



AGENDA FOR PUBLIC MEETING

DATE: Monday, October 17, 2022 at 6:00pm

LOCATION: In Person: Stevenson Community Library
120 NW Vancouver Avenue; Stevenson, WA 98648

Zoom Link: <https://us02web.zoom.us/j/84589491406>
Meeting ID: 845 8949 1406
Passcode: 361098
Or dial: +1 206 337 9723

6:00 Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Public Comments
5. Reports: INFORMATION
 - 5.1 FVRL Organizational Report, Administrative Team
 - 5.2 Branch Report: Stevenson Community Library, David Wyatt
 - 5.3 September Financial Statements, Attar Bhangal
 - 5.4 FVRL Foundation Report, Rick Smithrud
6. Consent Agenda ACTION
 - 6.1 Minutes Approval: September 19, 2022 meeting
 - 6.2 Minutes Approval: October 3, 2022 special meeting
 - 6.3 FVRL Expenditure Approval: Reviewed by Mary Ann Duncan-Cole
 - 6.4 VLCFA Expenditure Approval: Reviewed by Mary Ann Duncan-Cole
7. Business
 - 7.1 Policy Committee:
 - Placement of New Library Facilities (first reading) INFORMATION
 - Collection Policy - Review INFORMATION
 - 7.2 Finance Committee:
 - Allocation of 2021 Unassigned Funds ACTION
 - Resolution 2022-21: Allocation of 2021 Unassigned Funds
 - 2023 Preliminary Budget (first reading) INFORMATION
 - 7.3 Operations Center Construction Contract ACTION
 - Resolution 2022-19: Operations Center Construction Contract
8. Board Comments
9. Setting of next regular meeting: Monday, November 14, 2022 (Washougal/Zoom)
10. Adjournment



OCTOBER 2022 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations open a minimum of 10 am to 6 pm Monday - Friday
 - End of COVID Emergency Proclamations October 3, 2022
 - Continuing to follow LNI rules for COVID exposure and leave

2. Capital Projects

- Woodland Community Library
 - Paused design development due to estimates
 - Developing donor brochure
 - Updated project webpage
- Washougal Community Library
 - Developing donor brochure
- Grand Boulevard building
 - RFP bid opening/selection/announcement
 - RFQ for MEP Engineering Services

3. Executive Director's Activities: September 19 - October 16, 2022

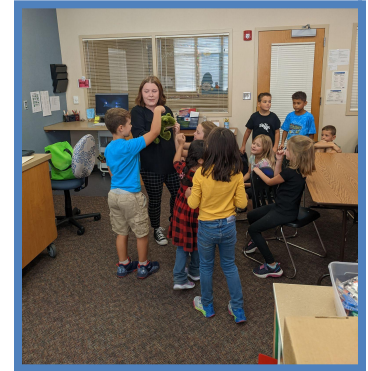
- Gorge Branch Tour with new managers
- MRSC webinar - Exemptions to Public Record Requests
- FVRL Staff Listening Session
- 2020/2021 SAO audit with Finance team
- Foundation Fundraiser - Give More 24
- Battle Ground Village Retail Association Board
- Public Libraries of Washington - Fall Director's Retreat (Spokane)
- Build the Libraries Committee (WA/WD)
- Woodland Community Library - estimate review
- Board Committees - Policy and Finance
- On board new Trustee for City of Vancouver
- Vancouver carpet planning meeting
- Special Board meeting - Woodland
- Vancouver Library Capital Facilities Area - 2023 budget and levy hearing
- Washougal Community Vision - focus group interview
- New Employee Orientation
- Purchasing guidelines review
- Brush Prairie Interest Group
- Branch Manager's meeting
- Operations Center remodel - architect's meeting
- Yale Valley Library District Board meeting - 2023 budget, annual operations review
- INET User Group - City of Vancouver

SEPTEMBER BRANCH HIGHLIGHTS

October 17, 2022

EQUITY

- Staff from Goldendale Community Library visited Bickleton School, which is more than 35 miles from the library, to tell them about library services, focusing on digital learning resources available to them. Bickleton is a regular stop for the Goldendale/Klickitat Bookmobile, but staff were able to better connect to staff, teachers, and students during this more in-depth outreach opportunity. Staff were particularly excited to learn about our bilingual books and language learning apps.



CONNECTIONS



- Battle Ground Community Library hosted an Introduction to Taekwondo program for youth that was a big hit.
- Most branches hosted Welcome Back Storytimes in September to prepare for a return to regular storytimes in October and to allow staff who are new to them to practice. Families are almost as happy as staff to have these important early literacy programs back!
- Yacolt Library Express has introduced passive (where families can engage without staff guidance) programs in the lobby. In September, kids were invited to make a noodle necklace.
- Washougal Community Library hosted a STEM workshop where 27 participants made paper circuit dinosaurs with light up eyes.



- Rebekah Cherveney of Cascade Park Community Library hosted a teen art program. They have recently installed art rails in the teen area, so the art is now on display for everyone to see.
- La Center Community Library kicked off their first Tween and Teen Book Groups post-pandemic and had 17 tweens and seven teens participate in each.
- Yale Valley Community Library had over 700 visitors in the month of September. As a point of comparison, Yale served just over 700 patrons in all of 2019 through our weekly library services provided out of the Yale Elementary School.
- Woodland Community Library hosted a Master Gardener program entitled How to Put Your Garden to Bed and had a great turnout.

ORGANIZATIONAL CULTURE

- KayLee Williams, Senior Library Associate and bookmobile driver out of Stevenson Community Library, attended the Association for Rural and Small Libraries conference in Tennessee to learn about issues affecting small and rural libraries and network with others who do similar work.
- The Branch Managers met at Stevenson Community Library in September for their first in-person meeting since the pandemic began. It was a lively and informative reunion.
- Staff from throughout the district met at Clark College on September 14th for All Staff Day. Eight staff presented sessions along with a host of other speakers and community partners. The content included wellness workshops, hands-on activities, panel discussions, and speakers.

PARTNERSHIPS

- Ridgefield Community Library is partnering with owners of therapy dogs to host not just one, but two, monthly Read to the Dog programs. These programs allow youth who may be self-conscious about reading aloud to practice their reading with a non-judgmental animal.
- Three Creeks Community Library staff resumed their Kids Club afterschool program partnership in September. They focused on Latino/Hispanic Heritage Month by reading books about hispanic cultures throughout the world and leading the kids in a craft activity.



- Vancouver Mall Library participated in two community events at the Mall: Couve Con, a pop culture convention, and Children’s Festival, put on by Vancouver Family magazine. Both events helped library staff connect with a diverse group of participants that may not normally find themselves at the Mall or in the Mall Library. Staff dressed up for Couve Con and appreciated the opportunity to get an early start on their Halloween costumes.
- White Salmon Valley Community Library partnered with the Mountain View Grange to host author and mycology professor Michael Beug for a talk about the medical, recreational, and spiritual uses of psilocybin

mushrooms. Over 75 people attended!

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending September 2022 (With year-to-date totals)

December 31, 2021 Ending Cash Balance	\$19,672,242
Year-to-date Revenue Received	\$17,616,072
Year-to-date Expenditures	-\$19,781,498
Add back Expenditures incurred but unpaid	\$258,739
Cash Balance September 30, 2022	<u>\$17,765,555</u>

January 01, 2022 - December 31, 2022 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

December 31, 2021 Ending Cash Balance	\$19,672,242
September 2022 Cash Balance:	\$17,765,555
Reserve Plan Objectives 1-4:	-\$10,398,282
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$7,367,272

Restatement of cash balance with cash reserve plan detail -

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	\$19,672,242
Reserve Fund	
Objective 1 Capital Repairs and Maintenance	\$550,000
Objective 2 Replacement Vehicles	\$48,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,300,000
Brush Prairie	\$500,000
Unrestricted Capital	\$158,695
Objective 4 Innovation	\$68,467
Objective 5 Budget Stabilization Fund	1,364,526
<u>Total Reserve Plan Objectives 1-5</u>	<u>\$10,398,282</u>
Operational Fund > 60 to 90 days of annual operational budget	\$7,367,272
Cash Balance September 30, 2022	<u>\$17,765,555</u>

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2022
For the Month Ending September 2022 (With year-to-date totals)

	2022 Budget (Approved 12/21)	September 2022 Revenues	All Revenue for the nine-months ended September 2022	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.1 Property Taxes - Clark	24,250,000	628,752	14,514,021	59.85%
311.10.1 Property Taxes - Skamania	675,000	5,546	430,878	63.83%
311.10.1 Property Taxes - Klickitat	1,345,500	36,724	888,234	66.02%
311.10.1 Property Taxes - Cowlitz	325,000	1,123	181,034	55.70%
Total Property Taxes	26,595,500	672,146	16,014,168	60.21%
Other Taxes				
312.10. Other General Tax	-	-	22,262	0.00%
318.20 Leasehold Excise Tax	120,000	-	93,549	77.96%
Total Other Taxes	120,000	-	115,811	96.51%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	5,000	-	11,549	230.98%
335.05 State Forest Boards	225,000	806	31,934	14.19%
333.00 State Grants	-	-	132,618	-
338.7 Yale Valley Library Dist	162,500	-	114,037	70.18%
338.72 INET City of Vancouver (PEG)	61,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	454,000	806	290,138	63.91%
Charges for Services				
341.60 Equipment Use Fees	20,000	2,569	20,391	101.96%
347.21 Non-Resident Borrower Fee	6,000	99	5,593	93.21%
347.90 Lost / Damaged Material Fee	25,000	590	25,900	103.60%
347.50 Collection Agency Referral Fee	5,000	80	2,150	43.00%
Total Charges for Services	56,000	3,338	54,034	96.49%
Miscellaneous				
361.11 Investment Interest	120,000	20,236	125,701	104.75%
362.00 Rental Income	2,500	800	124,066	4962.65%
367.1 Restricted Contribution - BG	-	-	1,911	-
367.1 Restricted Contribution - GD	-	-	200	-
367.1 Restricted Contribution - WS	-	-	200	-
367.10 Gifts/Contributions	15,000	-	-	0.00%
369.90 Library Friends Groups' Reimbursements	150,000	113,506	125,509	83.67%
369.90 Library Foundation Reimbursements	1,000,000	-	76,506	7.65%
369.40 Insurance Reimbursements	250,000	-	228,181	91.27%
369.90 Miscellaneous	2,500	5,701	8,051	322.05%
367.1 Private Grants	150,000	330	293,527	195.68%
369.90 Other Miscellaneous - E-Rate	200,000	150,014	158,068	79.03%
395.00 Sale of Assets	20,000	-	-	0.00%
Total Miscellaneous	1,910,000	290,587	1,141,921	59.79%
Total Operating Revenue	\$ 29,135,500	966,877	17,616,072	60.46%
Transfer in from Reserves	\$ 2,400,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 31,535,500	966,877	17,616,072	55.86%

Jan.-Dec. 2022 Fiscal Year

September is the 9th month of the fiscal year. Year-to-date budget percentages should be at 75%, representing 9/12 months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2022
For the Month Ending September 2022 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2022 Budget (Approved 12/21)	September 2022 Expenditures	All Expenses for the nine-months ended September 2022	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,000,000	976,929	8,459,189	70.49%
572.24	Benefit - Medical	2,560,000	178,240	1,646,806	64.33%
572.24	Benefit - Dental	300,000	22,254	203,064	67.69%
572.24	Benefit - Life, LTD, STD	125,000	10,743	97,058	77.65%
572.22	Benefit - PERS	1,540,000	98,082	845,449	54.90%
572.21	Benefit - FICA	910,000	73,233	632,500	69.51%
572.25	Benefit - L & I - Workers Compensation	100,000	6,641	56,666	56.67%
572.25	Benefit - PFML	20,000	1,570	13,548	67.74%
572.28	Unemployment Expense	10,000	-	830	8.30%
	Personnel Subtotal:	17,565,000	1,367,692	11,955,111	68.06%
Supplies					
572.30	Supplies	392,525	39,211	294,740	75.09%
572.35	Small Equipment (FF&E)	266,700	3,149	242,392	90.89%
572.38	Technology	433,000	2,170	354,756	81.93%
572.33	Professional Collection / Tech	350,000	8,286	129,383	36.97%
	Supplies & Small Equipmt/Tech Subtotal:	1,442,225	52,815	1,021,271	70.81%
Library Books / Materials					
572.34	Library Books & Materials	2,300,000	61,895	971,622	42.24%
572.39	Electronic Resources	1,600,000	127,556	1,103,824	68.99%
	Library Materials Subtotal:	3,900,000	189,451	2,075,447	53.22%
Other Services / Charges					
572.41	Professional Services	1,725,000	293,910	1,572,638	91.17%
572.42	Communications	387,800	30,446	313,242	80.77%
572.43	Training / Travel	108,000	5,700	74,097	68.61%
572.44	Advertising	30,000	749	6,849	22.83%
572.45	Rentals / Leases	567,925	53,020	452,878	79.74%
572.46	Insurance	220,000	3,553	242,221	110.10%
572.47	Utilities	458,855	39,941	309,451	67.44%
572.48	Repairs & Maintenance	704,250	30,140	546,531	77.60%
572.49	Misc / Dues / Printing / Other	165,700	2,742	85,245	51.45%
572.50	Intergovernmental Services	3,640	495	2,660	73.08%
	Other Charges & Services Subtotal:	4,371,170	460,695	3,605,813	82.49%
Capital Outlay					
594.62	Buildings / Non-Owned	500,000	-	31,126	6.23%
594.62	Buildings / Owned	3,392,105	10,074	1,092,635	32.21%
595.62	Yale Project	40,000	-	31	0.08%
594.64	Machinery & Equipment	325,000	-	64	0.02%
	Capital Outlay Subtotal:	4,257,105	10,074	1,123,856	26.40%
Grand Total All Expenditures:		31,535,500	2,080,726	19,781,498	62.73%

September is the 9th month of the fiscal year.
Year-to-date budget percentages should be at
75%, representing 9/12 months.

Jan.-Dec. 2022 Fiscal Year



Foundation Update

Authors & Illustrators
2022 DINNER AND AUCTION
Susan Orlean
FUNDRAISER | Nov 4, 5:30–9:30 pm | Hilton Vancouver

After a two-year hiatus, FVRL Foundation is thrilled to be hosting its 20th Authors and Illustrators Dinner and Silent Auction featuring Susan Orlean, author of *The Library Book*, *The Orchid Thief*, and much more.

Join us on November 4 at the Hilton Vancouver. Tickets and more information are available at fvrlfoundation.org. We look forward to seeing you there!

Great News!

- The Foundation has assisted the Friends of Ridgefield Community Library in disbursing \$113,339 to FVRLibraries to cover contingency expenses for the Ridgefield Library Building Project.
- The Foundation has disbursed \$52,125 to the FVRLibraries to cover architectural expenses for the Woodland Library Building Project. This payment closes out the first \$500,000 state grant the Foundation received for the Woodland project. The Foundation still has two more state grants for the Woodland projects totaling \$2.5 million which are available for construction-related expenses.
- The Foundation received a \$50,000 check from the Firstenburg Foundation, which is the fifth and final installment on their \$250,000 grant for the Ridgefield Library Building Project. Because FVRL Foundation already fronted the entire \$250,000 to the FVRLibraries, this payment will be used to reimburse the Foundation for \$50,000 paid to the FVRLibraries in October 2021.
- A local family foundation contributed \$10,000 to FVRL Foundation.
- The Friends of Washougal Community Library added \$8,000 to their investment account.

