



AGENDA FOR PUBLIC

DATE: Monday, December 13, 2021

LOCATION: Zoom Meeting <https://us02web.zoom.us/j/88084249517>
Meeting ID: 880 8424 9517; Passcode: 001770
or
Dial: +1 253 215 8782

1. Call to Order

6:00 p.m. Regular Meeting

- | | |
|--|-------------|
| 2. Agenda Approval | ACTION |
| 3. Chair Announcements | INFORMATION |
| 4. Reports: | |
| 4.1 FVRL Operational Report: Mary Abler, Deputy Director | |
| 4.2 Vancouver Community Library: Kelly Lamm, Branch Manager | |
| 4.3 Facilities Report: Dave Josephson, Facilities and Fleet Director | |
| 4.4 FVRL Foundation Update: Rick Smithrud, Foundation Executive Director | |
| 5. Consent Agenda | ACTION |
| 5.1 Minutes Approval: November 15, 2021 meeting | |
| 5.2 FVRL Expenditure Approval: Reviewed by Kate Maple | |
| 5.3 Surplus Resolution 2021-16: Bookmobile | |
| 6. Business | |
| 6.1 WPEA Collective Bargaining Agreement: Lee Strehlow, HR Director | |
| Resolution 2021-21: 2021-2023 CBA Approval | ACTION |
| 6.2 2021 Amended Budget | |
| Resolution 2021-20 (2022-03): 2021 Amended Budget | ACTION |
| 6.3 Public hearing*: 2022 Budget – final reading: Amelia Shelley, ED | |
| Resolution 2021-22 (2022-02): 2022 Budget Approval | ACTION |
| 6.4 2022 Board Officer/Committee Appointments: Nominations Committee | ACTION |
| 6.5 Woodland Community Library Redesign | ACTION |
| 7. Board comments | INFORMATION |
| 8. Setting of next regular meeting – January 18, 2022 Virtual | |
| 9. Adjournment | |

*Citizens wishing to comment during the public hearing for the 2022 budget must register in advance by 1 pm on the day of the meeting. You can register by emailing trustees@fvrl.org or calling 360-906-5011. More information is available at <http://www.fvrl.org/guidelines-public-comment-periods>

DECEMBER BRANCH HIGHLIGHTS

December 13, 2021

EQUITY

- The November **Native American Heritage Month** displays with titles curated by Collection Development staff at all branches were very popular among patrons. At the Three Creeks Library they included a statue of a Native American dancer which made the display attractive and engaging. They also included a teen-specific Native American Heritage display in the teen area with books pulled from the regular collection.
- Sean McGill, Ridgefield Library Branch Manager made a connection with the newest club at Ridgefield High School, *Unite Ridgefield*, a club focused on diversity, equity, and inclusion. The group is asking businesses and institutions downtown to put up their Unite Ridgefield posters as a way to show that the community cares about these students and the Library will also participate. This group expresses itself through art and Sean offered to display their art in the future.



CONNECTIONS

- Plant, Seed, and Bulb swap was held in the Stevenson Library parking lot in coordination with the Stevenson Grange #121 and the Stevenson Farmers' Market.
- Bookmobiles: Skamania Bookmobile (BKS) has resumed visits to schools and daycares this school year. October 2021 circulation on the bookmobile is up 275% percent compared to October 2020, down -8% compared to October 2019, but still up 27% over September 2021.



Klickitat Bookmobile (BKK): As part of the goal to improve services and engagement with the community, Goldendale Library Senior Library Assistant, David H. created an experience kit/passive program specifically for BKK patrons, mainly embraced by the Bickleton School. Children received large sheets of paper with comic strip boxes on them and were asked to create and draw a story, then return them to enter the contest. The winners' entries were posted in the bookmobile and everyone from staff to students at the

Bickleton School expressed how proud and thrilled they were of the competitor's accomplishments. The Gold winner was shocked and was speechless when given her badge!

- Battle Ground Library's interactive display for November was a turkey coloring craft for kids where they asked them to write what they were thankful for on each feather. The turkeys were cut out and displayed on the doors to the Meyer room. (photo on right)
- The Visions & Voices exhibit is on display through December in the Gray Space at Vancouver Community Library. This project connects visual artists and writers, and allows them to generate responses to



each other's work. This project was initiated pre-pandemic closure and was paused indefinitely in the spring of 2020. We were able to collect most of the remaining pieces and put on a successful show. The artists who participated and the community who have viewed the pieces have expressed great enthusiasm for the project.

PARTNERSHIPS

- Vancouver Library staff, Maggie and Traci visited a family Zoom event for the EOCF McGillivray Center where they talked with preschool children and families about the library, read a book together, and sang some songs.
- Cascade Park Library partnered with SHARE to be a drop off for socks and undergarments to be donated to those in need.
- Washougal High School Librarian, Ms. Marshall and Washougal Branch Manager, Rachael Ries facilitated Wild Panther Reads (a teen book group) discussion. This was a special discussion where two books were read, one novel and one graphic novel, both about the Holocaust. The titles were *The Book Thief* and *White Bird*. Ms. Marshall applied for and received a grant to have a Holocaust Teaching Trunk. Rachael created a "living museum" display in the high school library. The kids were able to look through the artifacts and see actual faces and items from the Holocaust. This was an incredible value adding experience. (photo on right)



ORGANIZATIONAL CULTURE

- Washougal Library Supervisor, Linda F. and Branch Manager, Rachael both attended several Stress management and wellness workshops from Kaiser and Natural Grocers.
- REFORMA is the national organization of library professionals with the goal to promote library services to Latinos and the Spanish speaking. Senior Library Assistant, Kathlleen Mintz at Three Creeks Library, attended their conference to learn more about how bilingual and Spanish services are offered in libraries throughout the US and to get ideas for in-person programming. Three Creeks serves Sarah J. Anderson Elementary which has a Spanish Immersion program and Hazel Dell Elementary which serves many Spanish speaking students.

PATRON COMMENTS

- During the BKK Roosevelt route that, a patron at the Columbia River Country store had nothing but nice things to say about the resources the Library provides. He thanked us for our service and emphasized the importance of our role to the people in rural communities, young and old alike. He said, "I've lived in these small towns my entire life, and it doesn't matter if you speak to someone that is seventy or seven years old, they will have a story about the Bookmobile and how it's made a positive impact on their life! You ladies are so important, and the service you provide is invaluable!"
- One La Center patron wanted us to know how much his 3rd grader is enjoying the Wonderbook RAs for the older kids. They love having the book and listening to it at the same time!
- Vancouver Library staff reports that a new FVRL patron, who is accustomed to stricter policies around renewals, is quite pleased with our system. The patron had just been diagnosed with cancer and began chemotherapy at the same time she moved to the area, and our circulation policies have had a positive impact on her life. She said, "I am in awe of this library, thank you so much, what a gift your library system is."



December 2021 – Strategic Plan Update

FVRLibraries is committed to providing regular updates about our [2021-2024 Strategic Plan](#).

EQUITY

- By mid-December, two-thirds of FVRLibraries staff will have completed the foundational equity training.
- We celebrated Native American History Month in November with book displays that were centrally purchased and deployed to all library locations. More cultural heritage displays are coming in 2022.
- Our new website, which launches this month, has been updated for accessibility, including language access and readability.
- Redesigned pronoun buttons allow staff to share their pronouns and help create a more inclusive environment.

PARTNERSHIPS

- Identifying areas of the strategic plan that require partnerships.

CONNECTIONS

- Communications and Marketing designed a new print newsletter to promote programs and services.

ORGANIZATIONAL CULTURE

- Updated outcomes and benchmarks for 2022 will be shared with staff for input.



DECEMBER 2021 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations open a minimum of 10 am to 6 pm Monday - Friday
 - No meeting room use, no in-person programs

2. Capital Projects

- Operations Center (Mill Plain)
 - Upper level staff return, repairs continue
- Woodland Community Library
 - Met with Foundation, Facilities Committee about next steps
- Washougal Community Library
 - City of Washougal - parking discussion
 - Architect/Developer - site planning, estimates discussion
- Grand Boulevard building purchase agreement and amended lease
 - City of Vancouver - purchase document review
 - Johnston Architects - Grand Blvd. space planning

3. Executive Director's Activities: November 16 - December 10, 2021

- VA Early Learning Center stakeholders meeting, Burgeon
- EV Charging Stations discussion @ ST - Energy NW & Noanet
- Tribal Communities, Difficult Public Meetings, Energy Retrofits (webinars)
- Battle Ground Village Retail Association - 2022 budget meeting
- Allstream - review of phone system
- Public Libraries of Washington annual meeting
- Public Library Association Online Education Committee
- Certified 2022 levy - FVRL and Yale Valley
- Executive Women's Council
- Battle Ground Village Retail Association - 2022 Budget
- Equity Foundational Training
- Kaiser Permanente annual insurance review
- Columbia River Economic Development Council legislative review
- 2021 Amended Budget/2022 Budget - Finance Committee
- Woodland and Washougal project discussion - Facilities Committee
- Yale Valley Library District Board meeting
- Branch Managers and Supervisors meetings
- Foundation Board Meeting
- Meet with new Board member
- Meet with SELF Director Debbie Ham
- Attend the Starlight Parade @ ST
- Consult with Nomination Committee

Foundation Update



Wishing you and yours wonderful holidays!
May you have good health, peace, and much happiness
throughout this season and in the New Year!

