

# Yale Valley Library District

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## Regular Meeting

February 9, 2023 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: November 10, 2022         |             |
|    | b. Approval of bills: Reviewed by Bob Appling  |             |
| 5  | Financial Report                               | Information |
|    | a. 2022 Year End Financials: Attar Bhangal     |             |
| 6  | Facilities                                     | Information |
| 7  | Email addresses                                | Information |
| 8  | Branch Manager Report: Jennifer Hauan          | Information |
| 9  | Citizen Comments                               |             |
| 10 | Board Comments                                 |             |
| 11 | Adjournment                                    |             |

# Yale Valley Library District

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Regular Meeting

November 10, 2022

Yale Valley Community Library

Attendees:

Trustees: Tina Moir, Bob Appling, Cynthia McAllister and Kathi Wheeler.

FVRL: Amelia Shelley, Director; Attar Bhargal, Finance Manager; Jennifer Haun, Woodland/Yale Librarian; Lesley Miller, Yale Library Supervisor .

1. The meeting was called to order by Tina Moir, Board Chair at 6:00pm.
2. The agenda was amended to update Resolution 2022-04 and Resolution 2022-05 parts 5B & 5C. Wheeler/Appling. The amendments were approved by all trustees presents. Wheeler/Moir The revised agenda was approved. Moir/McAllister. The motion was approved by all trustees present.
3. Introductions & Welcomes: Tina welcomed everyone and there were no announcements.
4. Consent Agenda
  - a. The October 13, 2022 minutes were approved. Appling/Moir The minutes were approved by all trustees present.
  - b. The only bill was for July-December contract services to FVRL in the amount of \$61,331.50. A motion was approved. Wheeler/Appling. The payment was approved by all trustees present.
5. 2022 Budget Revision/2023 Budget/2023 Levy: **Public Hearing:**

Tina Moir opened the public hearing. There were no members of the public present. The public hearing was closed. Amelia presented new evaluation figures from Cowlitz County up approximately \$400.00. New construction in the amount of \$4,149.00. In addition to the Levy refund of \$332.00, our 2023 collection should be approximately \$128,500.00. With new construction, the tax revenues in our budget will be \$130,000.00 for 2023. Resolution 2022-04: Now, therefore be it resolved that thje YVLD Board of Trustees adopts the 2023 budget in the amount of \$180,000.00. Appling/Moir The budget was approved by all trustees present.

  - a. Resolution 2022-06 2022 Budget Revision: The board discussed the amended amount of \$19,237.00 increase to sufficiently cover all the expenses for 2022. A motion was made, Now Therefore, be it resolved that the Yale Valley Library District adopts the Resolution 2022-06 approving the amended 2022 budget of \$180,000.00. Moir/Wheeler The Resolution was approved by all trustees present.
  - b. Resolution 2022-04 (2023-01) 2023 Budget: The budget was discussed. A motion was made, Now Therefore, be it resolved be it resolved that the YVLD Board of Trustees adopts 2023 budget in the amount of \$180,000.00. Appling/ Moir The Resolution was approved by all trustees present.

- c. Resolution 2022-05 (2023-02) Levy Certification: The Levy was presented and a motion to Be It Further Resolved that the Yale Valley Library District Board of Trustees adopts the Levy Certifications for Cowlitz County. Wheeler/McAllister The motion was approved by all trustees present.
6. Financial Report:
  - a. Operational Costs-Staffing Costs: Kathi Wheeler, YVLD trustee had asked Amelia to discuss adding hours and what would be the cost. Adding an hour at the current rate of \$15.74 with L&I and HI up 5%. A single employee with 24 hour-32 hour is \$17,208.00. Over 32 hours for a family is \$53,832.00 for a family. The board would like to review usage and costs again in 6 months.
  - b. Attar Bhargal reviewed our financial report. Revenues October 2022 were \$15,072.00. \$14,650 represented the property tax revenue. They reflect 73.49% of YTD annual budget. Non-Capital reserve is \$314,084.00 and Capital Reserve is \$35,674.00.
7. Facilities: Work was done for the Port of Woodland laying line to the library for the Dark Fiber internet line to be completed in 2024. Jay McCuistion was there to supervise the digging. Amelia reported that broadband funding gets a lower and better score by involving a library district! Trustees discussed that the fire department wrecked cars and felt it was time for them to go. Staff is receiving complaints by library patrons. The wrecked cars look like they belong to the library. They do not. Jay will speak to the Fire Chief soon.
8. Branch Manager Report: Jennifer Huan & Lesley Miller: Jennifer reported that November is Native American Heritage month and all the libraries are celebrating with special features and books to read. The new Woodland Library is going to break ground on Planters Day, 2023 and it will be completed in 2024. The library has received a grant for sidewalks and a bike lane. For programs in the Woodland Library, check out their website. The Authors and Illustrators Dinner went well. Lesley reported that the Yale Library has are several activities planned for the months of November and December. November 17- Winter Wreath Making; November 28-Coffee Roasting; December 8-Basket Weaving; and December 15-Gingerbread Making. She said there is something for everyone.
9. 2023 Board Meeting Schedule: The 2023 YVLD Board Meeting was adopted. Moir/ Appling The motion was approved by all trustees present.
10. Citizens' Comments: No citizens were present.
11. Board Comments: Bob reported there will be a funeral service for Tom McDowell in Yacolt, WA at 1:00pm, Saturday, November 12, 2022. Tom was the founder of North Country Ambulance service in the 1970's.
12. The meeting was adjourned at 6:43pm. The adjournment was approved by all trustees present.

