

# Yale Valley Library District

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## Regular Meeting

October 8, 2020 6:00PM

Location: Virtual Meeting  
Participation will be available to the public.

Conference call: (US) +1 929-336-0367 PIN: 278 725 520#

**OR**

Virtual Meeting: [meet.google.com/vgu-favs-vyq](https://meet.google.com/vgu-favs-vyq) (put this address in your browser to join)

## AGENDA

### Public Meeting

- |  |             |
|--|-------------|
| 1. Call to Order   | 6:00 pm     |
| 2. Agenda Approval                                       | Action      |
| 3. Introductions & Welcomes / Chair Announcements        | Information |
| 4. Minutes Approval:                                     |             |
| a. September 13, 2020 Minutes                            | Action      |
| 5. Financial Report: Carrie Greenwood                    | Information |
| 6. Staffing Plan: Sam Wallin                             | Information |
| 7. 2021 Budget Reading, open to public comment           | Information |
| 8. 2021 Revenue Hearing                                  | Information |
| 9. Electronic Signature Policy                           | Information |
| 10. Electronic Signature Resolution #2020-6              | Action      |
| 11. Building Project                                     | Information |
| a. Schedule, Details                                     |             |
| b. Review of Project Bills To Date                       |             |
| c. Yale Building Project – Professional Services Invoice | Action      |
| 12. COVID-19 Update for Yale (Amelia)                    | Information |
| 13. Branch Manager Report: Jennifer Hauan                | Information |
| 14. Board Comments                                       |             |
| 15. Adjournment  |             |

# Yale Valley Library District

## Regular Meeting Minutes

September 17, 2020

Location: Virtual Meeting

### **Attendees:**

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

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

Guest: Victoria Johnson

1. Call to Order: Eric Reese called the meeting to order at 6:00 P.M.
2. Agenda Approval: The agenda was amended to add Officer Elections as Action Item 5 and renumber remaining items. Conroy moved to approve the September 17 agenda as amended. Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese welcomed everyone to the virtual meeting and noted that it was a re-scheduled meeting; the regularly scheduled meeting of September 10 was postponed due to smoke and fire danger from the Big Hollow Fire.
4. Minutes Approval:
  - a. Conroy moved to approve the July 9, 2020 minutes with amendments. Moir seconded the motion. The motion was approved by each trustee.
  - b. Conroy moved to approve the August 13, 2020 minutes. Moir seconded the motion. The motion was approved by each trustee.
5. Officer Elections: Conroy moved to approve a slate of candidates: Eric Reese – Chair, Tina Moir – Vice Chair, Chris Conroy – Secretary. Moir seconded the motion. The motion was approved by each trustee.
6. Financial Report: Greenwood presented the August 2020 Financial Statement. Conroy asked what the amount of \$15,927 under Miscellaneous Revenue represented. It is the Cowlitz County Rural Development Grant, and it should have been placed in Grant Revenue. Greenwood will see that it is corrected. Greenwood explained that the spreadsheet for Yale’s finances was developed years ago, and that with the Yale construction project, YVLD has outgrown this spreadsheet. Capital and Non-Capital expenses are not being deducted from the proper reserve categories. Greenwood and Shelley will work together to develop a more accurate and detailed financial report.

7. Building Project:
  - a. Schedule, Details: McCuiston reported that the contractors are a little behind schedule, but hope to have the remaining roof sheeting completed by the end of the week. It then needs to be inspected by the County, after which it can be covered with a vapor barrier. Other than that, things are pretty much on schedule. Shelley reported that she worked with Conroy over the phone to select the carpet, walk off carpet, and Marmoleum. The board should plan to look at interior and exterior colors at October's meeting.
  - b. Review of Project Bills to Date: Invoice dated Aug 31, 2020 in the amount of \$17,237.02 represents bills for insurance, concrete engineering and inspection, PUD installation, Johansson Architects, and soil compaction tests.
  - c. Yale Building Project -- Professional Services Invoice: Conroy moved to approve payment of the invoice. Reese seconded the motion. The motion was approved by each trustee.
8. COVID-19 Update for Yale: Shelley reported that Clark and Cowlitz counties are still in Phase 2. FVRL continues to provide curbside service, but is not allowed to have in-building services yet. Services in the last few days have been limited due to the smoke and fires. To date, no staff have contracted COVID; all precautions are being taken, and feel that the handling of library materials is working.
9. Branch Manager Report: Hauan reported that curbside service in Woodland is going well; there was no service to Yale this week due to the smoke and fire; has been bringing a laptop to Yale to allow patrons to place holds; and has been serving, on average, 5 to 8 patrons at Yale each week. There is a Woodland Friends fundraiser at Dutch Brothers on Sept 18, raising money for the Woodland Library building fund.
10. Board Comments: Conroy suggested that the By-Laws need to be updated. Shelley advised that it be discussed at the October board meeting.
11. Reese adjourned the meeting at 6:51 P.M.