Upcoming Events

Monday, October 17

[FVRL Trustee Meeting](#)

Hybrid: Stevenson Community Library
and Zoom

6:00pm–8:00pm

Thursday, October 27

[FVRL Foundation Board Meeting](#)

Location TBC

3:00pm–4:00pm

Monday, November 14

[FVRL Trustee Meeting](#)

Hybrid: Washougal Community
Center and Zoom

6:00pm–8:00pm

November/December combined

[FVRL Foundation Board Meeting](#)

Date and location TBC

3:00pm–4:00pm

Thursday, November 27

[All libraries will be closed in
recognition of Thanksgiving](#)

Friday, November 28

[All libraries will be closed in
recognition of Native Heritage Day](#)

Building Campaigns and Cornerstone Pledges

Washougal has 41 Cornerstones,
2 Stepping Stones,
and 2 Keystones.

Woodland has 31 Cornerstones,
3 Stepping Stones, 6 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:

[fredmeyer.com/ii/community/community-
rewards](http://fredmeyer.com/ii/community/community-rewards)

–Support FVRL Foundation through
Amazon Smile:

smile.amazon.com/

Upcoming Friends' Sales

- [Friends of Stevenson and North Bonneville Libraries
book sale: Friday and Saturday, 11/4 and 11/5,
10:00–4:00 both days](#)
- [Friends of Vancouver Library mini book sale:
Saturday, 12/3, through Saturday, 12/10, 11:00–5:00
every day](#)

Amazon donates when you
shop at **smile.amazon.com.**



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The holidays are coming, and AmazonSmile is a GREAT way for you to support FVRL Foundation while you shop! It's easy...and FREE—you can even 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.

There's no reason NOT to participate in AmazonSmile!

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

September 19, 2022

1. CALL TO ORDER

An Executive Session was held at 5:30pm and no decisions were made. The regular meeting was called to order at 6:02pm.

ATTENDEES:

Board Members Present: Jane Higgins, Megan Dugan, Kristy Morgan, Penny Love-Henslee, Olga Lumosky Hodges; *Virtual:* Mary Ann Duncan-Cole

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Attar Bhangal, Finance Manager; Special Guests: Holland Christie, Battle Ground Branch Manager; Rick Smithrud, FVRL Foundation Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

MOTION: Megan Dugan moved and Penny Love-Henslee seconded approval of the agenda. The motion carried via roll call of Trustees present. Mary Ann Duncan-Cole joined the meeting online after the role was taken.

3. CHAIR ANNOUNCEMENTS

Welcome to Vikram Kotwani, new FVRL Trustee has been appointed by the City of Vancouver.

4. REPORTS

FVRL Organizational Report, Mary Abler

Abler reported out on the branch activities for the month as well as an update on the Strategic Plan.

Branch Report: Battle Ground Community Library, Holland Christie

Christie gave an overview of the activities of the Battle Ground Community Library and the Yacolt Community Library.

August Financial Statements, Attar Bhangal

Bhangal shared an overview of the August revenues and expenses.

FVRL Foundation Report, Rick Smithrud

Smithrud focused on 2022 highlights. Beaches Cash Back Day; Love Your Library event; Woodland Building Campaign; Novel Night, Authors & Illustrator Dinner and Silent Auction to be held on November 4, 2022.

5. CONSENT AGENDA

5.1 Minutes Approval – August 22, 2022 meeting

5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins

5.3 Trustee Ethics and Responsibilities Policy

5.4 Board of Trustee Bylaws Policy

MOTION: Jane Higgins and Megan Dugan seconded approval of the consent agenda. The motion carried via roll call of Trustees present. Mary Ann Duncan-Cole was in attendance but having technical difficulties.

6. BUSINESS

6.1 Resolution 2022-15: Lyngsoe Contract closeout

Staff are asking for the Board of Trustees to authorize the closeout of the Lyngsoe Automated Material Handlers contract.

MOTION: Kristy Morgan and Penny Love-Henslee seconded approval of Resolution 2022-15. The motion carried unanimously via roll call.

6.2 Resolution 2022-16: Sale of Property

FVRL is subdividing the property that is the site for the new Woodland Community Library. The Board approved the surplus of the property at their June 2022 meeting after holding a public hearing. A public hearing will be held at the Woodland Community Library on October 3, 2022.

MOTION: Penny Love-Henslee and Kristy Morgan seconded approval of Resolution 2022-16. The motion carried unanimously via roll call.

6.3 Resolution 2022-17: Vancouver Community Library Carpet

FVRL ran a competitive process for carpet vendors submitting bids and selected Rubenstein as the company with the lowest bid. The construct includes carpet for four floors of the Vancouver Community Library building as well as a small amount of resilient flooring for elevators and multipurpose rooms. The estimate includes shipping and handling, delivery, installation and sales tax. We are estimating that the total cost for the final contract will be under \$560,000, all in.

MOTION: Kristy Morgan moved and Megan Dugan seconded approval of Resolution 2022-17. The motion carried unanimously via roll call.

6.4 Policy Committee: Placement of New Library Facilities– First Reading

The Policy Committee is reviewing two existing FVRL policies concerning the siting of new libraries; Purchase, Lease, Exchange, and Sale of Real Property, and Provision of Library Service to New Areas. We believe the two policies at a minimum could be combined, but we also believe there is an opportunity to look at our practices with an equity lens to address how library locations are selected and improve the criteria for considering a new location.

6.5 Finance Committee: Draft 2023 Budget

FVRL staff have submitted their draft 2023 budget requests to the Board. Trustees reviewed an outline of those items, any budget impact and recommendations.

7. CITIZEN COMMENTS

Written comments opposing Drag Queen Story Hour (DQSH) programming in the library were received from: Jim Judkins, Alan Ray, Jon Anderson, Dennis Fuqua, Tasha Dierck, Carrie Ruestig, Lori Judkins, Susan Courtney, Grant Schmitke

In person comments opposing DQSH programming in the library were received from: Vicky WinE, Denny Anderson, Gwen Gersage, Myrna Leiju, Jo Bryant, Gene Slagle, Randy Schmidt, Gary Wilson, Lori Bumala, Dawn Seaver

In person comments supporting DQSH programming in the library were received from: Mads Whitmarsh-Jones, Quill Onstead, Doreen Turpen

BOARD COMMENTS

Kristy Morgan noted that she reads all of the public letters and takes them seriously. She also noted that she liked and appreciated Rick Smithrud’s FVRL Foundation presentation. Megan Dugan attended All Staff Day and gave appreciation to the staff for their work on putting the day of training together. Penny Love-Henslee also attended All Staff Day at FVRL and seconded Trustee Dugan’s comments.

8. NEXT REGULAR MEETING

The next meeting is Monday, October 3, 2022 (Zoom/Woodland Community Library)

9. ADJOURNMENT

The meeting adjourned at 8:02 pm.

Approved:

Jane Higgins, Chair

Date

Mary Ann Duncan-Cole, Secretary

Date

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

October 3, 2022

1. CALL TO ORDER

Chair Higgins called the special meeting to order at 6:02 pm.

ATTENDEES:

Board Members Present: Jane Higgins, Megan Dugan, Penny Love-Henslee, Mary Ann Duncan-Cole; Board Members *Virtual:* Olga Lumosky Hodges, Kristy Morgan

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach and Community Partnerships Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

MOTION: Mary Ann Duncan-Cole moved and Penny Love-Henslee seconded approval of the agenda. The motion carried via roll call excepting Olga Hodges, who was having technical issues.

3. CHAIR ANNOUNCEMENTS

Chair Higgins thanked the administrative team for their support with background materials in preparation for this meeting.

4. BUSINESS

4.1 Public Hearing: Sale of Woodland Property

FVRL has determined it no longer needs to retain the excess corner property for the new library project. The Executive Director is asking for authorization to conduct an intergovernmental transfer of surplus property to the City of Woodland.

MOTION: Penny Love-Henslee moved and Kristy Morgan seconded approval of Resolution 2022-18 Sale of Woodland Property. The motion carried unanimously via roll call

4.2 AFSCME Agreement

FVRL recently came to an agreement with our AFSCME union members over compensation in the Collective Bargaining Agreement ratified in December 2021. Staff is requesting the Board ratify a Memorandum of Understanding with AFSCME Local 307L covering wage increases based on FVRL's 2021 salary review.

MOTION: Megan Dugan and Penny Love-Henslee seconded approval of Resolution 2022-20 AFSCME Agreement. The motion carried unanimously via roll call.

5. BOARD COMMENTS

No Board comments.

6. NEXT REGULAR MEETING

The next meeting is Monday, October 17, 2022 (Zoom/Stevenson Community Library)

7. ADJOURNMENT

The meeting adjourned at 6:30 pm.

Approved:

Jane Higgins, Chair

Date

Mary Ann Duncan-Cole, Secretary

Date

BOARD COVER WORKSHEET
 BOARD MEETING DATE
 Transaction for September 2022

Accounts Payable Checks

Number	Date	Type	Paid To	Payment
115822	9/6/2022	CHK	AT & T	\$414.72
115823	9/6/2022	CHK	CLARK PUD	3,229.22
115824	9/6/2022	CHK	CLARK COLLEGE- facilities us	1,775.50
115825	9/6/2022	CHK	COLUMBIA RESOURCE COMPANY	428.84
115826	9/6/2022	CHK	CITY OF GOLDENDALE	511.29
115827	9/6/2022	CHK	KETER ENVIRONMENTAL SERVICES	85.52
115828	9/6/2022	CHK	KLICKITAT COUNTY PUD	1,456.66
115829	9/6/2022	CHK	NORTHWEST NATURAL GAS COMPAN	75.80
115830	9/6/2022	CHK	CITY OF VANCOUVER UTILITIES	749.98
115831	9/15/2022	CHK	ALLYNS BUILDING CENTER	36.85
115832	9/15/2022	CHK	ALTA LANGUAGE TESTING	154.00
115833	9/15/2022	CHK	ASPEN PEST CONTROL	172.52
115834	9/15/2022	CHK	AT&T MOBILITY	1,304.53
115835	9/15/2022	CHK	CITY OF BATTLE GROUND	1,286.91
115836	9/15/2022	CHK	CAMAS-WASHOUGAL POST RECORD	108.00
115837	9/15/2022	CHK	CANOPY	497.65
115838	9/15/2022	CHK	CIT GROUP- DW LEASE	22,654.50
115839	9/15/2022	CHK	CITY OF NORTH BONNEVILLE	240.00
115840	9/15/2022	CHK	CLARK PUD	14,440.60
115841	9/15/2022	CHK	CLARK REG WASTEWTR	85.04
115842	9/15/2022	CHK	CLARK COUNTY AUTO	39.56
115843	9/15/2022	CHK	CLEAN WORLD MAINT-WS	2,774.00
115844	9/15/2022	CHK	CLEAN WORLD MAINT-ST	2,017.00
115845	9/15/2022	CHK	CLEAN WORLD MAINT- WD	342.00
115846	9/15/2022	CHK	CLEAN WORLD MAINT-WA	310.00
115847	9/15/2022	CHK	CLEAN WORLD MAINT-BG	2,857.00
115848	9/15/2022	CHK	CLEAN WORLD MAINT - HQ	9,188.00
115849	9/15/2022	CHK	CLEAN WORLD MAINT - LC	1,267.00
115850	9/15/2022	CHK	CLEAN WORLD MAINT - RI	2,928.00
115851	9/15/2022	CHK	CLEAN WORLD MAINT - VM	1,336.00
115852	9/15/2022	CHK	CLEAN WORLD MAINT - TC	2,743.00
115853	9/15/2022	CHK	CLEAN WORLD MAINT - VA	27,100.00
115854	9/15/2022	CHK	CLEAN WORLD MAINT - YAC	513.00
115855	9/15/2022	CHK	CLEAN WORLD MAIN - CP	4,114.00
115856	9/15/2022	CHK	CLEAN WORLD MAINT - YAL	390.00
115857	9/15/2022	CHK	COLUMBIA RESOURCE COMPANY	102.45
115858	9/15/2022	CHK	COLUMBIAN	307.87
115859	9/15/2022	CHK	COLUMBIA RIVER DISPOSAL	84.53
115860	9/15/2022	CHK	COMCAST BUSINESS	168.16
115861	9/15/2022	CHK	COMPENSATION CONNECTIONS LLC	2,940.00
115862	9/15/2022	CHK	DAILY JOURNAL OF COMMERCE	89.54
115863	9/15/2022	CHK	DEMCO	5,467.40
115864	9/15/2022	CHK	CENTURYLINK formerly Embarq	455.19
115865	9/15/2022	CHK	FRONTIER	17.39
115866	9/15/2022	CHK	GRO OUTDOOR LIVING	2,972.22
115867	9/15/2022	CHK	H2OREGON	42.55
115868	9/15/2022	CHK	HARRY'S LAWN & POWER EQUIPME	470.13
115869	9/15/2022	CHK	HOME DEPOT CREDIT SERVICES	235.00
115870	9/15/2022	CHK	ALYSSA HOYT	200.00
115871	9/15/2022	CHK	ICMA RETIREMENT CORPORATION	9,842.91
115872	9/15/2022	CHK	INTEGRA TELECOM	2,853.18
115873	9/15/2022	CHK	KATHY'S JANITORIAL - KATHLEE	1,144.00
115874	9/15/2022	CHK	CITY OF LA CENTER	76.60
115875	9/15/2022	CHK	GISI MARKETING GROUP	1,083.04
115876	9/15/2022	CHK	LES SCHWAB TIRE CENTER	2,171.52
115877	9/15/2022	CHK	METRO WATCH INC	2,081.00
115878	9/15/2022	CHK	NEOPOST INC	195.30
115879	9/15/2022	CHK	NORTHWEST NATURAL GAS COMPAN	91.30
115880	9/15/2022	CHK	OFFICE DEPOT CARD PLAN	3,397.59
115881	9/15/2022	CHK	PLATT ELECTRIC SUPPLY	320.00
115882	9/15/2022	CHK	REFLECTOR	200.00

