

Yale Valley Library District

Regular Meeting

November 11, 2021 6:00PM

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

AGENDA

Public Meeting

- | | |
|--|-------------|
| 1. Call to Order | 6:00 pm |
| 2. Agenda Approval | Action |
| 3. Introductions & Welcomes / Chair Announcements | Information |
| 4. Consent Agenda | Action |
| a. Minutes Approval: October 14, 2021 | |
| b. Approval of building project bills: Tina Moir | |
| c. Fiscal Management Policy | |
| 5. Financial Report: Carrie Greenwood | Information |
| 6. Approval of FVRL Contract Services Invoice | Action |
| 7. Finance | |
| a. Public Hearing (citizen comments of 3 minutes or less) | |
| b. 2022 YVLD Levy Ratification: Resolution 2021-06 (2022-01) | Action |
| c. 2022 Budget – 2 nd Reading | Information |
| 8. Donor Signs | Information |
| 9. 2022 Schedule | Action |
| 10. Branch Manager Report: Jennifer Hauan | Information |
| 11. COVID-19 Update for Yale: Amelia Shelley | Information |
| 12. Citizen Comments | |
| 13. Board Comments | |
| 14. Adjournment | |

Yale Valley Library District Board of Trustees



Kathy Huffman, Alice Merkel, Donnie Kelley, Patricia Joy Stepp, Julia Stoll and Kathi Wheeler
The 'Let's Read' Committee June 16, 2003

Regular Meeting

October 14, 2021

Location: Yale Valley Library

Attendees: YVLD Board of Trustees: Eric Reese, Bob Appling, Tina Moir, Kathi Wheeler.

Absent: Cynthia MacAllister

FVRL: Amelia Shelley and Carrie Greenwood

1. The meeting was called to order by Chair, Eric Reese at 6:01 pm.
2. The agenda was approved. Wheeler/Moir The agenda was approved by all trustees present.
3. Introductions & Welcomes/Chair Announcements Eric welcomed everyone. He thanked everyone for their efforts for a wonderful Grand Opening. Kathi Wheeler gave kudos to Mariah Stoll Smith Reese, Vice President of the Friends of the Yale Valley Library, in charge of Special Events and the members of the Friends for their celebration of the Open House. All attending agreed!
4. Consent Agenda
 - a. September 9, 2021 minutes were discussed and approved. Moir/Wheeler The motion was approved by all trustees present.
 - b. The bills were reviewed by Trustee Tina Moir. Bills in the amount of \$6,161.33 were approved. Moir/Wheeler The motion was approved by all trustees present. Bills included the Flag pole, Tuff Shed, keys, JRT Mechanical and supplies.
5. Covid-19 Update for Yale: Amelia Shelley. We are still following the State of Washington mandates for Covid-19. Masks are required in all buildings. At the Vancouver and Battleground libraries hours have been reduced due to staffing. The Tele-Pin telephone line will reduce hours from 8pm to 7pm for questions.
6. Financial Report: Carrie Greenwood. YVLD tax collections are running at 61%. The collection for October, 2021 was \$18,163. Timber revenue is still strong at \$11,292.00. However, the prediction for

timber prices by the end of the year is a drop of 30%. That could affect our timber harvest revenues. Our investment income was \$168. Total Capital expenses were \$7583.00. We have retained \$49,843.00 until the final review of relevant agencies. The current bills totaled \$6,161.33.

7. Proposed 2022 Budget & Levy, First Reading. The 2022 Budget & Levy were discussed. Total revenue estimates for 2022 are \$161,422.00. Timber revenue will be retained to Capital Reserves and outlays. Timber revenue is estimated to be \$35,100.00. The discussion and a vote will take place at the next meeting.

8. Fiscal Management Policy-2nd Reading. The discussion centered on the \$10,000.00 single time expenditure in case of an emergency. The policy will be put to a vote at the November meeting.

9. Building Project Update. Jay McCuiston has tagged the trailer parked on the edge of library property. It should be towed in the next few days or the owner may also remove it.

10. Dedication & Donor Signs. Amelia present the wording for a formal plaque that will be affixed to the building recognizing the dedication date and the companies, groups and individuals involved. It was moved to add Cynthia MacAllister to the list of trustees. Wheeler/Moir The motion was approved by all trustees present.

11. 2022 Meeting Schedule. Trustee Tina Moir asked for a review of the meeting schedule for 2022. Her suggestion is that we may not need as many meetings as we did during the building project. A discussion followed. This item will be brought back to the next meeting in November. Amelia reported that her deputy, Mary Abler, may be coming to some of our board meetings.

