



AGENDA FOR LIBRARY BOARD MEETING

DATE: Monday, July 15, 2024 at 6:00 p.m.
LOCATION: In Person: White Salmon Valley Community Library,
 77 NW Wauna Avenue
 White Salmon, WA 98672
 Virtual: Zoom Link - <https://us02web.zoom.us/j/3852820936>
 Meeting ID: 385 282 0936 Passcode: 070150

- 1. **Call to Order**
- 2. **Agenda Approval** ACTION
- 3. **Chair Announcements** INFORMATION
- 4. **Public Comments (limit 2 minutes each person)**
- 5. **Consent Agenda** ACTION
 - a. Approval of May 20, 2024 regular meeting minutes
 - b. Approval of Claims – May and June 2024
- 6. **Reports**
 - 6.1 FVRL Organizational Report: Jennifer Giltrop INFORMATION
 - 6.2 FVRL Foundation Update: Rick Smithrud INFORMATION
 - 6.3 White Salmon Valley Community Library Report: Ruth Shafer INFORMATION
 - 6.4 Financial Statements – April & May 2024: Catrina Galicz INFORMATION
- 7. **Business**
 - 7.1 Facilities and Finance Committee
 - a. 2024 Budget & Reserve Allocation Amendment – Staff Report 2024-07 INFORMATION
 - b. Resolution 2024-07 – 2024 Budget and Reserve Allocation Amendment ACTION
 - 7.2 Policy and Nominating Committee
 - a. Purchase Card Policy (1st Reading) INFORMATION
 - b. Purchase Card Policy Attachment A: Purchase Card Agreement INFORMATION
 - c. Purchasing and Procurement Policy (1st Reading) INFORMATION
 - d. Resolution 2024-06 MRSC Rosters (1st Reading) INFORMATION
 - 7.3 Board Meeting Location Change – August 19, 2024 & October 21, 2024 ACTION
- 8. **Executive Session: RCW 42.30.110 Litigation**
- 9. **Board Comments**
- 10. **Next Regular Meeting:** Monday, August 19, 2024 at 6:00 p.m. at the
 Goldendale Community Library and Zoom
- 11. **Adjournment**

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Library Locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
 Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Board of Trustees Meeting Minutes
May 20, 2024 – 6:00 PM Regular Meeting
Stevenson Community Library
120 NW Vancouver Ave; Stevenson, WA 98648
Gallery-Stevenson
Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Penny Love-Henslee, *Vice Chair*, Clark County At-Large
Marie Coffey, *Secretary*, Clark County At-Large
Mary Ann Duncan-Cole, Skamania County
Vikram Kotwani, City of Vancouver
Olga Hodges, Klickitat County
Mary Williams, City of Vancouver

Present Board: Kristy Morgan, Penny Love-Henslee, Marie Coffey, Mary Ann Duncan-Cole, Mary Williams, Vikram Kotwani (virtual)

Absent: Olga Hodges

Present Staff: Jennifer Giltrop, Executive Director (virtual); Justin Keeler, Outreach and Community Partnerships Director; David Wyatt, Branch Manager; Catrina Galicz, Finance Director; Kelsey Hudson, Program and Outreach Coordinator-Youth; Rhonda Kay Calkins, Executive Assistant; Mike Smetana, IT Specialist; Lynne Caldwell, Collections and Technology Services Director; Ruth Shafer, Interim Public Services Director; Dave Josephson, Facilities and Fleet Director; Lee Strehlow, Human Resources Director

Remote Access: <https://us02web.zoom.us/j/3852820936> • Meeting ID: 385 282 0936 • Passcode: 070150 • Phone Access 206-337-9723

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

1. **CALL TO ORDER** - Chair Morgan called the meeting to order at 6:00 pm.
2. **AGENDA APPROVAL** – At 6:00 pm of the recording Mary Ann Duncan-Cole made a motion to approve the agenda. Marie Coffey seconded. Motion approved with 5 out of 5 votes.
3. **CHAIR ANNOUNCEMENTS** – At 6:01 pm of the recording Kristy Morgan welcomed Mary Williams to the Board of Trustees. She represents the City of Vancouver and we are excited to work with her. Mary Williams shared that she is a librarian by trade but now is a small business owner. She has been a business coach since 2016 and is excited to be involved with the community and continue to be a librarian.
4. **PUBLIC COMMENTS** – At 6:02 pm of the recording Quil Onstead of Portland made a public comment about Drag Queen Story Hour. Gary Wilson of Vancouver made a public comment about library programs. Eunice Ingermanson of Clark County made a public comment about diversity and inclusion.
5. **APPROVAL OF CONSENT AGENDA ITEMS** – At 6:07 pm of the recording Penny Love-Henslee made a motion to approve the Consent Agenda. Mary Ann Duncan-Cole seconded. Motion approved with 5 out of 5 votes.
6. **REPORTS**
 - 6.1. **ORGANIZATIONAL REPORT** – At 6:08 pm of the recording Jennifer Giltrop highlights:
Urban Library Council CEO Roundtable: Currently in Los Angeles attending this conference. The topic of the session is serving customers without homes.
Three Creeks: In January, the Three Creeks building experienced damage from a vehicular impact, and has now been repaired. The repair was just over \$22,000 which our insurance did cover all but our \$5,000 deductible. Unrelated to the car incident, we have had issues over the years with the building having water intrusion into the staff area. This is due to the fact that the building is built on top of an aquifer. A new swell was put in and pressure testing was completed.

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Woodland: The FVRL Foundation and the Woodland Friends held the last Love Your Library event which was a fundraiser for our new Woodland Library. They raised over \$35,000 this year. Thank you to Kristy and Marie for attending.

La Center: The La Center Community Library celebrated its 20th anniversary with hundreds of people and Jack the alpaca visited the library. Thank you to Marie and Penny for attending.

Statistics: The April visitor count is up by 7.44%. Circulation is up 3.94%. Cardholder rate is up 2%. There were over 25,000 new cards issued in April. Mary Ann Duncan-Cole asked, of the new card holders, what percentage were under 18. Jennifer replied she would get the information for her.

6.2. BRANCH REPORT: STEVENSON COMMUNITY LIBRARY – At 6:14 pm of the recording David Wyatt provided an update on library activities around the Stevenson Community Library.

Staff: 8 staff, 6.8 FTE, 3 of which regularly drive the bookmobile. 8 flexible substitutes from across Skamania and Klickitat. Approximately 68 public service hours each week spread across three service points. Providing service from Washougal to Glenwood.

Service Area: Skamania County has 7.3 inhabitants per square mile, the lowest population density county that FVRLibraries serve. The bookmobile spends about 25 hours a week on the road with 1/3 of its routes in Carson. North Bonneville has a 30% growth increase since 2010.

Friends of the Library: The Friends will host Artists of the Gorge, entering its 45th year. They will fundraise with Friendship products, and participate in community events like Christmas in the Gorge. They had over 2,000 volunteer hours in 2023.

History: Originally founded by the Stevenson's Woman's Club, the Stevenson Community Library's first purpose-built location was opened in 1938. The current building was opened nearly 60 years ago and was last remodeled in 2017.

Operations: Open 48 hours per week. Circulation: 52,636. Visits: 41,265. Residents with library accounts: 56.8%.

Skamania County Bookmobile: Open 14 hours per week over 4 days. Circulation: 10,918. Staff checkouts: 10 per hour. Visits: 6,142, Residents with library accounts: 25.7%.

North Bonneville Community Library: Open 6 hours per week. Circulation: 4,458. Visits: 932. Residents with library accounts: 27.2%. Highest holds as percentage of checkout in district at 70%.

Winter Crafts: The annual winter craft programming series had about 300 participants. Community Art Studio of Skamania (CASS) hosted the sock gnome event.

Jeff Kinney Prize Winners: At the Jeff Kinney event, four local students from Carson Elementary won a combined \$1,100 in donations for Stevenson Community Library.

6.3. FINANCIAL STATEMENTS AND HIGHLIGHTS: At 6:28 pm of the recording Catrina Galicz highlights the month ending March 2024.

Statement of Cash: Cash balance in March decreased 1.3 million over our February decrease. The year-to-date March decrease of \$5.3 million which represents the net impact of expenditures through March being at \$7.8 million. This is more than the \$2.5 million revenues. Year-to-date expenses are currently exceeding revenues through March at a 2.5:1 capacity. We are not within the operating reserve target of 60 to 90 days of our annual operating budget, however, with our property taxes coming in April and October expect this decrease in the revenue balance before we see an influx of revenues in April. There was an adjustment for the accrued expenditures of \$61,000 on the statement of cash. This represents expenditures that are being paid now from previously incurred.

Statement of Revenue: Property taxes and other taxes are the primary source of revenues representing 87% of our total revenues budget. April and October are heavy receding months for these revenues. We received just over \$2.2 million, and 77% of that was received in March. We realized 43% of other taxes through March. We have some charges for services that we've received that are slightly over budget at 35% and budget being at

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25%. We will incur expenditures for which that Friends of the Library will reimburse us. We have some miscellaneous revenues from that as well as reimbursements from the Foundation through April. We have invoiced the Foundation for operational reimbursements of just over \$14,000. Interest revenue continues to be above target at 33%.

Statement of Expenses: Payroll and benefits are the largest operating expenditure those are at 23%. Supplies are under budget at 20%. The only line item under supplies exceeding the 25% budget target is Professional Collection and Technology. We had software renewals in January and March. Other charges and services continue to be under budget at 21%. Our professional service budget of about \$2 million has expended \$188,000 in March with custodial services being 77% of this. Training and Travel is slightly high based on 2023 expenditures that were paid in 2024. Repairs and maintenance remain slightly over budget at 29%. The main capital project is Woodland. We have paid \$1.2 million through March on the Woodland Library project. The other capital has about \$25,000 worth of expenditures.

RECEIVE AND FILE MARCH FINANCIAL STATEMENTS – At 6:35 pm of the recording Mary Ann Duncan-Cole made a motion to approve receiving and filing the March financial statements. Penny Love-Henslee seconded. Motion approved with 6 out of 6 votes.

6.4. SUMMER AT YOUR LIBRARY: At 6:36 pm of the recording Kelsey Hudson highlights the Summer at Your Library 2024.

Goals: Nurture learning, strengthen communities, and encourage library participation by encouraging patrons to explore, create and share together. Support children who are most likely to need learning support over the summer but be the least likely to receive it.

Basics: Challenge: Read, learn, create and explore all summer long. Programs: Educational, entertaining, and hands-on programming in library and online. Outreach: Bring SAYL and library information/resources to families and children in our communities.

2023 Numbers: 10,005 challenge participants. 705 programs. 11,202 program attendees. 2,230 children reached through outreach. 17+ community partners. 23 libraries and departments. 115 volunteer hours. 6,865 incentive books purchased. 300 grand prize pieces purchased.

Summer Goals for Patrons: 1. Read for 30 days. 2. Learn one new thing. 3. Create something new. 4. Explore some part of your world.

Programs: We have presenters and performers like Tao drumming, OMSI and Wolf Haven. We have a few online events, pre-recorded and live. We have hands-on activities to help kids explore their creativity.

Summer Outreach: Prioritize events and partners that reach families who may not be using the library. Also, to work with kids and families who may need the greatest support.

Mary Ann Duncan-Cole asked do you have any issues or way to target those children where both parents work and left at home for a few hours a day? Kelsey replied: Outreach is helping to work with some partners that might be reaching those folks. It is tricky if it is a kid but it is something we are looking to expand on. We do work in different areas with some Parks and Recreation to help provide some free or reduced care for those kids who are not ready to be left at home.

7. BUSINESS

7.1. FACILITIES AND FINANCE COMMITTEE

PORT OF RIDGEFIELD: TAX INCREMENT AREA RESOLUTION – At 6:51 pm of the recording Jennifer Giltrop discussed the Port of Ridgefield tax increment financing area that was approved to move forward by the Port of Ridgefield board. The impact on our district is approximately \$2.7 million of growth of lost revenue growth over 25 years. Those are estimates and as we move forward, we will understand the actual implications. As a junior taxing district, we have no authority to opt in or out of the tax increment finance areas. We will continue to track on this particular topic and the impact to our district.

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8. **EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1i) and RCW 42.30.410(4b) Collective Bargaining at 6:53 of the recording.
At 6:53 pm the Board of Trustees go into Executive Session for 30 minutes.
At 7:25 pm the Board of Trustees announced needing an additional 7 minutes.
At 7:32 pm the Board returns.
9. **WPEA CONTRACT: RESOLUTION 2024-04 WPEA CBA RATIFICATION** – At 7:33 pm of the recording Kristy Morgan presented Resolution 2024-04 WPEA CBA Ratification.
At 7:35 of the recording Penny Love-Henslee made a motion to approve the Consent Agenda. Mary Ann Duncan-Cole seconded. Motion approved with 5 out of 5 votes.
10. **BOARD COMMENT** - at 7:35 pm of the recording. Kristy Morgan said the Love Your Library event was awesome. They were impressed by the hard work put into each event. Thank you for and for hosting us today. Penny Love-Henslee loved the operational report. Each individual branch of the library has different and unique communities. I like to see the way programs are created for each branch. The needs for each branch are different and I appreciate it.
Marie Coffey appreciated the clip about the Bookmobile. The other branches don't have the Bookmobile experience and the information is appreciated. Thank you.
11. Setting for next regular meeting: Monday, June 17, 2024 at 6:00 pm at Goldendale Community Library. It will be a hybrid (in-person/online) meeting.
12. ADJOURNMENT – At 7:36 pm

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

July 15, 2024

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, July 15, 2024 The Board of Directors, by a vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued

	<u>May 1, 2024</u>	through	<u>May 31, 2024</u>	
Accounts Payable Warrants Issued		Numbers	119664 Through 119860	<u>\$1,695,127.96</u>
Accounts Payable EFT Payments			EFT02050 Through EFT02091	<u>\$ 172,218.13</u>
Accounts Payable Voids		Numbers	1196766-119778	<u>\$ (41,454.71)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids				<u><u>\$1,825,891.38</u></u>
Payroll Electronic Fund Transfers		Numbers	20240510 Through 20240524	<u>\$ 962,166.66</u>

Other Electronic Fund Transfers (Manual Payments) Completed

<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
ADP	5/20/2024	\$ 4,873.19	
KAISER HSA	5/30/2024	\$ 16,025.33	
KAISER HSA	5/29/2024	\$ 52.00	
WASHINGTON DEPT OF REVENUE	5/23/2024	\$ 1,271.64	
FNBO Visa	5/16/2024	\$ 32,297.18	
EMPLOYMENT SECURITY DEPARTMENT	5/24/2024	\$ 831.29	
WASH DEPT OF RETIREMENT SYSTEM	5/28/2024	\$170,671.17	
			<u>\$ 225,821.80</u>

Total Transactions for Approval \$3,013,879.84



 DISTRICT LIBRARY - EXECUTIVE DIRECTOR



 DISTRICT LIBRARY - BOARD PRESIDENT

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
ANCH0003	Payment	5/15/2024	119654	ANCHOR ELECTRIC LLC	3,446.40
AT&T001	Payment	5/15/2024	119665	AT & T	441.75
BAKE0002	Payment	5/15/2024	119666	BAKER & TAYLOR	18,208.93
BATT0001	Payment	5/15/2024	119667	CITY OF BATTLE GROUND	559.54
BREM0001	Payment	5/15/2024	119668	BREMIK CONSTRUCTION INC	777,509.83
CASC0010	Payment	5/15/2024	119669	CANOPY	522.00
CBMS0001	Payment	5/15/2024	119670	CBM SYSTEMS LLC - LC	581.61
CBMS0002	Payment	5/15/2024	119671	CBM SYSTEMS LLC - RI	1,896.17
CBMS0003	Payment	5/15/2024	119672	CBM SYSTEMS LLC - ST	1,234.64
CBMS0004	Payment	5/15/2024	119673	CBM SYSTEMS LLC - VM	1,509.64
CBMS0005	Payment	5/15/2024	119674	CBM SYSTEMS LLC - YAC	377.03
CBMS0006	Payment	5/15/2024	119675	CBM SYSTEMS LLC - YAL	811.25
CDWG0001	Payment	5/15/2024	119676	CDW GOVERNMENT INC	5,261.08
CENT0009	Payment	5/15/2024	119677	CENTURY LINK	142.30
CHIC0004	Payment	5/15/2024	119678	CHICAGO DISTRIBUTION CENTER	68.93
CITG0002	Payment	5/15/2024	119679	CIT GROUP- DW LEASE	21,164.45
CLAR0004	Payment	5/15/2024	119680	CLARK PUD	12,614.06
CLAR0026	Payment	5/15/2024	119681	CLARK REG WASTEWTR	98.26
CLAR0043	Payment	5/15/2024	119682	CLARK COUNTY PARKS & LANDS	475.00
CLEA0007	Payment	5/15/2024	119683	CLEAN WORLD MAINT-WS	2,249.61
CLEA0008	Payment	5/15/2024	119684	CLEAN WORLD MAINT-ST	128.00
CLEA0009	Payment	5/15/2024	119685	CLEAN WORLD MAINT-WD	1,115.37
CLEA0010	Payment	5/15/2024	119686	CLEAN WORLD MAINT-WA	326.51
CLEA0011	Payment	5/15/2024	119687	CLEAN WORLD MAINT-BG	3,065.28
CLEA0013	Payment	5/15/2024	119688	CLEAN WORLD MAINT - HQ	4,386.77
CLEA0017	Payment	5/15/2024	119689	CLEAN WORLD MAINT - TC	3,863.50
CLEA0018	Payment	5/15/2024	119690	CLEAN WORLD MAINT - VA	34,636.84
CLEA0020	Payment	5/15/2024	119691	CLEAN WORLD MAIN - CP	6,627.64
COLL0003	Payment	5/15/2024	119692	COLUMBIA RESOURCE COMPANY	10.00
COLU0024	Payment	5/15/2024	119693	COLUMBIA LANGUAGE SERVICES	967.52
COLU0032	Payment	5/15/2024	119694	COLUMBIA RIVER DISPOSAL	85.78
COMC0002	Payment	5/15/2024	119695	COMCAST INSTITUTIONAL NETWORKS	10,216.25
COWL0001	Payment	5/15/2024	119696	COWLITZ COUNTY PUD	661.20
DEMC0001	Payment	5/15/2024	119697	DEMCO	305.30
EMBA0001	Payment	5/15/2024	119698	CENTURYLINK formerly Embarrq	463.80
FERG0001	Payment	5/15/2024	119699	FERGUSON ENTERPRISES, INC #3007	948.98
FIND0001	Payment	5/15/2024	119700	PLAYAWAY PRODUCTS, LLC	386.84
GALE0002	Payment	5/15/2024	119701	GALE GROUP	1,334.20
GOLD0002	Payment	5/15/2024	119702	GOLDENDALE CHAMBER OF COMM	75.00
GOLD0003	Payment	5/15/2024	119703	CITY OF GOLDENDALE	300.18
GROC0003	Payment	5/15/2024	119704	GRO OUTDOOR LIVING	2,387.50
H2OR0001	Payment	5/15/2024	119705	H2OREGON	42.95
HAMP0001	Payment	5/15/2024	119706	HAMPTON AUTO GLASS	848.17
HISC0001	Payment	5/15/2024	119707	WHITE SALMON ACE HARDWARE	19.69

HOME0001	Payment	5/15/2024 119708	HOME DEPOT CREDIT SERVICES	1,330.99
ICMA0001	Payment	5/15/2024 119709	ICMA RETIREMENT CORPORATION	6,711.54
INGR0001	Payment	5/15/2024 119710	INGRAM	25,591.16
JRTM0001	Payment	5/15/2024 119711	JRT MECHANICAL INC	1,787.56
KAND0001	Payment	5/15/2024 119712	KANOPIY LLC	7,458.00
KETE0001	Payment	5/15/2024 119713	KETER ENVIRONMENTAL SERVICES INC	101.63
KLIC0002	Payment	5/15/2024 119714	KLUCKITTAT COUNTY PUD	1,827.86
LACE0003	Payment	5/15/2024 119715	CITY OF LA CENTER	78.60
LAZE0004	Payment	5/15/2024 119716	GISI MARKETING GROUP	302.19
LECT0001	Payment	5/15/2024 119717	LECTORUM PUBLICATIONS INC	1,310.46
LESS0001	Payment	5/15/2024 119718	LES SCHWAB TIRE CENTER	2,184.08
LIBR0018	Payment	5/15/2024 119719	LIBRARY MARKET	5,000.00
LING0003	Payment	5/15/2024 119720	LINGUAVA	136.50
MACD0003	Payment	5/15/2024 119721	MACDONALD-MILLER	4,216.82
MIDW0001	Payment	5/15/2024 119722	MIDWEST LIBRARY SERVICE	288.62
MIDW0002	Payment	5/15/2024 119723	MIDWEST TAPE	11,760.40
NEOP0002	Payment	5/15/2024 119724	QUADIENT, INC	542.04
NCRT0005	Payment	5/15/2024 119725	NORTHWEST NATURAL GAS COMPANY	4,567.10
OETC0001	Payment	5/15/2024 119726	OETC	2,587.56
OFFI0001	Payment	5/15/2024 119727	OFFICE DEPOT CARD PLAN	2,893.03
OREG0002	Payment	5/15/2024 119728	OREGON EQUIPMENT COMPANY, INC	584.38
OTIS0001	Payment	5/15/2024 119729	OTIS ELEVATOR COMPANY	2,030.75
OVER0004	Payment	5/15/2024 119730	OVERDRIVE	37,953.11
PACI0001	Payment	5/15/2024 119731	PACIFIC OFFICE AUTOMATION	1,158.83
PAMP0002	Payment	5/15/2024 119732	PAMPLIN PRINTING	101.15
PLAT0001	Payment	5/15/2024 119733	PLATT ELECTRIC SUPPLY	75.19
REPU0001	Payment	5/15/2024 119734	REPUBLIC SERVICES #487	140.40
RESO0004	Payment	5/15/2024 119735	VANTALKS	1,500.00
RIDG0005	Payment	5/15/2024 119736	RIDGEFIELD, CITY OF	208.68
RODD0001	Payment	5/15/2024 119737	RODDA PAINT CO	200.16
SCHU0007	Payment	5/15/2024 119738	SCHUTZ, DIANA MARIE	300.00
SKAM0001	Payment	5/15/2024 119739	SKAMANIA COUNTY PUD #1	454.81
SKAM0002	Payment	5/15/2024 119740	SKAMANIA COUNTY PIONEER	109.00
SMAR0005	Payment	5/15/2024 119741	SMARSH	2.30
SMAR0006	Payment	5/15/2024 119742	SMARTDEPLOY LLC	6,195.90
SCHA0001	Payment	5/15/2024 119743	SOHA SIGN CO INC	2,171.29
STEV0001	Payment	5/15/2024 119744	CITY OF STEVENSON	340.58
TDST0001	Payment	5/15/2024 119745	TDS TELECOM	245.49
TOWN0007	Payment	5/15/2024 119746	THE TOWN OF YACOLT	200.00
ULIN0001	Payment	5/15/2024 119747	ULINE	1,318.50
UNIC0002	Payment	5/15/2024 119748	UNION CORNER CONSTRUCTION INC	15,815.85
UNUM0002	Payment	5/15/2024 119749	UNUM LIFE INS CO OF AMERICA	14,094.80
VANC0001	Payment	5/15/2024 119750	CITY OF VANCOUVER UTILITIES	1,259.52
VERI0004	Payment	5/15/2024 119751	STERLING VOLUNTEERS	152.50
WALK0013	Payment	5/15/2024 119752	WALKER, DAVID	300.00