Great News!

- Seven new Cornerstone donors have been secured for the Washougal Library Building Campaign in the last two months. One of the donations was matched by the donor's employer.
- The Friends of Washougal Community Library have added \$6,000 to their investment account.
- The Foundation received a donation of a cargo trailer, valued at \$4,800, along with collapsible metal storage cages, valued at \$250 each, from a generous member of the community who wanted to support the Foundation's efforts.
- Iron Gate Storage in Camas-Washougal donated a year's rental of two storage units, valued at \$3,012, to the Foundation which are being used for storing and staging boxes of donated books before they are shipped to ThriftBooks.

Upcoming Events

Thursday, December 9
**FVRL Foundation Combined
November and December
Board Meeting**

via Zoom, 3:00pm–4:00pm

Monday, December 13
FVRL Trustee Meeting
via Zoom, 6:00pm–8:00pm

Friday and Saturday,
December 24–25
**FVRLibraries will be closed in
observance of Christmas**

Friday, December 31
**Some FVRLibraries will be
closing early in observance of
New Year's Eve**

Saturday, January 1
**FVRLibraries will be closed in
observance of New Year's Day**

Monday, January 17
FVRL Trustee Meeting
via Zoom, 6:00pm–8:00pm (TBC)

Building Campaigns and Cornerstone Pledges

Ridgefield has \$350,750 in naming opportunities, 62 Cornerstones, 15 Stepping Stones, 2 Keystones, and 5 Capstones.

Washougal has 31 Cornerstones, 2 Stepping Stones, and 1 Keystone.

Woodland has 27 Cornerstones, 4 Stepping Stones, 4 Keystones, and 4 Capstones.

**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:
<https://www.fredmeyer.com/topic/community-rewards-4>

–Sign up to support FVRL Foundation through Amazon Smile:
<https://smile.amazon.com/>

The Foundation recently accepted the donation of a cargo trailer from a local resident.



Don't Forget to SMILE!



Don't forget: AmazonSmile is a GREAT way to support FVRL Foundation while you shop—it's easy, free, and you can use your existing Amazon account.

Visit smile.amazon.com and select **Fort Vancouver Regional Library Foundation** as your charity. Every time you purchase through smile.amazon.com (remember to go through this site for your purchases to count), Amazon donates .5% back to the Foundation

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting**

November 15, 2021

1. CALL TO ORDER

Chair Carrico called the regular meeting to order at 6:00pm noting that an Executive Session was held from 5:30pm – 5:55pm regarding Personnel.

ATTENDEES: All participation was virtual per Governor's proclamation #20-25.2.

Board Members: Brian Carrico, Jane Higgins, Kelsi Gilkey, Mary Ann Duncan Cole, Kate Maple

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Dave Josephson, Facilities Director, Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant; Guest: Jennifer Huaun, Woodland Community Library Branch Manager

2. AGENDA

Chair Carrico noted one change to the agenda: combining items 6.1 and 6.2.

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the amended agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Chair Carrico welcomed the Trustees and the public to the meeting noting that many public comments were received. Board members were asked to review them.

4. REPORTS

4.1 FVRL Operational Report: Mary Abler, Deputy Director

Abler gave an overview of the progress of the strategic plan objectives including foundational equity training, partnerships, connections and organizational culture.

4.2 Branch Report: Woodland Community Library, Jennifer Huaun, Branch Manager

Huaun provided an overview of Woodland Community Library's activities over the past year.

5. CONSENT AGENDA

5.1 Minutes Approval – October 18, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Mary Ann Duncan-Cole

5.3 Fiscal Management Policy

5.4 Asset Management Policy

5.5 Resolution 2021-17: 2021 Reserve Plan

MOTION: Jane Higgins moved and Mary Ann Duncan Cole seconded approval of the consent agenda. The motion carried unanimously via roll call.

6. BUSINESS

6.1 Personnel Committee: Executive Director Review

The Taylor Group facilitated in depth interviews for Amelia Shelley's annual performance review. Shelley is commended for being a good steward of public funds and for hiring a Deputy Director per the Board's recommendation. She was also commended for

successfully building and opening the Ridgefield and Yale Valley Community Libraries. The Board approved an 8% increase retroactive to Shelley's anniversary date of October 12, 2021 noting that this is very deserved and earned.

Kelsi Gilkey thanked Amelia for her hard work and leadership during Covid. She could feel the respect staff have for Shelley in the interactions Gilkey had during the process.

Chair Carrico thanked Jane Higgins and Kate Maple for their time and effort in facilitating this review process. He thanked Shelley for her excellent leadership throughout the past year noting also the Operations Center flood disruption and labor agreement negotiations.

MOTION: Kate Maple moved and Jane Higgins seconded approval of Resolution 2021-14 Executive Director Compensation. The motion carried unanimously via roll call.

6.2 AFSCME Contract

Lee Strehlow gave the Board an overview of the AFSCME Contract. Amelia Shelley thanked Strehlow for her hard work. Kate Maple thanked the AFSCME members for their work. The Board appreciates the staff support of FVRL so much.

MOTION: Mary Anne Duncan Cole moved and Kate Maple seconded approval of AFSCME CBA Ratification Resolution 2021-18. The motion carried unanimously via roll call.

6.3 Resolution 2021-19 Grand Blvd Property Purchase

Shelley gave an overview of the status of the Grand Boulevard property purchase for the FVRL Operations Center new home.

MOTION: Jane Higgins moved and Mary Ann Duncan Cole seconded approval of the Grand Blvd Property Purchase Resolution 2021-19. The motion carried unanimously via roll call.

Chair Carrico thanked the City of Vancouver and Amelia Shelley. FVRL has benefitted from that partnership and the purchase of the Grand Blvd property continues that relationship. Shelley noted that we are very excited for our future and will convey this to our City partners.

6.4 Finance Committee

Public Hearing: 2022 Levy (includes citizen comments)

- Gary Wilson provided comment. He is not in favor of the 2022 Levy.

Chair Carrico is supportive of the request noting that Shelley has been an excellent steward of public funds and that we were responsive to the changes with COVID and still able to save funds. This is a great example of diligence on the staff's part.

MOTION: Jane Higgins moved and Kelsi Gilkey seconded approval of 2022 Levy Certification: Resolution 2021-13 (2022-02). The motion carried unanimously via roll call.

2022 Budget (second reading)

This is the second reading of the 2022 budget. Staff will provide final numbers in December for Board approval.

2021 Amended Budget (second reading)

This is the second reading of the proposed budget amendments. Staff will provide final numbers in December for Board approval.

6.5 2022 Board Officer/Committee Appointments – Nomination

The Nominating Committee will reach to the Trustees to determine Board Officer and Committee Appointments. Nominations will be made at the December meeting.

6.6 2022 Board Meeting Schedule/Financial Review

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the 2022 Meeting Schedule/Financial Review. The motion carried unanimously via roll call.

6.7 Resolution 2021-15: Lyngsoe System, Inc. AMH Contract

Staff requests that the Board of Trustees authorize the Executive Director to execute a contract with Lyngsoe Systems Inc for three new automated material handlers, not to exceed \$550,000.

MOTION: Kate Maple moved and Jane Higgins seconded approval of Resolution 2021-15. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Eduard Goncharuk, Dennis Anderson, Terry and Cynthia Allen, Ed Nunnally, Annette Wesolowski, Elya Chuk, Diana Knous, Ellen Niemann, Michael Jelineo, Mr. and Mrs. J. Anderson, Marilyn Roggenkamp, Dan and Lynette Nelson, Kay Hinson, Gregory Long, Jeannette Kid Lopez, Jack and Anna, Suzanne Carlson, Julia Seaver, Margo Logan, Gary Wilson

8. BOARD COMMENTS

Jane Higgins suggested that the Board members may find the PLA Conference very beneficial and encourages members to attend. Higgins feels that PLA would offer Trustees a broader perspective of the library world. The conference takes place in Portland, OR on March 23- 25, 2022. Kate Maple thanked Lynne Caldwell for their work on the AMH RFP process noting that she appreciates Lynne and their professionalism.

