



AGENDA FOR LIBRARY BOARD MEETING

DATE: Monday, August 19, 2024 at 6:00 p.m.
LOCATION: In Person: Goldendale Community Library,
 131 West Burgen Street
 Goldendale, WA 98620
 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 July 15, 2024 regular meeting minutes
 - b. Approval of Claims – July 2024
- 6. **Reports**
 - 6.1 FVRL Organizational Report: Alicia Gomori INFORMATION
 - 6.2 FVRL Foundation Update: Rick Smithrud INFORMATION
 - 6.3 Goldendale Community Library Report: Terra McLeod INFORMATION
 - 6.4 Financial Statements – June 2024: Catrina Galicz INFORMATION
- 7. **Business**
 - 7.1 Facilities and Finance Committee
 - a. City of Woodland – Tax Increment Finance Area Proposed INFORMATION
 - 7.2 Policy and Nominating Committee
 - a. Purchase Card Policy (2nd Reading) ACTION
 - b. Purchase Card Policy Attachment A: Purchase Card Agreement INFORMATION
 - c. Purchasing and Procurement Policy (2nd Reading) ACTION
 - d. Resolution 2024-06 MRSC Rosters (2nd Reading) ACTION
 - e. Board Reimbursement Policy (1st Reading) INFORMATION
 - f. Public Records Request Policy (1st Reading) INFORMATION
 - g. Resolution 2024-08 Public Disclosure Indexing (1st Reading) INFORMATION
- 8. **Board Comments**
- 9. **Next Regular Meeting:** Saturday, September 21, 2024 at 4:00 p.m. at the
 Battle Ground Community Library and Zoom
- 10. **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
7/15/2024 – 6:00 PM Regular Meeting
White Salmon Valley Community Library
77 NE Wauna Ave, White Salmon, WA 98672
Sprint/Baker Gallery
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, Mary Ann Duncan-Cole, Mary Williams, Olga Hodges (virtual)

Absent: Marie Coffey, Vikram Kotwani

Present Staff: Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Justin Keeler, Outreach and Community Partnerships Director; Ruth Shafer, Branch Manager; Catrina Galicz, Finance Director; Elizabeth Moss, Branch Manager; John Smetana, IT Specialist; Lynne Caldwell, Collections and Technology Services Director; Dave Josephson, Facilities and Fleet Director; Lee Strehlow, Human Resources Director; Andrea Scherer, Human Resources Manager

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 p.m.
2. **AGENDA APPROVAL** – At 6:01 p.m. Mary Ann Duncan-Cole made a motion to approve the agenda. Penny Love-Henslee seconded. Motion approved with 5 out of 5 votes.
3. **CHAIR ANNOUNCEMENTS** – No Chair Comments.
4. **PUBLIC COMMENTS** – At 6:02 p.m. public comments began with the following speakers:
Jude Jacobs of Vancouver made a public comment about equity and diversity.
Emily Losness of Vancouver made a public comment about equity and diversity.
Quill Onstead of Portland made a public comment about drag queen story hour.
Margo Logan of Portland made a public comment about her book donation. *Admitted Assassin*, by Ricky White.
Gary Wilson of Vancouver made a public comment to thank the board for their service and service to children.
Quinn made a public comment about book banning and censorship.
Janet Holdman of White Salmon made a public comment to thank the board for their service.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:12 p.m. of the recording Mary Ann Duncan-Cole made a motion to approve the Consent Agenda. Penny Love-Henslee seconded. Motion approved with 5 out of 5 votes.
6. **REPORTS**
 - 6.1. **ORGANIZATIONAL REPORT** – At 6:14 p.m. of the recording Jennifer Giltrop highlights:
Administrative Staff Changes: Introduction of Alicia Gomori, new Deputy Director who began on July 1st; Congratulations and recognition to Lee Strehlow, HR Director, who will retire on July 31st after close to 10 years of service with FVRL; Introduction of Andrea Scherer, current FVRL HR Manager and who will be promoted to HR Director starting on August 1st; FVRL continues its recruitment of the Communications and Marketing Director and the Executive Assistant.

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Article in The Columbian on 7/13/24: Thank you to Rachel Reis, Cascade Park Branch Manager, and The Columbian for a great article that provides insight into the many library programs FVRL provides throughout the District.

Summer At Your Library: 8,700 registrations have already been received. The goal is just over 10,000 registrations this summer.

Woodland Library Project: The new library is expected to open in October 2024, and the project is progressing well.

Library Statistics: FVRL continues to see steady growth. The cardholder rate is at 28%; digital circulation continues to outpace our physical circulation. However, we understand the importance of physical collections in our service area, especially in areas that lack internet access. A new statistic has been added regarding cardholders to show new cards added for minors and adults.

6.2 FVRL FOUNDATION REPORT: At 6:25 p.m. of the recording Rick Smithrud, Executive Director of FVRL Foundation, introduced Foundation Board Chair Debbie Jennerjohn and the Foundation's Business Development Officer Judy Musa. The Foundation has been working with the community and fundraising to support the Woodland Library project. Rick highlighted that the District has been reimbursed \$1.8 Million so far from a state construction grant, with the remaining \$641 thousand reimbursement being processed. In addition, the Foundation has received several donations toward the Woodland Library naming opportunities. A recap of the 23/24 fiscal year activities was reviewed, highlighting: the 2023 Authors & Illustrators Dinner with Dave Baldacci; the Foundation became a 4-start charity on charity navigator; the Foundation received a "clean" audit for the 23rd year; in February, the Foundation took the top spot for the most successful "Give Back Day" ever at the Beaches Restaurant give back fundraiser; and in April the fifth Love your Library event benefiting the Woodland Library Project was the most successful one. For Summer at Your Library 2024, the Foundation has received a \$10,000 grant from OnPoint Community Credit Union and a \$6,000 grant from Umpqua Bank, as well as multiple other sponsorships from other partners. Thursday, October 17th at the Vancouver Hilton will be the 2024 Authors and Illustrators dinner featuring NY Times bestselling author Laura Dave.

6.3 BRANCH REPORT: WHITE SALMON VALLEY COMMUNITY LIBRARY – At 6:39 p.m of the recording Ruth Shafer provided an update on library activities at the White Salmon Valley Community Library.

Interim Public Services Director: Jennifer Giltrop thanked Ruth for serving as the Interim Public Services Director for the last year in addition to her Branch Manager duties.

Strengthen our communities through knowledge, experience and creativity: Michael Bueg shares information on edible mushrooms in the Gorge; Teens working in a community building Mario Kart Tournament; Celebration of 2024 Bookmark Contest winner.

Staff: Big shoutout to the staff who stepped up while I was the Interim Public Services; the team respects each other and works hard together for our community.

Operations Center: Recognition of all the support teams do to help us. A special thank you to Lee Strehlow who is retiring and all she has done to help us.

Partners: Women Artist of the Gorge, Friends of the White Salmon Valley Community Library; The White Salmon Arts Council; Soroptimists International of White Salmon; and many others.

Wild About Nature: Partnership with the Mountainview Grange, 70-80 people weekly in April to learn about nature themes.

Community Reads: White Salmon Valley Community Library will have two books this year: *Crow Talk* by Eileen Garvin and *Gifts of the Crow* by John Marzluff and Tony Angell.



Friends of the White Salmon Valley Community Library: They are the best Friends, supporting the library from book sales, ice cream social, youth book discussion support, children's Halloween bash, bookmark contest, community reads, wild about nature series, and all sorts of other ways.

6.4 FINANCIAL STATEMENTS AND HIGHLIGHTS – At 6:48 p.m. of the recording Catrina Galicz highlights the months ending April and May 2024.

April Statement of Cash: Cash balance in April increased \$7.6 million over March, and \$2.3 Million increase over the January cash balance. In April, the Board approved updated Reserve Allocations which are represented here in the beginning balances. The Woodland Project reserve has used just under \$600,000 thru April.

April Statement of Revenue: Taxes represent just over 87% of the revenue budget. April and October are the heavy receipt months for property taxes. Revenues thru April meet or exceed our expectations.

April Statement of Expenses: Operating expenditures are expected to be 33% of budget. The majority of operating expenditures are meeting or exceeding our budget expectations. For Capital Outlay, approximately \$11,000 has been spent on Buildings/Non-Owned; almost \$19,000 spent on Buildings/Owned; and \$1.4 Million spent on the Woodland Library Project from grants, as well as \$600,00 from cash reserves for the Woodland Project.

May Statement of Cash: Cash balance increased \$1.7 million over April, mostly due to the State construction reimbursement grant received for the Woodland Library Project. YTD net increase to cash is about \$4 million, which results in the operating cash fund having just under 5 months of operating cash. The reserve balance as of the end of May for the other funds is just under \$9.7 million.

May Statement of Revenue: YTD received 55% of Property Taxes. Most of the revenues are meeting or exceeding our expectations. Two areas to highlight under Miscellaneous, the Investment Interest is exceeding expectations at almost 65% and under Foundation Reimbursements (Grants) \$1.8 million was received toward the Woodland Project.

May Statement of Expenses: Budget target through May is 42% and all operating expenses categories meet or exceed budget expectations. Personnel is at 38% due to vacancies offset by payouts. Supplies, as well as Library books and materials are under budget, which is a combination of strong budget management and timing impacts. Other Services/Charges has two line items that are slightly above budget including Training/Travel which is due to a timing issue and travel arrangements happening early in the year, and Misc/Dues/Printing/Other is above the target due to annual dues being paid early in the year. The Woodland Library Project is at just under \$3 million paid out to date.

RECEIVE AND FILE APRIL AND MAY 2024 FINANCIAL STATEMENTS – At 7:01 P.M. of the recording Penny Love-Henslee made a motion to approve receiving and filing the April and May financial statements. Mary Ann Duncan-Cole seconded. Motion approved with 5 out of 5 votes.

7 BUSINESS

7.1 FACILITIES AND FINANCE COMMITTEE

- a. **2024 Budget Amendment and Cash Reserve Allocation Adjustment**– At 7:02 p.m. of the recording the proposed budget admendment and cash reserve allocation adjustment was presented by Jennifer Giltrop and Catrina Galicz. The amendment is driven by several factors including: 1. The development and adoption of the 2024 budget took place during the FVRL Leadership transition; 2. Increased perspective and analysis on historical revenue trends; 3. Two new Collective Bargaining Agreements approved/implemented in 2024; and 4. The Woodland Community Library building project budget has been finalized. Overall, the adjustment increases revenues by \$268,288 and increases the use of reserves by

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\$421,932 for a total impact of \$690,220 which is a 1.88% increase over the initial budget adoption. Further details were discussed as presented in the 2024-07 Staff Report.

- b. **2024-07 RESOLUTION Budget Amendment and Cash Reserve Allocation Adjustment:** At 8:22 p.m. Mary Williams made a motion to adopt Resolution 2024-07. Mary Ann Duncan-Cole seconded. Motion approved unanimously with 5 out of 5 votes.

7.2 POLICY AND NOMINATING COMMITTEE

At 7:23 p.m. of the recording Jennifer Giltrop and Catrina Galicz introduced the following policy changes for 1st reading and consideration.

- a. **Purchase Card Policy (1st reading):** Includes changes to address timing of receipts and clean-up of language.
- b. **Purchase Card Policy Attachment A: Purchase Card Agreement (1st reading):** Includes changes to align with the Purchase Card Policy revisions.
- c. **Purchasing and Procurement Policy (1st reading):** Includes changes to ensure compliance with the RCW, Washington Administrative Code, and updating definitions.
- d. **Resolution 2024-06 MRSC Rosters (1st reading):** supports the changes to the Purchasing and Procurement Policy and provides FVRL the ability to use the MRSC rosters for purchasing. This resolution would replace the prior resolution for using MRSC Rosters and be in compliance with current laws.

7.3 Board Meeting Location Change – August 19, 2024 and October 21, 2024

At 7:31 p.m. of the recording, Jennifer Giltrop presented a proposed change of location for Board Meeting on August 19, 2024, changing from Ridgefield to Goldendale due to the meeting cancellation in June that was scheduled at Goldendale. The other change proposed is to move the October 21, 2024 meeting from La Center to Ridgefield. Penny Love-Henslee made a motion to approve the location changes as noted. Mary Ann Duncan-Cole seconded. Motion approved unanimously with 5 out of 5 votes.

8. **EXECUTIVE SESSION – Pursuant to RCW 42.30.110 (litigation)** at 7:33 p.m. of the recording the Board of Trustees go into Executive Session for 15 minutes. At 8:50 p.m. the Board Returns.
9. **BOARD COMMENT** - at 7:50 p.m. of the recording. Kristy Morgan thanked White Salmon Valley Community Library for hosting the meeting, recognized Lee Strehlow, HR Director, for all her efforts including helping the Board with hiring a new Executive Director. Olga Hodges wished fairwell to Lee Strehlow, thanked her for her professionalism, and wished her the best ahead. Penny Love-Henslee thanked Catrina Galicz for all of the work she has done in a short time to updates procedures and policies, and also to David Wyatt at the Stevenson Library for assisting me for meeting support and to Justin Keeler for the ride up here.
10. **NEXT REGULAR MEETING:** Monday, August 19, 2024 at 6 p.m. at the Goldendale Community Library. It will be a hybrid (in-person/online) meeting.
11. **ADJOURNMENT** – At 7:53 p.m. moved by Mary Williams and seconded by Mary Ann Duncan-Cole. Motion to adjourn.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

August 19, 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, August 19, 2024 The Board of Directors, by a vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued

<u>July 1, 2024</u>	through	<u>July 31, 2024</u>	
Accounts Payable Warrants Issued	Numbers	<u>120029</u> Through <u>120195</u>	<u>\$ 1,836,981.92</u>
Accounts Payable EFT Payments		<u>EFT02127</u> Through <u>EFT02180</u>	<u>\$ 64,247.59</u>
Accounts Payable Voids	Numbers	<u>EFT02161</u>	<u>\$ (500.00)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids			<u>\$ 1,900,729.51</u>
Payroll Electronic Fund Transfers	Numbers	<u>20240710</u> Through <u>20240725</u>	<u>\$ 991,167.73</u>
Other Electronic Fund Transfers (Manual Payments) Completed			
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>	
ADP Payroll Fees	7/26/2024	\$ 4,888.43	
WA L&J Quarterly	7/31/2024	\$ 31,035.94	
Kaiser HSA	7/30/2024	\$ 16,154.00	
Kaiser HSA Fees	7/30/2024	\$ 58.50	
FNBO Visa	7/17/2024	\$ 28,153.31	
WA DOR Sales/Use Tax	7/25/2024	\$ 1,205.67	
WA DRS - DCP	7/10/2024	\$ 4,929.68	
WA DRS - DCP	7/25/2024	\$ 4,971.82	
WA DRS - PERS	7/11/2024	\$ 79,890.55	
WA DRS - PERS	7/26/2024	\$ 82,675.88	
			<u>\$ 253,963.78</u>
Total Transactions for Approval			<u>\$ 3,145,861.02</u>