Respectfully Submitted,  
Kathi Wheeler  
YVLD Board Secretary

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Presiding Officer

# **Yale Valley Library District**

*For the Month Ending November 30, 2022 (With Year-to-Date Totals)*

## **Statement of Cash**

December 31, 2021 Ending Cash Balance	\$	350,983
Year-to-date Revenue Received		141,312
Year-to-date Expenditures		<u>(114,666)</u>
Cash Balance November 30, 2022	\$	377,630

# Yale Valley Library District

For the Month Ending November 30, 2022 (With Year-to-Date Totals)

## Revenue

Description	2022 Budget (Amended 11/2022)	November 2022 Revenues	Year-to-Date Totals thru November 2022	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 27,306	\$ 117,446	95.75%
<b>Total Property Taxes</b>	<b>122,663</b>	<b>27,306</b>	<b>117,446</b>	<b>95.75%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	-	0	0	0.00%
<b>Total Other Taxes</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	35,000	1	20,720	59.20%
361.02 DNR - Other Revenue	100	-	4	4.18%
335.02 State Capital Grant	-	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>35,100</b>	<b>1</b>	<b>20,724</b>	<b>59.04%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	2,500	566	3,142	125.68%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
<b>Total Miscellaneous</b>	<b>3,000</b>	<b>566</b>	<b>3,142</b>	<b>104.73%</b>
<b>Total Revenue:</b>	<b>\$ 160,763</b>	<b>\$ 27,872</b>	<b>\$ 141,312</b>	<b>87.90%</b>
Transfer from Reserves	\$ 19,237	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 180,000</b>	<b>\$ 27,872</b>	<b>\$ 141,312</b>	<b>78.51%</b>

## Expenses

Description	2022 Budget (Amended 11/2022)	November 2022 Expenses	Year-to-Date Totals thru November 2022	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	\$ 125,200	\$ -	\$ 63,229	50.50%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	54,800	-	51,437	93.86%
<b>Grand Total Expense:</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ 114,666</b>	<b>63.70%</b>

Net Cash Activity	\$ 26,646
Jan. 1, 2022 Cash with County Treasurer	350,983
<b>Ending Cash</b>	<b>\$ 377,630</b>

Non-Capital Reserve	\$ 341,390
Capital Reserve	36,240
<b>Total</b>	<b>\$ 377,630</b>

# Yale Valley Library District

For the Month Ending November 30, 2022 (With Year-to-Date Totals)

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance January 1, 2022</b>	\$	287,173
Property Tax Collections (Revenue)		117,446
Other Taxes (Revenue)		0
Professional Expenses (Expenses)		(63,229)
<b>Non Capital Reserve Ending Balance November 30, 2022</b>	<u>\$</u>	<u>341,390</u>
<b>Capital Reserve Beginning Balance January 1, 2022</b>	\$	63,811
Intergovernmental, Grants and Contracts (Revenue)		20,724
Miscellaneous (Revenue)		3,142
Professional Services Architects (Expenses)		-
Capital Out lay (Expenses)		(51,437)
<b>Capital Reserve Ending Balance November 30, 2022</b>	<u>\$</u>	<u>36,240</u>
<b>Total Non Capital and Capital Reserves</b>	<u>\$</u>	<u>377,630</u>

# Yale Valley Library District

For the Month Ending December 31, 2022 (With Year-to-Date Totals)

## Statement of Cash

December 31, 2021 Ending Cash Balance	\$	350,983
Year-to-date Revenue Received		166,527
Year-to-date Expenditures		<u>(175,997)</u>
Cash Balance December 31, 2022	\$	341,513

# Yale Valley Library District

For the Month Ending December 31, 2022 (With Year-to-Date Totals)

## Revenue

Description	2022 Budget (Amended 11/2022)	December 2022 Revenues	Year-to-Date Totals thru December 2022	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 122,663	\$ 5,366	\$ 122,812	100.12%
<b>Total Property Taxes</b>	<b>122,663</b>	<b>5,366</b>	<b>122,812</b>	<b>100.12%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	-	0	0	0.00%
<b>Total Other Taxes</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	35,000	19,365	40,085	114.53%
361.02 DNR - Other Revenue	100	-	4	4.18%
335.02 State Capital Grant	-	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>35,100</b>	<b>19,365</b>	<b>40,089</b>	<b>114.21%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	2,500	484	3,626	145.02%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
<b>Total Miscellaneous</b>	<b>3,000</b>	<b>484</b>	<b>3,626</b>	<b>120.85%</b>
<b>Total Revenue:</b>	<b>\$ 160,763</b>	<b>\$ 25,215</b>	<b>\$ 166,527</b>	<b>103.59%</b>
Transfer from Reserves	\$ 19,237	\$ 19,237	\$ 19,237	100.00%
<b>Total Revenue and Reserves</b>	<b>\$ 180,000</b>	<b>\$ 25,215</b>	<b>\$ 166,527</b>	<b>92.52%</b>

