Agenda
Library Board Meeting
Tuesday, March 8, 2016
Library Board Room | 955 Northgate Drive

Board Members: Chair Lunstad, Vice-Chair Somasundaram and Board Members Aebersold, Mitchell and Mohr

Liaisons: Council Liaison Luzzo Gilmour and Alternate Council Liaison Kent
Staff Liaison Library Manager Roseberry

<u>Regular Meeting – 5:30 p.m.</u>

Call to Order / Attendance:

Introduction of Guests:

1. Dr. Leslie Campbell Hime, Reference Supervisor
   - Ann Roseberry, Library Manager

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

1. February 9, 2016 Library Board Minutes
   - Ann Roseberry, Library Manager

Report of the Library Manager:

1. March 2016 Library Manager's Report
   - Ann Roseberry, Library Manager

2. February 2016 Library Statistics
   - Ann Roseberry, Library Manager

Public Comments: (Please Limit Comments to 3 Minutes per Person and Not More than 15 Minutes per Topic)

Approval of Bills: (Approved by Motion)

1. Approval of bills for February 1, 2016 thru February 29, 2016
   - Ann Roseberry, Library Manager

Unfinished Business:

New Business:

1. Library Staff Presentation - Reference Supervision
   - Ann Roseberry, Library Manager

2. Parks and Facilities Work Plan/Library Business Plan
   - Ann Roseberry, Library Manager

Round Robin:

Agenda Items for Upcoming Board Meeting:

Adjournment

The next Library Board Meeting is Tuesday, April 12, 2016

Richland Public Library is ADA accessible with special parking and access available at the entrance facing Northgate Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Library Board Meeting by calling the City Clerk's Office at 942-7388.

DRAFT

MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
February 9, 2016 5:30 – 6:30 PM

CALL TO ORDER:
Chair Lunstad called the meeting to order at 5:35 p.m.

ATTENDANCE:
Chair Lunstad, Vice-Chair Somasundaram, Board Members Aebersold and Mitchell were present. Board Member Mohr was excused. Council Liaison Luzzo Gilmour was present. Library Manager Roseberry was present.

VICE-CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE CALL TO ORDER AND ATTENDANCE. THE MOTION CARRIED 4-0.

APPROVAL OF AGENDA:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER AEBERSOLD SECONDED THE MOTION TO APPROVE THE AGENDA AS SUBMITTED. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:
BOARD MEMBER MITCHELL MOVED AND VICE CHAIR SOMASUNDARAM SECONDED THE MOTION TO APPROVE THE MINUTES AS AMENDED. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:
Attached

Board members commended Brianna Hoffman for the statistical report. They asked to expand the report to a five-year span and asked for an annual overview.

PUBLIC COMMENTS:
None

APPROVAL OF BILLS:
VICE CHAIR SOMASUNDARAM MOVED AND BOARD MEMBER MITCHELL SECONDED THE MOTION TO APPROVE THE CERTIFICATION FOR CLAIMS FOR JANUARY 2016 IN THE AMOUNT OF $170,073.77. THE MOTION CARRIED 4-0.

The Certification of Claims for December 2015 was deferred to the March meeting.

UNFINISHED BUSINESS:
There was no unfinished business.

NEW BUSINESS:
No New Business

Presentation on Inter-Library Loans
Library staff member D'ette Peach-Atkins presented an overview and history of the Inter-Library Loan (ILL) philosophy and process. She answered questions posed by Board members.

ROUND ROBIN:

AGENDA ITEMS FOR UPCOMING BOARD MEETING:
Library Staff Presentation
Parks and Facilities 2016 Work plan
Business Plan

ADJOURNMENT:
Chair Lunstad adjourned the meeting at 6:51 p.m.

Submitted by: Ann Roseberry, Library Manager
Reviewed by: Library Manager Ann Roseberry
Minutes Approved on:____________________

LIBRARY MANAGER'S REPORT

Richland Public Library Board
March 2016

Library Foundation

The Foundation met March 3. The Board voted to elect Mary Beth Burandt Chair and Annanaomi Sams Vice-Chair/Treasurer. Library Manager Roseberry was appointed Secretary. Founding members Ron Kathren and Carol Roberts were voted Emeritus status.

Friends of the Library

The Friends met February 29. The focus was planning for the Booksale. Inventory is good. They cancelled the March 28 meeting in order to devote time to Booksale set up.

Statistics:

Attached

Revenue / Expense / Voucher Listing:

Revenue

Revenue is on track.

Expense

The vacation/PTO buyout shows the amount for Connie Farr's retirement. This was budgeted. Other expenses on track.

Voucher Listing

The listing shows the beginning-of-year annual subscriptions and regular supplies. The window frosting was applied to Jeanette Mercier's former office to create a privacy screen for the cash handling.

Staff presentation

Dr. Leslie Campbell-Hime, Reference Supervisor, will be introduced. She will discuss her philosophy of Reference.

STEAMspace

City staff met with Design West on Thursday, February 11, to discuss value engineering the proposal to meet the budget number. Design West provided a revised design that met budget criteria. Parks and Facilities staff are reviewing that plan and will meet again with Design West on March 11.

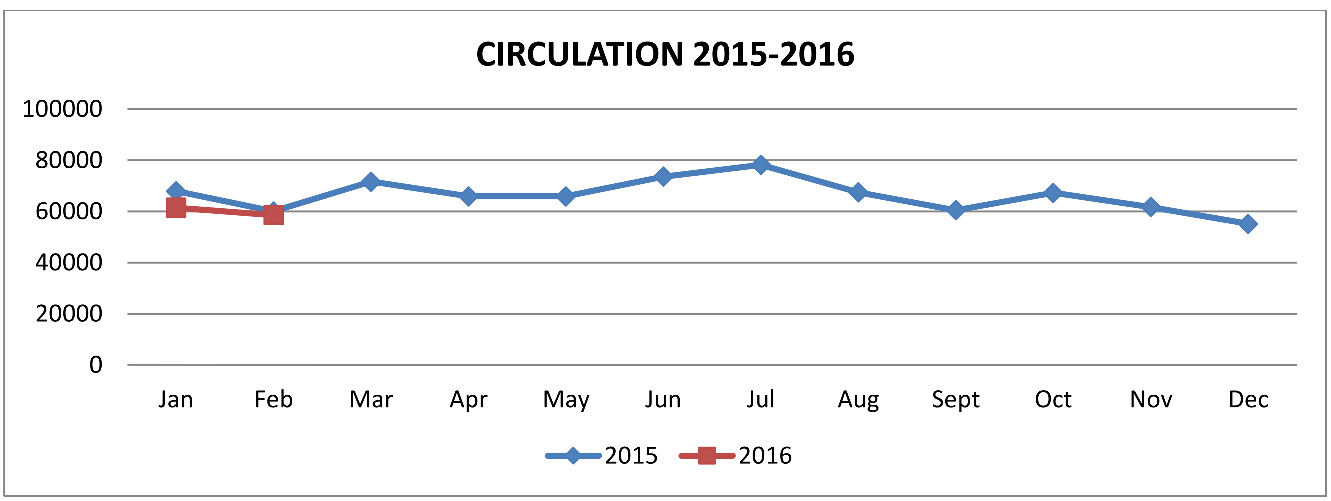
2016 Parks and Facilities Work plan

The full document, plus an edited Library version will be included in the packet. The manager will introduce and discuss the Work plan. The Work plan will provide the basis to begin work on the Business Plan.

CIRCULATION

Notes: Circulation was down 2% in February 2016 from February 2015. Even though circulation was down overall in February 2016 over February 2015, it was still up from February 2013 and February 2014. What caused this small decrease in circulation is not immediately clear. 2015 was truly a banner year with totals higher than they have been in previous years.

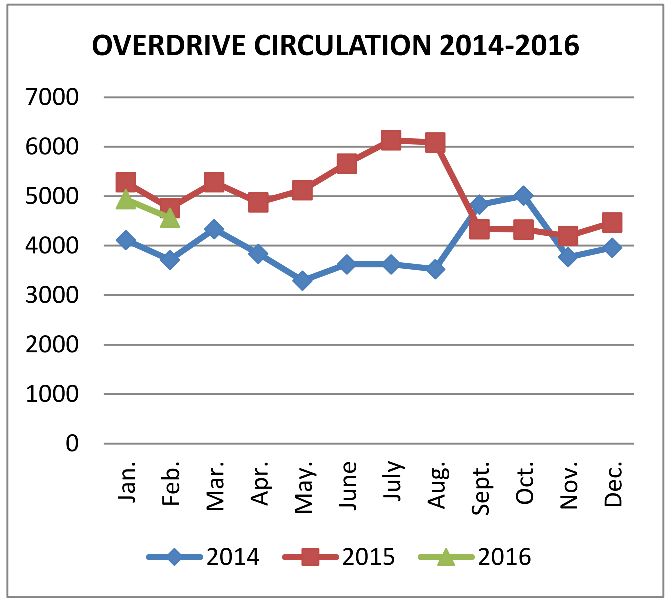
Mo.	2012	2013	2014	2015	2016	Rate of Change ('15 to '16)
Jan.	59,907	62,474	58,823	67,878	61,483	-9%
Feb.	64,259	54,977	53,545	60,029	58,604	-2%
Mar.	65,141	60,642	61,638	71,643		
Apr.	56,672	60,764	57,436	65,868		
May	59,458	44,622	55,582	65,781		
June	72,029	65,961	70,369	73,592		
July	73,774	69,107	71,813	78,206		
Aug.	67,877	61,855	59,163	67,440		
Sept.	60,317	56,373	58,470	60,430		
Oct.	61,195	58,575	62,737	67,267		
Nov.	58,524	56,531	57,471	61,681		
Dec.	57,171	54,646	58,764	55,142		
YTD	**756,324**	**706,527**	**726,629**	**807,639**	**120,087**	