115883	9/15/2022	CHK	REPUBLIC SERVICES #487	60.31
115884	9/15/2022	CHK	REV.COM, INC	180.00
115885	9/15/2022	CHK	RIDGEFIELD, CITY OF	178.62
115886	9/15/2022	CHK	SKAMANIA COUNTY PUD #1	558.11
115887	9/15/2022	CHK	SOHA SIGN CO INC	273.96
115888	9/15/2022	CHK	STERICYCLE, INC	10.36
115889	9/15/2022	CHK	CITY OF STEVENSON	304.10
115890	9/15/2022	CHK	TDS TELECOM	203.84
115891	9/15/2022	CHK	TODAY'S BUSINESS SOLUTIONS,	22,153.00
115892	9/15/2022	CHK	THE TOWN OF YACOLT	200.00
115893	9/15/2022	CHK	ULINE	280.98
115894	9/15/2022	CHK	CITY OF VANCOUVER UTILITIES	1,689.53
115895	9/15/2022	CHK	CITY OF VANCOUVER- FINANCIAL	60.00
115896	9/15/2022	CHK	VISABARRO	1,127.91
115897	9/15/2022	CHK	VISABLOS	204.14
115898	9/15/2022	CHK	VISAEMPLO1	463.50
115899	9/15/2022	CHK	VISAEMPLO3	250.00
115900	9/15/2022	CHK	VISAFEIN	338.20
115901	9/15/2022	CHK	VISAGETS	2,383.20
115902	9/15/2022	CHK	VISAGIFF	3,491.12
115903	9/15/2022	CHK	VISAJOHN	834.95
115904	9/15/2022	CHK	VISAKEND	1,905.43
115905	9/15/2022	CHK	VISAKRES	49.56
115906	9/15/2022	CHK	VISAMCCU	263.23
115907	9/15/2022	CHK	VISASHEL	2,536.55
115908	9/15/2022	CHK	VISATRAV	1,882.98
115909	9/15/2022	CHK	WALTER E NELSON COMPANY	2,801.20
115910	9/15/2022	CHK	WAPITI NW, LLC	1,260.62
115911	9/15/2022	CHK	CITY OF WASHOUGAL	17.25
115912	9/15/2022	CHK	WASTE CONNECTIONS INC	4,883.18
115913	9/15/2022	CHK	WAVE	5,419.24
115914	9/15/2022	CHK	CITY OF WHITE SALMON	154.19
115915	9/15/2022	CHK	WOODLAND TRUE VALUE	7.55
115916	9/21/2022	CHK	ACUITY FORENSICS	529.52
115917	9/21/2022	CHK	ALLIANT INSURANCE SERVICES,	2,293.80
115918	9/21/2022	CHK	B&H Video Pro Audio	2,148.38
115919	9/21/2022	CHK	BECKY BRYANT	100.00
115920	9/21/2022	CHK	CLARK PUD	2,695.22
115921	9/21/2022	CHK	CLARK COUNTY AUTO	103.36
115922	9/21/2022	CHK	CLEAN WORLD MAINT- WD	75.00
115923	9/21/2022	CHK	CLEAN WORLD MAINT - LC	162.00
115924	9/21/2022	CHK	CLEAN WORLD MAINT - YAC	175.00
115925	9/21/2022	CHK	COMCAST INSTITUTIONAL NETWORK	11,421.36
115926	9/21/2022	CHK	COWLITZ COUNTY PUD	458.69
115927	9/21/2022	CHK	HACKER	95,567.45
115928	9/21/2022	CHK	HARRYS KEY SERVICE, INC.	9.77
115929	9/21/2022	CHK	HARRY'S LAWN & POWER EQUIPME	42.87
115930	9/21/2022	CHK	HILLIS CLARK MARTIN & PETERS	70.70
115931	9/21/2022	CHK	J2 BLUEPRINT SUPPLY CO	596.64
115932	9/21/2022	CHK	JRT MECHANICAL, INC	537.08
115933	9/21/2022	CHK	KAREN KREJCHA	100.00
115934	9/21/2022	CHK	LINGUAVA	198.25
115935	9/21/2022	CHK	MOTION PICTURE LICENSING COR	259.00
115936	9/21/2022	CHK	MOVIE LICENSING USA	550.00
115937	9/21/2022	CHK	NORTHWEST NATURAL GAS COMPAN	601.95
115938	9/21/2022	CHK	OFFICE DEPOT CARD PLAN	1,670.34
115939	9/21/2022	CHK	PBS ENVIRONMENTAL (PDX)	9,990.00
115940	9/21/2022	CHK	PLATT ELECTRIC SUPPLY	424.75
115941	9/21/2022	CHK	SKAMANIA COUNTY PIONEER	104.50
115942	9/21/2022	CHK	STAMP-CONNECTION.COM	48.90
115943	9/21/2022	CHK	STANLEY CONVERGENT SECURITY	174.90
115944	9/21/2022	CHK	STERICYCLE, INC	20.72
115945	9/21/2022	CHK	THE TAYLOR GROUP	3,333.33
115946	9/21/2022	CHK	TODAY'S BUSINESS SOLUTIONS,	23.82
115947	9/21/2022	CHK	THE TOWN OF YACOLT	1,996.23
115948	9/21/2022	CHK	ULINE	690.90
115949	9/21/2022	CHK	STERLING VOLUNTEERS	80.50
115950	9/21/2022	CHK	WALTER E NELSON COMPANY	542.92

115951	9/21/2022	CHK	WAPITI NW, LLC	1,191.36
115952	9/21/2022	CHK	CITY OF WOODLAND	225.00
115953	9/21/2022	CHK	WOODLAND TRUE VALUE	3.23
115954	9/28/2022	CHK	AFSCME	2,500.92
115955	9/28/2022	CHK	ALLYNS BUILDING CENTER	27.80
115956	9/28/2022	CHK	ALA- DUES	306.00
115957	9/28/2022	CHK	AVISTA UTILITIES	10.83
115958	9/28/2022	CHK	BAKER & TAYLOR	19,054.68
115959	9/28/2022	CHK	CENTER POINT PUBLISHING	426.66
115960	9/28/2022	CHK	CHICAGO DISTRIBUTION CENTER	108.57
115961	9/28/2022	CHK	CINTAS CORPORATION - 463	96.38
115962	9/28/2022	CHK	CITY OF NORTH BONNEVILLE	240.00
115963	9/28/2022	CHK	CLARK PUD	2,137.57
115964	9/28/2022	CHK	CLARK COUNTY AUTO	354.14
115965	9/28/2022	CHK	CLEAN WORLD MAINT-WS	2,774.00
115966	9/28/2022	CHK	CLEAN WORLD MAINT-ST	2,017.00
115967	9/28/2022	CHK	CLEAN WORLD MAINT- WD	342.00
115968	9/28/2022	CHK	CLEAN WORLD MAINT-WA	310.00
115969	9/28/2022	CHK	CLEAN WORLD MAINT-BG	2,857.00
115970	9/28/2022	CHK	CLEAN WORLD MAINT - HQ	4,704.00
115971	9/28/2022	CHK	CLEAN WORLD MAINT - LC	1,267.00
115972	9/28/2022	CHK	CLEAN WORLD MAINT - RI	2,928.00
115973	9/28/2022	CHK	CLEAN WORLD MAINT - VM	1,336.00
115974	9/28/2022	CHK	CLEAN WORLD MAINT - TC	2,743.00
115975	9/28/2022	CHK	CLEAN WORLD MAINT - VA	27,100.00
115976	9/28/2022	CHK	CLEAN WORLD MAINT - YAC	513.00
115977	9/28/2022	CHK	CLEAN WORLD MAIN - CP	4,114.00
115978	9/28/2022	CHK	CLEAN WORLD MAINT - YAL	390.00
115979	9/28/2022	CHK	COLUMBIA HARDWARE	14.63
115980	9/28/2022	CHK	COMCAST BUSINESS	166.50
115981	9/28/2022	CHK	DISCOUNT SCHOOL SUPPLY	2,754.76
115982	9/28/2022	CHK	EDGE NETWORKS	14,588.91
115983	9/28/2022	CHK	CENTURYLINK formerly Embarq	755.68
115984	9/28/2022	CHK	FINDAWAY WORLD, LLC	2,149.88
115985	9/28/2022	CHK	FOODE CAFE & CATERING	5,709.37
115986	9/28/2022	CHK	FVRL FOUNDATION	30.00
115987	9/28/2022	CHK	ARTHUR FULLER	50.00
115988	9/28/2022	CHK	GALE GROUP	3,103.49
115989	9/28/2022	CHK	GIDI PROMOTIONS	2,504.59
115990	9/28/2022	CHK	GRO OUTDOOR LIVING	2,972.24
115991	9/28/2022	CHK	HANOVER INSURANCE GROUP	1,259.00
115992	9/28/2022	CHK	HARRYS KEY SERVICE, INC.	25.89
115993	9/28/2022	CHK	ICMA RETIREMENT CORPORATION	9,304.31
115994	9/28/2022	CHK	INGRAM	26,632.51
115995	9/28/2022	CHK	ITHAKA	1,600.00
115996	9/28/2022	CHK	JOHNSTON ARCHITECTS	5,250.00
115997	9/28/2022	CHK	KANOPY LLC	7,541.00
115998	9/28/2022	CHK	KATHY'S JANITORIAL - KATHLEE	1,144.00
115999	9/28/2022	CHK	GISI MARKETING GROUP	139.82
116000	9/28/2022	CHK	LES SCHWAB TIRE CENTER	325.48
116001	9/28/2022	CHK	PENNY LOVE-HENSLEE	53.75
116002	9/28/2022	CHK	THE MANAGEMENT GROUP, INC.	1,233.49
116003	9/28/2022	CHK	MIDWEST LIBRARY SERVICE	239.98
116004	9/28/2022	CHK	MIDWEST TAPE	13,840.30
116005	9/28/2022	CHK	KRISTINA MORGAN	21.25
116006	9/28/2022	CHK	NORTHWEST NATURAL GAS COMPAN	22.00
116007	9/28/2022	CHK	OCLC INC - RSC SHRG/MTDT/CTL	9,671.44
116008	9/28/2022	CHK	OFFICE DEPOT CARD PLAN	217.24
116009	9/28/2022	CHK	GORGE OREGONIAN	351.61
116010	9/28/2022	CHK	OVERDRIVE	93,300.54
116011	9/28/2022	CHK	PARKROSE HARDWARE/BLUE TARP	512.69
116012	9/28/2022	CHK	PROQUEST	14,776.18
116013	9/28/2022	CHK	CENTURY LINK formerly Qwest	1,975.65
116014	9/28/2022	CHK	ROSE CITY UPHOLSTERY	418.50
116015	9/28/2022	CHK	SIMPLE SAFETY SOLUTIONS	750.00
116016	9/28/2022	CHK	STAR RENTALS	272.87
116017	9/28/2022	CHK	THOMSON REUTERS-WEST PUBLISH	802.90
116018	9/28/2022	CHK	THE TOWN OF YACOLT	200.00

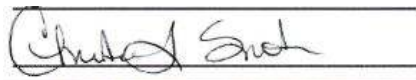
116019	9/28/2022	CHK	ULINE	340.74
116020	9/28/2022	CHK	CITY OF VANCOUVER UTILITIES	640.57
116021	9/28/2022	CHK	VERIZON	5,080.94
116022	9/28/2022	CHK	WALTER E NELSON COMPANY	535.62
116023	9/28/2022	CHK	WAPITI NW, LLC	136.97
116024	9/28/2022	CHK	CITY OF WOODLAND	641.17
116025	9/28/2022	CHK	WT COX SUBSCRIPTIONS	21.80
				<u>\$653,018.62</u> Total Accounts Payable Warrants Issued

EFT01361	9/15/2022	CHK	66 DEGREES, LLC	\$110.00
EFT01362	9/15/2022	CHK	IAN DOESCHER	1,500.00
EFT01363	9/15/2022	CHK	JANET ESSLEY	225.00
EFT01364	9/15/2022	CHK	GET PROGRAM	353.00
EFT01365	9/15/2022	CHK	OLGA HODGES	66.25
EFT01366	9/15/2022	CHK	MOLLY JOHNSON	350.00
EFT01367	9/15/2022	CHK	MILLER, LESLEY	83.75
EFT01368	9/15/2022	CHK	SARAH NELSEN	350.00
EFT01369	9/15/2022	CHK	NORTH PACIFIC MANAGEMENT	11,458.00
EFT01370	9/15/2022	CHK	FRANCES PORTILLO	17,500.00
EFT01371	9/15/2022	CHK	SHRED NORTHWEST, LLC	130.20
EFT01372	9/15/2022	CHK	TERESA D. JOHNSON CPA, INC.	12,515.62
EFT01373	9/15/2022	CHK	US CENTENNIAL VANCOUVER MALL	8,539.93
EFT01374	9/15/2022	CHK	WEX BANK	4,739.03
EFT01375	9/15/2022	CHK	SKY WILSON	500.00
EFT01376	9/15/2022	CHK	WPEA	2,638.05
EFT01377	9/21/2022	CHK	JOHN KREJCHA	100.00
EFT01378	9/21/2022	CHK	KATIE PALLUDAN	100.00
EFT01379	9/21/2022	CHK	THE QUIPU GROUP, LLC	6,032.00
EFT01380	9/9/2022	CHK	WASHINGTON STATE TREASURER	6,448.88
EFT01381	9/9/2022	CHK	WASH DEPT OF RETIREMENT SYST	81,417.53
EFT01382	9/23/2022	CHK	ADP	4,710.86
EFT01383	9/26/2022	CHK	WASHINGTON DEPT OF REVENUE	2,378.43
EFT01384	9/26/2022	CHK	WASH DEPT OF RETIREMENT SYST	78,596.85
EFT01385	9/27/2022	CHK	KAISER HSA	16,104.07
EFT01386	9/27/2022	CHK	WASHINGTON STATE TREASURER	6,487.98
EFT01387	9/28/2022	CHK	KAISER HSA	55.25
EFT01388	9/28/2022	CHK	BRIGHT, TANYA	71.23
EFT01389	9/28/2022	CHK	CHACON, LETICIA	3.51
EFT01390	9/28/2022	CHK	MEGAN DUGAN	16.25
EFT01391	9/28/2022	CHK	DUNPHY, MIKE	10.00
EFT01392	9/28/2022	CHK	ERNST, CYNTHIA	19.89
EFT01393	9/28/2022	CHK	GET PROGRAM	353.00
EFT01394	9/28/2022	CHK	OLGA HODGES	166.25
EFT01395	9/28/2022	CHK	HOPPUS, KIMBERLY	30.00
EFT01396	9/28/2022	CHK	BONNIE COBB	12.31
EFT01397	9/28/2022	CHK	VANCOUVER SCORE CHAPTER 0566	750.00
EFT01398	9/28/2022	CHK	US CENTENNIAL VANCOUVER MALL	8,539.93
EFT01399	9/28/2022	CHK	WPEA	2,488.50
EFT01400	9/28/2022	CHK	WPEA UFCW	1,807.02
				<u>\$277,758.57</u> Total Accounts Payable EFTS Issued

Payroll September 10, 2022	Net Payroll	\$ 342,742.65
	State Family & Medical Leave	2,966.72
	Federal Tax	112,425.20
	Oregon Tax	3,254.71
Payroll September 25, 2022	Net Payroll	335,814.38
	State Family & Medical Leave	2,894.88
	Federal Tax	112,527.44
	Oregon Tax	3,931.97
		<u>\$ 916,557.95</u> Total Payroll and ACH Auto Pulls

Total Funds to Approved for Disbursement \$1,847,335.14

Prepared: C Smith, TDJ CPA



10/11/2022

**Fort Vancouver Regional Library District
Staff Report 2022-50
Policy Committee Report**

TO: Board of Trustees
FROM: Amelia Shelley, Policy Committee
DATE: 10/15/2022
SUBJECT: Policy Review

1. Placement of New Library Facilities Policy - first reading

SUMMARY: The Policy Committee has combined two existing FVRL policies concerning the siting of new libraries; [Purchase, Lease, Exchange, and Sale of Real Property](#), and [Provision of Library Service to New Areas](#) into a single revised policy: **Placement of New Library Facilities Policy**. We have also revised the procedures associated with siting new facilities and services to include using the equity lens as a guide for site selection and criteria for closing an existing location.

KEY POINTS:

- Policies are combined to improve clarity on how new sites within and without the District's boundaries are selected.
- Criteria in the *Guidelines for Library Facility Siting, Acquisition and Disposition of Real Property* are updated to better reflect the District's current strategic plan and [Equity Policy](#).
- Guidelines are updated to include criteria for closing a location.

ACTION REQUESTED: Review first reading of new policy. Provide feedback to the Executive Director or through the Policy Committee Chair (Jane Higgins) prior to the next committee meeting on November 9.