WALT0001	Payment	5/15/2024	119753	WALTER E NELSON COMPANY	758.37
WAPI0001	Payment	5/15/2024	119754	WAPTI NW, LLC	1,711.58
WASH0049	Payment	5/15/2024	119755	CITY OF WASHOUGAL	17.22
WAST0001	Payment	5/15/2024	119756	WASTE CONNECTIONS INC	4,812.17
WAVE0001	Payment	5/15/2024	119757	ASTOUND BROADBAND POWERED BY WAVE	5,418.63
WHEE0006	Payment	5/15/2024	119758	WHEELERCREEK STUDIO INC.	390.00
WHIT0001	Payment	5/15/2024	119759	CITY OF WHITE SALMON	190.70
WOOD0001	Payment	5/15/2024	119760	CITY OF WOODLAND	238.28
ZAYO0001	Payment	5/15/2024	119761	ZAYO GROUP, LLC	3,204.63
ZIPL0001	Payment	5/15/2024	119762	ZIPLY FIBER	237.61
ZZZZ0431	Payment	5/15/2024	119763	ATKINSON, LINDSAY	15.00
ZZZZ0432	Payment	5/15/2024	119764	DOST, SALLY	35.00
ZZZZ0433	Payment	5/15/2024	119765	MILLER, JUDY ANN	25.00
360D0001	Payment	5/29/2024	119766	360 DIRT WORKS LLC	7,842.98
AFSC0001	Payment	5/29/2024	119767	AFSCME	2,586.00
AT&T0003	Payment	5/29/2024	119768	AT&T MOBILITY	714.37
AVIS0001	Payment	5/29/2024	119769	AVISTA UTILITIES	112.81
BAKE0002	Payment	5/29/2024	119770	BAKER & TAYLOR	21,997.05
CARL0007	Payment	5/29/2024	119771	CARLSON TESTING, INC.	2,149.50
CDWG0001	Payment	5/29/2024	119772	CDW GOVERNMENT INC	204.31
CENT0601	Payment	5/29/2024	119773	CENTER POINT PUBLISHING	426.66
CENT0010	Payment	5/29/2024	119774	CENTER POINTE SIGNS, INC	1,942.47
CHUN0001	Payment	5/29/2024	119775	ALTON CHUNG	700.00
CLAR0004	Payment	5/29/2024	119776	CLARK PUD	2,037.52
CLEA0017	Payment	5/29/2024	119777	CLEAN WORLD MAINT - TC	669.50
COLL0007	Payment	5/29/2024	119778	COLUMBIA HARDWARE	71.54
DISC0002	Payment	5/29/2024	119779	DISCOUNT SCHOOL SUPPLY	739.62
EDGE0001	Payment	5/29/2024	119780	EDGE NETWORKS	7,000.00
EDNE0002	Payment	5/29/2024	119781	EDNETICS INC	16,647.82
EIMA0001	Payment	5/29/2024	119782	E-IMAGE DATA	3,360.00
EMBA0001	Payment	5/29/2024	119783	CENTURYLINK formerly Embark	1,044.42
FIND0001	Payment	5/29/2024	119784	PLAYAWAY PRODUCTS, LLC	1,632.11
FORT0002	Payment	5/29/2024	119785	FVRL FOUNDATION	20.00
FRED0002	Payment	5/29/2024	119786	FRED MEYER STORES	4,780.12
GALE0002	Payment	5/29/2024	119787	GALE GROUP	869.11
GBMA0001	Payment	5/29/2024	119788	GB MANCHESTER CORPORATION	5,900.38
GETT0001	Payment	5/29/2024	119789	GETTY IMAGES (US), INC	4,100.00
GOMO0001	Payment	5/29/2024	119790	GOMORI, ALICIA	500.00
GROO0003	Payment	5/29/2024	119791	GRO OUTDOOR LIVING	12,842.37
ICMA0001	Payment	5/29/2024	119792	ICMA RETIREMENT CORPORATION	6,728.53
INGR0001	Payment	5/29/2024	119793	INGRAM	23,525.34
KAJS0001	Payment	5/29/2024	119794	KAISER FOUNDATION HEALTH PLAN	236,896.32
KLIC0006	Payment	5/29/2024	119795	KLICKITAT COUNTY HISTORICAL SOCIETY	200.00
KLIC0005	Payment	5/29/2024	119796	KLICKITAT COUNTY ER&R DEPT.	538.73
LAKE0001	Payment	5/29/2024	119797	LAKESHORE LEARNING MATERIALS	168.71

LAZE0004	Payment	5/29/2024	119798	GISI MARKETING GROUP	161.21
LECT0001	Payment	5/29/2024	119799	LECTORUM PUBLICATIONS INC	1,164.06
LING0003	Payment	5/29/2024	119800	LINGUAVA	68.25
LOUJ0002	Payment	5/29/2024	119801	LOUIE FOXX LLC	450.00
LOVE0008	Payment	5/29/2024	119802	PENNY LOVE-HENSLEE	12.06
MIDW0001	Payment	5/29/2024	119803	MIDWEST LIBRARY SERVICE	420.21
MIDW0002	Payment	5/29/2024	119804	MIDWEST TAPE	8,116.44
MORG0004	Payment	5/29/2024	119805	MORGAN, KRISTINA	60.30
MOVI0001	Payment	5/29/2024	119806	MOVIE LICENSING USA	550.00
MULT0001	Payment	5/29/2024	119807	MULTI-CULTURAL BOOKS & VIDEOS	15.90
NAPA0001	Payment	5/29/2024	119808	NAPA GENUINE PARTS (CORP)	342.52
NATI0032	Payment	5/29/2024	119809	NATIONWIDE PREMIUM HOLDING	283.62
NORT0005	Payment	5/29/2024	119810	NORTHWEST NATURAL GAS COMPANY	141.03
OCLC0002	Payment	5/29/2024	119811	OCLC INC - RSC SHRG/MTD/CTLG	10.26
OETC0001	Payment	5/29/2024	119812	OETC	326.10
OFFI0001	Payment	5/29/2024	119813	OFFICE DEPOT CARD PLAN	2,666.75
OVER0001	Payment	5/29/2024	119814	OVERHEAD DOOR CO OF PORTLAND	230.99
OVER0004	Payment	5/29/2024	119815	OVERDRIVE	77,946.82
PAMP0002	Payment	5/29/2024	119816	PAMPLIN PRINTING	1,960.03
PARK0008	Payment	5/29/2024	119817	PARKROSE HARDWARE/BLUE TARP	40.17
PLAT0001	Payment	5/29/2024	119818	PLATT ELECTRIC SUPPLY	644.78
PROQ0001	Payment	5/29/2024	119819	PROQUEST	21,182.78
QWES0001	Payment	5/29/2024	119820	CENTURY LINK formerly Qwest	1,964.16
RICE0001	Payment	5/29/2024	119821	RICE NW MUSEUM OF ROCKS & MINERALS	1,000.00
RODD0001	Payment	5/29/2024	119822	RODDA PAINT CO	182.92
SKAM0001	Payment	5/29/2024	119823	SKAMANIA COUNTY PUD #1	400.67
SPAC0001	Payment	5/29/2024	119824	SPACESAVER SPECIALISTS, INC.	38,316.37
STAN0013	Payment	5/29/2024	119825	STANLEY CONVERGENT SECURITY SOLUTIONS, INC.	265.52
SWIN0001	Payment	5/29/2024	119826	SWINGRUBER, JURINDA	31.49
TECT0001	Payment	5/29/2024	119827	ENAVATE MANAGED SERVICES, INC	2,270.50
THOM0015	Payment	5/29/2024	119828	THOMSON REUTERS-WEST PUBLISHING CORP	478.29
TOYO0001	Payment	5/29/2024	119829	VANCOUVER TOYOTA	139.15
TSAH0001	Payment	5/29/2024	119830	TSAI FONG BOOKS, INC	1,080.21
ULIN0001	Payment	5/29/2024	119831	ULINE	301.58
USAM0002	Payment	5/29/2024	119832	USA MECHANICAL	2,369.66
VANC0001	Payment	5/29/2024	119833	CITY OF VANCOUVER UTILITIES	751.70
VANC0002	Payment	5/29/2024	119834	VANCOUVER BOLT & SUPPLY	174.85
VANC0025	Payment	5/29/2024	119835	CITY OF VANCOUVER- FINANCIAL SERVICES	57.00
VANC0037	Payment	5/29/2024	119836	VANCOUVER FALSE ALARM REDUCTION PROGRAM	100.00
VERI0004	Payment	5/29/2024	119837	STERLING VOLUNTEERS	184.50
WALT0001	Payment	5/29/2024	119838	WALTER E NELSON COMPANY	2,719.79
WAPI0001	Payment	5/29/2024	119839	WAPITI NW, LLC	1,135.22
WING0001	Payment	5/29/2024	119840	WINGFOOT PLASTICS & PRINTING INC	4,696.10
WOLF0006	Payment	5/29/2024	119841	WOLF HAVEN INTERNATIONAL	150.00
WOOD0001	Payment	5/29/2024	119842	CITY OF WOODLAND	427.18

WOODLAND TRUE VALUE	15.11
WT COX SUBSCRIPTIONS	880.44
GIDLEY, GARY M	25.00
CHEN, YI HSUAN	25.00
SMITH, VICTORIA	25.00
360 DIRT WORKS LLC	7,842.98
AFSCME	2,586.00
AT&T MOBILITY	714.37
AVISTA UTILITIES	112.81
BAKER & TAYLOR	21,997.05
CARLSON TESTING, INC.	2,149.50
CDW GOVERNMENT INC	204.31
CENTER POINT PUBLISHING	426.66
CENTER POINTE SIGNS, INC	1,942.47
ALTON CHUNG	700.00
CLARK PUJ	2,037.52
CLEAN WORLD MAINT - TC	669.50
COLUMBIA HARDWARE	71.54
Subtotal Warrants	\$ 1,695,127.96

WOOD0004	Payment	5/29/2024	119843	
WTCC0001	Payment	5/29/2024	119844	
ZZZZ0434	Payment	5/29/2024	119845	
ZZZZ0435	Payment	5/29/2024	119846	
ZZZZ0436	Payment	5/29/2024	119847	
360D0001	Payment	5/30/2024	119848	
AFSC0001	Payment	5/30/2024	119849	
AT&T0003	Payment	5/30/2024	119850	
AVIS0001	Payment	5/30/2024	119851	
BAKE0002	Payment	5/30/2024	119852	
CARL0007	Payment	5/30/2024	119853	
CJWG0001	Payment	5/30/2024	119854	
CENT0001	Payment	5/30/2024	119855	
CENT0010	Payment	5/30/2024	119856	
CHUN0001	Payment	5/30/2024	119857	
CLAR0004	Payment	5/30/2024	119858	
CLEA0017	Payment	5/30/2024	119859	
COLU0007	Payment	5/30/2024	119860	

Vendor Name	Amount
ALLEGANCE BENEFIT PLAN MGMT - CONTR	2,749.18
ALLEGANCE BENEFIT PLAN MGMT - FEES	106.25
ALLEGANCE COBRA SERVICES INC	75.00
66 DEGREES, LLC	282.62
CRUZ, BRANDON	12.06
GET PROGRAM	232.00
KATHY'S JANITORIAL - KATHLEEN L WHITNER	1,103.64
KERWIN, SUSAN	29.91
MARTIN, ELIZABETH	11.39
MCGREGOR, MAC SCOTTY RAY	875.76
SARAH NELSEN YOGA THERAPY LLC	750.00
NORTH PACIFIC MANAGEMENT	12,155.00
KIM S. PUCKETT	600.00
TIPTON, TIMOTHY ANDREW	500.00
WEX BANK	4,864.04
WHITEFOOT, AARON P	400.00
WPEA	2,643.49
ZAVREL, LAUREN L	700.00
WORKPLACE RESOURCE was Heitman Miller	1,827.45
PEOPLESPLACE	99,632.89
LIBRARY FURNITURE INTERNATIONAL	14,222.00
ALLEGANCE COBRA SERVICES INC	168.00
MATT BAKER COMEDY	400.00
CLARK COUNTY LATINO YOUTH LEADERSHIP	250.00

Vendor ID	Document Type	Document Date	Document Number	
ALLE0011	Payment	5/17/2024	EFT02050	
ALLE0014	Payment	5/17/2024	EFT02051	
ALLE0015	Payment	5/17/2024	EFT02052	
CLOU0001	Payment	5/17/2024	EFT02053	
CRUZ0003	Payment	5/17/2024	EFT02054	
GETP0001	Payment	5/17/2024	EFT02055	
KATH0001	Payment	5/17/2024	EFT02056	
KERW0001	Payment	5/17/2024	EFT02057	
MART0015	Payment	5/17/2024	EFT02058	
MCGR0003	Payment	5/17/2024	EFT02059	
NELS0007	Payment	5/17/2024	EFT02060	
NORT0056	Payment	5/17/2024	EFT02061	
PUCK0002	Payment	5/17/2024	EFT02062	
TIPT0001	Payment	5/17/2024	EFT02063	
WEXB0001	Payment	5/17/2024	EFT02064	
WHIT0027	Payment	5/17/2024	EFT02065	
WPEA0001	Payment	5/17/2024	EFT02066	
ZAVR0001	Payment	5/17/2024	EFT02067	
HERA0004	Payment	5/15/2024	EFT02068	
INTE0023	Payment	5/15/2024	EFT02069	
LF100001	Payment	5/15/2024	EFT02070	
ALLE0015	Payment	5/29/2024	EFT02071	
BAKE0012	Payment	5/29/2024	EFT02072	
CLAR0041	Payment	5/29/2024	EFT02073	

COFF0002	Payment	5/29/2024	EFT02074	MARIE COFFEY	34.84
GETP0001	Payment	5/29/2024	EFT02075	GET PROGRAM	232.00
HELL0003	Payment	5/29/2024	EFT02076	HELLE, SUSAN	22.78
HUGH0004	Payment	5/29/2024	EFT02077	HUGHES, VERONICA	75.00
JESS0001	Payment	5/29/2024	EFT02078	JESSA CAMPBELL AND THE SAPLINGS	200.00
KATH0001	Payment	5/29/2024	EFT02079	KATHY'S JANITORIAL - KATHLEEN L WHITNER	1,224.00
MCDO0003	Payment	5/29/2024	EFT02080	BONNIE COBB	30.15
MERC0011	Payment	5/29/2024	EFT02081	MERCADO, JULIE	350.00
OMSI0001	Payment	5/29/2024	EFT02082	OMSI	521.59
OREG0029	Payment	5/29/2024	EFT02083	OREGON SHADOW THEATRE	368.68
SCHE0005	Payment	5/29/2024	EFT02084	SCHERER, ANDREA	170.50
SHRE0001	Payment	5/29/2024	EFT02085	SHRED NORTHWEST, LLC	130.44
SMET0002	Payment	5/29/2024	EFT02086	SMETANA, JOHN	25.46
STOE0001	Payment	5/29/2024	EFT02087	STOEL RIVES LLP	8,571.50
WEST0004	Payment	5/29/2024	EFT02088	US CENTENNIAL VANCOUVER MALL LLC	9,732.18
WPEA0001	Payment	5/29/2024	EFT02089	WPEA	2,637.09
WPEA0003	Payment	5/29/2024	EFT02090	WPEA UFCW	2,101.24
YOUR0002	Payment	5/29/2024	EFT02091	YOUR DAILY GOAT LLC	1,000.00
				Subtotal EFT's	172,218.13

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
360D0001	Payment	5/29/2024	119766	360 DIRT WORKS LLC	(7,842.98)
AFSC0001	Payment	5/29/2024	119767	AFSCME	(2,586.00)
AT&T0003	Payment	5/29/2024	119768	AT&T MOBILITY	(714.37)
AVIS0001	Payment	5/29/2024	119769	AVISTA UTILITIES	(112.81)
BAKE0002	Payment	5/29/2024	119770	BAKER & TAYLOR	(21,997.05)
CARL0007	Payment	5/29/2024	119771	CARLSON TESTING, INC.	(2,149.50)
CDWG0001	Payment	5/29/2024	119772	CDW GOVERNMENT INC	(204.31)
CENT0001	Payment	5/29/2024	119773	CENTER POINT PUBLISHING	(426.66)
CENT0010	Payment	5/29/2024	119774	CENTER POINTE SIGNS, INC	(1,942.47)
CHUN0001	Payment	5/29/2024	119775	ALTON CHUNG	(700.00)
CLAR0004	Payment	5/29/2024	119776	CLARK PUD	(2,037.52)
CLEA0017	Payment	5/29/2024	119777	CLEAN WORLD MAINT - TC	(669.50)
COLL0007	Payment	5/29/2024	119778	COLUMBIA HARDWARE	(71.54)
				Subtotal Warrants (Voided)	(41,454.71)

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
ADP0001	Payment	5/14/2024	000000000000113594	ADP	4,673.19
DEPT0002	Payment	5/14/2024	000000000000113595	KAISER HSA	16,025.33
ENDJ0001	Payment	5/14/2024	000000000000113596	KAISER HSA	52.00
KAIS0005	Payment	5/14/2024	000000000000113597	WASHINGTON DEPT OF REVENUE	1,271.64
VISA0002	Payment	5/14/2024	000000000000113598	FNBO Visa	32,297.18
WASH0007	Payment	5/14/2024	000000000000113599	EMPLOYMENT SECURITY DEPARTMENT	831.29
WASH0013	Payment	5/14/2024	000000000000113600	WASH DEPT OF RETIREMENT SYSTEM	170,671.17
					225,821.89

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
ADP001	Payment	5/10/2024	Payroll Pay Date 5.10.2024	ADP-Net Payroll Wages	352,989.41
ADP001	Payment	5/10/2024	Payroll Pay Date 5.10.2024	ADP-Federal Payroll Taxes	114,892.90
ADP001	Payment	5/10/2024	Payroll Pay Date 5.10.2024	ADP-Oregon Payroll Taxes	2,739.50
ADP001	Payment	5/10/2024	Payroll Pay Date 5.10.2024	ADP-PFML Taxes	3,744.21
ADP001	Payment	5/10/2024	Payroll Pay Date 5.10.2024	ADP-WA Cares Fund Taxes	2,754.29
ADP001	Payment	5/10/2024	Payroll Pay Date 5.10.2024	OR Transit Tax	41.72
				Subtotal - 1st Pay Period	\$ 477,162.03
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	ADP-Net Payroll Wages	356,629.95
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	ADP-Federal Payroll Taxes	118,850.16
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	ADP-Oregon Payroll Taxes	2,797.77
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	ADP-PFML Taxes	3,790.42
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	ADP-WA Cares Fund Taxes	2,763.34
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	Other withholdings	130.47
ADP001	Payment	5/24/2024	Payroll Pay Date 5.24.2024	OR Transit Tax	42.52
				Subtotal - 2nd Pay Period	\$ 485,004.63
				Total Payroll for May	\$ 962,166.66
				Total Monthly Payments for Approval	\$ 3,013,879.84

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

July 15, 2024

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, July 15, 2024 The Board of Directors, by a vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued

<u>June 1, 2024</u>	through	<u>June 30, 2024</u>	
Accounts Payable Warrants Issued	Numbers	<u>119861</u>	Through <u>120028</u> \$ 1,723,628.33
Accounts Payable EFT Payments		<u>EFT02092</u>	Through <u>EFT02126</u> \$ 50,509.27
Subtotal FVRL General Fund Warrants, EFTS, Voids			\$ 1,774,137.60
Payroll Electronic Fund Transfers	Numbers	<u>20240610</u>	Through <u>20240625</u> \$ 1,257,574.22
Other Electronic Fund Transfers (Manual Payments) Completed			
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
ADP	6/20/2024	\$ 4,665.79	
ENDICIA	6/24/2024	\$ 8,000.00	
KAISER HSA	6/28/2024	\$ 15,836.08	
FNBO Visa	6/14/2024	\$ 18,040.85	
WASHINGTON DEPT OF REVENUE	6/24/2024	\$ 2,937.82	
WASH DEPT OF RETIREMENT SYSTE	6/26/2024	\$ 216,366.12	
			\$ 265,846.66
Total Transactions for Approval			\$ 3,297,558.48