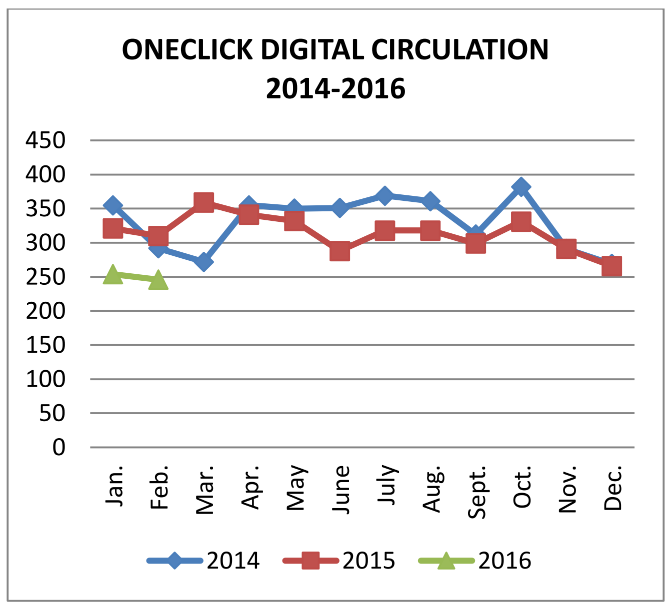
eCirculation

Notes: eCirculation was down overall in Febrary 2016 from February 2015, with Freegal showing the only gain. Hoopla and Freegal Streaming continue to perform well, each showing gains in February 2016 over January 2016. Freegal Streaming boasted its highest monthly total since the service was introduced in March 2015.

OVER DRIVE	2013	2014	2015	2016	Rate of Change ’15-‘16
Jan.	1,676	4,114	5,281	4,938	-6%
Feb.	1,387	3,714	4,762	4,563	-4%
Mar.	1,530	4,333	5,281		
Apr.	1,541	3,838	4,873		
May	1,482	3,294	5,125		
June	1,966	3,624	5,659		
July	2,487	3,622	6,130		
Aug.	2,773	3,526	6,087		
Sept.	2,105	4,829	4,336		
Oct.	2,881	5,012	4,328		
Nov.	2,976	3,770	4,195		
Dec.	3,360	3,960	4,467		
YTD	**26,164**	**47,636**	**60,524**	**9,501**	

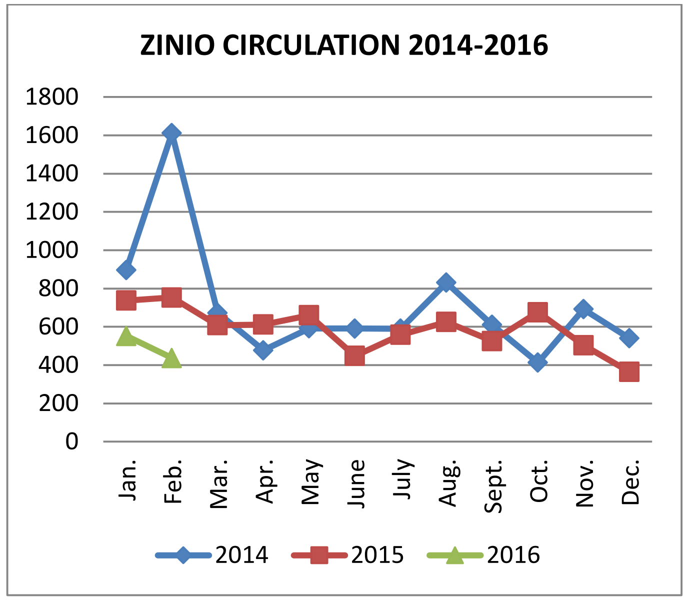


ONE CLICK DIGITAL	2013	2014	2015	2016	Rate of Change ’14-‘15
Jan.	292	355	321	254	-20%
Feb.	239	292	310	246	-21%
Mar.	277	272	359		
Apr.	351	355	341		
May	362	350	332		
June	434	351	288		
July	402	369	318		
Aug.	408	361	318		
Sept.	371	312	299		
Oct.	434	382	331		
Nov.	361	291	291		
Dec.	411	269	266		
YTD	**4,342**	**3,959**	**3,774**	**500**	

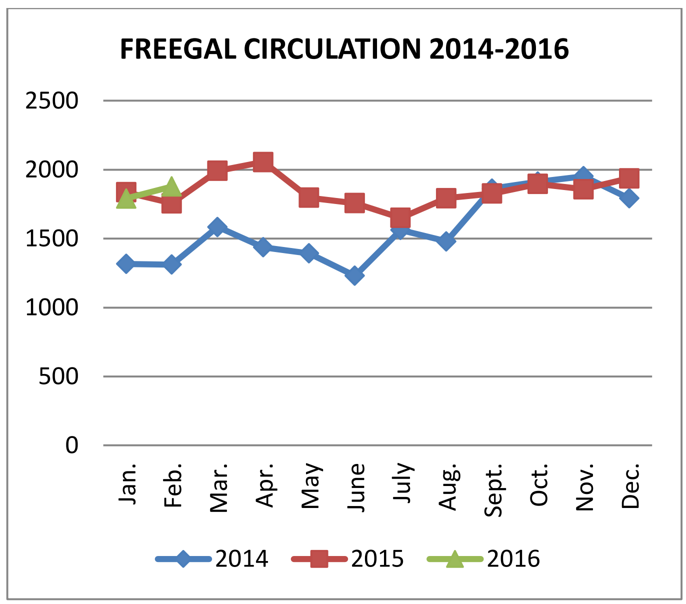


eCirculation

ZINIO	2013	2014	2015	2016	Rate of Change ’15-‘16
Jan.	2,316	896	737	552	-25%
Feb.	1,057	1,611	753	437	-42%
Mar.	1,215	673	608		
Apr.	808	477	612		
May	663	592	660		
June	589	591	448		
July	601	590	558		
Aug.	664	831	625		
Sept.	658	610	526		
Oct.	727	413	676		
Nov.	617	692	504		
Dec.	533	541	365		
YTD	**10,448**	**8,517**	**7,072**	**989**	

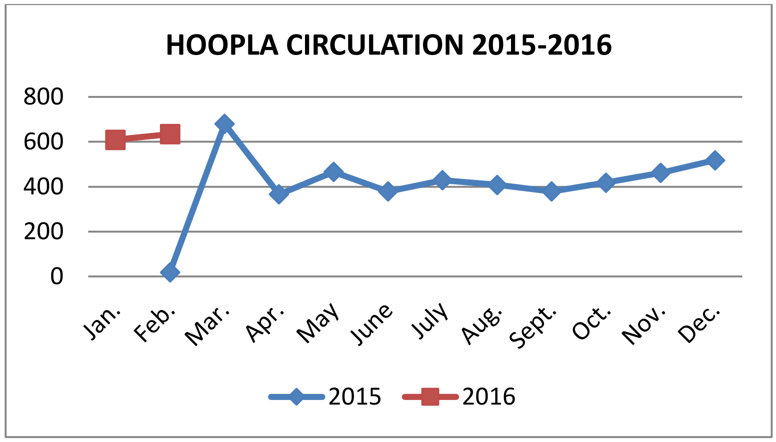


FREEGAL	2013	2014	2015	2016	Rate of Change ’15-‘16
Jan.	1,153	1,317	1,836	1,791	-2%
Feb.	1,056	1,312	1,756	1,878	7%
Mar.	971	1,585	1,992		
Apr.	992	1,437	2,056		
May	1,144	1,393	1,797		
June	1,051	1,230	1,758		
July	1,134	1,563	1,651		
Aug.	987	1,480	1,794		
Sept.	991	1,863	1,827		
Oct.	926	1,913	1,897		
Nov.	921	1,953	1,858		
Dec.	984	1,792	1,938		
YTD	**12,310**	**18,838**	**22,160**	**3,669**	