9. NEXT REGULAR MEETING

The next meeting is Monday, December 13, 2021 (Virtual)

10. ADJOURNMENT

The meeting adjourned at 7:50pm

Approved:

Brian Carrico, Chair

Date

Kelsi Gilkey, Secretary

Date

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2021
For the Month Ending November 2021 (With year-to-date totals)

	2021 Budget (Approved 12/20)	November Projected 2021 Revenues	All Revenue Received thru November 2021	Year - to - Date Annual Budget Percent
Property Taxes				
311.10 Property Taxes - Clark	23,469,214	1,257,320	23,415,355	99.77%
311.10 Property Taxes - Skamania	664,136	150,951	636,777	95.88%
311.10 Property Taxes - Klickitat	1,196,404	382,214	1,323,614	110.63%
311.10 Property Taxes - Cowlitz	326,395	111,343	304,206	93.20%
Total Property Taxes	25,656,149	1,901,827	25,679,952	100.09%
Other Taxes				
311.11 Other General Tax	0	0	0	0.00%
318.20 Leasehold Excise Tax	92,000	28,892	142,207	154.57%
Total Other Taxes	92,000	28,892	142,207	154.57%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	0	922	18.45%
333.00 Grants through ESD 112	0	0	3,550	0.00%
336.02 State In-lieu of Taxes	0	0	10,486	0.00%
334.84 State Grants	0	0	5,102	0.00%
335.05 State Forest Boards	170,000	72,649	291,781	171.64%
338.72 Yale Valley Library Dist	730,000	60,652	779,399	106.77%
338.72 INET City of Vancouver (PEG)	61,000	61,100	61,100	100.16%
338.72 Contracts - Clark County Jail	500	0	500	100.00%
Total Intergovernmental, Grants & Contracts	966,500	194,400	1,152,841	119.28%
Charges for Services				
341.60 Equipment Use Fees	20,000	3,048	9,854	49.27%
347.21 Non-Resident Borrower Fee	2,000	506	5,615	280.76%
347.90 Lost / Damaged Material Fee	5,000	5,239	28,912	578.24%
347.50 Collection Agency Referral Fee	5,000	340	2,510	50.20%
Total Charges for Services	32,000	9,133	46,891	146.53%
Miscellaneous				
361.11 Investment Interest	177,000	10,810	122,722	69.33%
362.00 Rental Income	2,500	0	0	0.00%
367.09 Restricted Contribution - WD	0	500	500	0.00%
367.10 Gifts/Contributions	3,351	170	12,512	373.40%
369.90 Library Friends Groups' Reimbursements	660,000	138	3,260	0.49%
369.90 Library Foundation Reimbursements	2,136,000	0	2,384,704	111.64%
369.40 Insurance Reimbursements	1,500,000	0	3,758,620	250.57%
369.90 Miscellaneous	8,500	227	456	5.37%
367.11 Private Grants	2,500	0	1,600	0.00%
369.90 Postage Contributions	0	0	0	0.00%
369.90 Other Miscellaneous - E-Rate	200,000	0	156,814	78.41%
395.00 Sale of Assets	12,000	-6	679	5.65%
Total Miscellaneous	4,701,851	11,840	6,441,867	137.01%
Total Operating Revenue	\$ 31,448,500	\$ 2,146,092	\$ 33,463,758	106.41%
Transfer in from Reserves	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues and Transfer from Reserve	\$ 31,448,500	\$ 2,146,092	\$ 33,463,758	106.41%

11/12 months = 91.67%

Jan.-Dec. 2021 Fiscal Year

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2021
For the Month Ending November 2021 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2021 Budget (Approved 12/20)	November 2021 Expenditures	Year-to-Date Totals thru November 2021	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	11,563,314	858,004	9,460,696	81.82%
572.24	Benefit - Medical	2,501,458	167,548	2,048,081	81.88%
572.24	Benefit - Dental	306,644	23,671	255,923	83.46%
572.24	Benefit - Life, LTD, STD	132,891	9,272	95,822	72.11%
572.22	Benefit - PERS	1,459,354	86,966	1,119,863	76.74%
572.21	Benefit - FICA	871,318	63,427	705,200	80.93%
572.25	Benefit - L & I - Workers Compensation	117,603	5,757	61,988	52.71%
572.25	Benefit - PFML	17,941	1,246	13,863	77.27%
572.28	Unemployment Expense	10,000	0	2,938	29.38%
	Personnel Subtotal:	16,980,523	1,215,891	13,764,374	81.06%
Supplies					
572.30	Supplies	400,000	19,085	382,019	95.50%
572.35	Small Equipment (FF&E)	500,000	2	244,395	48.88%
572.38	Technology	525,000	0	471,293	89.77%
572.33	Professional Collection / Tech	300,000	12,302	188,620	62.87%
	Supplies & Small Equipmt/Tech Subtotal:	1,725,000	31,389	1,286,327	74.57%
Library Books / Materials					
572.34	Library Books & Materials	2,400,000	144,297	1,409,462	58.73%
572.39	Electronic Resources	1,400,000	193,589	1,565,050	111.79%
	Library Materials Subtotal:	3,800,000	337,886	2,974,512	78.28%
Other Services / Charges					
572.41	Professional Services	1,238,000	109,274	1,144,680	92.46%
572.42	Communications	419,400	35,183	389,217	92.80%
572.43	Training / Travel	108,000	3,387	43,350	40.14%
572.44	Advertising	29,000	2,373	11,668	40.23%
572.45	Rentals / Leases	519,200	78,848	961,471	185.18%
572.46	Insurance	223,700	-551	202,212	90.39%
572.47	Utilities	408,500	29,842	291,535	71.37%
572.48	Repairs & Maintenance	775,000	48,975	785,129	101.31%
572.49	Misc / Dues / Printing / Other	131,200	6,333	75,787	57.76%
572.50	Intergovernmental Services	2,500	240	3,184	127.36%
	Other Charges & Services Subtotal:	3,854,500	313,904	3,908,233	101.39%
Capital Outlay					
594.62	Buildings / Non-Owned	2,000,000	0	1,111,853	55.59%
594.62	Buildings / Owned	2,000,000	0	1,626,624	81.33%
595.62	Yale Project	730,000	0	424,452	58.14%
594.64	Machinery & Equipment	196,477	63,643	184,522	93.92%
	Capital Outlay Subtotal:	4,926,477	63,643	3,347,452	67.95%
Reserved Amount					
572.41	Professional Services-2021 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 31,286,500	\$ 1,962,713	\$ 25,280,898	80.80%
Total Reserved Projects		162,000	0	132,769	81.96%
Grand Total All Expenditures:		\$ 31,448,500	\$ 1,962,713	\$ 25,413,667	80.81%

November is the 11th month of the fiscal year. Year-to-date budget percentages should be at 91.67%, representing 11/12 months.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

December 13, 2021

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, December 13, 2021, The Board of Directors, by a _____
vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
November 1, 2021 through November 30, 2021

Accounts Payable Warrants Issued	Numbers	<u>113677</u>	Through	<u>113855</u>	<u>\$ 950,317.49</u>
Accounts Payable EFT Payments		<u>EFT01023</u>	Through	<u>EFT01055</u>	<u>\$ 63,243.12</u>
Accounts Payable Warrants Voided	Numbers	<u>113677, 112992, 113012</u>			<u>(\$ 5,283.80)</u>
Payroll Warrants Issued	Numbers	<u></u>	Through	<u></u>	<u>\$ -</u>
Payroll Transactions Voided	Numbers	<u></u>			<u>(\$ -)</u>
Payroll Direct Deposits Issued	Numbers	<u>11/9/2021</u>	Through	<u>11/23/2021</u>	<u>\$ 793,952.26</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>	<i>Amount</i>			
WA Dept. of Revenue	11/29/2021	579.47			
Kaiser	11/29/2021	15,972.28			
Kaiser	11/30/2021	61.75			
WA Dept of Retirement	11/2/2021	70,432.35			
WA Dept of Retirement	11/3/2021	209.32			
WA Dept of Retirement	11/10/2021	6,365.73			
WA Dept of Retirement	11/12/2021	69,689.94			
ADP	11/16/2021	4,446.23			
ADP	11/19/2021	4,528.28			
					<u>\$ 172,285.35</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u><u>\$ 1,974,514.42</u></u>
Total Transactions for Approval					\$ 1,974,514.42