 DISTRICT LIBRARY - EXECUTIVE DIRECTOR


 DISTRICT LIBRARY - BOARD PRESIDENT

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
BREM0001	Payment	6/4/2024	119861	BREMIK CONSTRUCTION INC	860,371.03
ALI10006	Payment	6/14/2024	119862	ALLIANT INSURANCE SERVICES, INC	36,449.70
ALLY0001	Payment	6/14/2024	119863	ALLIANT INSURANCE SERVICES, INC	13.61
AMAZ0001	Payment	6/14/2024	119864	AMAZON BUILDING CENTER	2,178.02
AT&T0001	Payment	6/14/2024	119865	AMAZON.COM CREDIT	500.51
AT&T0003	Payment	6/14/2024	119866	AT&T MOBILITY	709.92
BAKE0002	Payment	6/14/2024	119867	BAKER & TAYLOR	17,192.16
BATT0001	Payment	6/14/2024	119868	CITY OF BATTLE GROUND	553.41
CBMS0001	Payment	6/14/2024	119869	CBM SYSTEMS LLC - LC	399.11
CBMS0002	Payment	6/14/2024	119870	CBM SYSTEMS LLC - RI	1,896.17
CBMS0003	Payment	6/14/2024	119871	CBM SYSTEMS LLC - ST	1,072.14
CBMS0004	Payment	6/14/2024	119872	CBM SYSTEMS LLC - VM	1,387.14
CBMS0005	Payment	6/14/2024	119873	CBM SYSTEMS LLC - YAC	377.03
CBMS0006	Payment	6/14/2024	119874	CBM SYSTEMS LLC - YAL	628.75
CENT0009	Payment	6/14/2024	119875	CENTURY LINK	64.65
CHIC0004	Payment	6/14/2024	119876	CHICAGO DISTRIBUTION CENTER	112.76
CTG0002	Payment	6/14/2024	119877	CHICAGO DISTRIBUTION CENTER	17,374.49
CLAR0004	Payment	6/14/2024	119878	CT GROUP- DW LEASE	10,327.80
CLAR0026	Payment	6/14/2024	119879	CLARK PUD	98.26
CLEA0007	Payment	6/14/2024	119880	CLARK REG WASTEWTR	1,943.61
CLEA0009	Payment	6/14/2024	119881	CLEAN WORLD MAINT-WS	390.37
CLEA0010	Payment	6/14/2024	119882	CLEAN WORLD MAINT- WD	326.51
CLEA0011	Payment	6/14/2024	119883	CLEAN WORLD MAINT-WA	3,065.28
CLEA0013	Payment	6/14/2024	119884	CLEAN WORLD MAINT-BG	4,366.77
CLEA0017	Payment	6/14/2024	119885	CLEAN WORLD MAINT- HQ	2,832.50
CLEA0018	Payment	6/14/2024	119886	CLEAN WORLD MAINT- TC	41,846.84
CLEA0020	Payment	6/14/2024	119887	CLEAN WORLD MAINT- VA	4,979.64
COLLU0003	Payment	6/14/2024	119888	CLEAN WORLD MAIN - CP	110.29
COLU0032	Payment	6/14/2024	119889	COLUMBIA RIVER DISPOSAL	86.62
COMC0002	Payment	6/14/2024	119890	COLUMBIA RESOURCE COMPANY	10,216.25
COMC0003	Payment	6/14/2024	119891	COLUMBIA RIVER DISPOSAL	349.79
COMC0001	Payment	6/14/2024	119892	COMCAST BUSINESS	220.58
DUNC0001	Payment	6/14/2024	119893	COMCAST BUSINESS	9.38
EMBA0001	Payment	6/14/2024	119894	DUNCAN-COLE, MARYANN	463.80
ENSI0001	Payment	6/14/2024	119895	CENTURYLINK formerly Embark	656.09
FERG0005	Payment	6/14/2024	119896	ENSIGN, BARBARA JOSEPHINE	222.50
FIND0001	Payment	6/14/2024	119897	FERGUSON FACILITIES SUPPLY	156.46
FREN0003	Payment	6/14/2024	119898	PLAYWAY PRODUCTS, LLC	52.96
GALE0002	Payment	6/14/2024	119899	FRENCH BOOKS ONLINE LLC	1,916.95
GBMA0001	Payment	6/14/2024	119900	GALE GROUP	4,164.78
GOLD0003	Payment	6/14/2024	119901	GB MANCHESTER CORPORATION	299.18
GROO0003	Payment	6/14/2024	119902	CITY OF GOLDENDALE	2,387.49
H2OR0001	Payment	6/14/2024	119903	GRO OUTDOOR LIVING	50.45
HARR0001	Payment	6/14/2024	119904	H2OREGON	1,413.10
HOME0001	Payment	6/14/2024	119905	HARRYS KEY SERVICE, INC.	2,342.68
ICMA0001	Payment	6/14/2024	119906	HOME DEPOT CREDIT SERVICES	7,194.16
INFO0004	Payment	6/14/2024	119907	ICMA RETIREMENT CORPORATION	435.55
INGR0001	Payment	6/14/2024	119908	INFORMATION TODAY INC	17,178.18
KANC0001	Payment	6/14/2024	119909	INGRAM	7,794.00
				KANOPY LLC	

KETE0001	Payment	6/14/2024	119910	KETER ENVIRONMENTAL SERVICES INC	101.63
KLIC0002	Payment	6/14/2024	119911	KLICKITAT COUNTY PUD	1,650.60
LACE0003	Payment	6/14/2024	119912	CITY OF LA CENTER	76.50
LUMM0001	Payment	6/14/2024	119913	LUMMIO, MICHAEL	150.00
METR0011	Payment	6/14/2024	119914	METRO ACCESS CONTROL	146.75
MIDW0002	Payment	6/14/2024	119915	MIDWEST TAPE	12,725.88
MKSO0001	Payment	6/14/2024	119916	MK SOLUTIONS, INC.	94.94
NORT0005	Payment	6/14/2024	119917	NORTHWEST NATURAL GAS COMPANY	2,538.43
OFFI0001	Payment	6/14/2024	119918	OFFICE DEPOT CARD PLAN	1,754.08
OTIS0001	Payment	6/14/2024	119919	OTIS ELEVATOR COMPANY	537.50
OVER0004	Payment	6/14/2024	119920	OVERDRIVE	51,071.95
PAMP0002	Payment	6/14/2024	119921	PAMPLIN PRINTING	4,056.23
REP00001	Payment	6/14/2024	119922	REPUBLIC SERVICES #487	65.14
SIGN0006	Payment	6/14/2024	119923	IMAGES60	21.72
SIMP0001	Payment	6/14/2024	119924	JOHNSON CONTROLS	6,658.96
SMAR0005	Payment	6/14/2024	119925	SMARSH	2.99
STAM0002	Payment	6/14/2024	119926	STAMP-CONNECTION.COM	141.10
STAN0013	Payment	6/14/2024	119927	STANLEY CONVERGENT SECURITY SOLUTIONS, INC	113.58
STEV0001	Payment	6/14/2024	119928	CITY OF STEVENSON	340.58
TDS0001	Payment	6/14/2024	119929	TDS TELECOM	245.49
TECT0001	Payment	6/14/2024	119930	ENAVATE MANAGED SERVICES, INC	488.15
THYS0001	Payment	6/14/2024	119931	THYSSENKRUPP ELEVATOR CORP	14,960.58
TOWN0007	Payment	6/14/2024	119932	THE TOWN OF YACOLT	200.00
TOYO0001	Payment	6/14/2024	119933	VANCOUVER TOYOTA	118.89
UJIN0001	Payment	6/14/2024	119934	ULINE	234.43
UNIQ0002	Payment	6/14/2024	119935	UNIQUE MANAGEMENT SERVICES INC	4,483.95
UNUM0002	Payment	6/14/2024	119936	UNUM LIFE INS CO OF AMERICA	14,081.22
USAM0002	Payment	6/14/2024	119937	USA MECHANICAL	2,062.04
VANC0025	Payment	6/14/2024	119938	CITY OF VANCOUVER- FINANCIAL SERVICES	57.00
VANC0026	Payment	6/14/2024	119939	VANCOUVER FAMILY MAGAZINE	309.00
VERI0002	Payment	6/14/2024	119940	VERIZON	761.54
WALT0001	Payment	6/14/2024	119941	WALTER E NELSON COMPANY	3,187.42
WAST0001	Payment	6/14/2024	119942	WASTE CONNECTIONS INC	644.48
WHIT0001	Payment	6/14/2024	119943	CITY OF WHITE SALMON	182.11
WTCC0001	Payment	6/14/2024	119944	WT COX SUBSCRIPTIONS	278.55
ZIP0001	Payment	6/14/2024	119945	ZIPLY FIBER	239.99
ZZZZ0437	Payment	6/14/2024	119946	CARROLL, JOHN	10.00
ZZZZ0438	Payment	6/14/2024	119947	CARLYLE, MINDY	15.00
ADMI0001	Payment	6/28/2024	119948	PDQ.COM CORPORATION	2,771.85
AFSC0001	Payment	6/28/2024	119949	AFSCME	2,547.92
ALLY0001	Payment	6/28/2024	119950	ALLYNS BUILDING CENTER	280.56
AMAZ0001	Payment	6/28/2024	119951	AMAZON.COM CREDIT	443.48
AMER0017	Payment	6/28/2024	119952	ALA- DUES	2,044.00
ATHL0001	Payment	6/28/2024	119953	THE ATHLETIC MEDIA COMPANY	1,784.12
AVIS0001	Payment	6/28/2024	119954	AVISTA UTILITIES	57.39
BAKE0002	Payment	6/28/2024	119955	BAKER & TAYLOR	15,097.00
CARL0007	Payment	6/28/2024	119956	CARLSON TESTING, INC	1,945.50
CBMS0006	Payment	6/28/2024	119957	CBM SYSTEMS LLC - YAL	640.00
CENT0001	Payment	6/28/2024	119958	CENTER POINT PUBLISHING	426.66
CHIC0004	Payment	6/28/2024	119959	CHICAGO DISTRIBUTION CENTER	121.13

CLAR0004	Payment	6/28/2024	119960	CLARK PUD	3,005.26
CLEA0007	Payment	6/28/2024	119961	CLEAN WORLD MAINT-WS	231.75
CLEA0017	Payment	6/28/2024	119962	CLEAN WORLD MAINT - TC	921.85
COLU0024	Payment	6/28/2024	119963	COLUMBIA LANGUAGE SERVICES	461.44
COMC0003	Payment	6/28/2024	119964	COMCAST BUSINESS	199.84
COWL0001	Payment	6/28/2024	119965	COWLITZ COUNTY PUD	499.80
EMBA0001	Payment	6/28/2024	119966	CENTURYLINK formerly Embark	414.07
ENCV0001	Payment	6/28/2024	119967	ENCYCLOPAEDIA BRITANNICA INC	36,250.00
FIND0001	Payment	6/28/2024	119968	PLAYAWAY PRODUCTS, LLC	2,003.95
FORT0002	Payment	6/28/2024	119969	FVRL FOUNDATION	20.00
FRON0003	Payment	6/28/2024	119970	FRONTLINE TECHNOLOGIES GROUP, LLC	11,159.84
GALE0002	Payment	6/28/2024	119971	GALE GROUP	1,610.60
GBMA0001	Payment	6/28/2024	119972	GB MANCHESTER CORPORATION	1,410.00
GOLD0005	Payment	6/28/2024	119973	GOLDENDALE SENTINEL	352.50
GORD0004	Payment	6/28/2024	119974	GORDON REES SCULLY MANSUKHANI LLP	2,775.30
GRENO002	Payment	6/28/2024	119975	GRENOIN'S FLEET SERVICE	1,564.00
GROV0001	Payment	6/28/2024	119976	GROWER ELECTRIC AND PLUMBING	3.65
GUST0002	Payment	6/28/2024	119977	GREG GUSTAFSON	550.00
HACK0003	Payment	6/28/2024	119978	HACKER	24,423.21
HARP0003	Payment	6/28/2024	119979	HARRIS PLAYGROUND	100.00
ICMA0001	Payment	6/28/2024	119980	ICMA RETIREMENT CORPORATION	6,784.31
INGR0001	Payment	6/28/2024	119981	INGRAM	16,472.30
KAIN0001	Payment	6/28/2024	119982	KAISER FOUNDATION HEALTH PLAN	239,264.34
KINO0001	Payment	6/28/2024	119983	KINOKUNIYA BOOKSTORES OF AMERICA	188.61
KLIC0005	Payment	6/28/2024	119984	KLUCKITAT COUNTY ER&R DEPT.	490.59
LARB0001	Payment	6/28/2024	119985	DEPT OF LABOR AND INDUSTRIES	284.30
LAZE0004	Payment	6/28/2024	119986	GSI MARKETING GROUP	741.84
LING0003	Payment	6/28/2024	119987	LINGUAVA	81.90
LUMM0001	Payment	6/28/2024	119988	LUMMID, MICHAEL	150.00
LYNG0001	Payment	6/28/2024	119989	LYNGSOE SYSTEMS INC.	43,502.83
MIDW0001	Payment	6/28/2024	119990	MIDWEST LIBRARY SERVICE	60.19
MIDW0002	Payment	6/28/2024	119991	MIDWEST TAPE	7,262.46
MOVI0001	Payment	6/28/2024	119992	MOVIE LICENSING USA	646.00
MULT0001	Payment	6/28/2024	119993	MULTI-CULTURAL BOOKS & VIDEOS	298.48
NAPA0001	Payment	6/28/2024	119994	NAPA GENUINE PARTS (CORP)	24.96
NATI0032	Payment	6/28/2024	119995	NATIONWIDE PREMIUM HOLDING	283.62
NEWY0004	Payment	6/28/2024	119996	NEW YORK TIMES	10,446.80
NORT0005	Payment	6/28/2024	119997	NORTHWEST NATURAL GAS COMPANY	24.90
OFFI0001	Payment	6/28/2024	119998	OFFICE DEPOT CARD PLAN	997.68
OTIS0001	Payment	6/28/2024	119999	OTIS ELEVATOR COMPANY	1,655.48
OVER0004	Payment	6/28/2024	120000	OVERDRIVE	49,445.99
PACI0001	Payment	6/28/2024	120001	PACIFIC OFFICE AUTOMATION	1,162.00
PACI0020	Payment	6/28/2024	120002	FREIGHTLINER NW	1,199.40
PANA0001	Payment	6/28/2024	120003	PAN ASIAN PUBLICATION USA INC	872.69
PITTO003	Payment	6/28/2024	120004	PITTOCK MANSION SOCIETY	600.00
QWES0001	Payment	6/28/2024	120005	CENTURY LINK formerly Qwest	1,968.53
REFL0001	Payment	6/28/2024	120006	REFLECTOR	250.00
REPU0001	Payment	6/28/2024	120007	REPUBLIC SERVICES #487	75.26
REXC0001	Payment	6/28/2024	120008	REV.COM, INC	296.76
RITC0001	Payment	6/28/2024	120009	RICHARD RITCHEY	1,675.00

SHOWCASES	192.67
SHUR-WAY BUILDING CENTERS	3,928.67
JOHNSON CONTROLS	3,132.87
STAMP-CONNECTION.COM	55.70
THOMSON REUTERS-WEST PUBLISHING CORP	478.29
VANCOUVER TOYOTA	248.13
TSAI FONG BOOKS, INC	715.74
ULJINE	266.46
USA MECHANICAL	5,204.56
GREATER VANC CHAMBER OF COMM	3,666.00
STERLING VOLUNTEERS	243.00
WALTER E NELSON COMPANY	869.64
WASTE CONNECTIONS INC	4,190.53
WHOMEDIA	800.00
WILCO	2.49
WOLF HAVEN INTERNATIONAL	100.00
WT COX SUBSCRIPTIONS	150.86
WINSLOW, SARAH	33.00
ARMSTRONG, JARED	25.00
Subtotal Warrants	\$ 1,723,628.33

Vendor ID	Document Type	Document Date	Document Number	Amount
ALLEG0011	Payment	6/14/2024	EFT02092	2,829.18
ALLEG0014	Payment	6/14/2024	EFT02093	106.25
CASC0010	Payment	6/14/2024	EFT02094	520.00
CLOU0001	Payment	6/14/2024	EFT02095	262.62
DUNP0001	Payment	6/14/2024	EFT02096	75.00
GELL0003	Payment	6/14/2024	EFT02097	64.99
GETP0001	Payment	6/14/2024	EFT02098	472.32
LEXA0001	Payment	6/14/2024	EFT02099	150.00
MILL0032	Payment	6/14/2024	EFT02100	75.00
MINT0005	Payment	6/14/2024	EFT02101	2.68
NELS0007	Payment	6/14/2024	EFT02102	600.00
NORT0056	Payment	6/14/2024	EFT02103	12,155.00
TDJC0001	Payment	6/14/2024	EFT02104	4,897.86
WEXB0001	Payment	6/14/2024	EFT02105	4,874.61
WILL0031	Payment	6/14/2024	EFT02106	60.30
WPEA0001	Payment	6/14/2024	EFT02107	2,874.62
ALLEG0015	Payment	6/28/2024	EFT02108	75.00
BRAC0001	Payment	6/28/2024	EFT02109	852.98
BROW0008	Payment	6/28/2024	EFT02110	12.73
CLAR0035	Payment	6/28/2024	EFT02111	17.50
CRUZ0009	Payment	6/28/2024	EFT02112	14.74
GETP0001	Payment	6/28/2024	EFT02113	472.32
KATH0001	Payment	6/28/2024	EFT02114	2,754.00
KLEM0001	Payment	6/28/2024	EFT02115	88.50
MART0015	Payment	6/28/2024	EFT02116	24.12
MCCU0001	Payment	6/28/2024	EFT02117	88.50
PADR0001	Payment	6/28/2024	EFT02118	88.50
POLI0002	Payment	6/28/2024	EFT02119	375.00

Vendor Name	Amount
ALLEGIANCE BENEFIT PLAN MGMT - CONTR	2,829.18
ALLEGIANCE BENEFIT PLAN MGMT - FEES	106.25
CANOPY	520.00
66 DEGREES, LLC	262.62
DUNPHY, MIKE	75.00
GELLIS, DAVID	64.99
GET PROGRAM	472.32
REBECCA LEXA	150.00
MILLER, LESLEY	75.00
MINTZ, KATHLEEN	2.68
SARAH NELSEN YOGA THERAPY LLC	600.00
NORTH PACIFIC MANAGEMENT	12,155.00
TERESA D. JOHNSON CPA, INC.	4,897.86
WEX BANK	4,874.61
MARY WILLIAMS	60.30
WPEA	2,874.62
ALLEGIANCE COBRA SERVICES INC	75.00
BRACKETT, LATOYA	852.98
BROWN, GENEVIEVE	12.73
CLARK, DIANE	17.50
CRUZ, BRANDON	14.74
GET PROGRAM	472.32
KATHY'S JANITORIAL - KATHLEEN L. WHITNER	2,754.00
KLEMENT, SEPH	88.50
MARTIN, ELIZABETH	24.12
MCCUISTION, JAMES	88.50
PADRIGO, PETER	88.50
KERRY POLITZER	375.00

ROVE0002	Payment	6/28/2024	EFT02120	ROVING HORSE HENNA,LLC	450.00
SHRE0001	Payment	6/28/2024	EFT02121	SHRED NORTHWEST, LLC	130.44
STRE0002	Payment	6/28/2024	EFT02122	STREHLOW, LEE	18.40
THOM0010	Payment	6/28/2024	EFT02123	UP FOR GRABS, INC	475.00
WEST0004	Payment	6/28/2024	EFT02124	US CENTENNIAL VANCOUVER MALL,LLC	9,732.18
WPEA0001	Payment	6/28/2024	EFT02125	WPEA	2,728.77
WPEA0003	Payment	6/28/2024	EFT02126	WPEA UFCW	2,069.16
Subtotal EFTs					\$ 50,509.27

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
ADP0001	Payment	6/20/2024	00000000000113809	ADP	4,665.79
ENDI0001	Payment	5/24/2024	00000000000113810*	ENDI/GA	8,000.00
KAIS0005	Payment	6/28/2024	00000000000113814*	KAISER HSA	15,886.08
VISA0002	Payment	6/14/2024	00000000000113813*	FNBO Visa	18,040.85
WASH0007	Payment	6/24/2024	0000000000000113811*	WASHINGTON DEPT OF REVENUE	2,937.82
WASH0013	Payment	6/26/2024	00000000000113812*	WASH DEPT OF RETIREMENT SYSTEM	216,565.12
Subtotal (ACH Payments)					\$ 265,846.66

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	ADP-Net Payroll Wages	374,775.96
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	ADP-Federal Payroll Taxes	123,756.57
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	ADP-Oregon Payroll Taxes	2,821.04
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	ADP-PFML Taxes	3,955.23
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	ADP-WA Cares Fund Taxes	2,922.34
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	Other withholdings	399.48
ADP001	Payment	6/10/2024	Payroll Pay Date 6.10.2024	OR Transit Tax	42.09
Subtotal - 1st Pay Period					\$ 508,672.71

ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	ADP-Net Payroll Wages	200,593.61
ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	ADP-Federal Payroll Taxes	57,408.81
ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	ADP-Oregon Payroll Taxes	842.26
ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	ADP-PFML Taxes	1,919.35
ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	ADP-WA Cares Fund Taxes	1,473.79
ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	Other withholdings	360.31
ADP001	Payment	6/24/2024	Payroll Pay Date 6.25.2024	OR Transit Tax	13.21
WPEA Stipend - Pay					\$ 262,611.34

ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	ADP-Net Payroll Wages	358,342.99
ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	ADP-Federal Payroll Taxes	118,172.56
ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	ADP-Oregon Payroll Taxes	2,827.25
ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	ADP-PFML Taxes	3,788.45
ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	ADP-WA Cares Fund Taxes	2,808.44
ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	Other withholdings	308.10
ADP001	Payment	6/25/2024	Payroll Pay Date 6.25.2024	OR Transit Tax	42.38
Subtotal - 2nd Pay Period					\$ 486,298.17

Total Payroll for June **\$ 1,257,574.22**

Total Monthly Payments for Approval **\$ 3,297,558.48**



May & June 2024 Organizational Report:

Battle Ground Community Library

Battle Ground staff hosted a Star Wars/Superhero Trivia Night at Prairie Tavern. They had over 40 people attend, including some kids. The Friends of the Library provided prizes for the evening and the tavern donated two \$20 gift cards.



The Battle Ground staff also hosted a Bridgerton Social complete with about 25 people wearing their Regency-style best!

Summer At Your Library has been extremely successful so far. Battle Ground Library had 962 sign-ups during the month, up 30% from last June. Our busiest day was the 18th with 176 sign-ups. The branch has been brimming with activity and staff have risen to the occasion beautifully. Staff have received several compliments from the community about our programs and diverse book displays.



Creature Teachers was the first big summer program at Battle Ground and 250 people learned about reptiles and amphibians with Shanti. Shanti showed lots of patience with the large, excited group (who were also pretty warm) while providing lots of educational facts.

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Teen Leatherworking was covered in the [Reflector!](#) Seven teens learned from Makenzie of MAK Leather Goods how to stamp designs on vegetable tanned leather. Teens showed impressive artistic skills.



Cascade Park Community Library

LibraryCon was a successful series of events related to comics and graphic novels. There was a nice turn out for the Careers in Comics lecture with Diana Scutz, and Star Wars movie night w/ the 501st legion making a visit.

Cascade Park also hosted a Trashion Show which included a runway for models to share their “trashy” wearable creations.

21,517 patrons visited Cascade Park Library in June.



The worm compost bin program (part of our Conscious Consumption Series) had an amazing turnout. 84 people came to learn about composting and make a worm bin.

108 people registered to attend the Clark County Repair program at Cascade Park.

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Goldendale Community Library

The Centerville K-1 class visited the Goldendale Library as part of their “community field trip” The branch staff have been working closely with the Centerville Schools, finding creative ways to encourage reading and improve literacy in the community.



The Branch Manager attended the first job fair held in the community since the pandemic. She reported that there were well over 30 attendees and just about 20 organizations represented.

The Goldendale High School Jazz Band ended their school year with a concert in our amphitheater. The wind made it challenging, but they still put on a great show.



The Oregon Reptile Man has once again brought a large audience to GD, with almost double the attendance of last year!

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The Klickitat Bookmobile visited the Alder Creek Fair & Rodeo, which saw almost 100 visitors throughout the day!

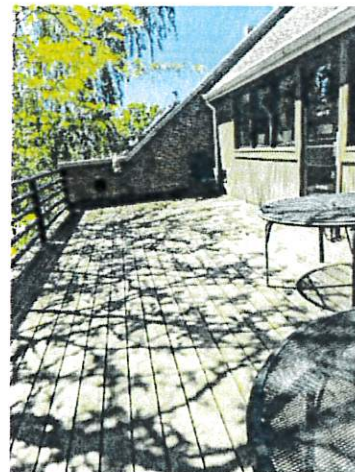
WAGAP (WA Gorge Action Programs) organized a local resource fair and the Bookmobile made good company with the DSHS mobile office and the mobile food bank. We were able to share resources and our summer schedule to many local people, meet a few new people/organizations, and strengthen established partnerships.



In preparation for Community Days and the annual scavenger hunt, we've put our 3D printer to good use creating many miniature jackalopes as part of the community prizes in partnership with the City of Goldendale and Holcomb's Market.



The Goldendale reading deck has received its long-awaited repair, thanks to the facilities team making the trek over a couple of weeks to ensure we will have no more leaks!



