



AGENDA FOR PUBLIC MEETING

Date: Monday, December 11, 2023
Time: 6:00 PM
Location: HYBRID: Zoom Meeting /Vancouver Community Library;
Zoom: <https://us02web.zoom.us/j/7248898607> or <https://zoom.us/join>
Meeting ID: 724 889 8607: Passcode: 136299 Or Dial: 206-337-9723

- 1. Call to Order
- 2. Agenda Approval ACTION
- 3. Chair Announcements INFORMATION
- 4. Public Comments
- 5. Reports
 - Vancouver Community Library Branch Report: Molly Gunderson INFORMATION
 - October Financial Statements: Attar Bhargal, Finance Manager INFORMATION
- 6. Consent Agenda
 - FVRL Expenditures Approval: Reviewed by Kristy Morgan ACTION
 - Minutes Approval: November 20, 2023 ACTION
- 7. Business
 - 7.1 Finance Committee
 - 2023 Budget Amendment – Public Hearing**
 - Resolution 2023-25 (2024-03) Budget Amendment ACTION
 - 2024 Budget Approval – Public Hearing**
 - Resolution 2023-26 (2024-02) ACTION
 - 7.2 Election of Board Officers ACTION
- 8. Board Comments
- 9. Setting for next regular meeting – Tuesday, January 16, 2024
(Hybrid/Cascade Park Community Library)
- 10. Adjournment

PLACEHOLDER

Vancouver Community Library Branch Report

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

December 11, 2023

As required by RCW 42.24.080 and RCW 42.24.090, vouchers audited and certified by the Auditing Officer of the Fort Vancouver Regional Library District and those expense reimbursement claims which have been certified as required, have been recorded on a list and made available to the Board of Directors for approval.

As of this date, December 11, 2023, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
November 1, 2023 through November 30, 2023

Accounts Payable Warrants Issued	Numbers	<u>118465</u>	Through	<u>118673</u>	<u>\$ 925,066.31</u>
Accounts Payable EFT Payments		<u>EFT01837</u>	Through	<u>EFT01889</u>	<u>\$ 63,200.16</u>
Accounts Payable Voids	Numbers				<u>(_____)</u>
Subtotal FVRL General Fund Warrants, EFTS, Voids					<u>\$ 988,266.47</u>
Payroll Warrants Issued	Numbers	<u>_____</u>	Through	<u>_____</u>	<u>\$ -</u>
Payroll Transactions Voided	Numbers	<u>_____</u>			<u>(\$ -)</u>
Payroll Electronic Fund Transfers	Numbers	<u>20231109</u>	Through	<u>20231122</u>	<u>\$ 1,029,336.39</u>

Other Electronic Fund Transfers Completed

<i>Vendor</i>	<i>Date</i>	<i>Amount</i>
ADP Payroll Fees	November 17, 2023	\$4,826.87
ESD	November 21, 2023	\$1,919.14
Kaiser HSA	November 29, 2023	\$15,421.43
Kaiser HSA Fees	November 29, 2023	\$52.00
WA DOR - Sales/Use Tax	November 27, 2023	\$5,729.56
WA DRS - DCP	November 9, 2023	\$5,860.44
WA DRS - DCP	November 21, 2023	\$5,862.57
WA DRS - PERS	November 8, 2023	\$87,977.21
WA DRS - PERS	November 22, 2023	\$82,113.97

\$ 209,763.19

Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids \$ 2,227,366.05

Total Transactions for Approval \$ 2,227,366.05

 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending October 2023 (With year-to-date totals)

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$21,869,544
Year-to-date Expenditures	-\$25,296,038
Add back Expenditures incurred but unpaid	-\$305,122
Cash Balance October 31, 2023	\$17,208,483

January 01, 2023 - December 31, 2023 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

January 1, 2023 Starting Cash Balance:	\$20,940,100
October 31, 2023 Ending Cash Balance:	\$17,208,483
Reserve Plan Objectives 1-5:	-\$13,240,426
Operational Reserve (Unassigned)	\$3,968,057

Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2023
For the Month Ending October 2023 (With year-to-date totals)

	2023 Budget (Approved 12/22)	October 2023 Revenues	Year-to-Date Totals thru October 2023	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.(Property Taxes - Clark	25,300,000	4,309,644	19,203,448	75.90%
311.10.(Property Taxes - Skamania	690,000	31,918	464,968	67.39%
311.10.(Property Taxes - Klickitat	1,315,000	54,987	1,015,067	77.19%
311.10.(Property Taxes - Cowlitz	315,000	5,716	223,095	70.82%
Total Property Taxes	27,620,000	4,402,264	20,906,578	75.69%
Other Taxes				
312.10. Other General Tax	25,000	9,688	51,543	206.17%
318.20 Leasehold Excise Tax	95,000	237	90,239	94.99%
Total Other Taxes	120,000	9,924	141,782	118.15%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	15,000	-	32,156	214.38%
335.05 State Forest Boards	150,000	920	15,778	10.52%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	101	70,117	38.95%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	370,500	1,021	118,051	31.86%
Charges for Services				
341.60 Equipment Use Fees	20,000	4,329	34,674	173.37%
347.21 Non-Resident Borrower Fee	6,000	2,403	7,226	120.44%
347.90 Lost / Damaged Material Fee	25,000	9,107	30,298	121.19%
347.50 Collection Agency Referral Fee	0	-	446	0.00%
Total Charges for Services	51,000	15,839	72,644	142.44%
Miscellaneous				
361.11 Investment Interest	200,000	39,474	387,862	193.93%
362.00 Rental Income	1,000	1,700	6,730	672.98%
367.10 Gifts/Contributions	15,000	1	207	1.38%
369.90 Library Friends Groups' Reimbursements	300,000	1,290	15,199	5.07%
369.90 Library Foundation Reimbursements	2,500,000	1,000	10,554	0.42%
369.40 Insurance Reimbursements	2,500	-	7,000	280.00%
369.90 Miscellaneous	2,500	2,544	9,106	364.24%
367.1 Private Grants	50,000	-	4,196	8.39%
369.90 Other Miscellaneous - E-Rate	150,000	-	181,191	120.79%
395.00 Sale of Assets	20,000	2,853	8,443	42.22%
Total Miscellaneous	3,241,000	48,861	630,488	19.45%
Total Operating Revenue	\$ 31,402,500	4,477,909	21,869,544	69.64%
Transfer in from Reserves	\$ 2,500,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 33,902,500	4,477,909	21,869,544	64.51%