AUDITING TRUSTEE

EXECUTIVE DIRECTOR

BOARD COVER WORKSHEET**BOARD DATE:**

December 13, 2021

Date Paid	Warrant Numbers	Amount	Void/Cancel Amounts
Accounts Payable			
November 3, 2021	113677-113713	110,768.09	
November 4, 2021	113714	55.00	
November 12, 2021	113715-113774	176,420.95	
November 17, 2021	113775-113801	112,169.61	
November 30, 2021	113802-113855	550,903.84	
Total Accounts Payable Warrants Issued		950,317.49	

Accounts Payable EFT Payments			
November 5, 2021	EFT01023	1,842.46	
November 12, 2021	EFT01024-EFT01034	1,280.02	
November 19, 2021	EFT01035-EFT01037	4,253.00	
November 30, 2021	EFT01038-EFT01055	55,867.64	
Total Accounts Payable EFT Payments		63,243.12	

Accounts Payable Voids and Cancels			
November 1, 2021	112992		225.00
November 1, 2021	113012		612.57
November 15, 2021	113677		4,446.23
Total Accounts Payable Warrant Voids and Cancels			5,283.80

Total ADP ACH Auto Pull			
November 9, 2021		293,991.57	
November 9, 2021	State Family & Medical Leave	1,691.42	
November 9, 2021	Federal	94,631.58	
November 9, 2021	Oregon	3,458.33	
November 23, 2021		299,557.98	
November 23, 2021	State Family & Medical Leave	1,706.85	
November 23, 2021	Federal	95,383.99	
November 23, 2021	Oregon	3,530.54	
Total Payroll Direct Deposit Transfers		793,952.26	

ACH EFT Transfer			
November 29, 2021	WA Department of Revenue	579.47	
November 29, 2021	Kaiser	15,972.28	
November 30, 2021	Kaiser	61.75	
November 2, 2021	WA Dept of Retirement	70,432.35	
November 3, 2021	WA Dept of Retirement	209.32	
November 10, 2021	WA Dept of Retirement	6,365.73	
November 12, 2021	WA Dept of Retirement	69,689.94	
November 16, 2021	ADP	4,446.23	
November 19, 2021	ADP	4,528.28	
Total ACH EFT Transfers		172,285.35	

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids	1,979,798.22	5,283.80
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Total Funds to Approve for Disbursement **1,974,514.42**

Finance Director Reviewed

Carrie Greenwood

Date

12/9/21

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2021-16

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES DECLARING FORT VANCOUVER LIBRARY DISTRICT VEHICLES AS SURPLUS AND AUTHORIZING ITEMS TO BE DISCARDED

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held virtually on Monday, December 13, 2021 attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees has authorized the purchase of item(s) through budget approval; and

WHEREAS, FVRL effectively utilizes its equipment to maximize service, which may result in upgrading equipment; and

WHEREAS, FVRL has determined that these vehicles are outdated and unreliable and therefore should be declared surplus;

1) Bookmobile: 2002 Freightliner Thomas VIN: 4UZAAXBVX3CL70616

WHEREAS, in order to dispose of the no longer used items, the FVRL Board of Trustees must declare the item as surplus;

NOW THEREFORE BE IT RESOLVED: that Fort Vancouver Regional Library District Resolution 2021-16, approving the surplus of the above stated vehicle be adopted.

Approved: _____
Chair, Brian Carrico

Attested: _____
Secretary, Kelsi Gilkey

Date: _____

**Fort Vancouver Regional Library District
Staff Report 2021-53
WPEA 2021-23 Collective Bargaining Agreement**

TO: Board of Trustees
FROM: Amelia Shelley, Lee Strehlow
DATE: 12/13/2021

SUBJECT: WPEA 2021-2023 Collective Bargaining Agreement (CBA)

SUMMARY

FVRL recently came to an agreement with our WPEA bargaining team over compensation and other terms in their contract. This agreement changes to the WPEA compensation process to provide for regular movement through the pay grade based on time in position (Periodic Increment Date - PID). The new CBA will be in effect through December 31, 2023.

Highlights of the new CBA

- Wage increase will be retroactive to January 1, 2021
- Gives all WPEA members a 6% increase to the compensation plan and employee pay
- Effective January 1, 2022, employees will be placed at a specific location on the pay grade based on time in position
- Obligates FVRL to offer a wage opener in March of 2022 to discuss results of 2021 Salary Review
- Includes 2023 salary increase of 2.5% to individuals who are not at the top of the pay grade
- Employees will not receive a PID if they are currently in a Performance Improvement Plan

Key Considerations

- WPEA members' last comprehensive increase in compensation was in 2019
- Retroactive increases reward employees for efforts during a challenging year
- Increases are in alignment with employees time in position
- Results of a 2021 salary review are expected to indicate the need to further adjust to some wages to stay competitive in retaining and attracting top talent

Other Changes in the New Agreement

- Overtime will now be computed on time worked weekly rather than daily
- Employees begin contributing towards dependent dental premiums in 2023
- Implementation of a district wide person-in-charge (PIC) program that will allow for more flexibility in employees serving as PIC in the absence of a supervisor

Budget Impact

- Cost of retroactive pay and salary increase is within the capacity of the 2021 budget
- Cost of implementation to a PID approach is within the capacity of the 2022 budget
- Capacity for bargaining impact of salary review built into the 2022 budget

Performance Expectations

WPEA members will continue to discuss performance and check in on their performance goals quarterly, with a formal written annual evaluation and certification of approval for movement through the pay grade prior to the scheduled PID wage increase.

Staff Recommendation

Staff recommend the approval of Resolution 2021-20: WPEA 2021-2023 Collective Bargaining Agreement.

Advantages

We have come through nineteen months of very difficult times together as a team and there has not been an overall adjustment to our compensation plan since 2019. WPEA members have been the hardest hit of our team members by the many of the social and societal stresses that the pandemic has wrought including inflation, struggles to find childcare, rising housing costs and concerns about personal health and safety. Approving the WPEA CBA reflects our confidence in their skills and abilities, keeping pace with a changing marketplace, and reflects our desire to provide appropriate compensation for their work.

Disadvantages

Obligates FVRL to future increases in 2022-23 without knowledge of the economy or ability for FVRL to pay. WPEA and FVRL accept that this could lead to layoffs in the future should funds fall short of obligations.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2021-21

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT AND UFCW LOCAL 365 OF THE WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held virtually on December 13, 2021 and 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, the Fort Vancouver Regional Library District Board of Trustees shall authorize the ratification of the Collective Bargaining Agreement (CBA) between Local L365 of the Washington Public Employees Association (WPEA) and the FVRL for adjustments to the compensation plan and employee pay per the agreement; and

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees recognizes that the specific terms of future increases in 2022 and 2023 are dependent on the outcomes of a 2021 salary review and further bargaining; and

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees authorizes that increase to the WPEA compensation plan and employee pay be retroactive to the beginning of the 2021 calendar year per the adopted budget;

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2021-20, authorizing the ratification of the WPEA CBA with FVRL.

Adopted this 15th day of November, 2021

Brian Carrico, Chair

Jane Higgins, Vice-Chair

Fort Vancouver Regional Library District
Staff Report 2021-49
2021 Amended Budget (revised)

TO: Board of Trustees

FROM: Finance Committee, Carrie Greenwood, Amelia Shelley

DATE: 12/10/2021

SUBJECT: 2021 Amended Budget - Revenues and Expenses

SUMMARY: FVRL is required to amend the annual budget to reflect any unanticipated income within the calendar year per our Fiscal Management Policy. Staff believes it is prudent to update both any unanticipated income as well as any significant increases or decreases in revenue and expenses. The effort is to provide a clearer view of the financial position of the District going into the end of the year.

UNANTICIPATED REVENUES: \$2,596,500

Revenues were stronger than anticipated in a few categories as well as one category that was significantly lower than projected. The largest increase in revenue was in insurance reimbursements for the Operations Center flood damage that came in higher than anticipated due to the timing of needing to complete the 2021 budget and many unknowns at that time about the extent of necessary flood repairs. Some reductions are related to revenues being less than anticipated due to various reasons.

