



Agenda for Regular Public Meeting

Date: May 9, 2024

Time: 3:00 PM

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

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| 1. Call to Order | |
| 2. Agenda Approval | ACTION |
| 3. Introductions and Welcomes/Chair Announcements | INFORMATION |
| 4. Consent Agenda | ACTION |
| a. Minutes Approval: March 14, 2024 | |
| 5. Financial Report | INFORMATION |
| a. March 2024: Jennifer Giltrop | INFORMATION |
| 6. Facilities Update: Jennifer Giltrop | INFORMATION |
| 7. Branch Manager Report: Jennifer Hauan/Lesley Miller | INFORMATION |
| 8. Public Comments | |
| 9. Board Comments | |
| 10. Adjournment | |

Yale Valley Library District

Regular Board Meeting

March 14, 2024

Yale Valley Community Library

3:00pm

Trustees: Cynthia McAllister, Julie Starr, Kathi Wheeler

FVRL: Jennifer Giltrop, Jennifer Haun, Jay McCuiston

Community: Mike Conroy and Rob Starr

1. The meeting was called to order at 3:04pm by Vice Chair, Cynthia McAllister.
2. Kathi Wheeler asked that the agenda be revised to include discussion of the proposed well. Revised agenda was approved to include well discussion under Facilities, Item 7. Starr/Wheeler The motion was approved by all trustees present.
3. Cynthia welcomed everyone and Jennifer Huan introduced the new FVRL Director, Jennifer Giltrop. Jennifer Giltrop said she was very glad to be here and she had been to the library once before and was very impressed.
4. Consent Agenda:
 - a. Minutes of the February 8, 2024 were approved. Wheeler/Starr The minutes were approved by all trustees present.
5. Financials: Jennifer Giltrop gave the financial report. FVRL is in the process of hiring a new Financial Director. The total YVLD revenue for January and February 2024 is \$3588.00. There were no expenditures. The total revenue as of February 29, 2024 is for non-capital reserves is \$273,051.00. For capital reserves the revenue is 103,260.00. Total non-capital and capital reserves are \$376,311.00.
6. Board of trustee YVLD By Law Revision: The by-laws have been reviewed and a revision was needed in Section 4.1. Under Regular Meetings, instead of “monthly meetings” it will say “Six” meetings shall be held “annually”. The motion was made to approve this change. Wheeler/Starr The motion was approved by all trustees present.
7. Facilities: **Flagpole:** Jay reported that a new bid to repair the flagpole had been submitted by Elmer’s Flag and Banner. After coming to the library to repair the pole mechanism, it was discovered that there was much more damage. The total cost to repair the pole will be \$2961.26. That includes the \$1707.54 approved at the February meeting. Jay suggested that we have a training class on how to raise the flag so the inside mechanism is not damage again. The motion was made to approve the bid of \$2961.26 total to repair the flag pole. Wheeler/Starr The motion was approved by all trustees present. **Acoustic Panels in the Meeting Room:** The panels will be installed in the Meeting Room to help deaden the noise when

many people are in the room. The cost of the purchase from ATS Acoustics will be \$1,033.73. A motion was made to approve the purchase of the panels. Wheeler/Starr The motion was approved by all trustees present. **Ceiling Fans:** A bid was received for 2 ceiling fans from Anchor Electric which would include besides the fans, installation, switch in the office, MC cable/backboxes and the permit for \$3200.00. A motion was made to approve this bid for the fans and installation. Wheeler/Starr The motion was approved by all trustees present. **Well:** Discussion of the well continued and it was decided that the board need a clearer idea of what all the costs will be including well housing, electrical and any other miscellaneous. This is priority of the board. A motion was made that Jay would meet with McGhee Well Drilling and the electrician to discuss costs of the whole project. Wheeler/Starr The motion was approved by all trustees present. A report and decision will be made at the May meeting.