Jan.-Dec. 2023 Fiscal Year

October is the 10th month of the fiscal year. Year-to-date budget percentages should be at 83.33%, representing 10/12 months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2023
For the Month Ending October 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2023 Budget (Approved 12/22)	October 2023 Expenditures	Year-to-Date Totals thru October 2023	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,750,000	980,431	10,087,168	79.12%
572.24	Benefit - Medical	2,300,000	183,295	1,842,335	80.10%
572.24	Benefit - Dental	240,000	20,583	207,306	86.38%
572.24	Benefit - Life, LTD, AD&D	75,000	11,814	119,987	159.98%
572.22	Benefit - PERS	1,324,725	91,812	983,525	74.24%
572.21	Benefit - FICA	975,375	73,373	756,485	77.56%
572.25	Benefit - L & I - Workers Compensation	100,000	6,333	63,435	63.44%
572.25	Benefit - PFML	27,785	2,137	22,075	79.45%
572.28	Unemployment Expense	10,000	-	6,106	61.06%
	Personnel Subtotal:	17,802,885	1,369,778	14,088,423	79.14%
Supplies					
572.30	Supplies	458,000	18,446	262,467	57.31%
572.35	Small Equipment (FF&E)	250,000	3,057	103,554	41.42%
572.38	Technology	462,000	145,943	348,103	75.35%
572.33	Professional Collection / Tech	300,000	23,089	226,116	75.37%
	Supplies & Small Equipmt/Tech Subtotal:	1,470,000	190,535	940,239	63.96%
Library Books / Materials					
572.34	Library Books & Materials	1,903,500	122,335	1,116,587	58.66%
572.39	Electronic Resources	1,896,500	180,807	1,457,929	76.87%
	Library Materials Subtotal:	3,800,000	303,142	2,574,516	67.75%
Other Services / Charges					
572.41	Professional Services	2,079,225	46,050	1,045,928	50.30%
572.42	Communications	410,000	30,104	357,192	87.12%
572.43	Training / Travel	108,000	14,412	104,776	97.01%
572.44	Advertising	30,000	3,058	8,346	27.82%
572.45	Rentals / Leases	560,000	16,550	415,054	74.12%
572.46	Insurance	250,000	5,537	269,317	107.73%
572.47	Utilities	450,000	36,604	374,026	83.12%
572.48	Repairs & Maintenance	870,000	17,940	1,032,020	118.62%
572.49	Misc / Dues / Printing / Other	163,750	6,058	106,572	65.08%
572.50	Intergovernmental Services	3,640	24	2,508	68.90%
	Other Charges & Services Subtotal:	4,924,615	176,337	3,715,740	75.45%
Capital Outlay					
594.62	Buildings / Non-Owned	300,000	-	8,819	2.94%
594.62	Buildings / Owned	5,500,000	107,680	1,417,369	25.77%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	-	50,932	78.36%
	Capital Outlay Subtotal:	5,905,000	107,680	1,477,120	25.01%
Total Operating Expenditures:		33,902,500	2,147,473	22,796,038	67.24%
Total Reserved Projects		-	-	2,500,000	-
Grand Total All Expenditures:		33,902,500	2,147,473	25,296,038	74.61%

BOARD COVER WORKSHEET

BOARD DATE: December 11, 2023

Date Paid	Warrant Numbers	Amount
Accounts Payable		
November 2, 2023	118465 - 118508	\$ 166,643.25
November 10, 2023	118509 - 118578	\$ 189,780.39
November 15, 2023	118579 - 118613	\$ 112,807.69
November 28, 2023	118614 - 118653	\$ 181,759.08
November 29, 2023	118654 - 118673	\$ 274,075.90

Subtotal Accounts Payable Warrants Issued **\$ 925,066.31**

Accounts Payable EFT Payments		
November 2, 2023	EFT01837 - EFT01856	\$ 32,725.55
November 10, 2023	EFT01857 - EFT01878	\$ 24,536.15
November 15, 2023	EFT01879	\$ 75.00
November 28, 2023	EFT01880 - EFT01885	\$ 5,712.43
November 29, 2023	EFT01886 - EFT01889	\$ 151.03

Subtotal Accounts Payable EFT Payments **\$ 63,200.16**

Subtotal Accounts Payable Warrants & EFT Payments **\$ 988,266.47**

Accounts Payable Voids and Cancels

Subtotal Accounts Payable Voids **\$ -**

Subtotal A/P Warrants, EFTs, Voids **\$ 988,266.47**

Subtotal ADP Payroll Debits		
November 9, 2023	Payroll - Net Wages	\$393,521.17
November 9, 2023	Federal Payroll Taxes	\$133,209.79
November 9, 2023	OR State Payroll Taxes	\$2,960.60
November 9, 2023	PFML Taxes	\$4,523.78
November 9, 2023	WA Cares Fund	\$3,015.16
November 22, 2023	Payroll - Net Wages	\$362,382.20
November 22, 2023	Federal Payroll Taxes	\$119,850.59
November 22, 2023	OR State Payroll Taxes	\$2,880.88
November 22, 2023	PFML Taxes	\$4,146.30
November 22, 2023	WA Cares Fund	\$2,845.92

Subtotal Payroll Transfers **\$ 1,029,336.39**

Other ACH Debits		
November 17, 2023	ADP Payroll Fees	\$4,826.87
November 21, 2023	Employment Security Dept.	\$1,919.14
November 29, 2023	Kaiser HSA	\$15,421.43
November 29, 2023	Kaiser HSA Fees	\$52.00
November 27, 2023	WA DOR - Sales/Use Tax	\$5,729.56
November 9, 2023	WA DRS - DCP	\$5,860.44
November 21, 2023	WA DRS - DCP	\$5,862.57
November 8, 2023	WA DRS - PERS	\$87,977.21
November 22, 2023	WA DRS - PERS	\$82,113.97