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YVLD Board Chair

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Date

# **Yale Valley Library District**

*For the Month Ending September 30, 2020 (With Year-to-Date Totals)*

## **Statement of Cash**

December 31, 2019 Ending Cash Balance	\$978,889
Year-to-date Revenue Received	\$118,381
Year-to-date Expenditures	\$204,082
Cash Balance June 30, 2020	\$893,188

# Yale Valley Library District

For the Month Ending September 30, 2020 (With Year-to-Date Totals)

## Revenue

Description	2020 Budget	September 2020 Revenues	All Revenue Received thru September 2020	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 102,526	\$ 1,071	60,199	58.72%
<b>Total Property Taxes</b>	<b>102,526</b>	<b>1,071</b>	<b>60,199</b>	<b>58.72%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	\$0	\$0	\$168	0.00%
<b>Total Other Taxes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$168</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	20,000	12,980	25,123	125.62%
335.02 DNR - Other Revenue	100	-	366	366.29%
335.02 State Capital Grant	291,000	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>311,100</b>	<b>12,980</b>	<b>25,489</b>	<b>8.19%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	16,057	949	11,598	72.23%
367-10 Non-Governmental Contributions	5000	-	5,000	100.00%
367-10 Grant Revenue	25,000	-	15,927	63.71%
369.90 Miscellaneous Revenue	200	-	-	0.00%
<b>Total Miscellaneous</b>	<b>46,257</b>	<b>949</b>	<b>32,525</b>	<b>70.31%</b>
<b>Total Revenue:</b>	<b>\$ 459,883</b>	<b>\$ 15,001</b>	<b>\$ 118,381</b>	<b>25.74%</b>
Transfer from Reserves	\$ 706,718	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 1,166,601</b>	<b>15,001</b>	<b>118,381</b>	<b>10.15%</b>

## Expenses

Description	2020 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	62,528	-	31,322	50.09%
572.41 Professional Services-Fundraising/Architect	30,000	-	33,376	111.25%
572.62 Capital Outlay	1,074,073	17,237	139,384	12.98%
<b>Grand Total Expense:</b>	<b>\$ 1,166,601</b>	<b>17,237</b>	<b>204,082</b>	<b>17.49%</b>

Net Cash Activity	(85,700.82)
Jan. 1, 2020 Cash with County Treasurer	978,889
<b>Ending Cash</b>	<b>893,188</b>

Non-Capital Reserve	280,810
Capital Reserve	612,378
<b>Total</b>	<b>893,188</b>



# Yale Valley Library District

For the Month Ending September 30, 2020 (With Year-to-Date Totals)

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance 01/01/2020</b>	<b>\$251,765.00</b>	
Property Tax Collections (Revenue)	60,199.18	
Other Taxes (Revenue)	167.86	
Professional Expenses (Expenses)	-31,264.00	
Professional Expenses (Expenses)	-58.00	To Be Refunded RI bill
<b>Non Capital Reserve Ending Balance 08/31/2020</b>	<b>\$280,810.04</b>	
<b>Capital Reserve Beginning Balance 01/01/2020</b>	<b>\$727,124.00</b>	
Intergovernmental Grants and Contracts (Revenue)	25,489.49	
Miscellaneous (Revenue)	32,524.56	
Professional Services Architects (Expenses)	-33376.01	
Capital Out lay (Expenses)	-139383.82	
<b>Capital Reserve Ending Balance 08/31/2020</b>	<b>\$612,378.22</b>	
<b>Total Non Capital and Capital Reserves</b>	<b>\$893,188.26</b>	

#NAME?