DISTRICT LIBRARY - EXECUTIVE DIRECTOR

DISTRICT LIBRARY - BOARD PRESIDENT

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLY0001	Payment	7/12/2024	120029	ALLVNS BUILDING CENTER	39.61
ALTA0003	Payment	7/12/2024	120030	ALTA LANGUAGE TESTING	154.00
AT&T0001	Payment	7/12/2024	120031	AT & T	390.61
AVIS0001	Payment	7/12/2024	120032	AVISTA UTILITIES	57.39
BAKE0002	Payment	7/12/2024	120033	BAKER & TAYLOR	13,655.44
BATT0001	Payment	7/12/2024	120034	CITY OF BATTLE GROUND	709.69
BREM0001	Payment	7/12/2024	120035	BREMIK CONSTRUCTION INC	729,337.74
CARP0002	Payment	7/12/2024	120036	CARPENTER MEDIA GROUP OREGON	2,429.94
CBMS0001	Payment	7/12/2024	120037	CBM SYSTEMS LLC - LC	399.11
CBMS0002	Payment	7/12/2024	120038	CBM SYSTEMS LLC - RI	1,896.17
CBMS0003	Payment	7/12/2024	120039	CBM SYSTEMS LLC - ST	1,072.14
CBMS0004	Payment	7/12/2024	120040	CBM SYSTEMS LLC - VM	1,387.14
CBMS0005	Payment	7/12/2024	120041	CBM SYSTEMS LLC - YAC	462.63
CBMS0006	Payment	7/12/2024	120042	CBM SYSTEMS LLC - YAL	628.75
CITG0002	Payment	7/12/2024	120043	CIT GROUP- DW LEASE	17,421.45
CLAR0004	Payment	7/12/2024	120044	CLARK PUD	11,748.56
CLAR0026	Payment	7/12/2024	120045	CLARK REG WASTEWTR	98.26
CLEA0018	Payment	7/12/2024	120046	CLEAN WORLD MAINT - VA	1,442.00
CODE0002	Payment	7/12/2024	120047	CODE 3 TRAINING	1,725.00
COLU0003	Payment	7/12/2024	120048	COLUMBIA RESOURCE COMPANY	21.33
COLU0005	Payment	7/12/2024	120049	COLUMBIAN	1,080.00
COLU0024	Payment	7/12/2024	120050	COLUMBIA LANGUAGE SERVICES	907.72
COLU0032	Payment	7/12/2024	120051	COLUMBIA RIVER DISPOSAL	86.62
DELL0001	Payment	7/12/2024	120052	DELL MARKETING LP	14,565.33
ECOL0001	Payment	7/12/2024	120053	ECOLOGHS NORTHWEST, LLC	152.50
EMBA0001	Payment	7/12/2024	120054	CENTURYLINK formerly Embarq	419.61
ESMO0001	Payment	7/12/2024	120055	ESMO	260.00
FIND0001	Payment	7/12/2024	120056	PLAYAWAY PRODUCTS, LLC	2,057.99
FIRE0003	Payment	7/12/2024	120057	FIRE SYSTEMS WEST, INC.	172.83
GALE0002	Payment	7/12/2024	120058	GALE GROUP	1,231.40
GBMA0001	Payment	7/12/2024	120059	GB MANCHESTER CORPORATION	1,392.13
GOLD0003	Payment	7/12/2024	120060	CITY OF GOLDENDALE	299.38
GORG0009	Payment	7/12/2024	120061	COLUMBIA GORGE NEWS	275.00
GORG0011	Payment	7/12/2024	120062	GORGE AUTO PARTS	23.98
GROO0003	Payment	7/12/2024	120063	GRO OUTDOOR LIVING	7,821.08
HACK0003	Payment	7/12/2024	120064	HACKER	21,800.62
HOME0001	Payment	7/12/2024	120065	HOME DEPOT CREDIT SERVICES	392.33
ICMA0001	Payment	7/12/2024	120066	ICMA RETIREMENT CORPORATION	6,717.82
INGR0001	Payment	7/12/2024	120067	INGRAM	13,045.01
KETE0001	Payment	7/12/2024	120068	KETER ENVIRONMENTAL SERVICES INC	101.63
KLIC0002	Payment	7/12/2024	120069	KLUCKITAT COUNTY PUD	1,613.07
KRIE0001	Payment	7/12/2024	120070	SHANTI KRIENS	1,986.00
LACE0003	Payment	7/12/2024	120071	CITY OF LA CENTER	76.60
LAZE0004	Payment	7/12/2024	120072	GISI MARKETING GROUP	249.46

LESS0001	Payment	7/12/2024	120073	LES SCHWAB TIRE CENTER	1,124.51
MANA0003	Payment	7/12/2024	120074	THE MANAGEMENT GROUP, INC.	1,646.65
MARK0006	Payment	7/12/2024	120075	MARKET CONTRACTORS LTD	23,033.47
MIDW0001	Payment	7/12/2024	120076	MIDWEST LIBRARY SERVICE	154.77
MIDW0002	Payment	7/12/2024	120077	MIDWEST TAPE	10,806.46
NORT0005	Payment	7/12/2024	120078	NORTHWEST NATURAL GAS COMPANY	449.79
OFFI0001	Payment	7/12/2024	120079	OFFICE DEPOT CARD PLAN	524.22
OVER0004	Payment	7/12/2024	120080	OVERDRIVE	34,691.29
PANA0001	Payment	7/12/2024	120081	PAN ASIAN PUBLICATION USA INC	803.75
PLAT0001	Payment	7/12/2024	120082	PLATT ELECTRIC SUPPLY	439.12
REPL0001	Payment	7/12/2024	120083	REPUBLIC SERVICES #487	140.40
RIDG0005	Payment	7/12/2024	120084	RIDGEFIELD, CITY OF	206.71
RUBE0001	Payment	7/12/2024	120085	RUBENSTEIN'S	25,371.50
SKAM0001	Payment	7/12/2024	120086	SKAMANIA COUNTY PUD #1	392.55
SOUT0013	Payment	7/12/2024	120087	SOUTHWEST WA PRIDE ALLIANCE	150.00
STER0002	Payment	7/12/2024	120088	STERICYCLE, INC	10.36
STEV0001	Payment	7/12/2024	120089	CITY OF STEVENSON	331.29
TECT0001	Payment	7/12/2024	120090	ENAVATE MANAGED SERVICES, INC	489.15
THOM0015	Payment	7/12/2024	120091	THOMSON REUTERS-WEST PUBLISHING CORP	478.29
THYS0001	Payment	7/12/2024	120092	THYSSENKRUPP ELEVATOR CORP	3,640.90
TOWN0007	Payment	7/12/2024	120093	THE TOWN OF YACOLT	907.72
TOYO0001	Payment	7/12/2024	120094	VANCOUVER TOYOTA	124.24
ULIN0001	Payment	7/12/2024	120095	ULINE	321.82
VANC0001	Payment	7/12/2024	120096	CITY OF VANCOUVER UTILITIES	6,500.98
VANC0026	Payment	7/12/2024	120097	VANCOUVER FAMILY MAGAZINE	309.00
WALT0001	Payment	7/12/2024	120098	WALTER E NELSON COMPANY	993.31
WASH0049	Payment	7/12/2024	120099	CITY OF WASHOUGAL	17.22
WAST0001	Payment	7/12/2024	120100	WASTE CONNECTIONS INC	4,824.44
WHEE0006	Payment	7/12/2024	120101	WHEELERCREEK STUDIO INC.	180.00
WHIT0001	Payment	7/12/2024	120102	CITY OF WHITE SALMON	182.11
WOOD0001	Payment	7/12/2024	120103	CITY OF WOODLAND	438.73
WTCO0001	Payment	7/12/2024	120104	WT COX SUBSCRIPTIONS	463.46
ZIPL0001	Payment	7/12/2024	120105	ZIPLY FIBER	239.10
AFSC0001	Payment	7/26/2024	120106	AFSCME	2,644.21
ALLI0006	Payment	7/26/2024	120107	ALLIANT INSURANCE SERVICES, INC.	20,463.90
AMAZ0001	Payment	7/26/2024	120108	AMAZON.COM CREDIT	943.51
AVIS0001	Payment	7/26/2024	120109	AVISTA UTILITIES	17.29
BAKE0002	Payment	7/26/2024	120110	BAKER & TAYLOR	15,444.43
BHPH0001	Payment	7/26/2024	120111	B&H Video Pro Audio	2,396.20
BURGO005	Payment	7/26/2024	120112	BURGEON GROUP, INC	2,380.53
CAMA0002	Payment	7/26/2024	120113	CAMAS-WASHOUGAL POST RECORD	112.20
CARL0007	Payment	7/26/2024	120114	CARLSON TESTING, INC.	955.00
CENT0001	Payment	7/26/2024	120115	CENTER POINT PUBLISHING	438.66
CENT0009	Payment	7/26/2024	120116	CENTURY LINK	64.65
CHIC0004	Payment	7/26/2024	120117	CHICAGO DISTRIBUTION CENTER	80.17

CLAR0004	Payment	7/26/2024	120118	CLARK PUD	3,821.76
CLEA0007	Payment	7/26/2024	120119	CLEAN WORLD MAINT-WS	1,943.61
CLEA0009	Payment	7/26/2024	120120	CLEAN WORLD MAINT- WD	390.37
CLEA0010	Payment	7/26/2024	120121	CLEAN WORLD MAINT-WA	326.51
CLEA0011	Payment	7/26/2024	120122	CLEAN WORLD MAINT-BG	3,065.28
CLEA0013	Payment	7/26/2024	120123	CLEAN WORLD MAINT - HQ	4,386.77
CLEA0017	Payment	7/26/2024	120124	CLEAN WORLD MAINT - TC	2,832.50
CLEA0018	Payment	7/26/2024	120125	CLEAN WORLD MAINT - VA	34,636.84
CLEA0020	Payment	7/26/2024	120126	CLEAN WORLD MAIN - CP	4,979.64
COMC0002	Payment	7/26/2024	120127	COMCAST INSTITUTIONAL NETWORKS	10,216.25
COWL0001	Payment	7/26/2024	120128	COWLITZ COUNTY PUD	496.04
DECO0002	Payment	7/26/2024	120129	DECOSTA MEDIATION	1,795.00
DEVC0001	Payment	7/26/2024	120130	DEVCO MECHANICAL	1,400.00
DUNC0001	Payment	7/26/2024	120131	DUNCAN-COLE, MARYANN	39.53
EMBA0001	Payment	7/26/2024	120132	CENTURYLINK formerly Embarg	878.48
ENTE0001	Payment	7/26/2024	120133	ENTEK CORPORATION	438.07
ENVI0003	Payment	7/26/2024	120134	ENVIRONMENTAL CONTROLS	236.97
FERG0001	Payment	7/26/2024	120135	FERGUSON ENTERPRISES, INC #3007	47.23
FIND0001	Payment	7/26/2024	120136	PLAYAWAY PRODUCTS, LLC	126.05
FORT0002	Payment	7/26/2024	120137	FVRL FOUNDATION	20.00
GALE0002	Payment	7/26/2024	120138	GALE GROUP	7,577.32
GBMA0001	Payment	7/26/2024	120139	GB MANCHESTER CORPORATION	349.90
GILL0006	Payment	7/26/2024	120140	GILLE, KATELYN	1,000.00
GORD0004	Payment	7/26/2024	120141	GORDON REES SCULLY MANSUKHANI LLP	2,139.50
H2OR0001	Payment	7/26/2024	120142	H2OREGON	42.95
HACK0003	Payment	7/26/2024	120143	HACKER	13,726.65
HANO0001	Payment	7/26/2024	120144	HANOVER INSURANCE GROUP	186,577.00
HARR0001	Payment	7/26/2024	120145	HARRYS KEY SERVICE, INC.	9.62
ICMA0001	Payment	7/26/2024	120146	ICMA RETIREMENT CORPORATION	6,998.72
IMPA0002	Payment	7/26/2024	120147	IMPACT PAPER AND TONER	3,207.82
INFO0013	Payment	7/26/2024	120148	INFOBASE LEARNING	12,041.29
INGR0001	Payment	7/26/2024	120149	INGRAM	28,691.30
KANO0001	Payment	7/26/2024	120150	KANOPY LLC	7,603.00
LAKE0001	Payment	7/26/2024	120151	LAKESHORE LEARNING MATERIALS	93.72
LAZE0004	Payment	7/26/2024	120152	GISI MARKETING GROUP	2,128.19
LING0003	Payment	7/26/2024	120153	LINGUAVA	81.90
MACD0003	Payment	7/26/2024	120154	MACDONALD-MILLER	5,510.02
MIDW0001	Payment	7/26/2024	120155	MIDWEST LIBRARY SERVICE	246.06
MIDW0002	Payment	7/26/2024	120156	MIDWEST TAPE	13,455.44
MISS0010	Payment	7/26/2024	120157	MISSING CORNER	245.00
MKSO0001	Payment	7/26/2024	120158	MK SOLUTIONS, INC.	234.64
MORG0004	Payment	7/26/2024	120159	MORGAN, KRISTINA	93.13
MULT0001	Payment	7/26/2024	120160	MULTI-CULTURAL BOOKS & VIDEOS	1,759.45
NADA0002	Payment	7/26/2024	120161	JD POWER AKA NADA USED CAR GUIDE	669.60
NAPA0001	Payment	7/26/2024	120162	NAPA GENUINE PARTS (CORP)	40.63

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
NASH0001	Payment	7/26/2024	120163	NASHCO PHOTOGRAPHY LLC	4,050.00
NORT0005	Payment	7/26/2024	120164	NORTHWEST NATURAL GAS COMPANY	1,130.37
OCLC0002	Payment	7/26/2024	120165	OCLC INC - RSC SHRG/MTDT/CTLG	22.26
OETC0001	Payment	7/26/2024	120166	OETC	25,851.58
OFFI0001	Payment	7/26/2024	120167	OFFICE DEPOT CARD PLAN	519.47
ORBI0001	Payment	7/26/2024	120168	ORBIS CASCADE ALLIANCE	4,860.25
OVER0004	Payment	7/26/2024	120169	OVERDRIVE	47,013.49
PARK0008	Payment	7/26/2024	120170	PARKROSE HARDWARE/BLUE TARP	65.21
QWES0001	Payment	7/26/2024	120171	CENTURY LINK formerly Qwest	29.18
RITC0001	Payment	7/26/2024	120172	RICHARD RITCHEY	1,810.00
RODD0001	Payment	7/26/2024	120173	RODDA PAINT CO	175.79
SENT0001	Payment	7/26/2024	120174	SENTRUM BOOKSTORE	1,612.50
SKAM0002	Payment	7/26/2024	120175	SKAMANIA COUNTY PIONEER	114.00
SMAR0005	Payment	7/26/2024	120176	SMARSH	3.68
SOHA0001	Payment	7/26/2024	120177	SOHA SIGN CO INC	755.47
STAN0013	Payment	7/26/2024	120178	STANLEY CONVERGENT SECURITY SOLUTIONS, INC.	75.90
STER0002	Payment	7/26/2024	120179	STERICYCLE, INC	20.72
SWIN0001	Payment	7/26/2024	120180	SWINGRUBER, JURINDA	385.50
TDST0001	Payment	7/26/2024	120181	TDS TELECOM	246.48
THYS0001	Payment	7/26/2024	120182	THYSSENKRUPP ELEVATOR CORP	29,494.29
TOYO0001	Payment	7/26/2024	120183	VANCOUVER TOYOTA	57.36
TSAI0001	Payment	7/26/2024	120184	TSAI FONG BOOKS, INC	391.86
ULIN0001	Payment	7/26/2024	120185	ULINE	2,036.92
UNUM0002	Payment	7/26/2024	120186	UNUM LIFE INS CO OF AMERICA	14,648.50
USAM0002	Payment	7/26/2024	120187	USA MECHANICAL	2,439.22
VANC0019	Payment	7/26/2024	120188	VANCOUVER SIGN GROUP	2,926.88
VERI0004	Payment	7/26/2024	120189	STERLING VOLUNTEERS	326.69
WALT0001	Payment	7/26/2024	120190	WALTER E NELSON COMPANY	3,424.18
WAPI0001	Payment	7/26/2024	120191	WAPITI NW, LLC	1,487.31
WOLF0006	Payment	7/26/2024	120192	WOLF HAVEN INTERNATIONAL	100.00
WOOD0027	Payment	7/26/2024	120193	CITY OF WOODLAND - PERMITS	53,558.00
ZAYO0001	Payment	7/26/2024	120194	ZAYO GROUP, LLC	6,450.59
KAIS0001	Payment	7/26/2024	120195	KAISER FOUNDATION HEALTH PLAN	235,965.39
				Subtotal Warrants	\$ 1,836,981.92