12. Branch Manager Report, Jennifer Hauan. Amelia gave the report as Jennifer was away. The Tele pen has been very well received. Staff is giving patrons instructions as well information on Facebook. Many patrons are using the computers, WiFi, printing and copying. Some residents live off grid so the library access has been very beneficial. On September 26, the Yale Library was dedicated with a crowd of residents and dignitaries.

13. Citizen Comments. No comments

14. Board Comments. Tina Moir thanked FVRL for all their work and help in meeting the goal of a new library. Eric Reese reminded the board that his term will be up in July and please be looking for a replacement.

The meeting was adjourned at 7:02pm Wheeler/Reese

Respectfully Submitted, Kathi Wheeler YVLD Board Secretary

Presiding Officer,

YVLD Board Chair



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Invoice 0952
Date 11/8/2021

Bill To: YALE VALLEY LIBRARY DISTRICT
PO BOX 434
ARIEL WA 98603

Remit To: Fort Vancouver Regional Library District
16821 SE McGillivray Blvd, Suite 100
Vancouver, WA 98683

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID		Payment Terms		
		YALE0001				
Qty		Description			Unit Price	Ext. Price
1		ARAWAKA -			\$801.27	\$801.27
1		HOME DEPOT			\$13.69	\$13.69
1		HARRY'S KEYS			\$23.65	\$23.65

Subtotal	\$838.61
Tax	\$0.00
Total	\$838.61



Arakawa Hanging Systems
 12555 NE Marx Street Bldg #11
 Portland OR 97230
 United States

888-272-5292 | www.arakawagrip.com

sales@arakawagrip.com

Cathleen Hubbard

Invoice to:

Carrie Greenwood
 Yale Valley Library District
 16821 SE McGilivray Blvd.
 Vancouver WA 98683
 United States

Prepaid

Order #201419

15 Sep 2021

Customer: Sir/Madam

Company: Yale Valley Library District

speelyai1@tds.net

Yale Valley Library District
 11700 Lewis River Road
 Ariel WA 98603
 United States

(360) 231-4253

Will Call

COPY
 ORIGINAL WATER
 DAMAGED - KD

2

Qty	Item name	Tariff Code	Schedule Code	Country of Origin	Item net	Total net	Total Tax
6	CRJ1800-a - Wall Rail 6ft- Aluminum w/ Cover	7604.29.10	7604291000	US	\$33.75	\$202.50	\$0.00
12	CREAP - Rail Alignment Pin - 45 mm (2 Per 6FT Rail)			US	\$0.00	\$0.00	\$0.00
20	CR1 - CRJ Rail Clip	7204.21.00	7204210000	JAPAN	\$12.45	\$249.00	\$0.00
20	AF3P116SS - Midway Gripper for Art - Hook w/ Clasp	7204.21.00	7204210000	Japan	\$12.85	\$257.00	\$0.00
60	364SS - 3/64", 7 x 7 s/s cable, Priced Per LF Cut 20 pcs @ 3 FT each - Total 60 FEET	7312.10.10	7312101070	US	\$0.50	\$30.00	\$0.00
Subtotal						\$738.50	
Not rated @ 0%							\$0.00
Total						\$738.50	
Paid to date							\$0.00

TAX

THANK YOU FOR YOUR ORDER!

Warranty and Return Policy

Defective parts and/or shortages must be reported within 10 days after receipt. All returns and/or refunds must be made within 30 days of original invoice date. Authorized returns will be refunded, less 10% restocking charge. No refunds on cable or special orders. Return shipments must be prepaid. There will be a service charge of 1.5% per month or 18% per annum on all new balances not paid within 30 days of invoice date. AHS USA, Inc. assumes no responsibility for the misuse or misapplication of any products sold by this company. Arakawa products are sold with the understanding that

TAX \$ 62.77
 TOTAL \$ 801.27
 100.100.213.10.00.01

Yale

Date: 10/12/21	Rec'd by: <i>cmabj</i>
Date:	Aprvd by:
Directors Signature:	
Budget number	Amount
007 101.025	10 31 70