Increases	\$3,310,000	Reason
Property tax revenue:	\$243,851	(Klickitat County, late 2020 payments)
Leasehold excise tax:	\$28,000	(higher than anticipated)
State Forest Boards:	\$130,000	(higher than anticipated)
Lost/damaged fees:	\$20,000	(higher than anticipated)
Gifts/Contributions:	\$11,649	(Cowlitz Tribe in lieu)
Grants:	\$17,500	(higher than anticipated)
Insurance reimbursements:	\$2,500,000	(higher than anticipated)
Yale Valley Library District:	\$95,000	(higher than anticipated)
FVRL Foundation:	\$264,000	(carry over from 2020 - RI)
Reductions	-\$713,500	
Investment interest:	-\$37,000	(lower than anticipated)
Rental income:	-\$2,500	(lower than anticipated)
Miscellaneous:	-\$8,000	(lower than anticipated)
Sale of assets:	-\$10,000	(lower than anticipated)
Library Friends:	-\$656,000	(lower than anticipated)
Total	\$2,596,500	

ADJUSTMENTS TO EXPENSES: \$2,596,500

The bulk of the increase is the purchase of 2018 Grand Boulevard from the City of Vancouver for \$3,725,000, expenses for the Operations Center flood related lease payments on additional facilities and the down payment for three new automated material handlers to be delivered in 2022. Reductions are mostly related to our inability to expend funds due to delays in orders and deliveries.

Increases	\$4,498,500	Reason
Rentals/leases:	\$704,149	(flood related/reimbursed)
Capital equipment:	\$231,351	(automated material handlers)
Reserve Projects:	\$3,563,000	(2018 Grand Blvd. purchase)
Reductions	-\$1,902,000	
Small equipment/FF&E:	-\$250,000	(supply chain delays)
Library Books and materials	-\$800,000	(supply chain delays)
Training/travel:	-\$58,000	(lack of opportunity)
Advertising:	-\$14,000	(less programming)
Capital non-owned:	-\$500,000	(supply chain delays)
Yale Valley Library	-\$280,000	(professional services, labor, FF&E)
Total	\$2,596,500	

STAFF RECOMMENDATION:

Approve the amended 2021 budget.

DRAFT

Fort Vancouver Regional Library District

DRAFT Budget Amendment - Fiscal Year 2021

		2021 Budget	2021 Budget (Amended)	Dollar Difference	Percent Change
Property Taxes					
311.10	Property Taxes - Clark	23,469,214	23,500,000	\$30,786	0.13%
311.10	Property Taxes - Cowlitz	326,395	350,000	\$23,605	7.23%
311.10	Property Taxes - Klickitat	1,196,404	1,350,000	\$153,596	12.84%
311.10	Property Taxes - Skamania	664,136	700,000	\$35,864	5.40%
	Total Property Taxes	25,656,149	25,900,000	\$243,851	0.95%
Other Taxes					
311.11	Other General Tax	0	0	\$0	0.00%
318.20	Leasehold Excise Tax	92,000	120,000	\$28,000	30.43%
	Total Other Taxes	92,000	120,000	\$28,000	30.43%
Intergovernmental, Grants & Contracts					
332.00	Federal in-lieu of Taxes	5,000	5,000	\$0	0.00%
335.05	State Forest Boards	170,000	300,000	\$130,000	76.47%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0	0.00%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Total Intergovernmental, Grants & Contracts	236,500	366,500	\$130,000	54.97%
Charges for Services					
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	2,000	2,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	5,000	25,000	\$20,000	400.00%
347.50	Collection Agency Referral Fee	5,000	5,000	\$0	0.00%
	Total Charges for Services	32,000	52,000	\$20,000	62.50%
Miscellaneous					
361.11	Investment Interest	177,000	140,000	-\$37,000	-20.90%
362.00	Rental Income	2,500	0	-\$2,500	-100.00%
367.10	Gifts/Contributions	3,351	15,000	\$11,649	347.63%
369.90	Miscellaneous	8,500	500	-\$8,000	-94.12%
369.90	Grants	2,500	20,000	\$17,500	700.00%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	12,000	2,000	-\$10,000	-83.33%
	Total Miscellaneous	405,851	377,500	-\$28,351	-6.99%
	Subtotal-Operating Revenues	26,422,500	26,816,000	393,500	1.49%
Reserves					
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	0	0	\$0	0.00%
	Total Transfers	0	0	\$0	100.00%
Reimbursements					
369.40	Insurance Payments	1,500,000	4,000,000	\$2,500,000	166.67%
338.72	Yale Valley Library District	730,000	825,000	\$95,000	13.01%
369.90	Library Friends Groups	660,000	4,000	-\$656,000	-99.39%
369.90	Fort Vancouver Regional Library Foundation	2,136,000	2,400,000	\$264,000	12.36%
	Total Reimbursements	5,026,000	7,229,000	\$2,203,000	43.83%
	Grand Total Revenue	31,448,500	34,045,000	\$2,596,500	8.26%

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2021

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2021 Budget	2021 Budget (Amended)	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	11,563,314	11,563,314	0	0.00%
572.24	Benefit - Medical	2,501,458	2,501,458	0	0.00%
572.24	Benefit - Dental	306,644	306,644	0	0.00%
572.24	Benefit - Life, LTD, STD	132,891	132,891	0	0.00%
572.22	Benefit - PERS	1,459,354	1,459,354	0	0.00%
572.21	Benefit - FICA	871,318	871,318	0	0.00%
572.25	Benefit - L & I	117,603	117,603	0	0.00%
572.2X	Benefit - PFMLA	17,941	17,941	0	0.00%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	Personnel Subtotal:	16,980,523	16,980,523	0	0.00%
Equipment: Technology & Supplies					
572.30	Supplies	400,000	400,000	0	0.00%
572.35	Small Equipmt (FFE)	500,000	250,000	-250,000	-50.00%
572.38	Technology	525,000	525,000	0	0.00%
572.33	Library Software and Professional	300,000	300,000	0	0.00%
	Equipment Subtotal:	1,725,000	1,475,000	-250,000	-14.49%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	2,400,000	1,600,000	-800,000	-33.33%
572.39	Electronic Resources	1,400,000	1,400,000	0	0.00%
	Resources Subtotal:	3,800,000	3,000,000	-800,000	-21.05%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	1,238,000	1,238,000	0	0.00%
572.42	Communications	419,400	419,400	0	0.00%
572.43	Training / Travel	108,000	50,000	-58,000	-53.70%
572.44	Advertising	29,000	15,000	-14,000	-48.28%
572.45	Rentals / Leases	519,200	1,223,349	704,149	135.62%
572.46	Insurance	223,700	223,700	0	0.00%
572.47	Utilities	408,500	408,500	0	0.00%
572.48	Repairs & Maintenance	775,000	775,000	0	0.00%
572.49	Misc / Dues / Printing / Other	131,200	131,200	0	0.00%
572.50	Intergovernmental Services	2,500	2,500	0	0.00%
	Operations Subtotal:	3,854,500	4,486,649	632,149	16.40%
	Subtotal-Operating Expenditures	26,360,023	25,942,172	-417,851	-1.59%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	2,000,000	1,500,000	-500,000	-25.00%
572.62	Yale	730,000	450,000	-280,000	-38.36%
594.62	Buildings / Owned	2,000,000	2,000,000	0	0.00%
594.64	Machinery & Equipment	196,477	427,828	231,351	117.75%
	Capital Projects Subtotal:	4,926,477	4,377,828	-548,649	-11.14%
Reserves-Library Development - transfer out					
572.38	Reserve Projects	162,000	3,725,000	3,563,000	2199.38%
Reserves - Library Development - transfer in					
572	Budget Stabilization Account	0	0	-	0.00%
	Reserves Subtotal:	\$ 162,000	3,725,000	3,563,000	2199.38%
Grand Total All Expenditures:					
		\$31,448,500	\$ 34,045,000	\$ 2,596,500	8.26%

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
2021 Budget Amendment
Resolution 2021-20 (2022-03)

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES AUTHORIZING AN AMENDMENT TO THE 2021 BUDGET

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held December 13, 2021 virtually, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, FVRL's Board of Trustees is responsible for the adoption and management of FVRL's budget and finances per RCW 27.12.210 (4&5), and

WHEREAS, FVRL received of unanticipated revenues from a number of sources in 2021 that included insurance reimbursements from flood damage that occurred to its Operations Center in late 2020; and

WHEREAS, FVRL expects to expend funds on the purchase of a building before the end of 2021; and

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

WHEREAS, FVRL the Board approved 2021 budget of \$31,448,500 will be increased by \$2,596,500 to an amended 2021 budget total of \$34,045,000.

NOW THEREFORE BE IT RESOLVED that Fort Vancouver Regional Library District adopts Resolution 2021-22 approving the amended 2021 budget of \$34,045,000.

