



AGENDA FOR PUBLIC MEETING

DATE: Monday, September 19, 2022 at 6:00pm

LOCATION: In Person: Battle Ground Community Library
1207 SE 8th Way, Battle Ground

Zoom Link: <https://us02web.zoom.us/j/89135057239>
Meeting ID: 891 3505 7239; Passcode: 970776
or
Dial by your location: +1 253 215 8782

5:30pm Executive Session

Topics: Negotiations RCW 42.30.110(d); Sale of real estate RCW 42.30.110(c)

6:00 Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Reports: INFORMATION
 - 4.1 FVRL Organizational Report, Mary Abler
 - 4.2 Branch Report: Battle Ground Community Library, Holland Christie
 - 4.3 August Financial Statements, Attar Bhangal
 - 4.4 FVRL Foundation Report, Rick Smithrud
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: August 22, 2022 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins
 - 5.3 Trustee Ethics and Responsibilities Policy
 - 5.4 Board of Trustee Bylaws Policy
6. Business
 - 6.1 Resolution 2022-15: Lyngsoe Contract closeout ACTION
 - 6.2 Resolution 2022-16: Sale of Property ACTION
 - 6.3 Resolution 2022-17: Vancouver Community Library Carpet ACTION
 - 6.4 Policy Committee: Placement of New Library Facilities INFORMATION
 - 6.5 Finance Committee: DRAFT 2023 Budget INFORMATION
7. Public Comments
8. Board Comments
9. Setting of next regular meeting: Monday, October 17, 2022 (Hybrid: Zoom/Stevenson Community Library)
10. Adjournment



September 2022 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations open a minimum of 10 am to 6 pm Monday - Friday
 - Limited meeting room use
 - Start of all age in-person programs

2. Capital Projects

- Woodland Community Library
 - Concluded schematic design, moving into design development
 - Developing donor materials
- Washougal Community Library
 - Donor brochure
- Grand Boulevard building
 - RFP for remodel/construction released
 - RFQ for MEP Engineering Services
 - New HVAC units ordered

3. Executive Director's Activities: August 22 - September 18, 2022

- Build the Libraries Committee (WA/WD)
- Woodland Community Library - Project Team
- Board Committees - Policy and Finance
- On board new Trustee for Klickitat County
- Cascade Park Mural Review Committee
- Vancouver carpet planning meeting
- Foundation Memorandum of Understanding
- Clark County Investment Pool Quarterly Meeting
- Davidson insurance benefits and pricing for 2023
- SAO Audit prep with Finance team
- Great Plains migration
- New Employee Orientation
- All Staff Day
- Washington Public Library Directors meeting
- Urban Library Council Directors meeting
- Attended Celebrate Your Senses (Foundation fundraiser)

AUGUST BRANCH HIGHLIGHTS

September 19, 2022

EQUITY

- David Wyatt, Stevenson Community Library Branch Manager, visits in lieu and fish treaty sites between Bonneville and White Salmon twice a month with Read Return Repeat books and Experience Kits. In August, he visited a fifth site on Wind River for the first time. Folks that stay at these sites are often not year-round residents and experience many barriers to visiting the library in-person, so these visits are critical to connecting them to library resources.
- Ridgefield Community Library staff attended the Back to School Blast hosted by Compassion 360, a local organization that helps families in need. Children took virtually all of the giveaway books and the button making machine was a hit with children of all ages. Staff were happy to see three families they spoke with using the library after the event.
- Vancouver Mall Library hosted a display of materials in Russian in August, highlighting this important resource.



CONNECTIONS

- Staff from the Battle Ground, Cascade Park, Ridgefield, Washougal, and Woodland Community Libraries, and Yacolt Library Express attended National Night Out events in Battle Ground, East Vancouver, Ridgefield, Washougal and Yacolt, connecting with patrons and passing out books to kids in this annual event focused on safe communities.
- La Center Community Library hosted a mini Makerfest, featuring their 3D printer, fairy lanterns, build-it stations with Lego & popsicle sticks, and foil art. Families were encouraged to stop by and they saw many families stay to take advantage of all of the stations.



- Staff at the Woodland and Yale Valley Community Libraries hosted a STEM activity of making solar ovens to melt s'mores with the heat of the sun.
- White Salmon Valley staff host a weekly storytime in the park that regularly draws 35-50 people!
- There was a great article in the [Columbian](#) about FVRLibraries Summer at Your Library program that highlighted the wonderful ways our staff connect kids and their families to books and readings over the summer.

CONNECTIONS (continued)

- Cascade Park Community Library staff hosted a Teddy Bear Storytime at the nearby LeRoy Haagen Park. Many families attended with their favorite teddy bear (or other stuffed animal) to hear stories, sing, and play.



ORGANIZATIONAL CULTURE

- La Center Community Library's roof was replaced in August and the new roof looks great!

PARTNERSHIPS

- Cascade Park Community Library hosted a donation drive for Share which resulted in 79 pounds of food being collected to feed folks in Clark County experiencing food insecurity.
- The White Salmon and Goldendale Community Libraries partnered with the Maryhill Museum on the Exquisite Gorge Project II: Fiber Arts. Artists created depictions of sections of the Columbia River out of fiber-based materials. Sections were shown at the Goldendale and White Salmon Libraries over the summer and the entire exhibit was put together at an event in early August, attended by hundreds of people!





September 2022 - Strategic Plan Update

FVRLibraries is committed to providing regular updates about our [2021-2024 Strategic Plan](#). This update provides a summary of our accomplishments since the plan was approved by the Board of Trustees in August 2021.

EQUITY

- Since May of 2022, 55 staff members have completed the Equity Lens and Toolkit training and are equipped to begin using these tools to examine the equity implications of our resources, services, and programs.

PARTNERSHIPS

- Outreach and Community Partnerships staff are developing a training on outreach and partnership best practices to ensure that all staff have the tools that they need to create and maintain effective partnerships.

CONNECTIONS

- Bookmobile patrons now have the ability to request an item for pick up on the bookmobiles, bringing this popular tool to our patrons throughout our service area.

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting Minutes**

August 2022

1. CALL TO ORDER

Chair Higgins called the regular meeting to order at 6:00pm.

ATTENDEES:

Board Members Present: Jane Higgins, Mary Ann Duncan-Cole, Megan Dugan

Board Members Virtual: Kristy Morgan, Penny Love-Henslee

Guest: Olga Lumosky Hodges

Administrative Team: Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director, Lynne Caldwell, Collection & Technology Services Director, Attar Bhangal, Finance Manager; Special Guest: Ruth Shafer, White Salmon Branch Manager; Recording: Sami Bretherton, Executive Assistant

Excused: Amelia Shelley, Executive Director

2. AGENDA

MOTION: Mary Ann Duncan-Cole moved and Megan Dugan seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Chair Higgins shared she was delighted to be out and traveling to the libraries again. Olga Hodges was introduced as a special guest in the audience. Ms. Hodges will be seated by the September meeting, as the FVRL Trustee representing Klickitat County.

4. REPORTS

FVRL Organizational Report, Mary Abler

Abler reported out on the branch activities for the month as well as an update on the Strategic Plan.

Branch Report: White Salmon Community Library, Ruth Shafer

Shafer gave an overview of the activities of the past two years for the White Salmon Community Library.

July Financial Statements, Attar Bhangal

Bhangal shared an overview of the August revenues and expenses.

5. CONSENT AGENDA

5.1 Minutes Approval – July 18, 2022 meeting

5.2 FVRL Expenditure Approval: Reviewed by Megan Dugan

MOTION: Mary Ann Duncan-Cole and Megan Dugan seconded approval of the Consent Agenda. The motion carried unanimously via roll call.

6. BUSINESS

6.1 Resolution 2022-12: Skamania County Hazard Mitigation Plan

MOTION: Mary Ann Duncan-Cole and Megan Dugan seconded approval of Resolution 2022- 12. The motion carried unanimously via roll call.

6.2 Resolution 2022-13: Vancouver Public School District Contract

Resolution was amended to reflect correct meeting location details.

MOTION: Megan Dugan and Mary Ann Duncan-Cole seconded approval of amended Resolution 2022-13. The motion carried unanimously via roll call.

6.3 Resolution 2022-14: Yacolt Lease Agreement

Resolution was amended to reflect correct meeting location details.

MOTION: Mary Ann Duncan-Cole moved and Megan Dugan seconded approval of amended Resolution 2022- 14. The motion carried unanimously via roll call.

6.4 Policy Committee: Trustee By-Laws and Ethics – Second Reading

This is the second reading of the By-Laws and Ethics. These will appear on the September meeting Consent Agenda.

6.5 Finance Committee: 2023 Budget Forecast

Abler gave an overview of the 2023 Budget Forecast.

7. CITIZEN COMMENTS

Written comments opposing Drag Queen Story Hour (DQSH) programming in the library were received from: Aden Moen, Keith & Janette Cupp, Rosalie Teuscher, Lana Maz, Tiffany Lyn, Anna, Abigale Coates

Written comments supporting DQSH programming in the library were received from: Quill Onstead, Ryan Whitmarsh-Jones, Mads Whitmarsh-Jones

In person comments: Shari Bosler of White Salmon spoke regarding KOOBDOOGA Community Reads.

In person comments opposing DQSH programming in the library were received from: Gary Wilson, Randy Schmidt, Allison Cooper, Roland Havland, Austin Bell, James Chapman, Jonathan Niepp, Debbie Niepp, Rachel Schwab, Todd Andrews, Mele Butler, Jane Hughes

BOARD COMMENTS

Trustee Dugan and Chair Higgins thanked Mary Abler for managing tonight’s meeting and presentations, in Amelia Shelley’s absence.

8. NEXT REGULAR MEETING

The next meeting is Monday, September 19, 2022 (Zoom/Battle Ground Community Library)

9. ADJOURNMENT

The meeting adjourned at 7:40pm.

Approved:

Jane Higgins, Chair

Date

Mary Ann Duncan-Cole, Secretary

Date

Fort Vancouver Regional Library District

Statement Of Cash

As of August 31, 2022 (With year-to-date totals)

December 31, 2021 Ending Cash Balance	\$19,672,242
Year-to-date Revenue Received	\$16,649,195
Year-to-date Expenditures	-\$17,700,772
Expenditures incurred but unpaid	\$21,994
Cash Balance August 31, 2022 (Estimated)	\$18,642,659

Restatement of cash balance with cash reserve plan -

December 31, 2021 Ending Cash Balance	\$19,672,242
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(Variances occur due to when property tax revenue is received)	

Reserve Fund

Objective 1 Capital Repairs and Maintenance	\$550,000
Objective 2 Replacement Vehicles	\$48,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,300,000
Brush Prairie	\$500,000
Unrestricted Capital	\$158,695
Objective 4 Innovation	\$68,467
Objective 5 Budget Stabilization Fund	1,364,526
Total Reserve Plan Objectives 1-5	\$10,398,282
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Operational Fund > 60 to 90 days of annual operational budget	\$8,244,377
Cash Balance August 31, 2022	\$18,642,659

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending August 2022 (With year-to-date totals)

December 31, 2021 Ending Cash Balance	\$19,672,242
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Cash Balance August 31, 2022	\$18,642,659

January 01, 2022 - December 31, 2022 Fiscal Year

Restatement of cash balance with cash reserve plan -

December 31, 2021 Ending Cash Balance	\$19,672,242
August 2022 Cash Balance:	\$18,642,659
Reserve Plan Objectives 1-4:	-\$10,398,282
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$8,244,377

Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2022
For the Month Ending August 2022 (With year-to-date totals)