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0011	Payment	7/12/2024	EFT02127	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	2,739.18
ALLE0014	Payment	7/12/2024	EFT02128	ALLEGIANCE BENEFIT PLAN MGMT - FEES	106.25
CART0006	Payment	7/12/2024	EFT02129	CARTER, NICOLAS	500.00
CHAN0007	Payment	7/12/2024	EFT02130	LISA CHANG	350.00
CLAR0036	Payment	7/12/2024	EFT02131	CLARK, LAURA	26.13
CLOU0001	Payment	7/12/2024	EFT02132	66 DEGREES, LLC	313.44
FURG0001	Payment	7/12/2024	EFT02133	ANDREW FURGESON	600.00
GETP0001	Payment	7/12/2024	EFT02134	GET PROGRAM	472.32
GREE0011	Payment	7/12/2024	EFT02135	GREEN, MARIA VICTORIA	450.00

HALL0007	Payment	7/12/2024	EFT02136	KELLY MILNER HALLS	200.00
KLEM0001	Payment	7/12/2024	EFT02137	KLEMENT, SETH	95.86
LEXA0001	Payment	7/12/2024	EFT02138	REBECCA LEXA	150.00
MART0011	Payment	7/12/2024	EFT02139	YUKI MARTIN	150.00
MCCU0001	Payment	7/12/2024	EFT02140	MCCUISTION, JAMES	88.50
MINT0005	Payment	7/12/2024	EFT02141	MINTZ, KATHLEEN	40.87
NELS0007	Payment	7/12/2024	EFT02142	SARAH NELSEN YOGA THERAPY LLC	600.00
NORT0056	Payment	7/12/2024	EFT02143	NORTH PACIFIC MANAGEMENT	12,155.00
OMSI0001	Payment	7/12/2024	EFT02144	OMSI	1,532.93
PADR0001	Payment	7/12/2024	EFT02145	PADRIGO, PETER	88.50
PARA0003	Payment	7/12/2024	EFT02146	PARADISE OF SAMOA	1,500.00
REYE0001	Payment	7/12/2024	EFT02147	REYES GARCIA, NELDA EUNICE	564.00
ROWE0001	Payment	7/12/2024	EFT02148	VICTORIA ROWE	3,150.00
SCIE0002	Payment	7/12/2024	EFT02149	TALEWISE	400.00
TAKO0001	Payment	7/12/2024	EFT02150	TAKOHACHI, INC	584.00
UNDE0003	Payment	7/12/2024	EFT02151	UNDERWOOD, JOEL TATE	400.00
WEXB0001	Payment	7/12/2024	EFT02152	WEX BANK	4,081.82
WPEA0001	Payment	7/12/2024	EFT02153	WPEA	2,793.65
ANDE0016	Payment	7/26/2024	EFT02154	ANDERSON, HEATHER	350.50
BAKE0012	Payment	7/26/2024	EFT02155	MATT BAKER COMEDY	1,500.00
CLAR0035	Payment	7/26/2024	EFT02156	CLARK, DIANE	474.49
CRUZ0003	Payment	7/26/2024	EFT02157	CRUZ, BRANDON	16.75
DRAK0004	Payment	7/26/2024	EFT02158	ALLISON DRAKE	18.76
FONT0001	Payment	7/26/2024	EFT02159	FONTENOT, SUMMER	32.16
GETP0001	Payment	7/26/2024	EFT02160	GET PROGRAM	472.32
GOMO0000	Payment	7/26/2024	EFT02161	GOMORI, ALICIA	500.00
KAPL0003	Payment	7/26/2024	EFT02162	KAPLAN, JENELLE	37.52
KATH0001	Payment	7/26/2024	EFT02163	KATHY'S JANITORIAL - KATHLEEN L. WHITNER	1,224.00
LEXA0001	Payment	7/26/2024	EFT02164	REBECCA LEXA	150.00
MART0015	Payment	7/26/2024	EFT02165	MARTIN, ELIZABETH	26.13
MINN003	Payment	7/26/2024	EFT02166	CALDWELL, LYNNE	757.10
OCKE0001	Payment	7/26/2024	EFT02167	OCKER, JASON	250.00
OREG0029	Payment	7/26/2024	EFT02168	OREGON SHADOW THEATRE	829.00
PIYA0001	Payment	7/26/2024	EFT02169	PIYALI BISWAS DE	885.14
REYE0001	Payment	7/26/2024	EFT02170	REYES GARCIA, NELDA EUNICE	501.00
ROVE0002	Payment	7/26/2024	EFT02171	ROVING HORSE HENNA LLC	1,550.00
SCIE0002	Payment	7/26/2024	EFT02172	TALEWISE	1,525.00
SHRE0001	Payment	7/26/2024	EFT02173	SHRED NORTHWEST, LLC	130.44
SMIT0042	Payment	7/26/2024	EFT02174	COLLEEN SMITH	310.50
STOE0001	Payment	7/26/2024	EFT02175	STOEL RIVES LLP	3,357.50
WEST0004	Payment	7/26/2024	EFT02176	US CENTENNIAL VANCOUVER MALL LLC	9,732.18
WILL0031	Payment	7/26/2024	EFT02177	MARY WILLIAMS	93.13
WOOD0021	Payment	7/26/2024	EFT02178	WOOD, BETH	310.50
WPEA0001	Payment	7/26/2024	EFT02179	WPEA	2,963.74
WPEA0003	Payment	7/26/2024	EFT02180	WPEA UFCW	2,117.28

Subtotal EFT's

\$ 64,247.59

Vendor ID	Document Type	Void Date	Document Number	Vendor Name	Amount
GOMC0001	Payment	7/26/2024	EFT02161	GOMORI, ALICIA	(500.00)
Subtotal Void Transactions					(500.00)

Subtotal FVRL General Fund Warrants, EFTs, Voids

\$ 1,900,729.51

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	7/12/2024	REMIT00000000000000176	ADP	4,888.43
DEPT0002	Payment	7/12/2024	REMIT00000000000000177	WA L&J QUARTERLY	31,035.94
KAIS0005	Payment	7/12/2024	REMIT00000000000000178	KAISER HSA	16,212.50
VISA0002	Payment	7/12/2024	REMIT00000000000000179	FNBO Visa	28,153.31
WASH0007	Payment	7/12/2024	REMIT00000000000000180	WASHINGTON DEPT OF REVENUE	1,205.67
WASH0013	Payment	7/12/2024	REMIT00000000000000181	WASH DEPT OF RETIREMENT SYSTEM	172,467.93
Subtotal (ACH Payments)					253,963.78

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Amount
ADP001	Payment	7/10/2024	Payroll Pay Date 7.10.2024	ADP-Net Payroll Wages (DD)	351,870.43
ADP001	Payment	7/10/2024	Payroll Pay Date 7.10.2024	ADP-Federal Payroll Taxes	114,086.70
ADP001	Payment	7/10/2024	Payroll Pay Date 7.10.2024	ADP-Oregon Payroll Taxes	2,791.87
ADP001	Payment	7/10/2024	Payroll Pay Date 7.10.2024	ADP-PFML Taxes	3,726.40
ADP001	Payment	7/10/2024	Payroll Pay Date 7.10.2024	ADP-WA Cares Fund Taxes	2,765.22
ADP001	Payment	7/10/2024	Payroll Pay Date 7.10.2024	OR Transit Tax	42.19
Subtotal - 1st Pay Period					475,282.81

ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	ADP-Net Payroll Wages (DD)	375,265.94
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	ADP-Net Payroll Wages	573.84
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	ADP-Federal Payroll Taxes	125,259.19
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	ADP-Oregon Payroll Taxes	2,935.83
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	ADP-PFML Taxes	3,978.06
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	ADP-WA Cares Fund Taxes	2,930.58
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	Other withholdings (gamishment)	43.78
ADP001	Payment	7/25/2024	Payroll Pay Date 7.25.2024	OR Transit Tax	43.94
Subtotal - 2nd Pay Period					511,031.16

ADP001	Payment	7/15/2024	Separation Pay Date 7.15.2024	ADP-Net Payroll Wages	3,731.18
ADP001	Payment	7/15/2024	Separation Pay Date 7.15.2024	ADP-Federal Payroll Taxes	1,063.18
ADP001	Payment	7/15/2024	Separation Pay Date 7.15.2024	ADP-PFML Taxes	33.30
ADP001	Payment	7/15/2024	Separation Pay Date 7.15.2024	ADP-WA Cares Fund Taxes	26.10
Subtotal Special Pay 7.15.2024					4,853.76

Total Payroll for July

\$ 991,167.73

Total Monthly Payments for Approval

\$ 3,145,861.02



July 2024 Organizational Report:

Battle Ground Community Library

Summer at Your Library continues going strong. An increase in sign-ups and a noticeable increase in completions has been realized from July of last year. The scavenger hunt and trivia questions have been popular and the stickers are quickly being collected by eager kids.

The Battle Ground Community Library's partnership with Battle Ground Parks & Rec transitioned seamlessly from SAYL sign-ups to Storytime in the park. Families are invited to join us after we set up and we happily re-read books for late comers sometimes at least twice.

Battle Ground enjoyed an additional outreach tabling event at Esther Short Park in Vancouver for Pride this month. Several hundred people braved the heat and many of them made buttons, selected books, and signed up for cards.



Eleven teens and tweens rose to the challenge of the pirate-themed escape room. The first group barely missed the time limit and the second beat the Kraken by 30 seconds. All seemed happy with the resulting loot.

Cascade Park Community Library

Cascade Park is hosting YES interns again this summer. YES is designed to improve employment outcomes by providing work readiness training, career related learning experiences, and internships. This is a great opportunity for our youth.

Cascade Park visited with the Boys & Girls Club, and presented Storytime to Park Crest Early Learning Center and also to Columbia Valley Elementary summer camp.

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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



Poetry continues to be a draw at Cascade Park. This month's workshop had 18 people attending. We very much appreciate this partnership with the Clark County Poet Laureate.



Cascade Park had hosted some great programs including Marble Maze, Craft n Chat and the Morning Book Group. We facilitated three family Storytimes at Educational Opportunities for Children and Families.

Programming for Tweens and Teens including Magic the Gathering and the Virtual D&D and Video Game Club, were a big hit and bring in lots of folks.

Goldendale Community Library (including Goldendale Bookmobile)



Goldendale Community Days helps to celebrate the 4th of July on the following weekend. This year, even more bling was added for the parade, although we didn't place we are excited to try again next time! The Bookmobile also participated in the Touch a Truck part of the event highlighted all different types of vehicles.

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In partnership with the City of Goldendale and Holcomb's Market, the Scavenger Hunt Society hosted its 3rd annual scavenger hunt during Community Days. 47 happy participants braved the high temperatures to explore a little more of the history of Goldendale. *A staff member commented that: "It was so much fun to hear and see the excitement of kids picking up their Goldendale Scavenger Hunt prize bags for completing the challenge. Lots of OOOHs and AAAHs."*



The Goldendale Pride Alliance held their Pride block party once again with WAGAP greeting visitors, vendors, Indian Tacos, and music. Speakers included the mayor and one of the pastors from a local church.

La Center Community Library

La Center staff were very fortunate again this year to have La Center School District specialists join us at the library on performer days to help families with reading strategies and to talk to families. Our school superintendent, Peter Rosenkranz also joined us!

The YMCA brought their Lego programs to the La Center this month and our families really enjoy their Lego challenges.

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This month we finished up the La Center Farmer’s Market outreach. The days were very warm, but we were able to connect to some new community members and talk about our great library resources.



This month staff & Friends of the Library marched together in the Our Days Twilight Parade. The theme this year was the Wild, Wild West on the River! Staff tossed candy and the Friends handed out free book coupons. We saw so many of our patrons in the crowd and had such a great time!

Ridgefield Community Library



Ridgefield staff finished construction of a yellow cardboard submarine that is perfect sized for our younger patrons to climb in and explore. It even includes a working telescope and will be in the children’s area for their enjoyment.

The Ridgefield Heritage Society completed installation of “Celebrating 115 Years of Ridgefield Area History at Work and Play” at the Cube Gallery located at the Ridgefield Administrative and Civic Center. This included prints of scanned photographs of the Bratlie Brothers Mill from the Ridgefield Library’s collection. The installation came together beautifully.

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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



On July 17th the Museum of Curious Things parked outside the library for our third SAYL program. 100 eager community members participated in traversing through the museum.



Ridgefield staff displayed designs for a People's Choice Award and invited all entrants (17) to paint a window in late July. Two members of the Art Association judged entries and all entrants will receive a blue ribbon provided by them. The library will hold an awards ceremony in August.

Stevenson Community Library (including North Bonneville and Stevenson Bookmobile)

Skamania County Bookmobile is continuing its 2024 summer routes, with the yard game traveling kit at the Rhine Village Apartments in White Salmon, which is an affordable housing complex. Access for tribal members continues through the summer weekly Fat Bonneville and White Salmon sites, and our stop at Glenwood moves to the General Store which is also on Yakama Nation land.

The Washington Gorge Action Programs (WAGAP), provided cooling kits during the extreme heat event that have been distributed at the library.

The Skamania County Pioneer continues to publish *Library Leaves* and highlighted Summer at Your Library in July

Three Creeks Community



Three Creeks held programming at Hazel Dell Park and made catapults and at Felida Park we did a stamp making activity. We had over 120 community members join us for fun.

Three Creeks hosted a Humanities Washington hybrid program: Beyond Words: Storytelling Through Indian Classical Dance. Piyali Biswas gave a beautiful presentation and then illustrated the topic through dance. It was enthralling.

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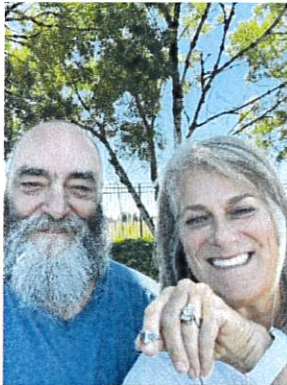
Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Three Creeks is now offering an ESL class weekly in partnership with Goodwill. We are excited to be able to provide this program to our community.

Vancouver Community Library

The Summer Lunch Program is a success and we have been able to provide over 900 lunches to kids and teens in the month of July! So exciting that we can partner with Share Vancouver to help combat food insecurity in Clark County.



This is a fun story about how the library connects community members in sometimes very unique ways. One of our staff took a call from a patron whose husband is a metal detectorist. They were looking for old yearbooks to find names that were from a ring that he had located. The staff member recognized the last name and after making some calls found that through those connections they were able to find the owner of the ring that was lost at Wintler Park circa 1982. They were so grateful to have their ring back!

Vancouver Mall Community Library



This month, we hosted the *enTaiko Drummers* at the Vancouver Mall Center Court, and they lived up to their billing of being loud. It was an entertaining program with a lot of drumming, and even staff got into the action and drummed along.

Staff are very excited that all open positions have been filled as of July. We welcomed two new PSAs to the district, and the Senior Branch Supervisor. The Branch Manager is very excited to get them fully onboarded and trained.

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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



Washougal Community Library

Staff and Clark County Poet Laureate, Susan Dingle, hosted a Zine making workshop this month. Community members enjoyed this program.



Kids and families enjoyed some of the summer reading programs this month from learning about light and reflections by making kaleidoscopes to laughing along with Angel Ocasio.