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La Center Community Library

Celebrating 20 Years with the District:" La Center Library celebrated its 20th anniversary in conjunction with our Bookmark Contest Celebration. Featured at the celebration were the Vancouver Community Jazz Band, face painting, balloon twister extraordinaire - Joe Mishkin, and Jack the Alpaca. They were fortunate to have our Bookmark Contest Grand Prize winner present, Thatcher. Overall, we had about 200 people join in the fun."



LA Center also hosted a teen/tween crossover Tile Painting program and a Books & Ceramics program, both well attended.

La Center staff visits schools in June, seeing almost 700 students, to promote Summer Reading. Many of the students have come in to sign up for Summer Reading already.

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La Center Library had about 70 attendees despite the rainy afternoon for the summer reading “Wizard of Oz” themed party. There were two craft projects, a tornado bottle science activity, a tornado “I Spy” game, a water relay, a bean bag toss, and Pin the Heart on the Tin Man. Many kids showed up in costume, signed up for Summer Reading, and checked out books.

Ridgefield Community Library

Ridgefield partnered with the local fire department, inviting them to join storytime to introduce the children to these valuable community helpers. The fire trucks were a big hit with kids of all ages.



In addition to fire trucks

Ridgefield staff also arranged for a kayak to be placed in the branch for the children to play with as a way to help promote the upcoming community event known as The Big Paddle, which was the first weekend in June.



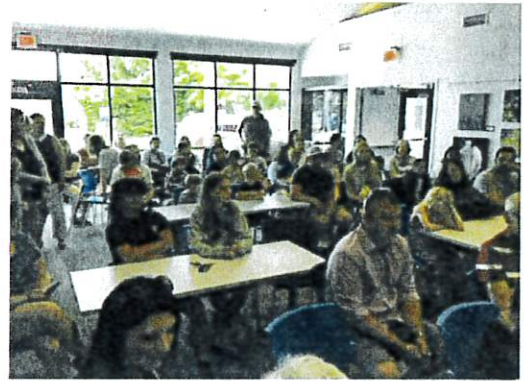
The “First Saturday” in June was busy in Ridgefield with The Farmers’ Market at Davis Park being open for the first time this year. There were enough vendors connected to First Saturday that the city closed Mill Street between the Ridgefield Library and Davis Park. The Friends held their book sale from 9 AM-3 PM. The library offered a kid’s craft activity. Approximately 750 people came into the library that day!

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Ridgefield held their Bookmark Contest Celebration June 8, serving cake provided by the Friends of the Library. The Community Room was packed, and about 450 people visited the library that day. It was exciting to see people come in with bouquets of flowers for their children, grandparents tagging along, and to have lots of photos taken.



Stevenson Community Library

The Stevenson team made many outreach visits connecting with the following partners:

- Health and Wellness Fair at Henkle Middle School in White Salmon.
- Wind River Middle School in Carson, and stocking a Read Return Repeat collection on a shelf in their empty library space.
- Recovery Cafe hosted at the United Methodist church in Stevenson
- Rock Cover Assisted Living to restock their Read Return Repeat collection.

Skamania County Bookmobile began its 2024 summer routes, with the yard game traveling kit at the Rhine Village Apts. in White Salmon, an affordable housing complex. 24 attended and 4 signed up for new library accounts.

The first Summer at Your Library events are off to a promising start. Reptile Man drew 85 patrons the afternoon of June 15, making it the best attended SAYL event since 2019, and about 30% higher attendance than the same presenter last summer.

Staff took the bookmobile to the second annual Skamania Pride event at Teo Park on the Stevenson waterfront the morning of June 15. A couple hundred people attended. It was the first time several community members had been on a bookmobile!

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Three Creeks Community

Everyone loves a live animal program and this past month Three Creeks hosted “Goat Happy Hour” which had no cocktails but did have several goats.

The Homeschool Hangout is always very popular. This month the families learned about outer space while playing with goop and enjoying other activities. The families also got to learn about our upcoming Summer at Your Library, which homeschool families tend to take full advantage of.



Three Creeks hosted a Dia de los Ninos program, partnering with *The Folkloric Ballet of SW Washington*.

Three Creeks staff tabled and handed out free books to the Vancouver School District’s Battle of

the Books event on Saturday, June 1st, 2024. Seven public elementary schools (Eisenhower, Hazel Dell, Lakeshore, Minnehaha, Ogden, Sacajawea, and VITA) participated in the event with 4-person student teams for 28 students. In attendance the event had about 125 people. Staff got opportunities to share information on the upcoming SAYL program and events with the students and their families. Each student got to choose a free book when their team’s battle efforts concluded for the day. All of the students were excited to receive a book.



This summer, we are partnering again with the Vancouver and Clark County parks to hold weekly outreach programs. Staff took FVRL’s Outreach Van to Hockinson Meadow Community Park on Thursday, June 27th. Staff offered a Kaleidoscope Craft Kit, a storywalk, and a nature scavenger hunt featuring the SAYL Bigfoot character. We had

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about 68 participants, some came specifically for this event, others - including a homeschool co-op group - happened to be in the park and stopped by to join in the fun.



Three Creeks staff visited 9 public schools and 1 private preschool over eleven days and reaching approximately 4,149 students. They shared about the SAYL program and upcoming events at the library that will help kids complete the SAYL program. They included information and applications for volunteering to the teen audiences. Kids were most excited about receiving a free book, bubbles, popsicles, and Reptile Man.



Three Creeks had a SAYL Kickoff Bubble Festival at Three Creeks where patrons could participate in STEM activities involving bubbles, eat ice cream, and sign-up for SAYL. We had over 300 attendees.



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Vancouver Community Library

The Vancouver Community Library participated in a Small Business Resource Fair. They were thrilled to share “the success of the Small Business Resource Fair, done in partnership with the City of Vancouver and Fourth Plain Community Commons. The energy in the room was palpable as entrepreneurs accessed crucial resources, expanded their professional networks, and connected with fellow small business owners. This was the first time the fair was held at Fourth Plain Community Commons which provided an opportunity to interact with business owners unfamiliar with FVRLibraries' business resources, many of whom left with library cards.”



Vancouver Community Library is partnering with SHARE to offer free lunches to kids all summer Monday-Friday from 12p-1p. The lunches are served in the Columbia Room where we have music playing and flowers on each table to create a warm and welcoming atmosphere. We served an average of about 50 lunches per day in June.



In June, Youth Services wrapped up their programming break with a final 5 end-of-school-year tours, reaching 201 additional students (after the 13 tours and 461 students in May). We also provided outreach at Roosevelt Elementary, Washington Elementary, and VITA Elementary that reached a further 455 students and family members, plus providing youth-focused outreach to 375 people at the Multicultural Resource Fair and Juneteenth events.

The large display window on C St. featured a dress designed by staff and made of various book titles highlighted during Pride Month.

We have a new staff member at the Vancouver Community Library that speaks Russian, which will be great is serving the customers who speak Russian!

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • fvrl.org

Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washouga, White Salmon Valley, Woodland, Yacolt, Yale



Vancouver Mall Community Library

The Vancouver Mall Community Library was thrilled to be part of "Library Con" on May the Fourth and Free Comic Book Day. The event featured exciting Star Wars cosplay and photo opportunities outside the library, courtesy of the 501st Legion members. Attendees enjoyed engaging in lightsaber crafting, Star Wars coloring, button making, and even a fun game of Star Wars cornhole. It was a day filled with creativity, excitement, and community spirit.



The Vancouver Mall Library kicked off Summer at Your Library with a bang by doing the SAYL kaleidoscope-making program.



The Reptile Man was our first of three large summer presenters in June! Per usual, he was a big success, with bystanders taking up most of the Mall's Center Court to see and interact with his scally friends.



2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • fvrl.org

Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Washougal Community Library

Washougal also got in the Star Wars spirit for May the 4th and Free Comic Book Day with craft activities for patrons of all ages.



Additionally, they had a lively group of tweens at the monthly STEM program building vehicles that were able to self-propel.



Zoe attended multicultural family night put on by the Washougal School District. Zoe connected with Spanish speaking families and provided books in Spanish and information about summer programming and the library. Attendees were excited about getting a book to take home to keep.



Creature Teachers was the first performer of the summer at the Washougal Community Library and it was a hit. Kids and families got to meet and learn about different reptiles.

The Washougal Friends of the Library held their first Bingo fundraiser in June at the Outpost and were able to raise about \$600 in a couple hours. Many new members came out to help on the night as well as secure bingo prizes.



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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



White Salmon Valley Community Library



White Salmon Community Library had the opportunity to participate in a community event on financial literacy, which brought together many community organizations across the county. This event was held in the small community of Klickitat. Next month the Goldendale Community Library will attend the same event when it is hosted in the town of Wishram.

White Salmon staff hosted several **storytimes in the park** as pop-up programs. These are advertised on our local White Salmon Facebook page, and always well attended.

The teen summer kick-off featured **Roving Horse** henna, video and board games, ice cream and lots of fun. It was well attended, and brought in a lot of new middle-schoolers. Staff is hoping to recruit some of these teens to the Teen Council/book group.



June gave White Salmon Valley Community Library a great opportunity to highlight artwork done by the local LBTGQ+ community, working with the Gorge Pride Alliance. They hosted an opening reception, which was attended by about 40 folks.

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • fvrl.org

Library Locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Woodland Community Library

The Woodland Community Library continues to provide outreach and in branch services and programs while they watch the construction of their new library.



They recently attended the Woodland School

District Kinder night, allowing them to meet the incoming kindergarten families and share information with them about ways the library can support their students' needs throughout their school career.



The annual Woodland Planter's Day Festival was rainy this year, but the sky cleared for part of the parade. The library van was in the parade and the Friends of the Library held a book sale, raising over \$1,000. It was wonderful to hear all the shouts of "I love the library!" along the parade route and the exclamations of delight at the bubbles pouring out of our bubble machine attached to the library van.



The Yacolt Express Library

Yacolt staff visit the local Head Start as well as the Yacolt Primary School Kindergarten Open House.





The Yacolt Library welcomed over 2,400 patrons for the month of June and Summer at your Library is in full swing. They have already signed up over 100 patrons, despite having to relocate staff twice due to high temperatures in the building.



On June 29th the library hosted the Creature Teacher event in Central Park. Well over 125 people attended. It was also the kick off of Rendezvous Days for the town of Yacolt so it was a very busy day.

Yale Valley Community Library

Yale celebrated two of the branch bookmark winners during a school visit to the library. They also hosted the Girl Scouts this month, doing a simple stem project as well as a paper flower craft.



Yale Valley welcomed 946 patrons for the month of June and Summer at Your Library 2024 is in full swing. On Thursday June 13th the Friends of the Yale Valley Library hosted an Open House event at the library. It was very well attended by Yale Valley Library District board members and community members. Several great discussions were held and an ice cream social event is in the works for August.

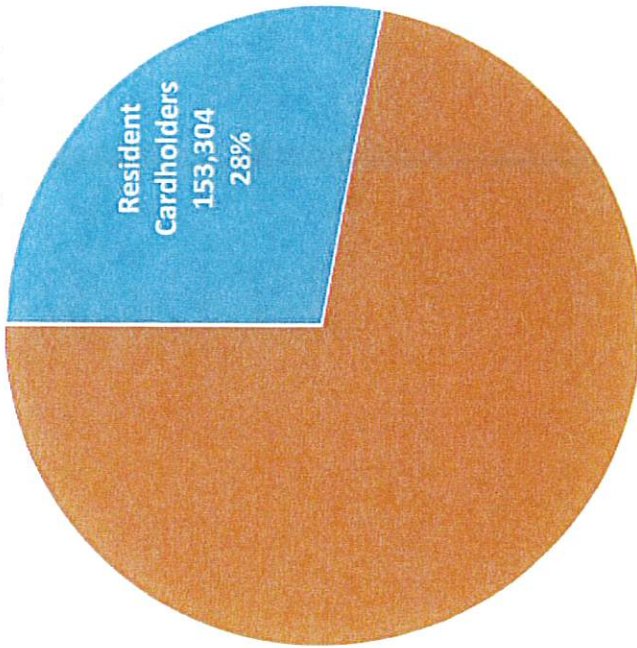
2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • fvrl.org

Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale

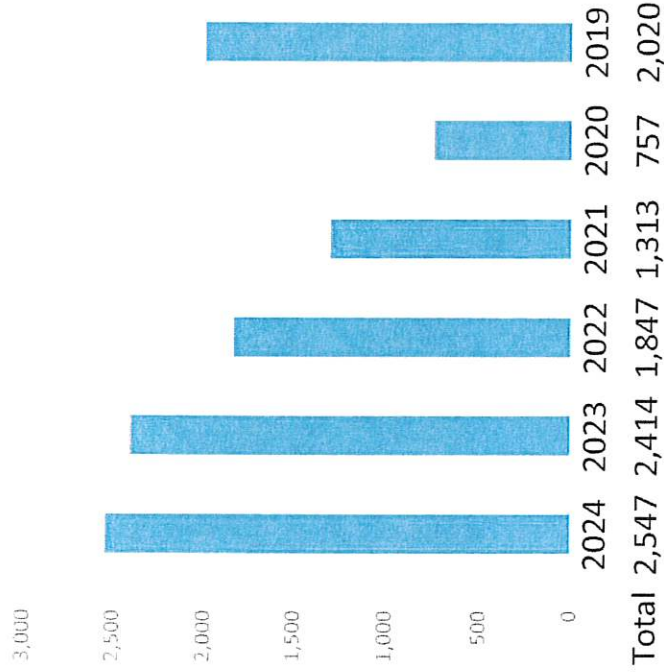
Jun 2024-Cardholders, Programs, and Tech Use

Population Served - 550,655

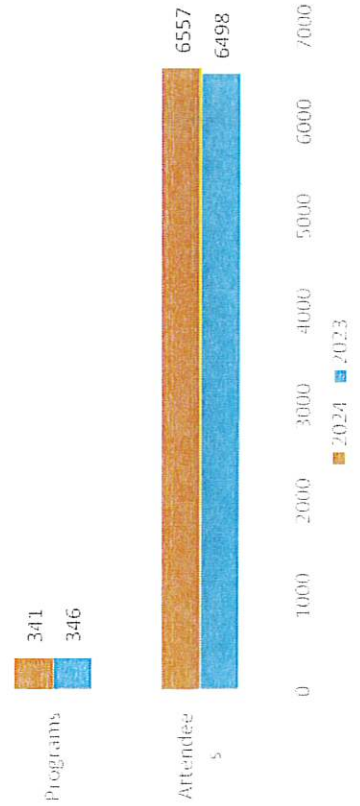
Washington State Office of Financial Management (4/1/2024)



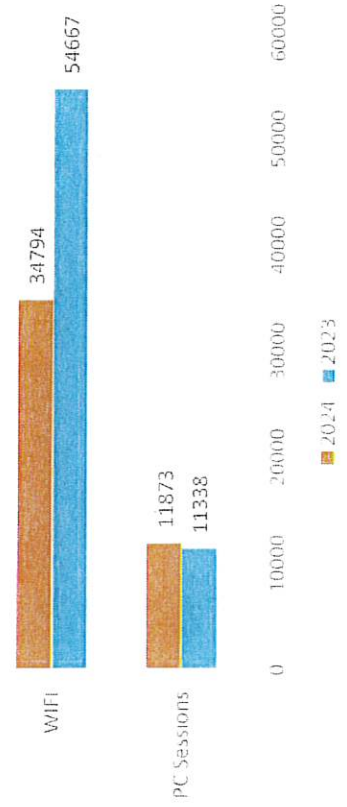
New Accounts Added in June



Programs



Computer and WIFI Use



June 2024 – Total Circulation and Visitors

Location	Jun 2024		Jun 2023		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	38,468	11,070	40,085	10,319	-4.03%	7.28%
Cascade Park	58,020	21,517	64,099	23,294	-9.48%	-7.63%
Goldendale	5,393	3,780	5,933	3,707	-9.10%	1.97%
Klickitat Bookmobile	401	193	452	104	-11.28%	85.58%
La Center	5,625	2,921	5,822	3,125	-3.38%	-6.53%
North Bonneville	266	49	330	75	-19.39%	-34.67%
Ridgefield	10,694	7,563	11,037	7,409	-3.11%	2.08%
Skamania Bookmobile	724	331	821	445	-11.81%	-25.62%
Stevenson	4,011	3,264	3,881	3,522	3.35%	-7.33%
Three Creeks	43,812	12,421	47,307	13,526	-7.39%	-8.17%
Vancouver	60,351	27,412	60,928	26,049	-0.95%	5.23%
Vancouver Mall	9,770	5,769	10,514	5,681	-7.08%	1.55%
Washougal	6,987	4,111	7,983	4,537	-12.48%	-9.39%
Woodland	4,385	2,014	5,050	2,888	-13.17%	-30.26%
White Salmon Valley	8,641	6,715	9,399	6,111	-8.06%	9.88%
Yacolt	4,949	2,541	5,080	2,675	-2.58%	-5.01%
Yale Valley	783	946	984	650	-20.43%	45.54%
Green Mountain	152	No Visitors	168	No Visitors	-9.52%	No Visitors
Books by Mail	976	No Visitors	1,123	No Visitors	-13.09%	No Visitors
Operations Center/ILL	339	No Visitors	457	No Visitors	-25.82%	No Visitors
Location Total	264,747	112,617	281,453	114,117	-5.94%	-1.31%
Digital Collections	182,070		160,244		13.62%	
Grand Total	446,817		441,697		1.16%	

June 2024

TOTAL CIRCULATION

JUN 2023

Physical 281,453

Digital 160,244

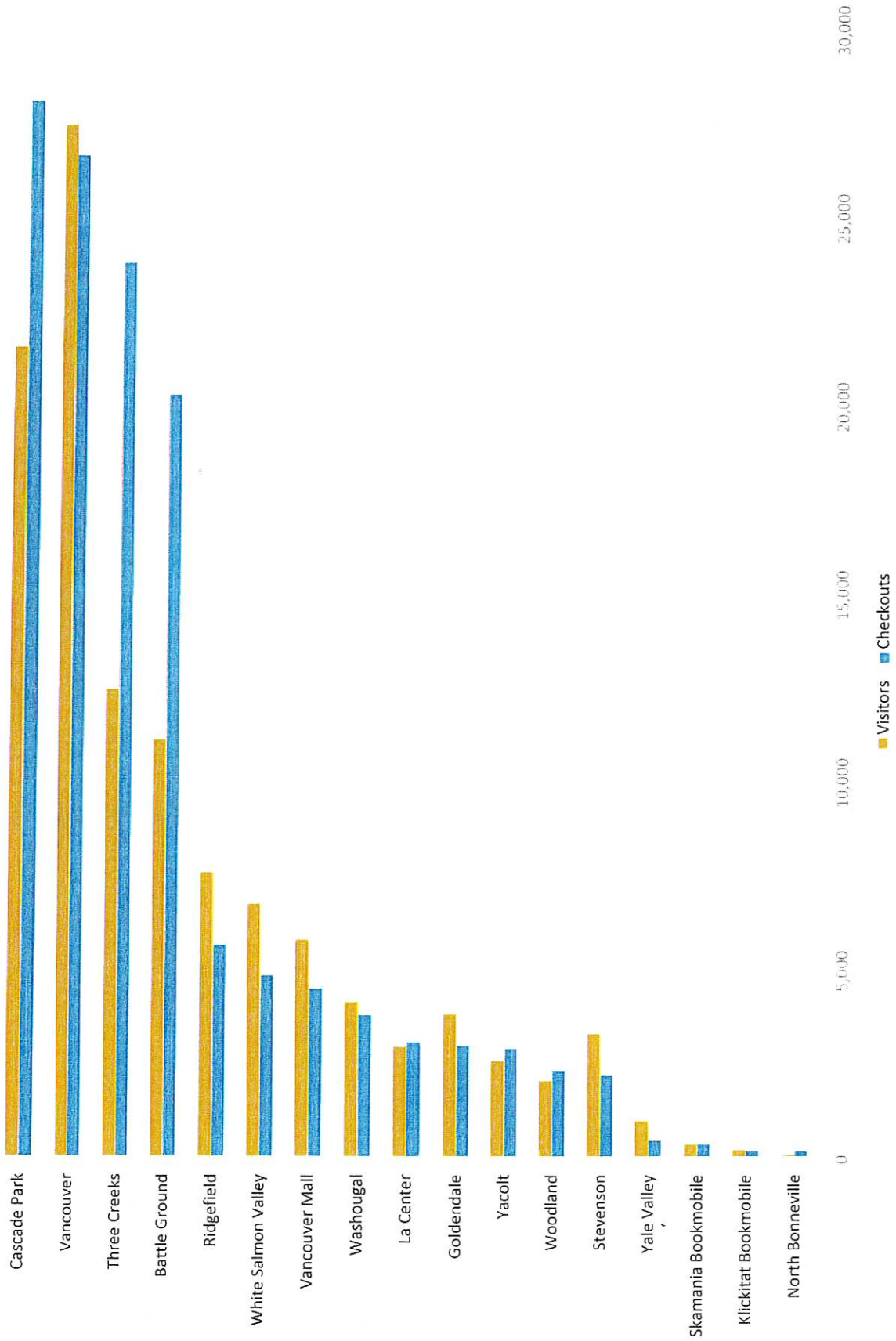
JUN 2024

Physical 264,747

Digital 182,070

June 2024 – Library Activity: Checkouts and Visitors by Library

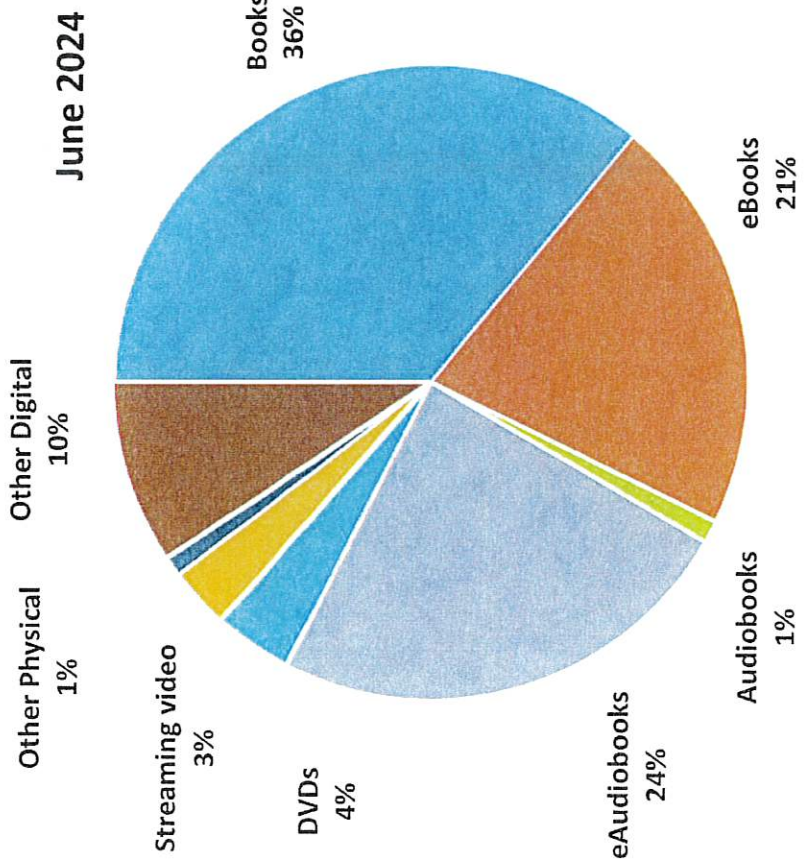
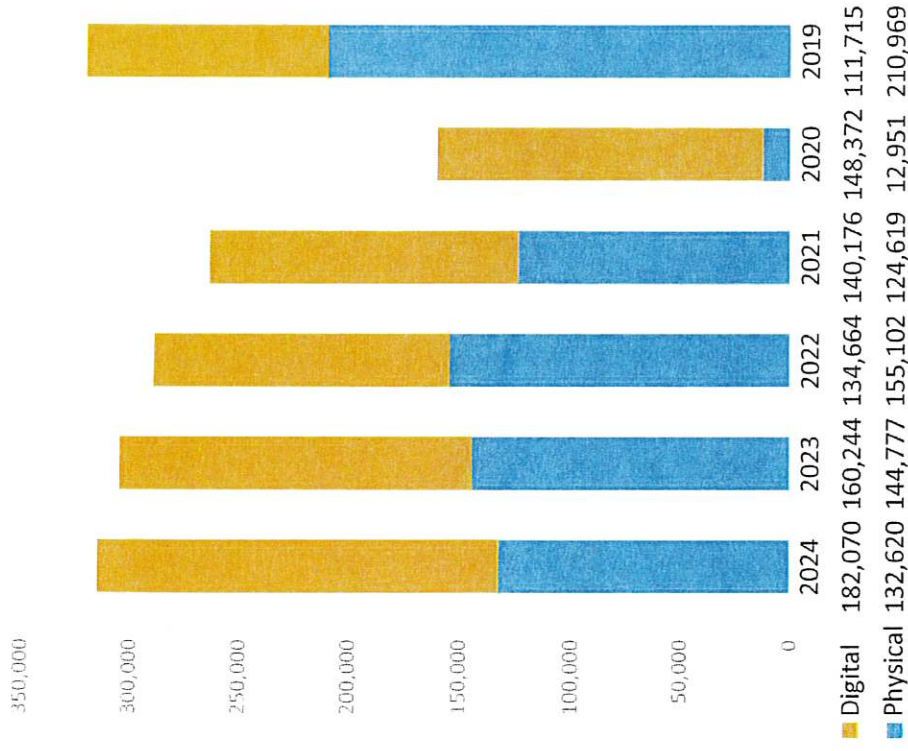
June 2024



Collection Use – June 2024 Checkouts by Item Format

Categories	2024	2023	2022	2021	2020	2019
Books	113,108	122,734	130,759	103,913	9,905	163,180
eBooks	67,106	61,868	53,637	56,594	67,130	46,164
Audiobooks	3,566	4,108	4,930	3,915	501	8,850
eAudiobooks	75,836	65,597	54,195	50,230	46,816	37,761
DVDs	12,678	14,472	15,724	13,199	2,341	32,847
Streaming video	9,725	8,555	8,575	9,492	9,271	4,776
Other Physical	3,268	3,463	3,689	3,592	204	6,092
Other Digital	29,403	24,224	18,257	23,860	25,155	23,014
Totals	314,690	305,021	289,766	264,795	161,323	322,684

Physical & Digital Collection Checkouts 2019-2024



Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items.
 Other Digital includes magazines and streaming music.