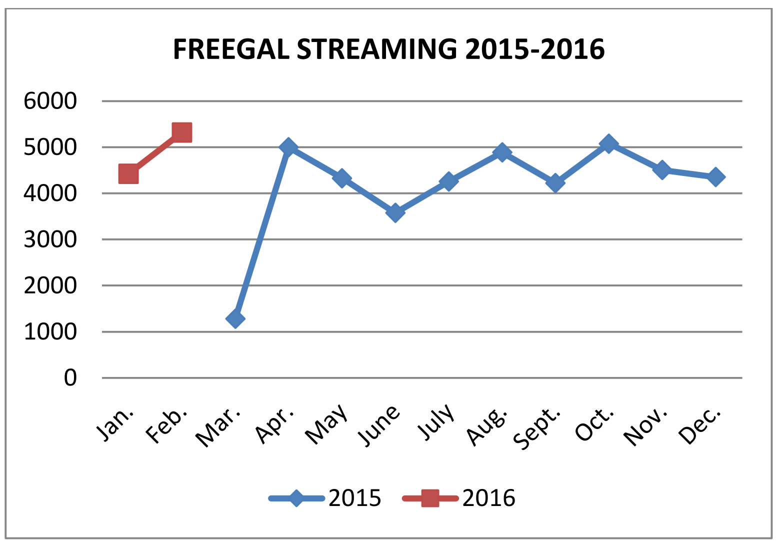


eCirculation

HOOPLA	2015	2016	Rate of Change '15-'16
Jan.	N/A	609	N/A
Feb.	19	634	3237%
Mar.	680		
Apr.	366		
May	466		
June	379		
July	429		
Aug.	408		
Sept.	379		
Oct.	418		
Nov.	462		
Dec.	518		
YTD	**4,524**	**1,243**	

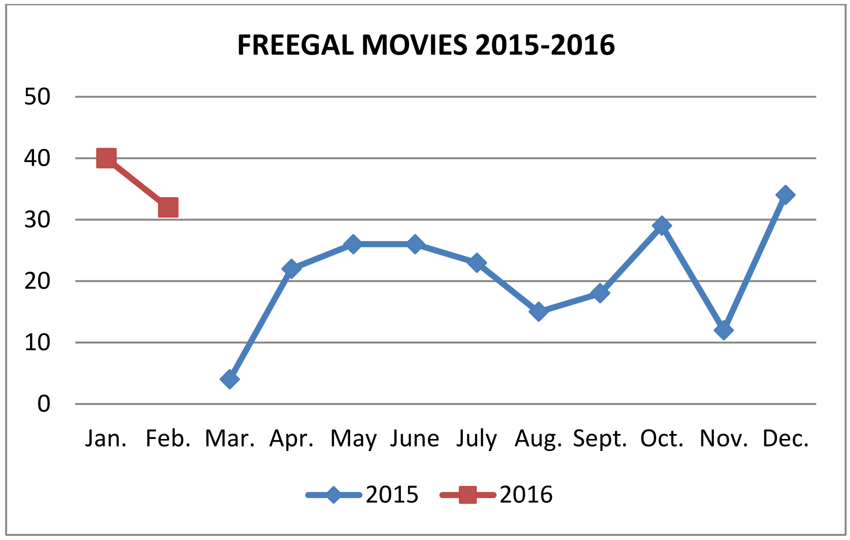


Freegal Streaming	2015	2016	Rate of Change '15-'16
Jan.	N/A	4,421	N/A
Feb.	N/A	5,315	N/A
Mar.	1,278		
Apr.	4,997		
May	4,327		
June	3,576		
July	4,254		
Aug.	4,888		
Sept.	4,221		
Oct.	5,079		
Nov.	4,506		
Dec.	4,353		
YTD	**41,479**	**9,736**	



eCirculation

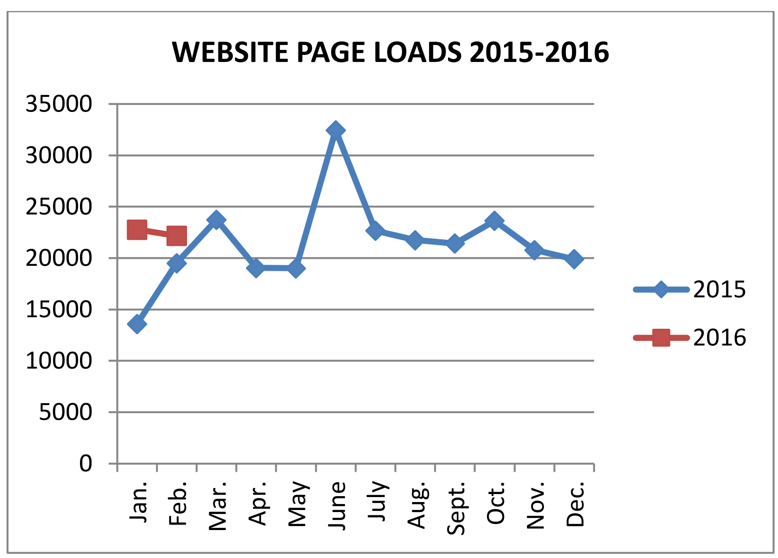
Freegal Movies	2015	2016	Rate of Change '15-'16
Jan.	N/A	40	N/A
Feb.	N/A	32	N/A
Mar.	4		
Apr.	22		
May	26		
June	26		
July	23		
Aug.	15		
Sept.	18		
Oct.	29		
Nov.	12		
Dec.	34		
YTD	**209**	**72**	



WEBSITE PAGE LOADS

Notes: Website page loads increased for the second month in a row, up 14% in February 2016 over February 2015. Website pageload statistics appear to be leveling out after reporting issues and software chageover in 2014.

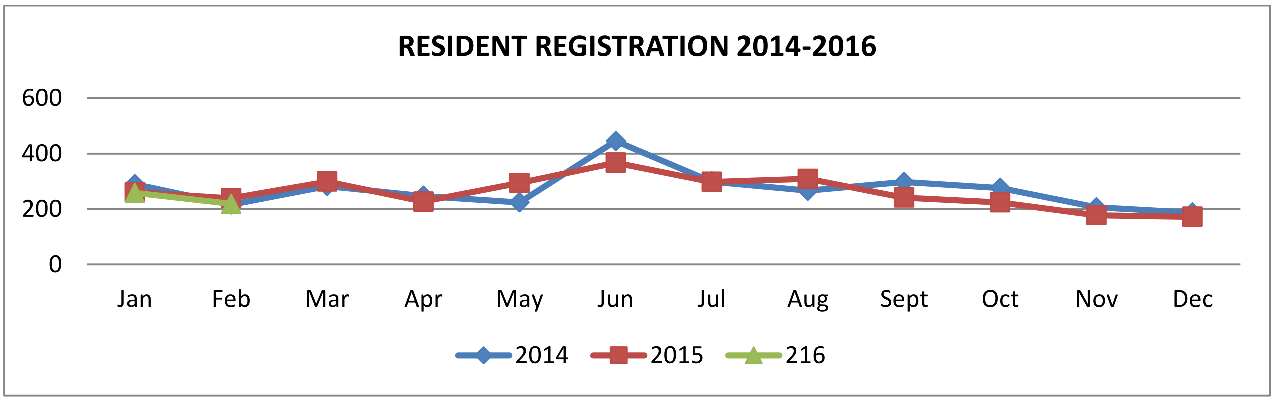
WEBSITE PAGE LOADS	2014	2015	2016	Rate of Change
Jan.	30,560	13,576	22,786	68%
Feb.	24,294	19,507	22,169	14%
Mar.	59,079	23,744		
Apr.	60,117	19,045		
May	27,232	19,012		
June	25,825	32,452		
July	23,477	22,663		
Aug.	25,759	21,747		
Sept.	25,165	21,422		
Oct.	23,945	23,631		
Nov.	12,362	20,791		
Dec.	16,184	19,901		
YTD	**353,999**	**257,491**	**44,955**	



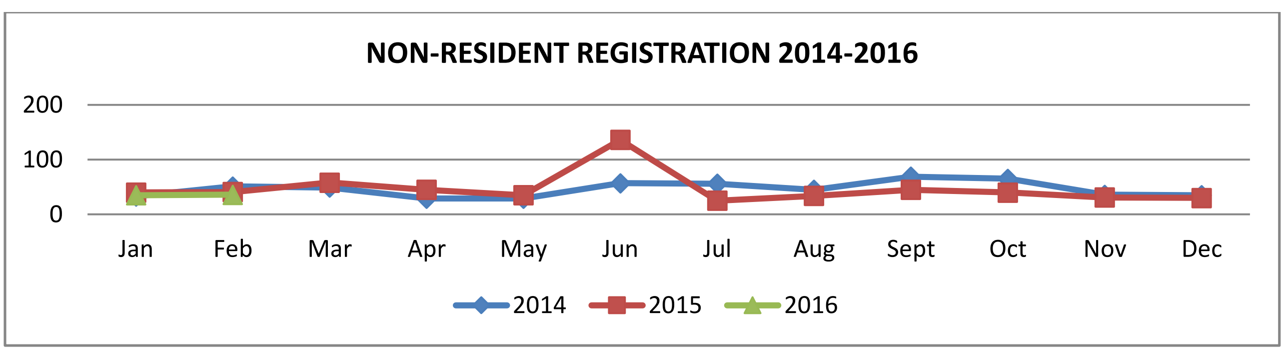
REGISTRATION

Notes: Resident registration decreased 8% in February 2016 over February 2016. Nonresident registration also saw a 12% decrease in February 2016 over February 2016.