	2022 Budget (Approved 12/21)	August 2022 Revenues	All Revenue for the eight- months ended August 2022	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.1 Property Taxes - Clark	24,250,000	80,747	13,885,269	57.26%
311.10.1 Property Taxes - Skamania	675,000	6,533	425,332	63.01%
311.10.1 Property Taxes - Klickitat	1,345,500	7,044	851,510	63.29%
311.10.1 Property Taxes - Cowlitz	325,000	2,581	179,911	55.36%
Total Property Taxes	26,595,500	96,905	15,342,022	57.69%
Other Taxes				
312.10. Other General Tax	-	-	22,262	0.00%
318.20 Leasehold Excise Tax	120,000	24,673	93,549	77.96%
Total Other Taxes	120,000	24,673	115,811	96.51%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	-	11,549	230.98%
335.05 State Forest Boards	225,000	6,143	31,128	13.83%
333.00 State Grants	0	132,618	132,618	-
338.7 Yale Valley Library Dist	162,500	-	114,037	70.18%
338.72 INET City of Vancouver (PEG)	61,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	454,000	138,761	289,332	63.73%
Charges for Services				
341.60 Equipment Use Fees	20,000	3,726	17,822	89.11%
347.21 Non-Resident Borrower Fee	6,000	3,090	5,494	91.56%
347.90 Lost / Damaged Material Fee	25,000	16,865	25,310	101.24%
347.50 Collection Agency Referral Fee	5,000	1,250	2,070	41.40%
Total Charges for Services	56,000	24,931	50,696	90.53%
Miscellaneous				
361.11 Investment Interest	120,000	20,084	105,465	87.89%
362.00 Rental Income	2,500	14	123,266	4930.65%
367.1 Restricted Contribution - BG	-	-	1,911	-
367.1 Restricted Contribution - GD	-	-	200	-
367.1 Restricted Contribution - WS	-	-	200	-
367.10 Gifts/Contributions	15,000	-	-	0.00%
369.90 Library Friends Groups' Reimbursements	150,000	5,764	12,003	8.00%
369.90 Library Foundation Reimbursements	1,000,000	2,445	76,507	7.65%
369.40 Insurance Reimbursements	250,000	-	228,181	91.27%
369.90 Miscellaneous	2,500	1,829	2,350	94.01%
367.1 Private Grants	150,000	1,703	293,197	195.46%
369.90 Other Miscellaneous - E-Rate	200,000	-	8,053	4.03%
395.00 Sale of Assets	20,000	-	-	0.00%
Total Miscellaneous	1,910,000	31,840	851,335	44.57%
Total Operating Revenue	\$ 29,135,500	317,110	16,649,195	57.14%
Transfer in from Reserves	\$ 2,400,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 31,535,500	317,110	16,649,195	52.80%

Jan.-Dec. 2022 Fiscal Year

August is the 8th month of the fiscal year. Year-to-date budget percentages should be at 66.67%, representing 8/12 months.

Fort Vancouver Regional Library District
 Statement of Expenses - Calendar Year 2022
 For the Month Ending August 2022 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	August 2022 Expenditures	All Expenses for the eight-months ended August 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	933,766	7,482,260	62.35%
572.24	Benefit - Medical	2,560,000	182,709	1,468,566	57.37%
572.24	Benefit - Dental	300,000	22,588	180,810	60.27%
572.24	Benefit - Life, LTD, STD	125,000	10,895	86,314	69.05%
572.22	Benefit - PERS	1,540,000	94,286	747,398	48.53%
572.21	Benefit - FICA	910,000	69,890	559,267	61.46%
572.25	Benefit - L & I - Workers Compensation	100,000	6,372	50,025	50.02%
572.25	Benefit - PFML	20,000	1,500	11,979	59.89%
572.28	Unemployment Expense	10,000	-	830	8.30%
	Personnel Subtotal:	17,565,000	1,322,007	10,587,450	60.28%
Supplies					
572.30	Supplies	392,525	28,487	255,529	65.10%
572.35	Small Equipment (FF&E)	266,700	871	239,243	89.71%
572.38	Technology	433,000	421	352,586	81.43%
572.33	Professional Collection / Tech	350,000	7,477	121,097	34.60%
	Supplies & Small Equipmt/Tech Subtotal:	1,442,225	37,256	968,456	67.15%
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	180,753	909,728	39.55%
572.39	Electronic Resources	1,600,000	216,287	976,268	61.02%
	Library Materials Subtotal:	3,900,000	397,040	1,885,996	48.36%
Other Services / Charges					
572.41	Professional Services	1,725,000	110,627	1,278,728	74.13%
572.42	Communications	387,800	62,643	282,797	72.92%
572.43	Training / Travel	108,000	6,526	68,397	63.33%
572.44	Advertising	30,000	1,151	6,100	20.33%
572.45	Rentals / Leases	567,925	36,649	399,858	70.41%
572.46	Insurance	220,000	30,979	238,668	108.49%
572.47	Utilities	458,855	42,148	269,510	58.74%
572.48	Repairs & Maintenance	704,250	65,354	515,924	73.26%
572.49	Misc / Dues / Printing / Other	165,700	9,886	82,503	49.79%
572.50	Intergovernmental Services	3,640	(86)	2,165	59.47%
	Other Charges & Services Subtotal:	4,371,170	365,877	3,144,651	71.94%
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	17,062	31,126	6.23%
594.62	Buildings / Owned	3,392,105	221,267	1,082,561	31.91%
595.62	Yale Project	40,000	-	467	1.17%
594.64	Machinery & Equipment	325,000	-	64	0.02%
	Capital Outlay Subtotal:	4,257,105	238,329	1,114,219	26.17%
Grand Total All Expenditures:		31,535,500	2,360,508	17,700,772	56.13%

August is the 8th month of the fiscal year. Year-to-date budget percentages should be at 66.67%, representing 8/12 months.

Jan.-Dec. 2022 Fiscal Year

Accounts Payable Checks

Number	Date	Type	Vendor	Payment
115553	8/3/2022		ACUITY FORENSICS	\$ 587.50
115554	8/3/2022		AFSCME	2,436.81
115555	8/3/2022		ALLYNS BUILDING CENTER	23.62
115556	8/3/2022		KEETH APGAR	300.00
115557	8/3/2022		AVISTA UTILITIES	27.75
115558	8/3/2022		BAKER & TAYLOR	20,350.02
115559	8/3/2022		CITY OF BATTLE GROUND	521.43
115560	8/3/2022		BRILLIANCE AUDIO, INC	1,216.56
115561	8/3/2022		CHICAGO DISTRIBUTION CENTER	393.81
115562	8/3/2022		CITY OF NORTH BONNEVILLE	240.00
115563	8/3/2022		CLARK PUD	12,801.66
115564	8/3/2022		CLARK REG WASTEWTR	85.04
115565	8/3/2022		CLARK COUNTY AUTO	410.29
115566	8/3/2022		CLEAN WORLD MAINT-WS	2,774.00
115567	8/3/2022		CLEAN WORLD MAINT-ST	2,017.00
115568	8/3/2022		CLEAN WORLD MAINT- WD	342.00
115569	8/3/2022		CLEAN WORLD MAINT-WA	310.00
115570	8/3/2022		CLEAN WORLD MAINT-BG	2,857.00
115571	8/3/2022		CLEAN WORLD MAINT - H	4,704.00
115572	8/3/2022		CLEAN WORLD MAINT - L	1,267.00
115573	8/3/2022		CLEAN WORLD MAINT - R	2,928.00
115574	8/3/2022		CLEAN WORLD MAINT - V	1,336.00
115575	8/3/2022		CLEAN WORLD MAINT - T	2,743.00
115576	8/3/2022		CLEAN WORLD MAINT - V	27,100.00
115577	8/3/2022		CLEAN WORLD MAINT - Y	738.00
115578	8/3/2022		CLEAN WORLD MAIN - CP	4,114.00
115579	8/3/2022		CLEAN WORLD MAINT - YAL	390.00
115580	8/3/2022		COLUMBIA RESOURCE COMP	8.45
115581	8/3/2022		COLUMBIA HARDWARE	70.19
115582	8/3/2022		COMCAST INSTITUTIO	11,421.36
115583	8/3/2022		COMCAST BUSINESS	333.00
115584	8/3/2022		COMPENSATION CONNECTIONS	1,200.00
115585	8/3/2022		CONTRACT FLOORING	12,427.50
115586	8/3/2022		COWLITZ COUNTY PUD	380.47
115587	8/3/2022		CREATIVE FINANCIAL STAFFING	336.00
115588	8/3/2022		THEDAILY NEWS	98.00
115589	8/3/2022		DEPT OF LABOR & INDUSTRIES	30,831.41
115590	8/3/2022		DUNCAN-COLE, MARYANN	57.50
115591	8/3/2022		CENTURYLINK formerly Embarq	779.19
115592	8/3/2022		FERGUSON FACILITIES SUPPLY	334.18
115593	8/3/2022		FINDAWAY WORLD, LLC	2,579.89
115594	8/3/2022		FIRE DISTRICT 3	150.00
115595	8/3/2022		FVRL FOUNDATION	30.00
115596	8/3/2022		FRONTIER	272.18
115597	8/3/2022		FRONTLINE TECHNOLOGIES GROUP	9,961.37
115598	8/3/2022		GALE GROUP	292.02
115599	8/3/2022		GROOUTDOOR LIVING	2,972.25
115600	8/3/2022		HANOVER INSURANCE GROUP	169,609.00
115601	8/3/2022		HARRYS KEY SERVICE, INC.	22.41
115602	8/3/2022		HARRY'S LAWN & POWER EQUIPME	1,443.03
115603	8/3/2022		ICMA RETIREMENT CORPORATION	9,658.23
115604	8/3/2022		INFOBASE LEARNING	11,264.07
115605	8/3/2022		INGRAM	39,150.72
115606	8/3/2022		INTEGRA TELECOM	1,522.63
115607	8/3/2022		KAISER FOUNDATION HEALTH PLA	228,159.96
115608	8/3/2022		KATHY'S JANITORIAL - KATHLEE	1,144.00