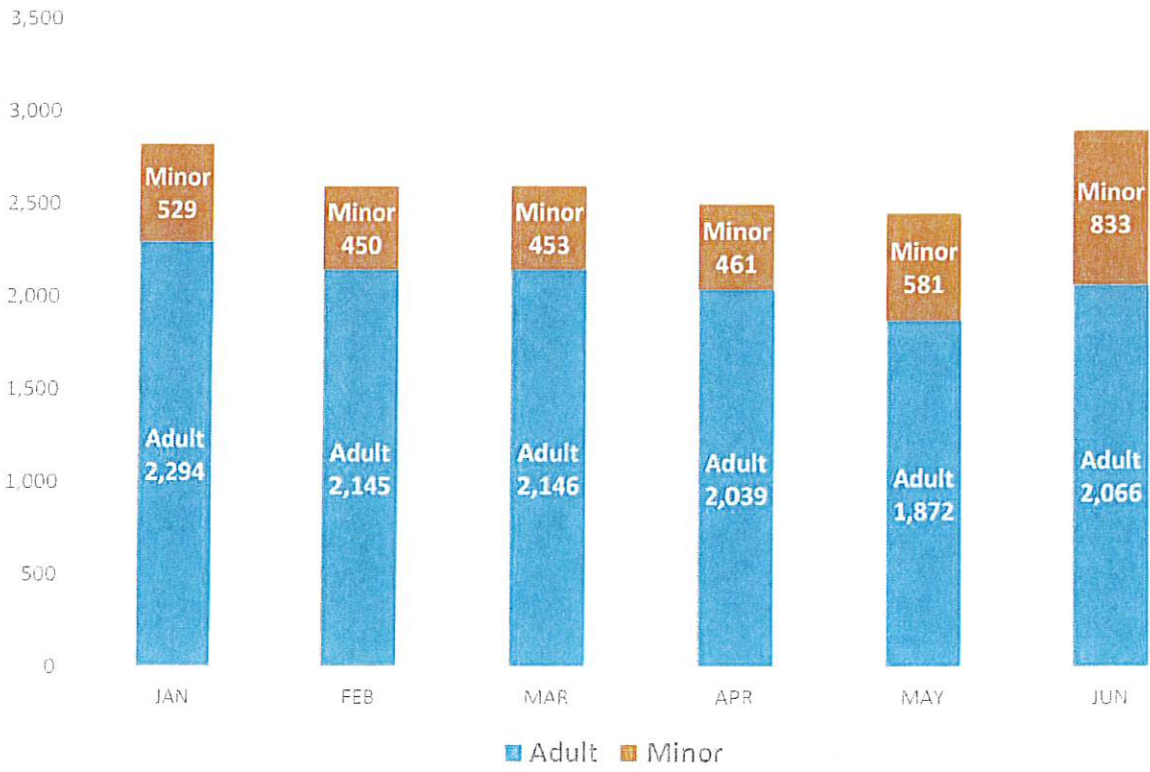
June 2024 – Total Circulation

	Jun 2024			Jun 2023			Change		
	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ
Battle Ground	20,262	18,206	38,468	20,815	19,270	40,085	-2.7%	-5.5%	-4.0%
Klickitat Bookmobile	165	236	401	119	333	452	38.7%	-29.1%	-11.3%
Skamania Bookmobile	350	374	724	498	323	821	-29.7%	15.8%	-11.8%
Cascade Park	28,038	29,982	58,020	32,288	31,811	64,099	-13.2%	-5.7%	-9.5%
Goldendale	2,955	2,438	5,393	3,322	2,611	5,933	-11.0%	-6.6%	-9.1%
Green Mountain		152	152		168	168	0.0%	-9.5%	-9.5%
La Center	3,052	2,573	5,625	3,384	2,438	5,822	-9.8%	5.5%	-3.4%
North Bonneville	153	113	266	166	164	330	-7.8%	-31.1%	-19.4%
Ridgefield	5,632	5,062	10,694	6,137	4,900	11,037	-8.2%	3.3%	-3.1%
Stevenson	2,172	1,839	4,011	2,259	1,622	3,881	-3.9%	13.4%	3.3%
Three Creeks	23,759	20,053	43,812	26,239	21,068	47,307	-9.5%	-4.8%	-7.4%
Vancouver	26,613	33,738	60,351	27,900	33,028	60,928	-4.6%	2.1%	-0.9%
Vancouver Mall	4,470	5,300	9,770	5,286	5,228	10,514	-15.4%	1.4%	-7.1%
Washougal	3,778	3,209	6,987	4,263	3,720	7,983	-11.4%	-13.7%	-12.5%
Woodland	2,305	2,080	4,385	2,795	2,255	5,050	-17.5%	-7.8%	-13.2%
White Salmon Valley	4,820	3,821	8,641	5,258	4,141	9,399	-8.3%	-7.7%	-8.1%
Yacolt	2,876	2,073	4,949	2,823	2,257	5,080	1.9%	-8.2%	-2.6%
Yale	441	342	783	469	515	984	-6.0%	-33.6%	-20.4%
Books by Mail	694	282	976	748	375	1,123	-7.2%	-24.8%	-13.1%
Operations Center/ILL	216	123	339	359	98	457	-39.8%	25.5%	-25.8%
Total - Physical	132,751	131,996	264,747	145,128	136,325	281,453	-8.5%	-3.2%	-5.9%
Digital Collections	182,070	0	182,070	160,244	0	160,244	13.6%		13.6%
Grand Total	314,821	131,996	446,817	305,372	136,325	441,697	3.1%	-3.2%	1.2%

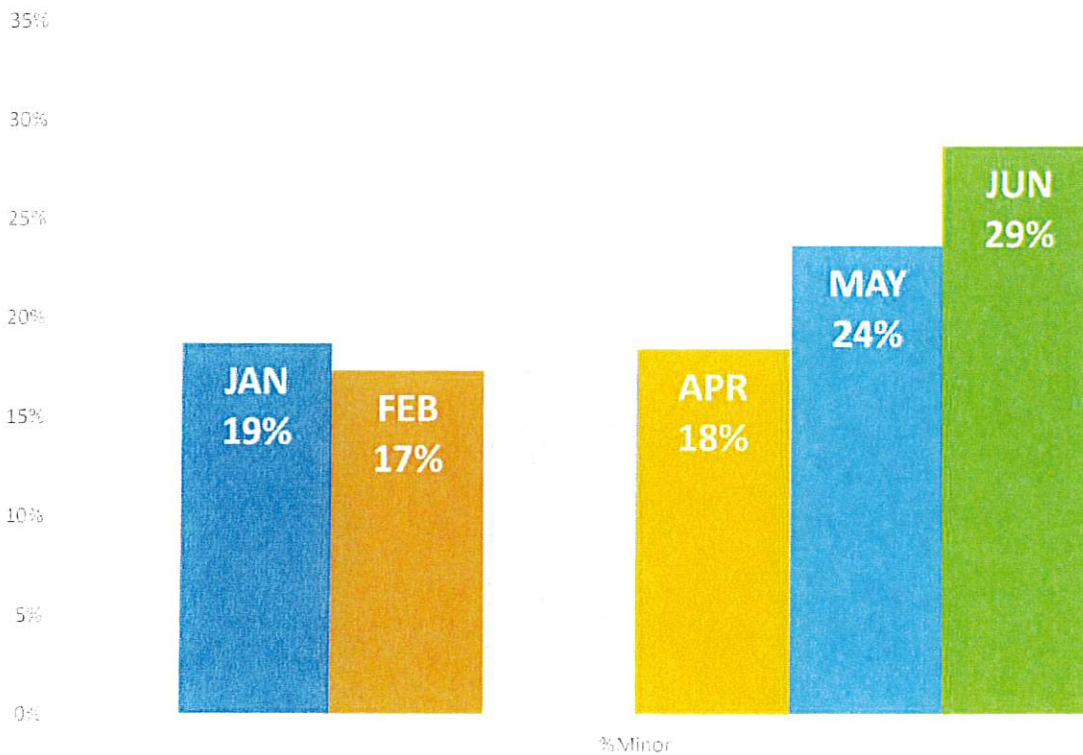
Physical checkouts Physical renewals Digital checkouts



Number of Accounts Added



Percentage Added for Cardholders Under Age 18





Foundation Update



FVRLibraries' 2024 Summer at Your Library is under way!

The program runs from June 15–August 15, 2024. Participants of all ages can track their reading and other activities for a chance to win prizes.

Read, create, explore, and learn all summer long!

Many thanks to our fabulous sponsors for making this program possible.

Great News!

- The Foundation received a check in the amount of \$50,000 from Fibre Federal Credit Union for the new Woodland Community Library's Children's Area.
- Two long-time supporters of FVRL Foundation made unrestricted donations of \$7,896 and \$1,250.
- The Foundation was awarded a \$6,000 grant from Umpqua Bank to be used for the 2024 Summer at Your Library program.
- The Foundation's partnership with ThriftBooks generated \$2,755 in revenue in May from online sales of used books.

Upcoming Events

Thursday, June 27
FVRL Foundation Board Meeting

FVRL Foundation Office
3:00pm-4:00pm

Thursday, July 4
All libraries will be closed in recognition of Independence Day

Monday, July 15
FVRL Trustee Meeting
Hybrid: White Salmon Valley Community Library and Zoom
6:00pm-8:00pm

**Note: FVRL Foundation's July board meeting will be combined with the August board meeting—date to be confirmed*

Saturday, August 10
Washougal Friends Art Sale
Reflection Plaza, 1703 Main St, Washougal
9:00am-3:00pm

Monday, August 19
FVRL Trustee Meeting
Hybrid: Ridgefield Community Library and Zoom
6:00pm-8:00pm

Building Campaigns and Cornerstone Pledges

Washougal has 45 Cornerstones, 2 Stepping Stones, 3 Keystones, 1 Capstone, and 1 naming opportunity.

Woodland has 38 Cornerstones, 5 Stepping Stones, 9 Keystones, 4 Capstones, and 14 naming opportunities.

**Please note: some Cornerstones have graduated to Stepping Stones, which is why some Cornerstone totals have decreased.*

How Board Members Can Help

-Spread the word about the Fred Meyer Rewards program:
fredmeyer.com/li/community/community-rewards

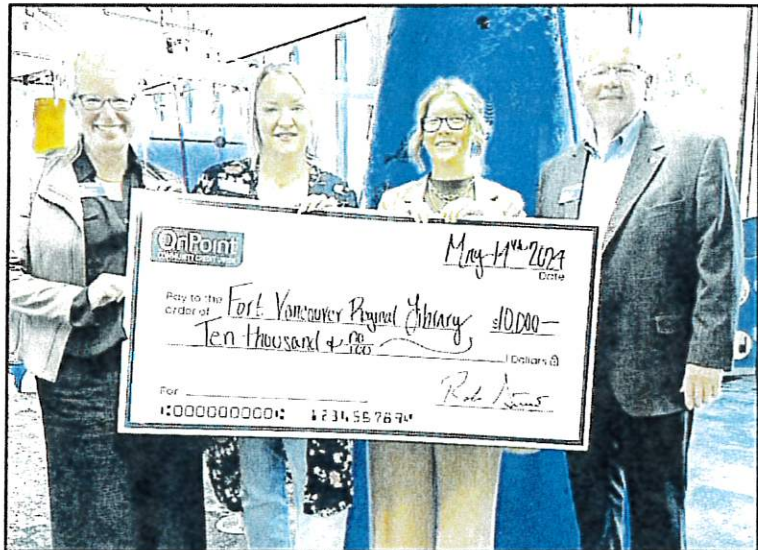
Upcoming Book Sales

Goldendale Friends Book Sale:
Friday and Saturday, July 12 and 13,
Goldendale Community Library
Friday 1:00pm-7:00pm,
Saturday 10:00am-4:00pm

Washougal Friends Book Sale:
Friday and Saturday, July 12 and 13,
The Outpost: 573 30th St, Washougal
Friday and Saturday 9:00am-5:00pm,
\$5 bag sale Saturday 4:00pm-5:00pm

La Center Friends Book Sale:
Saturday and Sunday, July 27 and 28,
La Center Community Library
Saturday 9:00am-4:00pm,
Sunday 10:00am-12:00pm dollar bag sale

FVRL Foundation is honored to have been awarded a \$10,000 grant from OnPoint Community Credit Union in support of FVRLibraries' 2024 Summer at Your Library program! Thank you, OnPoint!



From left: Judy Musa, April Weissert (OnPoint Vancouver Waterfront Branch Operations Supervisor), Amy Reeves (OnPoint SW Washington Area Manager) and Rick Smithrud.

FVRLibraries

**White Salmon Valley
Community Library
July 2024**



"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."

Sidney Sheldon (1917-2007. American writer and producer)

Strengthen our communities through:

Knowledge



Michael Bueg shares information on edible mushrooms in the Gorge

Experience



Teens working in teams in a community building Mario Kart Tournament

Creativity



Branch winners of our 2024 Bookmark Contest

Staff: our greatest asset



Heidi



Sydney



Holly



Audrey



Tricia



Jenni



Kimberly



Randi



FVRLibraries
FORT VANOUVER REGIONAL LIBRARIES

Without FVRLibraries we would be just an empty building

- Graphics and Marketing who help to bring people to our buildings and events.
- Collection and Technical Services provides items for people to read, watch, and listen to.
- Outreach and Community Partnerships who helps us connect with our communities in new ways.
- Facilities who fixes everything, delivers you your holds, and keeps all of our vehicles in good shape.
- Human Resources who keeps our people informed, insured, and inspired.
- Finance who pays our bills and issues our paychecks.



FVRLibraries
FORT VANDOVER REGIONAL LIBRARIES

Special thank you to Lee Strehlow who has helped us in ways too numerous to count.

On behalf of all public service staff (and everyone else, too)

THANK YOU
LEE

YOU MAKE OUR WORLD BRIGHTER



Women Artist of the Gorge II
The White Salmon Valley
Community Library

Friends of the White Salmon Valley
Community Library

The White Salmon Arts Council

Soroptimists International of Mount
Adams

Speakers:
Wood River Historical Museum
The Discovery Center
The Gorge Interpretive Center

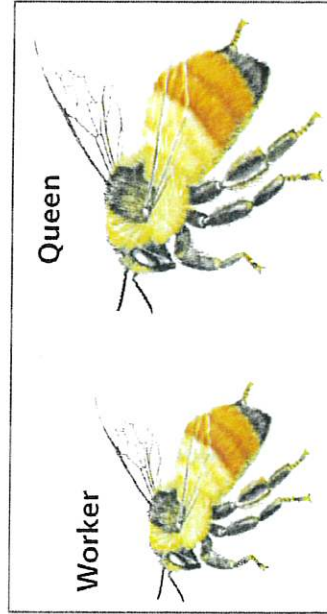
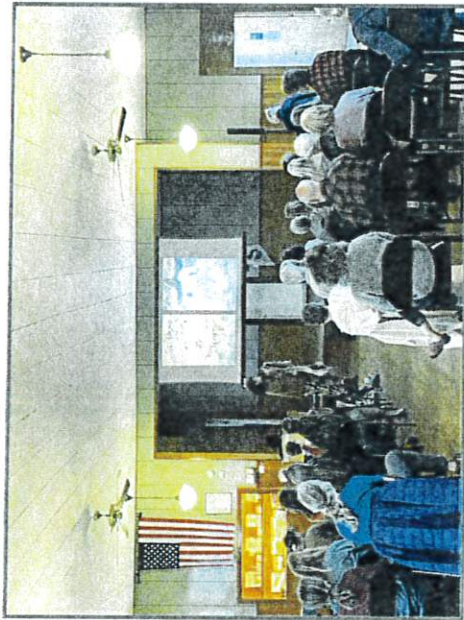


Wild About Nature XI

In partnership with
The Mountview Grange #98



Works of art by
Randye Jensen



Community Reads 2024

Community READS

KOOBDOOGA • A GOOD BOOK spelled backward

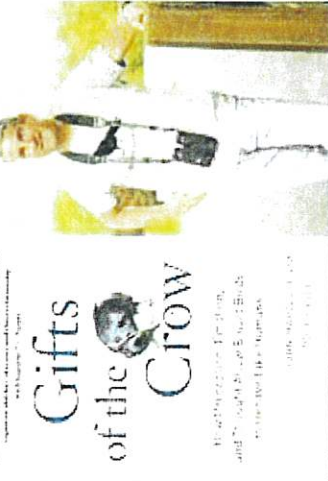
Events in October



FRIENDS
at White Salmon Valley Community Library



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES



Books distribution
May 5 for artists
August 5 for
general public



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

The best Friends
anyone could
have!



Friends of the White Salmon
Valley Community Library

Book Store

Book Sale

Ice Cream Social

Winter Holiday Quilt Reception

Youth Book Discussion support

Children's Halloween Bash

Bookmark Contest

Refreshments for tweens & teens

Community Reads

Wild About Nature

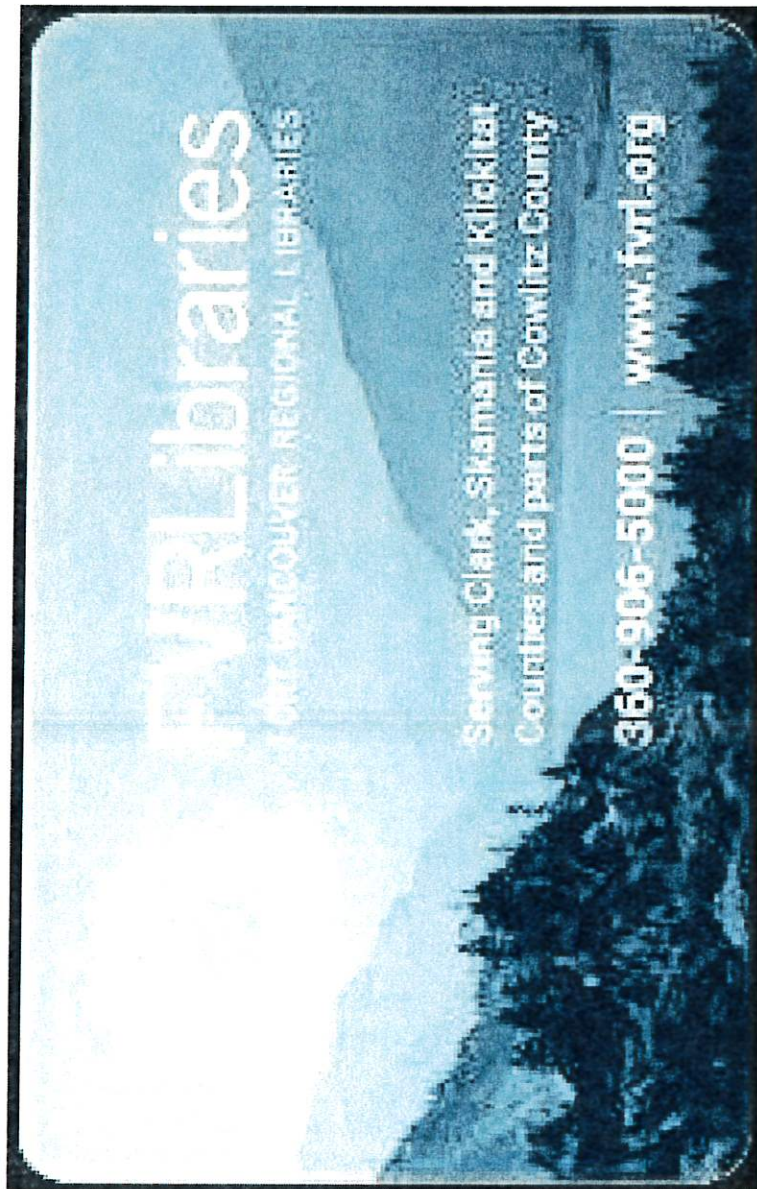
All sorts of other ways



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

"I have found the most valuable thing in my wallet is my library card."