RESIDENT REGISTRATION													
Month	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
2013	212	198	227	215	327	400	334	342	330	268	260	191	**3,304**
2014	289	216	283	247	224	445	299	266	297	276	206	187	**3,235**
2015	261	239	299	227	294	367	298	309	241	224	178	172	**3,109**
2016	258	219											**477**
Change '15-'16	-1%	-8%											



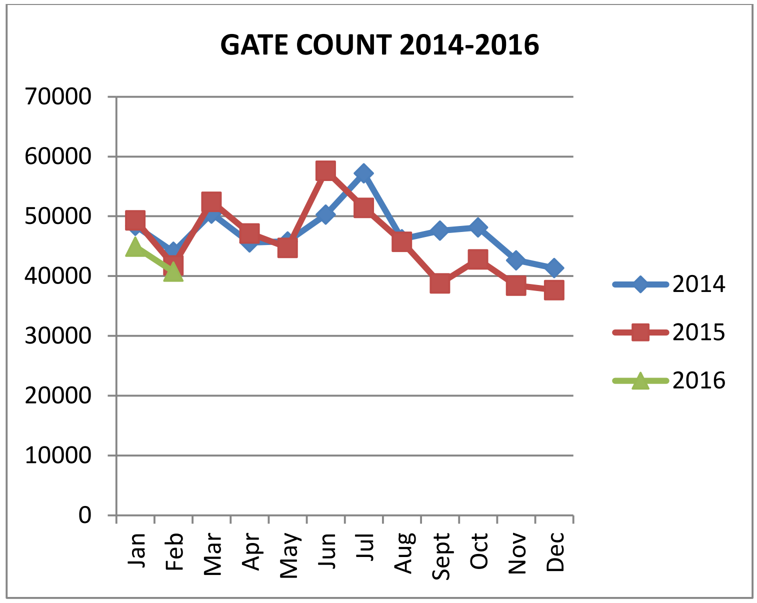
NON RESIDENT REGISTRATION													
Month	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
2013	120	103	110	83	39	73	39	50	69	40	42	31	**799**
2014	33	51	49	29	29	57	56	45	69	65	36	35	**554**
2015	40	41	58	45	35	136	25	34	45	40	31	30	**560**
2016	35	36											**71**
Change '15-'16	-13%	-12%											



GATE COUNT

Notes: Gate count showed a 9% decrease in January 2016 from January 2015.

GATE COUNT	2014	2015	2016	Rate of Change ’15-‘16
Jan.	48,393	49,349	44,917	-9%
Feb.	44,079	41,781	40,747	-2%
Mar.	50,453	52,448		
Apr.	45,623	47,132		
May	45,804	44,737		
June	50,266	57,624		
July	57,172	51,428		
Aug.	46,170	45,745		
Sept.	47,588	38,763		
Oct.	48,130	42,786		
Nov.	42,641	38,416		
Dec.	41,326	37,676		
YTD	**567,645**	**547,885**	**85,664**	



LIBRARY VOLUNTEER HOURS

VOLUNTEER HOURS	2015	2016
Q1 (January, February, March)	1,058	469.5
Q2 (April, May, June)	1,181.75	
Q3 (July, August, September)	1,067.5	
Q4 (October, November, December)	1,272.75	
TOTAL	**4,580**	**469.5**

INTERLIBRARY LOANS

ILL 2016	Requests to Other Libraries	Items Received from Other Libraries	Requests from Other Libraries	Items Sent to Other Libraries
Jan.	22	14	243	135
Feb.	16	16	214	133
Mar.				
Apr.				
May				
June				
July				
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
YTD	**38**	**30**	**457**	**268**

ILL 2015	Requests to Other Libraries	Items Received from Other Libraries	Requests from Other Libraries	Items Sent to Other Libraries
Jan.	28	24	254	155
Feb.	28	28	213	110
Mar.	29	25	287	169
Apr.	29	30	231	173
May	19	19	132	89
June	18	18	170	126
July	40	33	214	123
Aug.	17	17	171	114
Sept.	33	24	221	137
Oct.	21	29	239	139
Nov. *Did not send/receive for 2 weeks	13	7	16	6
Dec.	10	21	129	90
YTD	**285**	**275**	**2,317**	**1,431**

ILL 2014	Requests to Other Libraries	Items Received from Other Libraries	Requests from Other Libraries	Items Sent to Other Libraries
Jan.	23	23	219	196
Feb.	122	27	207	29
Mar.	40	33	214	150
Apr.	149	29	261	52
May	27	21	52	22
June	24	13	111	62
July	36	33	233	157
Aug.	21	17	207	131
Sept.	17	17	207	145
Oct.	0	28	243	38
Nov.	105	12	153	12
Dec.	138	32	0	0
YTD	**702**	**285**	**2,107**	**994**

CITY OF RICHLAND

Revenue Report for Library Acccounts
February 1 through February 29, 2016

ACCT	ACCOUNT DESCRIPTION	ORIG BUDGET	ADJ BUDGET	MONTHLY RECEIPTS	Y-T-D	UNCOLLECTED REVENUE	PERCENT COLLECTED	PREVIOUS Y-T-D
CHARGES FOR GOODS & SVCS								
341691	LIBRARY: COPY SERVICES	13,000	13,000	1,099.05	2,034.50	10,965.50	15.65%	2,272.40
347220	LIBRARY: MISC CHARGES	4,000	4,000	306.10	526.10	3,473.90	13.15%	424.00
347270	LIBRARY: NON-RESIDENT FEES	5,500	5,500	305.00	545.00	4,955.00	9.91%	668.30
Total	CHARGES FOR GOODS & SVCS	**22,500**	**22,500**	**1,710.15**	**3,105.60**	**19,394.40**	**13.80%**	**3,364.70**
FINES & FORFEITS								
356501	LIBRARY: COURT RESTITUTION	0	0	0.00	0.00	0.00	0.00%	0.00
357360	LIBRARY COLLECTION AGENCY REFUNDS	500	500	135.00	195.00	305.00	0.00%	120.00
359700	LIBRARY: MISC FINES	41,000	41,000	3,304.33	7,156.06	33,843.94	17.45%	8,541.40
Total	FINES & FORFEITS	**41,500**	**41,500**	**3,439.33**	**7,351.06**	**34,148.94**	**17.71%**	**8,661.40**
MISCELLANEOUS REVENUES								
362509	LIBRARY: BUILDING RENTAL	2,400	2,400		200.00	2,200.00	8.33%	400.00
Total	MISCELLANEOUS REVENUES	**2,400**	**2,400**	**0.00**	**200.00**	**2,200.00**	**8.33%**	**400.00**
TOTAL		**66,400**	**66,400**	**5,149.48**	**10,656.66**	**55,743.34**	**16.05%**	**12,426.10**

Fin-2 City of Richland Expense Summary - Object Types by Fund

Fund 001 GENERAL FUND

		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
Type:	**1 SALARIES**								
1101	SALARIES & WAGES-REGULAR	760,297	760,297	46,528.80	94,145.88	0.00	666,151.12	12.4%	0.00
1102	SALARIES-PART TIME	174,506	174,506	11,860.62	24,165.96	0.00	150,340.04	13.8%	0.00
1104	SALARIES-INTERMITTENT/TEMP	62,482	62,482	2,109.54	4,389.12	0.00	58,092.88	7.0%	0.00
1201	SALARIES & WAGES-OVERTIME	750	750	0.00	0.00	0.00	750.00	0.0%	0.00
1302	VACATION/PTO CASHOUT	68,364	68,364	13,279.44	17,962.64	0.00	50,401.36	26.3%	0.00
		1,066,399	1,066,399	73,778.40	140,663.60	0.00	925,735.40		0.00
Type:	**2 BENEFITS**								
2101	SOCIAL SECURITY-FICA	85,574	85,574	5,565.24	10,249.79	0.00	75,324.21	12.0%	0.00
2103	PENSION CONTRIBUTIONS-PERS	103,614	103,614	6,450.53	12,992.44	0.00	90,621.56	12.5%	0.00
2105	INDUSTRIAL INS & MED AID	19,167	19,167	1,217.58	2,479.35	0.00	16,687.65	12.9%	0.00
2106	UNEMPLOYMENT	2,126	2,126	147.56	282.07	0.00	1,843.93	13.3%	0.00
2107	LIFE & DISABILITY INSURANCE	7,397	7,397	476.83	953.65	0.00	6,443.35	12.9%	0.00
2108	DENTAL INSURANCE	23,212	23,212	1,654.08	3,308.16	0.00	19,903.84	14.3%	0.00
2109	HEALTH INSURANCE	209,081	209,081	14,297.92	28,595.86	0.00	180,485.14	13.7%	0.00
2110	VISION INSURANCE	3,822	3,822	259.68	519.36	0.00	3,302.64	13.6%	0.00
2112	DEFERRED COMPENSATION	40,291	40,291	2,443.72	4,941.10	0.00	35,349.90	12.3%	0.00
2118	POST EMPLOYEE HEALTH BENE	32,000	32,000	2,333.31	4,666.62	0.00	27,333.38	14.6%	0.00
		526,284	526,284	34,846.45	68,988.40	0.00	457,295.60		0.00
Type:	**3 SUPPLIES**								
3102	OPERATING SUPPLIES & MATERI	32,850	32,850	1,247.71	1,247.71	0.00	31,602.29	3.8%	0.00
3105	COPIER SUPPLIES	1,000	1,000	369.13	369.13	0.00	630.87	36.9%	0.00
3401	LIBRARY RESOURCES	261,500	261,500	44,721.86	74,621.65	0.00	186,878.35	28.5%	0.00
3583	SOFTWARE-LICENSING & UPGR	40,867	40,867	6,161.80	10,619.82	0.00	30,247.18	26.0%	0.00
3993	SUPPLIES - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		336,217	336,217	52,500.50	86,858.31	0.00	249,358.69		0.00
Type:	**4 OTHER SERVICES & CHARGES**								
4106	ARCHITECTURAL SERVICES	0	0	740.00	740.00	0.00	740.00-	0.0%	0.00
4107	OTHER PROFESSIONAL SERVIC	26,500	26,500	994.91	2,044.12	0.00	24,455.88	7.7%	0.00
4135	SHARED VALUES PROGRAM	488	488	0.00	0.00	0.00	488.00	0.0%	0.00
4201	TELEPHONE & COMM SVCS	6,000	6,000	149.54	666.35	370.47	4,963.18	17.3%	0.00
4202	POSTAGE	5,098	5,098	374.74	374.74	0.00	4,723.26	7.4%	0.00