\$ 209,763.19

Payroll Voids/Cancels

Total Funds to Approve for Disbursement \$ 2,227,366.05

Finance Manager Reviewed Atan Bhargal

Date 12/11/2023



Public Meeting Minutes

Date: November 20, 2023
Time: 6:00 PM Regular Meeting
Location: HYBRID: Zoom Meeting / Woodland Community Library

<p>Call to Order Chair Morgan, called the regular meeting to order. Attendees <u>Board Members In-Person:</u> Kristy Morgan, Megan Dugan, Marie Coffey, Vikram Kotwani, Mary Ann Duncan-Cole <u>Board Members Virtual:</u> Penny Love-Henslee, Olga Hodges <u>Board Members Absent:</u> <u>FVRL Team:</u> Interim Executive Director, Justin Keeler; Executive Assistant, Rhonda Kay Calkins; Finance Manager, Attar Bhargal; Human Resources Director, Lee Strehlow; Collections and Technology Director, Lynne Caldwell; Branch Manager, Elizabeth Moss; IT Specialist, Mike Smetana <u>Guests:</u> Woodland Branch Manager, Jennifer Hauan</p>	<p>6:00 PM</p>
<p>Agenda Approval Motion: Megan Dugan 2nd: Mary Ann Duncan-Cole The motion carried with 6 out of 7 votes of aye.</p>	<p>6:00 PM</p>
<p>Chair Announcements – None</p>	<p>6:00 PM</p>
<p>Public Comments Katherine Gardner: Support for Diversity Ron/Erin Smelser: Banning Books David Alvey: Trans Day of Remembrance Ann Bauer: Library – Respect for all Judy Musa: Thank you to the Board Shirley Clukey: Our wonderful library system and services Susan Humbyrd: So excited for our new library Sharon Watt: Woodland library Randy Schmidt: Banning Books Margo Logan: Books for young teens Gary Wilson: Library services Quil Onstead: DQSH</p>	<p>6:02 PM</p>
<p>Executive Session: RCW 42.30.110(1) – Personnel Adjourned into Executive Session at 6:25 PM for 30 minutes with action to be taken. Meeting restarted at 7:06 PM</p>	<p>6:24 PM</p>
<p>Reports</p>	
<p>Woodland Branch Report: Jennifer Hauan Ms. Hauan provided an update on library activities around the Woodland Community Library.</p>	<p>7:06 PM</p>



<p>September Financial Statements: Attar Bhangal discussed September 2023 financial statements.</p>	7:17 PM
<p>Branch Safety Report: Justin Keeler Director Keeler presented a status report on branch safety.</p>	7:22 PM
<p>Consent Agenda FVRL Expenditure Approval: Reviewed by Mary Ann Duncan-Cole attested that she reviewed the October expenditures and found them in order. Meeting Minutes: October 16, 2023 Meeting Minutes: October 26, 2023 Motion: Mary Ann Duncan-Cole 2nd: Megan Dugan The motion carried unanimously.</p>	7:50 PM
<p>Business</p>	
<p>2023 Budget Amendment – Second Reading: Justin Keeler Director Keeler presented the second reading of the draft 2023 Budget Amendment.</p>	7:51 PM
<p>2024 Budget – Second Reading: Justin Keeler Director Keeler presented the second reading of the draft 2024 Budget.</p>	7:52 PM
<p>2024 Levy – Public Hearing Director Keeler opened a Public Hearing for the 2024 Levy. Director Keeler opened the public comment portion of the Public Hearing. Public comment will be set for 30-minutes. Each individual is allowed two (2) minutes to speak. Public Hearing comments made by: Randy Schmidt: Asked about budget increase for FVRL. Gary Wilson: Asked if the voters get to vote on it. Debbie Jenner John: Asked what point do you go out to the voters. Margo Logan: Thanked the board and Justin for keeping our libraries nice. Director Keeler closed public comment at 8:08 PM Director Keeler asked for a motion to adopt Resolution 2023-23 (2024-01) Adopting the 2024 Property Tax Levy.</p>	7:57 PM
<p>2024 Levy – Resolution 2023-23 (2024-01): Justin Keeler Motion: Kristy Morgan 2nd: Megan Dugan Motion carried unanimously. Director Keeler closed the Public Hearing for the 2024 Levy at (time)</p>	8:08 PM
<p>FVRL 2024 Board Meeting Schedule: Kristy Morgan Chair Morgan presented draft schedule for the 2024 board meetings along with the finance review.</p>	8:08 PM
<p>Nominating Committee: Marie Coffey Marie Coffey presented information from the Nominating Committee about the Slate of 2024 Officers/Committee Appointments. The recommendations are: Chair: Kristy Morgan Vice Chair: Megan Dugan Secretary: Mary Ann Duncan-Cole Voting will take place at the December 11, 2023 board meeting.</p>	8:09 PM



<p>Executive Director Contract Amendment – Resolution 2023-24: Kristy Morgan Chair Morgan provided an update on Jennifer Giltrop’s contract as Executive Director. This amendment is correcting an error made on the employment agreement. Motion: Mary Ann Duncan-Cole 2nd: Marie Coffey Motion carried unanimously.</p>	<p>8:11 PM</p>
<p>Board Comments: Chair Morgan: We have forgotten how to disagree with one another, and we need to find common ground with one another. The behavior earlier was unacceptable and please control yourself at the meetings. Ms. Hodges: Thank everyone for their presentations and reports. Acknowledged the large Slavic community in Vancouver. This Saturday will be commemorating the anniversary of the day of remembrance for Holodomor. The massive genocide that happened in Ukraine. Ms. Dugan: Thank you to Jennifer and Woodland for their presentation and services. Ms. Coffey: Thank you to Justin for stepping in and have done a great job as interim. Mr. Kotwani: Thank you to Justin for being the interim and helping as needed. Thanks to FVRL staff for all their help. Ms. Love-Henslee: Thank you to Justin and Rhonda and staff who help put meetings together. Chair Morgan: Thank you to Justin for stepping up, we appreciate it.</p>	<p>8:13 PM</p>
<p>Setting of next regular meeting: Monday, December 11, 2023, 6:00 PM Hybrid/Vancouver Community Library. Motion to adjourn meeting Moved: Mary Ann Duncan-Cole 2nd: Olga Hodges</p>	<p>8:18 PM</p>
<p>Adjournment Approved</p>	<p>8:18 PM</p>

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

**Fort Vancouver Regional Library District
Staff Report 2023-54
2023 Budget Amendment - Public Hearing**

To: Board of Trustees

From: Justin Keeler, acting as Interim Executive Director

Date: December 11, 2023

Subject: 2023 Budget Amendment - Public Hearing

Summary:

FVRL is required to amend the annual budget to reflect any unanticipated revenue within the year under our Fiscal Management Policy. Staff believes it is prudent to indicate where unanticipated income is used to offset expenses. Those revised expenses should also be reflected in the amended budget.