CCB# 160165
WA# HARRYKS969M1

HARRY'S KEY SERVICE

2213 Main Street, Vancouver, WA 98660
(360) 696-4901 FAX (360) 694-6794

email: shop@harryslocksmith.com www.harryslocksmith.com

INVOICE NO.
563337

P.O. # _____ DATE 9/21 2021

Name FVRL Contact _____

Billing Address _____

City _____ State _____ Zip _____ Phone _____

Locksmith	PAID	Door Location/Door #	Job Location	
QTY.	DESCRIPTION		PRICE	AMOUNT
	SERVICE CALL	REGULAR <input type="checkbox"/> LABOR AFTER HOURS <input type="checkbox"/> TIME		
	DUPLICATE KEYS	STANDARD <input type="checkbox"/> DOUBLE SIDED <input type="checkbox"/> FOREIGN <input type="checkbox"/> SECURITY <input type="checkbox"/>		
	CYLINDERS	CHANGED TO NEW KEYS <input type="checkbox"/> MASTERED KEYS <input type="checkbox"/> SET TO CUSTOMER'S KEYS <input type="checkbox"/> CLEANED & REBUILT <input type="checkbox"/>		
2	PRIMUS	E OC	15.00	30.00
2	5123	YALE	10.95	13.90
2	504	YALE	3.95	7.90
				51.80
				4.40
	006 380 028 50	31 03 30	32.55	
	007 101 028 50	31 03 21	33.45	56.20
PURCHASER AGREES TO:			SUB TOTAL	
1. Pay <u>not</u> amount at time of service, unless previously approved for 30 days.			APPLICABLE SALES TAX	
2. Pay a 2% monthly or 24% annual late charge for any unpaid balance after thirty (30) days.			TOTAL	
3. Pay a \$20.00 service charge for checks returned from the bank for any reason				
4. Pay all reasonable attorney, collection and/or court costs necessary to collect unpaid balance.				
5. Have the authority to request the services performed on the invoice.				
6. Leave title of invoice merchandise to Harry's Keys until full payment is made.				
I have read and understand this purchase agreement and acknowledge services and merchandise on this invoice to be complete and satisfactory.				
SIGNED <u>[Signature]</u>			Date _____	

CUSTOMER COPY

7



How doers get more done.

8601 NORTH EAST ANDRESEN ROAD
VANCOUVER, WA 98665 (360)253-3993

4718 00004 29589 09/08/21 06:36 AM
SALE CASHIER SUZANNE

099713048973 6 FT U-POST <A>
6' 13GA STEEL U-POST HEAVY DUTY
206.31 12.62

SUBTOTAL 12.62
SALES TAX 1.07
TOTAL \$13.69

XXXXXXXXXX HOME DEPOT
USD\$ 13.69
AUTH CODE 008264/1041910 TA

FORT VANCOUVER REGIO
KLEMENT SETH M
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5000 SUMMARY
THIS RECEIPT PO/JOB NAME: YALE

2021 PRO XTRA SPEND 09/07: \$9,010.82
INCLUDES:
2021 PROXTRA SAVINGS 09/07: \$289.99

Get the CREDIT LINE your business needs
with The Home Depot Commercial Credit.
Apply and SAVE UP TO \$100
on your first purchase.
Learn more: homedepot.com/credit

4718 09/08/21 06:36 AM



4718 04 29589 09/08/2021 1297

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 11 365 09/08/2022

DID WE NAIL IT?

Take a short survey for a chance TO WIN
A \$5,000 HOME DEPOT GIFT CARD.

Opine en español

www.homedepot.com/survey

User ID: HTK 64185 59471
PASSWORD: 21458 59467

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.



Date: 9-10-21	Rec'd by: [Signature]
Date: 9/08/2021	Aprvd by: [Signature]
Directors Signature:	Amount: 1369
Budget number	
001 101 028 5031 03	

Yale
Past Gen Manager Covid opening



Fiscal Management Policy

The Yale Valley Library District (YVLD), as a political subdivision of the state of Washington, recognizes it has financial responsibility for the management and investment of taxpayers' money. To set direction, monitor and review the library's financial health, and to fulfill the obligations of the public trust, the Board of Trustees of YVLD establishes the following fiscal management policy:

1. YVLD will maintain an agreement with the Cowlitz County Treasurer to serve as YVLD's fiscal agent per R.C.W. 27.12.160.
2. The Cowlitz County Treasurer will send to the Clark County Treasurer, on a monthly basis, all YVLD revenue (property tax, timber tax, and any other revenue) to be deposited in the YVLD fund established in the Clark County Treasurer's office.
3. YVLD will contract with the Fort Vancouver Regional Library District (FVRL) to provide such services necessary to maintain YVLD, as outlined in the Amended and Restated Intergovernmental Agreement for Library Operational and Administrative Services.
4. Through FVRL, YVLD will participate in the Clark County Investment Pool program.
5. FVRL will establish a separate accounting system for YVLD following the *Budget, Accounting, and Reporting System* (BARS) as outlined by the state of Washington.
6. Financial reports shall be submitted to the Board at each board meeting. The Board shall receive a copy of the annual report after it is filed with the state of Washington.
7. Bills will be reviewed by a Trustee prior to each meeting.
8. The YVLD Board will set an annual budget and levy, and submit it to the Cowlitz County Financial Management Office on or before the statutory deadline.
9. The amount FVRL receives from YVLD for services shall be calculated using YVLD's previous year's levy multiplied by either 101%.
10. Payments to FVRL shall be made semi-annually as soon as practical after the taxes are received by the Cowlitz County Treasurer, but no later than July and December of each year.
11. All timber tax receipts shall be reserved for future capital expenses, including, but not limited to, property and building(s).
12. Excess property taxes shall be reserved for unanticipated non-capital expenses.
13. YVLD will explore funding from multiple sources, e.g. grants, partnerships and fees.
14. YVLD will maintain adequate insurance policies to pay all claims against YVLD.
15. YVLD will seek information about and take appropriate action concerning legislation affecting the funding of library districts.

16. The YVLD Board will approve such expenditures as necessary for needed maintenance on the library at each meeting. The Board sets a threshold of \$5,000 for FVRL to expend without prior approval.
17. In recognition of the need to promote library services to area residents, YVLD will follow these general guidelines for expenses directly related to expenditures for promotional or board-related activities.
 - a) YVLD may pay membership fees and training expenses for Board members when doing so will provide a benefit to the library.
 - b) YVLD may provide food in conjunction with day long training or meetings when such meals provide sustained periods of time for working together without undue interruption.
 - c) YVLD may provide promotional items such as book bags or other library branded items to the public to facilitate library use.

Adopted: September 28, 2006

Amended: September 16, 2010

Amended:

Yale Valley Library District

For the Month Ending October 31, 2021 (With Year-to-Date Totals)

Statement of Cash

December 31, 2020 Ending Cash Balance	\$984,417
Year-to-date Revenue Received	\$115,976
Year-to-date Expenditures	\$718,747
Cash Balance October 31, 2021	\$381,647

Yale Valley Library District

For the Month Ending October 31, 2021 (With Year-to-Date Totals)

Revenue

Description	2021 Budget	October 2021 Revenues	All Revenue Received thru October 2021	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 119,626	\$ 18,163	\$ 91,459	76.45%
Total Property Taxes	119,626	18,163	91,459	76.45%
Other Taxes				
317.2 Leasehold Excise Tax	0	0	0	0.00%
Total Other Taxes	0	0	0	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	61	21,429	61.22%
361.02 DNR - Other Revenue	100		72	71.60%
335.02 State Capital Grant	-		-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	61	21,500	61.25%
Miscellaneous				
361.11 Investment Interest	7,500	\$ 162	3,017	40.23%
367-10 Non-Governmental Contributions	2500		-	0.00%
367-10 Grant Revenue	5,000		-	0.00%
369.90 Miscellaneous Revenue	250		-	0.00%
Total Miscellaneous	15,250	162	3,017	19.79%
Total Revenue:	\$ 169,976	\$ 18,387	\$ 115,976	68.23%
Transfer from Reserves	\$ 560,024	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 730,000	18,387	115,976	15.89%

Expenses

Description	2021 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	120,000		60,549	50.46%
572.41 Professional Services-Fundraising/Architect	10,000		6,190	61.90%
572.62 Capital Outlay	600,000	6,161	652,007	108.67%
Grand Total Expense:	\$ 730,000	6,161	718,747	98.46%

Net Cash Activity	(602,771)
Jan. 1, 2021 Cash with County Treasurer	984,417
Ending Cash	381,647

Non-Capital Reserve	317,075
Capital Reserve	64,571
Total	381,647

Yale Valley Library District

For the Month Ending October 31, 2021 (With Year-to-Date Totals)

Schedule of Reserves

			<i>Non Cash Activity Grant ran Through Fort Vancouver Regional Libraries</i>
State of Washington Grant		\$291,000.00	Grant Award Ran Through FVRL's Books
Non Capital Reserve Beginning Balance 01/01/2021	\$286,166		
Property Tax Collections (Revenue)	91,459		
Other Taxes (Revenue)	-		
Professional Expenses (Expenses)	(60,549)	(31,264) 58	
Non Capital Reserve Ending Balance 10/31/2021	\$317,075		
Capital Reserve Beginning Balance 01/01/2021	\$698,251		
Intergovernmental Grants and Contracts (Revenue)	21,501		
Miscellaneous (Revenue)	3,017		
Professional Services Architects (Expenses)	(6,190)	(2,526)	
Capital Out lay (Expenses)	(652,007)	(155,194)	
Capital Reserve Ending Balance 10/31/2021	\$64,571		
Total Non Capital and Capital Reserves	\$381,647		
			\$102,073.52 Grant Remaining applied to expenses for November booked in December
			-\$237,768.30 November Billing Offset
			-\$5,428.46 December Billing Offset
		-\$141,123.24	Transferred On 01/11/2021