Staff have been working hard to build our teen programming. This month we held a teen tie dye party where they could tie dye socks and bags or bring a garment of their choice. We had popsicles and a button machine as well. The teens had fun!

White Salmon Valley Community Library

Visits to the A-List Adventure students during the summer continue. This year it's a mixed age group and a great partnership. Staff member, Holly, hosted Nicole Christensen, with the Klickitat Health Dept, for an informative session at our Baby Story Time on introducing babies to solid food.



Summer At Your Library activities offered opportunities from pinata making to rubber stamping, magic shows, and Storytime's in the park. We, also, hosted both adult book discussion groups with good turnout. A small group of regular Book Buddies kids (ages 6-9) have been meeting in the library on Wednesday afternoons, mostly having fun with each other and talking a little bit about books.

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Woodland Community Library

Summer @ Your Library is going great. Outreach to Horseshoe Lake Park on Friday evenings for the community “Hot Summer Nights” has also helped get people interested and allowed a good opportunity for us to distribute the News & Events, promote our branch programs and sign people up for the challenges. We have had a great response to the variety of programs this month.



The new library is nearing completion. We are all working hard to make sure all the final details are in place. There have been several related projects that have been extremely exciting. One is the SuperFab ceiling sculpture in the children’s area. Dr. Dene Grigar and two of her students from the Digital Media Department at WSUV are working to design and implement a “gamified” interaction with the art installation.

The Yacolt Express Library

We signed up over 200 participants for Summer at your Library, an increase from last year.

Our Wednesday and Friday craft workshops continue to be a big hit, and this month our theme was “The Great Outdoors.” Over 150 community members were able to join us.

On July 13th the library hosted Vikki Gasko Green in Central Park. It was well attended and was a fun performance.



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Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Yale Valley Community Library

Yale Valley welcomed over 900 patrons for the month of July and has been busy signing up families for Summer at your Library.

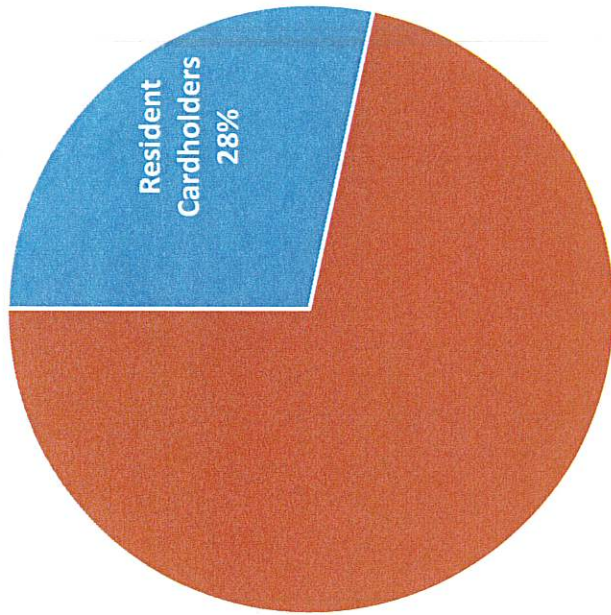
On Tuesday July 11th, the Oregon Reptile Man visited the library and was a huge hit. We had a huge turn out and filled the library with over 80 people. Last week a parent come in to tell us that his son was still talking about the presentation and was back to check out books on reptiles. His son didn't care what kind of reptile he just wanted to learn about them all. On his way out of the library he was thanking us again for bringing the reptile man to the library. It is always so heartwarming to hear positive stories about how our library impacts the lives of those in our community.

On July 18th we set up stamp making as part of our Family Craft Workshop and had two families stop by to participate. This is a new addition to our calendar and we hope as school starts back up in the fall we will see the program grow.

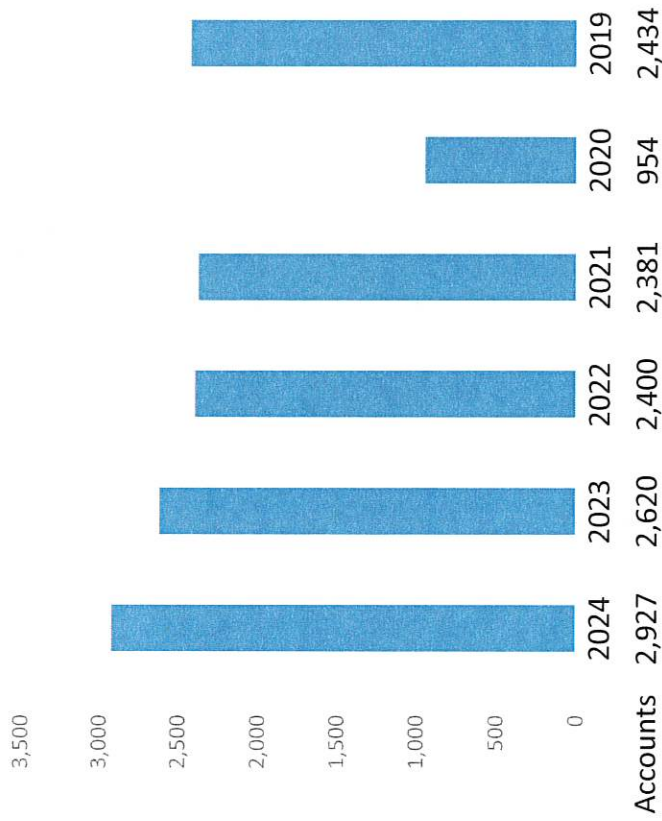
Jul 2024-Cardholders, Programs, and Tech Use

Population Served - 550,655

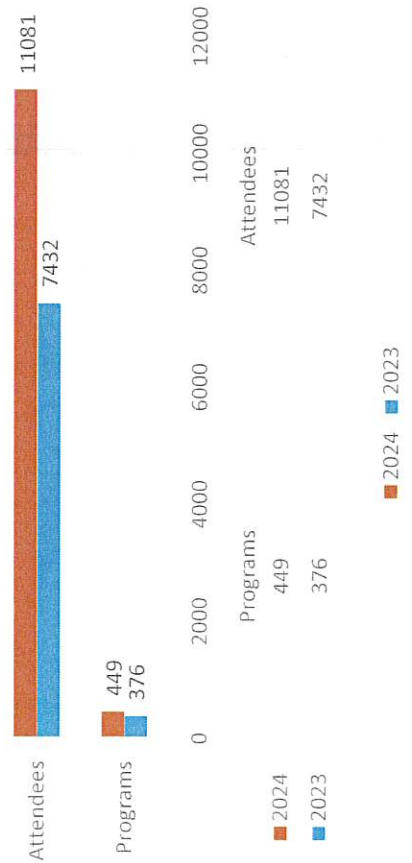
Washington State Office of Financial Management (4/1/2024)



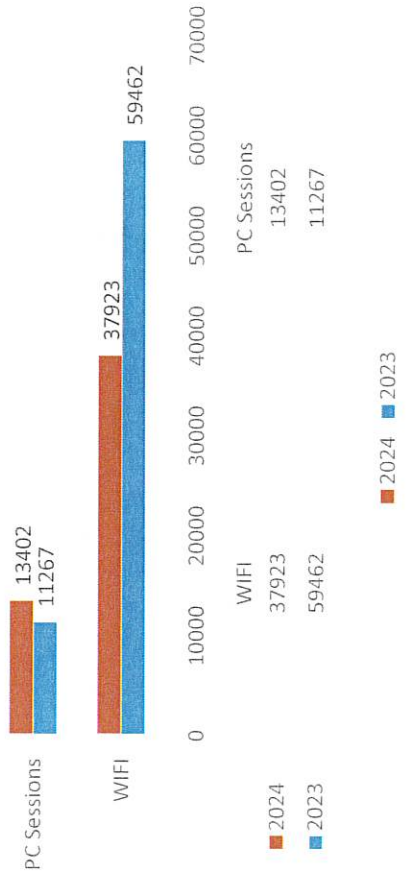
New Accounts Added in July



Programs



Computer and WIFI Use



July 2024 – Total Circulation and Visitors

Location	Jul 2024		Jul 2023		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	43,248	11,096	40,958	10,747	5.59%	3.25%
Cascade Park	63,436	25,297	66,624	24,882	-4.79%	1.67%
Goldendale	6,012	4,321	5,957	3,296	0.92%	31.10%
Klickitat Bookmobile	369	302	450	73	-18.00%	313.70%
La Center	6,504	3,326	6,471	2,619	0.51%	27.00%
North Bonneville	202	95	336	98	-39.88%	-3.06%
Ridgefield	11,466	7,971	11,553	7,025	-0.75%	13.47%
Skamania Bookmobile	751	271	643	175	16.80%	54.86%
Stevenson	4,288	3,464	4,185	3,603	2.46%	-3.86%
Three Creeks	49,724	14,640	47,978	12,928	3.64%	13.24%
Vancouver	65,767	30,959	66,470	27,159	-1.06%	13.99%
Vancouver Mall	9,984	6,433	11,614	6,313	-14.03%	1.90%
Washougal	7,755	4,735	7,945	4,396	-2.39%	7.71%
Woodland	5,185	2,577	4,912	2,861	5.56%	-9.93%
White Salmon Valley	9,265	6,696	9,519	6,094	-2.67%	9.88%
Yacolt	5,576	2,971	4,915	2,426	13.45%	22.46%
Yale Valley	932	933	864	907	7.87%	2.87%
Green Mountain	93	No Visitors	68	No Visitors	36.76%	No Visitors
Books by Mail	1,113	No Visitors	1,250	No Visitors	-10.96%	No Visitors
Operations Center/ILL	386	No Visitors	397	No Visitors	-2.77%	No Visitors
Location Total	292,056	126,087	293,109	115,602	-0.36%	9.07%
Digital Collections	190,462		164,432		15.83%	
Grand Total	482,518		457,541		5.46%	

July 2024

TOTAL CIRCULATION

293,109

164,432

292,056

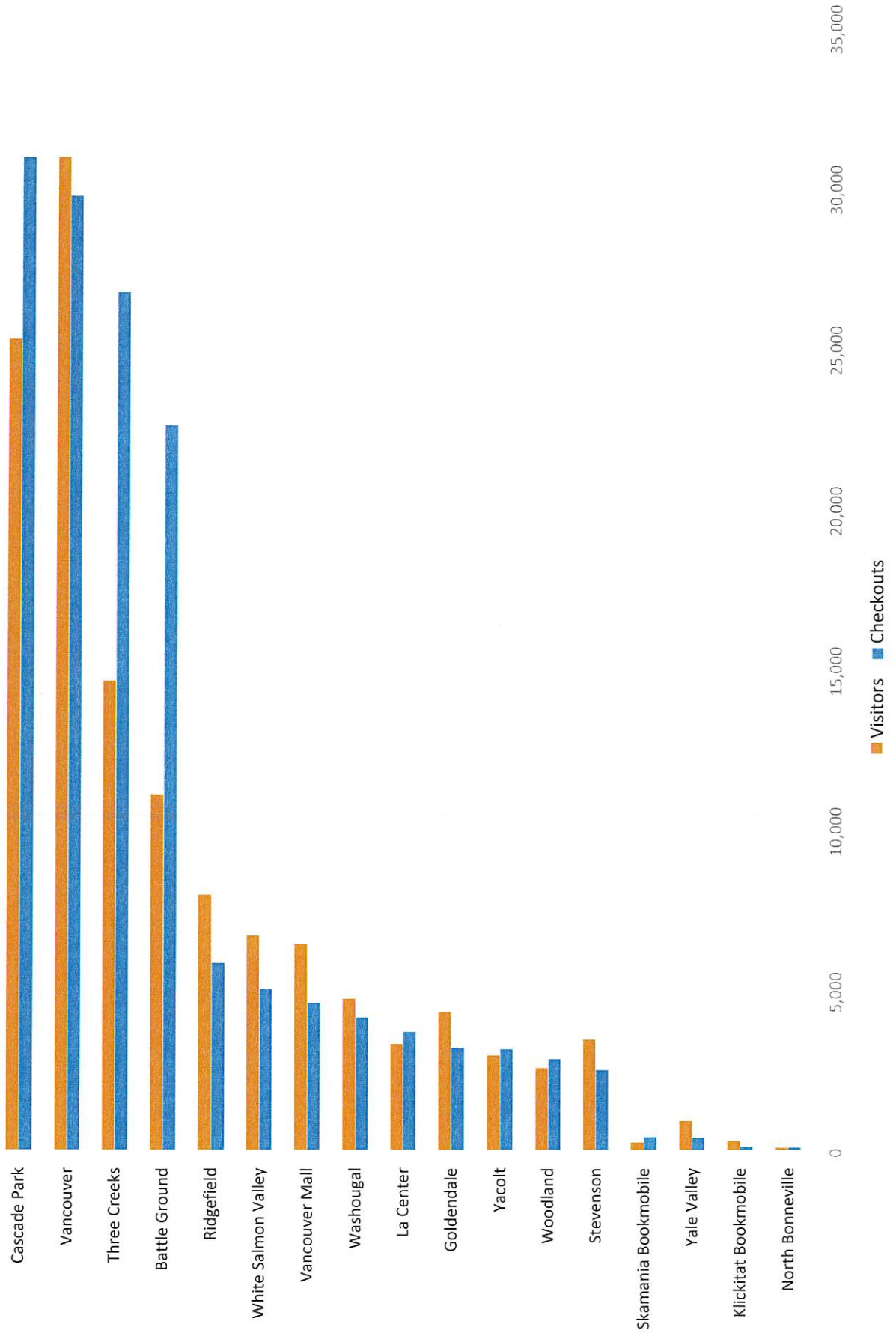
190,462

JUL 2023

JUL 2024

July 2024 – Library Activity: Checkouts and Visitors by Library

July 2024



July 2024 – Total Circulation

	Jul 2024			Jul 2023			Change		
	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ
Battle Ground	22,607	20,641	43,248	21,423	19,535	40,958	5.5%	5.7%	5.6%
Klickitat Bookmobile	131	238	369	228	222	450	-42.5%	7.2%	-18.0%
Skamania Bookmobile	429	322	751	331	312	643	29.6%	3.2%	16.8%
Cascade Park	30,954	32,482	63,436	33,175	33,449	66,624	-6.7%	-2.9%	-4.8%
Goldendale	3,219	2,793	6,012	3,450	2,507	5,957	-6.7%	11.4%	0.9%
Green Mountain		93	93		68	68	0.0%	36.8%	36.8%
La Center	3,706	2,798	6,504	3,257	3,214	6,471	13.8%	-12.9%	0.5%
North Bonneville	105	97	202	146	190	336	-28.1%	-48.9%	-39.9%
Ridgefield	5,852	5,614	11,466	5,980	5,573	11,553	-2.1%	0.7%	-0.8%
Stevenson	2,515	1,773	4,288	2,326	1,859	4,185	8.1%	-4.6%	2.5%
Three Creeks	26,750	22,974	49,724	25,207	22,771	47,978	6.1%	0.9%	3.6%
Vancouver	29,744	36,023	65,767	30,027	36,443	66,470	-0.9%	-1.2%	-1.1%
Vancouver Mall	4,603	5,381	9,984	5,472	6,142	11,614	-15.9%	-12.4%	-14.0%
Washougal	4,152	3,603	7,755	4,162	3,783	7,945	-0.2%	-4.8%	-2.4%
Woodland	2,858	2,327	5,185	2,802	2,110	4,912	2.0%	10.3%	5.6%
White Salmon Valley	5,039	4,226	9,265	5,263	4,256	9,519	-4.3%	-0.7%	-2.7%
Yacolt	3,165	2,411	5,576	2,611	2,304	4,915	21.2%	4.6%	13.4%
Yale	409	523	932	453	411	864	-9.7%	27.3%	7.9%
Books by Mail	677	436	1,113	832	418	1,250	-18.6%	4.3%	-11.0%
Operations Center/ILL	229	157	386	318	79	397	-28.0%	98.7%	-2.8%
Total - Physical	147,144	144,912	292,056	147,463	145,646	293,109	-0.2%	-0.5%	-0.4%
Digital Collections	190,462	0	190,462	164,432	0	164,432	15.8%		15.8%
Grand Total	337,606	144,912	482,518	311,895	145,646	457,541	8.2%	-0.5%	5.5%