Adopted this 13th day of December, 2021

Brian Carrico, Chair

Jane Higgins, Vice Chair

**Fort Vancouver Regional Library District
Staff Report 2021-50
2022 Draft Budget**

TO: FVRL Board of Trustees

FROM: Finance Committee, Carrie Greenwood, Amelia Shelley

DATE: 12/10/2021

SUBJECT: FVRL is statutorily required to create and approve a budget as part of the Board of Trustees annual obligations. The 2022 budget reflects the new strategic plan as well as needed capital and expenditures to better serve our communities.

SUMMARY

Staff are pleased to share our 2022 balanced budget of \$31,535,500 for FVRL's Board of Trustees approval. This budget reflects operational revenues that are up 2.82%, and operational expenses that are up 5.15% over 2021, while overall revenues and expenses are down -7.37%. The overall decrease in the budget is due primarily to the reduction in insurance reimbursements that were received as additional income in 2021, as well as the expense of purchasing the building at 2018 Grand Blvd. from the City of Vancouver.

FVRL's proposed 2022 budget is based on all of our community library buildings being fully open to the public, a minimum of six days a week, as well as a comprehensive offering of library programs and services at full staffing. Our budget also supports the anticipated results of a salary review to ensure our compensation remains competitive to attract top talent. There is an increase in our digital collections budget and funding to continue some of the expanded library services started during the pandemic including virtual programming, remote services, and health and safety procedures.

FVRL will continue to ensure good stewardship of resources while optimizing existing and exploring new sources for funding. We are focused on building equity in our organization so our staff have the support and resources they need to embody the principles of collaboration and inclusion in their work. The new Strategic Plan looks to focus on Equity, Partnerships, Connections and Organizational Culture for our primary goals.

As part of the annual budget process, FVRL creates a work plan to provide additional information about how public funds will be spent that is summarized below. A draft of the work plan document is included in your Board packet. A final version will be available on our website and available for the public in early 2022. We will also send out an electronic copy to local governments in our jurisdiction and other community partners. We are always happy to have your feedback on our process and informational output concerning the District's finances.

Highlights for 2022:**REVENUES:**

- Reflects a full 1% increase plus banked capacity
- Strong new construction and state assessed utilities
- Anticipating growth in some fees (printing, space rental, fines)
- Includes state grant for capital equipment
- Foundation support for capital projects (Woodland)
- Capital reserves used for Grand Blvd. remodel & Washougal design

EXPENDITURES:**Operational**

- Personnel budgeted at 100%, anticipate being fully staffed by mid-year
- Health insurance projected increase of just over 1%
- Openers with unions over 2021 salary review
- New positions in outreach, library aides (shelvers)
- Improving computer replacement schedule
- Upgrading cameras and software
- Increase print and digital materials budget
- Diversity consultant, translation services
- Increased printing (new catalog of events)
- Training - PLA in Portland
- Communications - exploring phone system improvements
- Leases - annual increases
- Community partnership support
- Washougal and Woodland professional services (A&E)

Capital Projects (partial list)

- Woodland library redesign and site work
- Washougal conceptual design
- Brush Prairie site analysis
- New all-electric Sprinter van (north county and outreach)
- Replacement AMHs - CP, TC, VA
- Landscaping - CP, TC
- HVAC - TC
- Roof - LC
- Exterior deck replacement - GD
- Building remodel - Grand Blvd.
- Basement remodel of staff area - ST
- Carpet and flooring - VA

REQUESTED ACTION: Board approval of the 2022 Budget.

DRAFT

Fort Vancouver Regional Library District Statement Of Revenue - Budget - Fiscal Year 2022 DRAFT

REVENUE		2021 Budget Amended	2022 Budget	Dollar Difference	Percent Change
311.10	Property Taxes - Clark	23,500,000	\$24,250,000	\$750,000	3.19%
311.10	Property Taxes - Cowlitz	350,000	\$325,000	-\$25,000	-7.14%
311.10	Property Taxes - Klickitat	1,350,000	\$1,345,500	-\$4,500	-0.33%
311.10	Property Taxes - Skamania	700,000	\$675,000	-\$25,000	-3.57%
	Property Taxes	25,900,000	\$26,595,500	\$695,500	2.69%
311.11	Other General Tax	0	0	\$0	0%
318.20	Leasehold Excise Tax	120,000	120,000	\$0	0%
	Other Taxes	120,000	120,000	\$0	0.00%
332.00	Federal in-lieu of Taxes	5,000	5,000	\$0	0.00%
335.05	State Forest Boards	300,000	225,000	-\$75,000	-25.00%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0	0.00%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	366,500	291,500	-\$75,000	-20.46%
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	2,000	6,000	\$4,000	200.00%
347.90	Lost / Damaged Material Fee	25,000	25,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	5,000	\$0	0.00%
	Charges for Services	52,000	56,000	\$4,000	7.69%
361.11	Investment Interest	140,000	120,000	-\$20,000	-14.29%
362.00	Rental Income	0	2,500	\$2,500	0.00%
367.10	Gifts/Contributions	15,000	15,000	\$0	0.00%
369.90	Miscellaneous	500	2,500	\$2,000	400.00%
369.90	Grants	20,000	150,000	\$130,000	650.00%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	2,000	20,000	\$18,000	900.00%
	Miscellaneous	377,500	510,000	\$132,500	35.10%
	Subtotal-Operating Revenues	26,816,000	\$27,573,000	757,000	2.82%
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	0	2,400,000	\$2,400,000	100.00%
	Transfer from Reserves	0	2,400,000	\$2,400,000	100.00%
369.40	Insurance	4,000,000	250,000	-\$3,750,000	-93.75%
338.72	Yale Valley Library District	825,000	162,500	-\$662,500	-80.30%
369.90	Library Friends Groups	4,000	150,000	\$146,000	3650.00%
369.90	Fort Vancouver Regional Library Foundation	2,400,000	1,000,000	-\$1,400,000	-58.33%
	Reimbursements	7,229,000	1,562,500	-\$5,666,500	-78.39%
	Grand Total Revenue	34,045,000	\$31,535,500	-\$2,509,500	-7.37%

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2022

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2021 Budget Amended	2022 Budget	Dollar Difference Between 2021 & 2022	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	11,563,314	12,000,000	436,686	3.78%
572.24	Benefit - Medical	2,501,458	2,560,000	58,542	2.34%
572.24	Benefit - Dental	306,644	300,000	-6,644	-2.17%
572.24	Benefit - Life, LTD, STD	132,891	125,000	-7,891	-5.94%
572.22	Benefit - PERS	1,459,354	1,540,000	80,646	5.53%
572.21	Benefit - FICA	871,318	910,000	38,682	4.44%
572.25	Benefit - L & I	117,603	100,000	-17,603	-14.97%
572.2X	Benefit - PFMLA	17,941	20,000	2,059	11.48%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
Personnel Subtotal:		16,980,523	17,565,000	584,477	3.44%
Equipment: Technology & Supplies					
572.30	Supplies	400,000	\$392,525	-7,475	-1.87%
572.35	Small Equipmt (FFE)	250,000	\$266,700	16,700	6.68%
572.38	Technology	525,000	\$433,000	-92,000	-17.52%
572.33	Library Software and Professional	300,000	350,000	50,000	16.67%
Equipment Subtotal:		1,475,000	1,442,225	-32,775	-2.22%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	1,600,000	2,300,000	700,000	43.75%
572.39	Electronic Resources	1,400,000	1,600,000	200,000	14.29%
Resources Subtotal:		3,000,000	3,900,000	900,000	30.00%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	1,238,000	1,725,000	487,000	39.34%
572.42	Communications	419,400	387,800	-31,600	-7.53%
572.43	Training / Travel	50,000	108,000	58,000	116.00%
572.44	Advertising	15,000	30,000	15,000	100.00%
572.45	Rentals / Leases	1,223,349	567,925	-655,424	-53.58%
572.46	Insurance	223,700	220,000	-3,700	-1.65%
572.47	Utilities	408,500	458,855	50,355	12.33%
572.48	Repairs & Maintenance	775,000	704,250	-70,750	-9.13%
572.49	Misc / Dues / Printing / Other	131,200	165,700	34,500	26.30%
572.50	Intergovernmental Services	2,500	3,640	1,140	45.60%
Operations Subtotal:		4,486,649	4,371,170	-115,479	-2.57%
Subtotal-Operating Expenditures		25,942,172	27,278,395	1,336,223	5.15%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	\$1,500,000	500,000	-1,000,000	-66.67%
572.62	Yale	\$450,000	40,000	-410,000	-91%
594.62	Buildings / Owned	\$2,000,000	3,392,105	1,392,105	69.61%
594.64	Machinery & Equipment	\$427,828	325,000	-102,828	-24.03%
Capital Projects Subtotal:		4,377,828	4,257,105	-120,723	-2.76%
Reserves-Library Development					
572.38	Reserve Projects	3,725,000	0	-3,725,000	0.00%
Reserves Subtotal:		\$ 3,725,000	0	-3,725,000	0.00%
Grand Total All Expenditures:		\$34,045,000	\$ 31,535,500	-\$ 2,509,500	-7.37%

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2021-22

(Budget Resolution 2022-02)

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING ADOPTION OF THE 2022 BUDGET.