FVRLibraries
 FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
 Invoice 0953
 Date 11/9/2021

Bill To: YALE VALLEY LIBRARY DISTRICT
 PO BOX 434
 ARIEL WA 98603

Remit To: Fort Vancouver Regional Library District
 16821 SE McGillivray Blvd, Suite 100
 Vancouver, WA 98683

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID	Payment Terms			
		YALE0001				
Qty		Description			Unit Price	Ext. Price
1		2021 JULY - DECEMBER CONTRACT SERVICES			\$59,813.00	\$59,813.00

Subtotal \$59,813.00
Tax \$0.00
Total \$59,813.00

**Yale Valley Library District
2022 Levy Resolution
2021-06 (2022-01)**

WHEREAS, the YVLD Board of Trustees has met and considered its budget for the calendar year 2022; and a public hearing on the levy was held remotely on November 11, 2021 to consider the District's levy for 2022; and

WHEREAS; the district's actual levy from the previous year was \$119,626; and

WHEREAS, the district's highest lawful levy for 2021 was \$120,034;

WHEREAS; the Board of trustees attest that the district's population does not exceed 10,000; and

WHEREAS, the district is allowed to increase its highest lawful levy by 1% annually;

NOW, THEREFORE, BE IT RESOLVED by the Yale Valley Library District Board of Trustees, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase in the actual levy from the previous year shall be \$3,037 which is an increase of one percent (1%) over the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, and any increase in the value of state assessed property and any annexations that have occurred and refunds made.

BE IT FURTHER RESOLVED that the Yale Valley Library District Board of Trustees adopts the 2022 Levy Certifications for Cowlitz County.

Adopted this 11th day of November, 2021

Eric Reese, Chair

Tina Moir, Vice Chair

Yale Valley Library District
 Regular Meeting Schedule
 2022

January 13.....6:00pm
 February 10.....6:00pm
 March 10.....6:00pm
 April 14.....6:00pm
 May 12.....6:00pm
 June 9.....6:00pm
 July 14.....6:00pm
 August 11.....6:00pm
 September 8.....6:00pm
 October 13.....6:00pm
 November 10.....6:00pm
 December 8.....6:00pm

<u>2022 Officers (first half)</u> Eric Reese, Chair Tina Moir, Vice-Chair/Treasurer Kathi Wheeler, Secretary	<u>2022 Officers (second half)</u>
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Yale Valley Library District

Proposed Budget 2022

Revenue

<u>Description</u>	2021 Budget	2021 ACTUAL YTD	Proposed Budget 2022	Difference
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 119,626	\$ 91,459	\$ 122,663	3,037
Total Property Taxes	119,626	91,459	\$ 122,663	3,037
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	21,429	\$ 35,000	13,571
335.02 DNR - Other Revenue	100	72	\$ 100	28
335.02 State Capital Grant	\$0	\$0	\$ -	-
Total Intergovernmental, Grants & Contracts	35,100	21,501	\$ 35,100	13,599
Miscellaneous				
361.11 Investment Interest	7,500	3,017	\$ 2,500	(5,000)
367-10 Non-Governmental Contributions	2,500	-	\$ 500	(2,000)
367-10 Grant Revenue	5,000	-	\$ -	(5,000)
369.90 Miscellaneous Revenue	250	-	\$ -	(250)
Total Miscellaneous	15,250	3,017	\$ 3,000	(12,250)
Total Revenue:	\$ 169,976	\$ 115,977	\$ 160,763	4,386
Transfer from Reserves	\$ 560,024	\$ 602,769	\$ 1,870	(558,154)
Total Revenue and Reserves	\$ 730,000	\$ 718,746	\$ 162,633	(553,768)

Expenses

572.41 Professional services - FVRL	\$ 120,000	\$ 60,549	\$ 122,633	2,633
572.41 Professional Services - Other	10,000	\$ 6,190	-	(10,000)
572.62 Capital Outlay	600,000	\$ 652,007	40,000	(612,007)
Grand Total Expense:	\$ 730,000	\$ 718,746	162,633	(567,367)