## Expenses

Description	2022 Budget (Amended 11/2022)	December 2022 Expenses	Year-to-Date Totals thru December 2022	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	\$ 125,200	\$ 61,332	\$ 124,561	99.49%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	54,800	-	51,437	93.86%
<b>Grand Total Expense:</b>	<b>\$ 180,000</b>	<b>\$ 61,332</b>	<b>\$ 175,997</b>	<b>97.78%</b>

Net Cash Activity	\$ (9,470)
Jan. 1, 2022 Cash with County Treasurer	350,983
<b>Ending Cash</b>	<b>\$ 341,513</b>

Non-Capital Reserve	\$ 285,425
Capital Reserve	56,088
<b>Total</b>	<b>\$ 341,513</b>



# Yale Valley Library District

For the Month Ending December 31, 2022 (With Year-to-Date Totals)

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance January 1, 2022</b>	\$	287,173
Property Tax Collections (Revenue)		122,812
Other Taxes (Revenue)		0
Professional Expenses (Expenses)		(124,561)
<b>Non Capital Reserve Ending Balance December 31, 2022</b>	<u>\$</u>	<u>285,425</u>
<b>Capital Reserve Beginning Balance January 1, 2022</b>	\$	63,811
Intergovernmental, Grants and Contracts (Revenue)		40,089
Miscellaneous (Revenue)		3,626
Professional Services Architects (Expenses)		-
Capital Out lay (Expenses)		(51,437)
<b>Capital Reserve Ending Balance December 31, 2022</b>	<u>\$</u>	<u>56,088</u>
<b>Total Non Capital and Capital Reserves</b>	<u>\$</u>	<u>341,513</u>

# Yale Valley Library District

*For the Month Ending January 31, 2023 (With Year-to-Date Totals)*

## **Statement of Cash**

December 31, 2022 Ending Cash Balance	\$	341,513
Year-to-date Revenue Received		1,250
Year-to-date Expenditures		-
Cash Balance January 31, 2023	\$	<u>342,763</u>

# Yale Valley Library District

For the Month Ending January 31, 2023 (With Year-to-Date Totals)

## Revenue

<u>Description</u>	<u>2023 Budget</u>	<u>January 2023 Revenues</u>	<u>Year-to-Date Totals thru January 2023</u>	<u>Year -to - Date Annual Budget Percent</u>
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 125,000	\$ 710	\$ 710	0.57%
<b>Total Property Taxes</b>	<b>125,000</b>	<b>710</b>	<b>710</b>	<b>0.57%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	-	0	0	0.00%
<b>Total Other Taxes</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	35,000	-	-	0.00%
361.02 DNR - Other Revenue	100	59	59	59.28%
335.02 State Capital Grant	-	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>35,100</b>	<b>59</b>	<b>59</b>	<b>0.17%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	2,500	480	480	19.20%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
<b>Total Miscellaneous</b>	<b>3,000</b>	<b>480</b>	<b>480</b>	<b>16.00%</b>
<b>Total Revenue:</b>	<b>\$ 163,100</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>0.77%</b>
Transfer from Reserves	\$ 16,900	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 180,000</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>0.69%</b>

## Expenses

<u>Description</u>	<u>2023 Budget</u>	<u>January 2023 Expenses</u>	<u>Year-to-Date Totals thru January 2023</u>	<u>Year to Date Annual Budget Percentage</u>
<b>Other Services / Charges</b>				
572.41 Professional Services	\$ 140,000	\$ -	\$ -	0.00%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	-	0.00%
<b>Grand Total Expense:</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Net Cash Activity	\$ 1,250
Jan. 1, 2023 Cash with County Treasurer	341,513
<b>Ending Cash</b>	<b>\$ 342,763</b>

Non-Capital Reserve	\$ 286,135
Capital Reserve	56,627
<b>Total</b>	<b>\$ 342,763</b>

# Yale Valley Library District

For the Month Ending January 31, 2023 (With Year-to-Date Totals)

## Schedule of Reserves

<b>Non Capital Reserve Beginning Balance January 1, 2023</b>	\$	285,425
Property Tax Collections (Revenue)		710
Other Taxes (Revenue)		0
Professional Expenses (Expenses)		-
<b>Non Capital Reserve Ending Balance January 31, 2023</b>	<u>\$</u>	<u>286,135</u>
<b>Capital Reserve Beginning Balance January 1, 2023</b>	\$	56,088
Intergovernmental, Grants and Contracts (Revenue)		59
Miscellaneous (Revenue)		480
Professional Services Architects (Expenses)		-
Capital Out lay (Expenses)		-
<b>Capital Reserve Ending Balance January 31, 2023</b>	<u>\$</u>	<u>56,627</u>
<b>Total Non Capital and Capital Reserves</b>	<u>\$</u>	<u>342,763</u>