# **Yale Valley Library District**

*For the Month Ending October 2018 (With Year-to-Date Totals)*

## **Statement of Cash**

December 31, 2017 Ending Cash Balance	\$1,055,845
Year-to-date Revenue Received	-\$327,137
Year-to-date Expenditures	-\$801,664
Cash Balance October 31, 2018	\$1,530,372

# Yale Valley Library District

*Proposed Budget 2021*

## Revenue

<u>Description</u>	2020 Budget	Proposed Budget 2021	Difference
<b>Property Taxes</b>			
311.10      Property Tax Collections - Yale Valley District	\$ 102,526	\$ 105,146	2,620
<b>Total Property Taxes</b>	<b>102,526</b>	<b>\$ 105,146</b>	<b>2,620</b>
<b>Intergovernmental, Grants &amp; Contracts</b>			
335.02      DNR - Timber Revenue	20,000	\$ 20,000	-
335.02      DNR - Other Revenue	100	\$ 100	-
335.02      State Capital Grant	\$291,000	\$ -	(291,000)
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>311,100</b>	<b>\$ 20,100</b>	<b>(291,000)</b>
<b>Miscellaneous</b>			
361.11      Investment Interest	16,057	\$ 7,500	(8,557)
367-10      Non-Governmental Contributions	5,000	\$ -	(5,000)
367-10      Grant Revenue	25,000	\$ -	(25,000)
369.90      Miscellaneous Revenue	200	\$ -	(200)
<b>Total Miscellaneous</b>	<b>46,257</b>	<b>\$ 7,500</b>	<b>(38,757)</b>
<b>Total Revenue:</b>	<b>\$ 459,883</b>	<b>\$ 132,746</b>	<b>(327,137)</b>
Transfer from Reserves	\$ 706,718	\$ 250,000	(456,718)

Total Revenue and Reserves

\$ 1,166,601

\$ 382,746

\$ (783,855)

**Expenses**

2020 Budget

Proposed  
Budget 2021

Difference

Description

**Other Services / Charges**

572.41	Administrative Services (FVRL)	61,909	\$ 12,000	49,909
	Wages and benefits		\$ 59,357	
	Supplies		\$ 1,500	
	Materials		\$ 5,000	
	Print and E Resources		\$ 3,200	
	Communications		\$ 7,600	
	Printing and programs		\$ 1,000	
	Custodial		\$ 1,000	
	Insurance		\$ 10,000	
	PO Box		\$ 60	
	Repair and Maintenance		\$ 1,500	
	Courier (2x/week)		\$ 2,620	
	<b>Operational Total</b>		<b>\$ 104,837</b>	
572.41	Professional Services-Fundraising/Architect	30,000	\$ 2,500	(27,500)
572.62	Capital Outlay	1,074,073	\$ 250,000	(824,073)
	<b>Grand Total Expense:</b>	<b>\$ 1,165,982</b>	<b>\$ 357,337</b>	<b>(801,664)</b>

Undesignated Reserve

125,000

Capital Reserve

321,209

Jan. 1, 2021 Cash with County Treasurer (est.)

446,209



<b>Construction costs</b>	<b>Estimate</b>	<b>Bid</b>	<b>Actual</b>	<b>Difference</b>		
					\$	69,292
Building estimate	\$ 587,137	\$ 697,953	\$ 697,953	\$ 110,816	\$	139,799
Site work	\$ 250,445		\$ 205,484	\$ (44,961)	\$	100,377
	\$ 837,582	\$ 697,953	\$ 903,437	\$ 65,855	\$	45,236
Design contingency	\$ 62,573	\$ 49,960			\$	74,191
Index to start 17.5%	\$ 17,208	\$ 130,884			\$	84,678
General conditions 12%	\$ 84,661	\$ 105,455			\$	79,688
FF&E		\$ 50,000				
Contractor profit 6%	\$ 47,410	\$ 59,055			\$	212,330
sales tax		\$ 85,288				
permits and fees	\$ 10,000	\$ 30,000			\$	124,022
architect fees	\$ 27,000	\$ 30,000			\$	9,000
	\$ 1,076,034	\$ 1,238,595			\$	92,961
	\$ 110,816				\$	35,000
					\$	10,000
					\$	7,500
					<hr/> <hr/>	
					\$	<b>1,094,073</b>

# Yale Valley Library District Electronic Signatures Policy

## PURPOSE

This policy establishes for the Yale Valley Library District (YVLD) an electronic signature policy to promote efficiency in order to conserve public resources. YVLD will establish guidelines for the use of electronic signatures for certain YVLD transactions. Those guidelines will provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used, and determine the scope of the YVLD's use of electronic signature technologies.