Unanticipated Revenue: \$311,000

PEG (Public, Education, and Governmental) Grant from City of Vancouver : \$61,000

The PEG Grant is due to agreements between the City of Vancouver and the Comcast Corporation for a capital contribution to agencies that provide Institutional Network access. Essentially, this is an off-set for public broadband access.

Additional Investment Interest : \$250,000

This is due to investment interest being greater than anticipated.

Changes to Expenses:

Buildings Owned:

Amending from \$5,500,000 to \$3,311,000 to offset spending from reserves for OC Remodel and current year Woodland Community Library project expenses. These actions decreased the operating needs in the Buildings Owned line.

Recommendation:

Approve resolution 2023-25 (2024-03) to adopt the 2023 Budget Amendment, indicating revenue in the amount of \$34,213,500.

Fort Vancouver Regional Library District
Statement Of Revenue - Budget - Fiscal Year 2023 Budget Adjustment
DRAFT

REVENUE	Description	2023 Budget (Approved 12/22)	2023 Budget Amendment	Dollar Difference	Percent Change
<u>Bars</u>	<u>Description</u>				
311.10	Property Taxes - Clark	\$25,300,000	\$25,300,000	\$0	0.00%
311.10	Property Taxes - Cowlitz	\$315,000	\$315,000	\$0	0.00%
311.10	Property Taxes - Klickitat	\$1,315,000	\$1,315,000	\$0	0.00%
311.10	Property Taxes - Skamania	\$690,000	\$690,000	\$0	0.00%
	Property Taxes	27,620,000	27,620,000	\$0	0.00%
311.11	Other General Tax	25,000	\$25,000	\$0	0%
318.20	Leasehold Excise Tax	95,000	\$95,000	\$0	0.00%
	Other Taxes	120,000	120,000	\$0	0.00%
	State grants	25,000	\$25,000	0	0%
332.00	Federal in-lieu of Taxes	15,000	\$15,000	\$0	0.00%
335.05	State Forest Boards	150,000	\$150,000	\$0	0.00%
338.72	Yale Valley Library District	180,000	\$180,000	\$0	0.00%
338.72	INET City of Vancouver PEG	0	\$61,000	\$61,000	0.00%
338.72	Contracts - Clark County Jail	500	\$500	\$0	0.00%
	Intergovernmental, Grants & Contracts	370,500	431,500	\$61,000	16.46%
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%
	Charges for Services	51,000	51,000	\$0	0.00%
361.11	Investment Interest	200,000	\$450,000	\$250,000	125.00%
362.00	Rental Income	1,000	\$1,000	\$0	0.00%
367.10	Gifts/Contributions	15,000	\$15,000	\$0	0.00%
369.90	Miscellaneous	2,500	\$2,500	\$0	0.00%
369.90	Grants	50,000	\$50,000	\$0	0.00%
369.40	Insurance	2,500	\$2,500	\$0	0.00%
369.90	Other Miscellaneous - E-Rate	150,000	\$150,000	\$0	0.00%
395.00	Sale of Assets	20,000	\$20,000	\$0	0.00%
	Miscellaneous	441,000	691,000	\$250,000	56.69%
	Subtotal-Operating Revenues	28,602,500	28,913,500	311,000	1.09%
397.10	Transfer in	2,500,000	\$2,500,000	\$0	0.00%
	Transfer from Reserves	2,500,000	2,500,000	\$0	0.00%
369.90	Library Friends Groups	300,000	\$300,000	\$0	0.00%
369.90	Fort Vancouver Regional Library Foundation	2,500,000	\$2,500,000	\$0	0.00%
	Reimbursements	2,800,000	2,800,000	\$0	0.00%
	Grand Total Revenue	33,902,500	34,213,500	\$311,000	0.92%

Fort Vancouver Regional Library District

Statement of Expenditure - Budget - Fiscal Year 2023 Budget Adjustment

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Library Operating Budget

<u>Bars</u>	<u>Description</u>	2023 (Approved 12/22)	2023 Budget Amendment	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	12,750,000	12,750,000	0	0.00%
572.24	Benefit - Medical	2,300,000	2,300,000	0	0.00%
572.24	Benefit - Dental	240,000	240,000	0	0.00%
572.24	Benefit - Life, AD&D, LTD	75,000	75,000	0	0.00%
572.22	Benefit - PERS	1,324,725	1,324,725	0	1.00%
572.21	Benefit - FICA	975,375	975,375	0	2.00%
572.25	Benefit - L & I	100,000	100,000	0	0.00%
572.2X	Benefit - PFMLA	27,785	27,785	0	0.00%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	Personnel Subtotal:	17,802,885	17,802,885	0	0.00%
Equipment: Technology & Supplies					
572.30	Supplies	\$458,000	458,000	0	0.00%
572.35	Small Equipmt (FFE)	\$250,000	250,000	0	0.00%
572.38	Technology	\$462,000	462,000	0	0.00%
572.33	Library Software and Professional	\$300,000	300,000	0	0.00%
	Equipment Subtotal:	1,470,000	1,470,000	0	0.00%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	\$1,903,500	1,903,500	0	0.00%
572.39	Electronic Resources	\$1,896,500	1,896,500	0	0.00%
	Resources Subtotal:	3,800,000	3,800,000	0	0.00%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	\$2,079,225	2,079,225	0	0.00%
572.42	Communications	\$410,000	410,000	0	0.00%
572.43	Training / Travel	\$108,000	108,000	0	0.00%
572.44	Advertising	\$30,000	30,000	0	0.00%
572.45	Rentals / Leases	\$560,000	560,000	0	0.00%
572.46	Insurance	\$250,000	250,000	0	0.00%
572.47	Utilities	\$450,000	450,000	0	0.00%
572.48	Repairs & Maintenance	\$870,000	870,000	0	0.00%
572.49	Misc / Dues / Printing / Other	\$163,750	163,750	0	0.00%
572.50	Intergovernmental Services	\$3,640	3,640	0	0.00%
	Operations Subtotal:	4,924,615	4,924,615	0	0.00%
	Subtotal-Operating Expenditures	27,997,500	27,997,500	0	0.00%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	\$300,000	300,000	0	0.00%
572.62	Yale	\$40,000	40,000	0	0.00%
594.62	Buildings / Owned	\$5,500,000	3,311,000	-2,189,000	-39.80%
594.64	Machinery & Equipment	\$65,000	65,000	0	0.00%
	Capital Projects Subtotal:	5,905,000	3,716,000	-2,189,000	-37.07%
	Total Reserve Projects		2,500,000		
	Grand Total All Expenditures:	\$ 33,902,500	34,213,500	\$ 311,000	0.92%

