



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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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: 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