Fin-2 City of Richland Expense Summary - Object Types by Fund

Fund 001 GENERAL FUND

		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
4301	TRAVEL EXPENSES	3,742	3,742	0.00	276.00	0.00	3,466.00	7.4%	0.00
4504	COPIER/FAX LEASE RENTAL MAI	5,160	5,160	447.23	447.23	0.00	4,712.77	8.7%	0.00
4505	RENTALS-OTHER	5,136	5,136	569.95	827.69	0.00	4,308.31	16.1%	0.00
4601	INSURANCE	32,133	32,133	0.00	20,478.00	0.00	11,655.00	63.7%	0.00
4700	UTILITIES	64,356	64,356	3,273.10	5,434.12	0.00	58,921.88	8.4%	0.00
4802	REPAIRS AND MAINT-EQUIPMEN	3,690	3,690	0.00	0.00	0.00	3,690.00	0.0%	0.00
4806	REPAIRS AND MAINT-STRUCTUR	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4815	REPAIR & MAINT - PUBLIC ART	1,500	1,500	0.00	0.00	0.00	1,500.00	0.0%	0.00
4902	DUES & SUBSCRIPTIONS	783	783	0.00	783.00	0.00	0.00	100.0%	0.00
4903	PRINT SHOP SERVICES	400	400	38.13	38.13	0.00	361.87	9.5%	0.00
4911	OUTSIDE SVCS PROVIDED	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
4912	TUITION/CONFERENCE FEES	3,180	3,180	535.00	535.00	0.00	2,645.00	16.8%	0.00
4913	COLLECTION SERVICES	2,622	2,622	134.25	134.25	0.00	2,487.75	5.1%	0.00
4993	SERVICES & CHARGES PIP AWA	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		160,788	160,788	7,256.85	32,778.63	370.47	127,638.90		0.00
Type:	**5 INTERGOVERNMENTAL SERVICES**								
5117	INTERLIBRARY SVCS	200	200	0.00	0.00	0.00	200.00	0.0%	0.00
5301	STATE TAXES	2,100	2,100	83.75	83.75	0.00	2,016.25	4.0%	0.00
		2,300	2,300	83.75	83.75	0.00	2,216.25		0.00
Type:	**6 CAPITAL**								
6340	PUBLIC ARTS IMPROVEMENT	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6406	FURNITURE & FIXTURES > $5,000	0	51,350	0.00	0.00	45,810.37	5,539.63	89.2%	0.00
6414	MACHINERY & EQUIP > $5,000	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6440	BOOKS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6441	PERIODICALS - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6442	NONPRINT - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6443	DATABASES - LIBRARY	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6481	COMPUTER SOFTWARE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
6993	CAPITAL - PIP AWARDS	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		0	51,350	0.00	0.00	45,810.37	5,539.63		0.00
Type:	**9 INTERFUND SERVICES**								
9141	INTFND SVCS - SYSTEMS DIVISI	0	0	0.00	0.00	0.00	0.00	0.0%	0.00

Fin-2 City of Richland Expense Summary - Object Types by Fund

Fund 001 GENERAL FUND

		Orig.Budget	Adj.Budget	Current Month	Y-T-D	Current Encumbered	Unencumbered Balance	Y-T-D % Committed	Previous Y-T-D
9986	LIBRARY FACILITY MAINT RESER	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9992	DESIGNATED RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9993	PIP RESERVE	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
9999	UNAPPROPRIATED FUND BALAN	0	0	0.00	0.00	0.00	0.00	0.0%	0.00
		0	0	0.00	0.00	0.00	0.00		0.00
Total Fund	001	**2,091,988**	**2,143,338**	**168,465.95**	**329,372.69**	**46,180.84**	**1,767,784.47**	**17.5%**	**0.00**

Fin-2 City of Richland Expense Summary - Object Types by Fund

Grand Totals	2,091,988	2,143,338	168,465.95	329,372.69	46,180.84	1,767,784.47	17.5%	0.00

RICHLAND PUBLIC LIBRARY

CERTIFICATION OF CLAIMS FOR PAYMENT

MARCH 2016

We the undersigned, Richland Public Library Board, City of Richland, Benton County, do hereby certify that the merchandise or services as previously specified have been received and that the accumulated costs are approved for payment in the amount of $134,913.83 this 8th day of March 2016.

Claims for payment certified by the Library Manager and consolidated are as follows:

Voucher Listings	**Amount**
February 1, 2016 thru February 29, 2016	$61,135.43
Interdepartmental Billings	
None	$0.00
Transfer Advice (Salaries)	
Salaries for the weeks of 02/11/16 & 02/25/16	$73,778.40
TOTAL MONTHLY EXPENSES	$134,913.83

LIBRARY BOARD MEMBERS SIGNATURES (3 Signatures Required for Signoff)

PRINT NAME	SIGNATURE
1.	1.
2.	2.
3.	3.

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001 GENERAL FUND					
Division: 303 LIBRARY					
A DIFFERENT SHADE		1577	231538	WINDOW FROSTING	$188.15
BANK OF AMERICA		TXN00024942	231542	TRI-CITY HERALD	$177.80
		TXN00024958		MEETING SUPPLIES	$41.54
		TXN00024960		REGISTRATION LCK TRP# 16-006	$245.00
		TXN00024974		INFOGROUP DATABASE	$1,729.00
		TXN00024978		VALUE LINE DATABASE	$4,900.00
		TXN00024993		TUMBLEBOOKS DATABASE	$898.00
		TXN00025010		OFFICE SUPPLIES	$277.23
		TXN00025011		BOOKPAGE	$720.00
		TXN00025044		BOARD MTG REFRESHMENTS	$48.41
		TXN00025077		INGRAM BOOKS	$197.52
		TXN00025078		PAPER	$114.56
		TXN00025081		RECORDED BOOKS ZINIO	$3,740.00
		TXN00025082		RECORDED BOOKS DVD	$542.16
		TXN00025087		RECORDED BOOKS	$1,216.32
		TXN00025099		OFFICE & BADGE SUPPLIES	$129.73
		TXN00025113		PAPER - PUBLIC COPIERS	$369.13
		TXN00025116		INK CARTRIDGES	$254.09
		TXN00025122		INGRAM BOOKS	$17.85
		TXN00025124		INGRAM BOOKS	$679.46
		TXN00025138		INGRAM BOOKS	$64.46
		TXN00025162		INGRAM BOOKS	$28.71
		TXN00025204		INGRAM BOOKS	$1,982.23
		TXN00025210		INGRAM BOOKS	$18.90
		TXN00025221		WAL-MART #3261 - RAC	$23.25
		TXN00025241		INGRAM BOOKS	$1,258.77
		TXN00025243		INGRAM BOOKS	$24.48
		TXN00025244		INGRAM BOOKS	$124.49
		TXN00025249		INGRAM BOOKS	$325.07
		TXN00025251		BADGE SUPPLIES	$19.32
		TXN00025265		INGRAM BOOKS	$309.35
		TXN00025268		BADGE SUPPLIES	$19.32
		TXN00025273		BADGE SUPPLIES	$20.30
		TXN00025282		OVERDRIVE EBOOKS	$1,027.03
		TXN00025296		INGRAM BOOKS	$197.94
		TXN00025308		INGRAM BOOKS	$269.80
		TXN00025321		INGRAM BOOKS	$47.46
		TXN00025336		CHAIR TIPS	$73.80