2. [Collection Policy](#) - Review

SUMMARY: The committee discussed FVRL's Collection Policy. This is a review and an opportunity for the Board to ask questions about the existing policy. There was discussion during the Policy Committee meeting about labeling books with stickers to indicate content. The Collection Policy does not cover procedures - such as processing for new books - but rather focuses on the goals and objectives of collecting materials for our diverse patrons. Collections and Technology Services Director Lynne Caldwell joined us for the discussion.

KEY POINTS:

- Policy has not been updated since 2009 and is due for review.

- Ensure the policy still matches our organizational values and practices.
- Update to match formatting for current policies.

ACTION REQUESTED: Review the existing Collection Policy. Provide feedback to the Executive Director or through the Policy Committee Chair (Jane Higgins) prior to the next committee meeting on November 9.

Guidelines for Library Facility Siting, Acquisition and Disposition of Real Property

Fort Vancouver Regional Library District (FVRL) has established the following guidelines to be considered in siting library facilities. **It is understood, however, that not all of these conditions will be able to be met in all situations.** Priority is dependent on local community needs and conditions. Site selection should always consider the current long range facility plan.

Legal considerations:

- In accordance with [27.12 RCW](#), FVRL policy will prevail in all matters related to FVRL facilities.
- No easements or other legal considerations that would unduly restrict use of the property or impose financial or other liability on FVRL.
- Zoning requirements for library use can be achieved within a reasonable time period.

Site Selection:

- Define need for services based on distance from other locations, demographics of local area, and other relevant criteria.
- Establish demand for services through metrics including but not limited to number of active library cards, percentage of users versus non-users, and other output measures.
- Determine the needed service level needed including self-serve, remote or full service, open hours and staffing.
- Establish value of site based on costs and availability of space, opportunity for donated land or buildings, available capital funding and other factors.
- Identify how this site builds equity for underserved populations including identifying who is served and how access to library resources impacts their lives.

Site capacity and infrastructure:

- Large enough to provide a sufficient “footprint” for parking, landscaping, and the desired building size and possible future expansion.
- Allows placement of the building in such a way as to allow for safe and convenient entrance/exit for library users and deliveries.
- Has accessible technology and utility infrastructures.

Accessibility:

- Located where as many people as possible in the service area can easily reach it.
- On a route where people to be served may easily combine use of the library with other activities.

- Easily and safely accessible by as many means of transportation as possible such as by bicycles, automobiles, public transportation or on foot.
- Has the availability of adequate, well-lit off-street or other safe parking, and walkways.
- **Meets ADA requirements for access and egress.**

Visibility and neighborhood suitability:

- Facility should be compatible in appearance with the neighborhood and its surroundings.
- Site should be easily visible from the street.
- Placement of the library on the site should have minimal adverse environmental impact and fit within the historical context of the neighborhood.

Minimizing costs:

- Necessary utilities should be readily available.
- Land should be free of hazardous material or such material should be easily mitigated or stabilized.
- Cost of the site and needed site improvements must be considered as to their effect on the overall cost of the project.
- Funds adequate to complete the purchase must be in place.

Site capacity and infrastructure for service outlets other than buildings:

- Distance to a full service library responsible for servicing the outlet is reasonable.
- Technology infrastructure which provides reasonable access speed is already on site.
- Safe and convenient entrance/exit for library users and deliveries is available.
- Located in proximity to the existing population and/or in an area frequented by people living in an area.
- Sheltered from the weather and provides reasonable protection from vandalism.
- **Adequate parking adjacent** to the location should be available.

Acquisition

Multiple acquisition options will be considered when acquiring or constructing new library facilities. Among those options are: purchase, commercial lease, lease-purchase, agreements with governmental jurisdictions including Library Capital Facility Areas and agreements with nonprofit organizations. See the **Asset Management Policy** for more information.

Purchase

When possible, the purchase of real property is the preferred method for FVRL to acquire new library locations. Land or existing buildings may be acquired based on the needs of the community and FVRL's resources. FVRL will actively seek to procure property in a manner that maximizes the taxpayer's investment.

Lease or Lease-Purchase

When the facility is owned by a governmental jurisdiction, FVRL may enter into an intergovernmental agreement. For lease from a governmental jurisdiction a term of twenty-five (25) years or more is expected.

When the facility is owned by a non-profit or commercial entity, FVRL may enter into an agreement for the purchase or lease of said facility. For commercially leased facilities, a ten-year lease with a ten-year option to renew is the preferred terms.

All agreements and contracts, other than purchase agreements, shall specify the responsibilities of the parties for maintenance, repair and operation of the facility. Purchase agreements may include common area maintenance responsibilities.

If the facility will at some time become the property of FVRL through a lease-purchase agreement, the agreement shall specify the terms of the transfer and the timeline.

Exchange or Donation

FVRL may accept land or buildings in exchange for other real property or as a donation to FVRL. The property must be in FVRL's best interest to accept on behalf of its stakeholders and meet the above criteria for siting and accessibility.

Sale

Sale of real property will follow Washington State Statute for the disposition of assets and require a public hearing prior to the sale of the property.

Closure

Facilities may be considered for closure when necessary, based but not limited to the criteria outlined below. *Board action is required any time a branch is considered for closure.*

- Establishment of an adjacent location that supplants the facility.
- Cost of operations exceeds available revenue.
- Cost of leased space exceeds the available budget.
- Limited opportunity for future growth.
- Demand for library access and resources exceeds available space.
- Demographics of the area change over time and reduce need.
- The District experiences financial duress.
- Damage caused by natural disasters.
- The ownership status changes on leased properties.

References: 27.12 RCW Public Libraries, 39.33.020 RCW Disposal of Public Property and 39.33.010 RCW Sale, exchange, transfer, lease of public property authorized—Section deemed alternative

Applicable Policy: Fiscal Management Policy, Asset Management Policy, Placement of New Library Facilities Policy

Fort Vancouver Regional Library District

Placement of New Library Facilities Policy

DRAFT

Purpose:

To describe the methods by which libraries will be established, significantly changed, or closed within the Fort Vancouver Regional Library District (FVRL). The Board of Trustees will determine the provision of library services based on funding considerations, population shifts, community demographics, building obsolescence or other reasons.

Policy:

The Board of Trustees will determine the establishment of new library locations, as well as significant changes in services, or the closure of library facilities at existing locations. The Executive Director will develop and maintain guidelines for siting libraries in FVRL's service area and will provide recommendations to the FVRL Facilities Committee regarding library locations. The FVRL Facilities Committee will provide recommendations to the Board of Trustees for their review and consideration.

Properties Within District Boundaries:

The Fort Vancouver Regional Library District (FVRL) Board of Trustees approves the purchase, lease, exchange, and sale of real property to meet current and future library service needs for the communities the libraries serve. The Board authorizes the Executive Director, or designee, to enter into negotiations of transactions and conclude agreements for such facilities involving real property, subject to Board approval.

Transactions involving real property are guided by site selection criteria developed by FVRL. All real property purchases and agreements shall be handled in accordance with FVRL's Library Facility Siting, Acquisition and Disposition Procedures for Real Property policies and state laws. FVRL may acquire real property for future use in advance of readiness to fund construction.

Properties Outside of District Boundaries:

FVRL shall consider requests to provide library service to Washington residents outside the District's legal boundaries:

1. By a governmental jurisdiction to contract for services, or
2. As a result of a successful election by a city, partial-county or county to annex to the district.

When full service is provided, the District will charge the jurisdiction or its residents at the same rate that is assessed within the District's boundaries. When partial or specific services are provided, the services shall be provided on the basis of a negotiated contract. Such requests will only be considered when terms of the agreement are favorable to both parties.

Definitions:

Real Property: Any land or property that is fixed in location, which may include a building.

Service Area: Clark (excluding the City of Camas), Klickitat and Skamania Counties and within the city limits of Woodland in Cowlitz County, and incorporated cities and towns within these counties that contract with, or are annexed to, FVRL for service.

Staffed Library: A service outlet where FVRL offers library services, including library materials, employees and technology that may be housed in a FVRL-owned or leased facility.

Self-service Library: A service outlet that allows patrons to enter the building with their library card when FVRL staff are not always present.

Remote lockers: Library materials pick up locations that may be at a library facility or located elsewhere in the community.

Book return: A FVRL identified container where patrons can return library materials that may be at a library facility or located elsewhere in the community.

Deposit Collection: Library materials left at a community partner facility to facilitate access to library materials or equipment.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Relevant policies: Equity; Asset Management; Fiscal Management; Board of Trustees Bylaws

References:

Board Approvals and Policy History: Purchase, Lease, Exchange and Sale of Real Property Policy; Revised, renamed (formerly Siting, Acquisition, Ownership & Operation of Library Facilities policy: Original policy approved August 11, 2003; Siting Library Facilities policy: Original Policy May 2, 1994; Revised: July 28, 1999; Revised: August 13, 2001; Policy name revised for easier indexing, 2/10/03 (formerly titled Site Guidelines Policy); Revised: April 21, 2008; Revised, renamed, formerly Siting, Acquisition, Ownership & Operation of Library District Facilities Policy and approved by the Board of Trustees 11/19/2018

[Placement of New Library Facilities Procedure](#)



Collection Policy

Fort Vancouver Regional Library District (District) offers a collection of library materials and information resources (collection) in keeping with its mission and values. The Board of Trustees (Board) has a strong commitment to support the acquisition and maintenance of a balanced library collection.

COLLECTION OBJECTIVES

The collection will be selected and maintained to enable each individual to choose materials and information according to her or his own free choice. The collection as a whole will be a diverse source of information representing as many viewpoints as possible.

The District neither encourages nor discourages any particular viewpoint. Selection of materials does not mean endorsement of the contents or the views expressed in those materials. Material will not be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or the material.

Electronic delivery, resource sharing with other libraries and other methods of information access are used by the District to meet patron needs and extend limited resources.

ACCESS

The Board believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

The District does not stand in place of the parent (in loco parentis). Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

The collection will be organized and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled because of controversy about the author or the subject matter.

The Board considers materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution. If a person claims that a particular item is not constitutionally protected, the burden of proof rests with that person.

If a court having jurisdiction over the District decides that any material in the collection is not protected by these constitutions, such material will be removed immediately. Material under court consideration will remain available until a court ruling is made.

SELECTION

Selection of materials is vested in the Fort Vancouver Regional Library District Executive Director, who may authorize qualified staff to assist. The Executive Director has full authority to use her or his judgment in interpreting this Policy. Materials selected will be deemed to have been selected by the Board.

Criteria to be considered in adding specific materials, including gifts, to the collection include, but are not limited to:

- collection objectives
- existing subject coverage
- public interest
- community relevance
- patron requests
- timeliness of topic
- audience for material
- current or historical significance of author or subject
- support for lifelong learning
- diversity of viewpoint
- effective expression
- creativity
- imagination
- reading, listening or viewing enjoyment
- popularity
- nature of media
- quality of production
- durability of format

Items selected must meet one or more of these criteria but not every item that meets one or more of them will be selected. The District strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection. Requests may be met through resource sharing with other libraries, electronic delivery or other means.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Electronic resources, including subscription databases and links to web sites, are provided through the District web site to increase the depth and breadth of the collection. Some links may be available only within a library building or only to District residents and may require a library card for access. The District is not required to establish or maintain any particular web link.

Criteria used to select web site links shall include, but not be limited to those that:

- are useful sources of current, consistently maintained information
- are created by credible authors/producers
- are well-organized and easily navigable
- complement the physical collection

The Electronic Information Access Policy covers access to electronic resources within library buildings.

COLLECTION REVIEW

The Board recognizes the right of individuals or groups to question materials in the collection. Such questions may be stated in writing on the [Collection Review Form](#). The District will give serious consideration to each opinion so expressed. The form will be sent to the Executive Director, who will refer it to a staff committee for review. Material under consideration will remain available to patrons until a decision is made.

The review committee will give the Executive Director a recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy. Because of the need to meet individual as well as group preferences, the number of forms received will not be a factor in reaching a recommendation. The Executive Director will make a final decision regarding the material and reply to the individual or groups in writing as soon as practical.

DISCARDING MATERIALS

The Board recognizes that discarding materials is an important part of maintaining the collection in order to keep the collection fresh and free of outdated and worn/damaged materials. Discarding materials is vested in the Executive Director, who may authorize qualified staff to assist. Materials discarded will be deemed to have been discarded by the Board.

When discarding materials, the District will consider the same criteria as for selecting materials, as well as physical condition. Materials will not be removed because of controversy. Replacement of materials will be based on collection objectives.

The District is not a library of historical record. To ensure a vital collection of continuing value to the communities we serve, except in the area of local history, materials that are not well used may be withdrawn.

POLICY HISTORY

Approved and adopted by the FVRL Board of Trustees:

- Original Policy: November 29, 1972
- Revised and Adopted: October 26, 1981
- Revised and Reaffirmed: September 11, 1989
- Revised and Reaffirmed: October 14, 1991
- Revised and Reaffirmed: August 16, 1993
- Revised and Reaffirmed: August 30, 1995
- Revised and Reaffirmed: August 14, 2000
- Revised: April 21, 2008 (replaces former policy titled "Selecting and Discarding Materials")

**Fort Vancouver Regional Library District
Staff Report 2022-51
Finance Committee Report**

TO: Board of Trustees
FROM: Amelia Shelley, Finance Committee
DATE: 10/17/2022
SUBJECT: Recommendations for 2022 Cash Reserve Plan

FVRL operates on a cash basis as an alternate method of accounting and reporting that is prescribed by the Washington State Auditor’s Office through its authority in RCW 43.09.200. Cash basis accounting and reporting is a more simplified system than accrual, as it only recognizes income and expenses when actually received or disbursed. Excess revenue is that amount of cash taken in within a fiscal year that is unexpended at the end of that year.

FVRL’s cash reserve balance at the end of 2021 was \$19,646,201. This included **\$1,642,144** in unexpended revenue from 2021. Per FVRL’s [Fiscal Management Policy](#), the Board is tasked with assigning any excess revenue from the prior year within the following fiscal year. The following are staff recommendations for assignment of these funds for the 2022 Cash Reserve Plan.

- 1. Budget Stabilization Reserve:** Ensure adequate operational reserves to meet obligations prior to receipt of new annual revenues and provide an adequate measure of security against risk for a period of four months of unforeseen revenue shortfalls or catastrophe. FVRL has been adding to this fund annually since 2019. **Recommendation: Add \$500,000**

CURRENT: \$1,364,526 **ADD: \$500,000** NEW TOTAL: \$1,864,526

- 2. Capital Repairs and Maintenance:** The capital repairs and maintenance objective is to provide adequate fund capacity to support updates and remodels of existing district facilities. In 2022, FVRL expended \$488,064 of this fund on new automated material handlers for the Cascade park, Three Creeks and Vancouver Community Libraries. **Recommendation: Add \$200,000**

CURRENT: \$61,936 **ADD: \$200,000** NEW TOTAL: \$261,936

- 3. Replacement Vehicles:** FVRL sets aside funds for the eventual replacement of high value custom vehicles such as our bookmobiles. The Replacement Vehicles objective provides adequate and on-going funds for regular vehicle replacement and upgrades. **Recommendation: Add \$50,000**

CURRENT: \$48,380 **ADD: \$50,000** NEW TOTAL: \$98,380

- 4. CAPITAL PROJECTS:** This objective provides capital fund capacity to support new or expanded district facilities including the purchase of buildings or land. Below is the Board’s current

assignment of specific funds for the development of new branch community libraries for Washougal, Woodland and Brush Prairie, as well as the new Operations Center and unassigned capital funds for future uses.