115609	8/3/2022	KLICKITAT COUNTY ER&R DEPT.	766.23
115610	8/3/2022	KONE INC	1,143.39
115611	8/3/2022	GISI MARKETING GROUP	197.33
115612	8/3/2022	LESSCHWAB TIRE CENTER	1,499.69
115613	8/3/2022	LINGUAVA	65.00
115614	8/3/2022	PENNY LOVE-HENSLEE	45.00
115615	8/3/2022	MIDWEST LIBRARY SERVICE	157.23
115616	8/3/2022	MIDWEST TAPE	4,033.26
115617	8/3/2022	NASHCO PHOTOGRAPHY LLC	3,475.00
115618	8/3/2022	NORTHWEST NATURAL GAS COMPAN	1,437.41
115619	8/3/2022	NORTHWEST WINDSHIELD PLUS	1,200.55
115620	8/3/2022	OCLC INC - RSC SHRG/MTDT/CTL	8,631.40
115621	8/3/2022	OETC	1,929.85
115622	8/3/2022	OFFICE DEPOT CARD PLAN	2,741.34
115623	8/3/2022	OVERDRIVE	23,626.83
115624	8/3/2022	PBSENVIRONMENTAL (PDX)	3,750.00
115625	8/3/2022	PLATT ELECTRIC SUPPLY	426.84
115626	8/3/2022	POINT S TIRE & AUTO SERVICE	462.25
115627	8/3/2022	CENTURY LINK formerly Qwest	1,976.71
115628	8/3/2022	REPUBLIC SERVICES #487	35.12
115629	8/3/2022	RODDA PAINT CO	126.97
115630	8/3/2022	SCHOLASTIC INC	3,592.62
115631	8/3/2022	JOHNSON CONTROLS	4,512.09
115632	8/3/2022	STAMP-CONNECTION.COM	96.80
115633	8/3/2022	STANLEY CONVERGENT SECURITY	279.84
115634	8/3/2022	STAR RENTALS	214.02
115635	8/3/2022	THETAYLOR GROUP	3,333.33
115636	8/3/2022	TDSTELECOM	203.62
115637	8/3/2022	THETOWN OF YACOLT	200.00
115638	8/3/2022	ULINE	2,170.67
115639	8/3/2022	USBORNE BOOKS	1,890.80
115640	8/3/2022	GREATER VANC CHAMBER OF COMM	3,264.00
115641	8/3/2022	CITY OF VANCOUVER- FINANCIAL	211.00
115642	8/3/2022	VERIZON	3,931.01
115643	8/3/2022	STERLING VOLUNTEERS	28.50
115644	8/3/2022	WALTER E NELSON COMPANY	4,164.37
115645	8/3/2022	WAVE	5,535.84
115646	8/3/2022	CITY OF WHITE SALMON	154.19
115647	8/3/2022	WOLF HAVEN INTERNATIONAL	200.00
115648	8/3/2022	WPEA	2,466.49
115649	8/3/2022	WPEA UFCW	1,877.22
115650	8/10/2022	AT& T	406.27
115651	8/10/2022	AT&T MOBILITY	1,228.02
115652	8/10/2022	CITY OF BATTLE GRO	746.13
115653	8/10/2022	CANOPY	490.25
115654	8/10/2022	CLARK PUD	10,588.31
115655	8/10/2022	CLARK REG WASTEWTR	93.15
115656	8/10/2022	COLUMBIA RESOURCE	169.90
115657	8/10/2022	COLUMBIA RIVER DIS	84.53
115658	8/10/2022	CENTURYLINK former	370.61
115659	8/10/2022	FRONTIER	82.57
115660	8/10/2022	CITY OF GOLDENDALE	346.39
115661	8/10/2022	H2OREGON	45.05
115662	8/10/2022	HOME DEPOT CREDIT	1,162.05
115663	8/10/2022	ICMA RETIREMENT CORPORATION	9,515.17
115664	8/10/2022	INTEGRA TELECOM	1,548.91
115665	8/10/2022	KETER ENVIRONMENTAL SERVICES	85.52
115666	8/10/2022	KLICKITAT COUNTY PUD	1,450.42
115667	8/10/2022	KLICKITAT COUNTY ER&R DEPT.	650.68
115668	8/10/2022	CITY OF LA CENTER	76.60
115669	8/10/2022	NORTHWEST NATURAL GAS COMPAN	231.52
115670	8/10/2022	SKAMANIA COUNTY PUD #1	485.03

115671	8/10/2022	SOHA SIGN CO INC	1,646.49
115672	8/10/2022	CITY OF STEVENSON	556.74
115673	8/10/2022	CITY OF VANCOUVER UTILITIES	1,540.88
115674	8/10/2022	VISAABLE	1,639.66
115675	8/10/2022	VISABARRO	373.48
115676	8/10/2022	VISAEMPL02	153.25
115677	8/10/2022	VISAFEIN	289.10
115678	8/10/2022	VISAGETS	1,331.58
115679	8/10/2022	VISAGIFF	798.57
115680	8/10/2022	VISAJOHN	126.79
115681	8/10/2022	VISAJOSE	435.40
115682	8/10/2022	VISAKEND	1,094.06
115683	8/10/2022	VISAKRES	800.43
115684	8/10/2022	VISALAND	439.44
115685	8/10/2022	VISAMCCU	419.97
115686	8/10/2022	VISASHEL	323.24
115687	8/10/2022	VISATRAV	4,482.73
115688	8/10/2022	WASTE CONNECTIONS INC	4,782.37
115689	8/10/2022	WEST PARK PARTNERS, LLC	625.00
115690	8/10/2022	CITY OF WHITE SALMON	170.14
115691	8/10/2022	WOODLAND PARK ZOOLOGICAL SOC	100.00
115692	8/18/2022	ACUITY FORENSICS	1,705.48
115693	8/18/2022	ALLIANT INSURANCE	18,090.47
115694	8/18/2022	ALLSTREAM	8,888.06
115695	8/18/2022	ALLYNS BUILDING CE	62.95
115696	8/18/2022	BAKER & TAYLOR	16,639.53
115697	8/18/2022	CENTER POINT PUBLI	415.86
115698	8/18/2022	CHICAGO DISTRIBUTI	62.67
115699	8/18/2022	ALTON CHUNG	250.00
115700	8/18/2022	CITGROUP- DW LEASE	21,098.77
115702	8/18/2022	CLARK COUNTY AUTO	16.63
115703	8/18/2022	CLEAN WORLD MAINT-ST	455.00
115704	8/18/2022	CLEAN WORLD MAINT - LC	243.00
115705	8/18/2022	CLEAN WORLD MAINT - TC	141.00
115706	8/18/2022	COLUMBIA LANGUAGE SERVICES	35.00
115707	8/18/2022	COMCAST INSTITUTIONAL NETWORK	11,421.36
115708	8/18/2022	DEPT OF LABOR & INDUSTRIES	1,849.88
115709	8/18/2022	FINDAWAY WORLD, LLC	416.57
115710	8/18/2022	FIRE SYSTEMS WEST, INC.	1,549.38
115711	8/18/2022	GALE GROUP	348.17
115712	8/18/2022	GOLDENDALE SENTINEL	300.30
115713	8/18/2022	COLUMBIA GORGE NEWS	275.00
115714	8/18/2022	HACKER	27,761.87
115715	8/18/2022	HARRYS KEY SERVICE, INC.	8.57
115716	8/18/2022	WHITE SALMON ACE HARDWARE	8.58
115717	8/18/2022	INGRAM	14,851.05
115718	8/18/2022	KANOPY LLC	7,449.00
115719	8/18/2022	LAKE OSWEGO PUBLIC LIBRARY	45.00
115720	8/18/2022	GISI MARKETING GROUP	1,754.57
115721	8/18/2022	METRO WATCH INC	2,090.00
115722	8/18/2022	MIDWEST TAPE	14,561.38
115723	8/18/2022	JDPOWER AKA NADA USED CAR G	514.30
115724	8/18/2022	NASHCO PHOTOGRAPHY LLC	3,475.00
115725	8/18/2022	OCLC INC - RSC SHRG/MTDT/CTL	5,849.01
115726	8/18/2022	OFFICE DEPOT CARD PLAN	1,407.99
115727	8/18/2022	OMSI	125.00
115728	8/18/2022	PBSENVIRONMENTAL (PDX)	7,343.75
115729	8/18/2022	REPUBLIC SERVICES #487	61.31
115730	8/18/2022	REV.COM, INC	345.00
115731	8/18/2022	ROSE CITY UPHOLSTERY	418.50
115732	8/18/2022	SAMS TECHNICAL PUBLISHING	1,494.00
115733	8/18/2022	SENTRUM BOOKSTORE	1,935.90

115734	8/18/2022	SKAMANIA COUNTY PIONEER	162.75
115735	8/18/2022	STAMP-CONNECTION.COM	62.25
115736	8/18/2022	STANLEY CONVERGENT SECURITY	50.88
115737	8/18/2022	STAR RENTALS	961.13
115738	8/18/2022	TERESA D. JOHNSON CPA, INC.	11,296.45
115739	8/18/2022	TDSTELECOM	205.30
115740	8/18/2022	ENAVATE MANAGED SERVICES, IN	9,853.75
115741	8/18/2022	THYSSENKRUPP ELEVATOR CORP	23,290.25
115742	8/18/2022	TSAI FONG BOOKS, INC	440.47
115743	8/18/2022	ULINE	2,418.81
115744	8/18/2022	VANCOUVER FAMILY MAGAZINE	339.00
115745	8/18/2022	WALTER E NELSON COMPANY	2,861.31
115746	8/18/2022	WAPITI NW, LLC	3,269.82
115747	8/18/2022	WAVE	5,419.24
115748	8/18/2022	WHEELERCREEK STUDIO INC.	55.00
115749	8/18/2022	YAKI0006	169.22
115750	8/18/2022	DAY, SUZANNE	25.00
115751	8/18/2022	GEORGE, BRIAN	25.00
115752	8/18/2022	RUSSELL, JOAN E	25.00
115753	8/19/2022	CLARK PUD	4,149.21
115754	8/19/2022	CENTURYLINK formerly Embarq	425.01
115755	8/24/2022	AAFINTERNATIONAL	5,182.71
115756	8/24/2022	AFSCME	2,486.17
115757	8/24/2022	BAKER & TAYLOR	16,982.56
115758	8/24/2022	CHICAGO DISTRIBUTION CENTER	104.32
115759	8/24/2022	CINCINNATI INSURANCE COMPANI	12,889.00
115760	8/24/2022	CLARK PUD	2,479.62
115761	8/24/2022	COLUMBIA RESOURCE COMPANY	42.90
115762	8/24/2022	COMCAST BUSINESS	168.16
115763	8/24/2022	CONSPECTUS, INC.	17,500.00
115764	8/24/2022	COWLITZ COUNTY PUD	406.09
115765	8/24/2022	CENTURYLINK formerly Embarq	369.27
115766	8/24/2022	FVRL FOUNDATION	30.00
115767	8/24/2022	FRONTIER	199.91
115768	8/24/2022	GALE GROUP	1,076.25
115769	8/24/2022	HACKER	49,614.46
115770	8/24/2022	HAMPTON AUTO GLASS	43.36
115771	8/24/2022	HARRYS KEY SERVICE, INC.	37.82
115772	8/24/2022	JENNIFER HAUPT	3,300.00
115773	8/24/2022	WHITE SALMON ACE HARDWARE	3.21
115774	8/24/2022	ICMA RETIREMENT CORPORATION	9,544.73
115775	8/24/2022	INGRAM	13,673.61
115776	8/24/2022	MAJOR JACKSON	2,300.00
115777	8/24/2022	JOHNSTON ARCHITECTS	8,245.00
115778	8/24/2022	KINOKUNIYA BOOKSTORES OF AME	41.52
115779	8/24/2022	GISI MARKETING GROUP	1,179.07
115780	8/24/2022	LESSCHWAB TIRE CENTER	871.40
115781	8/24/2022	LIBRARY IDEAS LLC	68,000.00
115782	8/24/2022	MIDWEST LIBRARY SERVICE	192.51
115783	8/24/2022	MIDWEST TAPE	1,301.21
115784	8/24/2022	SONORA JHA NAMBIAR	2,300.00
115785	8/24/2022	NORTHWEST NATURAL GAS COMPAN	605.99
115786	8/24/2022	OVERDRIVE	698.49
115787	8/24/2022	PLATT ELECTRIC SUPPLY	127.01
115788	8/24/2022	POINT S TIRE & AUTO SERVICE	1,412.04
115789	8/24/2022	CENTURY LINK formerly Qwest	1,893.71
115790	8/24/2022	STANLEY CONVERGENT SECURITY	314.82
115791	8/24/2022	THETAYLOR GROUP	3,333.33
115792	8/24/2022	THOMSON REUTERS-WEST PUBLISH	401.45
115793	8/24/2022	TSAI FONG BOOKS, INC	883.70
115794	8/24/2022	STERLING VOLUNTEERS	171.00
115795	8/24/2022	VOCERA COMMUNICATIONS, INC	3,974.36