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BANK OF AMERICA		TXN00025343	231542	INGRAM BOOKS	$168.60
CASCADE NATURAL GAS CORP		01/16 61897100006	231108	NAT GAS 955 NRTHGT 12/17-01/19	$2,161.02
CITY OF RICHLAND		01/2016 JAN	231457	CITY UTILITY BILLS/JAN 2016	$3,273.10
COLUMBIA INDUSTRIES SUPPORT LLC		0030154	231120	ON SITE SHREDDING WO #38551	$77.52
DESIGN WEST ARCHITECTS		1592/3	231803	DESIGN SVCS-LIBRARY MAKER SPAC	$740.00
EBSCO		1000027633-1	231137	NOVELIST	$4,110.04
		1000027738-1		DATABASES-2016	$7,075.00
NEWSBANK INC		537946	231180	TC HERALD FILM SUBSCRIPTION	$6,750.00
OCLC INC		0000439167	231182	CATALOGING SRVCS - DEC	$971.69
		0000444923	231501	CATALOGING SRVCS - JAN	$970.91
PITNEY BOWES PURCHASE POWER		0116/14823173	231507	POSTAGE 01/01/16 TO 01/31/16	$374.74
PRINT PLUS/PSS RUBBER STAMPS		6127	231736	STAMPS	$38.01
PROQUEST LLC		70378040	231190	HERITAGE QUEST RENEWAL 2016	$879.00
		70378172		ANCESTRY DATABASE RENEWAL	$2,280.00
RECORDED BOOKS LLC		75271371	231344	SUBSCRIPTION 01/01/16-12/31/16	$7,072.46
UNIQUE MANAGEMENT SERVICES INC		419623	231851	COLLECTION SRVCS-JAN	$134.25
WASHINGTON LIBRARY ASSOCIATION		1127631	231529	WLA CONFERENCE REGISTRATION BH	$290.00
WASHINGTON STATE PATROL		I16005262	231854	VOLUNTEER BACKGROUND CHECKS	$24.00
XEROX CORPORATION		082950464	231229	W7225 BASE CHRG/PRINTS-DEC	$178.33
		082950465		W7225 BASE CHRG/PRINTS-DEC	$257.74
		083275964	231861	W7225 BASE CHRG/PRINTS-JAN	$306.15
		083275965		W7225 BASE CHRG/PRINTS-JAN	$141.08
		083344544		W7225 BASE CHRG/PRINTS-JAN	$170.99
		083344545		W7225 BASE CHRG/PRINTS-JAN	$220.63
XO HOLDINGS LLC DBA		0280233804	231230	PHONE CHARGES 1/23-2/22/16	$149.54
				LIBRARY TOTAL****	**$61,135.43**
				GENERAL FUND Total ***	**$61,135.43**

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
				Invoice Total: ****	$61,135.43

	Number of Invoices	Amount
Vouchers In Richland	0	
Vouchers In Tri Cities	3	$303.68
Vouchers In WA	2	
Vouchers Outside WA	58	$60,517.75
Vouchers Final Total.................	63	

Ob ject Category	Title	Total	Percentage
3	SUPPLIES	$50,448.74	82.52%
4	OTHER SERVICES & CHARGES	$10,686.69	17.48%
	Total	$61,135.43	

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/08/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Library Staff Presentation - Reference Supervision

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

LIBRARY BOARD AGENDA ITEM COVERSHEET

Meeting Date: 03/08/2016

Agenda Category: New Business

Prepared By: Ann Roseberry, Library Manager

Subject:
Parks and Facilities Work Plan/Library Business Plan

Department:
Parks & Public Facilities

Recommended Motion:

Summary:

Attachments:

1. Parks and Facilities 2016 Work Plan Draft
2. Business Plan Library Board

1-26-15 Draft. Plan to be finalized concurrent with Neogov deadline for staff performance goals

Parks and Public Facilities Department 2016 Work Plan

The purpose of this work plan is to identify significant 2016 work items in support of the City's Strategic Leadership Plan. Listed below are the City's mission and vision statements, a summary of the Strategic Leadership Plan, and the City's values. Following the organization-wide statements are descriptions and vision statements for the six divisions within the Parks and Public Facilities Department. Finally, the plan concludes with a table format of 2016 significant work items, anticipated key dates and affected work groups.

Work plans in various departments are expected to be coordinated so that the workload of internal service and other departments is well-planned.

City of Richland Organization-wide Guidance

The City of Richland exists to (*this section was developed internal to the department as a tool to frame core City priorities and has not been evaluated or otherwise adopted*):

1) Protect people and property.
2) Operate sanitary systems to promote public health.
3) Operate other infrastructure to support the generation of private wealth.
4) Provide other non-essential services such as recreation, public education, parks and open space, and other activities aimed to satisfy the demands of residents and to promote the growth of the city.

City Vision Statement:

Richland is a progressive, safe and family-friendly community that welcomes diversity. It is noted for excellence in technology, medicine, education, recreation, tourism and citizen participation. This dynamic city, situated on two rivers, actively supports opportunities for economic development that are in harmony with the area's unique natural resources.

City Mission Statement:

The City of Richland is responsible for furnishing cost-effective services and well maintained facilities, safeguarding the public and property, enhancing the community's favorable quality of life, protecting Richland's natural environment and sustaining a healthy, growing economy.

Strategic Leadership Plan:

Key 1: Financial Stability and Operational Effectiveness

Key 2: Infrastructure and Facilities

Key 3: Economic Vitality

Key 4: Targeted Investments

Key 5: Natural Resources Management

Key 6: Community Amenities

Key 7: Neighborhoods and Community Safety

City Values:

Teamwork*:* We will work together, demonstrating collaboration through mutual reliability, openness and flexibility to accomplish our goals.

Integrity*:* We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability and sincerity.

Excellence*:* We will deliver a superior level of commitment, responsiveness, performance and provision of services to all, with the attitude that everything is worth our best effort.

Parks and Public Facilities Department Guidance

Department wide vision statement: We provide premier parks, public facilities, recreation activities and library services for our community. Every decision made on behalf of the community will be to ensure that we are fiscally responsible and provide outstanding value.

The City's Parks and Public Facilities Department consists of six divisions:

1. Recreation: Program and support activities that encourage tourism, sports/tournaments, community events and education, health/wellness programs, arts, aquatics and other special public events that provide value to citizens.

   Vision Statement: To ensure a comprehensive variety of enriching recreational activities for people of all ages and abilities.

2. Library: Provides educational and informational resources to the community; serves as a hub for technological and cultural resources, provides a "third place" for civic engagement and collaboration; offers a physical and virtual space for both consumers and creators of content; encourages community partnerships to support the vision of the City.

   Vision Statement: The Richland Public Library promotes the love of reading and the joy of discovery for persons of all ages, provides information and learning resources in a variety of formats for both education and leisure and prepares our patrons for the challenges and opportunities in the lifelong quest for knowledge in the information age.

3. Columbia Point Golf Course: 18 hole golf course with driving range, clubhouse, off-street parking lot, commercial kitchen, small dining area, retail store, and supporting maintenance and storage facilities.

4. Parks and Facilities: Maintains most City facilities and grounds consisting of 115 sites including 58 parks, 2,286 acres of park land, 6.6 miles of urban streetscape, 275,000 square feet of occupied space within 12 major facilities.

   Vision Statement: We are passionately dedicated to providing and maintaining excellent parks and public facilities at the best value for our citizens.

5. Planning and Construction: Plans, designs, constructs, and manages new park and facility projects in addition to updating aging facilities. Monitors facilities against the needs of the community and best practices.

6. <u>Administration</u>: Supports the department by communicating the vision of the city, instilling the City's core values, and providing staff resources to the Parks and Recreation Commission, Library Board, and the Arts Commission. Oversee, coordinate and develop strategic initiatives and major work products.

    Vision Statement: Provide leadership to the City with an emphasis in Parks and Public Facilities.

2016 Parks and Public Facilities Department Significant Work Items

Acronyms used

CM	City Manager
CA	City Attorney
AS	Administrative Services
PW	Public Works
ES	Energy Services
Com	Communications and Marketing Office
HR	Human Resources
P	Purchasing
W	Warehouse
F	Finance
IT	Information Technology
FD	Fire Department
PD	Police Department
CD	Community Development
CC	City Council
PRC	Parks and Recreation Commission
RAC	Richland Arts Commission
PC	Planning Commission
LB	Library Board
FORPL	Friends of the Richland Public Library
LF	Library Foundation

ADMINISTRATION DIVISION

City Hall: Build political energy and support yearlong. Establish project delivery method by Feb 1. Receive state authority for project delivery method by May 1. Acquire GSA property by May 1. Develop leadership and staff engagement strategy by June 1. Sell revenue bonds by Oct 1. Select design/build team by Dec 1. Begin design work by Dec 31.

Roger Brooks Waterfront Plan: Parks and Public Facilities is in a key supportive role for plan development and in a leadership role for plan implementation. Support the Community Development Department during plan development and public engagement phase.

Economic Development opportunities: Use the park system, rentable space at the Library and RCC as opportunities to promote economic development.

Barker Ranch: By June 1, complete necessary land survey and title work, as requested by City Attorney, as part of comprehensive legal approach to resolving existing issues with Barker Ranch.

Boards and Commissions: Guide and coach boards and commissions (RPLB, FRPL, RPLF, PRC, RAC) to implement work plans, where appropriate, consistent with the City's Strategic Leadership Plan.

BUSINESS

Data collection and benchmarking: By March 1 all divisions will prepare a list of core benchmark data points including the categories of time, expenditure, revenue, customer satisfaction, and volume/participation. The benchmarks should be relevant to the business of each division, easy to obtain, and should be data that can be tracked year over year.