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
2023 Budget Amendment
Resolution 2023-25 (2024-03)**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES
AUTHORIZING AN AMENDMENT TO THE 2023 BUDGET**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held December 11, 2023, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

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

WHEREAS, FVRL received unanticipated revenues from a number of sources in 2023 that includes additional interest accrued to FVRL investments and the PEG Grant received from the City of Vancouver, and

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

WHEREAS, The FVRL Board approved a 2023 budget of \$33,902,500 will be increased by \$311,000 to an amended 2023 budget total of \$34,213,500

NOW THEREFORE BE IT RESOLVED that Fort Vancouver Regional Library District adopts Resolution 2023-25 approving the amended 2023 budget of \$34,213,500

Adopted this 11th day of December, 2023

Kristy Morgan, Chair

Megan Dugan, Vice Chair

Fort Vancouver Regional Library District
Staff Report 2023-55
2024 Budget-Final

To: Board of Trustees

From: Justin Keeler, acting as Interim Executive Director

Date: December 11, 2023

Subject: 2024 Budget - Public Hearing

FVRL is statutorily obligated to create and approve a budget as part of the Board of Trustees annual obligations. The 2024 budget reflects the needed revenue and expenses to best serve FVRL's many communities.

Summary:

FVRL's 2024 proposed budget reflects the District's ongoing commitment to proactive and effective customer service. FVRL is committed to providing convenient, effective, friendly access to library resources for all in our service area through our branch libraries, our bookmobiles in Skamania and Klickitat counties and our responsive efforts to support our community partners.

This commitment to excellent service will be achieved through efforts to fully staff our branch libraries and departments, by providing a meaningful offering of library programs, and by maintaining and being responsive to patron needs when building our collections.

The 2024 budget reflects our commitment to the communities of Woodland and Washougal through the construction of new branch libraries in both cities. \$4,000,000 has been allocated from reserves to ensure FVRL has the financial resources available to complete the Woodland project and to begin the Washougal project.

The proposed 2024 budget also assumes a 5.4% increase to personnel expenses that will be driven by salary and wage adjustments and an increase in the cost of benefits.

Highlights for 2024

Revenues: Operational increase of **3.43%**

- Reflects 1% levy increase, utilizing a Levy rate of \$0.2677 for Clark, Cowlitz, Klickitat, and Skamania counties
- Reflects an increase from Federal In-lieu of Taxes (This is an off-set from the Federal government due to loss of Property Value because of non-taxable Federal land within our boundaries)
- Reflects a decrease from State Forest Boards based on prior year actual
- Reflects an increase in Charges for Services to reflect increased actuals as service levels restore to pre-pandemic levels
- Reflects a decrease in E-rate due to changes in E-Rate only supporting data (not phones & data)
- Reflects a reduction in the Sale of Assets based on current year activity
- Reflects continued growth from investment interest
- Transfer from reserves increased from \$2,500,000 to \$4,000,000 to complete Woodland project and begin Washougal project.

- Increase in Library Friends Groups in anticipation of a contributions toward the new Woodland Library

Expenditures: Budgeted at 100% of anticipated revenue

- Reflects a 1.6% increase in operational expenses and 6.73% overall
- Increase in Personnel Costs due to salary/wage increases and benefit increases; anticipates being fully staffed
- Decrease in Library Books & Materials to reflect current collection use patterns.
- Increase to Operations due to anticipated cost increases
- Decrease to Buildings/Non-Owned due to????
- Decrease in Buildings/Owned with 2024 budget to cover:
 - \$2,500,000 for Woodland Library
 - \$327,261 for Operations Center roof repairs
 - \$500,000 for other projects

Total Reserve Projects 2024:

- \$2,500,000 to complete the Woodland Library project
- \$1,500,000 assigned to start the Washougal Library project

Recommendation: Approve resolution 2023-26 (Budget Resolution 2024-02) setting FVRL's 2024 budget at **\$36,682,500.00**.

Fort Vancouver Regional Library District
Statement Of Revenue - Budget - 2024 Budget Proposal