115796	8/24/2022	CITY OF WOODLAND	225.00
115797	8/31/2022	AVISTA UTILITIES	9.79
115798	8/31/2022	BAKER & TAYLOR	19,080.32
115799	8/31/2022	CENTER POINT PUBLISHING	415.86
115800	8/31/2022	CHICAGO DISTRIBUTION CENTER	81.82
115801	8/31/2022	CURTIS TRAILERS, INC.	7,414.82
115802	8/31/2022	DUNCAN-COLE, MARYANN	30.00
115803	8/31/2022	CENTURYLINK formerly Embarq	370.61
115804	8/31/2022	GALE GROUP	1,328.54
115805	8/31/2022	GARDEN HOME COMMUNITY LIBRAR	40.00
115806	8/31/2022	INGRAM	6,703.51
115807	8/31/2022	KAISER FOUNDATION HEALTH PLA	228,825.31
115808	8/31/2022	LYNGSOE SYSTEMS INC.	80,611.54
115809	8/31/2022	MIDWEST LIBRARY SERVICE	386.85
115810	8/31/2022	MIDWEST TAPE	5,188.64
115811	8/31/2022	KRISTINA MORGAN	106.74
115812	8/31/2022	OVERDRIVE	97,176.72
115813	8/31/2022	PORTLAND COMMUNITY COLLEGE	45.00
115814	8/31/2022	CENTURY LINK formerly Qwest	82.06
115815	8/31/2022	TSAI FONG BOOKS, INC	1,629.19
115816	8/31/2022	UNUM LIFE INSURANCE COMPANY	76,738.84
115817	8/31/2022	CITY OF VANCOUVER UTILITIES	1,532.16
115818	8/31/2022	VERIZON	4,150.10
115819	8/31/2022	WEISS RATINGS INC	505.05
115820	8/31/2022	WILSONVILLE PUBLIC LIBRARY	24.00
115821	8/31/2022	WTCOX SUBSCRIPTIONS	1,685.44
			<u>\$ 646,308.13</u>
			Total Accounts Payable Warrants Issued

EFT01300	8/3/2022	ELIZABETH BEANS BOUFFARD	\$ 50.00
EFT01301	8/3/2022	BREHERTON, SAMI	25.99
EFT01303	8/3/2022	MEGAN DUGAN	27.50
EFT01304	8/3/2022	GETPROGRAM	353.00
EFT01305	8/3/2022	VIKKI GASKO GREEN	400.00
EFT01306	8/3/2022	KRESS, LUCIEN	144.63
EFT01307	8/3/2022	YUKI MARTIN	100.00
EFT01308	8/3/2022	MARTIN, ELIZABETH	13.75
EFT01309	8/3/2022	BONNIE COBB	20.00
EFT01310	8/3/2022	DONJEFFREY MELDRUM	500.00
EFT01311	8/3/2022	METROPOLITAN PERFORMING ARTS	300.00
EFT01312	8/3/2022	MILLER, LESLEY	78.75
EFT01314	8/3/2022	SARAH NELSEN	300.00
EFT01315	8/3/2022	RIES, RACHAEL	62.12
EFT01316	8/3/2022	SHRED NORTHWEST, LLC	86.80
EFT01317	8/3/2022	USCENTENNIAL VANCOUVER MALL	8,539.93
EFT01318	8/10/2022	ALLEGIANCE BENEFIT PLAN MGMT	2,087.82
EFT01319	8/10/2022	ALLEGIANCE BENEFIT PLAN MGMT	59.50
EFT01320	8/10/2022	GETPROGRAM	353.00
EFT01321	8/10/2022	KELLY MILNER HALLS	200.00
EFT01322	8/10/2022	LAMM, KELLY J	147.00
EFT01323	8/10/2022	RIES, RACHAEL	147.00
EFT01324	8/10/2022	RICHARD RITCHEY	200.00
EFT01325	8/10/2022	SHELLEY, AMELIA	235.00
EFT01326	8/10/2022	WALLIN, SAM	147.00
EFT01327	8/10/2022	WEXBANK	5,402.61
EFT01328	8/10/2022	WILLIAMS, STEPHEN	3.75
EFT01329	8/10/2022	WPEA	2,436.51
EFT01330	8/10/2022	WASHINGTON STATE TREASURER	6,240.95
EFT01331	8/10/2022	WASH DEPT OF RETIREMENT SYST	76,329.98
EFT01332	8/18/2022	ALEX ZERBE ENTERTAINMENT	300.00
EFT01333	8/18/2022	CRUZ, BRANDON	84.38
EFT01334	8/18/2022	CLARK-JOSLIN, AARON	8.13

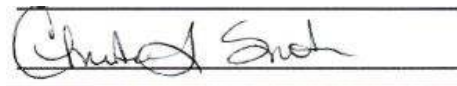
EFT01335	8/18/2022	NATHALIA PALIS	350.00	
EFT01336	8/18/2022	WPEA	2,700.44	
EFT01350	8/19/2022	ADP	4,519.49	
EFT01351	8/22/2022	ENDICIA	8,000.00	
EFT01337	8/24/2022	BREThERTON, SAMI	66.59	
EFT01338	8/24/2022	CHRISTIE, HOLLAND	60.00	
EFT01339	8/24/2022	66DEGREES, LLC	110.00	
EFT01340	8/24/2022	GETPROGRAM	368.00	
EFT01341	8/24/2022	PAMHOUSTON	2,300.00	
EFT01342	8/24/2022	JOYL KLOMAN	375.00	
EFT01343	8/24/2022	CLAUDIA CASTRO LUNA	2,300.00	
EFT01344	8/24/2022	MARTIN, AMANDA	75.00	
EFT01345	8/24/2022	NANCY PEARL	500.00	
EFT01346	8/24/2022	WPEA	2,469.93	
EFT01347	8/24/2022	WPEA UFCW	1,891.26	
EFT01352	8/25/2022	WASHINGTON DEPT OF REVENUE	2,250.47	
EFT01348	8/26/2022	WASHINGTON STATE TREASURER	6,401.38	
EFT01349	8/26/2022	WASH DEPT OF RETIREMENT SYST	77,418.69	
EFT01353	8/30/2022	KAISER HSA	8,559.07	
EFT01354	8/30/2022	KAISER HSA	52.00	
EFT01355	8/31/2022	KAISER HSA	7,166.66	
EFT01356	8/31/2022	ALLEGIANCE BENEFIT PLAN MGMT	1,862.82	
EFT01357	8/31/2022	ALLEGIANCE BENEFIT PLAN MGMT	59.50	
EFT01358	8/31/2022	MEGAN DUGAN	81.25	
EFT01359	8/31/2022	GELLIS, DAVID	20.00	
EFT01360	8/31/2022	NORTH PACIFIC MANAGEMENT	11,458.00	
			<u>\$ 246,800.65</u>	Total Accounts Payable EFTS Issued

* EFT01302	8/3/2022	ALTON CHUNG	\$ (250.00)	
* EFT01313	8/3/2022	KRISTINA MORGAN	(22.50)	
* 115701	8/18/2022	CLARK PUD	(4,574.22)	
			<u>\$ (4,846.72)</u>	Total Voids

Payroll August 10, 2022	Net Payroll	\$ 321,733.84	
	State Family & Medical Leave	2,778.24	
	Federal Tax	103,998.05	
	Oregon Tax	3,298.43	
Payroll August 25, 2022	Net Payroll	326,259.46	
	State Family & Medical Leave	2,824.19	
	Federal Tax	108,299.32	
	Oregon Tax	3,184.36	
		<u>\$ 872,375.89</u>	Total Payroll and ACH Auto Pulls

Total Funds to Approved for Disbursement \$ 1,760,637.95

Reviewed:



Christine L Smith, CPA

Date

9/13/2022

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

September 19, 2022

As required by RCW 42.24.080 and RCW 42.24.090, vouchers audited and certified by the Auditing Officer of the Fort Vancouver Regional Library District and those expense reimbursement claims which have been certified as required, have been recorded on a list and made available to the Board of Directors for approval.

As of this date, September 19, 2022, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
August 1, 2022 through August 31, 2022

Accounts Payable Warrants Issued	Numbers	<u>115553</u>	Through	<u>115821</u>	<u>\$ 646,308.13</u>
Accounts Payable EFT Payments		<u>EFT01300</u>	Through	<u>EFT01360</u>	<u>\$ 246,800.65</u>
Accounts Payable Warrants Voided	Numbers	* EFT01302	8/3/2022		<u>(\$ 4,846.72)</u>
		* EFT01313	8/3/2022		
		* 115701	8/18/2022		
Payroll Direct Deposits Issued	Payperiod	<u>08.10.2022</u>	Through	<u>08.25.2022</u>	<u>\$ 647,993.30</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
State Family & Medical Leave	8.10.2022 and 8.25.2022	5,602.43			
Federal Tax	8.10.2022 and 8.25.2022	212,297.37			
Oregon Tax	8.10.2022 and 8.25.2022	6,482.79			<u>\$ 224,382.59</u>
					<u>\$ 1,760,637.95</u>

Total Transactions for Approval **\$ 1,760,637.95**

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

Fort Vancouver Regional Library District Trustee Ethics and Responsibilities Policy

FINAL DRAFT

Purpose

The Board of Trustees of the Fort Vancouver Regional Library District (FVRL) is responsible for providing and maintaining quality public library services for the citizens of the regional library district as set forth in RCW 27.12 and any other applicable laws. To set direction, monitor and review library performance, and to fulfill the obligations of the public trust, the Board:

Trustee Ethics

As a member of the Fort Vancouver Regional Library District Board of Trustees, I will support the mission of a public library in a free society. Trustees must:

- Work to ensure that the public has equal access to information, both as a Constitutional Right and as the best way to sustain a democratic way of life.
- Be prepared to support the efforts of library staff in resisting censorship.
- Support the acquisition and maintenance of a complete and balanced library collection.
- Keep confidential any matters discussed in executive session.
- Support District efforts to meet the library and information needs of all patrons.
- Maintain independent judgment without regard to personal benefit, special interests, or influence of partisan political groups.
- Protect the privacy of library users.
- Keep all library policies free of discrimination.
- Follow legal and ethical practices in making decisions.
- Recognize that authority rests with the whole Board assembled in public meetings, and make no personal statements or promises on behalf of the Board, nor take any private action, which may compromise the Board or the District.
- Respect the actions taken by a majority of the Board and clearly differentiate personal opinions from Board decisions.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution, and disqualify themselves immediately whenever the appearance of a conflict of interest exists.

Trustee Responsibilities

- Select, hire and evaluate a competent and qualified Executive Director.
- Conduct work at the policy and planning level, by reviewing and adopting policies as necessary the efficient and effective operation of the District and provision of quality library service.
- Adopt mission and goal statements that form the framework for all library operations and long range planning for FVRL.

- Understand and accept that implementation of Board actions is the responsibility of the Executive Director.
- Understand the financial needs of the District.
- Fulfill mandated fiduciary responsibilities by adopting and monitoring the District's annual budget and monthly expenditures as required by state law.
- Does not transfer or delegate its authority to set or enforce District policies to any other agency.
- Execute responsibilities as defined in adopted policies.
- Listen to the concerns of the public, refer complaints to the Executive Director, and act on such complaints at a public meeting only after they have been reviewed by the Board and the Executive Director.
- Monitor and evaluate district-wide library planning to ensure that such planning considers, but is not limited to:
 - Significant changes in the service area
 - Technological advances within the field
 - Significant developments in library service within the state, region, and nation
 - Development of other services within the regional library district
 - Planning efforts of other organizations within the district
 - Legislative issues
 - Financial conditions
 - Growth projections
 - Facilities development
 - Principles of efficient and effective provision of quality library service

Trustee Commitments:

- Attend Board meetings regularly, or if attendance is impossible, notify the Executive Director or Board Chair in advance.
- Read the distributed materials before each meeting.
- Participate constructively in the decision-making process.
- Speak on behalf of the Board when appropriate.
- Keep abreast of important developments in library trends and practices.
- Participate in Board development activities.
- Become familiar with national, state, and local laws and with rules and regulations regarding libraries.
- Support and promote the libraries of the Fort Vancouver Regional Library District as an indispensable part of a livable community.