Laura Bush



Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending April 2024 (With year-to-date totals)

December 31, 2023 Ending Cash Balance	19,056,296
Year-to-date Revenue Received	13,168,734
Year-to-date Expenditures	(10,561,523)
Adjustment for accrued expenditures	(251,997)
Cash Balance April 30, 2024	<u>\$ 21,411,510</u>

	Operational Reserves as of January 1, 2024	Net Operational Activity April 2024	Year-to-Date Totals thru April 2024	Operational Reserves as of April 30, 2024
Operational Reserve (Unassigned)	<u>\$ 8,315,870</u>	<u>8,285,173</u>	<u>2,951,065</u>	<u>\$ 11,266,935</u>

Target: Operational Fund > 60 to 90 days of annual operational budget

	Reserves as of April 1, 2024	April 2024 Expenditures	Year-to-Date Totals thru April 2024	Cash Reserves at April 30 2024
Obj 1 - Capital repairs and maintenance	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Obj 2 - Replacement Vehicles	148,380	-	-	148,380
Obj 3 - Capital Projects				
Washougal	4,492,678	-	-	4,492,678
Woodland	4,021,932	(441,382)	(596,851)	3,426,081
Grand Blvd Remodel	-	-	-	-
Brush Prairie	-	-	-	-
Unassigned Capital	677,436	-	-	677,436
Obj 4 - Innovation	400,000	-	-	400,000
Obj 5 - Budget Stabilization Fund	-	-	-	-
Cash Reserve Fund Expense Total	<u>\$ 10,740,426</u>	<u>\$ (441,382)</u>	<u>\$ (596,851)</u>	<u>\$ 10,144,575</u>

	Beginning January 1, 2024	Ending April 30, 2024
Overall Cash Balance	<u>\$ 19,056,296</u>	<u>\$ 21,411,510</u>

Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2024
For the Month Ending April 2024 (With year-to-date totals)

	2024 Budget (Adopted 12/2023)	April 2024 Revenues	Year-to-Date Totals thru April 2024	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,100,000	10,328,470	12,555,370	48.10%
Property Taxes - Skamania	715,000	48,708	80,373	11.24%
Property Taxes - Klickitat	1,360,000	167,750	223,509	16.43%
Property Taxes - Cowlitz	325,000	839	25,901	7.97%
Total Property Taxes	28,500,000	10,545,767	12,885,152	45.21%
Other Taxes				
Other General Tax	25,000	-	20,136	80.55%
Leasehold Excise Tax	95,000	294	32,102	33.79%
Total Other Taxes	120,000	294	52,239	43.53%
Intergovernmental, Grants & Contracts				
Federal In-lieu of Taxes	25,000	-	-	0.00%
State Forest Boards	50,000	219	8,749	17.50%
State Grants	25,000	-	-	-
Yale Valley Library Dist	185,000	-	-	0.00%
Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	285,500	219	8,749	3.06%
Charges for Services				
Equipment Use Fees	40,000	3,632	14,653	36.63%
Non-Resident Borrower Fee	8,000	25	3,744	46.80%
Lost / Damaged Material Fee	32,000	1,794	15,096	47.17%
Total Charges for Services	80,000	5,451	33,493	41.87%
Miscellaneous				
Investment Interest	400,000	49,118	181,033	45.26%
Rental Income	2,000	-	1,650	82.50%
Gifts/Contributions	10,000	-	51	0.51%
Library Friends Groups' Reimbursements	600,000	-	1,525	0.25%
Library Foundation Reimbursements	50,450	-	80	0.16%
Foundation Reimbursements (Grants)	2,449,550	-	-	0.00%
Insurance Reimbursements	2,500	-	-	0.00%
Miscellaneous	2,500	(3)	1,576	63.04%
Private Grants	50,000	-	-	0.00%
Other Miscellaneous - E-Rate	120,000	-	-	0.00%
Sale of Assets	10,000	73	3,188	31.88%
Total Miscellaneous	3,697,000	49,188	189,102	5.12%
Total Operating Revenue	\$ 32,682,500	10,600,918	13,168,734	40.29%
Use of Cash Reserves	\$ 4,000,000	441,382	595,851	14.90%
Total Revenues and Use of Cash Reserves	\$36,682,500	11,042,300	13,764,585	38%

Jan.-Dec. 2024 Fiscal Year

April is the 4th month of the fiscal year.
Year-to-date budget percentages
should be at 33%, representing 4/12
months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2024
For the Month Ended April 2024

	2024 Budget (Adopted 12/2023)	April 2024 Expenditures	Year-to-Date Totals thru April 2024	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 13,323,760	\$ 1,005,404	\$ 4,116,604	30.90%
Benefit - Medical	2,622,000	194,429	790,246	30.14%
Benefit - Dental	249,600	19,681	80,524	32.26%
Benefit - Life, LTD, AD&D	78,750	12,212	49,350	62.67%
Benefit - PERS	1,337,972	92,347	381,394	28.51%
Benefit - FICA	1,019,267	75,285	308,213	30.24%
Benefit - L & I - Workers Compensation	101,000	6,467	24,871	24.43%
Benefit - PFML	29,035	2,126	8,706	29.98%
Unemployment Expense	10,001	-	909	9.09%
Personnel Subtotal:	18,771,375	1,407,952	5,760,616	30.69%
Supplies				
Supplies	458,000	29,086	110,210	24.06%
Small Equipment (FF&E)	250,000	11,737	17,024	6.81%
Technology	462,000	3,156	98,182	21.25%
Professional Collection / Tech	300,000	10,269	118,689	39.56%
Supplies & Small Equipmt/Tech Subtotal:	1,470,000	54,248	344,106	23.41%
Library Books / Materials				
Library Books & Materials	1,823,500	112,020	519,844	28.51%
Electronic Resources	1,896,500	108,540	575,216	30.33%
Library Materials Subtotal:	3,720,000	220,560	1,095,060	29.44%
Other Services / Charges				
Professional Services	2,080,000	130,692	471,956	22.69%
Communications	428,200	42,735	114,991	26.85%
Training / Travel	108,000	6,768	43,320	40.11%
Advertising	30,000	1,351	3,192	10.64%
Rentals / Leases	576,800	39,666	186,128	32.27%
Insurance	255,000	175	23,706	9.30%
Utilities	469,000	30,459	149,057	31.78%
Repairs & Maintenance	887,400	28,555	286,661	32.30%
Misc / Dues / Printing / Other	165,388	17,784	59,020	35.69%
Intergovernmental Services	3,676	133	428	11.64%
Other Charges & Services Subtotal:	5,003,464	298,311	1,338,461	26.75%
Total Operating Expenditures:	28,964,839	1,981,071	8,538,242	29.48%
Capital Outlay:				
Buildings / Non-Owned	250,000	-	11,217	4.49%
Buildings / Owned	1,288,736	4,480	18,936	1.47%
Woodland (Grant Reimbursed)	2,038,525	330,194	1,397,276	68.54%
Yale	40,400	-	-	0.00%
Machinery & Equipment	100,000	-	-	0.00%
Capital Outlay Subtotal:	3,717,661	334,674	1,427,430	38.40%
Reserve Project Expenditures	4,000,000	441,382	595,851	14.90%
Total Capital Outlay:	7,717,661	776,056	2,023,281	26.22%
Grand Total All Expenditures:	\$ 36,682,500	\$ 2,757,127	\$10,561,523	28.79%

Jan.-Dec. 2024 Fiscal Year

April is the 4th month of the fiscal year.
Year-to-date budget percentages
should be at 33%, representing 4/12
months.

Fort Vancouver Regional Library District

Statement of Cash

For the Month Ending May 2024 (With year-to-date totals)

December 31, 2023 Ending Cash Balance	19,056,296
Year-to-date Revenue Received	17,907,544
Year-to-date Expenditures	(13,656,157)
Adjustment for accrued expenditures	(207,401)
Cash Balance May 31, 2024	<u>\$ 23,100,283</u>

	Operational Reserves as of January 1, 2024	Net Operational Activity May 2024	Year-to-Date Totals thru May 2024	Operational Reserves as of May 31, 2024
Operational Reserve (Unassigned)	<u>\$ 8,315,870</u>	<u>2,111,798</u>	<u>5,107,469</u>	<u>\$ 13,423,329</u>
Target: Operational Fund > 60 to 90 days of annual operational budget				

	Reserves as of April 1, 2024	May 2024 Expenditures	Year-to-Date Totals thru May 2024	Cash Reserves at May 31, 2024
Obj 1 - Capital repairs and maintenance	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Obj 2 - Replacement Vehicles	148,380	-	-	148,380
Obj 3 - Capital Projects				
Washougal	4,492,678	-	-	4,492,678
Woodland	4,021,932	(467,621)	(1,063,472)	2,958,460
Grand Blvd Remodel	-	-	-	-
Brush Prairie	-	-	-	-
Unassigned Capital	677,436	-	-	677,436
Obj 4 - Innovation	400,000	-	-	400,000
Obj 5 - Budget Stabilization Fund	-	-	-	-
Cash Reserve Fund Expense Total	<u>\$ 10,740,426</u>	<u>\$ (467,621)</u>	<u>\$ (1,063,472)</u>	<u>\$ 9,676,954</u>

	Beginning January 1, 2024	Ending May 31, 2024
Overall Cash Balance	<u>\$ 19,056,296</u>	<u>\$ 23,100,283</u>

Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2024
For the Month Ending May 2024 (With year-to-date totals)

	2024 Budget (Adopted 12/2023)	May 2024 Revenues	Year-to-Date Totals thru May 2024	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,100,000	1,751,376	14,306,745	54.82%
Property Taxes - Skamania	715,000	288,388	368,760	51.57%
Property Taxes - Klickitat	1,360,000	576,476	799,985	58.82%
Property Taxes - Cowlitz	325,000	127,251	153,152	47.12%
Total Property Taxes	28,500,000	2,743,491	15,628,643	54.84%
Other Taxes				
Other General Tax	25,000	-	19,620	78.48%
Leasehold Excise Tax	95,000	53,220	85,322	89.81%
Total Other Taxes	120,000	53,220	104,942	87.45%
Intergovernmental, Grants & Contracts				
Federal In-lieu of Taxes	25,000	-	517	2.07%
State Forest Boards	50,000	1,688	10,436	20.87%
State Grants	25,000	-	-	-
Yale Valley Library Dist	185,000	-	-	0.00%
Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	285,500	1,688	10,953	3.84%
Charges for Services				
Equipment Use Fees	40,000	4,043	18,695	46.74%
Non-Resident Borrower Fee	8,000	263	4,007	50.08%
Lost / Damaged Material Fee	32,000	2,080	17,176	53.67%
Total Charges for Services	80,000	6,385	39,878	49.85%
Miscellaneous				
Investment Interest	400,000	77,081	258,114	64.53%
Rental Income	2,000	500	2,150	107.50%
Gifts/Contributions	10,000	5	56	0.56%
Library Friends Groups' Reimbursements	600,000	5,384	6,909	1.15%
Library Foundation Reimbursements	50,450	26,685	26,765	53.05%
Foundation Reimbursements (Grants)	2,449,550	1,808,121	1,808,121	73.81%
Insurance Reimbursements	2,500	13,572	13,572	542.89%
Miscellaneous	2,500	2,547	4,123	164.93%
Private Grants	50,000	-	-	0.00%
Other Miscellaneous - E-Rate	120,000	-	-	0.00%
Sale of Assets	10,000	131	3,319	33.19%
Total Miscellaneous	3,697,000	1,934,026	2,123,129	57.43%
Total Operating Revenue	\$ 32,682,500	4,738,810	17,907,544	54.79%
Use of Cash Reserves	\$ 4,000,000	467,621	1,063,472	26.59%
Total Revenues and Use of Cash Reserves	\$36,682,500	5,206,431	18,971,017	52%

Jan.-Dec. 2024 Fiscal Year

May is the 5th month of the fiscal year.
Year-to-date budget percentages
should be at 42%, representing 5/12
months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2024
For the Month Ended May 2024

	2024 Budget (Adopted 12/2023)	May 2024 Expenditures	Year-to-Date Totals thru May 2024	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 13,323,750	\$ 1,017,967	\$ 5,134,570	38.54%
Benefit - Medical	2,622,000	193,789	984,035	37.53%
Benefit - Dental	249,600	19,560	100,084	40.10%
Benefit - Life, LTD, AD&D	78,750	12,224	61,574	78.19%
Benefit - PERS	1,337,972	94,537	476,930	35.57%
Benefit - FICA	1,019,267	76,234	384,447	37.72%
Benefit - L & I - Workers Compensation	101,000	6,766	31,437	31.13%
Benefit - PFML	29,035	2,153	10,858	37.40%
Unemployment Expense	10,001	831	1,740	17.40%
Personnel Subtotal:	18,771,375	1,424,060	7,184,876	38.27%
Supplies				
Supplies	458,000	28,424	138,634	30.27%
Small Equipment (FF&E)	250,000	1,405	18,429	7.37%
Technology	462,000	27,354	125,536	27.17%
Professional Collection / Tech	300,000	9,673	128,363	42.79%
Supplies & Small Equipm/Tech Subtotal:	1,470,000	66,856	410,962	27.96%
Library Books / Materials				
Library Books & Materials	1,823,500	147,576	667,419	36.60%
Electronic Resources	1,896,500	208,969	784,186	41.35%
Library Materials Subtotal:	3,720,000	356,545	1,451,605	39.02%
Other Services / Charges				
Professional Services	2,080,000	102,597	574,553	27.62%
Communications	428,200	25,754	140,745	32.87%
Training / Travel	108,000	15,182	58,482	54.15%
Advertising	30,000	1,756	4,948	16.49%
Rentals / Leases	576,800	48,039	234,167	40.60%
Insurance	255,000	(2,746)	20,961	8.22%
Utilities	469,000	36,320	185,377	39.53%
Repairs & Maintenance	887,400	55,183	341,844	38.52%
Misc / Dues / Printing / Other	165,388	13,718	72,738	43.98%
Intergovernmental Services	3,676	10	438	11.92%
Other Charges & Services Subtotal:	5,003,464	295,793	1,634,254	32.66%
Total Operating Expenditures:	28,964,839	2,143,254	10,681,497	36.88%
Capital Outlay:				
Buildings / Non-Owned	250,000	-	11,217	4.49%
Buildings / Owned	1,288,736	16,137	35,073	2.72%
Woodland (Grant Reimbursed)	2,038,525	467,621	1,864,897	91.48%
Yale	40,400	-	-	0.00%
Machinery & Equipment	100,000	-	-	0.00%
Capital Outlay Subtotal:	3,717,661	483,758	1,911,187	51.41%
Reserve Project Expenditures	4,000,000	467,621	1,063,472	26.59%
Total Capital Outlay:	7,717,661	951,379	2,974,660	38.54%
Grand Total All Expenditures:	\$ 36,682,500	\$ 3,094,633	\$13,656,157	37.23%

Jan.-Dec. 2024 Fiscal Year

May is the 5th month of the fiscal year.
Year-to-date budget percentages
should be at 42%, representing 5/12
months.

**Fort Vancouver Regional Library District
Staff Report 2024-07
2024 Budget Amendment and Cash Reserve Allocation Adjustment**

TO: FVRL Board of Trustees

FROM: Jennifer Giltrop, Executive Director and Catrina Galicz, Finance Director

DATE: 7/15/2024

SUBJECT: 2024 Budget Amendment and Cash Reserve Allocation Adjustment

Summary:

The proposed 2024 FVRL Budget Amendment including details for changes to revenue, expenditures and annual reserves is included herein. This amendment is driven from a few overarching factors such as:

1. The development and adoption of the 2024 budget took place during a FVRL Leadership transition.
2. Increased perspective and analysis on historical revenue trends.
3. Two new Collective Bargaining Agreements approved/implemented in 2024.
4. Woodland Community Library building project budget finalized.

Overall, this adjustment:

- increases revenues by \$268,288 and increases the use of reserves by \$421,932 for a total impact of \$690,220 which is a 1.88% increase over initial budget adoption.
- increases expenses by \$690,220 which is a 1.88% increase over initial budget adoption.

Additional amendment details are found below and correspond to the Amendment Notes referenced on the budget spreadsheets attached.

2024 Revenue Amendment Notes:

Note 1: Property Taxes - Property Taxes were budgeted for 100% collection of the assessment. Historically, FVRL has received slightly less than 100% of assessment. These revenues were adjusted down by \$22,213 to reflect this trend, representing less than a 1% change for this of the revenue category.

Note 2: Other Taxes - A historical trend and YTD analysis indicates that Other Taxes revenue will be received above expectations. These revenues were increased by \$70,000 to reflect trend expectations, and a 58% increase in this revenue category.

Note 3: Intergovernmental, Grants and Contracts - Overall this revenue category has been reduced by 10%, these decreases are from revenue sources/contracts that are not in place for 2024 and/or known changes to existing contracts. Decreases were offset by adding known and unaccounted for revenue sources and adjusting others based on current expectations.

Note 4: Miscellaneous - Overall Miscellaneous Revenues budgeted for in 2024, including the use of reserves, increased by \$671,932.

- The most significant changes here are reclassifying revenues to more accurately reflect the source and purpose of them. Friends and Foundation Reimbursements were lumped together and did not account for some known project reimbursements. These two budgets were split into 2 and 3 categories respectfully and overall increased by \$235,000.
- In addition, actual investment income is trending higher than budget and expected to continue in this trend; however, increased investment interest was offset by other revenue categories budgeted for and not expected to be realized in 2024.
- Additional use of reserves are expected to be \$400k to cover one-time personnel stipend expenses associated with collective bargaining agreements.
- An increase in the use of reserves for capital by \$21,932 was adjusted to properly reflect the amount of Reserves Allocation that was adopted by the Board in April 2024.

Overall, this budget adjustment for revenue results in a change of \$690,220 or 1.88% increase.

2024 Expense Amendment Notes:

Note 5: Personnel - The Personnel budget is increased due to the new collective bargaining agreements with FVRL's labors unions, AFSCME and WPEA. Benefits were adjusted in line with wages, additionally, Life-LTD-AD&D was initially budgeted at about 50% of expected 2024 expense.

Note 6: Supplies - An analysis of supplies realized costs saving opportunities in 2024 from increased knowledge of organizational needs and insight of historic spending. For example, all lines were budgeted in line with 2023 and we were able to significantly reduce FFE where the Operations Center required a significant level of FFE investment in 2023, that is not required for 2024.

Note: 7: Other Services/Charges - Overall we realized savings under Other Services / Charges.

- **7A: Professional Services** - This category was decreased for professional services associated with the Woodland Construction project in 2023 and costs budgeted under capital. This category also increased for known costs associated with accounting services required to fill the staffing gap in Finance from January to April. We also allocated additional funds to perform the Strategic and Facilities Plans. The net result is a reduction of \$480,364 in this line item.
- **7B: Communications** - An in-depth analysis of historical activity as well as expected charges for Communications assisted in an additional \$55k or 13% savings in the communications line for 2024.
- **7C: Repairs & Maintenance** - Repairs and Maintenance increased by \$91k or 10% as a result of necessary technology and building repairs / maintenance not adequately planned / budgeted for and / or in some cases unexpected needs that arose.
- **7D: Misc./Dues/Printing/Other** - An in-depth analysis of historical activity as well as expected charges results an additional \$16k or 10% savings in this budget line for 2024. Most savings were in the printing categories and any increased costs were associated with facilities alarm monitoring / testing.

Note 8: Capital Outlay - Overall Capital outlay budgeted for in 2024, including the use of reserves line item, decreased by \$415k, or 5%. The most significant changes here are reclassifying costs to more accurately reflect what is occurring with the FVRL's capital spending.

- Buildings Non-Owned and Buildings Owned were both decreased after a thorough analysis of facility needs for those respective branch and operations locations.
- Machinery & Equipment was reduced to \$0 after verifying the organization does not have any planned purchases under this budget line.
- Finally, the reserved projects line was zeroed out and allocated funds from the reserved projects line and savings from other lines to three Woodland Project lines to properly reflect spending associations.

Overall, this budget adjustment for expenses results in a change of \$690,220 or 1.88% increase.

2024 Cash Reserve Allocation Amendment Notes:

Note 9: FVRL negotiated two new collective bargaining agreements with the AFSCME and WPEA unions, which has been implemented within the first half of 2024. In order to pay for those agreements, FVRL needs to reduce \$400,000 from one of its allocations in order to cover the one-time personnel stipend expenses estimated at \$400,000. The recommendation is to take the \$400,000 from the Washougal Community Library project. In 2024, FVRL added \$1,500,000 to this project line. Therefore, if \$400,000 is reduced from that project line, the net added for 2024 to the Washougal Community Library project will be \$1,100,000 with a total allocation of \$4,092,678. The Washougal Community Library project total need is estimated at \$1.1 million.