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held December 13, 2021 virtually, 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, the Fort Vancouver Regional Library District was established in 1950 as an intercounty rural regional library district, and levies property taxes pursuant to the Revised Code of Washington 27.12.150, and

WHEREAS, funds for the establishment and maintenance of the library service of the district shall be provided by the boards of county commissioners of the respective counties by means of an annual tax levy on the property in the district of not more than fifty cents per thousand dollars of assessed value per year, and

WHEREAS, the tax levy in the several counties shall be at a uniform rate and shall be based on a budget to be compiled by the Board of Trustees of the intercounty rural library district who shall determine the uniform tax rate necessary and certify their determination to the respective boards of county commissioners, and

WHEREAS, an overview of the draft 2022 Budget was presented to the FVRL Board of Trustees on September 20, 2021, with a first reading of the preliminary 2022 Budget on October 18, 2021, then a second reading of the budget on November 15, 2021, and a final public hearing on December 13, 2021 to consider the District's budget for 2022.

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2022 budget in the amount of \$31,535,500.

Adopted this 13th day of December, 2021.

Brian Carrico, Chair

Jane Higgins, Vice Chair

Fort Vancouver Regional Library District
Staff Report 2021-51
Woodland Library Project

To: Board of Trustees

From: Facilities Committee, Amelia Shelley

Date: 12/13/2021

Discussion: Woodland Community Library Project - planning

Key Points:

- 2.42 acres of property at the corner of Goerig and Lakeshore
- Conceptual design @ 11,000 sf estimated budget of \$7 million (hard costs)
- Value Engineering - reducing size best way to save money
- Dept. of Commerce capital grant - 2 year window (7/1/21 - 6/30/23)
- City is interested in a portion of the property for a park
- Possibly share costs for constructing and maintaining parking lot

Overview:

FVRL's existing library building is owned by the City of Woodland and is over 100 years old. The 2300 square foot building is undersized to meet the needs of the community and lacks ADA access to the children's and teen areas as well as the public restroom. FVRL purchased 2.42 acres of property at the corner of Goerig and Lakeshore in 2017 to construct a new library. To date, the District has performed Phase I and II environmental evaluations and a geo-tech report, demolished and mitigated an existing structure, and commissioned a conceptual design for a 11,000 square foot new library.

The conceptual design resulted in a price tag of \$7 million with no additional site work. This is due in large part to poor soil conditions at the site. FVRL has met with the architecture team to discuss areas for possible reduction and has requested an agreement for a partial redesign. We have provided the foundation with a 6 month window to explore the possibility of passing a bond to support the project and suggested a survey to ascertain support. Some preliminary work was done on estimating the cost of a survey (\$25,000 for 200 homes). There was also a discussion with the Woodland Library Friends who are not in favor of a bond and possibly the Chamber of Commerce. Staff have requested a meeting with the Foundation's Finance Committee that has not yet been scheduled.

Recommendation:

Staff seeks approval from the Board of Trustees to begin the redesign process for a smaller facility. We believe it is in FVRL's best interest to proceed with utilizing these funds for the construction of the new library at a reduced scope. Additional delays will potentially result in increased costs. We have performed a value engineering exercise with the estimator who recommends reducing the size of the

building to 7545 square feet to reduce the budget to \$5.5 million.

Advantages:

The project budget (below) shows that even at a reduced scope, the combined resources of FVRL, the Foundation, Friends and state grant funds still leave a gap of \$1.75 million for a 7500 sf building or a \$3.33 million shortfall for an 11,000 sf building. Moving from conceptual design to bid drawings will take 6 to 9 months, leaving a year and a half or less for construction. Going forward with a redesign of the project at a reduced scope will also allow us to leverage state funds for the project that will potentially revert to the state if not expended in a timely manner. A larger version could be retained as “add alternates” should additional funds become available as the project proceeds.

Revenue Source	Amount	Expended	Remainder
WA Capital Grant	\$ 2,450,000	\$ 408,680	\$ 2,041,320
Friends	\$ 615,739		\$ 615,739
FVRL	\$ 1,550,000	\$ 634,464	\$ 915,536
City of Woodland	\$ 200,000		\$ 200,000
Foundation			
Total	\$ 4,815,739	\$ 1,043,144	\$ 3,772,595
Estimates	7500 sf		11,000 sf
Cost of construction	\$ 4,023,000		\$ 5,600,000
Architect	\$ 250,000		\$ 250,000
Landscaping	\$ 250,000		\$ 250,000
Site work	\$ 750,000		\$ 750,000
FF&E	\$ 250,000		\$ 250,000
Total	\$ 5,523,000		\$ 7,100,000
Gap (cash less costs)	\$ (1,750,405)		\$ (3,327,405)
FVRL			
Foundation grants			
Individual donors			
Fundraisers			
Corporate sponsors			
In-kind donations			
Other support			
Total			

Disadvantages:

A smaller building will serve the community less efficiently over time and will cost more to construct in the future. FVRL may need to consider remote options to provide needed service to the area.

	November Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	42,188	25,772	63.70%	395,858	276,094	43.38%
Cascade Park Community Library	63,577	39,211	62.14%	584,716	356,236	64.14%
La Center Community Library	6,821	4,750	43.60%	65,604	34,734	88.88%
Ridgefield Community Library	9,342	5,146	81.54%	80,546	39,898	101.88%
Three Creeks Community Library	45,037	27,850	61.71%	427,572	286,298	49.35%
Vancouver Community Library	51,659	38,488	34.22%	479,217	440,359	8.82%
Vancouver Mall Library	11,793	8,856	33.16%	112,478	86,464	30.09%
Washougal Community Library	7,882	6,788	16.12%	84,457	54,776	54.19%
Green Mountain Library Express	117	80	46.25%	282	659	-57.21%
Yacolt Library Express	4,319	2,632	64.10%	35,945	25,955	38.49%
LibCabinet at Vancouver Mall	31	783	-96.04%	6,681	2,455	172.14%
Clark County Total	242,766	160,356	51.39%	2,273,356	1,603,928	41.74%
Woodland Community Library	4,914	4,325	13.62%	50,136	34,399	45.75%
Yale Library Express	680	167	307.19%	4,433	2,009	120.66%
Cowlitz County Total	5,594	4,492	24.53%	54,569	36,408	49.88%
Goldendale Community Library	5,725	3,882	47.48%	51,937	42,715	21.59%
White Salmon Valley Community Library	10,283	7,441	38.19%	101,743	68,233	49.11%
Klickitat County Bookmobile	748	249	200.40%	3,094	4,755	-34.93%
Klickitat County Total	16,756	11,572	44.80%	156,774	115,703	35.50%
North Bonneville Community Library	453	495	-8.48%	5,857	3,584	63.42%
Stevenson Community Library	4,199	3,283	27.90%	41,586	33,524	24.05%
Skamania County Bookmobile	986	251	292.83%	6,545	4,562	43.47%
Skamania County Total	5,638	4,029	39.94%	53,988	41,670	29.56%
District-wide renewals	217	193	12.44%	3,122	2,001	56.02%
Mail	919	2,927	-68.60%	36,528	13,302	174.61%
InterLibrary Loan Materials	260		#DIV/0!	1,769	1,165	51.85%
Misc Total	1,396	3,120	-55.26%	41,419	16,468	151.51%
Downloadable eBooks	55,150	64,520	-14.52%	653,134	695,135	-6.04%
eMagazines	2,218	2,046	8.41%	26,870	25,641	4.79%
Downloadable & streaming audiobooks	49,330	49,553	-0.45%	569,592	514,353	10.74%
Downloadable & streaming music	21,992	24,014	-8.42%	253,054	256,091	-1.19%
Streaming video	8,151	8,770	-7.06%	102,833	95,191	8.03%
eContent Total	136,841	148,903	-8.10%	1,605,483	1,586,411	1.20%
TOTAL	408,991	332,472	23.02%	4,185,589	3,400,588	23.08%

Washougal veteran donates time — and blood — to help his community

 camaspostrecord.com/news/2021/nov/11/washougal-veteran-donates-time-and-blood-to-help-his-community