Athletic field pricing: Working closely with sports associations evaluate and recommend a policy by April 1 a new field pricing policy recognizing and promoting "game-ready" field conditions vs. "practice-ready" conditions in an effort to promote sports tourism activity and proposed pricing by year end in anticipation of 2017 fee modification.

Sports associations: RNLL, GRLL, TRL expire in 2016. Negotiate a new approach related to athletic field pricing above and consistent with other area cities. ASE, TCYS, RL are on the new model. Negotiate concession building leases with associations that operate concessions. Negotiate leases for other buildings with exclusive association/club use with applicable associations/clubs. Buildings, land or other improvements with an exclusive use, including concessions should not include a public subsidy.

Library room rentals: Work with the Library Board and user groups to evaluate room rental fees at the Library and provide a recommendation by June 17.

Grants: Evaluate grant opportunities and review against city priorities, and apply for at least $1,000,000 of RCO grant applications. Facilitate information and knowledge transfer from the retiring Dave Bryant.

Retirements: Provide a Library Re-Organization Plan (Version 2016 following Version 2011 and 2013) to Director Jan 31 recognizing planned retirements and business need including incorporation of the Maker Space.

Library coffee vendor: Prepare for possible new vendor by evaluating current business model. Monitor the performance of existing vendor and develop a new model as needed. Identify potential new vendors for future recruitment if needed.

Columbia Point Golf Course food and beverage: per the Dec 2015 extension of the CourseCo management agreement initiate a study of food and beverage at the Columbia Point Golf Course. The results of the study will impact a decision of investing in food and beverage as described in the agreement. The study is to be complete by May 1.

Interdepartmental IDB: Develop a monthly IDB invoice to other Departments served by Facilities labor. The invoice will include employee number, hours, equipment hours, materials and job site.

Work order system: Participate on the IT led initiative to develop a citywide work order system. The system will be a major upgrade related to interdepartmental IDB.

Website: Participate on the IT led initiative to migrate content and update the City's website.

Janitorial level of service: Evaluate the cleanliness of facility public bathrooms including showers mid-day and recommend an approach to increase janitorial level of service, if warranted.

ORGANIZATION AND CULTURE

Retirements (Lib and Capital): Lib Re-Org plan due to Director Jan 31 for implementation for spring reference Librarian retirement. Planning and Construction and parks and facilities reorganization plan completed by March 1, 2015 and implemented by June 15th in preparation for June 1 Senior Park Planner retirement.

Hospitality: Integrate the concepts of market positioning, consumer demand, customer satisfaction, and exceptional service into each division. Each division is to create a written, one-page document addressing each of these four criteria by June 1.

Internal coordination and communication: The work of all divisions is interrelated. Division Managers are expected to effectively communicate with other Managers to accomplish the business needs of the department and of the City.

Park Ranger: Reclassify full time Park Ranger position consistent with the existing ½ time Park Ranger position.

LIBRARY DIVISION

Library student reciprocity: Explore options for K-12 student reciprocity between City of Richland Library and Mid-Columbia Library System. Staff to work on model to present to City Manager by March 30, 2016**.** If approved, prepare for Library Board and City Council for implementation by year end.

Makerspace: Present design to Library Board plus Friends and Foundation Boards, January 12, 2016. Develop funding program using Construction Reserve, funding from Library Foundation, and from local contractors by March 31, 2016**.** Prepare for construction start September, 2016 (after Summer Reading, to be determined as well within overall department schedule). Open December 2016.

Summer programming
By Feb 1 develop a joint programming strategy with Recreation. By March 1 complete concept activities. Also by March 1 provide data on 2015 summer programming including activities, participant counts, and satisfaction ratings where available. In 2016 increase participation and # of activities for COR programmed activities by 20% subject to event location capacity. Satisfaction target rating is 95%.

CAPITAL PROJECTS DIVISION

Shoreline maintenance plan: Complete shoreline stabilization and enhancement plan and receive approval by June 1

Shoreline maintenance work: Complete $30,000 plus $30,000 of prioritized shoreline maintenance by year end. Complete a prioritized list of project sites for implementation by Feb 1.

Riverfront Trail and Howard Amon Beach construction: Complete HAP Riverfront Trail widening/relocation from Lee Blvd south 500 feet by November 1, 2016 and on budget ($150,000) and complete bank stabilization and enhance 120 lineal feet of beach area in Howard Amon Park by June 1, 2016 and on budget ($30,000)

HAPO Stage: Complete HAPO Community Stage on schedule (April 1, 2016) and on budget ($1,082,000)

Dog Park: Develop a scope of work, identify COR roles and responsibilities, define TCDPS obligations, work with the TCDPS on the design and construction of the expansion of BMP Dog Park and complete the expansion by August 1, 2016 and on budget ($135,000).

ORV Park: Develop a scope of work, identify COR roles and responsibilities, define HRMC obligations and work with HRMC on the design and construction of the ORV Park office building and entry improvements and have work completed by June 1, 2016 and on budget ($306,300)

Gala Park: Develop a scope of work, identify COR roles and responsibilities, define contractor obligations and completion of corner landscaping by May 1, 2016 and on budget ($32,500)

Shelterbelt trees: Replace trees in the Bypass shelterbelt between Swift and Duportail utilizing the forestry grant ($4884) and at other locations to utilize additional COR $20,000 budget.

Shelterbelt irrigation: Scope a project to convert shelterbelt flood irrigation to a pressurized system, identify a water source, and develop an implementation budget and schedule.

Facility Maintenance (new in 2016): Spend Facilities Ongoing maintenance dollars based on established priority ranking ($100,000)

Park Maintenance (new in 2016): Spend Parks Ongoing maintenance dollars based on established priority ranking and park use ($100,000)

Craighill Park CDBG: Develop a scope of work, identify COR roles and responsibilities, define CDBG obligations and complete the Craighill Park Basketball Court by September 30th and on budget ($50,000).

Develop a master plan for Craighill Park, receive PRC recommendation and adopt by resolution at Council.

RCC Fitness expansion: Develop a scope of work, identify COR roles and responsibilities, define contractor obligations and complete the CIP modernization of the Community Center including fitness, computer and meeting rooms by first and on budget ($45,000) (June 1). Project will include rehabilitation of fitness equipment.

Columbia Point lighting: Develop a scope of work, identify COR roles and responsibilities, define contractor obligations and complete the installation of Columbia Point Field Lighting by September 1, 2016 and on budget ($280,000). Create a master plan (implementing the Roger Brooks plan), receive recommendation from PRC and adopt by resolution at Council.

Gateways: Evaluate the gateway improvement master plan and scope remaining locations and inventory and complete locations that have been started by July 1, 2016 ($36,000)

Park District Funds: Determine the best use of Park District 2 funds and proposed to the PRC that districts one and two are combined and receive Council approval by September 1

Spill Response Plan and equipment: Install spill response equipment in the pipe chase of the bathroom at Columbia Point Marina Park and develop a plan, and if in budget, purchase a portable spill response kit including containment, cleanup, PPE, and pumping equipment.

Vending Machines: Inventory every vending machine on City property or within City buildings and determine ownership. Develop and enter into contracts for each vending machine that will remain by year end recognizing the unique procurement process identified in RCW.

RECREATION DIVISION

Sports Tourism: By Feb 1 develop a list including data benchmarks for the 2015 sports tourism season. By March 1 develop a list including 2016 benchmarks. Increase all 2015 benchmarks by 25%.

RCC Anniversary: Coordinate a RCC 15 year anniversary event in October.

RCC fitness: The RCC will be modified in 2016. The computer lab and the meeting room will be combined and used for fitness. The existing fitness room will be converted to a meeting room. Recreation will coordinate fitness programming to coincide with the capital project.

1. Fitness equipment: inventory and rehabilitate equipment to be user-ready for the opening of the modernized fitness room. Schedules are to be aligned.
2. Develop a written plan for fitness programming at the RCC 5
    a. Programming aimed at diverse target market including:
        i. Non-Athlete
        ii. Parent/Child
        iii. Teens

b. Programming
    i. Small Group Personal Training
    ii. New Instructors targeted at fitness categories in-demand by the intended user groups
c. Identification and assignment of recreation staff to focus on fitness activities
d. User group outreach
    i. Fun, Fit & Over 50
    ii. T.O.P.S. / weight watchers
    iii. Stroller Strides
    iv. Teen after school
e. General marketing
f. Measurements and benchmarking

HAPO Community Stage programming: Develop a performance stage business model by March 1 that evaluates COR initiated programming, private rentals, and partnership events. The partnership events in the business model will include local performing art organizations, the Richland Arts Commission, the Summer Movie Series, local garage bands, RSD/KSD/PSD concert bands, and RSD/KSD/PSD drama clubs. The business model will include fully paid events, free events, sponsorships, VIP, food and beverage, sanitation, security, hospitality, performer privacy, promotion, ticket sales, and insurance.

Establish a relationship with Live @ 5 to facilitate an orderly transition of the existing event to the new facility.

Coordinate a grand opening all-day, variety performing arts show April 9th and work with the Richland Arts Commission on the event for scheduling and contact information for local performing arts organizations.

