing Offset
		-\$5,428.46	December Billing Offset
		-\$141,123.24	Transferred On 01/11/2021

Invoice #D2815

Customer information

From : Amanda Page <apage@federalflags.com>  
Subject : Invoice #D2815  
To : barbala@tds.net

Wed, Jun 30, 2021 12:22 PM



**Federal Flags®**

PO Box 725427  
Atlanta GA 31139

INVOICE #D2815

### Complete your purchase

[Complete your purchase](#) or [Visit our store](#)

### Order summary



**25 ft. Commercial Flagpole with Internal Cable Halyard, Rated At 144 mph × 1** **\$1,536.95**  
Satin Finish (Most Popular) / \$1536.95



**5 Inch Diameter Spun Aluminum, Flagpole Ball Ornament × 1** **\$29.95**



**4x6ft 2-ply polyester American Flag (Popular Size) × 1** **\$46.95**



**4x6ft Sewn Nylon American Flag (Popular Size) × 1** **\$37.95**



**Solar Flagpole Top Light × 1** **\$122.95**



**Solar Powered Flagpole Spot Light - For Flagpoles up to 60ft Tall × 1** **\$197.95**

Subtotal **\$1,972.70**  
Shipping **\$362.20**  
Taxes **\$0.00**

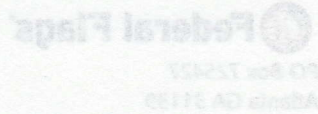
**Total \$2,334.90 USD**

Customer information

Shipping address  
Barb Boyd  
Ariel WA 98603  
United States







Billing address  
Barb Boyd  
Ariel WA 98603  
United States

Shipping method  
Standard Shipping  
\$362.20



If you have any questions, reply to this email or contact us at [info@federalflags.com](mailto:info@federalflags.com)

Order summary

52 ft. Commercial-Flags with Internal Cable	\$1,300.00	
5 inch Diameter Spin Aluminum Flagpole 60ft	\$200.00	
4x6ft 2-ply polyester American Flag (Popular)	\$46.00	
4x6ft 2-ply Nylon American Flag (Popular)	\$37.00	
Solar Powered Flagpole Top Light x 1	\$120.00	
Solar Powered Flagpole Spot Light - For	\$170.00	
<b>Subtotal</b>	<b>\$1,973.00</b>	
<b>Shipping</b>	<b>\$362.20</b>	
<b>Taxes</b>	<b>\$0.00</b>	
<b>Total</b>	<b>\$2,335.20 USD</b>	





# Clean World Maintenance Inc.

360.256.9250 cwminc.com 800.643.5850  
dgrieson@cwminc.com

**Date:** 7/14/2021  
**Company:** FVRL Yale  
**Street:** 11700 Lewis River Rd  
**City:** Ariel  
**State:** WA  
**Phone:**

**Attention: Dave Josephson**

We purpose to furnish all materials and perform labor necessary to complete the following cleaning service:

Janitorial 2 days a week	\$390.00 a month
Carpets	\$300.00 per time
Floors	\$275.00 per time
Windows	\$248.00 per time

TERMS OF PAYMENT: Net by the 10<sup>th</sup> of the month following the completion of work.

*Derek L Grieson*

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Derek L Grieson

The prices, specifications and conditions of the page and the accompanying pages of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In the event that a suit or action arises from any provision of this Agreement, or in the event this matter is referred to an attorney or collection agent, the prevailing party is entitled to his reasonable attorney fees and collection costs.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_