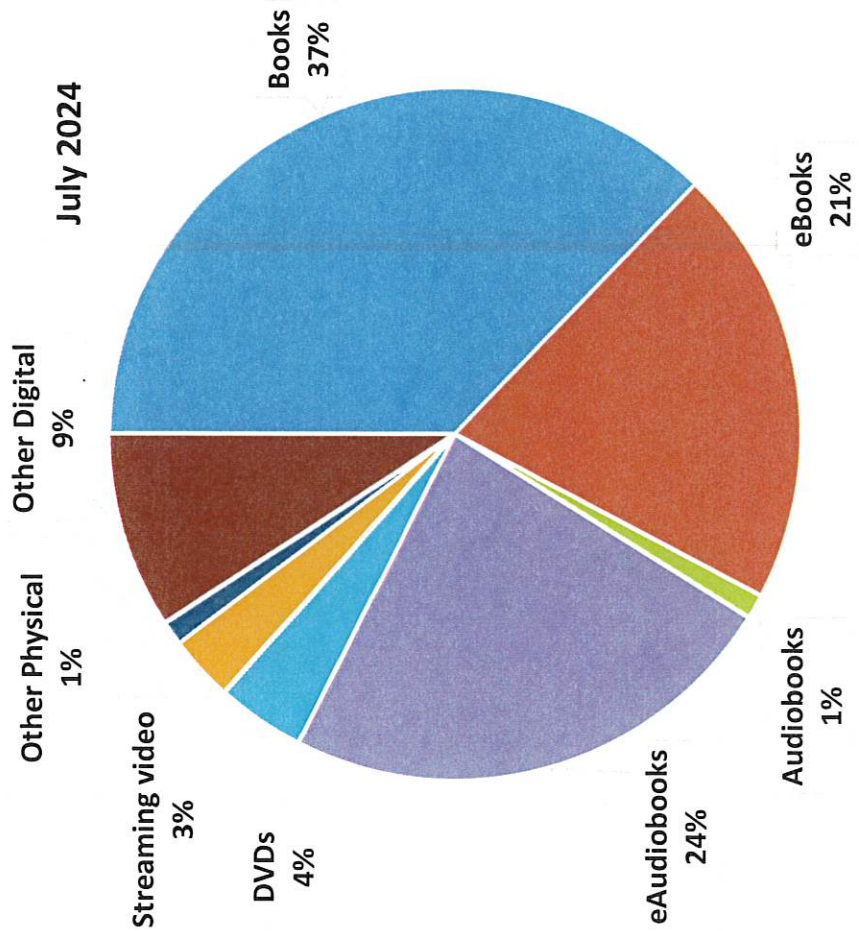
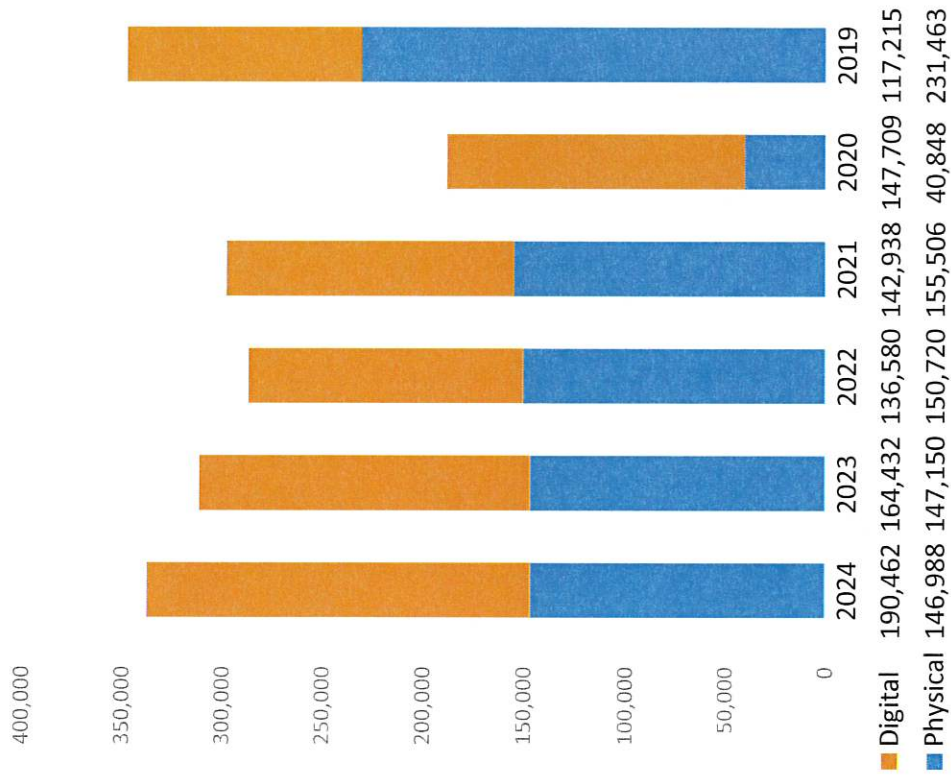
■ Physical checkouts ■ Physical renewals ■ Digital checkouts



Collection Use – July 2024 Checkouts by Item Format

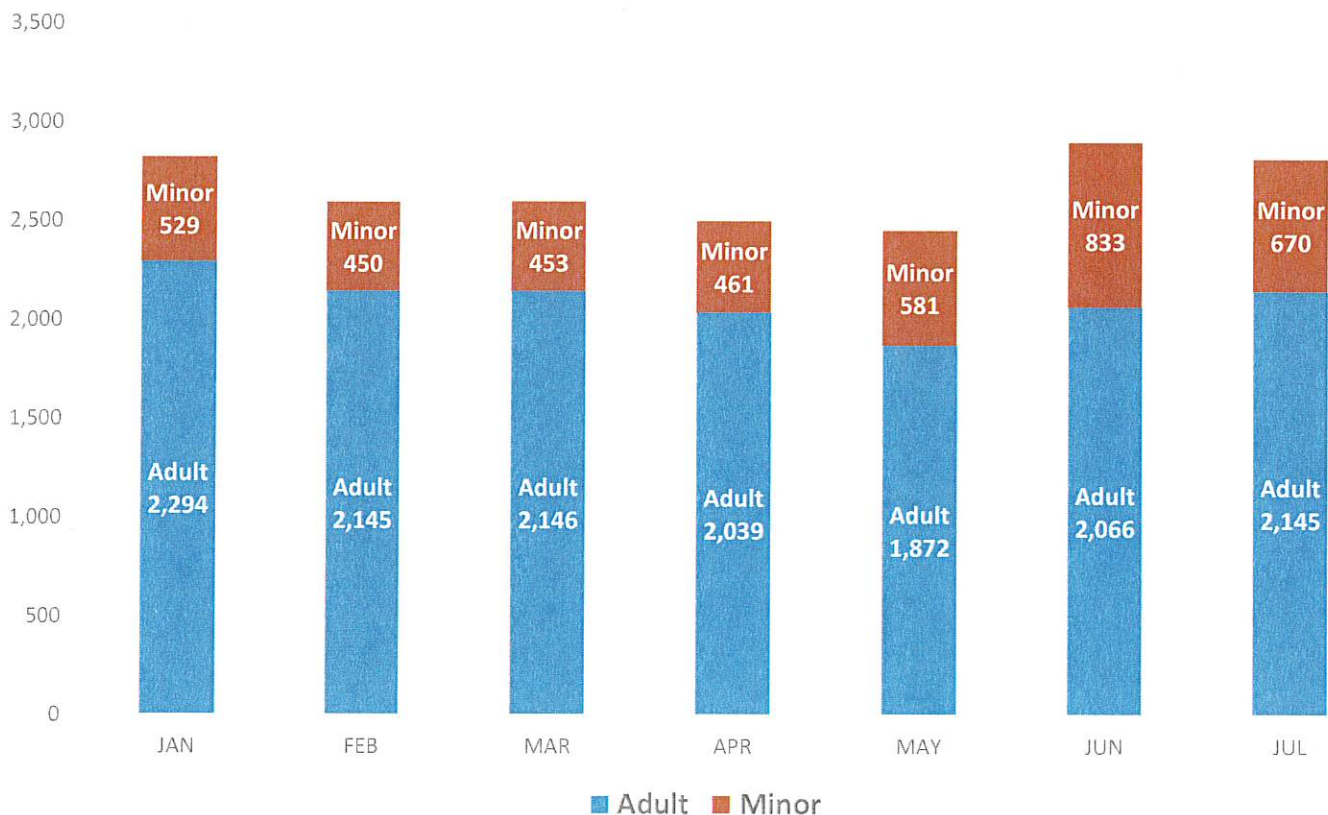
Categories	2024	2023	2022	2021	2020	2019
Books	125,418	124,553	127,708	129,676	33,566	178,920
eBooks	69,391	64,864	55,812	57,515	66,157	48,293
Audiobooks	3,839	4,042	4,418	4,898	1,609	9,781
eAudiobooks	79,744	68,040	56,506	52,467	47,607	41,360
DVDs	13,837	14,728	14,694	16,480	5,186	36,171
Streaming video	10,322	9,198	5,133	9,535	9,852	5,230
Other Physical	3,894	3,827	3,900	4,452	487	6,591
Other Digital	31,005	22,330	19,129	23,421	24,093	22,332
Totals	337,450	311,582	287,300	298,444	188,557	348,678

Physical & Digital Collection Checkouts 2019-2024

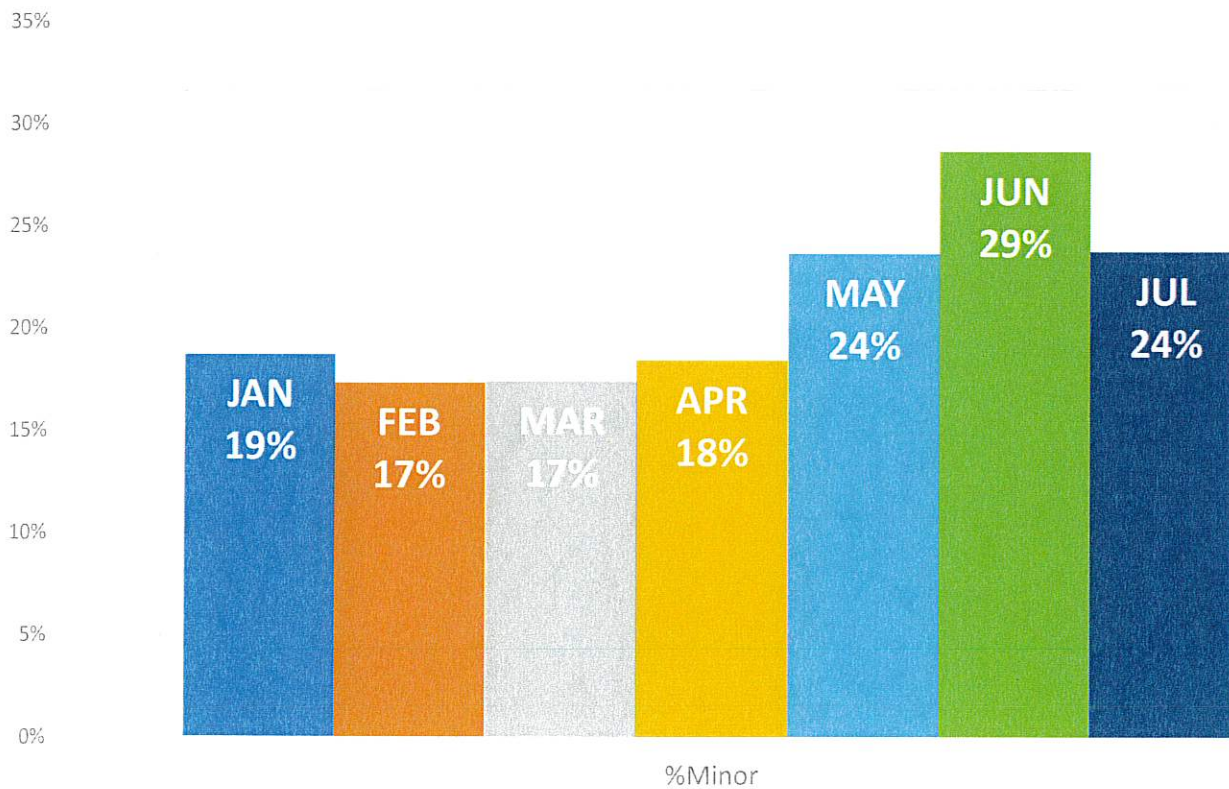


Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items.
 Other Digital includes magazines and streaming music.

Number of Accounts Added




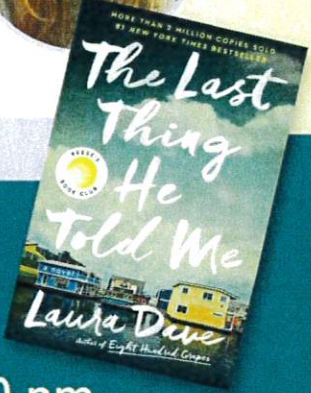
Percentage Added for Cardholders Under Age 18



Foundation Update

Authors & Illustrators

2024 DINNER AND AUCTION

Laura Dave

FUNDRAISER | OCTOBER 17, 5:30–9:30 pm

Purchase tickets at fvrlfoundation.org! **TICKETS: \$120**
Tables of 10: \$1,200

The Authors & Illustrators Dinner & Silent Auction is October 17!

Join us at the Hilton Vancouver for an evening with Laura Dave, *New York Times* bestselling author of *The Last Thing He Told Me*; *Eight Hundred Grapes*; *Hello, Sunshine*; and other novels. Her books have been published in thirty-eight countries and have appeared on numerous best-of lists. *The Last Thing He Told Me* was a previous Goodreads' Mystery and Thriller of the Year and is a limited series on Apple TV+. Tickets are available at fvrlfoundation.org. We'll see you there!

Great News!

- The Foundation disbursed the final \$641,429.13 payment to the District from the \$2 million state grant for the Woodland Community Library project.
- A local donor contributed \$75,000 to the Woodland Library Building Fund in support of two naming opportunities.
- As of August 8, the Foundation has received \$18,600 in sponsorship support for the 2024 Authors & Illustrators Dinner & Silent Auction.
- The Friends of Cascade Park Community Library transferred \$10,000 to their investment account.
- The Foundation's partnership with ThriftBooks generated \$1,868.91 in revenue in June and over \$2,000 in July from online sales of used books.

Upcoming Events

Saturday, August 10

Washougal Friends Art Fundraiser

Reflection Plaza, 1703 Main St,
Washougal
9:00am–3:00pm

Monday, August 19

FVRL Trustee Meeting

Hybrid: Goldendale Community
Library and Zoom
6:00pm–8:00pm

Thursday, August 22

FVRL Foundation Board Meeting

FVRL Foundation Office
3:00pm–4:00pm

Monday, September 2

**All libraries will be closed in
recognition of Labor Day**

Saturday, September 21

FVRL Trustee Meeting

Hybrid: Battle Ground Community
Library and Zoom
4:00pm–6:00pm

**Note: the date and time are different
for this meeting as the
Trustee Retreat takes place
earlier the same day.*

**Building Campaigns and
Cornerstone Pledges**

Washougal has 47 Cornerstones,
2 Stepping Stones, 3 Keystones,
2 Capstones, and 1 naming
opportunity.