Create an "international festival" event bringing together at least 6 existing international or ethnic events and include international food vendors. Outreach for the event should target all audiences with an emphasis on an international audience.

Coordinate at least one significant concert with talent level 20% greater than the talent level of live @ 5.

Develop a spring 2016 lodging tax application for concert promotion services.

Develop the various business models including fully paid events, free events, semi sponsored, VIP, food and beverage, sanitation, security, hospitality, performer privacy, promotion

Become expert in event management specifically performance stage management and promotion.

Waterfront programming: (((modify this goal at midyear after adoption of the Waterfront Plan))) Implement applicable portions of the forthcoming Roger Brooks Waterfront Plan and continue effort to expand and emphasize recreation programming in the Waterfront District by facilitating at least 250 public events in the district in 2016. Develop an inventory of 2015 public and private events (if open to the public), including private theater, excluding classes at RCC by Feb 1. Develop an anticipated schedule of 2016 events by March 1.

Summer programming: By Feb 1 develop a joint programming strategy with the Library. By March 1 complete concept activities. Also by March 1 provide data on 2015 summer programming including activities, participant counts, and satisfaction ratings where available. In 2016 increase participation and # of activities for COR programmed activities by 20% subject to event location capacity. Satisfaction target rating is 95%.

Active Net: Work with Active Net and develop a transition schedule to migrate from their "Class" product to the new "Active Net" product. Contact other communities that have made a similar transition and develop an expectation of the transition. The schedule will include staffing, training, hardware change, and a recommendation for other non-recreation staff to become trained on the software.

Swim Lesson Program: Work with Pasco and Kennewick to evaluate alternatives to the now defunct Tri Cities Recreational Swim Program (TCRSP). Develop a replacement program for the 2016 swim season with or without Pasco and Kennewick. The evaluation will include an implementation schedule, budget and review of pros and cons.

Map Resources: By March 1 develop informational maps for the highest used parks including park amenities. Use the maps to aid rental contract and permitting process.

RCC Programming: By March 1 provide data on 2015 RCC programming including activities, participant counts, and satisfaction ratings where available. In 2016 increase all data points by 20%.

FACILITIES GROUP

Shoreline access: By Feb. 1 develop prioritized shoreline access locations and throughout the year develop access through vegetation management and physical improvements.

Arbor program: By June 1, catch up on backlogged data entry and improve efficiency in the tree inventory and data collection by implementing new technology hardware and identify and implement a revised administrative system to keep the inventory up to date, while minimizing the Arborist's time away from the field.

Benchmarking: Benchmark productivity standards for various activities and complete by the end of the year.

Garbage: By June 1, develop a method to sustain garbage cans in an up-right position during wind storms

Employee p-card purchasing: Improve individual employee accountability for receipts such that by June 1st all receipts are accounted for when direct pays forms or P-card reconciliations are being prepared.

1-26-15 Draft. Plan to be finalized concurrent with Neogov deadline for staff performance goals

Parks and Public Facilities Department 2016 Work Plan

The purpose of this work plan is to identify significant 2016 work items in support of the City's Strategic Leadership Plan. Listed below are the City's mission and vision statements, a summary of the Strategic Leadership Plan, and the City's values. Following the organization-wide statements are descriptions and vision statements for the six divisions within the Parks and Public Facilities Department. Finally, the plan concludes with a table format of 2016 significant work items, anticipated key dates and affected work groups.

Work plans in various departments are expected to be coordinated so that the workload of internal service and other departments is well-planned.

City of Richland Organization-wide Guidance

The City of Richland exists to (*this section was developed internal to the department as a tool to frame core City priorities and has not been evaluated or otherwise adopted*):

1) Protect people and property.
2) Operate sanitary systems to promote public health.
3) Operate other infrastructure to support the generation of private wealth.
4) Provide other non-essential services such as recreation, public education, parks and open space, and other activities aimed to satisfy the demands of residents and to promote the growth of the city.

City Vision Statement:

Richland is a progressive, safe and family-friendly community that welcomes diversity. It is noted for excellence in technology, medicine, education, recreation, tourism and citizen participation. This dynamic city, situated on two rivers, actively supports opportunities for economic development that are in harmony with the area's unique natural resources.

City Mission Statement:

The City of Richland is responsible for furnishing cost-effective services and well maintained facilities, safeguarding the public and property, enhancing the community's favorable quality of life, protecting Richland's natural environment and sustaining a healthy, growing economy.

Strategic Leadership Plan:

Key 1: Financial Stability and Operational Effectiveness

Key 2: Infrastructure and Facilities

Key 3: Economic Vitality

Key 4: Targeted Investments

Key 5: Natural Resources Management

Key 6: Community Amenities

Key 7: Neighborhoods and Community Safety

City Values:

Teamwork*:* We will work together, demonstrating collaboration through mutual reliability, openness and flexibility to accomplish our goals.

Integrity*:* We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability and sincerity.

Excellence*:* We will deliver a superior level of commitment, responsiveness, performance and provision of services to all, with the attitude that everything is worth our best effort.

Parks and Public Facilities Department Guidance

Department wide vision statement: We provide premier parks, public facilities, recreation activities and library services for our community. Every decision made on behalf of the community will be to ensure that we are fiscally responsible and provide outstanding value.

The City's Parks and Public Facilities Department consists of six divisions:

1. Recreation: Program and support activities that encourage tourism, sports/tournaments, community events and education, health/wellness programs, arts, aquatics and other special public events that provide value to citizens.

    Vision Statement: To ensure a comprehensive variety of enriching recreational activities for people of all ages and abilities.

2. Library: Provides educational and informational resources to the community; serves as a hub for technological and cultural resources, provides a "third place" for civic engagement and collaboration; offers a physical and virtual space for both consumers and creators of content; encourages community partnerships to support the vision of the City.

    Vision Statement: The Richland Public Library promotes the love of reading and the joy of discovery for persons of all ages, provides information and learning resources in a variety of formats for both education and leisure and prepares our patrons for the challenges and opportunities in the lifelong quest for knowledge in the information age.

3. Columbia Point Golf Course: 18 hole golf course with driving range, clubhouse, off-street parking lot, commercial kitchen, small dining area, retail store, and supporting maintenance and storage facilities.

4. Parks and Facilities: Maintains most City facilities and grounds consisting of 115 sites including 58 parks, 2,286 acres of park land, 6.6 miles of urban streetscape, 275,000 square feet of occupied space within 12 major facilities.

    Vision Statement: We are passionately dedicated to providing and maintaining excellent parks and public facilities at the best value for our citizens.

5. Planning and Construction: Plans, designs, constructs, and manages new park and facility projects in addition to updating aging facilities. Monitors facilities against the needs of the community and best practices.

6. Administration: Supports the department by communicating the vision of the city, instilling the City's core values, and providing staff resources to the Parks and Recreation Commission, Library Board, and the Arts Commission. Oversee, coordinate and develop strategic initiatives and major work products.

    Vision Statement: Provide leadership to the City with an emphasis in Parks and Public Facilities.

BUSINESS

Data collection and benchmarking: By March 1 all divisions will prepare a list of core benchmark data points including the categories of time, expenditure, revenue, customer satisfaction, and volume/participation. The benchmarks should be relevant to the business of each division, easy to obtain, and should be data that can be tracked year over year.

Library room rentals: Work with the Library Board and user groups to evaluate room rental fees at the Library and provide a recommendation by June 17.

Retirements: Provide a Library Re-Organization Plan (Version 2016 following Version 2011 and 2013) to Director Jan 31 recognizing planned retirements and business need including incorporation of the Maker Space.

Library coffee vendor: Prepare for possible new vendor by evaluating current business model. Monitor the performance of existing vendor and develop a new model as needed. Identify potential new vendors for future recruitment if needed.

Website: Participate on the IT led initiative to migrate content and update the City's website.

ORGANIZATION AND CULTURE

Retirements (Lib and Capital): Lib Re-Org plan due to Director Jan 31 for implementation for spring reference Librarian retirement. Planning and Construction and parks and facilities reorganization plan completed by March 1, 2015 and implemented by June 15th in preparation for June 1 Senior Park Planner retirement.

Hospitality: Integrate the concepts of market positioning, consumer demand, customer satisfaction, and exceptional service into each division. Each division is to create a written, one-page document addressing each of these four criteria by June 1.

LIBRARY DIVISION

Library student reciprocity: Explore options for K-12 student reciprocity between City of Richland Library and Mid-Columbia Library System. Staff to work on model to present to City Manager by March 30, 2016**.** If approved, prepare for Library Board and City Council for implementation by year end.

Makerspace: Present design to Library Board plus Friends and Foundation Boards, January 12, 2016. Develop funding program using Construction Reserve, funding from Library Foundation, and from local contractors by March 31, 2016**.** Prepare for construction start September, 2016 (after Summer Reading, to be determined as well within overall department schedule). Open December 2016.

Summer programming

By Feb 1 develop a joint programming strategy with Recreation. By March 1 complete concept activities. Also by March 1 provide data on 2015 summer programming including activities, participant counts, and satisfaction ratings where available. In 2016 increase participation and # of activities for COR programmed activities by 20% subject to event location capacity. Satisfaction target rating is 95%