Reducing the YVLD's reliance on paper-based transactions will improve information security and sharing, allow for faster approvals, reduce costs and environmental impact. This policy is intended to streamline the processes that require wet signatures and replace them with electronic signatures when practicable, and does not replace YVLD's ability to use wet signatures as needed or desired.

## POLICY

YVLD recognizes that electronic signatures are as legally binding and equivalent in force and effect as a wet signature pursuant to YVLD Board of Trustees Resolution 2020-01, and consistent with Washington State RCW 19.360 *Electronic Signatures and Records*.

YVLD authorizes the use of an electronic signature platform or software to affix electronic signatures to YVLD records, including any future upgrades or changes as needed. Any electronic signature software selected must require unique logins and passwords for verification and authentication purposes.

YVLD's Trustees are authorized to use an electronic signature platform to affix electronic signatures to the following records: Minutes of YVLD Board of Trustee Meetings, Resolutions and Ordinances Adopted by the Board, Claim Vouchers, and any and all contracts and agreements to which YVLD is a party.

YVLD's Board of Trustees may appoint a designee to sign documents on their behalf and shall require that the designee uses their own electronic signature. Adequate documentation must be maintained to verify the assignment of a designee and the limits of their authority.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

## DEFINITIONS

**Designee:** A YVLD employee or Fort Vancouver Regional Library District (FVRL) contract employee who has been designated by the Board of Trustees to sign agreements on their behalf using an electronic signature. A list of designees will be kept on file by FVRL.

**Electronic Signature:** An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

**Record:** Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.

**Wet Signature:** A signature created when a person physically marks a document with the intent to sign the record.

## ADMINISTRATION

The Board of Trustees 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 the library and via the library's web site.

## SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy 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 the policy, or the validity of its application to other persons or circumstances.

## CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy 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 such continuous application.

## References

RCW 19.360 Electronic Signatures and Records

**Approved by the Board of trustees:**

**YALE VALLEY LIBRARY DISTRICT**

**RESOLUTION: 2020-1**

**RESOLUTION OF THE YALE VALLEY LIBRARY  
DISTRICT BOARD OF TRUSTEES ALLOWING THE USE OF ELECTRONIC  
SIGNATURES FOR BOARD DOCUMENT APPROVAL**

The regular meeting of the Board of Trustees of the Yale Valley Library District was held remotely on Thursday, October 8, 2020 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**, RCW 19.360 allows Washington local agencies (including special purpose districts as defined in 19.360.060) to determine by resolution and policy whether, and to what extent, it will use electronic records and electronic signatures; and

**WHEREAS**, the convenience and low cost of conducting business over the Internet has the potential to increase efficiencies in library business interactions. The use of electronic signatures reduces the use of paper, saves time and reduces costs associated with handling physical documents; and

**WHEREAS**, the Board authorizes the Fort Vancouver Regional Library District, as a portion of their contractual obligation to the Yale Valley Library District, to select and adopt an electronic signature provider or platform for Board signatures.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Yale Valley Library District directs FVRL to create an administrative policy to implement the use of electronic signatures consistent with this resolution and in compliance with the provisions of RCW 19.360.

Adopted this 8<sup>th</sup> day of October, 2020.

Approved: \_\_\_\_\_  
Eric Reese, Chair

Attested: \_\_\_\_\_  
Tina Moir , Vice-Chair

Date: \_\_\_\_\_



**FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
ADMINISTRATIVE SERVICES  
TO YALE VALLEY LIBRARY DISTRICT**

- Support to the Board of Trustees
  1. Attendance at board meetings
  2. Publication of meeting notices
  3. Research and interpretation of laws related to libraries (RCW 27) – may include lawyer fees, if any.
  4. Taxation information
  5. Errors & Omissions Insurance
  6. Conference registration and associated conference attendance costs, i.e. hotel, food, transportation. (WLA)
  7. Miscellaneous board expenses, e.g. printing, photo development, supplies
  
- Annual Budget Preparation and Publication
  1. Notification to Cowlitz County officials
  2. Publication of annual budget
  
- Accounting Services
  1. Accounts Payable including warrant disbursement
  2. Accounts Reconciliation
  3. Audit responsibilities
  