Fort Vancouver Regional Library District

Revenue Budget Amendment 2024 - July 15, 2024

	2024 Budget (Adopted 12/2023)	Budget Changes	2024 Amended Budget	Amendment Note Reference
Property Taxes				
Property Taxes - Clark	26,100,000	(13,050)	26,086,950	
Property Taxes - Skamania	715,000	(358)	714,643	
Property Taxes - Klickitat	1,360,000	(680)	1,359,320	
Property Taxes - Cowlitz	325,000	(8,125)	316,875	
Total Property Taxes	28,500,000	(22,213)	28,477,788	Note 1
Other Taxes				
Other General Tax	25,000	50,000	75,000	
Leasehold Excise Tax	95,000	20,000	115,000	
Total Other Taxes	120,000	70,000	190,000	Note 2
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	25,000	20,000	45,000	
Grants through ESD 112		6,000	6,000	
State Forest Boards	50,000	(10,000)	40,000	
State Grants	25,000	(25,000)	-	
Yale Valley Library Dist	185,000	(20,000)	165,000	
Contracts - Clark County Jail	500	(500)	-	
Total Intergovernmental, Grants & Contracts	285,500	(29,500)	256,000	Note 3
Charges for Services				
Equipment Use Fees	40,000		40,000	
Non-Resident Borrower Fee	8,000		8,000	
Lost / Damaged Material Fee	32,000		32,000	
Total Charges for Services	80,000	-	80,000	
Miscellaneous				
Investment Interest	400,000	75,000	475,000	
Rental Income	2,000		2,000	
Restricted Contribution - BG			-	
Restricted Contribution - GD			-	
Restricted Contribution - WS			-	
Gifts/Contributions	10,000	(10,000)	-	
Library Friends Groups' Reimbursements	600,000	(580,000)	20,000	
Woodland Friends Reimbursements - Project	-	655,000	655,000	
Library Foundation Reimbursements	2,500,000	(2,464,550)	35,450	
Foundation Reimbursements (Grants)	-	2,449,550	2,449,550	
Foundation Reimbursements (Other Project)	-	175,000	175,000	
Insurance Reimbursements	2,500		2,500	
Miscellaneous	2,500		2,500	
Private Grants	50,000	(50,000)	-	
Other Miscellaneous - E-Rate	120,000		120,000	
Sale of Assets	10,000		10,000	
Total Miscellaneous	3,697,000	250,000	3,947,000	Note 4
Total Operating Revenue	32,682,500	268,288	32,950,788	
Use of Reserves to Balance Operating Budget		400,000	400,000	Note 4
Use of Reserves to Balance Capital Budget	4,000,000	21,932	4,021,932	Note 4
Total Revenues and Use of Reserves	36,682,500	690,220	37,372,720	
Change \$			690,220	
Change %			1.88%	

Fort Vancouver Regional Library District

Expense Budget Amendment 2024 - July 15, 2024

	2024 Budget (Adopted 12/2023)	Budget Changes	2024 Amended Budget	Amendment Note Reference
Operating Expenditures:				
Personnel				
Wages	\$ 13,323,750	\$ 1,059,857	\$ 14,383,607	
Benefit - Medical	2,622,000	549,347.00	3,171,347	
Benefit - Dental	249,600	(31,614.00)	217,986	
Benefit - Life, LTD, AD&D	78,750	90,689.00	169,439	
Benefit - PERS	1,337,972	(3,173.00)	1,334,799	
Benefit - FICA	1,019,267	81,079.00	1,100,346	
Benefit - L & I - Workers Compensation	101,000	12,263.00	113,263	
Benefit - PFML	29,035	1,375.00	30,410	
Unemployment Expense	10,001	(1.00)	10,000	
Personnel Subtotal:	18,771,375	1,759,822	20,531,197	Note 5
Supplies				
Supplies + Fuel & Lubricants	458,000	-5,350	452,650	
Small Equipment (FF&E)	250,000	-171,500	78,500	
Technology	462,000	-51,000	411,000	
Professional Collection / Tech	300,000	16,000	316,000	
Supplies & Small Equipmt/Tech Subtotal:	1,470,000	-211,850	1,258,150	Note 6
Library Books / Materials				
Library Books & Materials	1,823,500	0	1,823,500	
Electronic Resources	1,896,500	0	1,896,500	
Library Materials Subtotal:	3,720,000	0	3,720,000	
Other Services / Charges				
Professional Services	2,080,000	-480,364	1,599,636	Note 7: A
Communications	428,200	-55,829	372,371	Note 7: B
Training / Travel	108,000	-1,000	107,000	
Advertising	30,000	-4,000	26,000	
Rentals / Leases	576,800	5,475	582,275	
Insurance	255,000	7,700	262,700	
Utilities	469,000	10,000	479,000	
Repairs & Maintenance	887,400	91,339	978,739	Note 7: C
Misc / Dues / Printing / Other	165,388	-15,963	149,425	Note 7: D
Intergovernmental Services	3,676	0	3,676	
Other Charges & Services Subtotal:	5,003,464	-442,642	4,560,822	
Total Operating Expenditures:	28,964,839	1,105,330	30,070,169	
Capital Outlay:				
Buildings / Non-Owned	250,000	(180,000)	70,000	
Buildings / Owned	3,327,261	(3,167,261)	160,000	
Woodland (FVRL Reserves)		4,021,932	4,021,932	
Woodland (Grant Reimbursed)		2,038,525	2,038,525	
Woodland (Other Reimbursements)		971,694	971,694	
Yale	40,400	-	40,400	
Machinery & Equipment	100,000	(100,000)	-	
Capital Outlay Subtotal:	3,717,661	3,584,890	7,302,551	
Total Reserved Projects	4,000,000	(4,000,000)	-	
Total Capital Outlay:	7,717,661	(415,110)	7,302,551	Note 8
Grand Total All Expenditures:	\$ 36,682,500	\$ 690,220	\$ 37,372,720	
Change \$			\$ 690,220	
Change %			1.88%	

Fort Vancouver Regional Library District
 2024 Cash Reserve Allocations - Approved by Board April 15, 2024
 Budget Adjustment - July 15, 2024

BARS	DESCRIPTION	4/15/2024 CASH RESERVE BALANCES	ADD/(SUBTRACT)	2024 CASH RESERVE ALLOCATIONS	NOTES
572.35	Obj. 1 - Capital Repairs & Maintenance	\$ 1,000,000		\$ 1,000,000	HVAC, Elevator, Roof Repairs, ETC
594.64	Obj. 2 - Replacement Vehicles	\$ 148,380		\$ 148,380	Library Fleet = 22 vehicles w/ avg age 7.9 yrs
594.62	Obj. 3 - Capital Projects				; 2 - 2018 bookmobiles
	Washougal Community Library	\$ 4,492,678	\$ (400,000)	\$ 4,092,678	Est project cost - \$11M
	Woodland Community Library	\$ 4,021,932		\$ 4,021,932	Projected Budget - Completion 2024
	Branch Refresh Projects	\$ 677,436		\$ 677,436	Refresh planning TC; Investigate self-service expansion model NB
572.38	Obj. 4 Technology Replacement & Upgrades	\$ 400,000		\$ 400,000	Planning for IT/Phone System upgrades
	Total Reserve Plan Objectives 1-5	\$ 10,740,426	\$ (400,000)	\$ 10,340,426	Note 9
	Operational Fund > 60 to 90 days of annual operational expenditures (Per Fiscal Mgmt Policy)	\$ 8,315,870	\$ 400,000	\$ 8,715,870	Note 9

Total Reserves & Operational Fund \$ 19,056,296 \$ - \$ 19,056,296

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
2024 Budget and Reserve Allocation Amendment
Resolution 2024-07**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES
AUTHORIZING AN AMENDMENT TO THE 2024 BUDGET and RESERVE ALLOCATION**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held July 15, 2024, attended by a quorum of the Board 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 then attending.

WHEREAS, FVRL's Board of Trustees is responsible for the adoption and management of FVRL's budget and finances per RCW 27.12.210 (4&5), as well as setting reserve allocations per the Fiscal Management Policy, and

WHEREAS, FVRL was in a leadership transition during the 2024 budget process, two collective bargaining agreements have been adopted in 2024, an increased perspective and analysis on historical trends has been completed, and

WHEREAS, FVRL's budget should be updated during the year to reflect any unanticipated revenue and expenses incurred during the year, and

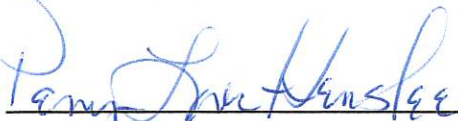
WHEREAS, The FVRL Board approved a 2024 budget of \$36,682,500 will be increased by \$690,220 to an amended 2024 budget total of \$37,372,720

NOW THEREFORE BE IT RESOLVED that Fort Vancouver Regional Library District adopts Resolution 2024-07 approving the amended 2024 budget of \$37,372,720.

Adopted this 15th day of July, 2024.



Kristy Morgan, Chair



Penny Love-Henslee, Vice Chair

Purchase Card Policy

(Includes Attachment A: Purchase Card User Agreement)

Introduction

The Fort Vancouver Regional Library District (FVRL) recognizes that the use of purchase (credit) cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. The Finance Director shall implement and administer the following standards related to the use of purchase cards by FVRL employees.

Washington RCWs [43.09.2855](#) (as used in this section, purchase card means a card or device issued under an arrangement pursuant to which the issuer gives a cardholder the privilege of obtaining credit from the issuer) and [42.24.115](#) allow local governments to provide agency credit cards for staff as long as there is a policy and procedure governing their distribution, limits, usage, payments and any other necessary rules to ensure compliance. FVRL's Executive Director is authorized to adopt any additional rules necessary to implement the provisions of this policy.

The Finance Director is authorized to obtain purchase cards under this policy, which provides for the distribution, authorization, control, purchase limits and payment of bills through the use of the purchase cards by FVRL employees. The Finance Director shall implement accounting controls to promote the proper use of purchase cards and reduce the risk of loss or misuse.

Purchase cards may be used by authorized employees for purchasing goods, services, supplies and other items from vendors; incurring registration, and training or travel expenses in connection with the performance of their duties or on behalf of FVRL (where such expenses have been included and approved in the budget).

1. Issuance, use and control of purchase cards

Purchase cards may be directly issued to those employees who, in the opinion of their Division Director and the Finance Director, have job responsibilities which could be more easily facilitated by the use of a purchase card and the purchase card use would benefit FVRL.

- **Assigned Purchase Cards:** If an employee's name appears on the face of the card, the employee is responsible for all purchases made with the card and the only person authorized to use the card. A purchase card should always be kept in a secure location.
- **FVRL Purchase Cards:** FVRL purchase cards may be provided to branch, department or division employees for purchases or travel when it is advantageous or necessary for FVRL to conduct its business and the employee does not have an assigned purchase card. These cards may be checked out from Accounting a few days prior to need. While the card is in an employee's possession, they are responsible for all purchases made with the card and are the only person authorized to use the card.

Before being issued a FVRL purchase card, each employee will be required to sign a FVRL Purchase Card User Agreement (Attachment A) acknowledging that they have read and

understand this policy, and that they understand violation of the policy will subject them to disciplinary action.

All FVRL purchase card users must follow these general guidelines:

- Purchase only goods and services required to perform job-related tasks
- Keep expenditures within the purchase card's limits
- Don't use the card to purchase items on the exception list
- When possible, obtain pricing and in-stock availability prior to purchase
- Ensure that the vendor immediately authorizes the purchase
- Obtain a detailed copy of the receipt showing the last four digits of the card number
- Retain all receipts, packing lists, emails and other substantiating documentation related to the purchase
- ~~Fill out a Purchase Card Form (Attachment B) with the appropriate account number (if available) and attach all documentation to form~~
- ~~Forward Purchase Card Form and receipts to the Accounting Department~~

All purchase card receipts and other documents identifying purchase card expenditures in detail must be delivered to the Accounting Department within ~~forty-eight (48) hours~~ five (5) business days of the transaction or from the time of return from travel from the date statement details are available to the card user.

Employees involved in any aspect of purchasing are acting as agents of FVRL and have a responsibility to act in the best interest of the organization, which includes not personally favoring a specific vendor at the expense of FVRL.

2. Authorization and Control

The Finance Director or their designee (Purchase Card Administrator) shall create and maintain accounts with the credit issuer or purchase card company. The Purchase Card Administrator shall maintain a ledger of individuals and departments using purchase cards, including the date the card was received, and act as a liaison between the purchase card company and the individual cardholders.

- Purchase card limits shall be set administratively for each card, depending on expected purchases during a typical billing cycle. The Finance Director may approve additional purchase capacity as needed on a temporary or on-going basis.
- Expenses related to authorized travel (hotel, airfare, ground transportation, registration, fees and meals) may be charged to a FVRL purchase card provided the purchases are preapproved by the Executive Director or their designee, and the employee returns from travel with all receipts in accordance with the FVRL Travel and Subsistence Policy and related procedures.
- ~~In some instances, a purchase order may be required for purchases made with a purchase card. If in doubt, check with the Purchase Card Administrator for clarification.~~
- The purchaser is responsible for ensuring receipt of the materials or services ordered and resolving any delivery problems, damaged goods issues, or other discrepancies with the vendor.

- If item(s) purchased with a purchase card need to be returned to a vendor, the purchaser should follow the vendor's return policy and ensure that proper credit is posted for any returned item(s). Failure to provide detailed documentation as required by the policy may result in the purchaser being responsible for the charge.

The Executive Director is authorized to revoke the use of any purchase card issued and immediately require the surrender of a purchase card. Purchase cards must be returned to FVRL immediately upon ending employment.

3. Unauthorized Charges

Any employee using a FVRL purchase card for unauthorized purchases or for personal use may be subject to disciplinary action and shall be billed by FVRL for all such unauthorized charges. Disallowed charges, or charges not properly identified, will be paid by the employee before the purchase card bill is due. If a situation arises where an employee is responsible for charges and the timing of the payment may result in interest and/or late fees, the Finance Director must be informed immediately. Any employee with a demonstrated history of unauthorized charges may be barred from obtaining or using a FVRL purchase card.

The following purchase card uses are NOT allowed:

- Charges made without pre-approval of the purchase card user's direct supervisor, department head, Division Director or Executive Director
- Payment for personal items and services
- Cash advances of any kind including money orders/travelers checks
- Purchase of gift cards or cash cards
- Purchase of alcoholic beverages

If certain charges are disallowed as a result of an internal audit or violation of current FVRL policy, such charges must be repaid. Misuse of a FVRL purchase card may result in disciplinary action up to and including termination and legal action.

Lost or stolen cards

Employees will immediately notify the Purchase Card Administrator, Finance Director or supervisor if their purchase card is lost or stolen as it is imperative that the card be frozen to prevent unauthorized use. If the loss is the result of a robbery, please call the police and file a report. Failure to report a lost or stolen card could result in the employee being held responsible for any unauthorized charges.

Unauthorized charges by a third party

The Purchase Card Administrator will be responsible for tracking expenditures on the cards on a monthly basis and identifying any fraudulent use not detected by the purchase card issuer. Employees may be asked to assist with resolution of unauthorized use.

4. Payment of Bills

Cardholders are required to have all purchase card receipt(s) and other documents identifying the purchase card expenditure(s) in detail, delivered to the Accounting Department within ~~forty-eight (48) hours~~ five (5) business days of the statement activity made available to card users. ~~of the transaction(s) or from the time of return from travel; or at least by the end of the monthly billing cycle, whichever comes first.~~

Attachment A

See Printable PDF link at top of page.

*Board approved:
Original Policy 7/16/2018
Revised XX/XX/2024*

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

PURCHASE CARD USER AGREEMENT

1. I understand the Fort Vancouver Regional Libraries (FVRL) Purchase Card is intended to facilitate the purchase of business-related goods and services for the conduct of FVRL business and is not for personal use.
2. I understand that my card may be revoked at any time based on change of assignment or location and that use of this card is not an entitlement nor reflective of title or position.
3. I understand that if I am issued a card with my name specifically, I am the only person authorized to use the card and I am responsible for all charges made against the card. I also understand that if I use a department card, I am responsible for all charges that are incurred while I possess the card.
4. I understand that improper use of the card can be considered misappropriation of FVRL funds, which may result in disciplinary action, up to and including termination.
5. I understand that I am required to be in compliance with the purchase card policy.
- ~~5.6. I understand I will be required to provide detailed receipts in a timely manner, for reconciling monthly statements and to comply with internal control procedures designed to protect FVRL assets, which may include being asked to produce the purchase card to verify its existence and assist during any internal audit review concerning its use.~~
- ~~6.7.~~ I understand that I am responsible for resolving any discrepancies that may occur by contacting a vendor directly.
- ~~7.8.~~ I will safeguard use of the issued purchase card and use appropriate security whenever I use the card. If my card is lost or stolen, I agree to immediately notify the Purchase Card Administrator and Accounting Department.
- ~~8.9.~~ I understand that the purchase card(s) are property of FVRL and must be surrendered upon termination of employment or demand of surrender by the Finance Director and/or Executive Director. At that point, no further use of the account will be authorized.
- ~~9. I will obtain a Purchase Order prior to using my card when applicable and appropriate.~~

I hereby acknowledge receipt of the purchase card ending in the last 4 digits of _____.

As a Cardholder, I agree to comply with the terms and conditions of this Agreement, including the FVRL Purchase Card Policy. *Your signature below acknowledges that you have read, understand, and agree to abide by the Purchase Card User Agreement.*

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Employee Name: _____

Date: _____

Signature: _____

Department: _____

Fort Vancouver Regional Library District Purchasing and Procurement Policy

PURPOSE

The Fort Vancouver Regional Library District's (FVRL) Purchasing and Procurement Policy serves as a guideline directive for staff when obtaining proposals, bids and quotes for public works projects, purchases of goods, and procurement of professional services. The intent of the policy is to ensure that FVRL is in compliance with applicable procurement laws and public contracts are managed satisfactorily and efficiently, ensuring responsible stewardship of public funds, at the least cost to the public and the greatest value to FVRL.

POLICY STATEMENT

FVRL will use a competitive process to solicit and evaluate proposals, quotes and bids based on relevant procurement laws, when undertaking public works projects as established by the Revised Code of Washington (RCW) and any allowable practices under such statutes. Bidding, contracting, purchasing and procurement procedures and guidelines will be established and maintained by the Executive Director or their designee to assure a competitive, open, fair and compliant process.

PUBLIC WORK PROJECTS

Public work is defined (39.04.010 RCW) as all work, construction, alteration, repairs, or improvements ~~to physical property~~, other than ordinary maintenance, on any public building or property. [39.04.010 RCW]

PREVAILING WAGES

All public work projects require payment of prevailing wages under **39.12 RCW**. Contractors must be told in advance that prevailing wages must be paid to all employees who work on the contract. It is the contractor's responsibility to file a Statement of Intent to Pay Prevailing Wages and applicable affidavits with the Industrial Statistician of the Department of Labor and Industrial Services. It is FVRL's responsibility to ensure compliance, as applicable, before payments are made to contractors.

SMALL WORKS ROSTER

By Resolution ~~2017-2-2024-06~~ of FVRL's Board of Trustees, public works projects of more than \$150,000 and less than \$350,000 may use a Small Works Roster (SWR) process to solicit bids **[39.04.155 RCW]**.

FORMAL BIDDING ADVERTISING REQUIREMENTS

For public works projects that do not use the SWR or cost more than \$350,000, FVRL will publish a notice at least once in a local newspaper and no less than thirteen (13) days prior to the closing of the bid period. If the advertising is for a public works project, it will include notification that the work is subject to prevailing wages laws. **[39.04.010/39.12.010-020 RCW]**

ALTERNATIVE PURCHASING METHODS

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, FVRL may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington state law.

CHANGE ORDERS

A change order is an alteration to a project during construction that is not consistent with the proposal specifications upon which the contract was awarded. Change orders are contractual requirements used to manage new or unforeseen circumstances to a project. In the course of a project, bona fide

emergencies may arise and incidental alterations may well be required. As a general rule, a change order should not be used to remedy defective work or for the loss of a contractor from failure to perform or bankruptcy. A competitive process should be used in such cases.

DAY LABOR

FVRL reserves the right to use library staff as day labor on projects with an estimated cost up to \$450,000 (single craft) or \$65100,000 (multiple craft). [35.23.352 RCW]

EMERGENCIES

Emergency contracts for public works and purchasing is used only to avoid immediate hazard to life, to preserve FVRL's property, or to prevent significant service disruptions per **39.04.280(3) RCW**. In such a situation, the Executive Director or their designee may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of FVRL to address the emergency. If a contract is awarded without competitive requirements due to an emergency, written proof of the existence of an emergency must be provided to the Board of Trustees and entered into the recorded minutes no later than two weeks at the next Board of Trustees meeting following the contract's award.

ON-CALL SERVICES

FVRL uses on-call vendors/contractors to complete non-routine maintenance and small repair projects. Frequently the work includes troubleshooting to determine the proper course of action to resolve a building or equipment failure. Vendors and contractors may be selected from the appropriate SWR and local vendors can be used as needed for emergency situations.

ORDINARY MAINTENANCE

~~Ordinary maintenance is any maintenance that is performed on any public property on a regularly scheduled basis (e.g., daily, weekly, monthly, etc., but not less than once a year), to service, check or replace items that are not broken; or work that is not regularly scheduled but is required to maintain an asset so that repair does not become necessary. [296-127-010(7)(b)(iii) WAC].~~ Ordinary Ordinary maintenance is defined (296-127-010 WAC) as maintenance work performed by the regular employees of the political subdivision of the state. Maintenance is defined as keeping existing facilities in good usable, operational condition. Ordinary maintenance is defined as maintenance work performed by the regular employees of the political subdivision.

Ordinary maintenance is not considered a public work and state law does not require a competitive bidding process. ~~This work may be performed under a maintenance contract or on a case-by-case basis. Maintenance performed by contract and meeting the definition of public work will comply with procurement requirements applicable based on contract amount. FVRL will bid out each contract at no less than every three (3) years to identify potential vendors for all needed categories of maintenance services.~~

PERFORMANCE BONDS, RETAINAGE AND CLOSE OUT

~~One hundred percent performance bonds are required on all public works projects in excess of one hundred fifty thousand dollars (\$150,000). On contracts under one hundred fifty thousand dollars (\$150,000), at the option of the contractor as defined in 39.10.210 RCW, FVRL may retain ten percent (10%) of the contract amount for a period of thirty (30) days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department,~~

~~and the department of labor and industries and settlement of any liens filed under chapter **60.28 RCW**, whichever is later. The recovery of unpaid wages and benefits must be the first priority for any actions filed against retainage held by FVRL.~~

FVRL will require performance bonds and/or withhold retainage on public works projects as follows:

- Performance bonds will be required on all projects at or above \$150,000.
- Retainage in the amount of 5% will be held on all non-maintenance public works contracts.
- If FVRL requires a bid bond, it will be stated in the bid documents.
- FVRL will consider a retainage bond in lieu of withholding of retainage as applicable.

PHASING

FVRL may not break a public works project into separate phases to avoid compliance with procurement laws

~~35.22.620(3)RCW, which prohibits the division of a project into units of work or classes of work to keep costs below the bidding threshold, even though those phases are performed at different intervals of time.~~

RESPONSIBLE BIDDERS – CONTRACT AWARD

~~A responsible or responsive bidder is one who is deemed to be capable of supplying the goods or services requested in a solicitation. Criteria for responsible bidders for public works projects can be found in 39.04.350 RCW and must be adhered to for all public works contracts. A responsible bidder must not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3), certify through a sworn statement or an unsworn declaration under penalty of perjury that they are not a willful violator of labor laws in reference to RCW 49.48.082, and have received training within the past three years provided by the Department of Labor and Industries on the requirements related to public works and prevailing wages, or be exempt from this requirement through prior compliance. [ESSHB 1673]~~

FVRL awards contracts to the lowest bidders deemed both responsive and responsible:

- Responsive – responded to all bid items and included all required elements
- Responsible – one who meets a set of “responsibility criteria” as defined in state law. (39.04.350 RCW). The criteria typically include being properly licensed, registered, and insured.

FVRL will verify that the vendor is eligible to do work in the state of Washington prior to awarding a contract.

ARCHITECTS AND ENGINEERS

Chapter **39.80 RCW** requires that any service that would be provided by a professional, such as a registered architect, engineer, land surveyor or landscape architect must be procured ~~through qualifications~~through qualifications-based selection. Requests for qualifications (RFQ) ask proposers to submit qualifications, if not already on file, for a proposed scope of services in response to FVRL’s specific needs. Qualified consultants may be used by FVRL for additional projects within three (3) years of qualification.

PURCHASES OF SUPPLIES, EQUIPMENT AND SERVICES

FVRL shall purchase and acquire supplies, equipment, and services pursuant to **39.34 RCW**. Purchased goods and services that meet FVRL’s requirements should be sought for competitive prices and exclude sales tax, shipping, and handling fees from total cost when considering bid limits. Competitive pricing is not required for the acquisition of library materials and resources (books, magazines, media, electronic databases, etc.).

PROFESSIONAL SERVICES

This includes professional and/or technical services include expertise provided by a consultant to accomplish a specific study, project, task, or other work statements scope of work, not including professional architecture and engineering services. These services will be competitively solicited through a formal Request for Proposal for projects/services needed by FVRL that are expected to exceed \$75,000. For projects and services over \$10,000 and under \$75,000, FVRL will obtain a minimum of three quotes. In addition, FVRL will ensure professional services using federal funds will meet applicable competitive procurement requirements.