Related Policies: Related Policies: Asset Management; Bylaws of the Library Board of Trustees; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence

Applicable Law: 23.03.085, 24.03.090, 27.04.055, 27.12, 42.30 RCW

Adopted: June 11, 1992 as *Code of Ethics for Library Trustees*; Policy name revised to "*Ethics, Code for Library Trustees*" for easier indexing, 2/10/03; revised and combined with Role of the Board Policy: April 9, 2007; Reviewed March 9, 2009; Revised and reaffirmed April 13, 2009; **Revised and reaffirmed**

**Bylaws of the Library Board of Trustees
Fort Vancouver Regional Library District
FINAL DRAFT**

ARTICLE I: Powers, Purpose and Responsibilities

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 the Fort Vancouver Regional Library District (District), a Washington Inter-county rural library district.

1.2. Purpose: The purpose of the District is to provide free public library service to the residents of Clark (excluding the City of Camas), Skamania, and Klickitat Counties, as well as to the residents of any municipalities, counties or other library districts that may annex or contract for service.

1.3 Legal Basis: The Board of Trustees (Board) shall perform all functions and duties of the library board as authorized by chapter 27.12 RCW, as amended and all other laws that may be applicable, or may hereafter become law. By and in the corporate name, the District will have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations now 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.

1.4 Governing Body: The governing body of the Fort Vancouver Regional Library District shall be a Board of Trustees, hereinafter referred to as the Board (RCW 27.12.190).

ARTICLE II: Membership

2.1. Appointment: A Board of seven (7) Trustees will be appointed by joint action of the Boards of County Commissioners and Councils of Clark, Skamania and Klickitat Counties. Two positions shall be recommended by the City of Vancouver.

2.2 Terms of Office: A trustee will be appointed to serve for seven years. Trustees will hold office until expiration of their term and until their successor is duly appointed. Trustees must reside within the District boundaries and in the county or municipality from which they were appointed at all times during their tenure. No person will be appointed for more than two consecutive terms. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

2.3. Resignations: If any Trustee resigns at any time, written notice must be sent to the Board Chair and the appointing body. Any such resignation shall take effect at the date of receipt of the

notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.

2.4 Vacancies: Any vacancies shall be filled for unexpired terms as soon as possible, in accordance with the process described in Appointments and Terms of Office.

2.5. Compensation: A library trustee will not receive a salary or other compensation for services as a trustee, but necessary expenses actually incurred shall be paid from the library funds.

2.6. Removal: A trustee may be removed by the joint action of the Boards of County Commissioners according to RCW 27.12.

Position Number	Initial Term/ Expiration every seven years thereafter	Residential Qualification
1	December 31, 1975	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas
2	December 31, 1976	City of Vancouver
3	December 31, 1977	Skamania County
4	December 31, 1980	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas
5	December 31, 1981	City of Vancouver
6	December 31, 1978	Klickitat County
7	December 31, 1979	Clark County, excluding the incorporated area of the City of Vancouver and the City of Camas

ARTICLE III: Officers

3.1. Election: The Board's officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment.

3.2. Terms: Officers shall serve a term of one year, from January through December.

3.3. Duties: The Board Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and perform all other duties associated with that office.

The Vice-Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

The Secretary shall assure 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.

3.4. Vacancies: A vacancy occurring in any elected office shall be filled at the next regular meeting of the Board.

ARTICLE IV: Meetings

4.1. Regular Meetings: Meetings shall be held monthly and notice given per 42.30 RCW. The date, hour, and location shall be set by the Board with a tentative schedule for the year no later than the December meeting. If possible, one meeting a year will be held in or near each community library.

4.2. Special, Emergency and Study Session Meetings: Special meetings, emergency meetings, and study sessions may be scheduled and notice given per section 5.4 of these bylaws.

4.3. Open Public Meetings: Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, with the exception of any Executive Sessions. 42.30 RCW

4.4 Agenda: The agenda for each board meeting shall be determined by the Chair in consultation with the Executive Director. The written agenda shall be prepared by the Executive Director and delivered to each Trustee, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to a regular meeting, and not less than twenty-four (24) hours prior to any special meeting.

4.5 Notice: Written notification of the agenda of each regular meeting will be posted to the District's website no later than twenty-four hours in advance of the published start time of the meeting. Notices will be sent to local newspapers and media outlets at least twenty-four hours in advance of the published start time of the meeting.

4.6. Quorum: A quorum is required for the transaction of any business before the Board and will consist of a majority of the members of the Board in office immediately prior to the start of the meeting. 24.03.090 RCW

4.7. Absences: It is the intention of the Board to maintain full representation of the district in all policy-making decisions. Therefore, regular attendance is encouraged. If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or designee in advance of a pending absence.

4.8. Teleconference or Videoconference Participation: Trustees may participate by teleconference or videoconference in any meeting of the Board subject to reasonable technical availability at the meeting location. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

4.9 Form of Action: The Board determines all actions and decisions by motion or resolution. Motions and seconds to motions shall be made orally and decided by voice vote. A simple majority is needed to pass a motion or adopt a resolution. 23.03.085, 24.03.090 RCW

4.10 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 bylaws.

4.11 Records of the Board Meetings: The proceedings of Board meetings will be recorded in minutes, maintained by the District per the Washington State Common Records Retention Schedule and posted on the District's website. Minutes of each meeting will be provided 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 approval or necessary corrections.

ARTICLE V: Responsibilities of the Director

5.1 Appointment: The Board will select and appoint a competent, qualified Executive Director consistent with 27.12.190 and 27.04.055 RCW qualifications, who will serve at their pleasure. Compensation will be fixed by mutual agreement.

5.2 Responsibilities of the Executive Director: The Executive Director will manage Library operations on behalf of the Board and under its review and guidance. The Executive Director will develop, plan, implement, and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the communities in the District's service area. This will include, but not be limited to, staff and organizational structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in patron service, community relations and optimum operation of the libraries within annual budget appropriations. The Executive Director shall serve as the representative of the District to the communities and the general public.

5.3 Performance Evaluation: The Board will evaluate the Executive Director's job performance at a minimum of once a year.

5.4 Acting Director: During a short-term absence, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence of 30 days or more, the Board will appoint an Acting Director.

ARTICLE VI: Committees

6.1 Purpose: The Chair may form standing or special committees and may ask up to three Trustees and any number of others to serve on them.

6.2 Appointment: Committees shall be appointed by the Chair as deemed necessary should a need be identified. The Executive Director serves as the District's liaison on all committees, with the exception of the Personnel Committee, on which the Human Resources Director serves in this role.

6.3 Recommendations: Committee members are expected to participate in committee meetings and make recommendations to the larger Board based on their in-depth knowledge of a particular subject.

Article VII: Board Policies

7.1 Definition: Board policies are those statements duly adopted by the Board to direct the activities and mission of the District.

7.2 Adoption or Amendment of Board Policies: Board policies shall be reviewed at least once every five years and amended as often as needed to comply with changes to the law or as needed to support library practices.

7.3 Severability: All Board approved policies are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of a policy, or the validity of its application to other persons or circumstances.

7.4 Continuance: All Board approved policies shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting continuous application of the other parts of the policy.

7.5 Administration: The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

7.6 Non-substantial changes: Between scheduled reviews, the Executive Director may make interim revisions to policies as needed for typographical or cross reference corrections or for title changes to positions or organizational units.

Article VIII: Indemnification

8.1 Responsibility: The District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

Article IX: Amendments to the Bylaws

9.1 Review and Revision: These bylaws may be revised or amended by a majority vote of the Board at any regular or special meeting of the Board, provided written notice of such amendment is sent to all members at least ten days prior to the regular meeting at which such action is to be taken.

Relevant Policies: Asset Management; Discrimination and Anti-Harassment; Electronic Signatures; Fiscal Management; Gifts and Recognition; Provision of Library Service to New Areas; Public Liability; Purchasing and Procurement; Travel and Subsistence; Trustee Ethics and Responsibilities

Applicable Laws: 23.03.085 RCW, 24.03.090 RCW, 27.04.055 RCW, 27.12 RCW, 42.30 RCW

Adopted: April 8, 1976; Revised 12/18/79; Revised 1/18/86; Revised 7/18/88; Revised 2/9/04; Revised 3/22/04; Revised 2/13/12; Revised 3/13/12; Revised

Fort Vancouver Regional Library District
Staff Report 2022-43
Lyngsoe Systems Inc. Automated Materials Handler Contract Closeout

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 09/19/2022

SUBJECT: Lyngsoe Systems Inc. Automated Materials Handler Contract (AMH) Closeout

KEY POINTS

- Three AMH units were replaced and are fully functional
- Washington State Library ARPA grant of \$132,618 to support project received
- Final project cost of \$488,064.46, retainage at \$24,403.22
- Washington State law requires closeout on contracts over \$35,000
- Board approval required on closeout of contracts over \$300,000

SUMMARY

FVRL ran a competitive Request for Proposal process with four AMH vendors submitting bids. Among those, FVRL selected Lyngsoe as the company that best met our needs for efficiency, price and options. Lyngsoe installed three bulk induction automated material handling (AMH) systems (sorters) for FVRL. The proposal includes a 9-bin Library Mate Sorter for Cascade Park, estimated at \$145,590, a 5-bin Library Mate Sorter for Three Creeks estimated at \$98,911, and a 35-bin sorter for Vancouver estimated at \$208,965. The estimates include installation, shipping and handling, delivery, and the first year warranty and extended service plan.

ACTION REQUESTED

Staff requests that the Board of Trustees authorize the closeout of the Lyngsoe contract

RESOLUTION SCRIPT: 2022-15

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the closeout of the Lyngsoe Systems, Inc. contract for the three new AMH systems installed in the Cascade Park, Three Creeks and Vancouver Community Libraries.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

RESOLUTION: 2022-15

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES, AUTHORIZING THE CLOSEOUT OF THE LYNDSOE SYSTEMS, INC. CONTRACT

A meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held at the Battle Ground Community Library on Monday, September 19, 2022 and attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL has operated automated material handlers (AMH) at the Cascade Park, Three Creeks and Vancouver Community Libraries since each of these facilities opened; and The AMH equipment was in need of replacement, and

WHEREAS, FVRL submitted a request for proposals from qualified firms to provide replacements to our current automated materials handling systems (AMH) in 2021 and Lyngsoe Systems, Inc. was the winning bidder, and

WHEREAS, FVRL approved a contract with Lyngsoe (Resolution 2021-15), and they have completed the installation of all purchased AMH equipment at the Cascade Park, Three Creeks and Vancouver Community Libraries for a total cost of \$488,064.46, and the equipment is performing as designed, and

WHEREAS, the State of Washington requires that a Notice of Completion is filed prior to the close out of all public works contracts exceeding \$35,000; and FVRL is withholding \$24,403.22 in retainage as required by Washington state law,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the closeout of the Lyngsoe Systems, Inc. contract for the three new AMH systems installed in the Cascade Park, Three Creeks and Vancouver Community Libraries.