FVRL set a budget for the new Operations Center on Grand Boulevard last January, anticipating the construction costs at that time. Inflation has caused constructions to increase exponentially. Actual bids for the work came in significantly higher, with the low winning bid from Union Corner Construction of \$2,520,000. Staff is seeking Board support for an increase to that project budget of \$500,000 to add contingency funds to cover unforeseen expenses as well as the base bid.

Staff also recommends adding a small amount to unassigned capital to build capital funds for future projects. **Recommendation: Add \$860,611**

Washougal	\$2,992,678		
Woodland	\$2,415,536		
Brush Prairie	\$500,000		
Operations Center	\$2,300,000	ADD: \$500,000	NEW: \$2,800,000
Unassigned Capital	\$158,695	ADD: \$360,611	NEW: \$519,306

CURRENT CAPITAL OBJECTIVES TOTAL:	\$8,366,909
TOTAL ADDED:	\$860,611
NEW CAPITAL OBJECTIVES TOTAL:	\$9,227,520

5. INNOVATION: The Innovation objective allows FVRL to invest in innovative and strategic service delivery methods, tools and concepts. THE SAO recommends that FVRL redefine this assignment of funds to something more clearly defined.

CURRENT: \$68,467 ADD: \$31,533 NEW: \$100,000

Total assigned:	\$1,281,533
Total unassigned:	\$360,611
Total:	\$1,642,144

FORT VANCOUVER REGIONAL LIBRARY

RESOLUTION: 2022-21

RESOLUTION OF THE BOARD OF TRUSTEES OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADOPTING THE ASSIGNMENT OF EXCESS REVENUE FROM 2021

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on October 17, 2022, 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 and Administration recognizes that a fund balance is necessary to insure there is the ability to operate the District without lines of credit and to plan for the future of the entire District; and

WHEREAS, the FVRL Board of Trustees and Administration recognize that having operational and capital reserves provides an important resource which enables the District to respond to unanticipated events or emergencies, to guard against economic downturns, and to plan for growth of library services and facilities in the future; and

WHEREAS, the FVRL Board of Trustees have the responsibility to set objectives and assign funds for specific purposes in an effort to be open and transparent with the public funds;

WHEREAS, the FVRL Board of Trustees recognizes their responsibility to annually assign excess revenues to ensure that FVRL’s organizational objectives are adequately funded through existing reserves whenever possible,

NOW, THEREFORE, BE IT RESOLVED, that Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2022-21 to accept Staff Report 2022-51 as the 2022 Cash Reserve Plan.

Approved this day October 17, 2022

Approved: _____
Chair, Jane Higgins

Attested: _____
Vice Chair, Penny Love-Henslee

**Fort Vancouver Regional Library District
Staff Report 2022-49
Finance Committee - 2023 Budget Narrative**

TO: Board of Trustees

FROM: Amelia Shelley, Finance Committee

DATE: 10/17/2022

SUBJECT: 2023 Budget Narrative

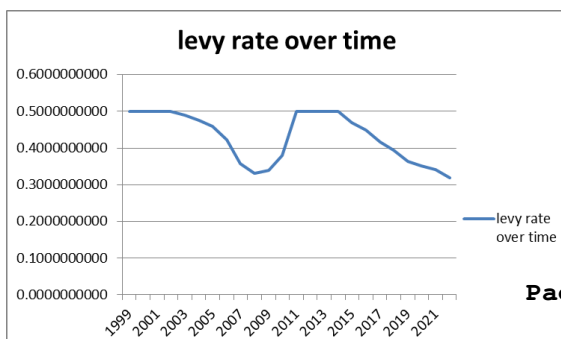
SUMMARY: The 2023 budget document should contain the same type of information that it has for the past: library mission, values and strategic Plan. There is a general overview of revenues and expenditures, as well as information on how the levy works. Revenue for 2023 will be about 3% greater than the previous year, including new construction estimated at \$700,000.

The budget assumes full use of the property tax levy capacity available to FVRL. The levy rate on property is projected to approximately decrease from about \$0.32 per \$1,000 of assessed value in 2022 to just over \$0.28 in 2023. The inflation rate used to calculate the allowable levy increase is greater than 1%, so no Board resolution of substantial need is necessary for 2023.

Other revenue sources include other taxes, grants, and contracts, charges for services, investment interest, reserves and reimbursements, and add \$5.4 million for a total estimated 2023 revenue of \$32,935,500, an increase of 4% from 2022.

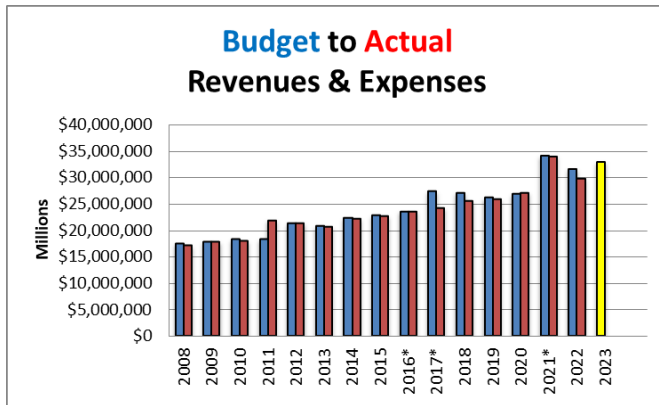
2022 REVENUE AND EXPENDITURES: We are projecting that FVRL will end the year with revenues exceeding expenditures. Revenue projections for 2022 remain on track for our main sources of revenue. Some areas will be under budget, including Foundation reimbursements due to delays in the start of construction in Woodland. With no additional revenue other than property taxes and interest, we would end the year at 94% of revenue.

Expenditures through September are at 63% of budget. For comparison, nine months represents spending for about 75% of the fiscal year. The twelve percent difference is primarily due to personnel costs, library materials, and capital projects being below budget, although small equipment, technology professional services and communications are all running slightly over. We anticipate the recent changes to the compensation plan approved by the Board will reduce the gap in wages to some degree.



2023 LEVY RATE: Clark County's 2022 taxable assessed value increased by 10% over 2021. However, there is a 1% cap on revenue for governmental entities in Washington. Any growth in taxable assessed value causes our levy rate to drop.

We are projecting a 2023 levy rate of approximately 28 cents per \$1,000 of assessed value, equaling about \$27.5 million in property tax revenue. If we held a levy lid lift election in the future for the statutory limit for library special districts of 50 cents, that would be a substantial increase in revenue to \$48 million. A good strategy would be to aim for a partial increase that would meet the District’s needs without overburdening the taxpayers. Tax revenues continue to grow annually based on both the 1% allowable increase as well as new construction and state assessed utilities. The chart below shows annual revenues from 2008 to 2022, with an estimate for 2023.



FVRL’s general fund represents all of the cash we have on hand, and needs to be adequate to carry us in between receipt of tax revenues in April and October. It also holds any assigned funds (aka reserves) for capital projects and other assigned expenses. FVRL carried over \$1,649,803 in excess revenue from 2021 that has yet to be assigned. Staff report 2022-51 goes into the reserve assignments in depth.

BUDGET OBJECTIVES: As always, the main objective for our budget is to provide **robust library services** and **exceptional customer service** for southwest Washington. A big part of the 2023 budget is a hopeful return to pre pandemic levels of service and staffing. These objectives include continuing to make **access to library resources** and facilities a priority through adequate staffing and expanded hours of service. To get back to pursuing **capital projects** that were slowed by uncertainty and consider opportunities for small scale growth. We are also focused on our **strategic initiatives** of ensuring **equity** in our practices, building community **partnerships**, creating meaningful **connections**, and improving our **organizational culture**.

2023 OPERATIONAL EXPENDITURES:

Personnel: FVRL budgets enough funding to cover anticipated expenses for the coming year. These can include routine monthly costs as well as one time expenses. Total personnel costs represent 55% of the total budget of \$32,935,000 which includes capital projects, or 65% of the Operational Budget of \$27,855,000.

Wages: The 2023 budget for wages is \$12,360,000, a 3% increase from 2022. In general, full employment is a goal that is almost never achieved. We are still understaffed following the pandemic. There are a number of factors into determining this increase. In 2022, I added extra capacity to Wages to absorb the anticipated impact of the 2021 salary review.

Additionally, Washington minimum wage is going to \$15.72 on January 1, 2023. Our current base rate for Public Service Assistants is \$15.27. We will need to raise the entry level pay to match if we aren’t able to bargain the wage opener by the end of the year. The difference is about 4%.

Currently, about 60% of our budget is spent on salaries and benefits. Supervisors are required to complete quarterly performance reviews for all employees, including union members as an aspect of our Collaborative Bargaining Agreements (CBA). Employees must also pass a probationary period during their employment of 6 months to one year. Probationary periods can be extended if necessary to address performance issues.

The 2023 budget currently includes an anniversary step increase of 2.5% for all WPEA employees per our CBA, if they are not on a performance improvement plan.

AFSCME represented employees will receive a 2.5% increase on July 1, 2023 per the current CBA, that will also apply to non-represented employees in the same pay grades.

AFSCME and non-represented staff all have a growth and development performance plan that generally applies to about half of the employees in any given year. The maximum increase is 5% and it is awarded on the employee's anniversary. We have budgeted 2.5% to cover those increases as about 50% of the staff are eligible for an increase each year.

Benefits: The Public Employees Retirement System (PERS) [employer contribution](#) for 2023 is 10.21%. The decrease from 2022 is due to the reduced rate for PERS from 2021.

Employee insurance: Medical insurance costs are increasing by approximately 5%. We have not had a substantial increase in our medical costs for a few years. Dental coverage and long and short term disability will remain flat.

Other benefits: FVRL pays the employers' share of the cost for Workman's Compensation and Paid Family Medical Leave, both programs supported through the state. I have heard that PFML rates will be going up as there is a shortfall in the program's budget. The state anticipates having the new rate available by the end of the year. LNI varies annually based on claims and risk. We do not yet have our Workman's Comp rates for 2023, but [early indications](#) are that it could increase by 4.8%.

Equipment, Technology and Supplies: The 2023 budget for equipment, technology and supplies equals 4% of the total budget. Requests for **small equipment** have been submitted for 2023, and while we are still estimating some of the items, we believe it will not exceed the 2022 budget due to many of the flood related expenses paid this past year. The IT Manager has indicated a desire to reduce the replacement rate on new computers from five years to four years, but does not anticipate a significant increase in **technology** spending due to the large number of replacements made in 2021-2022 from the flood. The **supply** budget increase of \$34,175 is related to moving the costs currently reimbursed by the Foundation for outreach and summer reading activities to the operational budget. The Foundation has indicated an interest in reducing the amount of funds they are raising for regular programming at FVRL to focus on capital projects. The small equipment budget will also be slightly reduced in the coming year.

Books, Materials and Resources: Print materials, e-books and e-audiobooks make up 12% of the total budget. FVRL slightly reduced the 2023 **print** budget and increased the **digital** budget, as the cost of

ebooks and e-audio as compared to print items continues to be disproportionate in terms of upfront costs and licensing. Circulation of print materials continues to recover post-pandemic but in the meantime, we are struggling to find enough shelf space for new items.

Operations - Services, Utilities and Maintenance: This category makes up 14% of the total 2023 budget. FVRL anticipates an increase in **professional services** in 2022, due to architect and engineering fees for the Operations Center and Woodland projects. The Woodland costs will be largely offset by reimbursements from the Foundation. Other consultant services anticipated in 2023 include a strategic facilities study, contracting for network security services, and increased support for translations. Our **custodial** contracts are going out for bid this fall and we anticipate an increase in those costs and a possible reduction in services. I am forecasting small increases in **communications, insurance and repair and maintenance** costs, and a decrease in **leases** due to no longer needing flood-related office space. **Training and Travel** will remain flat. **Utilities** are anticipated to increase this winter, especially natural gas and electricity.

Capital Projects - New Existing and Future Libraries: Our 2023 capital projects make up 15% of our total 2023 budget. The new **Woodland Community Library** building should break ground in late spring/early summer 2023. We are continuing to work on getting the price down on this project through value engineering, and are considering bringing on a general contractor early to assist with this process on the project. The current design has been estimated at \$7 million, with about 17% of the cost being attributed to the site, due to the need to mitigate the impact of poor soils.

The remodel of the new FVRL **Operations Center** located at 2018 Grand Blvd. will start in late October/early November, based on a go ahead from the Board to increase the budget. The low bid for the project came in at \$2.5 million, \$200,000 over the estimated budget. The schedule is for construction to take about seven months to complete. There are concerns about supply chain issues for certain construction materials that could impact cost and schedules.

Two other potential projects remain under consideration: The possibility of opening a small, limited service location in **Brush Prairie** and remodeling the **North Bonneville** location into a self-serve library. Both of these will be dependent on the capacity of staff to add them into their work plans.

We are planning a number of other capital projects next year throughout the District. Larger projects include seal coating and striping the parking lot in **La Center**, replacing the front doors at the **Three Creeks** and **Mall** libraries, and finishing the remodel of the first floor at **Vancouver**. Smaller projects are happening in every location and range from adding sound absorbing panels at **Ridgefield**, **Cascade Park** and **White Salmon** to installing security cameras at **Battle Ground** to tree trimming at **Goldendale**. We are exploring grants for installing EV charging stations at **Stevenson** and to replace exterior single pane windows to improve energy efficiency on that building. We will continue to fundraise for the **Washougal** Community Library project and undertake a ten-year strategic facility study. This effort includes studying

the possibility of remodeling the **North Bonneville** branch into a self-serve location, and opening a small storefront location in **Brush Prairie**.

FVRL's objective for the 2023 budget is to support our vision that *everyone in our communities is valued and empowered to succeed*, by financing our strategic goals and priorities, along with the traditional services that our users depend upon to serve their needs. Our staff has developed this proposed budget rooted in our mission to strengthen our communities through knowledge, experience and creativity, and through our shared values of inclusion, collaboration and access. FVRL's 2023 proposed budget is based on all of our community library buildings being fully open to the public, along with a comprehensive offering of library programs, and services.