8. RCW 27.12.470 Rural Partial-Rural County Library District: The discussion was started informally by trustees of the YVLD being absorbed into FVRL. Jennifer Giltrop has done some investigating to see if that was a possibility. She found that it is a very gray area, in fact it has never been done and the law is not clear. If this was to be considered, legal council would be needed. However, to be very practical and follow precedent, she stated an election should be held within the district to dissolve the library district first. Then an election should be held within the district again to join FVRL. The discussion was that this would be very expensive and there would be no guarantee that voters within the district would vote to join FVRL after YVLD was dissolved. For the board, this was a non-starter. We will continue to discuss this issue and find ways to make our district stronger and encourage more volunteers and board participation.
9. Jennifer Huan gave the report for the YVL. Lesley Miller was away. The library welcomed over 600 patrons in the month of February. So far this month, March, over 300 patrons have visited the library. Amber Mitchell was hired as our new PSA. Amber is a local resident of the Yale Valley and worked in a bookstore for 5 years. Her first day at the library was February 16th. Welcome Amber! On 2/1/24, the Yale School students visited the library and with their school librarian to learn about our library, browse and check out books. There are currently 42 students at Yale. Each class participated in the FVRL bookmark contest. Jennifer noted that the new Woodland Library is taking shape. She announced that FVRL is sponsoring **Revolutionary Reads** again. This year the book is “**Two Years, Six Lives, and the Long Journey Home**” by Lauren Kessler. For more information and copies of the book, visit any FVRL library.
10. Citizen Comments: Mike Conroy, treasurer of the Yale Valley Friends of the library would like to talk about the group and encourage residents to restart meetings. This was discussed and agreed that we will spread the word.
11. Board Comments: None
12. The motion to adjourn the meeting was made at 4:10pm. MacAllister/Wheeler The motion was approved by all trustees present.

Respectfully Submitted,

Kathi Wheeler, YVLD Secretary

Yale Valley Library District

For the Month Ending March 31, 2024 (With Year-to-Date Totals)

Statement of Cash

January 1, 2024 Ending Cash Balance	\$ 372,723
Year-to-date Revenue Received	12,567
Year-to-date Expenditures	-
Cash Balance March 31, 2024	<u>\$ 385,290</u>

Yale Valley Library District

For the Month Ending March 31, 2024 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance January 1, 2024	\$	271,427
Property Tax Collections (Revenue)		9,456
Professional Expenses (Expenses)		-
Non Capital Reserve Ending Balance March 31, 2024	\$	280,883
Capital Reserve Beginning Balance January 1, 2024	\$	101,296
Miscellaneous (Revenue)		3,111
Capital Reserve Ending Balance March 31, 2024	\$	104,407
Total Non Capital and Capital Reserves	\$	385,290

Yale Valley Library District

For the Month Ending March 31, 2024 (With Year-to-Date Totals)

Revenue

Description	2024 Budget (Approved 11/2023)	March 2024 Revenues	Year-to-Date Totals thru March 2024	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 130,000	\$ 7,832	\$ 9,456	7.27%
Total Property Taxes	130,000	7,832	9,456	7.27%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	-	-	0.00%
361.02 DNR - Other Revenue	100	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	-	-	0.00%
Miscellaneous				
361.11 Investment Interest	3,500	1,146	3,111	88.88%
367-10 Non-Governmental Contributions	500	-	-	0.00%
Total Miscellaneous	4,000	1,146	3,111	77.77%
Total Revenue:	\$ 169,100	\$ 8,978	\$ 12,567	7.43%
Transfer from Reserves	\$ 15,900	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 185,000	\$ 8,978	\$ 12,567	6.79%

Expenses

Description	2024 Budget (Approved 11/2023)	March 2024 Expenses	Year-to-Date Totals thru March 2024	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 145,000	\$ -	\$ -	0.00%
572.62 Capital Outlay	40,000	-	-	0.00%
Grand Total Expense:	\$ 185,000	\$ -	\$ -	0.00%

Net Cash Activity	\$ 12,567
Jan. 1, 2024 Cash with County Treasurer	\$ 372,723
Ending Cash	\$ 385,290

Non-Capital Reserve	\$ 280,883
Capital Reserve	104,407
Total	\$ 385,290

To: Board of Trustees
From: Jay McCuiston, Assistant Facilities Manager
Date: May 9, 2024
Subject: Facilities Update

Summary

The ceiling fans were installed last month.

The sound panels have been installed in the meeting room.

We are working on obtaining more bids for electrical for the well project.

The City of Woodland is putting in a split unit in the mechanical room. It will be used for the fiber optics.

Action Requested

None at this time.