Adopted this 19th day of September, 2022

Approved: _____
Jane Higgins, Chair

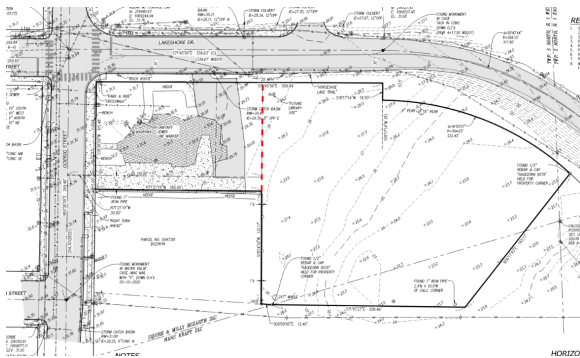
Attested: _____
Penny Love-Henslee, Vice Chair

Date: _____

**Fort Vancouver Regional Library District
Staff Report 2022-30
Sale of Property and Establishing Fair Value**

TO: Finance Committee, FVRL Board of Trustees
FROM: Amelia Shelley, Executive Director
DATE: 09/15/2022
SUBJECT: Sale of subdivided property in Woodland

SUMMARY: FVRL is in the final stages of the process of subdividing the property that is the site for the new Woodland Community Library. FVRL has determined it no longer needs to retain the excess corner property for the new library project. The Board approved the surplus of the property at their June 2022 meeting after holding a public hearing.



The property is located at 828 Goerig Street in Woodland. The subdivided portion encompasses the corner of Goerig and Lakeshore Streets, and totals approximately one-half acre of land.

NEXT STEPS:

- Determine methodology for establishing fair value
- Advertise that the land will be sold and set a date and time for a public hearing
- Hold a public hearing in Woodland
- Negotiate purchase with the City of Woodland

OVERVIEW: In June, the Board voted to surplus the subdivided portion of the property owned in Woodland to allow for the potential sale of the land prior to construction of the new library. The sale will provide some additional financial support for the project and reduce FVRL's responsibility to care for the larger piece of property now and in the future.

In order to determine fair value for the property, I identified all related project costs to the site, and prorated them based on the amount of square footage (full or partial) that was impacted by the work done. The total square footage (sf) of the property is 104,544 sf and the subdivided parcel is 21,433 sf. The subdivided parcel was the sole area where there was building demolition, as well as asbestos removal and soil mitigation. Below is a breakdown of the costs incurred to date by FVRL.

date	828 Goerig	104,544 sf	21,433 sf
1/26/2017	Property purchase price	\$1,001,714.34	\$205,365.62
4/28/2017	Phase 1 environmental report	\$7,575.00	\$1,552.98
4/13/2017	Phase 2 environmental report	\$9,057.46	\$1,856.91
5/22/2017	Geotech report	\$5,239.31	\$1,074.13
5/14/2020	Topographic site drawing	\$1,986.00	\$407.16
	subtotal site costs	\$1,025,572.11	\$210,256.80
12/21/2018	Hazardous substances ID		\$4,250.00
12/28/2018	Hazardous substances abatement		\$37,701.00
3/5/2019	Construction fencing		\$1,172.34
4/23/2019	Demo and removal		\$39,433.00
	subtotal demo and mitigation	\$0.00	\$82,556.34
4/5/2022	Subdivision	\$15,000.00	\$3,075.21
5/11/2022	Permit - City of Woodland	\$2,650.00	\$543.29
6/24/2022	Permit - Fire & Rescue	\$102.50	\$21.01
	subtotal subdivision	\$17,752.50	\$3,639.51
	Total	\$1,043,324.61	\$296,452.65

ACTION: Staff would like to proceed with the sale of the subdivided property to the City of Woodland and asks the Board to approve Resolution 2022-16. State law requires that the sale be advertised in a paper of general circulation in the location of the property for 10 to 25 days prior to the public hearing. Staff recommends scheduling a special meeting in Woodland for the purpose of the public hearing prior to the next regular meeting. Staff recommends Monday, October 3, 2022 at 6 pm for the special meeting.

Resolution Script: 2022-16

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to schedule a public hearing for the sale of one of the two parcels of the Woodland property.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

RESOLUTION: 2022-16

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO HOLD A PUBLIC HEARING FOR THE SALE OF A PORTION OF THE PROPERTY PURCHASED FOR THE WOODLAND COMMUNITY LIBRARY

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Monday, September 19th, 2022 attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, FVRL purchased 2.42 acres of property at 828 Goerig in Woodland, Cowlitz County (Tax Parcel 50480) in 2017, and

WHEREAS, the District has determined by Resolution 2022-07 that a portion of the property not required for the new library could be subdivided and made surplus, and

WHEREAS, the District held a public hearing on June 25, 2022 prior to passing Resolution 2022-09 to surplus the property; and

WHEREAS, FVRL would like to sell the surplus property to the City of Woodland and has established a fair price based on the cost of the property and expenses incurred for remediation, and

WHEREAS, in order to sell the property, FVRL will duly advertise in the Columbian newspaper at least 10 days prior to the date and time of the public hearing on the sale of the property per 39.33.010 and 39.33.020 RCW; and

WHEREAS, the public hearing will be held during a special Board meeting at the Woodland Community Library in Woodland, WA in Cowlitz County on October 3, 2022,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to schedule a public hearing for the sale of one of the two parcels of the Woodland property.

Adopted this 19th day of September, 2022

Approved: _____
Jane Higgins, Chair

Attested: _____
Penny Love-Henslee, Vice Chair

**Fort Vancouver Regional Library District
Staff Report 2022-40
Rubenstein Carpet Contract**

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 09/19/2022

SUBJECT: Rubenstein Carpet Contract

KEY POINTS

- Carpet at the Vancouver Community Library is in need of replacement
- Bentley Carpet is a vendor that covered by the state cooperative buying contract
- Bids were solicited for installation by carpet vendors
- Rubenstein was the low bidder

SUMMARY

FVRL ran a competitive process for carpet vendors submitting bids. Among those, FVRL selected Rubenstein as the company with the lowest bid. The construct includes carpet for four floors of the Vancouver Community Library building as well as a small amount of resilient flooring for elevators and multipurpose rooms. The estimate includes shipping and handling, delivery, installation and sales tax.. We are estimating that the total cost for the final contract will be under \$560,000, all in.

ACTION REQUESTED

Staff requests that the Board of Trustees authorize the Executive Director to execute a contract with Rubenstein, not to exceed \$560,000.

RESOLUTION SCRIPT: 2022-17

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to award and execute a contract and any required amendments for the purchase, shipping and delivery, installation of Bentley carpet not to exceed \$560,000 including Washington sales tax.

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-17

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY
DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO
EXECUTE A CONTRACT AND ANY REQUIRED AMENDMENTS FOR
REPLACEMENT OF CARPET AT THE VANCOUVER COMMUNITY LIBRARY**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Monday, September 19, 2022 attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, FVRL used the statewide purchasing agreement to solicit a vendor of Bentley carpet from qualified firms to provide replacement to our current carpeting at the 80,000 square foot Vancouver Community Library, and

WHEREAS, the current carpeting and vinyl flooring in the building is eleven years old, failing in some areas and there is no remaining attic stock for replacement, and

WHEREAS, the new carpeting has been selected for long-term durability, green content and color match as the best option for the replacement of our existing carpet, and

WHEREAS, Rubenstein’s proposal was selected as the low bid among vendors able to supply and install the selected carpet product;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to award and execute a contract and any required amendments for the purchase, shipping and delivery, and installation of Bentley carpet not to exceed \$560,000 including Washington sales tax.

Adopted this 19th day of September, 2022.

Approved: _____
Jane Higgins, Chair

Attested: _____
Penny Love-Henslee, Vice Chair

**Fort Vancouver Regional Library District
Staff Report 2022-44
Library Facility Siting Policies**

TO: Board of Trustees

FROM: Amelia Shelley, Policy Committee

DATE: 09/19/2022

SUBJECT: Provision of Library Service to New Areas and Purchase, Lease, Exchange and Sale of Real Property Policies - revisions

The Policy Committee is reviewing two existing FVRL policies concerning the siting of new libraries; [Purchase, Lease, Exchange, and Sale of Real Property](#), and [Provision of Library Service to New Areas](#). We believe the two policies at a minimum could be combined, but we also believe there is an opportunity to look at our practices with an equity lens to address how library locations are selected and improve the criteria for considering a new location.

An example of this would be the Brush Prairie area which has been growing for some time, providing high-density housing for young families. FVRL purchased a piece of property there in 2017, but has not had the resources to build a facility. The Board has been discussing the idea of opening a storefront library at this location as a starting place for future services. There continues to be concern about the affordability of this plan in terms of staffing, and the amount of time it will take to raise funds to build a permanent library here, considering FVRL's other projects.

FVRL's policies for locating new libraries do not address how decisions will be made when the criteria for a new facility does not include how funding will be obtained to support the effort. The first reading of a draft policy will be in October.



Provision of Library Service to New Areas Policy

The Fort Vancouver Regional Library District (District) shall consider requests to provide library service to Washington residents outside the District's legal boundaries:

1. By a governmental jurisdiction to contract for services, or
2. As a result of a successful election by a city to annex to the district.

When full service is provided, the District will charge the jurisdiction or its residents at the same rate that is assessed within the District's boundaries.

When partial or specific services are provided, the services shall be provided on the basis of a negotiated contract.

Such requests will only be considered when terms of the agreement are favorable to both parties.

BOARD APPROVED

- Original Policy August 11, 2003
- Revised: March 8, 2010



FORT VANCOUVER REGIONAL LIBRARY DISTRICT PURCHASE, LEASE, EXCHANGE AND SALE OF REAL PROPERTY POLICY

Purpose

The Fort Vancouver Regional Library District (FVRL) Board of Trustees approves the purchase, lease, exchange, and sale of real property to meet current and future library service needs for the communities the libraries serve.

Definition: Real Property is any land or property that is fixed in location, which may include a building.

The Board authorizes the Executive Director, or designee, to enter into negotiations of transactions and conclude agreements for such facilities involving real property, subject to Board approval. Transactions involving real property are guided by site selection criteria developed by FVRL.

All real property agreements shall be handled in accordance with FVRL's Library Facility Siting, Acquisition and Disposition Procedures for Real Property.

FVRL may acquire real property for future use in advance of readiness to fund construction.

Policy History:

Purchase, Lease, Exchange and Sale of Real Property Policy

Revised, renamed (formerly Siting, Acquisition, Ownership & Operation of Library District Facilities Policy) and approved by the Board of Trustees November 19, 2018

Siting, Acquisition, Ownership & Operation of Library District Facilities Policy

Two policies (Acquisition, Ownership & Operation of Library Facilities Policy and Siting Library Facilities Policy) combined, revised, renamed and approved by the board March 8, 2010.

Prior history as separate policies:

Acquisition, Ownership & Operation of Library Facilities policy:

Original policy approved August 11, 2003



Siting Library Facilities policy: Board Approved:

Original Policy May 2, 1994

Revised: July 28, 1999

Revised: August 13, 2001

Policy name revised for easier indexing, 2/10/03 (formerly titled Site Guidelines Policy)

Revised: April 21, 2008

**LIBRARY FACILITY SITING, ACQUISITION AND DISPOSITION
PROCEDURES FOR REAL PROPERTY**

Siting

Fort Vancouver Regional Library District (FVRL) has established the following guidelines to be considered in siting library facilities. **It is understood, however, that not all of these conditions will be able to be met in all situations.** Priority is dependent on local community needs and conditions. Site selection should always consider the current long range facility plan.

Legal considerations:

- In accordance with Chapter 27 of the RCW, FVRL policy will prevail in all matters related to FVRL facilities.
- There are no easements or other legal considerations that would unduly restrict use of the property or impose financial or other liability on FVRL.
- Zoning requirements for library use can be achieved within a reasonable time period.