FVRL 2023 Budget DRAFT 10.13.22

Category	2021			2022	2023	2024	2025	2026
	2019	2020	(IPD/Amended)					
Property Taxes	\$ 24,199,335	\$ 24,921,863	\$ 25,967,515	\$ 27,655,000	\$ 27,393,365	\$ 28,215,166	\$ 29,061,621	\$29,933,470
Other Taxes	\$ 238,603	\$ 114,458	\$ 144,563	\$ 120,000	\$ 120,000	\$ 122,400	\$ 124,848	\$127,345
Intergovernmental, Grants & Contract	\$ 443,408	\$ 875,569	\$ 1,203,136	\$ 454,000	\$ 445,500	\$ 415,750	\$ 420,353	\$430,088
Charges for Services	\$ 148,213	\$ 45,110	\$ 52,850	\$ 56,000	\$ 51,000	\$ 75,000	\$ 100,000	\$110,000
Miscellaneous	\$ 814,563	\$ 1,082,149	\$ 6,624,694	\$ 1,910,000	\$ 2,811,000	\$ 1,841,000	\$ 841,000	\$841,000
Reserves	\$ 465,858	\$ 27,671	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$1,000,000
Total Revenue	\$ 26,309,980	\$ 27,066,820	\$ 33,992,758	\$ 30,195,000	\$ 32,820,865	\$ 32,669,316	\$ 32,547,822	\$32,441,903
Personnel	\$ 15,597,773	\$ 15,656,739	\$ 15,776,511	\$ 17,000,000	\$ 17,987,462	\$ 18,521,851	\$ 19,141,857	\$19,884,828
Supplies & Small Equipmt/Tech	\$ 1,233,622	\$ 742,356	\$ 1,455,403	\$ 1,442,225	\$ 1,435,175	\$ 1,453,434	\$ 1,471,953	1,490,738
Library Materials	\$ 3,505,075	\$ 2,625,240	\$ 3,307,049	\$ 3,900,000	\$ 3,800,000	\$ 4,257,000	\$ 4,315,710	4,376,181
Other Charges & Services	\$ 3,691,744	\$ 3,558,131	\$ 4,202,345	\$ 4,371,170	\$ 4,672,363	\$ 4,826,337	\$ 4,880,995	4,936,348
Capital Outlay	\$ 889,883	\$ 1,969,153	\$ 3,745,595	\$ 1,857,105	\$ 2,925,865	\$ 940,400	\$ 940,804	941,212
Reserves	\$ 465,858	\$ 1,626,023	\$ 3,863,711	\$ 2,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	1,000,000
Debt Service					\$ -	\$ 300,000	\$ 300,000	300,000
Total Operating Expenditures:	\$ 25,383,955	\$ 26,177,642	\$ 32,350,614	\$ 30,970,500	\$ 32,820,865	\$ 32,299,021	\$ 33,051,319	\$ 32,929,307
Activity	\$ 926,025	\$ 889,178	\$ 1,642,144	\$ (775,500)	\$ 0	\$ 370,295	\$ (503,498)	\$ (487,404)
Ending	\$ 926,025	\$ 889,178	\$ 1,642,144	\$ (775,500)	\$ 0	\$ 370,295	\$ (503,498)	\$ (487,404)

Fort Vancouver Regional Library District
Statement Of Revenue - Budget - Fiscal Year 2023
DRAFT 09/13/2022

REVENUE	2022 Approved	2023 DRAFT Budget	Dollar Difference	Percent Change	
311.10	Property Taxes - Clark	\$24,250,000	\$25,342,000	\$1,092,000	4.50%
311.10	Property Taxes - Cowlitz	\$325,000	\$280,000	-\$45,000	-13.85%
311.10	Property Taxes - Klickitat	\$1,345,500	\$1,100,000	-\$245,500	-18.25%
311.10	Property Taxes - Skamania	\$675,000	\$671,365	-\$3,635	-0.54%
	Property Taxes	26,595,500	\$27,393,365	\$797,865	3.00%
311.11	Other General Tax	0	25,000	\$25,000	0%
318.20	Leasehold Excise Tax	120,000	95,000	-\$25,000	-21%
	Other Taxes	120,000	120,000	\$0	0.00%
	State grants		25,000		
332.00	Federal in-lieu of Taxes	5,000	15,000	\$10,000	200.00%
335.05	State Forest Boards	225,000	225,000	\$0	0.00%
338.72	INET City of Vancouver (PEG)	61,000	0	-\$61,000	-100.00%
338.72	Yale Valley Library District	162,500	180,000	\$17,500	10.77%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	454,000	445,500	-\$33,500	-7.38%
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	6,000	6,000	\$0	0.00%
347.90	Lost / Damaged Material Fee	25,000	25,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	0	-\$5,000	-100.00%
	Charges for Services	56,000	51,000	-\$5,000	-8.93%
361.11	Investment Interest	120,000	120,000	\$0	0.00%
362.00	Rental Income	2,500	1,000	-\$1,500	-60.00%
367.10	Gifts/Contributions	15,000	15,000	\$0	0.00%
369.90	Miscellaneous	2,500	2,500	\$0	0.00%
369.90	Grants	150,000	150,000	\$0	0.00%
369.40	Insurance	250,000	2,500	-\$247,500	-99.00%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	20,000	20,000	\$0	0.00%
	Miscellaneous	760,000	511,000	-\$249,000	-32.76%
	Subtotal-Operating Revenues	27,985,500	\$28,520,865	510,365	1.82%
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	2,400,000	2,000,000	-\$400,000	-16.67%
	Transfer from Reserves	2,400,000	2,000,000	-\$400,000	-16.67%
369.90	Library Friends Groups	150,000	300,000	\$150,000	100.00%
369.90	Fort Vancouver Regional Library Foundation	1,000,000	2,000,000	\$1,000,000	100.00%
	Reimbursements	1,150,000	2,300,000	\$1,150,000	100.00%
	Grand Total Revenue	31,535,500	\$32,820,865	\$1,260,365	4.00%

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2023

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2022 Approved Budget	2023 Draft Budget	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	12,000,000	12,547,882	547,882	4.57%
572.24	Benefit - Medical	2,560,000	2,678,528	118,528	4.63%
572.24	Benefit - Dental	300,000	275,000	-25,000	-8.33%
572.24	Benefit - Life, LTD, STD	125,000	110,000	-15,000	-12.00%
572.22	Benefit - PERS	1,540,000	1,281,139	-258,861	-16.81%
572.21	Benefit - FICA	910,000	959,913	49,913	5.48%
572.25	Benefit - L & I	100,000	100,000	0	0.00%
572.2X	Benefit - PFMLA	20,000	25,000	5,000	25.00%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	Personnel Subtotal:	17,565,000	17,987,462	422,462	2.41%
Equipment: Technology & Supplies					
572.30	Supplies	\$392,525	\$444,475	51,950	13.23%
572.35	Small Equipmt (FFE)	\$266,700	\$250,000	-16,700	-6.26%
572.38	Technology	\$433,000	\$390,700	-42,300	-9.77%
572.33	Library Software and Professional	\$350,000	\$350,000	0	0.00%
	Equipment Subtotal:	1,442,225	1,435,175	-7,050	-0.49%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	\$2,300,000	\$1,900,000	-400,000	-17.39%
572.39	Electronic Resources	\$1,600,000	\$1,900,000	300,000	18.75%
	Resources Subtotal:	3,900,000	3,800,000	-100,000	-2.56%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	\$1,725,000	\$2,054,966	329,966	19.13%
572.42	Communications	\$387,800	\$400,000	12,200	3.15%
572.43	Training / Travel	\$108,000	\$102,400	-5,600	-5.19%
572.44	Advertising	\$30,000	\$30,000	0	0.00%
572.45	Rentals / Leases	\$567,925	\$500,000	-67,925	-11.96%
572.46	Insurance	\$220,000	\$240,000	20,000	9.09%
572.47	Utilities	\$458,855	\$450,000	-8,855	-1.93%
572.48	Repairs & Maintenance	\$704,250	\$725,000	20,750	2.95%
572.49	Misc / Dues / Printing / Other	\$165,700	\$166,000	300	0.18%
572.50	Intergovernmental Services	\$3,640	\$3,997	357	9.81%
	Operations Subtotal:	4,371,170	4,672,363	301,193	6.89%
	Subtotal-Operating Expenditures	27,278,395	27,895,000	616,605	2.26%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	\$500,000	\$440,000	-60,000	-12.00%
572.62	Yale	\$40,000	\$40,000	0	0.00%
594.62	Buildings / Owned	\$3,392,105	\$4,345,865	953,760	28.12%
594.64	Machinery & Equipment	\$325,000	\$100,000	-225,000	-69.23%
	Capital Projects Subtotal:	4,257,105	4,925,865	668,760	15.71%
	Grand Total All Expenditures:	\$31,535,500	\$ 32,820,865	\$ 1,285,365	4.08%

Assignment	June	July	August	September	October	November	December
Finance, ED	Revenue & Expenditure 1st estimate	Review process before instructions go out	Update 5 year forecast, reserves and review of 2022 budget	Updated Revenue & expenditures, balance budget	1st reading of budget to Board	2nd reading of budget to Board, levy public hearing	Board budget approval, public hearing
Finance Committee		Review 6 month expenditure for current year, revenue estimate	Identify budget goals, priorities, shortfalls, etc.	Draft 2023 and amended 2022 budgets prepared	Final revenue and expenditure forecasts	Final 2023 budget and 2022 amendments prepared	Adoption of 2023 Budget
Admin Team		Budget requests & instructions to Departments/ Managers	Budget retreat, draft Division Budget Requests Due	Finalize Division budget requests	Develop 2023 work plans and narratives	Finalize work plans and budget narrative	Final budget document to Board
ED/Board of Trustees		2022 workplan review and status report to Board	Initiate budget narrative, identify data points	Determine budget goals, outcomes	Prepare amended budget request, reserve allocations	Property tax levy, approval and resolution; filed with counties, Nov. 30	Submit final levy rate and budgets to all County Assessors

EXHIBIT A
BID FORM

FORT VANCOUVER REGIONAL LIBRARY DISTRICT – DEMO ONLY OF INTERIOR ELEMENTS
Project: Future Home of FVRL Operations Center

BID PROPOSAL FROM: Union Corner Construction, Inc.
Company Name

The undersigned Bidder declares that he has carefully examined the drawings and specifications dated July 20, 2022, as well as any and all addenda relating to the above-referenced project, that he has made an examination of the site of the proposed work and has made such investigations necessary to determine the character of material and the conditions to be encountered. The submission of a bid will be considered and acknowledged on part of Bidder of his visitation to the site.

The undersigned hereby proposes to furnish all material and labor and perform all work to complete the Future Home of FVRL Operations Center in accordance with the drawings and specifications provided by the firm of Johnston Architects at 100 NE Northlake Way, Suite 200 Seattle, WA 98105, and to be bound by the proposed construction documents.

I/We the undersigned Bidder, hereby propose to furnish all materials and complete the work as shown on the drawings specified herein for the sum as follows:

TOTAL BASIC BID:

Two million five hundred and twenty thousand Dollars (\$2,520,000)
Include State Sales & Local Taxes *APPENDUM 1-3 REC'D*



Signature

Rick Porter

Printed Name

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2022-19

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES
AUTHORIZING THE AWARD OF THE GRAND BOULEVARD GENERAL
CONSTRUCTION CONTRACT TO THE LOWEST RESPONSIVE BIDDER AND AUTHORIZING THE
EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT AND ANY REQUIRED AMENDMENTS**

A regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held Monday, October 17, 2022 at the Stevenson Community Library, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, the Board authorized the purchase of 2018 Grand Boulevard to serve as the future Operations Center for FVRL, and

WHEREAS, FVRL has a lease on its current Operations Center that expires at the end of 2023, and

WHEREAS, the Fort Vancouver Regional Library District issued a Request for Qualifications for retrofit and modernization of the new Operations Center at Grand Boulevard on August 17, 2022; and,

WHEREAS, three (3) bids for the project were received, opened and reviewed on September 21, 2022 to determine the lowest responsive bidder, and Union Corner Construction was determined to be the lowest responsive bidder at \$2,520,000; and

WHEREAS, the contract will exceed the Executive Director’s authority to negotiate FVRL contracts over \$350,000, and contracts over that amount require approval by the Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts Resolution 2022-19 and authorizes the Executive Director to award and execute a contract and any required amendments to Union Corner Construction for the Grand Boulevard renovation and construction project for the bid amount of \$2,520,000 excluding Washington sales tax.