November 11, 2021

Blood bank volunteer Keith Mills has donated his lifesaving ‘universal blood’ at least 160 times

By [Kelly Moyer](#) | November 11, 2021 9:52 am | [comments](#)



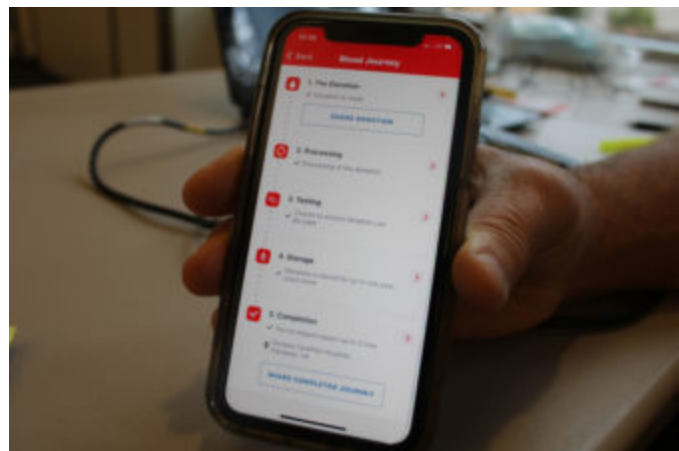
Keith Mills (left) helps a community member sign up to donate blood during an American Red Cross blood donation event at Cascade Park Library in Vancouver, on Oct. 28, 2021. (Kelly Moyer/Post-Record)

([Kelly Moyer](#)/Post-Record)

Washougal veteran Keith Mills wears his USS Francis Scott Key naval hat while helping sign people into an American Red Cross blood donation event at the Cascade Park Community Library in Vancouver, on Oct. 28, 2021.



Keith Mills, of Washougal, shows his "blood journey" app, which chronicles his blood donations through the American Red Cross and tracks where his blood has gone. Mills, a veteran of the U.S. Navy, often donates his time to help at blood donation events like the one held at the Cascade Park Community Library on Oct. 28, 2021. (Photos by Kelly Moyer/Post-Record)



Keith Mills will always remember the first time he helped save a life.

It was America's bicentennial birthday — July 4, 1976 — and the Washougal veteran was standing watch on top of his submarine, the USS Francis Scott Key, in Rota, Spain, when the call came in.

A sailor from Mills' base had been involved in a motorcycle accident and was in need of blood transfusions, but a power outage had destroyed the base's blood supply, so other sailors were being asked to give their own blood to save another's life.

"I got onto a bus with seven or eight other sailors from around the base," Mills recalled. "And they asked us if anyone objected to giving blood."

None of the sailors — who all had the "universal blood donor" type O-negative (O-) blood that can be given to all blood types — objected.

"We gave one unit, were fed lunch, and then gave a second unit," Mills said.

He had never donated blood before this, but the ease of giving something that could potentially save a life piqued Mills' interest.

"I started to donate regularly after that," Mills said.

Years later, Mills would discover that his already in-demand O- “universal donor” blood was even more in demand because it does not contain antibodies for the common Cytomegalovirus and can be used in infant blood transfusions.

“Babies in need cannot receive that antibody, so my blood is termed, ‘Babies’ Blood,” Mills said. “It is my personal call to donate as often as I can to help those in need.”

Now a retired engineer and volunteer for the American Red Cross’ local blood drives, Mills estimates he has given blood about 160 times since that emergency situation on a Naval base in Spain 45 years ago.

Mills also volunteers his time helping to set up blood donation centers around the Vancouver metro area, and often volunteers with his wife at the St. Vincent de Paul food pantry in Vancouver, where those in need can shop for free groceries and fresh produce and where people who are unhoused can pick up to-go lunches.

A veteran and devout Catholic who has spent his life giving back to others, Mills considers it his duty to volunteer his time — and blood — to help others, but is not someone who would call out his volunteer work as anything special.

“I just hope it inspires others to donate blood or to volunteer,” Mill said.

The veteran’s story inspired Camas resident Cathi Simmons to reach out to the media last month, after she met Mills at a blood donation event at the Camas Public Library.

“We were talking and he mentioned that he’d donated blood 120 times (for the American Red Cross), and he told me about his first time donating blood in Spain on the Bicentennial, and I thought he was such a great guy,” Simmons said.

And if anyone knows how wonderful the gift of giving blood is, it is Simmons.

When Simmons’ husband, John, was dying of leukemia in 2015, it was blood transfusions that allowed John to fulfill one of his final wishes — taking a trip in an RV to the Oregon coast with his wife and son — and let him live a few months longer than expected.

Simmons said she has been donating her own blood ever since.

And when she met Mills, Simmons thought others should know how many times the Washougal veteran has donated his own blood and time to help his community.

“He was such a lovely and humble man, and I thought people needed to know about him,” Simmons said of Mills.

Blood donation organizations like the American Red Cross and Bloodworks Northwest have said the need for donated blood is at an all-time high.

“As the nation returns to in-person workplaces and schools amid a surge in COVID-19 cases, the American Red Cross faces an emergency blood and platelet shortage,” the American Red Cross stated in a September 2021 news release. “Donor turnout has reached the lowest levels of the year, decreasing by about 10% since August. Those who are eligible to donate are urged to do so now to help overcome this current shortage.”

Chris Hrouda, president of Red Cross Biomedical Services, said in September that the Red Cross’ blood supply “has dropped to the lowest it has been at this time of year since 2015” thanks to the COVID-19 pandemic.

“We recognize that this is a trying time for our country as we balance the new demands of returning to former routines with the ongoing pandemic, but lifesaving blood donations remains essential for hospitals patients in need of emergency and medical care that can’t wait,” Hrouda stated in the September news release. “The Red Cross is working around the clock to meet the blood needs of hospitals and patients – but we can’t do it alone.”

Mills said the Red Cross has a helpful blood-donation app that lets you sign up for donation sites, track your donations and even see where your blood ends up. Mills has seen his life-saving “babies’ blood” go to hospitals and trauma centers throughout the country, with a recent donation helping three people at a hospital in Virginia.

There are several blood donation events coming up in Clark County, including an event from 11 a.m. to 4 p.m. Dec. 16, at Bethel Community Church, at 1438 “B” St., in Washougal; regular blood drives at the Vancouver Blood Donation Center at 5109 N.E. 82nd Ave., Vancouver; a blood drive from 9:30 a.m. to 3:30 p.m. at Chuck’s Produce, 2302 N.E. 117th St., Vancouver; and multiple events at the Bloodworks Vancouver Donor Center at the Vancouver Mall, 9320 N.E. Vancouver Mall Blvd., Ste. 100, Vancouver.

For more information about donating blood in the Camas-Washougal area, visit redcrossblood.org or bloodworksnw.org, call 800-733-2767 to reach the American Red Cross’ Vancouver Blood Center or 800-398-7888 to reach Bloodworks Northwest or email schedule@bloodworksnw.org.

It's official: Vancouver OKs sale of former Navigation Center to library

Updated 18 hours agoTrending

[columbian.com/news/2021/dec/07/its-official-vancouver-oks-sale-of-former-navigation-center-to-library](https://www.columbian.com/news/2021/dec/07/its-official-vancouver-oks-sale-of-former-navigation-center-to-library)

Lauren Ellenbecker



The Vancouver City Council authorized the Fort Vancouver Regional Libraries' purchase of the former Navigation Center on Monday, ending the city's troubled relationship with that property.

The city had purchased the Navigation Center facility at 2018 Grand Blvd. for \$4.3 million. Proceeds from the \$3.7 million sale to the library district will help reimburse the city's Community Development Block Grant and real estate excise tax, which were used in the original building acquisition for the creation of the Navigation Center.

Other proceeds will be directed to the city's general fund, where they can be used to fund homeless services.

The Navigation Center opened in November 2018 and quickly surpassed its original target of serving at least 300 people in its first year, providing aid to more than 1,400 in six months.

But the center was beleaguered by administrative problems, and caused issues for residents and businesses in surrounding neighborhoods.

The COVID-19 pandemic forced the Navigation Center to close in March 2020. The closure was made permanent in March 2021 as the city moved to sell the property to the library district.

FVRLibraries had been using space in the Navigation Center building after a burst water main flooded the office and made it unusable.

The building's other current occupant, Sea Mar, is expected to move out of the building by Feb. 28, 2022.

The city owns the existing library headquarters at the southeast corner of Mill Plain Boulevard and Fort Vancouver Way, which may eventually become home to a community performance and art school space.