Site capacity and infrastructure for buildings should:

- Be of a size to provide a sufficient “footprint” for parking, landscaping, and the desired building size and possible future expansion.
- Allow placement of the building in such a way as to allow for safe and convenient entrance/exit for library users and deliveries.
- Have accessible technology and utility infrastructures.



Accessibility:

All the sites should:

- Be located where as many people as possible in the service area can easily reach it.
- Be on a route where people to be served may easily combine use of the library with other activities.
- Be easily and safely accessible by as many means of transportation as possible such as by bicycles, automobiles, public transportation or on foot.
- Have the availability of adequate, well-lit off-street or other safe parking, and walkways.

Visibility and neighborhood suitability:

- The library should be compatible in appearance with the neighborhood and its surroundings.
- The site should be easily visible from the street.
- The placement of the library on the site should have minimal adverse environmental impact.
- Placement of a library on the site should fit within the historical context of the neighborhood.

Minimizing costs:

- Necessary utilities should be readily available.
- Land should be free of hazardous material or such material should be easily mitigated or stabilized.
- The cost of the site and needed site improvements must be considered as to their effect on the overall cost of the project.
- A funding plan adequate to complete the purchase must be in place.

Site capacity and infrastructure for service outlets other than buildings:

- Distance to a full service library responsible for servicing the outlet is reasonable.
- Technology infrastructure which provides reasonable access speed is already on site.
- A safe and convenient entrance/exit for library users and deliveries is available.
- The outlet is located in proximity to existing population and/or in an area frequented by people living in an area.



- Location is sheltered from the weather and provides reasonable protection from vandalism.
- Parking adequate to the location should be available.

Acquisition

Multiple acquisition options will be considered when acquiring or constructing new library facilities. Among those options are: purchase, commercial lease, lease-purchase, agreements with governmental jurisdictions including Library Capital Facility Areas and agreements with non-profit organizations.

Purchase

When possible, the purchase of real property is the preferred method for FVRL to acquire new library locations. Land or existing buildings may be acquired based on the needs of the community and FVRL's resources. FVRL will actively seek to procure property in a manner that maximizes the taxpayer's investment.

Lease or Lease-Purchase

When the facility is owned by a governmental jurisdiction, FVRL may enter into an intergovernmental agreement. For lease from a governmental jurisdiction a term of twenty-five (25) years or more is expected.

When the facility is owned by a non-profit or commercial entity, FVRL may enter into an agreement for the purchase or lease of said facility. For commercially leased facilities, a ten-year lease with a ten-year option to renew is the preferred terms.

All agreements and contracts, other than purchase agreements, shall specify the responsibilities of the parties for maintenance, repair and operation of the facility. Purchase agreements may include common area maintenance responsibilities.

If the facility will at some time become the property of FVRL through a lease-purchase agreement, the agreement shall specify the terms of the transfer and the timeline.



Exchange or Donation

FVRL may accept land or buildings in exchange for other real property or as a donation to FVRL. The property must be in FVRL’s best interest to accept on behalf of its stakeholders and meet the above criteria for siting and accessibility.

Sale

Sale of real property will follow Washington State Statute for the disposition of assets and require a public hearing prior to the sale of the property.

Fort Vancouver Regional Library District
Staff Report 2022-41
2023 Draft Budget Requests

TO: FVRL Board of Trustees

FROM: Finance Committee, Amelia Shelley

DATE: 09/15/2022

SUBJECT: 2023 Budget Requests

SUMMARY: FVRL staff have requested a number of items to be added to the 2023 budget. Below is an outline of those items, any budget impact and a recommendation.

Key points for 2023:

REVENUES

- Anticipating a full 1% increase will be available to governmental entities
- New construction/state assessed utilities later in September
- Anticipating low growth in user fees (printing, fines)
- Foundation support for capital projects (Woodland)

EXPENDITURES

Personnel:

- Bargained impacts of salary review
- Anticipating slow return to full staffing
- Medical insurance cost increase at about 5%
- Diversity initiative (Library Aides)
- New request - IT help desk staff (2.2 FTE)
- New request - Regional Managers - TBD

Supplies, Furnishings and Equipment

- Anticipating increases in fuel, technology, e-resources
- Reduced computer replacement schedule (4 years)
- Additional shelving (various locations)

Technology and Software

- Selfcheck software
- Tableau Data Visualization software

Library Materials

- Decrease print and increase digital budget (lower overall)

Professional Services/Operations

- Translation services/website translation
- PEN test, network security consultant
- Internet and hotspots (Communications)
- Leases (annual increase at WS, new lease at Mall)
- Community partnership support
- Strategic Facilities Study

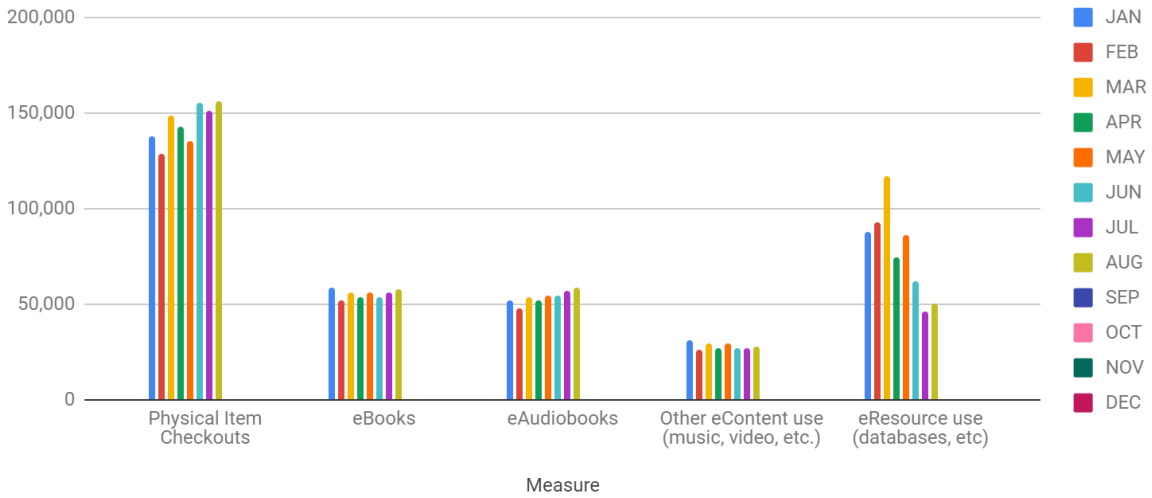
Capital Projects

- Grand Blvd. building remodel
- Woodland library construction
- Landscaping - GD, TC
- LC parking lot, donor brick
- BG ADA ramp
- VA 1st floor remodel, entry grate
- Other Branch projects - TBD

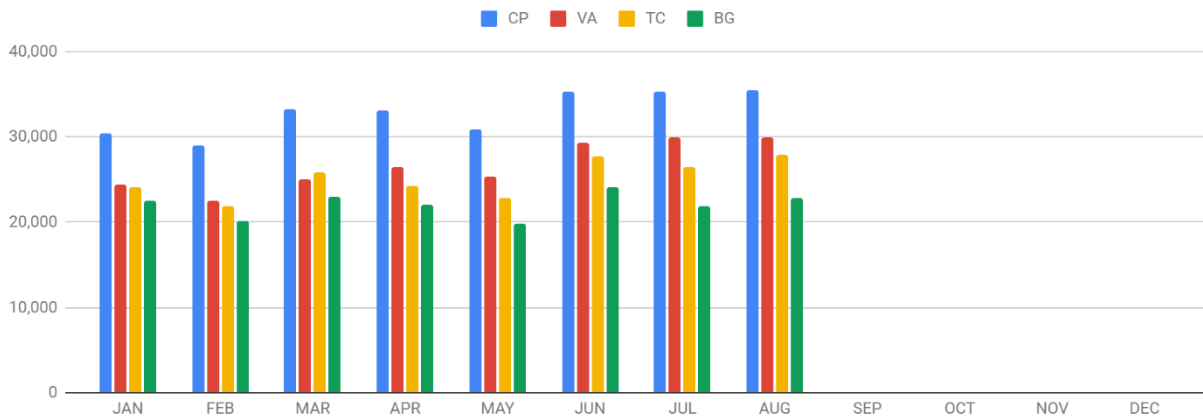
Assignment	June	July	August	September	October	November	December
Finance, ED	Revenue & Expenditure 1st estimate	Review process before instructions go out	Update 5 year forecast, reserves and review of 2022 budget	Updated Revenue & expenditures, balance budget	1st reading of budget to Board	2nd reading of budget to Board, levy public hearing	Board budget approval, public hearing
Finance Committee		Review 6 month expenditure for current year, revenue estimate	Identify budget goals, priorities, shortfalls, etc.	Draft 2023 and amended 2022 budgets prepared	Final revenue and expenditure forecasts	Final 2023 budget and 2022 amendments prepared	Adoption of 2023 Budget
Admin Team		Budget requests & instructions to Departments/ Managers	Budget retreat, draft Division Budget Requests Due	Finalize Division budget requests	Develop 2023 work plans and narratives	Finalize work plans and budget narrative	Final budget document to Board
ED/Board of Trustees		2022 workplan review and status report to Board	Initiate budget narrative, identify data points	Determine budget goals, outcomes	Prepare amended budget request, reserve allocations	Property tax levy, approval and resolution; filed with counties, Nov. 30	Submit final levy rate and budgets to all County Assessors

	August Circulation			YTD Circulation		
	2022	2021	Change	2022	2021	Change
Battle Ground Community Library	46,758	46,548	0.45%	353,332	263,820	33.93%
Cascade Park Community Library	74,052	68,885	7.50%	534,925	391,152	36.76%
La Center Community Library	7,259	7,426	-2.25%	53,703	44,498	20.69%
Ridgefield Community Library	11,952	11,628	2.79%	80,663	50,910	58.44%
Three Creeks Community Library	52,406	49,690	5.47%	375,666	289,336	29.84%
Vancouver Community Library	66,424	55,631	19.40%	462,513	318,463	45.23%
Vancouver Mall Library	12,075	12,559	-3.85%	93,009	77,096	20.64%
Washougal Community Library	9,228	8,157	13.13%	64,998	61,142	6.31%
Green Mountain Library Express	31	1	3000.00%	1,352	92	1369.57%
Yacolt Library Express	4,994	5,603	-10.87%	38,490	22,833	68.57%
LibCabinet at Vancouver Mall		316	-100.00%	38	316	-87.97%
Clark County Total	285,179	266,444	7.03%	2,058,689	1,519,658	35.47%
Woodland Community Library	5,608	5,013	11.87%	40,700	34,794	16.97%
Yale Library Express	1,025	677	51.40%	6,932	2,432	185.03%
Cowlitz County Total	6,633	5,690	16.57%	47,632	37,226	27.95%
Goldendale Community Library	6,338	6,103	3.85%	49,396	34,209	44.39%
White Salmon Valley Community Library	10,473	11,345	-7.69%	81,377	70,722	15.07%
Klickitat County Bookmobile	581	270	115.19%	6,822	1,093	524.15%
Klickitat County Total	17,392	17,718	-1.84%	137,595	106,024	29.78%
North Bonneville Community Library	357	401	-10.97%	3,141	4,333	-27.51%
Stevenson Community Library	4,658	4,085	14.03%	35,359	29,123	21.41%
Skamania County Bookmobile	394	747	-47.26%	8,010	3,322	141.12%
Skamania County Total	5,409	5,233	3.36%	46,510	36,778	26.46%
District-wide renewals	169	411	-58.88%	1,069	2,080	-48.61%
Mail	1,179	2,007	-41.26%	8,780	32,700	-73.15%
InterLibrary Loan Materials	276	280	-1.43%	2,274	971	134.19%
Misc Total	1,624	2,698	-39.81%	12,123	35,751	-66.09%
Downloadable eBooks	57,689	56,698	1.75%	443,724	485,259	-8.56%
eMagazines	1,648	2,204	-25.23%	13,917	19,875	-29.98%
Downloadable & streaming audiobooks	58,320	52,754	10.55%	429,751	417,223	3.00%
Downloadable & streaming music	18,005	20,389	-11.69%	143,649	188,538	-23.81%
Streaming video	8,434	10,071	-16.25%	63,645	76,938	-17.28%
eContent Total	144,096	142,116	1.39%	1,094,686	1,187,833	-7.84%
TOTAL	460,333	439,899	4.65%	3,397,235	2,923,270	16.21%