Woodland has 39 Cornerstones,
6 Stepping Stones, 9 Keystones,
4 Capstones, and
28 naming opportunities.

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

How Board Members Can Help

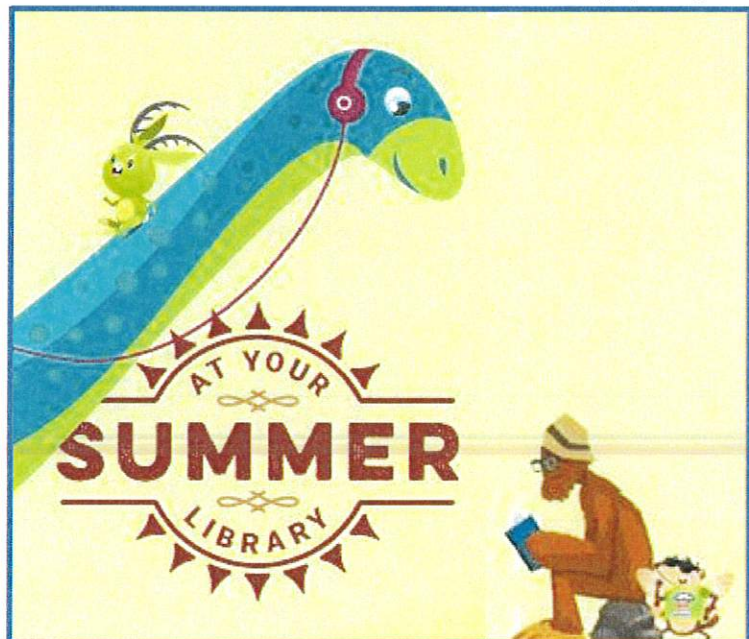
–Spread the word about the Fred
Meyer Rewards program:

fredmeyer.com/i/community/community-rewards

**Construction continues on the
Woodland Community Library, which will
open in late fall 2024.**



**Many thanks to our generous sponsors of
FVRLibraries' Summer at Your Library program!**



- America's Self Storage
- ANC Movers
- Camas-Washougal Community Chest
- Cooper Chiropractic Center for Health & Wellness
- eXp Realty—Debbie Crane
- Five Rings—Anchor Financial
- iQ Credit Union
- Kumon Vancouver North
- My Gym Children's Fitness Center
- OnPoint Community Credit Union
- Paul Montague Tax Preparation
- Riverview Bank
- Simply Thyme Catering
- Umpqua Bank
- Vancouver Family Magazine

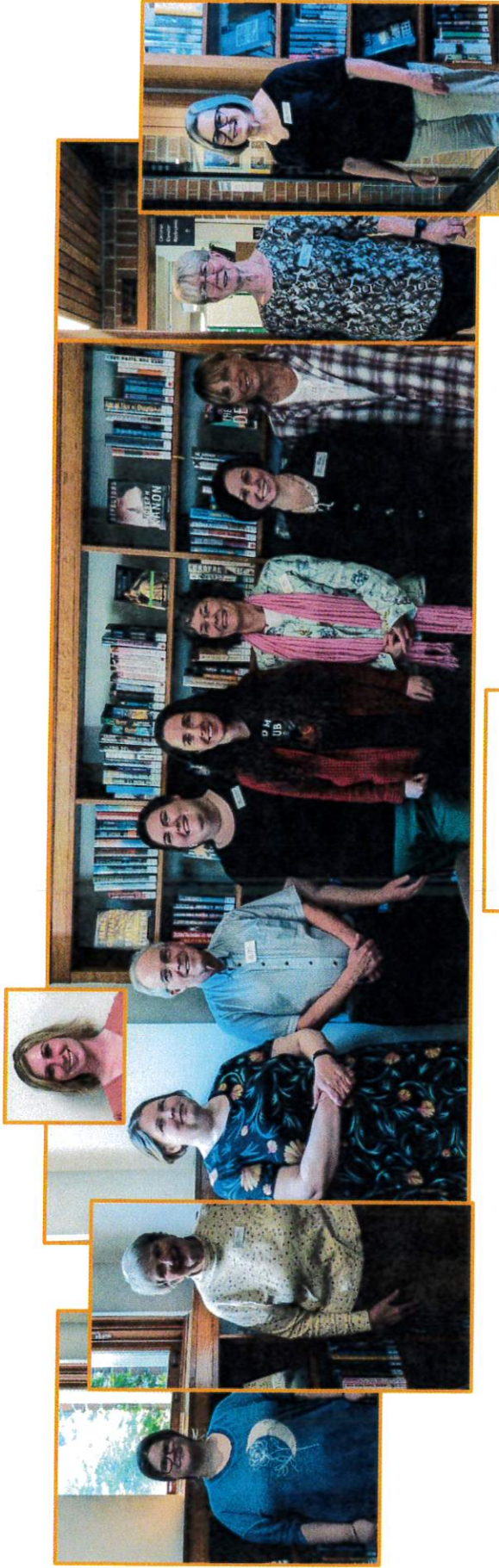
FVRLibraries

Goldendale Community Library

**Terra McLeod
Branch Manager
August 19, 2024**



The Gold Team



5 FT, 3 PT

Adrienne (2 years), Christy (9 years), Jen (6 years),
Linda O (3 years), Susan (20 years), Terra (3.5 years),
Tony (9 years), MJ (starts in September), James (Facilities-10
years)
& our subs: Deb (10 years) , Falon (3 years), Linda A (3 years),
Mary (5 years),
= 83.5 years of combined experience!

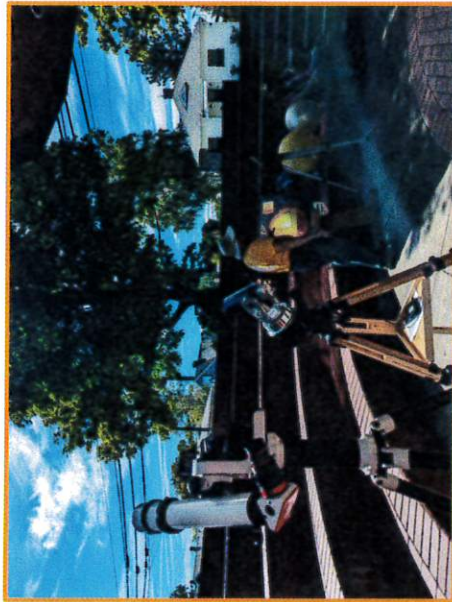
Connections & Partnerships



Connections & Partnerships



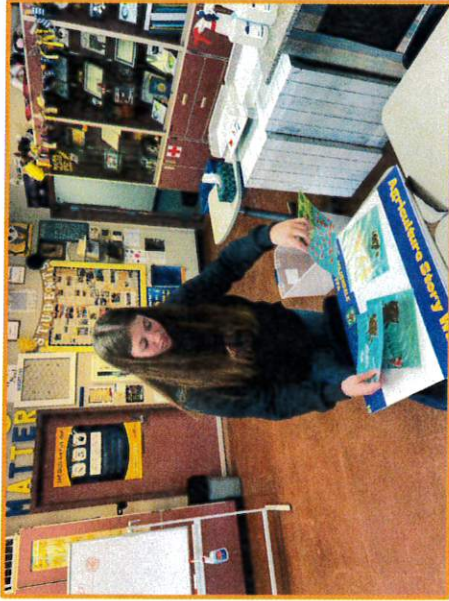
Total programs
for 2023 at the
library: 171



Connections & Partnerships



Connections & Partnerships



Connections & Partnerships

"This library is a bright spot in our community."

"Our town would be severely impacted were the library not here. It is a center of our community."

"I love the Goldendale, Wa library! All working there have been friendly, helpful and professional."

"This is the most beautiful library we've ever been in!"

"The Goldendale Library has many marvelous staff members!"

"...so helpful, pleasant, professional and patient."

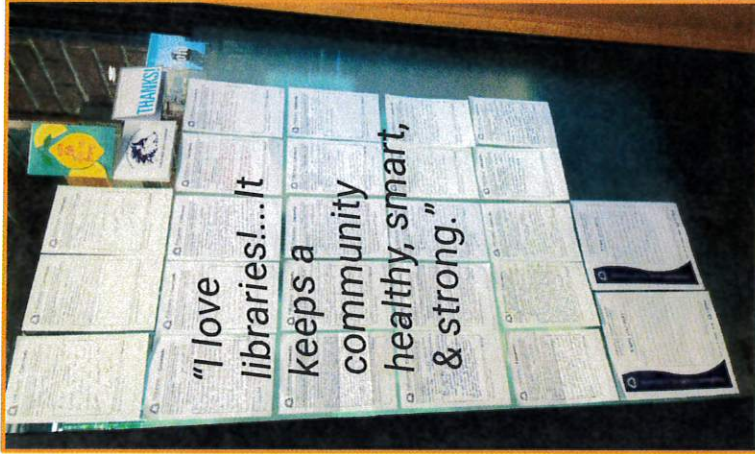


"Thank you SO much for the glasses. The kids literally screamed with delight at the eclipse viewing. We are so fortunate to have such a wonderful community learning partner!"

-Angie Hedges, GPS Principal

"It's fabulous to see the library making such effort to get books into the hands of even us far-out rural folks."

-From a Bookmobile patron



Outreach & Partnerships



Friends
of the Goldendale Community Library



KMH
Klickitat Valley Health



New Hope Farms

ESD 112



The
Next Door

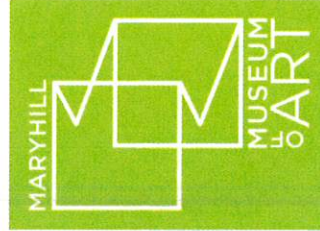


SOROPTIMIST®
Investing in Dreams

SOROPTIMIST INTERNATIONAL
NORTHWESTERN REGION

STARnet

Science-Technology Activities &
Resources For Libraries



7 School
Districts



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Service Points out of Goldendale Community Library



Klickitat County

Population: 22,730

Land: 1,871.6 sq mi

Population per square mile: 12.1

2023 Bookmobile Circulation: 10,918

Service coverage out of Goldendale: 1,500 sq mi

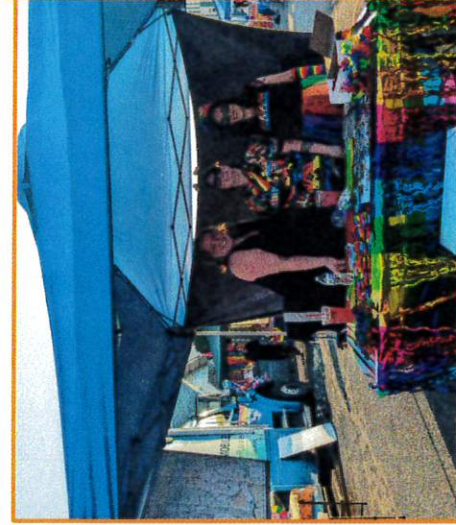
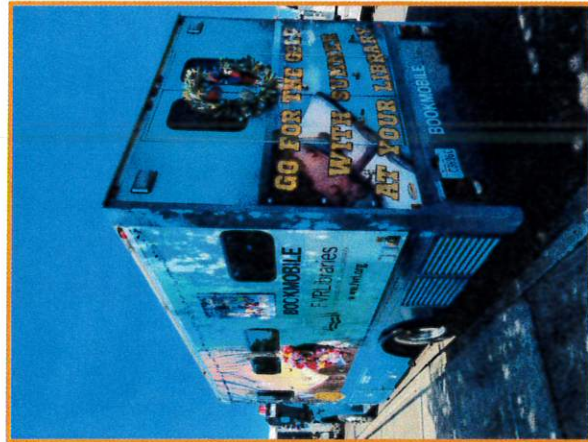
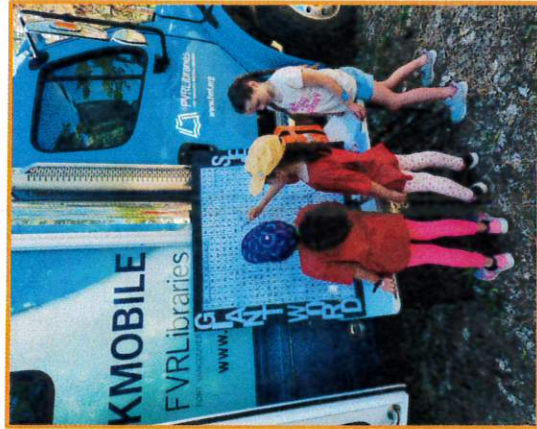


Klickitat County Bookmobile & Outreach

Number of Outreach events: 33



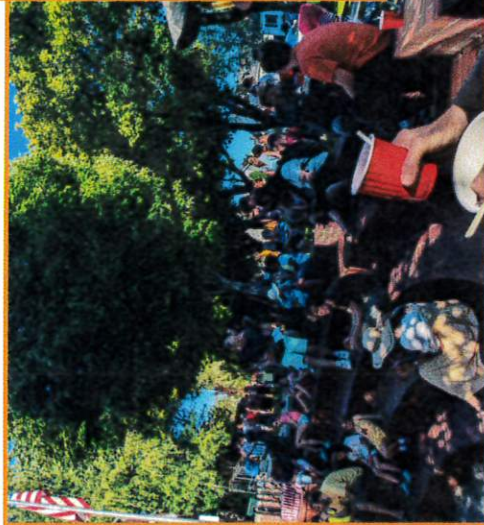
Klickitat County Bookmobile & Outreach



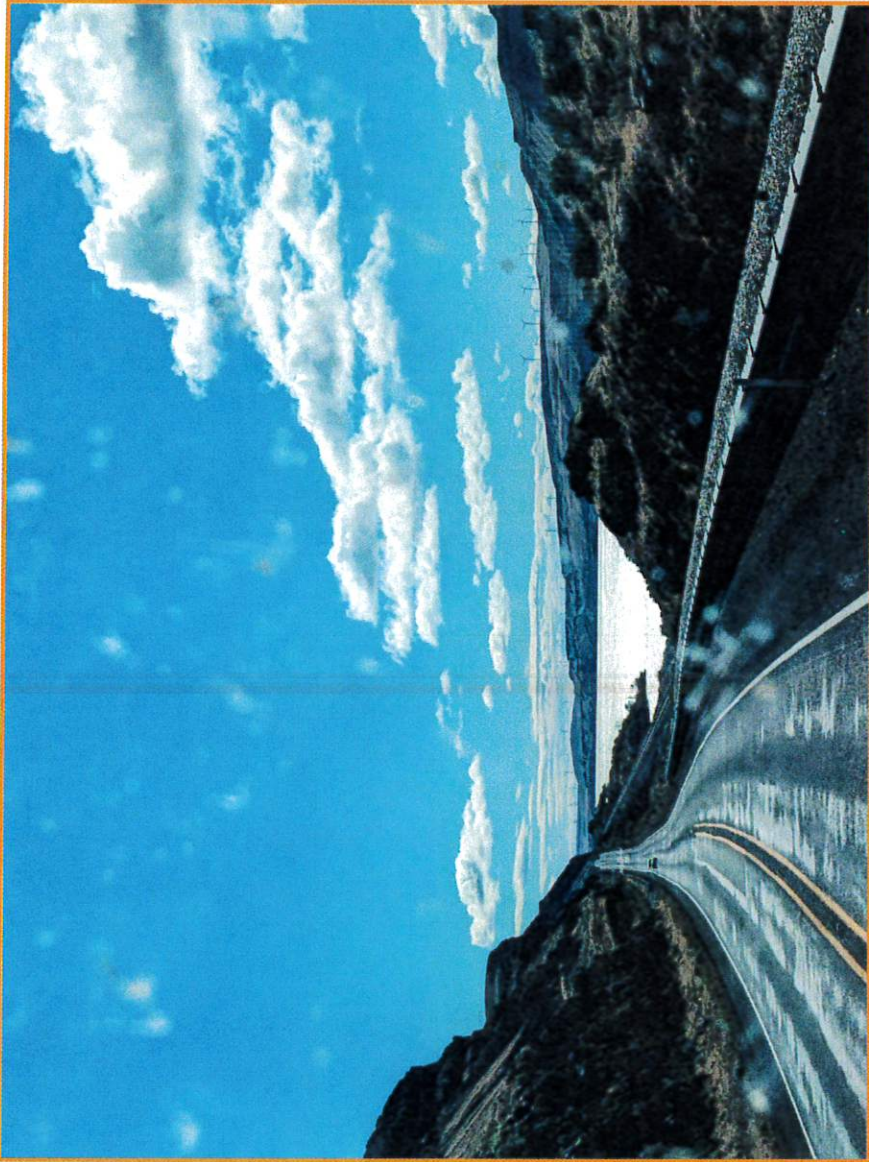
Organizational Culture



Friends of the Goldendale Library



Thank you



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

December 31, 2023 Ending Cash Balance	19,056,296
Year-to-date Revenue Received	18,600,499
Year-to-date Expenditures	(16,957,718)
Adjustment for accrued expenditures	(236,772)
Cash Balance June 30, 2024	<u>\$ 20,462,305</u>