DRAFT

REVENUE	Description	2023 Approved Budget	2024 Draft Budget	Dollar Difference	Percent Change
Bars					
311.10	Property Taxes - Clark	\$25,300,000	\$26,100,000	\$800,000	3.16%
311.10	Property Taxes - Cowlitz	\$315,000	\$325,000	\$10,000	3.17%
311.10	Property Taxes - Klickitat	\$1,315,000	\$1,360,000	\$45,000	3.42%
311.10	Property Taxes - Skamania	\$690,000	\$715,000	\$25,000	3.62%
	Property Taxes	27,620,000	\$28,500,000	\$880,000	3.19%
311.11	Other General Tax	25,000	25,000	\$0	0%
318.20	Leasehold Excise Tax	95,000	95,000	\$0	0.00%
	Other Taxes	120,000	120,000	\$0	0.00%
	State grants	25,000	25,000	0	0%
332.00	Federal in-lieu of Taxes	15,000	25,000	\$10,000	66.67%
335.05	State Forest Boards	150,000	50,000	-\$100,000	-66.67%
338.72	Yale Valley Library District	180,000	185,000	\$5,000	2.78%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	370,500	285,500	-\$85,000	-22.94%
341.60	Equipment Use Fees	20,000	40,000	\$20,000	100.00%
347.21	Non-Resident Borrower Fee	6,000	8,000	\$2,000	33.33%
347.90	Lost / Damaged Material Fee	25,000	32,000	\$7,000	28.00%
	Charges for Services	51,000	80,000	\$29,000	56.86%
361.11	Investment Interest	200,000	400,000	\$200,000	100.00%
362.00	Rental Income	1,000	2,000	\$1,000	100.00%
367.10	Gifts/Contributions	15,000	10,000	-\$5,000	-33.33%
369.90	Miscellaneous	2,500	2,500	\$0	0.00%
369.90	Grants	50,000	50,000	\$0	0.00%
369.40	Insurance	2,500	2,500	\$0	0.00%
369.90	Other Miscellaneous - E-Rate	150,000	120,000	-\$30,000	-20.00%

395.00	Sale of Assets	20,000	10,000	-\$10,000	-50.00%
	Miscellaneous	441,000	597,000	\$156,000	35.37%
	Subtotal-Operating Revenues	28,602,500	\$29,582,500	980,000	3.43%
397.10	Transfer in	2,500,000	4,000,000	\$1,500,000	60.00%
	Transfer from Reserves	2,500,000	4,000,000	\$1,500,000	60.00%
369.90	Library Friends Groups	300,000	600,000	\$300,000	100.00%
369.90	Fort Vancouver Regional Library Foundation	2,500,000	2,500,000	\$0	0.00%
	Reimbursements	2,800,000	3,100,000	\$300,000	10.71%
	Grand Total Revenue	33,902,500	\$36,682,500	\$2,780,000	8.20%

Fort Vancouver Regional Library District

Statement of Expenditure - Budget - 2024 Budget Proposal

DRAFT

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2023 Approved Budget	2024 Draft Budget	Dollar Difference	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	12,750,000	13,323,750	573,750	4.50%
572.24	Benefit - Medical	2,300,000	2,622,000	322,000	14.00%
572.24	Benefit - Dental	240,000	249,600	9,600	4.00%
572.24	Benefit - Life, AD&D, LTD	75,000	78,750	3,750	5.00%
572.22	Benefit - PERS	1,324,725	1,337,972	13,247	1.00%
572.21	Benefit - FICA	975,375	1,019,267	43,892	2.00%
572.25	Benefit - L & I	100,000	101,000	1,000	1.00%
572.2X	Benefit - PFMLA	27,785	29,035	1,250	4.50%
572.28	Unemployment Expense	10,000	10,001	1	0.01%
	Personnel Subtotal:	17,802,885	18,771,375	968,490	5.44%
Equipment: Technology & Supplies					
572.30	Supplies	\$458,000	458,000	0	0.00%
572.35	Small Equipmt (FFE)	\$250,000	250,000	0	0.00%
572.38	Technology	\$462,000	462,000	0	0.00%
572.33	Library Software and Professional Materials	\$300,000	300,000	0	0.00%
	Equipment Subtotal:	1,470,000	1,470,000	0	0.00%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	\$1,903,500	1,823,500	-80,000	-4.20%

572.39	Electronic Resources	\$1,896,500	1,896,500	0	0.00%
	Resources Subtotal:	3,800,000	3,720,000	-80,000	-2.11%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	\$2,079,225	2,080,000	775	0.04%
572.42	Communications	\$410,000	428,200	18,200	4.44%
572.43	Training / Travel	\$108,000	108,000	0	0.00%
572.44	Advertising	\$30,000	30,000	0	0.00%
572.45	Rentals / Leases	\$560,000	576,800	16,800	3.00%
572.46	Insurance	\$250,000	255,000	5,000	2.00%
572.47	Utilities	\$450,000	469,000	19,000	4.22%
572.48	Repairs & Maintenance	\$870,000	887,400	17,400	2.00%
572.49	Misc / Dues / Printing / Other	\$163,750	165,388	1,638	1.00%
572.50	Intergovernmental Services	\$3,640	3,676	36	0.99%
	Inflation allowance	0	-	-	-
	Operations Subtotal:	4,924,615	5,003,464	78,849	1.60%
	Subtotal-Operating Expenditures	27,997,500	28,964,839	967,339	3.46%
	Capital Projects: Library Improvements				
572.62	Buildings / Non-Owned	\$300,000	250,000	-50,000	-16.67%
572.62	Yale	\$40,000	40,400	400	1.00%
594.62	Buildings / Owned	\$5,500,000	3,327,261	-2,172,739	-39.50%
594.64	Machinery & Equipment	\$65,000	100,000	35,000	53.85%
	Capital Projects Subtotal:	5,905,000	3,717,661	-2,187,339	-37.04%
	Total Reserve Projects		4,000,000		
	Grand Total All Expenditures:	\$ 33,902,500	36,682,500	\$ 2,780,000	8.20%

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Resolution 2023-26
(Budget Resolution 2024-02)

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING ADOPTION OF THE 2024 BUDGET.

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held December 11, 2023 at the Vancouver Community Library and online, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, the Fort Vancouver Regional Library District was established in 1950 as an intercounty rural regional library district, and levies property taxes pursuant to the [Revised Code of Washington 27.12.150](#), and

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

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

WHEREAS, an overview of the draft 2024 Budget was presented to the FVRL Board of Trustees with a first reading of the preliminary 2024 Budget on October 16, 2023, then a second reading of the budget on November 20, 2023, and a final public hearing on December 11, 2023 to consider the District's budget for 2024.

NOW, THEREFORE, BE IT RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2024 budget in the amount of \$36,682,500.

Adopted this 11th day of December, 2023.