DEFINITIONS – GENERAL PROVISIONS

CONFLICT OF INTEREST

No FVRL Trustee or employee may benefit, directly or indirectly, in whole or in part, from any FVRL contract for goods or services nor accept any compensation, gratuity or gift in connection with such contracts. [42.23.030 RCW]

GOVERNMENT CONTRACTS & PIGGYBACKING

~~FVRL is authorized to purchase equipment, supplies, furnishings, and other property, without advertising, giving notice, or inviting proposals through federal, state or local government contracts to obtain the best price [39.32.070-090 RCW].~~

FVRL is authorized:

- To purchase equipment, supplies, furnishings, and other property through federal government contracts to obtain the best possible price which are exempt from bidding requirements [39.32.070-090 RCW].
- To use contracts offered through Washington State DES, once establishing a Master Use Agreement [39.26.050 and 39.26.060 RCW].
- To rely on the contract award of another government contract, Piggybacking. FVRL will follow piggybacking compliance requirements [39.34 RCW].

These options allow pricing to be extended to FVRL from other governments and may provide other efficiencies. FVRL will ensure compliance with all applicable requirements when utilizing contracts awarded by others.

SALES TAX

Sales tax applies to nearly every sale of tangible personal property and some services. For solicitation purposes, the tax must be included when determining the cost of a public work, or when calculating the cost of materials, supplies, and equipment purchased separately from a public work.

SMALL, MINORITY, WOMEN AND VETERAN OWNED FIRMS

FVRL encourages small, minority, women and veteran owned firms to bid on our public works projects, services and purchases. However, FVRL does not discriminate against or give preferential treatment to any business.

SOLE SOURCE PROVIDERS

Sole source ~~exceptions to procurement~~purchasing is used when, due to unique characteristics of the requested product/service there is only one product or service capable of fulfilling FVRL's requirement and only one vendor that ~~sells~~provides that product or service. Validation of a vendor as a sole source provider and pre-approval by the Executive Director is required prior to any sole source purchase or acceptance of bid.

TRANSPARENCY AND REPORTING

FVRL will maintain and annually produce for the Board of Trustees a list of all public works contracts awarded, ~~following the Records Retention Policy. [39.04.200 RCW]~~

WARRANTIES

FVRL requires warranties on all public works projects and repairs for a minimum of one year. Longer warranties may be negotiated for specific projects.

ADMINISTRATION

The Executive Director or designee 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.

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.

Relevant policies: Fiscal Management Policy, Asset Management Policy

~~**Applicable law:** Chapters 18.27, 39.04, 39.04.010, 39.04.155, 39.04.200, 39.04.280(3), 39.04.350, 39.06.010, 39.08.010, 39.10.210, 39.12, 39.12.010-020, 39.12.065(3), 35.22.620(3), 35.23.352, 39.32.070-080-090, 39.34, 42.17A.155, 42.23.030, 60.28 RCW; 296-127-010(7)(b)(iii) WAC, ESSHB 1673.~~

Approved and adopted by the Board of Trustees: Original Policy 5/15/2017; Revised – 3/19/2018, 5/18/2020, XX/XX/2024

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2024-06

MRSC ROSTERS: SMALL PUBLIC WORKS, CONSULTANT AND VENDOR ROSTERS RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL) ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS to be able to implement a small works roster and process, the FVRL is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS to be able to use Direct Contracting on occasion, FVRL is required to define this process in procedure; and

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

NOW, THEREFORE, FORT VANCOUVER REGIONAL LIBRARY DISTRICT HEREBY RESOLVES AS FOLLOWS:

- Section 1.** Resolution 2024-06 is hereby repealed and replaced with this Resolution.
- Section 2.** **MRSC Rosters.** FVRL hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).
- Section 3.** **Small Works Roster.** FVRL adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152. FVRL will maintain separate procedures and contracting templates for small works roster contracts.
- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.
 - B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with FVRL under selected project types and (work) categories.

- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Small Work Roster contract procurements will be bid electronically through the FVRL's procurement processes, except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))
- F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- G. **Invitations for bid** or direct contracting negotiations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- H. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
- I. Small Works bidding and award information will be entered by FVRL into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- J. Small Works bidding and award data will be part of the FVRL's procurement files and records and all documents will be available for review with the FVRL'S public records officer.
- K. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the FVRL, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
- L. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.
- M. **Direct Contracting.**

FVRL intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding sales tax. FVRL has developed additional policies and procedures to ensure the FVRL uses Direct Contracting with the spirit and intent of the statute

FVRL delegates authority to oversee and manage the use and outcomes of the small works roster to the Finance Director or designee. As the delegated authority, the Small Works Roster Program Manager will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Further, the Small Works Roster Program Manager will be responsible for establishing and implementing FVRL's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the established goals for small business utilization through the Direct Contracting opportunities.

The Small Works Roster Program Manager will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

- Section 4. Consultant Services Roster.** FVRL adopts the use of the MRSC Rosters Consultant Roster (vendor list) to be used for the procurement and award of consultant services.
- A. **Consultant Services.** Consultant services can be "personal services" such as technical expertise, studies, project management, planning, or similar, or "architecture and engineering services" or "professional services" services as defined by chapter 39.80 RCW. For all services, FVRL reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.
 - B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within the FVRL's counties, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))
 - C. **Procuring Consultants.** FVRL adopts the following as policies, procedures or similar when contracting for consultant services:
 - 1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to FVRL and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.

2. Professional Services.

- a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and the details on how the FVRL will determine the most qualified professional (or firm), which will be different depending on FVRL's needs. Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.

3. Electronic Submissions. As required by RCW 39.04.190(2), FVRL established the following procedure for securing written proposals or submittals for consultant services.

- a. Unless otherwise adopted, through establishment of an e-procurement tool, FVRL will use email communications to request and receive submissions.
- b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed, as applicable.
- c. A selection committee will be formed with at least 3 staff members to review and score the submissions. The selection committee will sign statements attesting they have no conflicts of interest in the matter and all proceedings will be confidential until Award.
- d. A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the businesses on the roster list of businesses.
- e. Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest.
- f. **Records.** The original request, responses, scoring, and award documentation will be kept in the FVRL's records and will be available upon request.

4. Award of Consultant Contracts.

There may be two methods for awarding consultant services contracts.

- a. FVRL reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract; or
 - b. If the FVRL Board of Trustees delegates the authority to award contracts to the Executive Director for consulting services costing less than or equal to \$350,000, the Executive Director shall have the authority to award contracts for consulting services without the Board of Trustees approval, provided that the Board of Trustees shall ratify the Executive Director's signature and delegation of authority through FVRL's standard process for such matters. For consulting services anticipated with an anticipated value more than \$350,000, the Board of Trustees shall review, score, and award all contracts for consulting services.
- D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contract awards will be posted to the FVRL's website at least every other month.

Section 5. Vendor Roster. FVRL adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by the FVRL pursuant to RCW 39.04.190.

- A. **Purchase of materials, supplies, or equipment not connected to a public works project.** FVRL is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of FVRL. The FVRL will attempt to obtain the lowest practical price for such goods and services.
- B. **Publication.** At least twice per year, MRSC shall, on behalf of the FVRL, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.
- C. **Electronic Quotations.** FVRL shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - 1. A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.

2. The Executive Director or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment;
 3. The Executive Director or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 4. A written record shall be made by the Executive Director or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- D. **Determining the Lowest Responsible Bidder.** FVRL shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and FVRL may call for new bids.
- E. **Award.** All of the bids or quotations shall be collected by the Finance Director or their designee. The Executive Director, or their designee, shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.
1. The Executive Director, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board of Trustees. The Board of Trustees shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 2. If the Board of Trustees delegates the authority to award bids to the Executive Director of the FVRL for materials, supplies, or equipment costing less than or equal to the policy threshold of the agency, the Executive Director shall have the authority to award public works contracts without Board of Trustee approval, provided that the Board of Trustee shall ratify the Executive Director's approval at the next scheduled Board of Trustee meeting by means of the consent agenda. For materials, supplies or equipment costing more than the policy threshold of the FVRL the Board of Trustees shall award all vendor contracts.
- F. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to the FVRL's website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED this ___ day of _____, 20__

Kristy Morgan, Chair

Penny Love-Henslee, Vice-Chair



Proposed Changes - July 15, 2024
2024 FVRL Regular Board Meeting Dates and Locations

Meetings are generally held at 6:00 pm unless otherwise noted. Questions can be directed to the Executive Director’s office at 360-906-5011

DATE	Location
January 16 (Tuesday) <i>[Cancelled due to Inclement Weather]</i>	Cascade Park
February 20 (Tuesday)	Vancouver
March 18 (Monday)	Three Creeks
April 15 (Monday)	Washougal
May 20 (Monday)	Stevenson
June 17 (Monday) <i>[Cancelled due to lack of quorum]</i>	Goldendale
July 15 (Monday)	White Salmon Valley
August 19 (Monday)	Ridgefield Goldendale
September 21 (Saturday) Board Retreat 9:00 a.m. to 4:00 p.m. Board Meeting 4:00 p.m. to 6:00 p.m.	Battle Ground
October 21 (Monday)	La Center Ridgefield
November 18 (Monday)	Woodland
December 16 (Monday)	Vancouver

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • fvrl.org

Library Locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale

La Center Community Library celebrates 20th anniversary



Visitors at the 20th anniversary celebration of the La Center Community Library feed and hug a "Classy Camelid" during the festivities on Tuesday, May 14.



Amy Johnson designs her own bookmark during the La Center Community Library 20th anniversary celebration on Tuesday, May 14.

CADE BARKER
cadet@thereflector.com

The La Center Community Library celebrated its 20th anniversary last week with the soothing sounds of jazz, laughter, balloons and even an alpaca and other activities on Tuesday, May 14.

The day of celebration meant a lot to branch manager Jurinda Swingruber. She has been a part of the La Center Community Library since its beginning in 2004.

"I was the first person to do storytimes in this building, and I thought it was a gorgeous facility then when they opened it, and I think it still is, and I'm thrilled to be here as the manager," Swingruber said.

The Fort Vancouver Regional Library (FVRL) branch in La Center has served as a public gathering space for the last 20 years. The library routinely holds adult and youth book discussions. A genealogy group and writing group also utilize the space, Swingruber said. She is looking forward to the next 20 years at the La Center library and neighboring communities.

"We have a new branch opening in Woodland this fall, so I think the future of the libraries looks great and I'm very hopeful," Swingruber said.

FVRL Executive Director Jennifer Giltrap is pleased with how libraries have rebounded from the digital age and the pandemic.

"Who knows what another 20 years holds. Twenty years ago, if we reflect on that, we were just starting to really transform libraries in the digital age," Giltrap said. "People thought, 'well, why do we still need libraries?' And today,

libraries are busier than ever. We really are coming out stronger on the other side of the pandemic, and what we're seeing is things that both will continue to be online and digital, but the in-person community focused programs and services are essential."

Giltrap believes there is something for everyone in a library. The La Center location offers computer access, the ability to print, copy, scan and fax documents along with 3D printers and flatbed scanners. They also offer used books for purchase and wheelchair accessibility.

"We learned that people felt very isolated during the pandemic, and where else can you meet your neighbors than at the library," Giltrap said. "There is something for everyone here no matter what age or stage in life."

The La Center Community Library is open from 10 a.m. to 6 p.m., Monday through Saturdays, at 1411 NE Lockwood Creek Road in La Center. Contact the library at 503.906.4760.

Building history

The current library and all the technology installed is the latest in the evolution of the building, which was built over a century ago.

The building, built in 1905, was first located at East Fourth Street and served as a hospital. Margaret Goff Hepola, who was born in the hospital in 1917, had a passion for historical preservation. Jeanne Liston's history project on the La Center Community Library stated, "The building was later utilized as a drug store and an appliance repair shop.

In 1999, Jay Cerveney, Bob Ol-



Jackson Parman cuts out his bookmark prior to having it laminated during the La Center Community Library 20th anniversary celebration on Tuesday, May 14.



The La Center Community Library celebrates its 20th anniversary on Tuesday, May 14 with numerous festivities taking place in and around the facility, built in 1905.

son and Robert Goff purchased the property with the idea to develop it. On occasion, the fire department would use the abandoned building to test smoke equipment. A rumor circulated throughout La Center that the building may be used as a practice burn for the fire department.

the history project stated. Goff Hepola, with her son Robert Goff, combined their respect for history in an effort to save the building. The building

was moved to its present site and restored to be as historically accurate as possible in its new and continuing life as a modern library over the last 20 years.

**ARRR YE
SEEKIN' ADVENTURE?**

It's time to hit the high seas, the open road, or anywhere full of excitement! But you'll be needin' a boat, RV, motorcycle, ATV, or wave runner to get you there.

FVR Libraries Host Teen 5-Minute Film Festival

columbiacommunityconnection.com/the-dalles/9uu2xmyh2ws35snpen5xjrp8qw2twu

June 21, 2024

Jun 21

Columbia Community Connection



White Salmon, WA, June 20, 2024 — Attention teens! Fort Vancouver Regional Libraries (FVLR) are having a festival of teen-created films! Submissions will be accepted June 15 - August 15, 2024. And a film premiere will be held September 20, 2024 at 6 p.m. at Cascade Park Community Library and online.

Who can participate?

- All films must be written, directed, and edited by persons in or entering grades 6–12 AND 19 years of age or younger.
- All films must be teen-produced, and may be either a group project or individual work. However, teens cannot submit multiple entries as writer, director, or editor.
- Adult guidance and instruction are allowed, except in the roles of writing, directing, and editing. However, adults are permitted to act in films.
- All participants and contributors under 18 must have parent/guardian permission.

Requirements for Film Contents:

- Films should be around 3–7 minutes in length, including credits.

- Films must be G- or PG-rated in language and subject matter or they will be disqualified.
- Films will be previewed for content.
- Title pages and credits should be included in each entry but should be no longer than 1 minute of the film's entirety.
- Bloopers are not permitted unless relevant to the film's plot. Filmmakers are solely responsible for their film production.
- Filmmakers are responsible for obtaining permission from copyright and trademark owners for the use of sound or video clips as well as use of trademarked characters. Entries that include these elements without permission will be disqualified.
- Filmmakers must obtain permission to use copyrighted music in their films. Teens can also use their own original music or copyright-free, public domain, trade-friendly or Creative Commons licensed music.

After Submission:

- FVR Libraries is under no obligation to use or exhibit the submitted film(s) in any manner.
- FVR Libraries retains the right to accept or decline any entry, for whatever reason, without notice or explanation.
- Library staff and the teen council will preview the films for content prior to debut at the festival. However, final judging and awards will be up to the audience.

To submit your film visit: <https://www.fvrl.org/teen-film>.

Local Art Chat groups bring artistic community together

thereflector.com/stories/local-art-chat-groups-bring-artistic-community-together,342196

Norman Helgason / norman@thereflector.com

The Reflector



JoyLynn Woodart, a founding member of Art Chat and current member of the Battle Ground Art Associates, shows her acrylic painting progress at Art Chat's June Ridgefield meeting.

Photo by Norman Helgason

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Posted Monday, June 17, 2024 11:33 pm

Norman Helgason / norman@thereflector.com

Clark County's artistic community events took a sharp decline after the COVID-19 pandemic. Art Chat, a show-and-tell gathering, provides the means for artists to connect and show their work once again.

Art Chat meets at 10:30 a.m. to 12:30 p.m. the first Tuesday of every month at the Ridgefield Community Library, 210 N. Main Ave., and from 1 p.m. to 3 p.m. the second Wednesday of every month at the Battle Ground Community Library, 1207 SE Eighth Way.

Art Chat began in Battle Ground in March last year and has since grown from nine members to over 40. Cheryl Herndon, a founding member of Art Chat, pushed to start the program because many local artists did not know where to show their art. The founding members chose Ridgefield and Battle Ground's community libraries to provide a space free for entry.

"We found that a lot of artists were in their homes and did art while COVID was going on, but they quit showing their work and going out in public," Herndon said.

Attendees showcase their current projects following a 20-minute presentation by an invited main speaker, who explains a unique project or art history. At Art Chat's first June meeting in Ridgefield, Herndon showed her great-grandmother's oil paintings, preserved from over a century ago. Her grandmother painted over a cardboard cereal box and framed it in the early 1920s.

Over 20 Art Chat members from across the county showed their work at the meeting. Pieces ranged from paintings, clay art and poetry. Kirt Minnich from Ridgefield showed his mountain-themed clay art piece, which took over a week to mold and dry. He provided the group with advice during his presentation, recommending that clay artists use 'Loctite glue' from Amazon to hold individual clay pieces together after they are dried.

Vickey Schell, one of Art Chat's original members, displayed her basket weaved from beach wood and honeysuckle vines, by passing snacks to guests.

Schell is shy about her work but sees Art Chat as a way to help aspiring artists step into the spotlight.

"The [heart] of Art Chat is networking and getting [artists] out and not being shy about their artwork like me," Schell said.

Art Chat welcomes new members, with no registration or fees required. Water and snacks are provided. Artists from all levels are welcome and encouraged to bring friends.

Newly formed jazz band makes inaugural appearance

[columbian.com/news/2024/jun/29/newly-formed-jazz-band-makes-inaugural-appearance](https://www.columbian.com/news/2024/jun/29/newly-formed-jazz-band-makes-inaugural-appearance)



The Vancouver Community Jazz Band had its first public performance on May 14 at the La Center Library's 20th Anniversary Party.

LA CENTER – The Vancouver Community Jazz Band offered its first public performance May 14 at the La Center Community Library’s 20th Anniversary Party. Started by members of the Vancouver Community Concert Band, the 25-piece ensemble is directed by Neil Huss. The band plays a wide variety of jazz styles, with a multigenerational roster of musicians. The band performed at Arnada Park on June 26.

ADVERTISING

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Leather stamping workshop a smash for local youth

thereflector.com/stories/leather-stamping-workshop-a-smash-for-local-youth,342826

Norman Helgason / norman@thereflector.com

The Reflector



Yacolt business owner MacKenzie Krumhauer's first leatherworking workshop was an engaging experience for teens at the Battle Ground Public Library last week. Krumhauer taught attendees how to carve patterns using metal stamps by encouraging them to make their own designs.

Photo by Norman Helgason



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Posted Monday, July 1, 2024 9:25 am

Norman Helgason / norman@thereflector.com

The Battle Ground Community Library was unusually loud as the sound of hammers echoed throughout the building.

Rather than construction, teens were engaged in the first leatherwork workshop hosted by MAK Leather Goods last week.

Yacolt business owner MacKenzie Krumhauer began the company two years ago. She learned to carve and stamp patterns on leather materials at age 12 from her neighbor and turned it into a career. Krumhauer said she was lucky to receive first-hand experience in leather making and wanted to share her knowledge with those interested.

“A lot of times, especially these days, with especially trades like that, there’s not a lot of opportunity for mentorship in that way. A lot of folks that I know had to teach themselves on YouTube or find the information themselves,” Krumhauer said.

During last week’s workshop, Krumhauer introduced “leather stamping” to teenagers who signed up from across Clark County. The process involves wetting and softening vegetable-tanned leather to imprint designs through metal stamps. The youth were thoroughly engaged in the process, using the opportunity to make special patterns.

Carolyn Curtain, 15, from Battle Ground used a cowhide hammer to stamp a fish pattern onto the material. Curtain found it relaxing to design patterns and may turn it into a hobby.

“If you have a lot of anger issues, it’s nice to hammer them out on the leather,” Curtain laughed. “Just make sure you’re careful.”

Krumhauer said the art of leather making could be a difficult process to begin. Battle Ground fifth grader Sigurd Meuser quickly made a beach pattern using an assortment of metal stamps. Meuser recommends the pattern-making process for those interested.

"It's kind of relaxing. A little bit loud, but it's fun because it really puts your mind to be creative," Meuser said.

Reverie Cruz, a sixth grader from Yacolt, has worked with leather before and wants to turn it into a career. She took a creative approach by combining three separate stamps to create an eye pattern during the workshop. Kids who are interested in drawing or artwork will enjoy the process, Cruz said.

"And I think this would be like another fun way to make art. My friend really likes to draw... so I think she would like this. She could [carve] it on leather and make it last longer," Cruz said.

Krumhauer plans to hosts more leather pattern-making workshops in the future. People can follow makleathergoods.com/events for more information about the workshops.

"I'm hoping I can at least open the door for people. For them to at least have a safe space to feel familiar with some of the tools and techniques, they can take that for themselves and start to discover where their true interests lie," Krumhauer said.

New Woodland Community Library nears completion

[columbian.com/news/2024/jul/09/new-woodland-community-library-nears-completion](https://www.columbian.com/news/2024/jul/09/new-woodland-community-library-nears-completion)

Brianna Murschel

[News](#) / [Clark County News](#)

\$8.6 million facility scheduled to open to public in the fall

4 Photos



The Woodland Community Library nears completion (Photo contributed by FVRLibraries) [Photo Gallery](#)

The new Woodland Community Library is taking shape and is slated to open this fall.

"It's going to be a beautiful setting whether you want to sit outside or inside," FVRLibraries Executive Director Jennifer Giltrop said in a phone interview. "(It's) a place to study, to read, to enjoy neighbors (and) also a place to learn new skills."

The library posted a weekend update to its Facebook page on the construction. The first painting phase is finished inside, parts of the concrete floor are polished and work on the wood-slat ceiling has started. On the outside, the siding is almost complete, the driveway is paved, and the sidewalks and courtyard concrete is poured.

FVRLibraries broke ground in June 2023 on the 7,560-square-foot library at 411 Lakeshore Drive, near downtown Woodland.

The project costs \$8.6 million. Funding came from FVRLibraries, Friends of Woodland Community Library, FVRL Foundation and Friends, Washington State Department of Commerce and Altrusa International.

The current library resides in a 2,300-square-foot home that is 100 years old.

"It's not serving the needs of a 21st century library," Giltrop said. "(The new library) will have many more features, like a community meeting space, separate areas for teens, children and adults, two study rooms, an outdoor courtyard."

Other features will include accessible power and laptop tables with comfortable seating. The Friends Bookstore will offer gently used books and other materials for sale. The main space will have self-checkouts and a copy center. Patrons can use four desktop computers in the technology area. The community room will have local art and a projector and audio and visual system.

Once completed, FVRLibraries will host a grand opening event.

"Everyone from donors to community leaders and the public will be invited to cut the ribbon, and there will be lots of activities for children and families to participate (in)," Giltrop said.

The Woodland Community Library isn't the only project FVRLibraries is focusing on.

Fundraising for a new \$11 million, 13,000-square-foot library in Washougal is underway to replace the current 2,300-square-foot space in the city of Washougal's administrative complex.

"We are about \$6 million short of our target," Giltrop said.

FVRLibraries plans to enhance Washougal's library services by increasing space and investing in projects, such as adding a splash park, dog park and public parking.

The project's next steps include developing a full budget for the project and working out a fundraising plan with the FVRL Foundation and the Friends of Washougal Community Library.