Adopted this 17th day of October, 2022

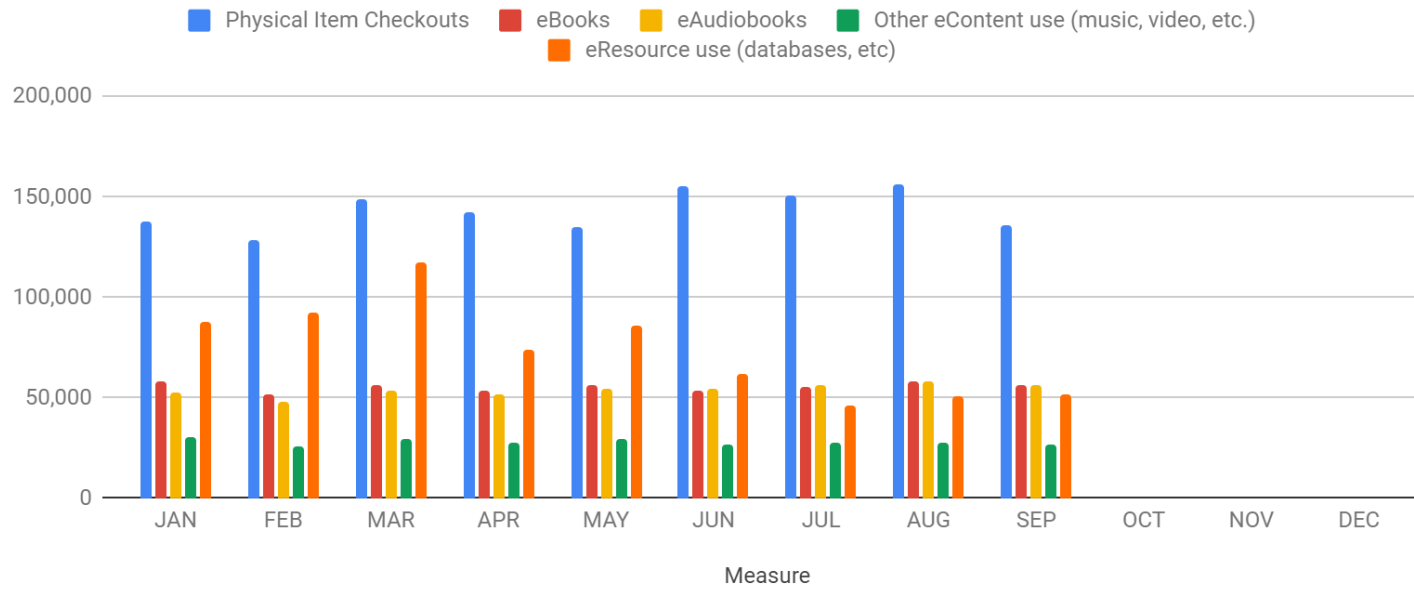
Jane Higgins, Chair

Penny Love-Henslee, Vice Chair

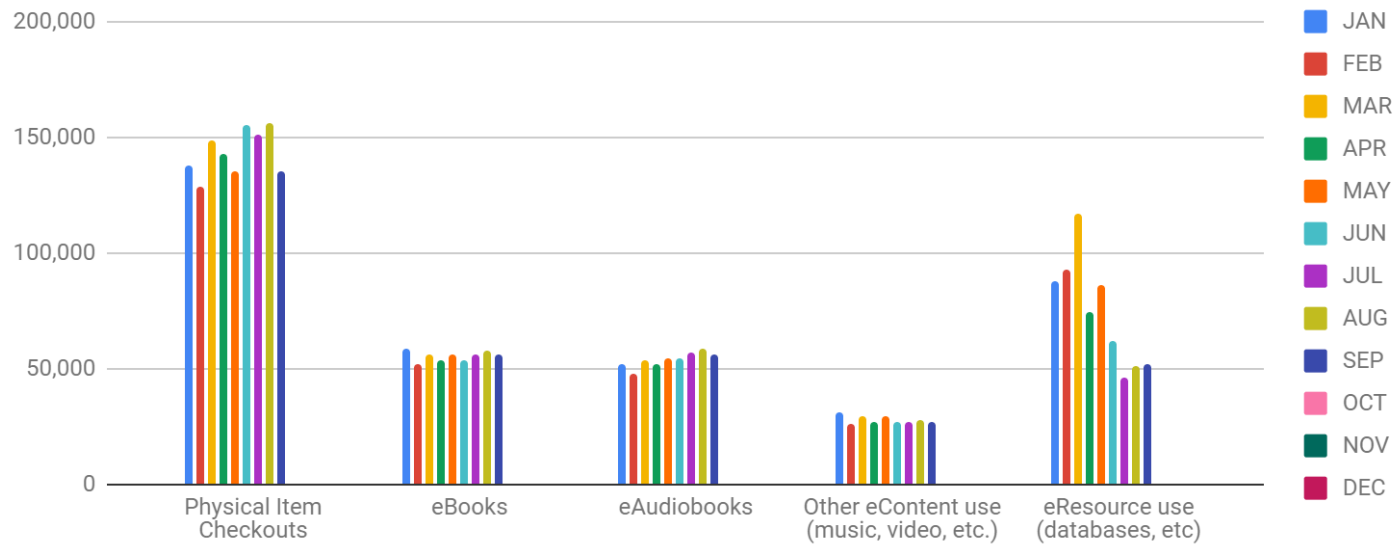
SEPTEMBER 2022 TOTAL CIRCULATION

	September Circulation			YTD Circulation		
	2022	2021	Change	2021	2020	Change
Battle Ground Community Library	42,855	44,702	-4.13%	396,187	308,522	28.41%
Cascade Park Community Library	66,027	65,025	1.54%	600,952	456,177	31.74%
La Center Community Library	6,139	7,294	-15.83%	59,842	51,792	15.54%
Ridgefield Community Library	10,925	10,405	5.00%	91,588	61,315	49.37%
Three Creeks Community Library	47,770	45,856	4.17%	423,436	335,192	26.33%
Vancouver Community Library	62,338	53,908	15.64%	524,851	372,371	40.95%
Vancouver Mall Library	11,130	11,584	-3.92%	104,139	88,680	17.43%
Washougal Community Library	8,416	7,940	5.99%	73,414	69,082	6.27%
Green Mountain Library Express	19	1	1800.00%	1,371	93	1374.19%
Yacolt Library Express	4,045	4,402	-8.11%	42,535	27,235	56.18%
LibCabinet at Vancouver Mall	0	133	-100.00%	38	449	-91.54%
Clark County Total	259,664	251,250	3.35%	2,318,353	1,770,908	30.91%
Woodland Community Library	4,997	5,313	-5.95%	45,697	40,107	13.94%
Yale Library Express	1,052	660	59.39%	7,984	3,092	158.21%
Cowlitz County Total	6,049	5,973	1.27%	53,681	43,199	24.26%
Goldendale Community Library	6,074	5,849	3.85%	55,470	40,058	38.47%
White Salmon Valley Community Library	10,231	10,098	1.32%	91,608	80,820	13.35%
Klickitat County Bookmobile	872	546	59.71%	7,694	1,639	369.43%
Klickitat County Total	17,177	16,493	4.15%	154,772	122,517	26.33%
North Bonneville Community Library	333	503	-33.80%	3,474	4,836	-28.16%
Stevenson Community Library	4,535	3,988	13.72%	39,894	33,111	20.49%
Skamania County Bookmobile	1,084	983	10.27%	9,094	4,305	111.24%
Skamania County Total	5,952	5,474	8.73%	52,462	42,252	24.16%
District-wide renewals	178	478	-62.76%	1,247	2,558	-51.25%
Mail	1,166	1,569	-25.69%	9,946	34,269	-70.98%
InterLibrary Loan Materials	242	277	-12.64%	2,516	1,248	101.60%
Misc Total	1,586	2,324	-31.76%	13,709	38,075	-63.99%
Downloadable eBooks	55,982	56,575	-1.05%	499,706	541,834	-7.78%
eMagazines	1,527	2,248	-32.07%	15,444	22,123	-30.19%
Downloadable & streaming audiobooks	56,138	51,056	9.95%	485,889	468,279	3.76%
Downloadable & streaming music	17,141	21,438	-20.04%	160,790	209,976	-23.42%
Streaming video	7,890	8,949	-11.83%	71,535	85,887	-16.71%
eContent Total	138,678	140,266	-1.13%	1,233,364	1,328,099	-7.13%
TOTAL	429,106	421,780	1.74%	3,826,341	3,345,050	14.39%

Physical and eContent use by month

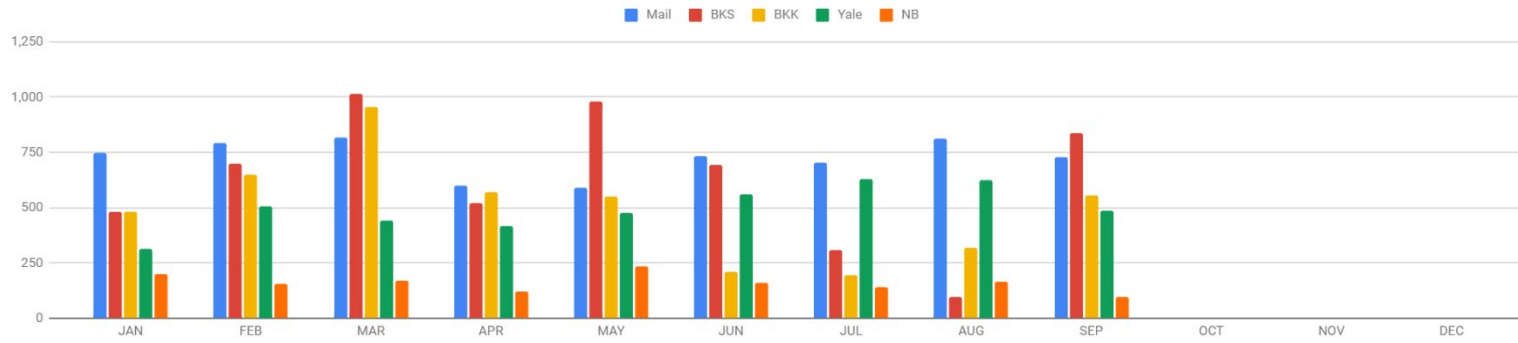


Physical and eContent use, month by month

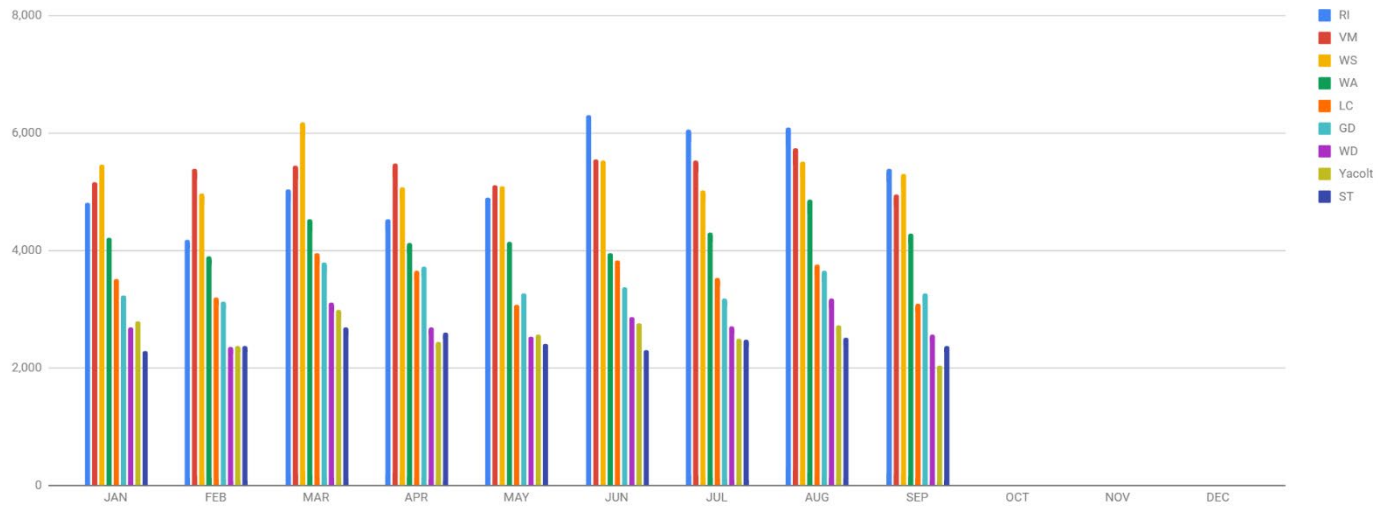


SEPTEMBER 2022 CIRCULATION CHARTS

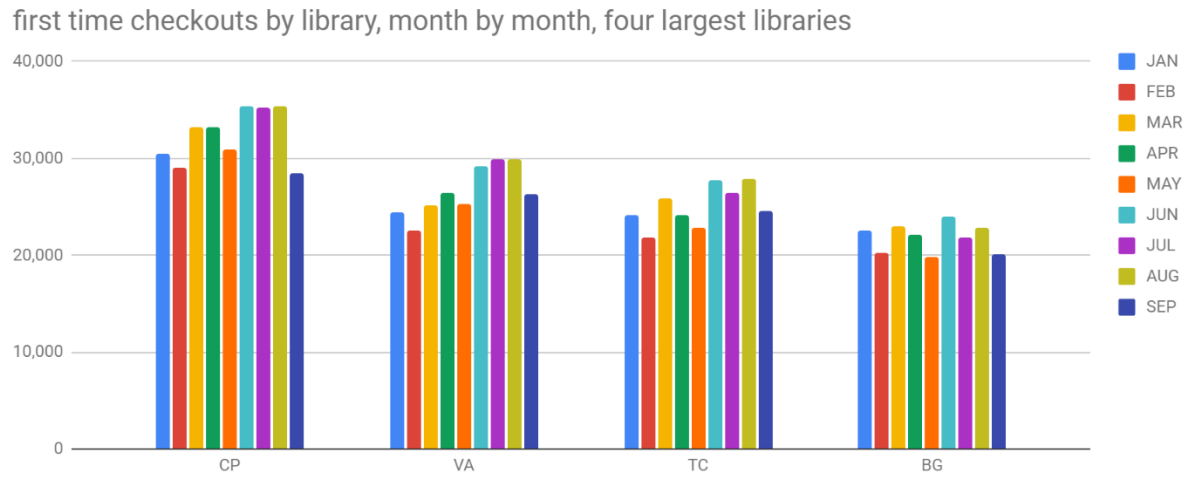
first time checkouts by month, library by library, smaller and rural locations



first time checkouts by month, smaller and rural locations

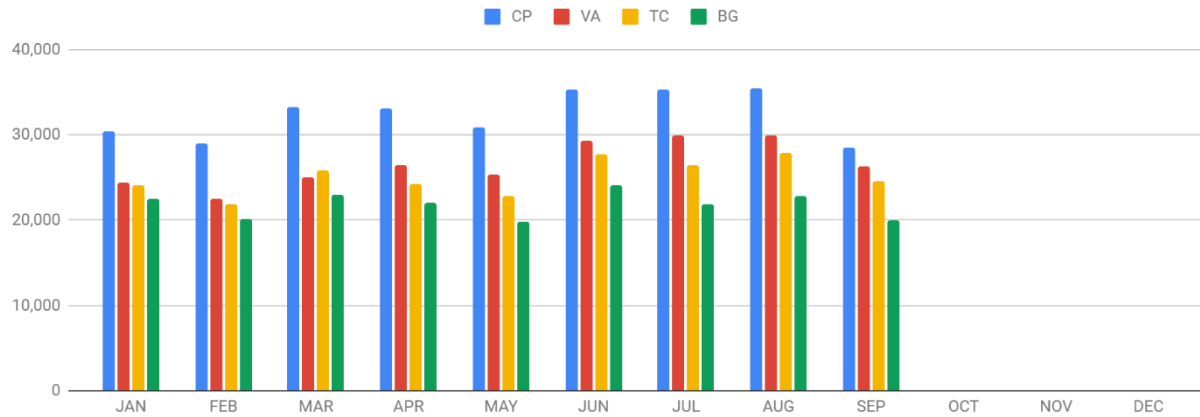


SEPTEMBER 2022 CIRCULATION CHARTS

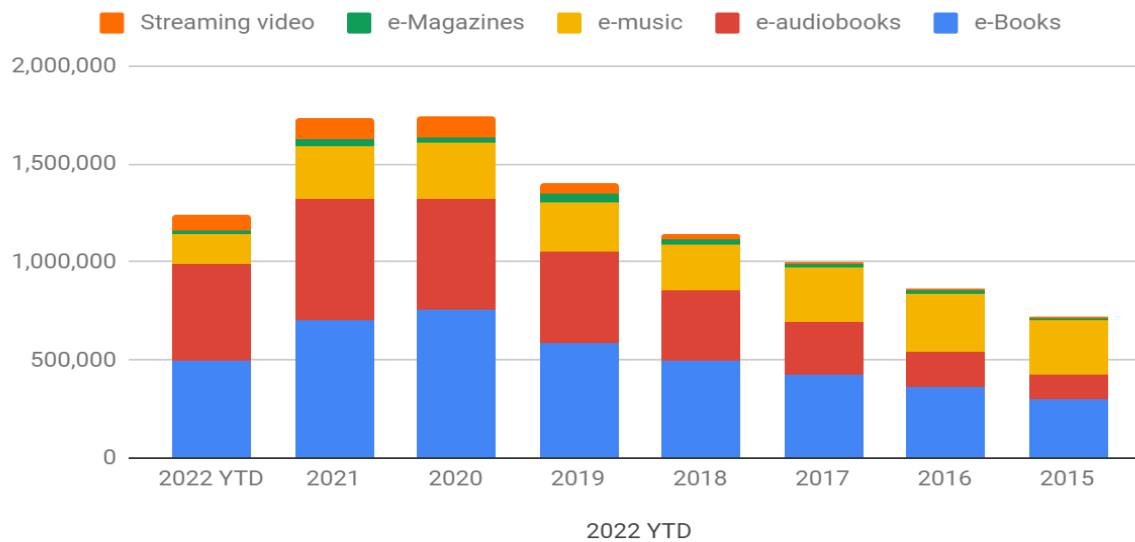


SEPTEMBER 2022 CIRCULATION CHARTS

first time checkouts per month, four largest libraries



eContent Year by Year



Woodland looks to purchase land next to new library site to build public space, visitors center

tdn.com/news/local/govt-and-politics/woodland-looks-to-purchase-land-next-to-new-library-site-to-build-public-space-visitors/article_deecbb8a-39f7-11ed-b9f2-fb8d6af78090.html

September 27, 2022



Central Lobby, Courtyard

Brennen Kauffman

WOODLAND — The city of Woodland is looking to buy a piece of unused land near the corner of Goerig Street and Lakeshore Drive from the Fort Vancouver Regional Library District to build a neighboring community space.

The library district is scheduled to hold a public hearing Monday to discuss the potential purchase.

Woodland Mayor Will Finn said the city is looking to buy a half-acre of land at 828 Goerig St. to create a gathering area and updated visitors center. The regional library plans to use the remaining 1.9 acres of land at 411 Lakeshore Dr. to build a new location for the Woodland Community Library.

Fort Vancouver purchased the land from the former Woodland Funeral Home in 2017 to build a larger replacement for the current Woodland library located in a 113-year-old building on Park Street.

Library spokesman Tak Kendrick said the district scaled back its original plans to make the new library smaller and more affordable, lowering its footprint from 12,500 square feet to 7,500 square feet and requiring less land. In July city staff approved the library's plan to subdivide a half-acre of the land, allowing the library to sell the section closest to Goerig Street.