Kristy Morgan, Chair

Vikram Kotwani

Megan Dugan, Vice Chair

Marie Coffey

Mary Ann Duncan-Cole, Secretary

Olga Hodges

Penny Love-Henslee

Fort Vancouver Regional Library District
Staff Report 2023-56
Election of Officers

To: Board of Trustees
From: Nominating Committee
Date: December 11, 2023
Subject: Election of Officers

Summary:

Per Article III of the FVRL Board of Trustees Bylaws, the Board's officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment. FVRL's practice has been to appoint a Nominating Committee to recruit a slate of officers for the following year in October, and announce those names at the november meeting. This gives other interested candidates the opportunity to put their name forward at that time. A final slate is voted on at the December meeting to name officers for the following year. All Board members are eligible to serve as officers.

Key Points

Terms: Officers shall serve a term of one year, from January through December.

Duties: The Board Chair presides at all meetings of the Board, authorizes calls for special meetings, appoints all committees, executes all documents authorized by the Board, and performs all other duties associated with that office. The Board Chair meets with the Executive Director in advance of the monthly meeting to approve the agenda and discuss any concerns.

The Vice-Chair, in the event of the absence of the Chair, assumes and performs the duties and functions of the Chair.

The Secretary assures that a true and accurate record is maintained of all meetings of the Board, and in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board.

Vacancies: Any vacancy occurring in any elected office shall be filled at the next regular meeting of the Board.

Action Requested: Approval of the election of Officers for the Board of Trustees.

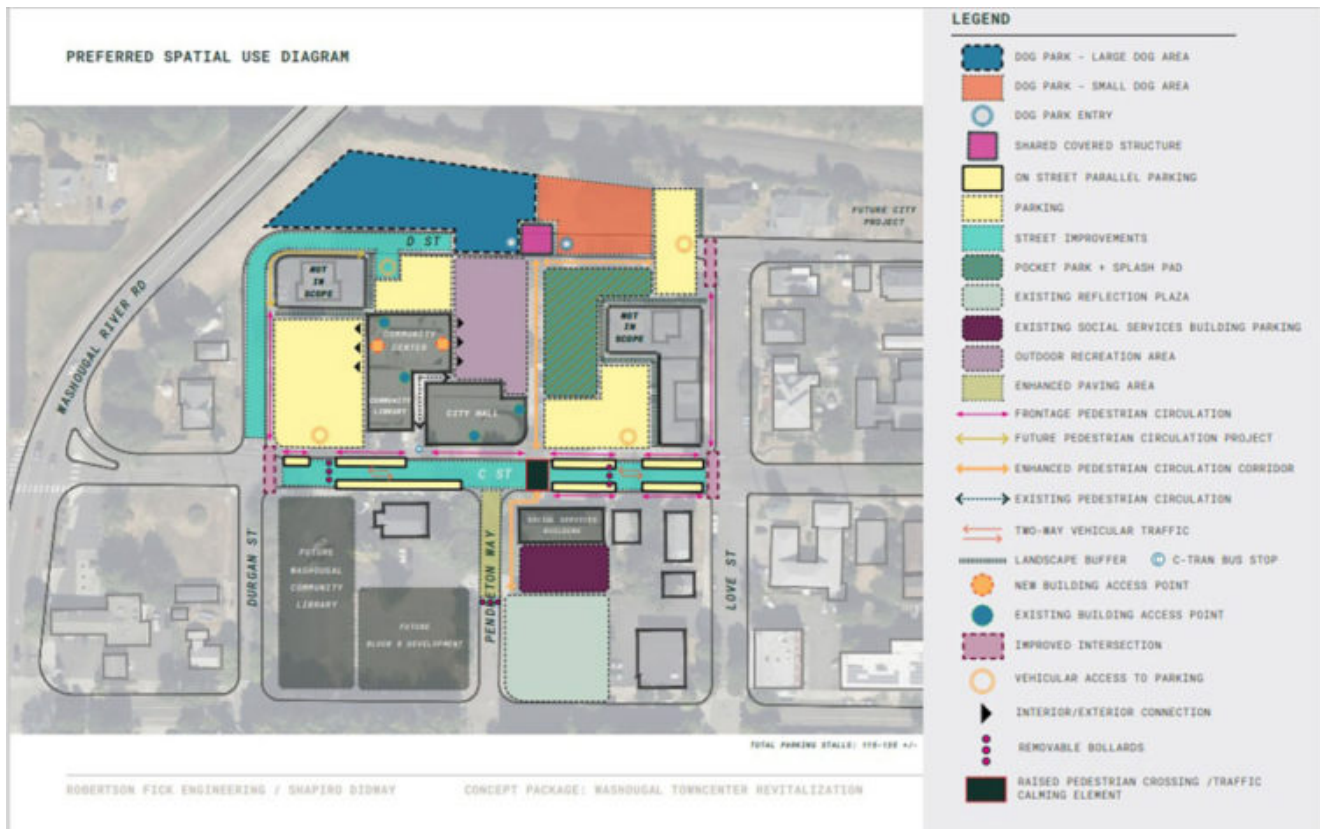
Washougal considers 'preferred' option for town center project

[CW PR camaspostrecord.com/news/2023/nov/30/washougal-considers-preferred-option-for-town-center-project](http://camaspostrecord.com/news/2023/nov/30/washougal-considers-preferred-option-for-town-center-project)

November 30, 2023

City planning outdoor community space near downtown City Hall, future library

By [Doug Flanagan](#) | November 30, 2023 3:12 pm | [comments](#)



Engineering and landscape architecture firms presented three designs for the city of Washougal's Town Center Revitalization Project, including a preferred option (pictured) and two alternatives, to the Washougal City Council Monday, Nov. 20, 2023. (Contributed graphic courtesy city of Washougal)

([Doug Flanagan/Post-Record](#))

Washougal City Council members are leaning toward one design option for the city of Washougal's future Town Center Revitalization Project, but said they will require more detailed information before making a final decision.

On Nov. 20, representatives from the engineering and landscape architecture firms the City hired to design the project revealed their initial diagrams and estimated timeline to the Washougal City Council.

“We’re really excited about jump-starting this and getting this project going,” Washougal Mayor David Stuebe said. “Our community is really excited about this. This is going to be huge for us, and we want to do it right. ... (But the discussions are) premature right now. We’ve got a lot of questions.”