- Community Relations Activity
  1. Attendance at community events
  2. Flyers and other graphic services

**Updated 10/02/2020**

AGREEMENT FOR LIBRARY SERVICES

Between

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

And

YALE VALLEY LIBRARY DISTRICT

THIS Agreement, is entered into on \_\_\_\_\_ by and between the FORT VANCOUVER REGIONAL LIBRARY DISTRICT, an intercounty rural library district, (hereinafter referred to as "FVRL") and the YALE VALLEY LIBRARY DISTRICT, a rural partial-county library district, (hereinafter referred to as "YVLD"):

WITNESSETH:

WHEREAS, FVRL operates libraries in Clark, Skamania, and Klickitat counties and in the City of Woodland in Cowlitz county; and

WHEREAS, YVLD was created to provide library services for its residents, and

WHEREAS, YVLD entered into an Agreement with FVRL in 2004 to provide the residents of YVLD with resources and library services generally available throughout the FVRL service area, and to furnish library services to the extent deemed reasonable and equitable by the FVRL Board of Trustees in view of its regional service responsibilities, and;

WHEREAS, the existing Agreement needs to be updated to include changes in funding for special purpose districts; and

WHEREAS, the voters of YVLD approved a maximum ad valorem tax levy in the sum of \$.50 per \$1,000 of assessed value of taxable real and personal property within the boundaries of said District to pay for such services to such residents; and

WHEREAS, the 2005 tax collection levy rate was set at \$.50 per \$1,000 of the assessed value of all taxable, real and personal property within the boundaries of YVLD; and

WHEREAS, personal and real property within YVLD boundaries is subject to tax limiting factors outlined in RCW 84.55.

NOW, THEREFORE, in consideration of the mutual benefits to be derived, the parties hereto agree to amend the current Agreement to read as follows:

SECTION 1. LIBRARY CARDS

1.01 FVRL will issue library cards to the residents of YVLD following similar guidelines and procedures as for residents of FVRL.

SECTION 2. LIBRARY SERVICES

2.01 Holders of the FVRL library cards, issued pursuant to this Agreement shall be entitled to all of the privileges of library use accorded to the residents of the FVRL service area.

2.02 YVLD holders of FVRL library cards issued pursuant to this Agreement shall be entitled to have books mailed to them at no cost.

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~~2.03 At FVRL's discretion, and consistent with services provided to rural areas within the FVRL district, bookmobile service will be provided regularly to YVLD. The frequency and duration of the bookmobile stop will be determined by FVRL, after discussion with YVLD.~~

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~~2.04 FVRL does not currently intend to have a facility in the Yale valley.~~

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SECTION 3. ADMINISTRATIVE SERVICES

3.01 In addition to the library services described herein, FVRL will provide for YVLD at no additional charge, such administrative services as are necessary to maintain YVLD as a Rural Partial-County Library District, including accounting service, errors and omission insurance for YVLD board, and annual budget services.

SECTION 4. TREASURER

4.01 It is understood that the Treasurer for YVLD will be the Treasurer of Cowlitz County ("Treasurer"). The Treasurer will on a monthly basis forward all revenue (property tax, timber revenue and any other revenue) to the Clark County Treasurer. The Clark County Treasurer will establish a separate fund for the YVLD.

SECTION 5. PAYMENT FOR SERVICES/LEVY RATE/OTHER REVENUE

5.01 **Payment Calculation:** For each year that this Agreement is in effect, YVLD shall pay to the FVRL an amount calculated using YVLD's previous year's FVRL payment multiplied by either 101% or the Implicit Price Deflator (IPD) whichever is lower.

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5.02 **Payment schedule:** payments to FVRL by YVLD shall be made semi-annually as soon as practical, after the property taxes are deposited by the Treasurer into the YVLD fund established in the Clark County Treasurer's office, but no later than June 15 and December 15 of each year.

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SECTION 6. TERM OF AGREEMENT

- 6.01 This Agreement commences upon signature of all parties.
- 6.02 This Agreement will remain in effect until either party requests termination of the Agreement. Either party must give six (6) months notice to the other party, in writing, by certified letter, of a desire to terminate this Agreement.

FORT VANCOUVER REGIONAL  
LIBRARY DISTRICT

YALE VALLEY LIBRARY  
DISTRICT

\_\_\_\_\_  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
BOARD CHAIR

DRAFT