	Operational Reservices as of January 1, 2024	Net Operational Activity June 2024	Year-to-Date Totals thru June 2024	Operational Reserves as of June 30, 2024
Operational Reserve (Unassigned)	\$ 8,315,870	(1,896,527)	3,182,593	\$ 11,498,463
Target: Operational Fund > 60 to 90 days of annual operational budget				

	Reserves as of April 1, 2024	June 2024 Expenditures	Year-to-Date Totals thru June 2024	Cash Reserves at June 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	(713,112)	(1,776,584)	2,245,348
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	\$ 10,740,426	\$ (713,112)	\$ (1,776,584)	\$ 8,963,842

	Beginning January 1, 2024	Ending June 30, 2024
Overall Cash Balance	<u>\$ 19,056,296</u>	<u>\$ 20,462,305</u>

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

	2024 Budget (Adopted 12/2023)	June 2024 Revenues	Year-to-Date Totals thru June 2024	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,100,000	249,350	14,556,095	55.77%
Property Taxes - Skamania	715,000	62,426	431,187	60.31%
Property Taxes - Klickitat	1,360,000	156,550	956,534	70.33%
Property Taxes - Cowlitz	325,000	32,302	185,454	57.06%
Total Property Taxes	28,500,000	500,628	16,129,270	56.59%
Other Taxes				
Other General Tax	25,000	17,698	37,318	149.27%
Leasehold Excise Tax	95,000	801	86,123	90.66%
Total Other Taxes	120,000	18,499	123,441	102.87%
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	25,000	-	517	2.07%
Federal Grants	-	1,971	1,971	0.00%
State Forest Boards	50,000	1,440	11,876	23.75%
State Grants	25,000	-	-	-
Yale Valley Library Dist	185,000	72,500	72,500	39.19%
Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	285,500	75,911	86,864	30.43%
Charges for Services				
Equipment Use Fees	40,000	3,990	22,685	56.71%
Non-Resident Borrower Fee	8,000	2,000	6,007	75.09%
Lost / Damaged Material Fee	32,000	6,437	23,613	73.79%
Total Charges for Services	80,000	12,427	52,305	65.38%
Miscellaneous				
Investment Interest	400,000	66,982	325,096	81.27%
Rental Income	2,000	1,276	3,426	171.28%
Gifts/Contributions	10,000	515	571	5.71%
Library Friends Groups' Reimbursements	600,000	6,492	13,401	2.23%
Library Foundation Reimbursements	50,450	10,157	36,922	73.19%
Foundation Reimbursements (Grants)	2,449,550	-	1,808,121	73.81%
Insurance Reimbursements	2,500	-	13,572	542.89%
Miscellaneous	2,500	79	4,202	168.08%
Private Grants	50,000	-	-	0.00%
Other Miscellaneous - E-Rate	120,000	-	-	0.00%
Sale of Assets	10,000	(11)	3,309	33.09%
Total Miscellaneous	3,697,000	85,490	2,208,619	59.74%
Total Operating Revenue	\$ 32,682,500	692,955	18,600,499	56.91%
Use of Cash Reserves	\$ 4,000,000	713,112	1,776,584	44.41%
Total Revenues and Use of Cash Reserves	\$36,682,500	1,406,067	20,377,083	56%

Jan.-Dec. 2024 Fiscal Year

June is the 6th month of the fiscal year.
Year-to-date budget percentages should
be at 50%, representing 6/12 months.

Fort Vancouver Regional Library District

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

	2024 Budget (Adopted 12/2023)	June 2024 Expenditures	Year-to-Date Totals thru June 2024	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 13,323,750	\$ 1,305,513	\$ 6,440,083	48.34%
Benefit - Medical	2,622,000	203,551	1,187,586	45.29%
Benefit - Dental	249,600	20,044	120,127	48.13%
Benefit - Life, LTD, AD&D	78,750	12,913	74,487	94.59%
Benefit - PERS	1,337,972	122,457	598,388	44.72%
Benefit - FICA	1,019,267	98,658	483,005	47.39%
Benefit - L & I - Workers Compensation	101,000	6,491	37,928	37.55%
Benefit - PFML	29,035	2,761	13,619	46.91%
Unemployment Expense	10,001	-	1,740	17.40%
Personnel Subtotal:	18,771,375	1,772,288	8,956,964	47.72%
Supplies				
Supplies	458,000	48,435	187,069	40.84%
Small Equipment (FF&E)	250,000	616	19,045	7.62%
Technology	462,000	4,015	129,551	28.04%
Professional Collection / Tech	300,000	15,826	144,188	48.06%
Supplies & Small Equipmt/Tech Subtotal:	1,470,000	68,892	479,854	32.64%
Library Books / Materials				
Library Books & Materials	1,823,500	72,103	739,523	40.56%
Electronic Resources	1,896,500	158,435	942,621	49.70%
Library Materials Subtotal:	3,720,000	230,538	1,682,144	45.22%
Other Services / Charges				
Professional Services	2,080,000	94,748	668,769	32.15%
Communications	428,200	24,153	164,898	38.51%
Training / Travel	108,000	4,177	62,158	57.55%
Advertising	30,000	1,937	6,885	22.95%
Rentals / Leases	576,800	39,469	273,637	47.44%
Insurance	255,000	36,450	57,411	22.51%
Utilities	469,000	25,059	210,436	44.87%
Repairs & Maintenance	887,400	76,598	418,442	47.15%
Misc / Dues / Printing / Other	165,388	14,353	87,091	52.66%
Intergovernmental Services	3,676	-	438	11.92%
Other Charges & Services Subtotal:	5,003,464	316,943	1,950,165	38.98%
Total Operating Expenditures:	28,964,839	2,388,661	13,069,126	45.12%
Capital Outlay:				
Buildings / Non-Owned	250,000	4,159	15,377	6.15%
Buildings / Owned	1,288,736	23,033	58,107	4.51%
Woodland (Grant Reimbursed)	2,038,525	173,628	2,038,525	100.00%
Yale	40,400	-	-	0.00%
Machinery & Equipment	100,000	-	-	0.00%
Capital Outlay Subtotal:	3,717,661	200,821	2,112,008	56.81%
Reserve Project Expenditures	4,000,000	713,112	1,776,584	44.41%
Total Capital Outlay:	7,717,661	913,932	3,888,592	50.39%
Grand Total All Expenditures:	\$ 36,682,500	\$ 3,302,594	\$16,957,718	46.23%

Jan.-Dec. 2024 Fiscal Year

June is the 6th month of the fiscal year.
Year-to-date budget percentages Page 47 of 78
should be at 50%, representing 6/12
months.

**Fort Vancouver Regional Library District
Staff Report 2024-08
Port of Woodland Tax Increment Finance Area**

TO: FVRL Board of Trustees
FROM: Jennifer Giltrop, Executive Director
DATE: 8/19/24
SUBJECT: Port of Woodland - Tax Increment Finance Area

Summary: The Port of Woodland is evaluating the use of Tax Increment Financing (TIF) to fund a suite of public improvements. The Port has not yet provided cost estimates or details of the projects

The proposed Port of Woodland Tax Increment Area (TIA) area is noted on the attached document from the Port. In early 2025, the Port will have a public process for consideration of the TIA, including two public briefings and consideration of a resolution for the creation of the TIA.

Tax Increment Financing

In 2021, Washington passed legislation which allows local government - defined as cities, towns, counties, port districts, or any combination thereof – to create Local Tax Increment Finance (LTIF) areas to fund public improvements. The resulting 39.114 RCW impacts cities, counties and other taxing districts by capturing the increment of property value growth due those entities over a set period of time or amount of tax collections. It excludes any property taxes imposed by school districts, excess school levies, state support for schools, public utilities, and existing bond financing. Library Districts are not protected from this loss.

A Tax Increment Area (TIA) is property identified by a county, city or port district that requires public improvements to allow for development. The taxing entity creates the TIA as a means to leverage the increasing value of new or existing taxable property to service the debt created by the TIF. The governmental entity creating the TIF is able to retain the new increment of taxes on identified properties that would have previously gone to other taxing agencies. TIFs are used to pay for public projects and service the associated debt on limited tax general obligation bonds (LTGO). Once the TIF has been paid off, any additional funds collected must be returned to the County Treasurer for distribution to the taxing entities impacted by the TIA.

Key points on Local Tax Increment Financing Areas:

- Limited to 20% of jurisdiction's TAV
- Limit of two TIFs per jurisdiction (max \$200,000,000)
- No modifications once created
- Less than 5 years to perform improvements, up to 25 years for debt service
- Anticipates private development and increasing values
- Uses levies of overlapping taxing districts to determine amount
- Calculated on base amount of TAV for property

Impact

The main impact to FVRL is foregone property tax revenues - future increases to the base value of the Property for up to 25 years. The impact for this proposed TIA is not yet known.



July 15, 2024

Dear Taxing District:

The Port of Woodland is evaluating the use of Tax Increment Financing (TIF) to fund a suite of public improvement projects that would stimulate economic development, create job opportunities, and foster growth in Woodland and the surrounding region. TIF is a financing tool authorized by the Washington State Legislature in 2021 that allows cities, counties, and ports to fund infrastructure projects that promote job growth and economic vitality within their communities. Pursuant to RCW 39.114.040 the Port of Woodland is notifying you that it is considering the formation of a Tax Increment Area (TIA).

TIF works by utilizing the taxes from a property's increased value to fund infrastructure projects within a designated area, referred to as a Tax Increment Area (TIA). The financial feasibility of the Tax Increment Plan is reviewed by the Washington State Treasurer's Office. TIF is not a new tax. It is a financing tool that captures and redirects annual tax increases to fund a list of projects within the TIA, such as railroad improvements, stormwater infrastructure enhancements, and more. These improvements attract more private business investment in the area, further stimulating economic development and creating job opportunities.

The location of the proposed TIA is north of Dike Road and the Lewis River, west of Whalen Road and east of the Columbia River and generally south and west of I-5 as shown on the enclosed fact sheet.

The Port will have a public process for the consideration of this TIA including two public briefings and consideration of a resolution for the creation of the TIA. We anticipate these to occur in early 2025. We are presently preparing the technical information that must be shared with the State Treasurer's office for their review. We will be submitting that to the State Treasurer's office and to you 90 days after this letter is sent.

We are available to brief your board or staff on our proposed TIA. We will also follow up with a schedule of the public briefings and the potential consideration of a resolution by the Port Commission.

Thank you, and please contact me if you have any questions.

Jennifer Wray-Keene
Port of Woodland Executive Director
Email: jkeene@portofwoodland.com
Phone: 360.225.6555

Att: Port of Woodland TIF Fact Sheet

PORT OF WOODLAND EVALUATING NEW FINANCING PLAN TO BOOST ECONOMIC GROWTH

The Port of Woodland is evaluating the use of Tax Increment Financing (TIF) to fund a suite of public improvement projects that would stimulate economic development, create job opportunities, and foster growth in Woodland and the surrounding region. TIF is a financing tool authorized by the Washington State Legislature in 2021 that allows cities, counties, and ports to fund infrastructure projects that promote job growth and economic vitality within their communities.

HOW TIF WORKS

TIF works by utilizing the taxes from a property's increased value to fund infrastructure projects within a designated area, referred to as a Tax Increment Area (TIA). The financial feasibility of the Tax Increment Plan is reviewed by the Washington State Treasurer's Office. TIF is not a new tax. It is a financing tool that captures and redirects annual tax increases to fund a list of projects within the TIA, such as railroad improvements, stormwater infrastructure enhancements, and more. These improvements attract more private business investment in the area, further stimulating economic development and creating job opportunities.

COORDINATING WITH LOCAL AGENCIES

We are coordinating closely with local agencies and our community throughout this initiative that will benefit Woodland and the surrounding region. We will be available to provide information, answer questions, and work together on any anticipated impacts to local agencies. Learn more about TIF, view additional resources, and find out about opportunities to provide input at our website: <https://portofwoodland.com>

BENEFITS OF TIF FOR OUR COMMUNITY



ECONOMIC GROWTH

Helps facilitate new private development, thereby creating jobs and increasing the local tax base.



PUBLIC IMPROVEMENTS

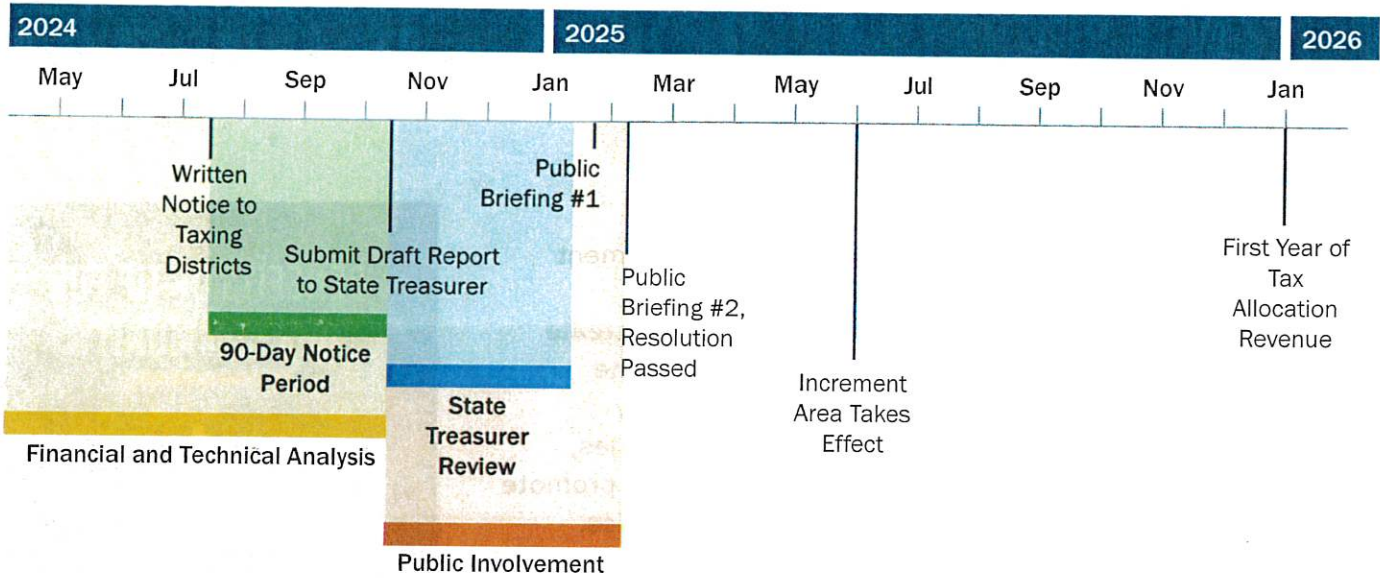
Funds can be allocated to critical infrastructure projects that will benefit the entire community.