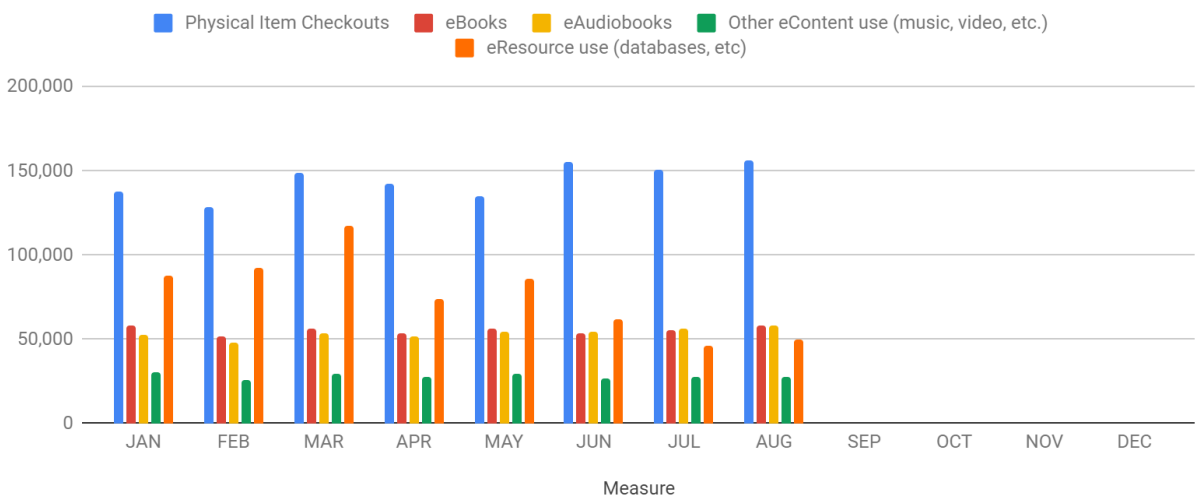
Physical and eContent use, month by month



first time checkouts per month, four largest libraries

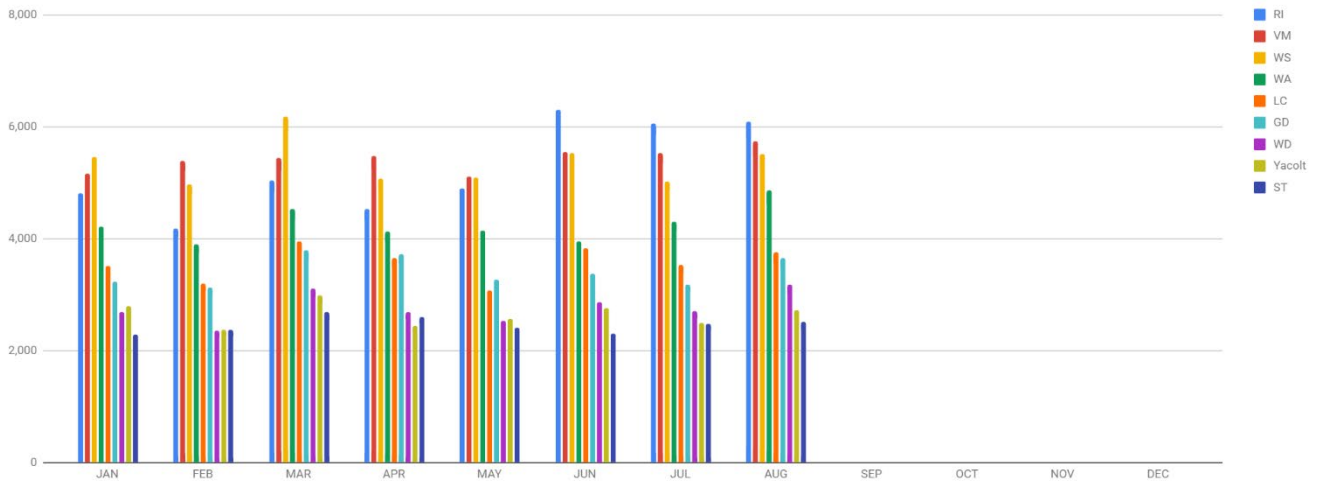


Physical and eContent use by month

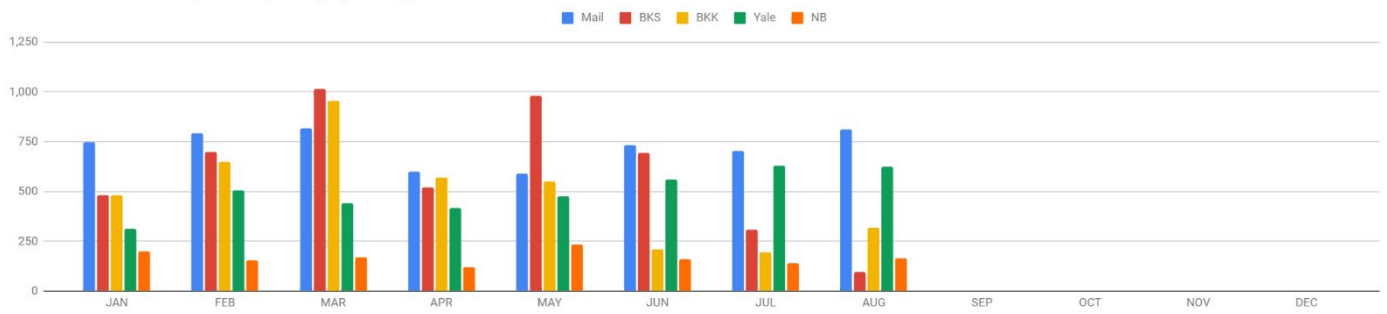


AUGUST 2022 CIRCULATION CHARTS

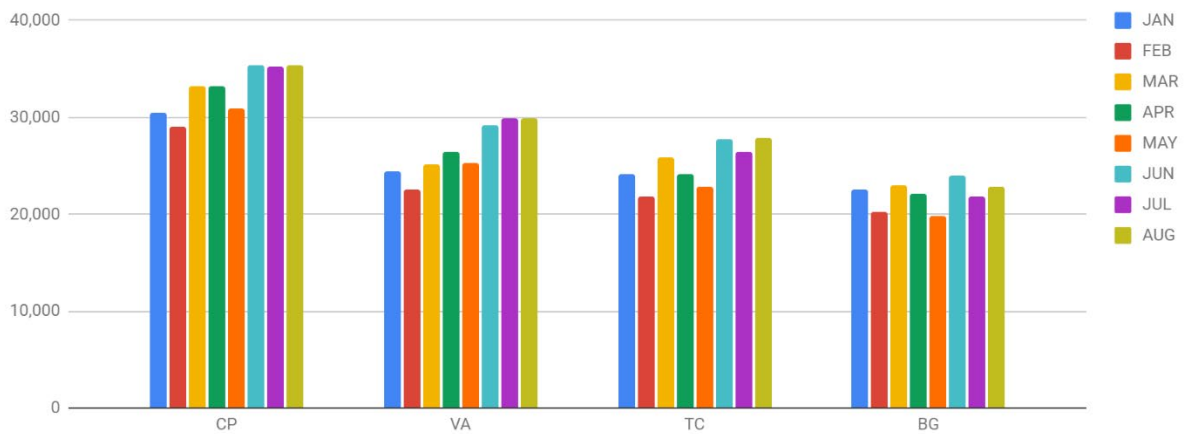
first time checkouts by month, smaller and rural locations



first time checkouts by month, library by library, smaller and rural locations



first time checkouts by library, month by month, four largest libraries



FVRLibraries makes required summer reading programs more hands-on, interactive and fun

[columbian.com/news/2022/aug/18/fvrlibraries-makes-required-summer-reading-programs-more-hands-on-interactive-and-fun](https://www.columbian.com/news/2022/aug/18/fvrlibraries-makes-required-summer-reading-programs-more-hands-on-interactive-and-fun)

Griffin Reilly



For many children eagerly awaiting summer break each year, the annual challenge of summer reading isn't typically their top vacation priority.

That's something that staffers at FVRLibraries understand. So, in recent years, they've worked to restructure what it means to participate in summer reading so that it incorporates several different ways of learning through videos, hands-on activities and more engaging methods of reading.

"Summer is one of those things where everyone thinks of the library," said Kelsey Hudson, FVRLibraries' student and youth partnership coordinator. "We're trying to go beyond just reading: exploring and learning creating."

"Learning as a whole during the summer tends to slip and so that's something that we want to take a different approach to tackling."

Using an online program called Beanstack, children were provided with a host of engaging activities and ways to track their reading efforts. Rather than having to choose from a list of recommended texts — a process of the past that some library officials said can turn into somewhat of a chore — children were welcomed to create a list of their own of books they were most interested in reading and fill them in as part of an activity book.

The four goals for participating students were: read, create, learn and explore. The activity book provided more than just ways for children to track their reading, but ways to engage with the various libraries throughout the county — from Yacolt to Vancouver.

Virtual and pre-recorded events from community speakers also offered families a way to provide learning materials to their children from home if they weren't able to get out to the libraries in person.

Children who complete the activity book and each of those four goals by Aug. 31 are eligible to enter to win a FVRLibraries tote bag and a grand prize gift card. Winners will be announced in early September.

Bringing the library to your community

In addition to expanding what constitutes summer learning, librarians have spent recent years making improvements to physical accessibility, such as partnering with community organizations to participate in local events and even holding virtual events.

On Aug. 12, librarians and staff members from Cascade Park Community Library in east Vancouver set up a “storywalk” in Hearthwood Park — a partnership with the city of Vancouver Parks and Recreation Department, which was hosting a movie night.

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An example of a somewhat different approach to getting students engaged in summer reading, the storywalk consisted of pages of a children's book — Richard T. Morris' “Bear Came Along” — pasted onto small yard signs along a path that circled the park's playground. As visitors walked the path, they could read each page and enjoy illustrations at their own pace.

“People were interested in it, they were asking us ahead of time, ‘Where’s the storywalk?’ ” said Rachel Ries, Cascade Park’s branch manager.

Ries and other library staff set up tables with free books and goodie bags, a traveling routine they said has helped them access communities who often aren’t able to make the trip out to the physical library during the week.

“It’s more informal, we reach a different audience at these,” Ries said.

“It shows the community what else our libraries have to offer and gives a much more hands-on approach, a lot of people aren’t able to reach us sometimes,” added Bonnie Cobb, a library volunteer.

Community partners who helped set up the movie night at Hearthwood that evening said they, too, had noticed children benefiting from the alternative approach.

“It’s really cute,” said Sonia Courtney, an employee at HAPO Community Credit Union, one of the event’s sponsors. “It’s very involved. Sitting down and reading is sometimes hard for kids to do. This lets them run around a little bit.”