Finn said he is a longtime supporter of the proposed new library and talked to Fort Vancouver in the past about possible collaborations. The library's interest in selling the land coincided with the city planning how Interstate 5's exit 21 redesign will affect the current visitors center, currently located in a mobile home.

"It's not the vision myself or my team to have for Woodland, which is a mobile home for a visitor's center," Finn said.

The city's community space plans include a main gathering area for events with a kitchenette and an office for the visitors center. Finn said the combination of the library and center could become a neighborhood hub, including an outdoor fire pit and a starting point for a walking trail around Horseshoe Lake.

Woodland has the right of first refusal on the parcel as a public entity. The two groups are still negotiating a sales price for the land and the amount of utility improvements needed on the property.

Finn said the city has been lining up roughly \$350,000 in funding. If the site is purchased, Finn said the goal is to complete the construction by next summer.

The \$7 million Woodland Community Library is on a longer timeline. Kendrick said the library foundation is continuing to fundraise for the building in Woodland as it goes through the design and development process. The current plan is to hold a library groundbreaking ceremony in the summer of 2023.

Around The Web



Brennen Kauffman

Reporter

Design process for new Woodland library underway

thereflector.com/stories/design-process-for-new-woodland-library-underway,301069



An artist's rendering shows what the new Woodland Community Library will look like.

Image courtesy of Hacker Architects

Posted Monday, October 3, 2022 7:51 pm

Rick Bannan / rick@thereflector.com

Years of planning for a new Woodland Community Library are coming to a head as the library district plans to break ground on the facility next summer.

The 7,500-square-foot project is planned for land on Lakeshore Drive to the east of Goerig Street. When complete, the facility will roughly triple the amount of space the library has at its current location at 770 Park St., which it has occupied for nearly 100 years.

The project is currently in the design development phase and is expected to move toward construction drawings in December, according to the Fort Vancouver Regional Library District's current timeline. The district serves libraries in Clark, Skamania and Klickitat counties as well as Woodland, and also supports the independent Yale Valley Library District.

The district hopes to start the permitting and bid process in April, with a groundbreaking in June. The library is expected to take a year to complete, with it opening to the public in summer 2024, according to the district.

Last year, the district welcomed its newest building as the Ridgefield Community Library opened its doors in July of 2021. That building used the existing Ridgefield Community Center, which the old facility was attached to, as a framework for the project. That library is close to the same size of what's planned for Woodland at 7,900 square feet.

Unlike that project, Woodland's building will be constructed from the ground up. Though specifics will be nailed down in the coming months, FVRL Communications and Marketing Director Tak Kendrick said initial concepts include an outside terrace area with seating alongside staples like a teen area, study rooms and a community room.

"It's going to be about three times the size of the existing Woodland library, so a lot more of everything," Kendrick said.

A new location for Woodland has been in the works since 2013 when the district commissioned a facilities study that identified the need. In 2017, the district purchased the land for the new spot for slightly more than \$1 million.

The project picked up again in December after being on hold for a year. Cost estimates for the initially-planned 12,000-square-foot facility came in \$2 million higher than the budgeted \$7 million, according to the district. That required tweaking what the building would look like. The district ultimately went with a smaller, 7,500-square-foot building.

"One of the things that happens in that first blush (of the project) is that we want to dream big. Then we need the right size for the reality," Kendrick said.

The district knew the property it purchased was bigger than what the district needed, Kendrick said, even when looking at the larger building. The location on Lakeshore Drive was too good to pass up.

"We just had such a great opportunity to buy that space. It's just so perfect for us," Kendrick said.

Now the district is looking to sell a half-acre of land at the corner of Goerig Street and Lakeshore Drive to the city of Woodland. They hosted a public hearing on the sale on Oct. 3.

As to what the city plans for the parcel, Woodland Mayor Will Finn told the Longview Daily News the property would host a gathering area and a new visitor's center. The current visitor's center is housed in a trailer on property on the other side of Lakeshore Drive from the district's parcel for sale.

A price for the sale will be negotiated between the district and the city, Kendrick said.

The \$7 million project has received significant support at the state level, receiving more than \$2.5 million in appropriations from the Washington State Legislature's past two capital budgets. Right now, the project needs to come up with the final \$1.5 million which Kendrick said would be reached by a final fundraising push.

"We're excited to be moving forward and have a bit of a trajectory to get the people of Woodland an amazing library," Kendrick said.

Comments

No comments on this item [Please log in to comment by clicking here](#)

County council faces backlash over drag queens, jail takeover

blogs.columbian.com/all-politics-is-local/county-council-faces-backlash-over-drag-queens-jail-takeover

October 7, 2022

About this blog

We go to meetings so you don't have to.



A handful of residents attending the Clark County Council's Oct. 4 meeting came to protest allowing library funds to be used to host drag queen story hour. The council was meeting as the Vancouver Library Capital Facility Area Board to adopt the 2023 budget request to levy taxes for the capital bond.

The tax revenue will be used to pay the principal and interest on bonds due in 2023 after being refinanced in 2016. The tax levy will generate \$3,349,713 in 2023.

Amelia Shelley, executive director for Fort Vancouver Regional Libraries, said the bond was passed by voters in 2005 to pay for a new downtown Vancouver library in Cascade Park. Shelley said a small portion of the tax levy also went to the Vancouver Mall library.

"There's a petition going around to not fund the library ... because most of the people do not want drag queen story time at the library," said Vancouver resident Wynn Greich.

Greich said the council should review the budget thoroughly to ensure programs like drag queen story hour are not being funded. She said taxpayer dollars should not be used to fund activities that go against the values of the county's residents.

"There are ways you can do this. If you had a room or a certain, like, a bookshelf or

something that said ‘under 18 required by parent to look at’ and put all your drag queen stuff and your transgender things altogether in one group, sort of like a porn thing,” Greich said. Shelley noted the levy bond being reviewed by the council is used solely for capital projects, i.e. the Cascade Park and Vancouver Mall locations, and does not pay for any of the library’s operational expenses. She also said the library district has not hosted a drag queen story hour since 2019 and currently has no plans to do so in the future.

Councilor Gary Medvigy said while this levy pays for “brick and mortar” expenses, he did previously meet with the library director to discuss his concerns with the drag queen story hour program.

Citing his past experience prosecuting sex offenders, he said his concern is that “this is in no way a proper social advocacy program to be in our public libraries.”

Medvigy also said the library board has a fiduciary responsibility to ensure the libraries are properly financed and resourced.

Councilor Temple Lentz thanked library’s leadership and staff for the “great job that do across the board in terms of maintaining the brick and mortar and the programming you offer.”

“I think it is unfortunate there is so much misinformation and disinformation,” Lentz added. The council also faced backlash from the public over its recent decision to create a Jail Services department which will take over management of the Clark County Jail next year. The jail is currently managed by the sheriff’s office.

Camas resident Marilyn Roggenkamp said the transferring management to jail services eliminates direct oversight by an elected official.

“We the citizens of Clark County are the stakeholders. We are the ones who elect the sheriff. We are the ones concerned about public safety,” Roggenkamp told the council. “We are the ones who vote on bonds to fund the jail, not an unelected bureaucrat who will end up holding our elected sheriff hostage to administrative rules and regulations.”

The county council unanimously approved creating the new department at its Sept. 20 meeting. A week later, former sheriff candidate David Shook was named by County Manager Kathleen Otto to head the new department. Many of those attending the Oct. 4 council meeting objected to how quickly the council and county manager appeared to be making decisions.

“It’s very clear out county government has lost its way. It doesn’t treat the public like the top stakeholder,” said county resident Rob Anderson.

In an email to The Columbian on Tuesday, Otto said no decisions about the jail – other than creating the department and appointing members of the department’s leadership team – have been made yet. Otto also said changes to the budgets for the sheriff’s department and county jail will be made during the 2023 budget process although no changes will be implemented prior to Jan. 1.

Otto said the county is working on adding a questions and answers section related to the Jail Services department and transfer of the jail management to its website.

— Shari Phiel

Goldendale resident appointed to Library board of directors

goldendalesentinel.com/news/goldendale-resident-appointed-to-library-board-of-directors/article_9a2cc4be-4a4f-11ed-a561-1fb279e55452.html

Lou Marzeles

October 12, 2022



Olga Hodges is not anti-library, and she isn't fighting to remove books she doesn't want in the Goldendale Library. In fact, despite her leadership role here in taking the Goldendale Library to task for miscategorizing books a few months back, she's just been named to the board of directors for Fort Vancouver Regional Library (FVRL), which administers the Goldendale Library.

The Goldendale resident is a young wife and mother and holds two Bachelors degrees (Politics, Philosophy, and Economics from King's College and Healthcare Administration from Concordia University). She worked as a project manager and health educator for Multnomah County in Oregon before coming to Goldendale. Despite those credentials, when she went public with her kerfuffle with the Goldendale Library, some eyebrows were raised, and a few people tried to brand her as a book banner.

But Hodges isn't looking to ban anything. She just wants books in the right categories in the library. Back in February she organized meetings with concerned parents about a Japanese graphic novel called *So Cute It Hurts*. A particular volume of the book—about boy-and-girl twins who cross dress, with one engaging in a clearly depicted sexual encounter—was rated "Mature" by the publisher but was prominently displayed in the ages 12 to 18 section of the library. Hodges and the other parents found examples of other mature topics in the library in easy reach of very young readers. The controversy drew a lot of support from a lot of parents, but it also drew some backlash from others fearing a surge of book-banning fervor in town.

Hodges was clear from the outset that her goal was not to remove books. It was to ensure all material was kept in age-appropriate sections of the library. That intention was clearly communicated to FVRL, and the library board had no problem bringing her on as a director.

"It's kind of a miracle," Hodges says. "The position became available, and I was one of the first people to apply." FVRL has a director from each of the seven counties in which it has libraries; previously Kate Maple from White Salmon had been on the board before she stepped down. Hodges is the first FVRL director from Goldendale.

Hodges has been to two board meetings so far, one in Battle Ground and one in White Salmon. She says the board seems to be a good group of people. “There are folks who have been on there for something like 14 years, and then there’s newer people like me,” she says. “It’s a great group.”

She says she’s particularly struck by citizen interaction with the board. “There are different groups that come in and make comments at the end [of meetings],” she points out, “different individuals or different groups. It’s been really inspiring to see the commitment and dedication that people have to our libraries.”

As with most organizations of this nature, much of the meetings deals with drier, but very necessary, stuff. “The meetings are typically about financial developments or prospects for new library locations, a lot of things like that,” Hodges says. “There are a lot of great updates about local libraries and the things they’re doing in the communities, especially since [pandemic] restrictions have gone down; libraries are pretty active now. I just went to our story hour over here [at the Goldendale Library], which was really fun and active with a bunch of kids there. Courtney, one of the staff members, was doing a really good job. So we’ll keep attending that. The libraries are kind of back up and running, so that’s good.”

Being on the board means that Hodges can help keep an eye on ensuring that library materials are kept in appropriate age sections. It means, too, that she can feel better about bringing her own children to the building.

“It’s been really encouraging to include my kids in that conversation [about the library and its materials] and to show them what’s possible,” she states. “I’ll be honest, they were afraid to go back to the library after that [February] incident. But now they know that Mommy is involved in trying to do good work, and that we want to enjoy the library together and that you don’t just give up.”

Hodges opens a book of poetry. “I want to share a really awesome poem,” she says. “It’s called ‘Lifting and Leaning’ by Ella Wheeler Wilcox.” The poem is included at the end of this article.

“I want to be a lifter,” Hodges says. “And I’d like to encourage other people in our community to show up at our libraries. There are a lot of opportunities to interface with our libraries. They [the libraries] are interested in having our feedback. Just the act of attending events at the library, being at your library, having conversations there. You can make a note. You can write letters, positive and negative comments. You can write letters to the board which are reviewed every single meeting. There’s this really good opportunity to be heard. It doesn’t necessarily guarantee a response or the desired action. But even six months ago I didn’t know that I could do these things. At the very least, I want to help bridge the gap for locals, so that it’s not just this feeling of frustration. You can attend the meetings, you can talk with our local branch managers; they’re the ones who do a lot of the decision making in our libraries

as far as programming and content and things like that. Being on the board, I don't get to boss anybody around. I don't get to decide what's on our bookcases. I don't get to censor anything. I'm not ever in the business of doing that. But this is just one way I was able to get involved."

A library, Hodges feels, should be a special place, a hallowed hall of learning, sharing, and community. Too much of those qualities have been lost, and the library seems increasingly irrelevant in an age where information is too easily consumed in digital form. But a library can still be a sanctuary, an oasis in the digital desert.

"It does take a group effort," Hodges shares. "I hope people can be inspired that we now have a local representative. I would love to see people help work with lifting things up with me," referring to the "Lifting" poem, "however that looks locally. You can't expect someone else to do it. And you can't expect it to change on its own. You also can't overlook all the wonderful things that are offered.

"I consistently hear from people, 'We just don't go to the library anymore.' I want people to be able to enjoy it again. I want to learn what it would take for it to be a useful resource again. There's a real need for it to be a huge, useful educational resource in our community. We have something called a floating system. We don't have a stagnant collection of books, and this is good news. If you want to see different materials in the library, you can request those things. We have this opportunity to keep bringing good things; nothing is stuck there. That's one way that people can see some changes."

As a homeschooler herself, Hodges also wants to bring the homeschooling community in closer cooperation with the library. "Let's see if that's a place where we can kind have some more fusion," she says. "I'd like to see specific resources available and for communication to be clear about what is available to our homeschooling family, so it's not just like order online and pick up and go thing. I'd like to see it be a living, breathing connection."

Hodges has a vision: "A library," she muses, "is not just a place where books live. It is a place to visit. It's a place to put everything else aside, leave the world out there. For me, libraries have been a part of every step of my life, from when I first started learning to speak English as a Ukrainian refugee immigrant all the way up through getting my different college degrees and studying in these huge, beautiful libraries in New York City. They have been part of my walk all along, the inspiration, the beauty, the feeling you can get in a library where you know that you're learning, and you have access to all this poetry and history and art. There's like no other place like that. I love the physical aspect of being in a library, just being smothered in books. And I really hope that we can revive some of that for people. "My favorite thing is to see one of my kids sitting on the ground next to a pile of books, just looking and looking and reading, down to my two-year-old. She knows the physical posture of just sitting with a book. It's just a thing she can't read, but she sits and she looks and she furrows her brow."

Hodges laughs at that memory. “We can’t lose that,” she says.

She welcomes comments and conversation. You can email her at ohodges@fvrl.org.

Lifting and Leaning:

There are two kinds of people on earth today,

Just two kinds of people, no more, I say.

Not the good and the bad, for 'tis well understood

The good are half bad and the bad are half good.

Not the happy and sad, for the swift-flying years

Bring each man his laughter and each man his tears.

Not the rich and the poor, for to count a man's wealth

You must first know the state of his conscience and health.

Not the humble and proud, for in life's busy span

Who puts on vain airs is not counted a man.

No! the two kinds of people on earth I mean

Are the people who lift and the people who lean.

Wherever you go you will find the world's masses

Are ever divided in just these two classes.

And, strangely enough, you will find, too, I ween,

There is only one lifter to twenty who lean.

In which class are you? Are you easing the load

Of overtaxed lifters who toil down the road?

Or are you a leaner who lets others bear

Your portion of worry and labor and care?