City officials introduced their plans for the project in May 2022, telling Council members that an enhanced civic center will provide vital enhancements to the quality of life in Washougal and promote economic growth.

According to the City, the project will result in the creation of enhanced outdoor community space, an off-leash dog park, a pocket park with potential splash pad/water feature, and improved and expanded public parking near the Fort Vancouver Regional Library’s new library facility, the Washougal Community Center and City Hall.

“We feel like there’s been a desire to create a community destination place in the town center district that has inviting, inclusive spaces; is flexible for different types of gatherings and events; will promote economic development and growth; bring back the desired dog park; expand the community center into the outdoors; (build) a new splash pad/pocket park; and fulfill the MOU (memorandum of understanding) requirement for the future library,” Jeremy Fick, a civil engineer for Vancouver-based Robertson Fick Engineering PC, said during the Council’s May 20 workshop.

“We are still at the very beginning stages, (but) we are happy to be here and happy to be part of the process to make such a unique, special project come to fruition,” Fick added.

Fick and Nate Otani, a principal designer for Shapiro-Didway, a Portland-based landscape architecture firm, showed three “intentionally high-level” design options to Council during the Nov. 20 workshop, and told Council members they hoped to gather the Council’s feedback.

“We want to (show you) the ‘bubbles’ of where everything could be, and then once we start really drilling down into what (the final plan) looks like, we definitely will come back to the Council and make sure that everybody is good with it,” said Michelle Wright, the City’s public works business administrator. “I think we’re on the right track, and we want to work with all our partners to make sure (the plans) make sense.”

The designer’s “preferred” option includes between 115 and 135 parking spaces. Alternate “A” includes between 125 and 145 parking spaces, while Alternate “B” includes slightly less parking, with 60 to 80 spaces.

“We’ve broken up and dispersed the parking and brought the pedestrian and community spaces to the heart of the project just east of the community center,” Otani said of the preferred option. “One of the key things that we wanted to do was connect to Reflection Plaza. We started to identify opportunities for enhanced paving, clear wayfinding and ensuring that there’s safe crosswalks on ‘C’ Street that connect to our pedestrian core and parking, and provide safe access to the social services building. (This option) provides flexibility of use and scalability as well, which is going to help give longevity to the project.”

Council members said Nov. 20, that they generally favored the “preferred” option for the way it balances parking and amenity spaces, but questioned if some aspects of the alternative designs could be brought into it and mentioned parking and emergency vehicle access as some of their top priorities for the new layout.

“I’m fully in favor of trying to utilize all this space very well,” Washougal City Councilwoman Molly Coston said. “Personally, I (have) a preference of people over pets, although I am fully supportive of a dog park.”

Coston said she also supports additional parking, and said she believes the city will need more, not less, parking spaces in 10 years.

“I don’t think we’ll be a driverless car community quite yet at that point,” Coston said. “I just think we need a lot more robust discussion so that we have a better understanding of what the options are and try to maximize some of the uses of a relatively small space. The whole thing is a small footprint.”

The project will prioritize community assets, site conditions, programmatic elements and functions, program adjacencies, space and scale, pedestrian circulation and access, vehicular circulation, access points, parking, safety and accessibility, infrastructure, building connections and access, deliveries, future uses and growth, as well as costs, according to Fick and Otani.

“The key component here is to slow down (traffic on) ‘C’ Street, make connectivity to the south pedestrian spine through the center of the property, get the outdoor uses in the core of the property immediately contiguous to each other so that they interact and engage, spread the parking to the periphery, vacate half of ‘D’ street, (allow) fire department access and turn-around, and retain some parking on the north side of the community center,” City Manager David Scott said. “The amount of parking in the base model is a good ballpark (figure).”

The project is in the “pre-design phase,” according to Fick, who added that his firm and the City recently conducted a community engagement effort that included an online survey and virtual open-house.

“After this (phase), the design will continue on through about the summer of next year, and then it will go through some permitting phases in bidding, and that will set us up for construction in 2025,” he said “From a site development perspective, it’s a pretty tight timeline, but we have dialed in our detailed schedule with all the major milestones, and we are gearing up to start our schematic design in December.”

The project will be mostly funded by a Department of Commerce Grant; American Rescue Plan Act funds; donations; real estate excise taxes; and park impact fees.

Foundation Update



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

Great News!

- The Foundation set a new record in 2023 by securing \$61,900 in event and table sponsorships for the Authors & Illustrators Dinner & Silent Auction fundraiser.
- The Friends of Vancouver Community Library added \$10,000 to their investment account.
- The Beaches Give Back Fundraiser raised \$2,000 for the Foundation.
- The Foundation received \$1,625 in donations on Giving Tuesday, the national day of giving.
- The Foundation’s partnership with ThriftBooks generated \$1,470 in revenue in November from the online sale of used books.

Upcoming Events

Saturday–Saturday, December 2–9,
Vancouver Friends Book Sale:
Vancouver Library
11:30am–4:30pm every day

Thursday, December 7
FVRL Foundation Board Meeting
FVRL Foundation Office
3:00pm–4:00pm

Monday, December 11
FVRL Trustee Meeting
Hybrid: Vancouver Community
Library and Zoom
6:00pm–8:00pm

Sunday–Monday, December 24–25
**All libraries will be closed in
recognition of Christmas**

Monday, January 1
**All libraries will be closed in
recognition of New Year's Day**

Monday, January 15
**All libraries will be closed in
recognition of Martin Luther King,
Jr. Day**

Tuesday, January 16
FVRL Trustee Meeting
Hybrid: Cascade Park Community
Library (*date and location TBC)
6:00pm–8:00pm

**Building Campaigns and
Cornerstone Pledges**

Washougal has 43 Cornerstones,
1 Stepping Stone,
and 4 Keystones.

Woodland has 35 Cornerstones,
5 Stepping Stones, 8 Keystones, and
6 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/i/community/community-rewards

**Mark Your Calendars Now:
Love Your Library is Coming Back!**



The Love Your Library fundraiser to benefit the
Woodland Library Building Fund is happening again
on April 27, 2024. Stay tuned for more information.



Thank you to everyone who supported
FVRL Foundation on Giving Tuesday!