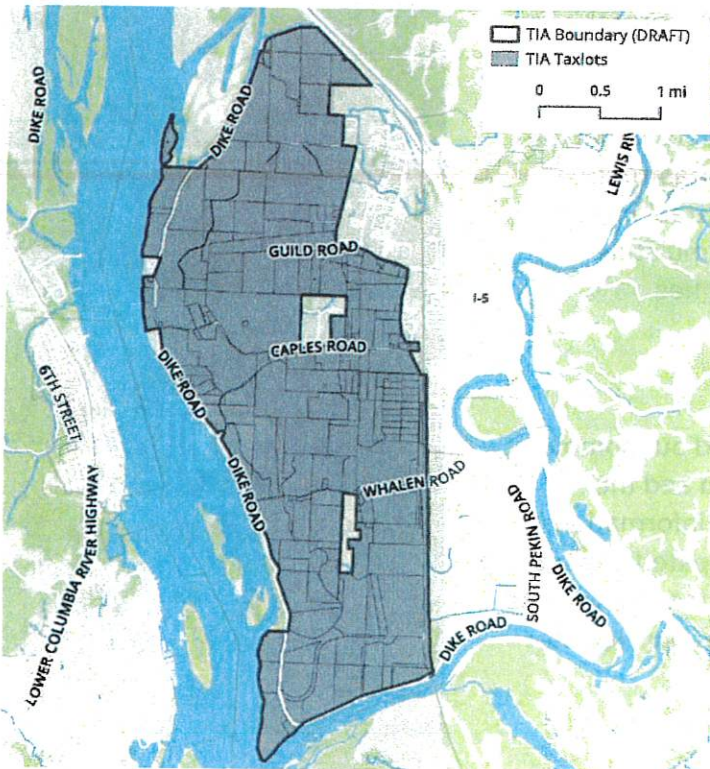
LEVERAGING ADDITIONAL FUNDS

New infrastructure projects and private investment help attract additional grants, loans, and investments, amplifying the impact of the initial funding.

TIMELINE



PROPOSED TAX INCREMENT AREA



FOR MORE INFORMATION

Contact:

Jennifer Wray-Keene

Port of Woodland Executive Director

Email: jkeene@portofwoodland.com

Phone: 360.225.6555

For detailed information on tax increment financing in Washington, refer to the Revised Code of Washington (RCW) 39.114 at <https://app.leg.wa.gov/RCW/default.aspx?cite=39.114>

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 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 qualification~~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 pProfessional and/or technical services include expertise provided by a consultant to accomplish a specific study, project, task, or other work statementscope 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 19th day of August, 2024

Kristy Morgan, Chair

Penny Love-Henslee, Vice-Chair



Board of Trustees Reimbursement Policy

Fort Vancouver Regional Library (FVRL) has a seven (7) member appointed Board of Trustees responsible for providing and maintaining quality library services for the citizens of the regional library district as set forth in [RCW 27.12](#) and any other applicable laws.

A library trustee shall not receive a salary or other compensation for services as trustee, but may be reimbursed from FVRL funds for expenses incurred while fulfilling the necessary functions of the office.

- Library trustees are eligible to receive **mileage reimbursement** at the approved IRS mileage rate. Mileage will be calculated as actual miles traveled and should be reported on a monthly basis.
- Library trustees are eligible for **lodging expense reimbursement** related to attending FVRL board meetings when the mileage to the meeting location requires the board member to travel more than 150 miles round trip to attend, or when inclement weather would prevent a return home after a board meeting. Applicable reimbursable lodging expenses require:
 1. The cost of moderate accommodations as defined by the IRS per diem rates, within the destination area, will be used as the benchmark for the cost of reasonably priced lodging
 2. Actual cost of hotel, motel or rental property accommodations, including lodging taxes and parking fees included in any hotel or motel bill, shall be paid. Receipts are required for all hotel/motel/rental stays will be submitted to the Executive Director's Office within one week of the expense being incurred.
- **Meals** may be reimbursed at the per diem rate for an overnight stay. Meals may also be reimbursed for Board Members when travel time and FVRL meeting time exceeds four (4) hours combined. See the [Travel and Subsistence Policy](#) for further details about meal reimbursement.

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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



- Library trustees are eligible for pre-authorized library related **training and conferences**. See the [Travel and Subsistence Policy](#) for details.

Any personal expenses or entertainment expenses are strictly prohibited.

Approved by Board of Trustees: Original Policy _____, 2024.

DRAFT



Public Records Requests Policy

It is the policy of the Fort Vancouver Regional Library District (“FVRL”) to release public records in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law. The Public Records Policy (“Policy”) applies to library system records created and retained by staff, administrators, the Board of Trustees, and any third-party records in FVRL’s possession to the extent not exempt from disclosure pursuant to state law or any applicable law.

Purpose

The purpose of this Policy is to comply with Chapter 42.56 RCW, the Public Records Act. This document provides guidance to public records requesters, as well as FVRL employees who respond to such requests.

Public Records Officer

FVRL has designated the Communications and Marketing Director as the official Public Records Officer (“PRO”) for the FVRL. While the individual serving as the PRO may change over-time, requestors can find current contact information for the PRO on the FVRL website. The PRO is responsible for managing the disclosure of public records to ensure compliance with the law, responding to and tracking requests or designating another individual to respond, and serves as the principal contact with any requester making a public records request. Any person wishing to request, inspect, or seek assistance regarding FVRL’s public records should contact the PRO as follows:

Public Records Officer
Fort Vancouver Regional Library District
2018 Grand Blvd, Vancouver, WA 98661
Telephone: 360-906-5010
Email: public_records@fvrl.org

Types and Availability of Records

FVRL makes certain public records available on its website including, but not limited to FVRL board meeting agendas, board meeting minutes, financial reports, and budget documents. FVRL complies with applicable public records retention and disclosure laws and strives to follow best practices in implementing the Policy.

Pursuant to RCW 42.56.070(4), FVRL finds that it is not required to maintain a current index of public records because the requirement is unduly burdensome and would interfere with FVRL operations as stated in the Board Resolution No. 2024-08 adopted by the Board of Trustees on [REDACTED].

Public records are available for inspection and copying at FVRL’s Operations Center in Vancouver, WA, from 9:00am-5:00pm, Monday-Friday.

Submitting Requests

All requests either for inspection or for copies (paper or electronic) of public records should be in writing addressed to the Public Records Officer and may be sent by mail, e-mail to public_records@fvrl.org or fax or delivered in person to the FVRL Operations Center or any branch library.

Any person wishing to inspect or receive copies of public records of FVRL should include the following information in the public records request:

1. Name of requestor, the date and time of the request;
2. A means of communicating to the requester, such as mailing address, telephone number, and email address;
3. Description of the public records requested with details of the records being sought and date ranges that are adequate for the PRO to do a reasonable search to identify and locate the public records; and
4. Whether the requester is seeking to inspect the record(s) or if copies are being requested.

FVRL will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.520. The FVRL response to the requester may include:

- a. Notifying the requester that the documents are available for inspection or copying;
- b. Acknowledging the request was received in writing and providing a reasonable estimate of the time the FVRL will require to provide a first installment or complete the request;
- c. Seeking clarification from the requester;
- d. Identifying the physical location or internet site where the documents are available to the public; or
- e. Denying the public records request.

Processing Requests

The PRO will process requests in an order that allows requests to be processed most efficiently. When FVRL receives a public record request or at any time while processing a public record request, the PRO will determine a reasonable time estimate within which FVRL can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requesters; and the impact on other essential FVRL functions.

Specific factors that may affect the response time estimate include, but are not limited to:

- a. Number of pending requests from the same requester;
- b. Volume of records requested;
- c. Complexity or ambiguity of the request;
- d. Access to database or electronic system records;
- e. Information Technology (IT) staff involvement;
- f. Records not easily identified, located, and/or accessible;
- g. Current staffing, including any amount of time needed by District staff who are not primarily responsible for public record processing;
- h. Third-party notice;
- i. Complex review to determine if content is exempt;
- j. Extensive and complicated electronic redaction;

- k. Legal review;
- l. Resolving issues related to retention of responsive records; and/or
- m. Grouped requests.

To provide fullest assistance to all requesters and prevent excessive interference with other essential FVRL functions, FVRL may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

When a request is complicated or for a large volume of records, FVRL may elect to provide records on an installment basis. If a requester does not contact the PRO within thirty (30) days to arrange for the review of the installment, FVRL may deem the request abandoned and stop fulfilling the remainder of the request.

Denial and Appeal

FVRL reserves the right to deny requests for public records under provisions of the Public Records Act, RCW Ch. 42.56, and will provide a written statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

FVRL is not required to accept certain automated or bot requests. FVRL may deny multiple automated or bot requests from a requester in a 24-hour period. FVRL does not accept voice mail record requests or requests through social media platforms, because social media and voicemails are not monitored daily.

FVRL has an appeal process and encourages any requester who believes a public record has been wrongfully withheld or redacted (in whole or in part), to submit the appeal in writing to the PRO stating the reasons for the appeal. Requesters are also encouraged to meet and confer with the PRO prior to seeking secondary review.

Exemptions

FVRL applies exemptions for public records requests in compliance with the exemptions provided under the Washington Public Records Act, Chapter 42.56 RCW. Some records are exempt from disclosure, in whole or in part. If FVRL believes that a record is exempt from disclosure and should be withheld, the PRO will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the PRO will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

For informational purposes, under the Washington Public Records Act, Chapter 42.56 RCW, the records exempt from disclosure include, but are not limited to:

Library Records of Individual Users. Any library record subject to RCW 42.56.310, as interpreted by FVRL's Confidentiality of Patron and Circulation Records Policy, is exempt from disclosure and will not be released under the Public Records Act.

Public Records Act Exemptions. The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

Commercial Purposes. FVRL is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070. If a request includes a list of individuals, FVRL shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8).

Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking. Any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

Other Exemptions

In addition to the exemptions provided under the Public Records Act, Washington provides several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: [Public Records Act for Washington Cities, Counties, and Special Purpose Districts \(mrsc.org\)](http://mrsc.org). Documents falling into any exemption recognized by Washington statute, or otherwise under local, state, or federal law, may be withheld.

Third-Party Rights

Prior to releasing a record, FVRL may, at its sole discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law) to allow the third-party to seek relief pursuant to RCW 42.56.540. FVRL may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

Fees

RCW 42.56.120 allows for a reasonable charge for printed copies to be imposed for producing copies of public records including the actual costs directly incident to such copying, including customized service charge when a staff member's expertise is required to locate and fill the request.

All copies of public records with the exceptions noted above, will incur a charge of 15¢ per page (subject to change) to reproduce and cover the postage cost, if mailed. Public records provided electronically will generally be provided without charge.

At their discretion, the PRO may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

If charges related to copying have not been paid by the requester, the PRO may withhold the relevant documents from disclosure until outstanding fees are paid by the requester.

Law Enforcement Requests

FVRL may consult with legal counsel before the release of information to law enforcement. Law enforcement will receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

Delivery of Records

Documents are available for inspection by appointment at FVRL's Operations Center in Vancouver, WA, during Monday through Friday, 9:00am – 5:00pm, excluding legal holidays or upon official closure of FVRL. Arrangements for inspection and/or copying must be made in advance. To schedule an appointment, email public_records@fvrl.org or contact the Public Records Officer at 360-906-5010.

Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble, destroy or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record.

On request, physical or electronic copies may be made available to the requester. FVRL may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. FVRL will not provide records on portable media (e.g. thumb drives) provided by a requester or by uploading to a private file-sharing site.

Failure to Respond

FVRL will deem a request abandoned in the following circumstances:

1. If a requester fails to respond to a FVRL request to clarify, whether individual or grouped, within thirty (30) days of the request for clarification, and the entire request is unclear;
2. If a requester has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
 - a. If the requester fails to contact the PRO to arrange for the review of the installment within thirty (30) days of making arrangements to inspect the records in person.
 - b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the PRO to arrange another appointment to inspect within 30 days of the original request.
3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
 - a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically.
 - b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup.
 - c. If the requester fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records.

Closing the Request

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were available and the requester has failed to contact the PRO to arrange for the review of those records or for payment for copies, the PRO shall close the records request.

Disclaimer of Liability

Neither the FVRL nor any employee, official, trustee or custodian shall be held personally liable, nor shall a cause of action exist, for any loss or damage, if the release of records was based upon a good faith attempt to implement the Policy outlined in this document and in accordance with the Washington Public Records Act.

Implementation

This Policy will be implemented by the Public Records Officer, as delegated by the Library Executive Director. The PRO is expected to make every effort to apply these rules in a fair, consistent, reasonable, and positive manner.

Any person requesting public records who questions the way this Policy has been applied, may use the appeal process established by the Appeal Rights of Patrons Policy.

Board Approved

This Policy fully supersedes and replaces all previous Public Records Policy documents for FVRL.

Adopted: _____, 2024

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
RESOLUTION NUMBER (2024-08)
A RESOLUTION TO DECLARE PUBLIC DISCLOSURE INDEXING AS UNDULY BURDENSOME AS
REQUIRED BY RCW 42.56.070**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held (date) at (library) Community Library, 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, RCW 42.56.070 requires all public agencies to maintain and make available a current index of public records; and,

WHEREAS, RCW 42.56.070(4) provides that a local agency may opt-out of maintaining such an index if it would be unduly burdensome or interfere with agency operations, and an agency must issue and publish a formal order specifying the reasons why compliance would be unduly burdensome; and,

WHEREAS, RCW 42.56.070 further provides that all indexes currently in existence and maintained by FVRL must be made available to the public for public inspection; and,

WHEREAS, FVRL did not budget for and lacks revenue to hire additional staff members for the sole purpose of processing public records requests and/or creating and maintaining such comprehensive indexes of public records; and,

WHEREAS, the creation and maintenance of an index would be extremely costly and would provide little benefit to the public when compared to the expenses and impact on agency operations of creating and maintaining such a comprehensive index; and,

WHEREAS, FVRL's records are diverse, complex, and stored in multiple computer systems, formats, and/or databases, making it difficult if not impossible to maintain an accurate, all-inclusive index; and

WHEREAS, FVRL recently updated its Public Records Act Policy to provide the fullest assistance possible to the public who request public records and set forth policy and procedures that strive to follow best practices in complying with the Washington State Public Records Act, RCW Ch. 42.56;

NOW, THEREFORE, BE IT RESOLVED that based on the findings set forth above and pursuant to RCW 42.56.070(4), the Board of Trustees of the Fort Vancouver Regional Library District do hereby order and direct that:

- 1) FVRL is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome and impacts agency operations due to high costs and diversion of staff resources from essential tasks, and that such an index would be difficult, if not impossible, to maintain; and,
- 2) FVRL shall make available for public inspection and/or copying all public records and any indexes of public records currently in existence and maintained by FVRL pursuant to RCW 42.56.070.

ADOPTED at a regular meeting of the FVRL Board of Trustees this [redacted] day of [redacted], 2024.

Approved:

Kristy Morgan, Chair

Marie Coffey, Secretary